

TOWN OF FORT FRANCES

AGENDA - October 24, 2016

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 073) 5:30 PM

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1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 A proposed or pending acquisition or disposition of land by the municipality or local board: Property Matter - Holding Consideration
 - 4.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Sewage Backup matter
 - * additional maps and photos were attached to the Operations & Facilities Executive Committee meeting of October 19, 2016
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor R. Avis - Verbal Update
 - Councillor D. Kitowski - Verbal Update
 - Councillor K. Perry - Verbal Update
 - Councillor G. P. Ryan - Verbal Update
7. **Consent Agenda:**
 - 7.1 Draft Business Licensing By-law
 - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the amended Business Licensing By-law and further that the Business Licensing By-law be brought forward for Council's consideration.
 - 7.2 Request from Dialog Ontario Inc. regarding encroachment at RBC on Scott Street
 - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the request

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	for land use agreement for the purpose of an accessibility ramp for 343 Scott Street and further that an agreement be drafted with final drawings and that an authorizing by-law be passed and executed by the Mayor and Clerk.	
7.3	Friends of the Museum 5th Annual Fall Soiree and Fundraising Gala - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase of 10 tickets in the total amount of \$300.00 for the Fall Soiree and Fundraising Gala to be held at the Fort Frances Museum on November 3, 2016.	57
7.4	Royal Canadian Legion Manitoba / NW Ontario Command Advertising - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the advertisement request from the Royal Canadian Legion Manitoba / NW Ontario Command's 'Military Service Recognition Book' and that no further action be taken.	58
7.5	CUPE Local 65 Retirement Dinner and Dance Request - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to contribute Town of Fort Frances promotional items for attendance draws to the Retirement Planning Committee for CUPE 65 annual Retirement Dinner held at the Royal Canadian Legion - Branch #29 on November 29, 2016.	59
7.6	Consumer Price Index (CPI) Increase for 2017 User Fees - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to adopt a 1.5% use fee increase for 2016 which is reflective of the Ontario Consumer Price Index, and further that Division Managers affect said increase into the user fees to be reviewed by the respective Executive Committees at the first meeting in November with the exception of Water & Sewer rates which will be brought separately in January/February 2017.	60 - 62
7.7	Meals on Wheels 2017 Financial Requests - approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to receive the budget allocation request from the Fort Frances Meals on Wheels and refer said request to the 2017 budget process.	63
7.8	509 Victoria Avenue - Sewer Backup - approval of this report will agree with the recommendation of the	64 - 72

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Operations & Facilities Executive Committee that the request for partial compensation for the works completed by Pryde's Plumbing and Heating be accepted in principle and once an invoice is submitted, further consideration be given to the value.	
7.9 Parks and Cemeteries Flower Quotes	73 - 74
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award the supply of the 2017 flowers to Lowey's Greenhouse for a total cost of \$11,645.41 including the Town's portion of the HST.	
7.10 Submission of Funding Application under the New Clean Water and Wastewater Fund (CWWF) Program	75 - 78
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the reconstruction of 2nd Street East between Mowat Avenue and Portage Avenue be selected as the project to be submitted under the CWWF Program, further that the project will not proceed in 2017 unless the funding from CWWF Program is obtained, and further that if the funding is obtained under the CWWF Program, that the Mayor and Clerk be authorized to execute the funding agreements with the Provincial government.	
7.11 August 2016 Drinking Water Systems Monthly Summary Report	79 - 87
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the August 2016 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.	
8. <u>Administration and Finance Division:</u>	
8.1 2016 Utility Vehicle Tender - Fire Department	88 - 89
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the purchase of a rescue vehicle from Dryden GM in accordance with the tender process.	
8.2 Information Technology Manager Job Evaluation	90
- approval of this report will agree to the recommendation of the Salary Structure Administration Practices Committee to place the IT Manager position on the salary grid at Point Band 9 (based on a 40-hour workweek) and further direct Town Administration to begin advertising for this position with an anticipated start date of January 3, 2017.	

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9. <u>Operations and Facilities Division:</u>	
9.1 Verbal Update on Capital Projects	
10. <u>General:</u>	
10.1 AMO Seeks Council Resolution: What's Next Ontario?	91 - 92
11. <u>Information:</u>	
11.1 General Fund	93 -
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Water & Sewer Financial	
Administration & Finance Statistics	
11.2 Building Statistics - September 2016	104 - 106
11.3 Fort Frances Wastewater Treatment Facility August 2016 Monthly Report	107 - 112
11.4 Airport Statistics updated as of September 30, 2016	113 - 114
11.5 Sewer and Water Data for 2016 - updated October 7, 2016	115
11.6 Landfill Statistics update September 30, 2016	116
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	



Report

TOWN OF FORT FRANCES
PLANNING & DEVELOPMENT DIVISION

To: Mayor & Council
From: Elizabeth (Lisa) Slomke, Town Clerk
Date: October 17, 2016
Subject: Business Licensing By-law

BACKGROUND

The Municipal Act, 2001 section 150 provides Municipalities with the authority to license businesses within the boundaries of the municipality. Previous Councils have regulated the licensing of businesses in an effort to promote health and safety, nuisance control and / or consumer protection for the residents of the Town of Fort Frances.

Staff have been working on the review of the Business Licensing By-law since the summer of 2015. The original intent was to find efficiencies and make some positive changes to the overall process as well as to ultimately make the by-law better and easier for the public, business owners and enforcement officers. Subsequent to that a significant amount of research was undertaken to review how other municipalities in Ontario handle business licensing. Regular meetings were held with various staff as we gathered wording that would ultimately create a 'made in Fort Frances' Business Licensing By-law. There are not any significant additions or deletions to the categories as they presently exist in our current business licensing by-law. The majority of our time was spent sourcing clear, concise wording in order to provide clarity and consistency.

After all the compilation and edits were complete, staff scheduled an Open House on Wednesday August 24 from 4-6pm. The hope was that we would have business owners come out to have some discussion and obtain their feedback on the draft by-law. We were lucky enough to have approximately 30 members of the business community attend our open house. Items listed below were discussed and further researched by staff.

- WSIB
- Insurance
- Professionals
- Hairstylists
- Committee Composition
- Fundraising

PROCESS

Upon receipt of a new application or renewal application, the application is circulated to various Town departments including Planning, Building, Fire and By-law to determine whether the type of business and location are in compliance with Town By-laws.

Fees for business licensing are collected to offset the cost of the related enforcement and inspection programs as the cost of administering and enforcing the associated regulations should be borne by the businesses, not the public at large.

Also, when residents approach the town with a complaint then it is the information gathered through the business licensing process that is used to guide the resident. The business licensing by-law is primarily complaint driven, which means that if someone comes to town to sell their service/wares a complaint must be filed with the Town in order for us to begin the process of pursuing this person/business. Additionally, by-law enforcement officers follow up on businesses that advertise and the Chief Building Official verifies compliance through the building permit process.

RECOMMENDATION

The Planning & Development Executive Committee further reviewed this matter at the October 17 meeting and recommends that staff prepare the by-law (with the minor revisions requested by the Committee) and it be brought forward for Council consideration.

Council approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the amended Business Licensing By-law and further that the Business Licensing By-law be brought forward for Council's consideration.

TOWN OF FORT FRANCES

DRAFT BY-LAW

A BY-LAW OF THE CORPORATION OF THE TOWN OF FORT FRANCES TO LICENCE, REGULATE AND GOVERN BUSINESSES CARRIED ON WITHIN THE MUNICIPALITY.

WHEREAS The *Municipal Act, 2001*, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising the authority under the Act;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a single tier municipality may pass by-laws respecting matters within the spheres of jurisdiction set out therein;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a local municipality may licence, regulate and govern any business wholly or partly carried on within the municipality even if the business is being carried on from a location outside the municipality;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a municipality may exercise its licensing powers under this section including imposing conditions for the following reasons:

- (i) Health and Safety; and/or
- (ii) Nuisance Control; and/or
- (iii) Consumer Protection

AND WHEREAS pursuant to the provisions of Part IV of the *Municipal Act, 2001*, as amended, a municipality may pass by-laws for licensing, regulating and governing businesses;

AND WHEREAS section 151 of the *Municipal Act, 2001*, as amended, provides that, without limiting sections 9 and 10 of the Act, a municipality may provide for a system of licenses with respect to a business and may,

- (a) Prohibit the carrying on or engaging in the business without a licence;
- (b) Refuse to grant a licence or to revoke or suspend a licence;
- (c) Impose conditions as a requirement of obtaining, continuing to hold or renewing a licence;
- (d) Impose special conditions on a business in a class that has not been imposed on all of the businesses in that class in order to obtain, continue to hold or renew a licence;
- (e) Impose conditions, including special conditions, as a requirement of continuing to hold a licence at any time during the term of the licence;
- (f) Licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it; and,
- (g) Require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licenses established by the municipality;

AND WHEREAS pursuant to the provisions of Part XII of the *Municipal Act, 2001*, as amended, enable municipalities to pass by-laws for imposing fees or charges for permits and services provided or done by them;

