

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - Tuesday, September 20, 2016

MEETING - Committee Room

Session # 37

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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**
 - 4.1 Tuesday, September 6, 2016 Meeting Minutes 2 - 4
- 5 **In-Camera**
- 6 **Items Referred from Council**
- 7 **New Business**
 - 7.1 Councillor J. Caul AMO Conference Travel & Per Diem Claims 5 - 7
- 8 **Non-agenda Items**
- 9 **Outstanding Items**
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 - 9.2 Elected Officials Remuneration By-Law 02/10-C (Fall)
- 10 **Information**
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 - 10.3 Water & Sewer Fund Financials as at August 31, 2016 13
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- 11 **Adjourn / Next Meeting Date**
 - 11.1 Tuesday, October 4, 2016

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #36

September 6, 2016]

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre Committee Room on Tuesday, September 6, 2016 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor Wendy Brunetta and Mayor Roy Avis

ALSO PRESENT: Doug Brown, CAO, Lisa Slomke, Clerk, Dawn Galusha, Deputy Treasurer, Travis Rob, Operations & Facilities Manager, Doug Herr, Environmental Superintendent, Laurie Lindberg, Treasurer and Bill Krag, Guest

REGRETS: Councillor Paul Ryan

1. Call to Order

1.1 Councillor Ken Perry Called the Meeting To Order at 12:01 p.m.

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

2.1 D. Brown, CAO AMO AGM & Annual Conference Travel Claim

3. Disclosure of pecuniary interest and the general nature thereof

3.1 Mayor Avis declared a conflict of interest on Agenda Item # 7.10 Mayor R. Avis - AMO Conference Travel & Per Diem Claims as they are his expenses.

3.2 Councillor Wendy Brunetta declared a Conflict of Interest on Agenda Item # 7.12 Councillor W. Brunetta - AMO Conference Travel & Per Diem Claims as they are her expenses.

4. Approval of Previous Committee Minutes

4.1 The Committee considered the following resolution:
Brunetta/Perry: That the minutes of the previous meeting held on Tuesday, August 2, 2016 be approved as presented. CARRIED

5. In-Camera

6. Items Referred from Council

6.1 Water & Sewer Invoice re: 800 Scott Street - The Committee referred this item to the Operations & Facilities Executive Committee meeting to be held on September 21, 2016. Mr. Krag confirmed that he is available to attend the meeting.

6.2 Ontario's Sunset Country Travel Association Annual Per Capita Marketing Contribution - The Committee recommended to approve the Northwest Ontario's Sunset Country Travel Association annual capita request in the amount of \$2,187.63 plus HST.

6.3 Riverside Foundation For Health Care Annual Fall Dinner Mobsters & Dames - The Committee recommended to approve a Bronze Sponsorship in the amount of \$600.00 for the Riverside Foundation for Health Care Mobsters & Dames Gala event taking place on September 24, 2016.