AND WHEREAS on August 10, 2015, Council approved a recommendation from the Planning & Development Executive Committee to update and make legislative changes to the Business Licensing By-Law #57/05;

NOW THEREFORE, the Council of The Corporation of the Town of Fort Frances enacts as follows:

1. **Definitions**

“adult entertainment parlour” – means any premises or part thereof, which is providing services designed to appeal to erotic or sexual appetites or inclinations;

“adult person” – means a person who has attained the age of 18 years or more;

“amusement device” – means any mechanical or electronic machine or device intended for use as a game or source of entertainment or amusement offered for use by the public by any person for profit or gain (includes but, not limited to a pinball machine, television game, shooting gallery, coin-operated billiard table, or other similar machine or device) and may dispense prizes or more free games;

“applicant” – means a person who is required to be licensed pursuant to this by-law or who has made application for a license (includes licensee);

“arcade a” – means a building or structure or part thereof which is open to the public and where the principal business is the provision of amusement devices for use by the public;

“arcade b” – means a building or structure or part thereof which is open to the public where the principal business is something other than the provision of amusement devices for use by the public but which contains one or more amusement devices;

“adult entertainment attendant” – means any person other than a licensed owner or operator who provides services designed to appeal to erotic or sexual appetites or inclinations at an adult entertainment parlour, and shall include an entertainer;

“auctioneer” - means a person who conducts a sale by auction;

“auction” – means a public sale to persons who bid on goods, articles, merchandise, effects, etc. are received by an auctioneer and where each bid offers more than the last previous bid, the article being put up being sold to the highest bidder;

“automobile body repair” – means a business or premise that restores or does maintenance to the exterior of an automobile to return it to good condition and may include replacement of worn out parts and may include painting, body filling or refinishing of an automobile;

“automobile lease/sales/rental” – means a business or premise that offers lease, sale or rental of any automobile for remuneration and where in the case of sale, the ownership will be transferred to any individual, firm or corporation;

“automobile service” – means a business or premise that mechanically repairs automobiles, including replacement of parts and where oils and other vehicle fluids are drained or replaced, and tires, gas tanks, radiators or other similar items are replaced or repaired;

“beauty salon , hairstylist & esthetician” – means a business or premise offering facial or other skin or body treatments, and dressing of the hair (cutting, trimming, dyeing, bleaching, streaking, frosting, conditioning, shampooing, etc.) also may include tanning, manicures, pedicures and ear piercing;

“bed & breakfast” – means a single detached dwelling wherein not more than five rooms (maximum) are rented with breakfast included, for the temporary accommodation of the traveling public and includes the living accommodation of the owners of the dwelling;

“billiard hall” – means a building or structure of part thereof where the provision of billiard, snooker or pool tables is available for use by the public for payment or hire;

“body piercing” – means a business or premise where parts of a body are punctured by a sharp-pointed instrument for the purpose of making a hole or opening through which an item may be attached to the body (other than earlobes);

“bowling alley” – means a building, room or area which provides facilities for the game of bowling;

“carnival & exhibition” – means a business operating amusement rides, exhibits or other devices and authorized games of chance intended to entertain or amuse or provide entertainment to the public;

“car wash” – means a building and lot used for the washing and cleaning of motor vehicles by washing equipment;

“cash security deposit” – means cash or a certified cheque;

“caterer” – means a person who prepares and supplies food or meals for social, professional or other similar events;

“charitable organization” – means an organization (including a church) which is established and operated for charitable purposes and that has been granted charitable status by the Federal Government;

“chief building official” – means a person who may, from time to time, be appointed by Council pursuant to the Building Code Act;

“circuses and/or similar shows” – means a performance exhibiting animal, acrobatic, clowns and other performances and their equipage and shall include any other similar show;

“clerk” – means the Clerk of the Town of Fort Frances or his/her designate;

“council” – means the Council of the Corporation of the Town of Fort Frances;

“dry cleaner” – means the business of dry cleaning, dry dyeing, cleaning, pressing and spot or stain removal, or other similar application to clothing or fabric;

“eating establishment” – means an establishment which is used for preparation, service, sale or offering for sale of foodstuffs and beverages to the public for immediate consumption (including restaurants, canteens and concessions) and may include a drive-through window.

“electrolysis” – means a business or premise which offers the service of body hair removal;

“enforcement officer” – means a person appointed as a By-law Enforcement Officer or hired as an OPP Officer for the purpose of enforcing Town by-laws and carrying out inspections as required;

“fire chief” – means the Chief of the Town of Fort Frances Fire Rescue/Service as appointed or his/her designate;

“food shop” – means all premises where foodstuffs intended for human consumption are made for sale, offered for sale, stored or sold and includes bakery, delicatessens, snack bar, butcher shops, confectionary, etc;

“food truck or food trailer” – means a motorized vehicle or towed trailer from which refreshments and food are cooked, carried or offered for sale for consumption to the general public;

“fuel dealer” – means any person, firm or corporation carrying on the business of dealing in, or selling, or providing for delivery gasoline, propane, coal, oil, wood, or any other fuel by retail.

“contractor” – means a person who makes an agreement with another to do a piece of work, retaining in themselves control of the means, method and manner of producing the result to be accomplished and includes a person who builds, alters, repairs or renovates existing buildings or structures;

“grocery” – means any business where money is received from customers for the supply of packaged food products whether fresh, canned, or frozen or combination thereof;

“home occupation” – means an occupation, business or craft carried on as an accessory use to the use of the dwelling as the private residence of the person carrying on the occupation, business or craft (includes online sales);

“hotel / motel” – means separate building(s) or two or more connected buildings used mainly for the purpose of catering to the needs of the travelling public also by the furnishing of sleeping accommodation of not fewer than six rooms;

“inspection” – includes a physical visit to the premises, where applicable, or a document review or search;

“issuer of licenses” – means a person who issues business licenses, namely the Clerk of the Town of Fort Frances;

“laundromat” – means a business or premise where coin operated washing machines and drying machines are operated for use by the public for the purpose of laundry cleaning;

“licence” – means a Town of Fort Frances Business Licence issued pursuant to this by-law;

“licensing clerk” – means a person designated to provide administrative responsibility for business licensing;

“adult entertainment live performance” – means any performance, exhibition or activity designed to appeal to erotic or sexual appetites or inclinations:

(a) of which a principal feature or characteristic is the nudity or partial nudity of any person: and

(b) in respect of which the word “nude,” “naked,” “topless,” “bottomless,” “sexy” or any other word or picture, symbol or representation having like meaning or implication is used in any sign, advertisement, or advertising device; and without restricting the generality of the foregoing, includes any performance, exhibition or activity involving striptease dancers, go-go dancers, exotic dancers, table dancers, wet clothing contests or best body contests;

“maintain” – means to be in charge of, or have control of the operation of a business, and shall include the operation of a vehicle;

“motor vehicle service station (gas station)” – means a business where fuel and lubricants for vehicles are stored and made available for sale;

“nuisance” – means any activity which disturbs or is likely to disturb any individual;

“operate” – means to manage, work, control or maintain, put or keep in a functional state any business;

“owner” – means the registered owner of the lands and premises or the person or their authorized agent in lawful control of the premises, building or occupancy and who permits the operation or maintenance of any business;

“pawn shop” – means a business or premise which accepts the business of taking a pawn or pledge of any article for the repayment of money lent thereon;

“person” – includes any individual, corporation, partnership, company, association or party and the heirs, executors, administrators, or other legal representative of such person, to whom the context can apply according to law; shall include any group of persons comprising a society or other organization and shall include the plural wherein the context requires. Wherever the word “he”, “him” or “his” is used, it shall mean and include the feminine or neutral gender wherever the context so requires;

“pet groomer” – means a person who grooms, brushes, trims, manicures or otherwise attends to the cosmetic care of animals;

“planner” – means the Municipal Planner for the Town of Fort Frances;

“premise” – means land, including any buildings or other structures thereon and includes any vehicle or conveyance used in the operation of the business;

“professional” – means a person who occupies an office (part of building) where professionally qualified persons and their staff serve clients who seek advice, consultation or treatment including services from the following list: lawyer, doctor, accountant, massage therapist,

physiotherapist, chiropractor, real estate agent, insurance agent, surveyor, consultant, dental hygienist, process server, etc;

“public hall” – means a business or premise (includes portable building or tent) which is offered for use or used as a place of public assembly;

“recreational vehicle & watercraft sales / lease / rental” – means a business or premise that offers to sell, lease or rent any recreational vehicle or watercraft for remuneration and where in the case of a sale, the ownership will be transferred to any individual, firm or corporation;

“recreational vehicle & watercraft service” – means a business or premise that mechanically repairs recreational vehicles or watercraft, including replacement of parts and where oils and other vehicle or watercraft fluids are drained and replaced, and any other similar items are replaced or repaired;

“recreational vehicle & watercraft body repair” – means a business or premise that restores or does maintenance to the exterior of a recreational vehicle or watercraft to return it to good condition and may include replacement of worn out parts and may include painting, body filling or refinishing of a recreational vehicle or watercraft;