7. New Business

- 7.1 Amendment to Agreement with Province (ODRAP) - The Committee recommended to bring forward an amending by-law to revise the end date within the grant agreement.
- 7.2 357/358 Application for Tax Adjustment re: 525 Portage Ave - The Committee recommended to approve the adjustment of 2015 taxes under Section 357/358 of the Municipal Act for property located at 525 Portage Avenue in Fort Frances.
- 7.3 357/358 Application for Tax Adjustment re: 618 Riverview Drive - The Committee recommended to approve the adjustment of 2016 taxes under Section 357/358 of the Municipal Act for property located at 618 Riverview Drive in Fort Frances.
- 7.4 Amended Property Assessment Notices - The Committee recommended to receive the Amended Property Assessment Notice for properties located at 426 Victoria Avenue, 714 Armit Avenue and 525 Portage Avenue in Fort Frances for the 2016 taxation year.
- 7.5 Request for Reconsideration M.O.S. re: 323 Second Street E - The Committee recommended to receive the Minutes of Settlement for property located at 323 Second Street E. in Fort Frances for the 2016 taxation year.
- 7.6 2017 Budget Timeline - The Committee recommended to approve the 2017 Budget Timetable as presented.
- 7.7 Northwestern Ontario Sports Hall of Fame and Museum - The Committee recommended to approve a half page advertisement in the Northwestern Ontario Sports Hall of Fame and Museum's 35th Annual Induction Dinner Souvenir Program in the amount of \$250.00 plus applicable taxes.
- 7.8 Request for Reconsideration M.O.S. re: 839 Christie Ave - The Committee recommended to receive the Minutes of Settlement for property located at 839 Christie Ave. in Fort Frances for the 2016 taxation year.
- 7.9 Request for Reconsideration M.O.S. re: 1110 Second Street E. - The Committee recommended to receive the Minutes of Settlement for property located at 1110 Second Street E. in Fort Frances for the 2016 taxation year.
- 7.10 Mayor R. Avis - AMO Conference Travel & Per Diem Claims - The Committee recommended to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,977.72 as submitted by Mayor Roy Avis for his attendance at the AMO Conference held in Windsor, Ontario from August 13 - 17, 2016.
- 7.11 Councillor P. Ryan - AMO Conference Travel & Per Diem Claims - The Committee recommended to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,659.33 as submitted by Councillor Paul Ryan for his attendance at the AMO Conference held in Windsor, Ontario from August 13 - 17, 2016.
- 7.12 Councillor W. Brunetta - AMO Conference Travel & Per Diem Claims - The Committee recommended to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,026.76 as submitted by Councillor Wendy Brunetta for her attendance at the AMO Conference held in Windsor, Ontario from August 14 - 17, 2016.

8. Non-agenda Items

- 8.1 D. Brown, CAO AMO AGM & Annual Conference Travel Claim - The Committee recommended to approve the Travel Expense claim in the total amount of \$464.02 as submitted by Doug Brown, CAO for his attendance at the AMO AGM & Annual

Conference held in Windsor, Ontario from August 13 – 17, 2016.

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

- 10.1 Administration & Finance Department Stats as at July 31, 2016
- 10.2 General Fund Financial Statement as at July 31, 2016
- 10.3 Water & Sewer Fund Financial Statement as at July 31, 2016
- 10.4 Capital Fund Financial Statement as at July 31, 2016

11. Adjourn / Next Meeting Date

- 11.1 Tuesday, September 20, 2016

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: September 8, 2016
SUBJECT: Councillor June Caul – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$600.00 and Schedule “B” Travel Expenses of \$245.00 to attend the AMO Conference held in Windsor, Ontario from August 14 - 17, 2016 as submitted by Councillor June Caul.

Conference Expenses

1. Meals	\$245.00
2. Per Diem (4 days)	<u>600.00</u>
Total Per Diem & Travel Claims	<u>\$845.00</u>

The registration fee of \$791.00, air flight of \$682.83 and hotel accommodations of \$610.20 were paid by the Town resulting in the total cost of \$2,929.03 to attend the AMO Conference as authorized by Council.

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

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

1.	Attendee	June Caul							
2.	Conference/Seminar Attended	AMO							
	Location (Facility and City)	Windsor, ON							
	Dates	Aug. 14 to 17, 2016							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast		15.00	15.00	15.00				45.00
	Lunch	20.00	20.00	20.00	20.00				80.00
	Dinner	40.00	40.00	40.00	40.00				120.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
									245.00
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved								Total Expenses
									245.00
									Advance Received
									Balance Claimed
									Balance Refunded

The agenda must be attached to process payment

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

Sept. 7, 2016
Date

June Caul
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	June Caul
Conference / Seminar Attended	AMO
Location	Windsor, ON
Dates	Aug. 14, 15, 16, 17

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug. 15	Aug. 16	Aug. 17				Aug. 14	
Amount	150.00	150.00	150.00				150.00	450.00

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date

To be submitted to Payroll for processing when approved by Council

Administration & Finance Department Stats
for the period ending August 31, 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	1,095.30	851.90					\$ 8,159.71
Business Licences	6,043.30	2,429.85	5,248.45	13,909.30	1,978.55	1,050.10	344.15	334.70					\$ 31,338.40
Lottery Licences	275.93	177.30	2,000.66	287.19	130.58	1,886.71	690.00	1,969.35					\$ 7,417.72
Fort Frances Portion of POA Fines				15,059.72				73,685.16					\$ 88,744.88
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	352.00	416.00					\$ 2,654.00
Marriage Licences	280.00	280.00	700.00	280.00	420.00	1,120.00	1,540.00	1,960.00					\$ 6,580.00
Civil Marriage	327.35	327.35	1,309.40	327.35		327.35	763.60	381.80					\$ 3,764.20
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	59.51	150.60					\$ 592.66
Investment Income	604.77	344.37	911.91	997.43	1,104.95	7,077.55	349.15	778.99					\$ 12,169.12
Sale of Land	6,055.13	18,000.00	0.00	1,000.00		54,727.80	269,556.59	1,175.98					\$ 350,515.50
Administration Service Charges	28.63	14,937.14	14,568.57	22,312.15	14,790.31	14,897.34	14,647.18	37,066.35					\$ 133,247.67
	\$ 14,576.71	\$ 37,682.86	\$ 25,760.93	\$ 55,483.50	\$ 20,187.84	\$ 83,357.25	\$ 289,397.48	\$ 118,770.83	\$ -	\$ -	\$ -	\$ -	\$ 645,217.40

Accounts Receivable

Balance Forward	309,751.09	261,316.22	172,797.21	221,048.23	191,012.18	150,415.09	119,187.90	66,852.09					
Invoices/Debits	66,508.60	124,816.83	189,834.92	161,277.48	151,941.30	123,058.26	118,060.71	137,009.42					
Payments/Credits	-116,695.77	-214,781.75	-142,566.48	-192,131.35	-193,480.35	-154,584.66	-170,516.80	-124,311.84					
Interest Applied	1,752.30	1,445.91	982.58	817.82	941.96	299.21	120.28	88.61					\$ 6,448.67
Total Amount Owning	\$ 261,316.22	\$ 172,797.21	\$ 221,048.23	\$ 191,012.18	\$ 150,415.09	\$ 119,187.90	\$ 66,852.09	\$ 79,638.28	\$ -	\$ -	\$ -	\$ -	\$ 6,448.67

A/R Invoices Processed

General/By-Law/Planning/CBO	4	7	10	7	12	15	12	11					78
Daycare		79	81	84	84	83	99	75					585
Airport		12	18	14	11	16	11	11					93
Landfill	28	25	31	37	37	42	41	37					278
Public Works	1	3	2	2	4	5	6	1					24
Parks/Cemetery							2						2
Sewer	5	24	13	5	19	7	15	8					96
Water	1	13	5	34	6	14	12	11					96
Fire Department		13	0	0		1	0	0					14
Memorial Sports Centre	24	9	79	5	39	12	3	9					180
Fort Frances Power Corp	6	8	7	8	9	12	12	6					68
Invoices Issued by Month	69	193	246	196	221	207	213	169	0	0	0	0	1,514

NSF/Returned Payments

Day Care	0	0	0	0	0	0	0	0					0
Memorial Sports Centre	0	0	0	0	0	0	0	0					0
Utilities	3	6	3	7	8	16	3	2					48
Taxation	0	0	1	1	0	0	0	0					2
Other	0	0	1	0	0	0	0	1					2