“refreshment vehicles (mobile / stationary)” means any vehicle propelled by muscular power from which limited food or refreshments or frozen confections are sold or offered for sale for consumption by the public (e.g. hot dog cart, ice cream cart);

“retail sales” – means any business where the majority of the revenue received from customers is derived from the retail sale of new items and service of items (not including groceries);

“second hand dealer” – means any business where the majority of revenue received from customers is derived from the retail sale of second hand goods;

“shall” – is mandatory and not directory; words in the singular include the plural; words in the plural include the singular words in the present tense include the future or past tense;

“small engine repair” – means a person who mechanically repairs small engines, including replacement of parts and where oils and other engine fluids are drained and replaced, and any other similar items are replaced or repaired;

“storage facility” – means a separate unit designed to be rented or leased to individuals or businesses for the storage of goods, materials or equipment;

“tattoo parlour” – means a business or premise where the skin of an individual is marked by puncturing it and inserting a pigment or pigments to make permanent marks or designs;

“temporary vendor” – means a business or a person, who on a temporary basis and for an initial period not to exceed 30 Consecutive days, sells or offers for sale, goods, wares, merchandise, items or service at any location or premise, but does not include a sales booth or location selling or offering second hand goods for sale;

“trailer” shall mean any vehicle so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or propelled by the motor vehicle even if the vehicle (trailer) is jacked up or has its running gear removed, but does not include any vehicle designed for the living, sleeping or eating accommodation of persons therein.

“tobacco sales” – means a location, premise or operation where tobacco products are sold or offered for sale by retail (includes cigars, cigarettes, or similar substances and any other lighted smoking equipment);

“town” – means the Corporation of the Town of Fort Frances;

“trades (not specifically listed elsewhere in this by-law)” – means those that are practicing the trades and have met the qualifications to perform the work to the industry standards, which are defined by the Ontario College of Trades and its regulations and/or any code prescribed by the Province or Municipality as amended from time to time (eg. Plumbing, Carpenter, etc.);

“zoning by-law” – means a by-law enacted under section 34 of the Planning Act that regulates the use of land;

2. GENERAL PROVISIONS

2.1 REQUIREMENT TO OBTAIN A BUSINESS LICENCE

2.1.1 Every person carrying on, conducting, operating, maintaining, keeping, advertising or engaging in any business specifically identified in Section 3 to this by-law, is required to obtain a Municipal Business Licence from the Town of Fort Frances.

2.2 APPLICATION FOR NEW LICENCE

2.2.1 Every person required to obtain a licence pursuant to this by-law shall apply in writing on the appropriate application form (“Schedule A”) as provided by the Town of Fort Frances.

2.2.2 The applicant shall deposit, at the time of application:

- a) all required Business Licence Fees as set out in the User Fee By-Law (as amended).
- b) all required approvals and inspections.
- c) all required documentation.
- d) any additional information deemed necessary by the Town of Fort Frances.
- e) Outstanding tax arrears may be a requirement that is considered during the licensing process.

2.2.3 There shall be a separate application for each premise to be used or person to be licensed.

2.2.4 Each classification or category shall be checked off on the appropriate form (“Schedule A”) as provided by the Town of Fort Frances and necessary fees paid in full.

2.2.5 The applicant shall comply with any and all requirements as set out in this by-law as well as any other provisions which may govern the business, place or premise used in the carrying on of the business and/or the persons carrying on the business or engaged in it and to which the application pertains.

2.2.6 The Town of Fort Frances, upon receipt of the application for a licence may make, cause to be made, or request any additional documents, investigations or inspections to be made in respect of such application for a licence as the Issuer of Licenses deems appropriate or in the interest of the general public, and any costs incurred for such inspection or documents shall be at the applicant’s expense.

2.2.7 The applicant shall be responsible for obtaining all necessary inspections, documents and approvals as set out in section 3.1 (Table of Contents) to this by-law, as set out on the application and as deemed necessary by the Town of Fort Frances.

2.2.8 Upon receipt of a completed application for a licence and the appropriate fees for a licence have been paid; the Town of Fort Frances may, before the issuance of any such licence:

- (a) make any inquiries to any municipal official or employee, who has carried out inspections relative to the business under application,
- (b) receive reports from such municipal officials or employees as may be deemed necessary; and,
- (c) inquire into all relevant matters in order to ascertain if the applicant is entitled to a licence under the provisions of this by-law.

2.2.9 Upon being satisfied that the applicant is entitled to obtain a licence under the provisions of this by-law, the Town of Fort Frances shall prepare and issue a licence to the said applicant.

2.2.10 The applicant may be required to provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.

2.3 APPLICATION FOR RENEWAL LICENCE

2.3.1 Every person required to renew a licence previously granted under this by-law, shall submit an application form (“Schedule B”) for renewal of the licence as previously provided. Every applicant shall obtain all inspections, approvals and documentation as required by this by-law or as deemed necessary by the Town of Fort Frances.

2.3.2 The Town of Fort Frances shall not issue a licence until all required approvals and inspections have been obtained by the applicant, all required documentation has been provided and business licence fees have been paid in full.

2.3.3 Where the Town of Fort Frances receives an application for a renewal of a licence previously granted under this by-law and the appropriate fees have been paid, they shall, before the issuance of any such licence:

- (a) ensure that all inspections, approvals and documents as may be required have been obtained,
- (b) make inquiries into all relevant matters in order to ascertain if the applicant is entitled to obtain a renewed licence under the provisions of this by-law,
- (c) inquire into any relevant changes in circumstances since the previous licence was issued to the applicant,
- (d) make any inquiries and receive reports as may be deemed necessary from any municipal official or employee, who has carried out inspections or investigations relative to the business under application,

2.3.4 The applicant may be required to provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.

2.4 FORM OF LICENCE

2.4.1 Every licence shall show therein:

- (a) the operating name of the business or person to whom the licence is issued;
- (b) the operating address of the premise or location for which the licence is issued;
- (c) the mailing address, phone number, contact name and email address for the business or person to whom the licence is issued;
- (d) the type of licence granted;
- (e) the date of issue;
- (f) the effective date of the licence;
- (g) the date of expiration; and
- (h) shall be signed by the Issuer of Licenses or their designate.

2.5 ADMINISTRATION FEE

An administration fee as set out in the User Fee By-Law (as amended) shall apply to the following:

Duplicate Licence:

2.5.1 In the event that a licence issued under this by-law is lost or destroyed, the Town of Fort Frances upon satisfactory proof of such loss or destruction, and upon payment of the

administration fee, the Town of Fort Frances shall issue a duplicate of the original licence, upon which shall be stamped or marked the word “DUPLICATE”.

Change of Ownership:

2.5.2 Every licensee shall, upon change of ownership of the licensed business return and surrender their current licence to the Town of Fort Frances within ten (10) business days. The new owner shall make application for a new licence as set out in this by-law and make payment of the appropriate administration fee.

Change of Premise or Location:

2.5.3 Where a currently licensed business changes location or premise, such new location or premise shall not be deemed to be licensed. The applicant shall make application for a new licence under the provisions of this by-law and shall surrender the original licence issued to the Town of Fort Frances within ten (10) business days. The applicant will also pay the appropriate administration fee.

Change of Name:

2.5.4 Where ownership of a business is not changed or affected, but such the operating name of the business changes, the licensee shall notify the Town of Fort Frances within ten (10) business days and upon making application, payment of the administration fee and the Issuer of Licenses being satisfied that there have been no changes in the circumstances of the licensed business, may issue a replacement of the original licence. The licensee shall return and surrender their licence in order to affect such a change.

2.6 INSURANCE

2.6.1 The applicant shall maintain liability insurance consisting of a Commercial General Liability policy covering public liability, property damage and business operations in an amount not less than \$2,000,000.00 per occurrence, unless otherwise specified in Section 3.

2.6.2 The applicant may be requested to obtain liability insurance naming the Town of Fort Frances as additional insured, based on the type of business being operated.

2.7 INSPECTION

2.7.1 An Enforcement Officer or other duly appointed individual may at all reasonable times, inspect or cause to be inspected the premise, facilities, equipment, vehicles and any other property used or kept for hire in connection with the carrying on of a business that is licensed or that is required to be licensed pursuant to this by-law.

2.7.2 The Town of Fort Frances may waive the requirement for any inspection, approval or documentation as may be required pursuant to this by-law where such inspection, approval or documentation is not applicable to the carrying on of the business that is licensed or required to be licensed under this by-law.

2.8 NUISANCE ABATEMENT

2.8.1 Every person required to be licensed under this by-law, in addition to any other provisions or requirements expressed elsewhere in the by-law, shall:

(a) at all times maintain and keep safe and clean and in good condition and repair any object, amusement, vehicle, place or premise for which the licence is issued;

(b) not cause, suffer, or permit any obstruction on any highway, lane or public place in front of or adjoining the place or premise for which the licence was issued;

(c) not breach or violate or cause, suffer, or permit any breach or violation of any by-law of the Town of Fort Frances or of any local board, thereof, or any statute, Order-in-Council, or Regulation of the Province of Ontario or Parliament of Canada thereof, in, upon, or in connection with the place or premise for, or in relation to which such licence was issued.