Taxes

Balance Forward	789,235.47	6,483,623.46	2,813,246.06	\$ 1,095,226.11	\$ 926,189.54	827,260.28	6,771,753.31	3,067,870.72					
Tax Billings/Debits	6,090,585.65	13,466.86	13,020.49	378.72	1,666.08	5,983,617.57	3,351.21	15,114.59					
Payments/Credits	(407,218.84)	(3,694,324.78)	(1,743,779.61)	(183,357.63)	(112,853.14)	(50,571.80)	(3,717,974.19)	(1,876,375.11)					
Interest Applied	11,021.18	10,480.52	12,739.17	13,942.34	12,257.80	11,447.26	10,740.39	13,485.28					96,113.94
Total Amount Owning	\$ 6,483,623.46	\$ 2,813,246.06	\$ 1,095,226.11	\$ 926,189.54	\$ 827,260.28	\$ 6,771,753.31	\$ 3,067,870.72	\$ 1,220,095.48	\$ -	\$ -	\$ -	\$ -	\$ 96,113.94

Tax Arrears Notices Mailed/Letters	296	181	330	237	214	198	214	359					2,029
# of Properties in Arrears 3 years+	58	52	43	38	34	33	33	25					
# of Properties in Arrears 3 years+ with no payment plans	35	23	16	14	12	12	12	11					
# Tax Sale Registrations	0	0	0	0	0	0	0	0					
# Write offs (MOS/357 Applications)	0	0	0	0	0	0	0	3					3
Write-off - Municipal Portion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,642.65					\$3,642.65
# of Charity Rebates	0	0	0	0	0	2	0	0					2

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Charity Rebates - Municipal Portion					\$	12,442.89	\$	-	\$				\$12,442.89
# Vacancy Rebates	0	0	0	0	0	7	0	0					7
Vacancy Rebates - Municipal Portion			\$	-	\$	13,722.29	\$	-	\$				\$13,722.29
<u>E.D. Financial Incentive Plan</u>													0
# Of Applications Receiving Rebate	0	0	0	1	0	1	0	0					
Demolition Grant	\$ -	\$ -	\$ -	\$ 1,102.40	\$ -	\$ 482.64	\$ -	\$ -					\$1,585.04
Grant-In-Lieu of Taxes													0.00
<u>Water & Sewer</u>													
Balance Forward	\$ 1,203,619.92	\$ 418,432.79	\$ 322,394.53	601,650.71	324,047.61	571,106.13	482,838.68	694,341.78					
W/S Billings/Debits	233.71	3,230.82	943,628.13	6,241.77	921,283.76	9,129.33	894,185.32	11,692.78					
Payments/Credits	(785,920.26)	(100,844.55)	(664,921.52)	(287,775.04)	(674,717.66)	(100,893.60)	(685,158.20)	(383,274.14)					
Interest Applied	499.42	1,575.47	549.57	3,930.17	492.42	3,496.82	2,475.98	5,000.65					18,020.50
Total Amount Owing	\$ 418,432.79	\$ 322,394.53	\$ 601,650.71	\$ 324,047.61	\$ 571,106.13	\$ 482,838.68	\$ 694,341.78	\$ 327,761.07	\$ -	\$ -	\$ -	\$ -	\$ 18,020.50
Bi-Monthly Water/Sewer Bills Issued	3,346		3,375		3,394		3,426						13,541
Final Billings Issued		19		16		41		28					104
Late Notices Mailed		469		444		452		488					1,853
Registered Letters		47		42		49		49					187
Disconnects		0		0		0		1					1
Reconnections		0		0		0		0					0
<u>Provincial Offences</u>													
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
<u>Charges Disposed (Before or at Trial)</u>													
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

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

	Actuals to Date	2016 Draft Budget	Variance
CORPORATE			
050 Municipal Tax Levy	(10,617,884.88)	(10,617,884.00)	0.88
051 Education Tax Levy	(1,726,714.40)	(1,731,821.00)	(5,106.60)
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	17,364.94	254,755.00	237,390.06
057 W/O Education	9,387.42	24,980.00	15,592.58
061 OMPF	(2,200,575.00)	(2,934,100.00)	(733,525.00)
062 Payments-in-Lieu	(759,301.48)	(782,001.00)	(22,699.52)
070 Sale of Land	(350,515.50)		350,515.50
070 Contribution from Reserve Funds (Tax Rate Stab.)		(242,250.00)	(242,250.00)
110 Mayor & Council	183,721.23	717,598.00	533,876.77
112 Contribution to Reserves & Reserve Funds		1,375,000.00	1,375,000.00
113 Long Term Debt	359,259.37	640,120.00	280,860.63
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	1,174,532.73	1,878,859.00	704,326.27
163 Rainycrest	40,418.56	60,628.00	20,209.44
164 Northwestern Health Unit	276,610.05	368,814.00	92,203.95
820 Economic Development	71,419.52	166,435.00	95,015.48
821 Travel Information Centre	11,254.04	10,770.00	(484.04)
830 Solar Panel Project	(15,176.83)	(25,270.00)	(10,093.17)
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	(12,627,148.90)	(9,051,026.00)	3,576,122.90
ADMINISTRATION AND FINANCE			
070 Other Unassigned Revenue	(250,392.11)	(321,500.00)	(71,107.89)
120 Administration	211,088.04	297,065.00	85,976.96
121 Admin Vehicle	2,048.76	5,608.00	3,559.24
122 Municipal Buildings	32,577.26	30,005.00	(2,572.26)
125 HR Department	116,989.79	95,000.00	(21,989.79)
130 Clerk	113,264.48	172,189.00	58,924.52
140 Treasury	300,083.13	387,734.00	87,650.87
910 PUC Administration	48,299.61	95,170.00	46,870.39
Total Administration and Finance	573,958.96	761,271.00	187,312.04
EMERGENCY SERVICES			
211 Emergency Services	531,549.42	915,913.00	384,363.58
227 Emergency Measures	6,651.32	19,849.00	13,197.68
228 911 Service	16,048.89	13,800.00	(2,248.89)
231 Police Revenue	(19,749.05)	(24,000.00)	(4,250.95)
232 Police Services Board	9,767.07	21,350.00	11,582.93
233 Police Administration	1,553,569.88	2,332,588.00	779,018.12
Total Emergency Services	2,097,837.53	3,279,500.00	1,181,662.47

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

		Actuals to Date	2016 Draft Budget	Variance
COMMUNITY SERVICES				
622	Sister Kennedy Centre	23,156.47	34,600.00	11,443.53
641	Fort Frances Children's Complex	66,840.43	6,045.00	(60,795.43)
643	Best Start Hub/Resource Centre	(13,180.68)	668.00	13,848.68
644	Day Care Resource Teacher	(711.59)	833.00	1,544.59
653	Handi-Transit System	104,339.40	90,302.00	(14,037.40)
713	Townshend Theatre	(6,888.54)	-	6,888.54
722	Recreation Facilities	385,328.88	627,806.00	242,477.12
725	Recreation Programs	62,309.27	111,079.00	48,769.73
732	Community Services	79,048.85	132,683.00	53,634.15
740	Sunny Cove Camp	2,355.99	14,327.00	11,971.01
781	Fort Frances Public Library	328,986.68	493,191.00	164,204.32
784	Library School Co-op Fund	(15,748.48)		15,748.48
791	Museum	111,444.23	146,810.00	35,365.77
817	Waterfront Development/Marina	16,941.19	47,739.00	30,797.81
Total Community Services		1,144,222.10	1,706,083.00	561,860.90
OPERATIONS AND FACILITIES				
310	PW Administration	(75,267.60)	(102,217.00)	(26,949.40)
311	PW Buildings & Yards	77,534.18	118,672.00	41,137.82
313	Municipal Roads	683,818.82	1,284,156.00	600,337.18
318	Public Parking Lots	11,599.90	15,980.00	4,380.10
320	Sidewalks	58,711.60	107,954.00	49,242.40
330	Private Works Charges	4,938.14	32,668.00	27,729.86
331	Private Crossing Charges	2,209.39	18,367.00	16,157.61
333	PW Vehicles	103,201.80	219,790.00	116,588.20
334	PW Equipment	125,136.39	248,329.00	123,192.61
344	PW Stores	59,363.42	63,236.00	3,872.58
345	Traffic Signal Maintenance	6,941.52	7,779.00	837.48
346	Streetlight Maintenance	34,821.29	53,317.00	18,495.71
350	Garbage Collection	(42,466.80)	(167,172.00)	(124,705.20)
351	Recycling Services	102,745.11	192,448.00	89,702.89
352	Sanitary Landfill	(89,798.53)	(25,276.00)	64,522.53
360	Engineering	19,687.25	27,904.00	8,216.75
390	Airport	24,709.63	(29,762.00)	(54,471.63)
391	Airport Building Maintenance	25,661.86	45,295.00	19,633.14
393	Airport Grounds Maintenance	29,585.50	63,670.00	34,084.50
580	Parks & Cemeteries Admin.	105,340.43	196,473.00	91,132.57
582	Fort Frances Cemetery	36,602.40	89,281.00	52,678.60
583	Riverview Cemetery	104,885.43	172,375.00	67,489.57
584	Point Park	1,238.55	29,188.00	27,949.45
585	Parks - Outdoor Facilities	209,653.02	230,684.00	21,030.98
586	Lions Millennium Park	3,701.60	12,196.00	8,494.40
Total Operations and Facilities		1,624,554.30	2,905,335.00	1,280,780.70