2.9 REGISTRY

2.9.1 The Issuer of Licenses shall keep a licence register in which the following shall be recorded:

- (a) the full operating name and address of each licensee;
- (b) the address of the place or premise in which the licensee carries on, conducts or operates, maintains, keeps, or engages in the business, trade, occupation or calling, object or amusement for which the licence was issued;
- (c) the number of the licence;
- (d) the date of issue;
- (e) the amount of the licence fee paid;
- (f) the date of expiry of the licence
- (g) the type of licence issued;
- (h) and any other particulars or observations pertaining to the same that are useful or necessary.

2.9.2 Applicants have the option of having their business name and address listed as part of the Town of Fort Frances Business Directory which is located on the Town Website (www.fortfrances.ca).

2.10 CHARITABLE ORGANIZATIONS

2.10.1 Notwithstanding Section 2.1.1, no charitable or non-profit organization conducting tag days or approved by the Clerk to sell items, for raising funds for such charitable organization shall be required to obtain a licence under the provisions of this by-law as long as the charitable organization provides the Town of Fort Frances with their valid charitable organization number or other acceptable verification.

2.11 POSTING OF LICENCE

2.11.1 The person to whom a licence is issued shall post the current licence on the premise or that part thereof to which the licence pertains in such a position that may be readily seen and read by persons entering the premise. All licenses issued under this by-law shall be prominently and conspicuously posted on the licensed premise at all times.

2.11.2 Where a licence is issued to a person who goes place to place or a particular place with goods, wares or merchandise for sale, the licensee shall keep the licence (Wallet Card) with them at all times while carrying out their business and shall exhibit it to any person, enforcement officer or other duly appointed person who so requests.

2.12 **EXPIRY OF LICENCE**

2.12.1 The date of expiry for all licenses, except those that may be otherwise specified within this by-law or specified as a Special Condition as authorized by the Issuer of Licenses, shall expire annually on December 31st, at 11:59 p.m.

2.12.2 All licenses issued by the Issuer of Licenses will remain the property of the Town of Fort Frances and shall be returned or surrendered when a business closes or as required by the provisions of this by-law.

2.13 **REFUSAL TO GRANT OR RENEW A LICENCE**

2.13.1 The Issuer of Licenses may refuse to grant or issue a licence to any applicant who:

- (a) there are reasonable grounds to believe that any application or other document provided contains a false statement or provides false information;
- (b) the past or present conduct of the applicant, or any partner, or any director, or officer of a Corporation, affords reasonable cause to believe that the applicant, partner, or officer will carry on the activity for which the licence is to be issued, or to continue to be licensed in accordance with the law, or with honesty and integrity;
- (c) the applicant has been advised that a condition has been applied to their licence application in regards to outstanding taxes owing and no agreement has been made with the Town of Fort Frances;
- (d) the issuance of the licence or renewal of the licence would be contrary to the public interest;
- (e) has past or present breaches of this by-law or its predecessor;
- (f) the fee payable in respect of the licence applied for has not been paid;
- (g) a complaint which, in the opinion of the Issuer of Licenses, is not frivolous or vexatious, has been received about the holder of a licence relating to the operation of their business;
- (h) the applicant for a licence renewal was issued with condition(s) and the applicant has failed to comply with the condition(s).
- (i) has failed to comply with the requirements of this by-law or other applicable by-laws of the Town of Fort Frances or of any Local Board thereof, or of any Statute, Order-in-Council, or Regulation of the Province of Ontario or the Parliament of Canada, or any Agency, Board or Commission thereof, in, upon or in connection with the applied for licensed activity of the business or premise, facilities, equipment, vehicles and other property used or kept for hire in connection with the licence activity.

2.14 **SUSPENSION/REVOCATION**

2.14.1 The administrative power and authority to refuse to issue a licence, to cancel, revoke or suspend a licence, or to impose conditions on a licence, are hereby delegated to the Issuer of Licenses and their delegates, pursuant to Section 23.2 of the Municipal Act, 2001, as amended.

2.14.2 The Issuer of Licenses may suspend or revoke a licence issued to any licensee who:

- (a) has breached this by-law or its predecessor;

(b) has failed to comply with the requirements of this by-law or other applicable by-laws of the Town of Fort Frances or of any Local Board thereof, or of any Statute, Order-in-Council, or Regulation of the Province of Ontario or the Parliament of Canada, or any Agency, Board or Commission thereof, in, upon or in connection with the applied for licensed activity of the business or premise, facilities, equipment, vehicles and other property used or kept for hire in connection with the licence activity;

2.15 WRITTEN DECISION OF THE ISSUER OF LICENSES

2.15.1 The Issuer of Licenses shall provide written notice to the applicant or licensee of the decision with respect to the licence application, renewal, or its status.

2.15.2 The written notice under Subsection 2.15.1 shall:

- (a) set out the grounds for the decision;
- (b) give reasonable particulars of the grounds;
- (c) be signed by the Issuer of Licenses;
- (d) state that the applicant or licensee is entitled to request a hearing to be conducted by the Planning & Development Executive Committee;
- (e) be mailed to the applicant or licensee by regular mail, personal delivery, registered mail or such other method that the Issuer of Licenses specifies.

2.16 APPEAL OF A DECISION OF THE ISSUER OF LICENSES

2.16.1 An applicant or licensee who is not satisfied with the decision, or any term or condition that has been imposed, may apply for an appeal to the Planning & Development Executive Committee by sending by regular mail, email or in person to the Secretary of the Planning & Development Executive Committee or Office of the Clerk, within ten (10) days of receipt of the decision. Along with the appeal application a non-refundable appeal fee as set out in the User Fee By-Law (as amended annually) shall be paid in full to the Town of Fort Frances.

2.17 APPEAL DOES NOT ACT AS A STAY OF DECISION

2.17.1 An appeal, under Section 2.16.1, of a decision does not act as a stay of that decision.

2.18 REASONS FOR APPEAL

2.18.1 An applicant or licensee may appeal the decision of the Issuer of Licenses if they believe that any of the following circumstances apply:

- (a) the decision of the Issuer of Licenses was wrong in law, fact, or both law and fact: or
- (b) there was a failure to observe a principle of natural justice.

2.19 CONFIRMATION OF A DECISION

2.19.1 A decision of the Issuer of Licenses that is not appealed within the time frame referred to in Section 2.16.1 shall be deemed to be confirmed.

2.20 LICENCE APPEAL COMMITTEE

2.20.1 A committee is hereby established pursuant to Section 23.5 of the *Municipal Act, 2001, as amended*, under the name “Planning & Development Executive Committee”, which shall be composed of not more than three (3) members of Council.

2.20.2 The Licence Appeal Committee has the powers and authority to conduct appeals of decisions made by the Issuer of Licenses.

2.20.3 The Licence Appeal Committee shall designate one of the members as chair and may designate one or more other members as vice-chairs of the Planning & Development Executive Committee.

2.20.4 The Chair shall have general supervision and direction over the conduct of the affairs of the Committee. Two (2) members of the Licence Appeal Committee constitutes a quorum.

2.20.5 In place of the Council, the Licence Appeal Committee shall afford the parties an opportunity to be heard, and make decisions and recommendations from hearings so held.

2.20.6 The Licence Appeal Committee shall apply By-Laws of the Council and have the powers, duties and rights as applicable under the *Statutory Powers Procedures Act, R.S.O. 1990, c. S.22*.

2.20.7 There shall be a secretary to the Licence Appeal Committee, who shall attend all meetings of the Committee and shall keep all necessary records and perform such duties required by the Licence Appeal Committee.

2.20.8 The secretary shall arrange the sittings of the Licence Appeal Committee.

2.20.9 Where a hearing is conducted, an appellant must “show-cause” why the licence should be granted, or why it should not be cancelled, refused, revoked or suspended, with or without conditions.

2.20.10 Where the Licence Appeal Committee is satisfied that the application for the hearing is frivolous or vexatious, the Committee may refuse to grant a hearing to the appellant.

2.20.11 The provisions of Sections 5 to 15 and 21 to 24 of the *Statutory Powers Procedure Act R.S.O. 1990, c.S.22, as amended*, shall apply to all hearings conducted by the Licence Appeal Committee under this by-law.

2.21 DISCLOSURE OF DOCUMENTS AND THINGS

2.21.1 Each party to a hearing shall disclose to all other parties not less than ten (10) days before the hearing or, as otherwise ordered by the Licence Appeal Committee, the existence of every document or thing that it will refer to, or give in evidence at the hearing.

2.22 FAILURE TO ATTEND HEARING

2.22.1 When the appellant who has been given written notice of the hearing does not attend at the appointed time and place, the Licence Appeal Committee may proceed with the hearing in the appellant’s absence and the appellant shall not be entitled to any further notice of the proceedings.

2.23 DISMISSAL OF HEARING

2.23.1 After confirming the appellant received notice of the hearing, the Licence Appeal Committee may:

- (a) where the appellant fails to appear, or fails to submit material(s), dismiss the appeal; or
- (b) where the appellant appears and the hearing proceeds, dismiss the appeal at any time during the hearing if the Committee finds it without merit.

2.24 **COSTS**

2.24.1 The Licence Appeal Committee may not make any order as to costs.

2.25 **WRITTEN DECISION**

2.25.1 At the conclusion of a hearing, the Licence Appeal Committee may give its decision orally or reserve its decision, but in any case shall provide its decision in writing, with reasons, within fourteen (14) days of the hearing to the Appellant and the Issuer of Licenses.

2.26 **POWERS OF THE COMMITTEE**

2.26.1 On an appeal, the Licence Appeal Committee has all the powers and functions of the Issuer of Licenses who made the decision and may make any decision that the Issuer of Licenses was entitled to make in the first instance, and the Licence Appeal Committee may do any of the following things if, in its opinion, doing so would maintain the general intent and purpose of the By-Law:

- (a) modify or rescind the decision or any condition;
- (b) extend any time for complying with a decision or any condition.

2.26.2 The Licence Appeal Committee, after a hearing, may consider:

- (a) a breach of the provisions of this By-Law;
- (b) anything which may be in any way adverse to the public interest;
- (c) the belief that the person will not carry on, or engage in the business in accordance with the applicable law(s), or with honesty or integrity;
- (d) if any person has made a false statement in the application for the licence or renewal thereof; and
- (e) any other matter which the Licence Appeal Committee is authorized by law to consider.

2.26.3 The Licence Appeal Committee shall send a copy of its final decision or order, including any reasons, to each party to a hearing, or to the person who represented the party by:

- (a) regular mail;
- (b) registered mail;
- (b) electronic mail; or
- (d) such other method that the Committee specifies.

2.27 **EFFECT OF DECISION**

2.27.1 A decision that has been confirmed, modified or rescinded by the Licence Appeal Committee, as the case may be, shall be final and binding upon the appellant who shall comply with the decision within the time specified and in the manner specified in the decision where applicable.

2.28 RETURN OF THE LICENCE AFTER REVOCATION OR SUSPENSION

2.28.1 When a licence has been revoked, cancelled or suspended, the holder of the licence shall return the licence to the Town of Fort Frances within twenty-four (24) hours of service of the “written notice” of the decision of the Issuer of Licenses or, where an appeal had been filed, the decision of the Licence Appeal Committee, and the Issuer of Licenses or their designate may enter the business premises belonging to the licensee for the purpose of receiving, taking, or removing the said licence.

2.28.2 When a person has their licence revoked or suspended under this By-Law, he or she shall deliver the licence to the Issuer of Licenses and in no way shall obstruct or prevent the Issuer of Licenses or their designate from obtaining the licence.

2.29 SERVICE OF NOTICE OR ORDER

2.29.1 Any notice or order required to be given or served under this By-Law is sufficiently served if delivered personally or sent registered mail or by electronic mail, addressed to the person to whom delivery or service is required to be made, at the last address for service appearing in the records of the licensing registry.

2.29.2 When service is made by registered mail, the service shall be deemed to be made on the seventh day (7) after the date of mailing, unless the person on whom service is being made establishes he did not, through absence, accident, illness, or other cause beyond their control, receive the notice or order until a later date.

2.30 ENFORCEMENT

2.30.1 A Municipal Law Enforcement Officer, Police Officer, or other duly appointed individual may enforce the provisions of this by-law.

2.30.2 No person shall obstruct, hinder, or otherwise interfere with an enforcement officer in the lawful carrying out of their duties and responsibilities under the provisions of this by-law.

2.31 SCOPE AND AUTHORITY

2.31.1 Where a matter is subject to provincial regulation, any provision of this by-law is without effect to the extent that it prohibits or regulates the matter in substantially the same way as or in a more restrictive way than the provincial regulation.

2.32 SEVERABILITY

2.32.1 Should any section of this by-law be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.

2.33 EXEMPTIONS

2.33.1 The Issuer of Licenses may grant an exemption to any person from any provision of this by-law and impose conditions for such exemption(s) as may be considered reasonable and necessary, provided such exemption does not interfere with the general integrity of this by-law.

2.34 **PENALTIES**

2.34.1 Every person or director or officer of a corporation who contravenes or knowingly concurs in the contravention of any of the provisions of this by-law, including an order issued under this by-law, is guilty of an offence and shall, upon conviction thereof, forfeit and pay a minimum penalty of three hundred (\$300.00) or a maximum penalty of five thousand dollars (\$5,000.00), exclusive of costs and every such fine is recoverable under the Provincial Offences Act, R.S.O. 1990, Chapter P33, as amended.

2.34.2 Should this by-law be contravened and a conviction entered, in addition to any other remedy and to any penalty imposed by the By-Law, the court may impose an order prohibiting the continuation or repetition of the offence by the person convicted.

2.35 **TRAILERS**

2.35.1 Except as specifically exempted and provided for in section 2.35.2 of this section, no business or persons carrying on or engaged in a business shall:

- (a) store or warehouse anything in or on a trailer; nor
- (b) have a trailer in or which to store or warehouse anything.

2.35.2 A business which, as an integral part of its operations:

- (a) stores or parks trailers, buses, or semi-trucks/tractors, for commercial purposes; or
- (b) leases or rents trailers, buses or semi-trucks/tractors, for hire for commercial purposes, and to which a license has been granted by the Municipality permitting the business to do the things provided for in this section, is exempted from section 2.35.1 of this Part.

2.35.3 Notwithstanding that a business may have been exempted by section 2.35.2 of this Part, the persons carrying on or engaged in such exempted business shall nonetheless:

- (a) keep all trailers and surrounding area clean and clear of waste, mess and unsightly clutter and litter; and
- (b) ensure that all trailers and the things so stored or warehoused in or on the trailers are maintained, parked, and otherwise kept in a manner that is:
 - (i) safe; and
 - (ii) not a danger to the health and safety of the inhabitants of the Town; and;
- (c) not permit the trailers or things stored in them to be, or become a public nuisance.

2.35.4 It shall be a condition of the obtaining, continuing to hold or renewing a license by the Municipality under this by-law (permitting the business to do the things provided in 2.35.2 (a) and (b) of this Part) that the persons carrying on or engaged in a business exempted from section 2.35.1 of this Part shall allow the Municipality at any reasonable times to inspect places and premises used in the carrying on of the business and the trailers, vehicles, and other personal property used or kept for hire in connection with the carrying on of the business.

3 **OPERATING CRITERIA FOR ALL BUSINESSES**

3.1 **Table of Contents**

Please be advised that the listing of required approvals or inspections may not include all information required. Such other civic departments, boards, commissions, authorities or other agencies that the Issuer of Licenses considers may have an interest in the application, may be requested to submit comments or recommendations to the Town of Fort Frances within such time as specified by the Issuer of Licenses.

LICENCE CATEGORY	REQUIRED APPROVALS, INSPECTIONS OR DOCUMENTATION
Adult Entertainment Parlour Sec 3.2	Zoning, Building, Fire, OPP, Liability Insurance \$2,000,000.00, By-Law, Council Location Approval, NWHU, WSIB (if applicable).
Arcade – Class A Sec 3.3	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, Consent Forms for people under 16 years of age, WSIB (if applicable).
Arcade – Class B Sec 3.3	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law.
Auctioneer Sec 3.4	Zoning, Building, Liability Insurance \$2,000,000.00, By-Law.
Automobile Lease/Sales/Rental Sec 3.5	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, WSIB (if applicable).
Automobile Body Repair Sec 3.6	Zoning, Building, Fire, By-Law, List of Current Employees and Certificate of Qualification for each, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Automobile Service Sec 3.7	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, List of Current Employees and Certificate of Qualification for each, WSIB (if applicable).
Beauty Salon / Hairstylist / Esthetician Sec 3.8	Zoning, Building, Health Unit Inspection, List of Current Employees and Certificate of Qualification for each, Liability Insurance \$2,000,000.00, By-Law, Water Meter, WSIB (if applicable).
Bed & Breakfast / Lodging House Sec 3.9	Zoning, Building, Fire, Health Unit Inspection, Liability Insurance \$2,000,000.00 ESA, WSIB (if applicable).
Billiard Hall Sec 3.10	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, Criminal Reference

	Check (if required), WSIB (if applicable), Consent Forms for people under 16 years of age.
Bowling Alley Sec 3.11	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, Criminal Reference Check (if required), WSIB (if applicable), By-Law, Consent Forms for people under 16 years of age (if required).
Carnival / Exhibition Sec 3.12	Zoning, Building, Fire, Ontario Amusement Device Permit, TSSA Certificate, Liability Insurance \$5,000,000.00 with Town named as additional insured if held on municipal property, By-Law, FFPC, ESA, WSIB (if applicable).
Car Wash Sec 3.13	Zoning, Building, Liability Insurance \$2,000,000.00, By-Law, Water Meter, WSIB (if applicable).
Charitable Organization Sec 2.10	Zoning, Building, By-Law, List of all Employees working in Town and copy of Charitable Organization Number.
Circuses / Similar Shows Sec 3.14	Zoning, Building, Fire, Liability Insurance \$5,000,000.00 with Town named as additional insured if held on municipal property, Criminal Reference Check (if required), WSIB (if applicable).
Eating Establishment / Food Shop / Caterer Sec 3.15	Zoning, Building, Fire, Health Unit Inspection, By-Law, Liability Insurance \$2,000,000.00, Water Meter, Liquor License (if applicable), WSIB (if applicable), ESA.
Food Truck / Trailer Sec 3.16	Zoning, Building, Fire, Health Unit Inspection, By-Law, TSSA Certificate, Liability Insurance \$2,000,000.00, Location(s) list with owner approvals of business operating, Safety Standards Certificate, WSIB (if applicable).
Fuel Dealer Sec 3.17	Zoning, Building, Fire, By-Law, Liability Insurance \$5,000,000.00, WSIB (if applicable).
Contractor Sec 3.18	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).