PLANNING AND DEVELOPMENT

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

		Actuals to Date	2016 Draft Budget	Variance
150	Civic Centre	44,174.55	78,394.00	34,219.45
271	By-Law Enforcement	87,341.82	142,572.00	55,230.18
272	Animal Shelter	3,913.17	10,144.00	6,230.83
275	Fight the Blight Campaign	31,851.03		
813	Building Official	32,011.46	59,104.00	27,092.54
815	Planning & Zoning	44,153.75	108,623.00	64,469.25
	Total Planning and Development	243,445.78	398,837.00	187,242.25
	Sub-Total General Fund (Operating)	(6,943,130.23)	-	6,974,981.26
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	(6,943,130.23)	-	6,974,981.26
TOTAL BUDGET - Revenue		(18,968,582.31)	(21,604,520.00)	(2,635,937.69)
TOTAL BUDGET - Expenditures		12,025,452.08	21,604,520.00	9,579,067.92
		(6,943,130.23)	0.00	6,943,130.23

Water and Sewer Fund (Operating)
Actuals to August 31, 2016

WATER		Actuals to Date	2016 Budget	Variance
961	Waterworks Administration	-846,652.45	(669,471.00)	177,181.45
965	Water Treatment Plant	336,656.60	539,114.00	202,457.40
966	Water Storage Facility	103,589.73	130,357.00	26,767.27
		-406,406.12	0.00	406,406.12
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-406,406.12	0.00	406,406.12

SEWER		Actual to Date	2016 Budget	Variance
410	Sanitary Sewer Administration	-701,310.50	(748,247.00)	(46,936.50)
413	Sewage Treatment Plant	494,288.65	748,247.00	253,958.35
		-207,021.85	0.00	207,021.85
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-207,021.85	0.00	207,021.85