Grocery Sec 3.19	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Home Occupation Sec 3.20	Zoning, Building, By-Law, Liability Insurance \$2,000,000.00, Water Meter (if applicable), WSIB (if applicable).
Hotel / Motel Sec 3.21	Zoning, Building, Fire, Health Unit Inspection, Liability Insurance \$2,000,000.00, By-Law, WSIB (if applicable).
Laundromat / Dry Cleaner Sec 3.22	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, WSIB (if applicable).
Motor Vehicle Service Station (Gas Station) Sec 3.23	Zoning, Building, Fire, Liability Insurance \$2,000,000.00, By-Law, WSIB (if applicable).
Pawn Shop Sec 3.24	Zoning, Building, By-Law, OPP, Liability Insurance \$2,000,000.00, Security Deposit \$2,000.00, Signage Requirements, Security System Installation, Record Keeping System, Redemption Requirements WSIB (if applicable).
Pet Groomer Sec 3.25	Zoning, Building, By-Law, Liability Insurance \$2,000,000.00, Water Meter, WSIB (if applicable).
Professionals Sec 3.26	Zoning, Building, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Public Hall Sec 3.27	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00 ESA, WSIB (if applicable).
Recreational Vehicle & Watercraft Sales/Lease/Rental Sec 3.28	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Recreational Vehicle & Watercraft Service Sec 3.29	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Recreational Vehicle & Watercraft Body Repair Sec 3.29	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).

Refreshment Vehicle (Mobile / Stationary) Sec 3.30	Zoning, Building, Fire, Vehicle Safety Certificate, Health Unit Inspection, Liability Insurance \$2,000,000.00 and Written Permission of Property Owner(s), TSSA, WSIB (if applicable).
Retail Sales Sec 3.31	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Second Hand Dealer Sec 3.32	Zoning, Building, Fire, By-Law, Record Keeping System, Liability Insurance \$2,000,000.00 WSIB (if applicable).
Small Engine Repair Sec 3.33	Zoning, Building, Fire, By-Law, Liability Insurance \$2,000,000.00 WSIB (if applicable).
Tattoo Parlour / Body Piercing / Electrolysis Sec 3.34	Zoning, Building, Fire, Health Unit Inspection, Liability Insurance \$2,000,000.00, WSIB (if applicable).
Temporary Vendor (Door to Door Sales) Sec 3.35	Zoning, Building, By-Law, Liability Insurance \$2,000,000.00, Written Permission from Property Owner(s), WSIB (if applicable).
Tobacco Sales Sec 3.36	Provincial Tobacco License, Liability Insurance \$2,000,000.00, Health Unit Inspection, Zoning, WSIB (if applicable).
Trades Sec 3.37	List of Current Employees College of Trades Certificates for each, Vehicle Information, Zoning, Building, By-Law, Liability Insurance, WSIB (if applicable).

3.2 **Adult Entertainment Parlour**
Authority: Municipal Act, S.O. 2001, c.25

3.2.1 **Purpose**
The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern an Adult Entertainment Parlour within Municipal boundaries to:

- (a) Ensure that consumers are protected;
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an Adult Entertainment Parlour.

3.2.2 **Location Designations**
(a) No person shall operate an adult entertainment parlour within Municipal boundaries except:
(i) in defined areas or locations designated by Council for the Town of Fort Frances.

(ii) under the authority of a current licence or renewed license pursuant to this by-law and that is not suspended or revoked.

(b) The number of licenses authorized for the operation of adult entertainment parlours within the municipality may be limited at any time by the Council of the Town of Fort Frances and not more than one licence shall be issued with respect to each area designated.

3.2.3 Operating Requirements – New/Renewal Licenses

(a) No person shall operate or maintain an Adult Entertainment Parlour within the Town of Fort Frances without first having obtained a business licence to do so.

(b) The applicant shall provide to the Issuer of Licenses at the time of application, proof of liability insurance in the minimum amount of \$2,000,000 and the licensee shall provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.

(c) The full name, street address and mailing address of the applicant and location where business is to be located as well as evidence that the applicant has an interest in the lands and premises upon which the adult entertainment parlour is to be operated which will enable the owner or operator to carry on the business. As well as, the full name and address of any employee whose name is not otherwise disclosed and who has any financial interest beneficially in or otherwise exercises control or direction over the applicant.

(d) Shall provide whether or not the applicant is a sole proprietorship, partnership or corporation. Also, the applicant shall provide a Criminal Reference Check for themselves as well as any other person whose name is disclosed in the application.

(e) The applicant shall provide the class of any licence issued in respect of the premises under the Liquor Licence Act and the particulars of the licence along with any special terms and conditions that are attached thereto.

(f) No holder of an adult entertainment parlour licence nor operator of an adult entertainment parlour shall permit any person under the age of 19 years to enter and remain in the adult entertainment parlour during the hours of operation where the premises is licensed under the Liquor Licence Act, and it is a term and condition of that licence that neither the holder of that licence nor the operator of an adult entertainment parlour shall not permit any person under or apparently under the age of 19 years to enter or remain upon the licensed premises.

(g) No holder of an adult entertainment parlour licence or operator of an adult entertainment parlour shall employ a person under the age of 18 years to entertain in an adult entertainment parlour.

(h) No holder of a licence nor operator of an adult entertainment parlour shall, in respect of any adult entertainment parlour operated by such persons, knowingly permit any adult entertainment attendant, to touch, or be touched by, or have physical contact with, any other person in any manner whatsoever involving any part of that person's body, while providing services as an adult entertainment attendant.

(i) No holder of an adult entertainment parlour licence nor operator of an adult entertainment parlour shall fail to ensure that all services provided by an adult entertainment attendant are within view of the main stage without obstruction by any wall, curtain or other enclosure.

(j) No adult entertainment attendant while providing services as an adult entertainment attendant at an adult entertainment parlour, permit the touching or have physical contact with any other person in any manner whatsoever involving any part of that person's body.

(k) No holder of an adult entertainment parlour licence nor operator shall use or permit to be used a public address system, sound equipment, loud speaker or any similar device outside the premises in which an adult entertainment parlour is located.

(l) No holder of an adult entertainment parlour licence nor operator of an adult entertainment parlour shall permit any person to carry on the activity outside the premises of shouting or speaking to or distributing handbills to persons passing by for the purpose of promoting the adult entertainment parlour or soliciting persons passing by to patronize or enter the adult entertainment parlour.

(m) No holder of an adult entertainment parlour licence nor operator of an adult entertainment parlour shall use any sign, advertising or advertising device, including any printed matter, posted or used outside the premises for the purpose of promoting the adult entertainment parlour, or any photograph, drawing or other artistic rendering appealing to, or designed to appeal to, erotic or sexual appetites or inclinations that shows:

(i) the nipples or areolae uncovered of a female person or the public, perineal or perineal areas uncovered of a male or female person; or

(ii) the act, whether actual or simulation, of sexual intercourse, cunnilingus, fellatio, bestiality, masturbation, urination or defecation, or the bonding, flagellation, mutilation, maiming or murder of one or more human beings.

3.3 Arcade Classes A & B

3.3.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to license, regulate and govern Arcades within Municipal boundaries to:

(a) Ensure that consumers are protected;

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an Arcade.

(d) Ensure the safety of children under the age of 16 years in Arcades – Class A.

3.3.2 Operating Requirements – New/Renewal Licenses

3.3.2.1 Arcade – Class A

(a) No person shall operate an Arcade – Class A within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) An Arcade – Class A must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The full name, street address and mailing address of the applicant and location where business is to be located as well as evidence that the applicant has an interest in the lands and premises upon which the Arcade – Class A is to be operated which will enable the owner or operator to carry on the business. As well as, the full name and address of any employee whose name is not otherwise disclosed and who has any financial interest beneficially in or otherwise exercises control or direction over the applicant.

(d) Shall provide whether or not the applicant is a sole proprietorship, partnership or corporation. Also, the applicant shall provide a Criminal Reference Check for themselves as well as any other person whose name is disclosed in the application.