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

	Actual to Date	2016 Budget	Variance
Administration			
C-110-0490-0952 Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-140-0490-0952 Contribution from Reserve Funds		(100,000.00)	(100,000.00)
C-110-9109-0000 iCompass Computers/iPads	5,023.59	10,000.00	4,976.41
C-140-9109-0000 Computer/Network Upgrades	23,376.97	25,000.00	1,623.03
C-140-9109-1523 Financial Software (Windows Version)	76,572.09	75,000.00	(1,572.09)
Total Revenue	-	(110,000.00)	(110,000.00)
Total Expenditures	104,972.65	110,000.00	5,027.35
TOTAL ADMINISTRATION	104,972.65	-	(104,972.65)
Honeywell Project			
C-105-0490-0490 OPA/FFPC Grants			-
C-105-0490-0589 Expense Recoveries	(50.20)		50.20
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	(50.20)	(17,855.00)	(17,804.80)
Total Expenditures	-	17,855.00	17,855.00
TOTAL CIVIC CENTRE	(50.20)	-	50.20
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	(166,107.00)	(175,606.00)	(9,499.00)
C-313-0490-0952 Contribution from Reserve Funds		(25,000.00)	(25,000.00)
C-316-0490-0412 Provincial Grant		(2,172,618.00)	(2,172,618.00)
C-316-0490-0952 Contribution from Reserve Funds		(4,526.00)	(4,526.00)
C-316-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(472,268.00)	(472,268.00)
C-320-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(404,036.00)	(404,036.00)
C-345-0490-0952 Contribution from Reserve Funds		(16,200.00)	(16,200.00)
C-310-9105-1471 Small Equipment Purchases	2,764.29	8,000.00	5,235.71
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)	221,876.58	753,847.00	531,970.42
C-313-9272-1523 Nelson Street - Storm Sewer	114,159.77	120,031.00	5,871.23

Town of Fort Frances
Capital Fund Budget vs Actual
as at August 31, 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	334,473.42	541,300.00	206,826.58
C-316-9277-1523 Connecting Link - Colonization Rd E from Scott - 5th St	559,253.29	2,062,859.00	1,503,605.71
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	63,410.65	104,036.00	40,625.35
C-320-9272-1523 Sidewalks - Nelson St	7,979.18		(7,979.18)
C-320-9273-1523 Sidewalks - Kings Hwy - Wright to York	86.59		(86.59)
C-320-9299-1523 Scott Street - 200 Block Interlocking Brick	4,701.32	300,000.00	295,298.68
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	6,243.76	8,000.00	1,756.24
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	28,967.18	60,000.00	31,032.82
<u>Waste Management System</u>			
C-351-0490-0952 Contribution from Reserve Funds		(13,255.00)	(13,255.00)
C-351-9128-1471 Transfer Station Upgrades & Distributed Salary/Ben/Equip	2,781.57	13,255.00	10,473.43
<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	(6,235.78)		6,235.78
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	618.30	49,000.00	48,381.70
C-580-9174-1471 Cemetery 2-John Deere Lawn Tractors	9,158.42	12,944.00	3,785.58
C-586-9232-1523 Lion'S Park Contracted Works	605.47		
Total Revenue	(172,342.78)	(4,749,834.00)	(4,577,491.22)
Total Expenditures	1,869,328.70	4,749,834.00	2,881,110.77
TOTAL PUBLIC WORKS	1,696,985.92	-	(1,696,380.45)
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	2,772.97	17,000.00	14,227.03
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	13,064.77	52,000.00	38,935.23
TOTAL FFCC	13,064.77	-	(13,064.77)
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 August 31, 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 (Ont Trillium - MU/T Courts)	(135,000.00)	(112,000.00)	23,000.00
C-720-0490-449 NWHU Grant			-
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-740-0490-0448 One Time Grant - Moffat Fund (Sunny Cove Camp)	(10,000.00)		10,000.00
C-740-0490-0952 Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-720-9294-1523 Multi Use/Tennis Courts	64,876.97	224,000.00	159,123.03
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	4,873.20	8,300.00	3,426.80
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	(146,800.00)	(366,400.00)	(219,600.00)
Total Expenditures	118,405.17	366,400.00	247,994.83
TOTAL MSC	(28,394.83)	-	28,394.83
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-781-0490-0954 Contribution from Revenue Fund	(10,418.93)		10,418.93
C-781-9105-1471 Make Space Equipment	1,135.09	10,000.00	8,864.91
C-781-9109-0000 Computer Equipment	7,190.12	15,000.00	7,809.88
C-781-9132-0000 Office Furniture	1,759.89	-	(1,759.89)
C-781-9165-1471 Materials	6,941.51		(6,941.51)
C-781-9210-1527 Tech Equipment Contracted Services	2,770.67		(2,770.67)
C-781-9220-1471 Surveillance Upgrade	1,337.64	5,000.00	3,662.36
Total Revenue	(10,418.93)	(30,000.00)	(19,581.07)
Total Expenditures	21,134.92	30,000.00	8,865.08
TOTAL LIBRARY	10,715.99	-	(10,715.99)
MUSEUM			