(e) No person who is a holder of an Arcade – Class A licence shall fail to have every part of the Arcade – Class A sufficiently lighted so as to permit the safe use of the facility by the public.

(f) No person who is a holder of an Arcade – Class A licence shall fail to locate within the Arcade – Class A electrical receptacles accessible to users of the premises.

(g) No person who is a holder of an Arcade – Class A licence shall fail to have the Arcade – Class A supervised by an adult person who shall remain on the premises at all times when the premises is open in accordance to this by-law.

(h) The holder of an Arcade – Class A licence or the operator or supervisor of an Arcade – Class A shall not permit any person under the age of 16 years to play or operate any amusement machines or amusement devices unless said person's parent or guardian has submitted written consent with respect to said person in the form of Schedule "C", attached hereto and forming part of this by-law.

3.3.2.2 Arcade - Class A Hours of Operation

No person who is a holder of an Arcade – Class A license shall operate:

(a) on any day which is defined as a "Holiday" under the Retail Business Holidays Act, as amended.

(b) between the hours of 11:00 pm (of said day) to 9:00am (following day).

3.3.2.3 Arcade – Class B

(a) No person shall operate an Arcade – Class B within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) No person who is a holder of an Arcade – Class B licence shall fail to have every part of the Arcade – Class B sufficiently lighted so as to permit the safe use of the facility by the public.

(c) No person who is a holder of an Arcade – Class B licence shall fail to locate within the Arcade – Class B electrical receptacles accessible to users of the premises.

(d) No person who is a holder of an Arcade – Class B licence shall fail to have the Arcade – Class B supervised by an adult person who shall remain on the premises at all times when the premises is open in accordance to this by-law.

3.3.2.4 Arcade – Class B Hours of Operation

(a) An Arcade – Class B shall only be permitted to operate during the regular hours of operation of the principal business.

3.4 Auctioneer

3.4.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Auctioneers within the Municipal boundaries to:

(a) Ensure that consumers are protected by having auction items sold by an individual with no criminal record;

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an Auctioneer;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.4.2 **Operating Criteria**

(a) No person shall sell or put up for sale goods, wares, merchandise or effects by public auction within the Town without first having obtained a licence to do so.

(b) The auctioneer shall, prominently display at each auction, their licence issued and shall in all public advertisements of any nature used by them in the course of their business, include their municipal licence number.

(c) No auctioneer shall permit any disorder in their auction room or offices.

(d) No auctioneer shall knowingly make or permit to be made any misrepresentation as to the nature, content, quantity or value of any goods, wares, merchandise or effects which may be offered for sale.

(e) No auctioneer shall do any act that is calculated to or which may reasonably have the effect of confusing a purchaser as to the amount he pays for any article(s) or give away articles or sell them for nominal amounts to stimulate bidding.

(f) No auctioneer shall by deceit, falsehood, or other fraudulent means stimulate or raise bids or cause to stimulate or raise bids affecting the selling price of any item offered for sale to the public by public auction.

(g) No auctioneer shall sell or put up for sale by auction any goods, wares, merchandise or effects on a reserve bid basis without first having announced to those in attendance at the auction the fact that such item is held on reserve bid.

(h) Every auctioneer shall advise the Issuer of Licenses a minimum of seven (7) days in advance, the time, date and location of every auction scheduled.

(i) Nothing herein contained shall apply to a Sheriff or Bailiff Sale.

(j) Nothing in this section shall in anyway affect or invalidate the claim of any auctioneer for goods warehoused with them, and on which have made advances.

(k) Service clubs and registered charitable organizations conducting Silent Auctions or Chinese Auctions, and as approved by the Issuer of Licenses shall be exempt from the provisions of this by-law.

(l) Every auctioneer shall keep proper books of account of the business transacted by them as an auctioneer. Such books shall give the names and addresses of the owners of the goods, wares, merchandise or effects to be sold. The description of the same, the price for which the same may be sold, the names and addresses of the persons purchasing such goods, wares, merchandise or effects or any portion thereof. The price for which the same was sold and the auctioneers shall forthwith, after the sale of same, or any portion thereof, account for the proceeds and pay the same to the person(s) entitled to such proceeds, less the auctioneer's legal and proper commissions and charges. They shall, in case of no sale is made of such goods, on payment of their proper costs and charges, return such goods to the person(s) entitled to receive such goods on proper demand being made for such goods.

3.5 Automobile Lease/Sales/Rental

3.5.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to license, regulate and govern Automobile Lease/Sales/Rental Services within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.5.2 Operating Criteria

- (a) No person shall operate or maintain the business of Automobile Leasing or Automobile Rental or Automobile Sales within Municipal boundaries without first having obtained a licence to do so.
- (b) The licensee shall provide to the Issuer of License at the time of application, a valid Motor Vehicle Dealers Certificate issued by the Ministry of Transportation (MTO) and a registered member in good standing with the Ontario Motor Vehicle Industry Council (OMVIC).
- (c) The licensee shall ensure that the make, model, vehicle identification number and licence plate number is recorded for each automobile leased or rented.
- (d) No person shall permit the licensed premises to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.
- (e) No person shall park or store any motor vehicle on any sidewalk, boulevard, highway or roadway.
- (f) No person shall permit the engine of any motor vehicle to run in any building whether on a frame or in a motor vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (g) No person shall remove or cause to be removed any snow from the premises to any public sidewalk, street or roadway.
- (h) Every person shall keep the premises free from rubbish and in a clean and neat condition.
- (i) Every person shall keep any sidewalk or street upon which the premises abuts free from any dirt or other foreign substance derived from or resulting from the use thereof.

3.6 Automobile Body Repair

3.6.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Automobile Body Repair within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.6.2 Operating Criteria

(a) No person shall operate or maintain the business of Automobile Body Repair within Municipal boundaries without first having obtained a licence to do so.

(b) The licensee shall provide to the Issuer of License at the time of application, a valid Certificate of Qualification from the Ontario College of Trades.

(c) The licensee shall ensure that the make, model, vehicle identification number and licence plate number is recorded for each automobile serviced.

(d) No person shall permit the licensed premises to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.

(e) No person shall park or store any motor vehicle on any public sidewalk, boulevard, highway or roadway.

(f) No person shall permit the engine of any motor vehicle to run in any building whether on a frame or in a motor vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.

(g) No person shall remove or cause to be removed any snow from the premises to any public sidewalk, street or roadway.

(h) Every person shall keep the premises free from rubbish and in a clean and neat condition.

(i) Every person shall keep any sidewalk or street upon which the premises abuts free from any dirt or other foreign substance derived from or resulting from the use thereof.

3.7 Automobile Service

3.7.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Automobile Service within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.7.2 Operating Criteria

(a) No person shall operate or maintain the business of Automobile Service within Municipal boundaries without first having obtained a licence to do so.

(b) The licensee shall provide to the Issuer of Licenses at the time of application, a valid Certificate of Qualification from the Ontario College of Trades and provide a copy of their

Motor Vehicle Inspection Station Certificate and Drive Clean Program License (if applicable) issued in the name of the applicant.

- (c) The licensee shall ensure that the make, model, vehicle identification number and licence plate number is recorded for each automobile serviced.
- (d) No person shall permit the licensed premises to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.
- (e) No person shall park or store any motor vehicle on any public sidewalk, boulevard, highway or roadway.
- (f) No person shall permit the engine of any motor vehicle to run in any building whether on a frame or in a motor vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (g) No person shall remove or cause to be removed any snow from the premises to any public sidewalk, street or roadway.
- (h) Every person shall keep the premises free from rubbish and in a clean and neat condition.
- (i) Every person shall keep any sidewalk or street upon which the premises abuts free from any dirt or other foreign substance derived from or resulting from the use thereof.

3.8 Beauty Salon/Hairstylist/Esthetician

3.8.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Beauty Salon/Hairstylist/Esthetician within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.8.2 Operating Criteria

- (a) No person shall operate or maintain the business of Beauty Salon/Hairstylist/Esthetician within Municipal boundaries without first having obtained a licence to do so.
- (b) The licensee shall provide to the Issuer of Licenses at the time of application, or as otherwise requested, an annual Certificate of Inspection letter from the Northwestern Health Unit.
- (c) The licensee shall provide to the Issuer of Licenses at the time of application and maintain with the Issuer of Licenses at all times, a current list of employees providing service as an esthetician and/or hairstylist (including trade numbers).
- (d) No licensee shall employ as a hairstylist in any establishment or permit any person to engage in the trade of hairstyling therein, unless such person is employed or engaged in such trade is:
 - (i) a holder of a current Certificate of Qualifications as a hairstylist as issued pursuant to the Ontario College of Trades.

- (ii) registered as an apprentice hairstylist under the Ontario College of Trades.
- (e) The licensee shall ensure that no room in any premises licensed hereunder is used as a living, eating, food preparing, bathing or sleeping quarters.
- (g) The applicant shall make the necessary arrangements with the Operations & Facilities Division in regards to the requirements for, and installation of a water meter.