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

	Actual to Date	2016 Budget	Variance
C-791-0490-0400 Federal Grant			-
C-791-0490-0412 Provincial Grant			-
C-791-0490-0632 Donations	(19,605.13)		19,605.13
C-791-0490-0952 Contribution from Reserve Funds			-
C-791-9109-0000 Computer/Scanner & Photo Studio Lighting			-
Museum Roof			-
Total Revenue	(19,605.13)	-	19,605.13
Total Expenditures	-	-	-
TOTAL MUSEUM	(19,605.13)	-	19,605.13
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 Revenue Fund (In-Kind)		(22,580.00)	(22,580.00)
C-150-0490-0952 Contributions from Reserve Fund		(142,000.00)	(142,000.00)
C-815-0490-0952 Contributions from Reserve Fund		(2,290.00)	(2,290.00)
C-122-9124-0000 Phone System Replacement	254,537.97	250,000.00	(4,537.97)
C-122-9286-1523 Rainy Lake Hotel Demolition/Market Square	77,588.63	1,558,057.00	1,480,468.37
C-150-9107-1471 Air Conditioner in Server Room	3,112.69	15,000.00	11,887.31
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	225.23	65,000.00	64,774.77
C-150-9208-1523 Civic Centre Painting		10,000.00	10,000.00
C-150-9232-1523 Civic Centre Front Walkway/Sidewalk	940.26	42,000.00	41,059.74
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	336,404.78	1,952,347.00	1,615,942.22
TOTAL PLANNING & DEVELOPMENT	139,798.09	-	(139,798.09)
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	1,636.59	12,000.00	10,363.41
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)	340,566.44	435,188.00	94,621.56
C-410-9272-1523 Nelson Street - Butler to Shevlin	1,925.64		(1,925.64)
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	99,542.05	85,863.00	(13,679.05)
Total Revenue	-	(622,841.00)	(622,841.00)
Total Expenditures	444,120.43	622,841.00	178,720.57
TOTAL SANITARY SEWER	444,120.43	-	(444,120.43)
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	23,129.83	120,000.00	96,870.17
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

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

	Actual to Date	2016 Budget	Variance
C-413-9290-1523 Sludge Dewatering Equipment	1,119,552.44	2,583,883.00	1,464,330.56
Total Revenue	1.00	(2,770,139.00)	(2,770,140.00)
Total Expenditures	1,146,218.44	2,770,139.00	1,623,920.56
TOTAL STP	1,146,219.44	-	(1,146,219.44)
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	3,720.80	12,000.00	8,279.20
C-961-9123-1471 GIS Capital Upgrades		4,580.00	4,580.00
C-961-9137-1523 Replacing Main Line Water Valves/Hydrants	109,122.77	100,000.00	(9,122.77)
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)	357,954.29	497,124.00	139,169.71
C-961-9272-1523 Nelson Street - Butler to Shevlin	1,276.46		(1,276.46)
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	391,761.94	646,896.00	255,134.06
Total Revenue	-	(1,298,100.00)	(1,298,100.00)
Total Expenditures	865,007.78	1,298,100.00	433,092.22
TOTAL WATERWORKS ADMIN	865,007.78	-	(865,007.78)
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	(545,822.73)	(12,164,941.00)	(11,619,118.27)
TOTAL EXPENDITURES	4,931,758.42	12,164,941.00	7,233,788.05
TOTAL CAPITAL	4,385,935.69	-	(4,385,330.22)