3.9 Bed & Breakfast/Lodging House

3.9.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Bed & Breakfast/Lodging House within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.9.2 Operating Criteria

- (a) No person shall operate or maintain the business of Bed & Breakfast or Lodging House within Municipal boundaries without first having obtained a licence to do so.
- (b) The applicant shall provide at the time of application the name, address and telephone number of the registered owner of the property. If the registered owner of the property is a corporation, the name, address and telephone number of the Chief Officer and the secretary. As well as the name, address and telephone number of the keeper, manager, superintendent or custodian of the building, if not the same as the owner.
- (c) Every person shall keep a register of all patrons showing their name, address, the vehicle make and license plate number including Province or State from which such plate was issued. The date of admission and departure and shall provide such register upon the request of any enforcement officer in the course of their duties as authorized by this by-law.
- (d) The licensee shall at all times maintain a list detailing the number of guestrooms and facilities offered by the establishment.
- (e) Every person shall ensure that each guestroom is provided with clean linens, including towels, and any other customary toiletry for each registered individual on a daily basis.
- (f) Every person shall ensure that the use and intended use of the property is in compliance with the Town of Fort Frances Zoning By-Law, as amended.
- (g) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business.
- (h) An electrical inspection certificate is required at the time of application, or as otherwise requested, by the Issuer of Licences, verifying the building is in compliance with the Electrical Safety Authority.

(i) An inspection certificate may be required at the time of application, by the Issuer of Licences, from a certified technician that the heating system is in safe working order.

3.10 **Billiard Hall**

3.10.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Billiard Halls within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.10.2 **Operating Criteria**

- (a) No person shall operate a Billiard Hall within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Billiard Hall must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The full name, street address and mailing address of the applicant and location where business is to be located as well as evidence that the applicant has an interest in the lands and premises upon which the billiard hall is to be operated which will enable the owner or operator to carry on the business. As well as, the full name and address of any employee whose name is not otherwise disclosed and who has any financial interest beneficially in or otherwise exercises control or direction over the applicant.
- (d) Shall provide whether or not the applicant is a sole proprietorship, partnership or corporation. Also, the applicant shall provide a Criminal Reference Check for themselves as well as any other person whose name is disclosed in the application.
- (e) No person who is a holder of a billiard hall licence shall fail to have every part of the billiard hall sufficiently lighted so as to permit the safe use of the facility by the public.
- (f) No person who is a holder of a billiard hall license shall fail to locate within the billiard hall electrical receptacles accessible to users of the premises.
- (g) No person who is a holder of a billiard hall licence shall fail to have the billiard hall supervised by an adult person who shall remain on the premise at all times when the premise is open in accordance to this by-law.
- (h) The holder of a billiard hall license or the operator or supervisor of a billiard hall shall not permit any person under the age of 16 years to play or operate any pool table unless said person's parent or guardian has submitted written consent with respect to said person in the form of Schedule "C", attached hereto and forming part of this by-law.

3.10.3 **Billiard Hall Hours of Operation**

No person who is a holder of a billiard hall licence shall operate:

(a) on any day which is defined as a “Holiday” under the Retail Business Holidays Act, as amended.

(b) between the hours of 11:00 pm (of said day) to 9:00am (following day).

3.11 **Bowling Alley**

3.11.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Bowling Alleys within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.11.2 **Operating Criteria**

(a) No person shall operate a Bowling Alley within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Bowling Alley must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The full name, street address and mailing address of the applicant and location where business is to be located as well as evidence that the applicant has an interest in the lands and premises upon which the bowling alley is to be operated which will enable the owner or operator to carry on the business. As well as, the full name and address of any employee whose name is not otherwise disclosed and who has any financial interest beneficially in or otherwise exercises control or direction over the applicant.

(d) Shall provide whether or not the applicant is a sole proprietorship, partnership or corporation. Also, the applicant shall provide a Criminal Reference Check for themselves as well as any other person whose name is disclosed in the application.

(e) No person who is a holder of a bowling alley licence shall fail to have every part of the bowling alley sufficiently lighted so as to permit the safe use of the facility by the public.

(f) No person who is a holder of a bowling alley licence shall fail to locate within the bowling alley electrical receptacles accessible to users of the premises.

(g) No person who is a holder of a bowling alley licence shall fail to have the bowling alley supervised by an adult person who shall remain on the premise at all times when the premise is open in accordance to this by-law.

3.12 **Carnival/Exhibition**

3.12.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Carnivals/Exhibitions within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.12.2 **Operating Criteria**

- (a) No person shall operate a Carnival/Exhibition within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Carnival/Exhibition must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall provide the Issuer of Licenses at the time of application. Proof of liability insurance in the minimum amount of \$5,000,000.00 and where the carnival is to take place on municipal property, such insurance shall name the Town of Fort Frances as an additional insured and proof of WSIB Insurance by providing a certificate of clearance.
- (d) The applicant shall provide the Issuer of Licenses at the time of application, or as otherwise requested, an Ontario Amusement Device Permit and TSSA Certificate issued within 12 months of the date of application.
- (e) The applicant shall provide to the Issuer of Licenses at the time of application, the name and address of the person having control and charge of the operation of the carnival/exhibition.
- (f) No person having control or charge of such an operation shall commence to assemble or erect any tent, shelter, cage, pole, stand, platform, seating accommodation, machinery, plant, apparatus, or mechanical device or ride or any other structure or erection until a licence has been obtained.
- (g) The licensee shall ensure that the electrical system, equipment, fuses and switches are inaccessible to the public and cables in the ground in areas used by the public are placed in trenches or suitably protected as required by the Electrical Safety Authority.
- (h) The licensee shall ensure that all electrical systems are operated and maintained in a safe manner as per Electrical Safety Authority Regulations.
- (i) The licensee may be requested by the Issuer of Licenses to provide a Criminal Reference Check at the time of application.

3.13 **Car Wash**

3.13.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Car Washes within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.13.2 Operating Criteria

- (a) No person shall operate a Car Wash within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Car Wash must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) This section shall not apply to a bay(s) contained within any premises where car washing is performed as a provided operation to any other primary purpose of such premises.
- (d) No person shall permit the engine of a motor vehicle to run in any building, unless adequate ventilation is provided to ensure dilution of any carbon monoxide fumes.
- (e) No person shall use or permit to be used, any portion of the premises for washing of motor vehicles unless during hours of business, adequate illumination is provided to the service bay(s), such lighting is to be arranged as to deflect light into the service bay(s) and away from adjoining properties or streets.
- (f) No person shall use or permit to be used, any portion of the premises for washing of motor vehicles unless one-way driveways are clearly designated by a sign at the street line.
- (g) The applicant shall make the necessary arrangements with the Operations & Facilities Division in regards to the requirements for, and installation of a water meter.

3.14 Circuses & Similar Shows

3.14.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Circuses & Similar Shows within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.14.2 Operating Criteria

- (a) No person shall operate a Circus and/or Similar Shows within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Circus & Similar Show must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall provide to the Issuer of Licenses at the time of application, proof of liability insurance in the minimum amount of \$5,000,000 and the licensee shall provide to the Issuer of Licenses at the time of application, such insurance shall name the Town of Fort Frances as an additional insured and proof of WSIB Insurance by providing a certificate of clearance.

(d) No person owning, operating or having control or charge of a circus, travelling show or similar show shall locate within the Town or commence to assemble or erect within the Town, any tent, shelter, cage, pole, stand, platform, seating accommodation, machinery, plant, apparatus or mechanical device or ride or other structure or erection.

(e) No licensee of a public hall within the Town who has rented or leased such public hall or authorized the same to be used by a circus or similar show, shall permit or allow such circus or show to assemble or erect in such assembly hall, any tent, shelter, cage, pole, stand, platform, seating accommodation, machinery, plant, apparatus or mechanical device, ride or any other structure or erection until a licence has been obtained for the operation and conduct of such circus, travelling or similar show.

(f) The licensee shall ensure that the electrical system, equipment, fuses and switches are inaccessible to the public and cables in the ground in areas used by the public are placed in trenches or suitably protected as required by the Electrical Safety Authority.

(g) The licensee shall ensure that all electrical systems are operated and maintained in a safe manner as per Electrical Safety Authority Regulations.

(h) The licensee may be requested by the Issuer of Licenses to provide a Criminal Reference Check at the time of application.

3.15 Eating Establishment/Food Shop/Caterer

3.15.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Eating Establishments/Food Shops/Caterers within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.15.2 Operating Criteria

(a) No person shall operate an Eating Establishment/Food Shop/Caterer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) An Eating Establishment/FoodShop/Caterer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners and the licensee shall ensure that all premises comply with the Building Code Act, S.O. 1992, c.23, as amended

- (c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested an annual Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.
- (d) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested the occupant load for the premise as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.
- (e) The licensee shall ensure that the operation (if alcohol is served) is in compliance with the Liquor License Act R.S.O. 1990, c.L19, as amended.
- (f) The licensee shall ensure that no dogs, cats or other animals are allowed in any premise or place where food is kept, stored, cooked, prepared or served, unless it is in respect of any person who is visually impaired and being guided or led by a service animal.
- (g) The applicant shall provide to the Issuer of Licenses at the time of application, a copy of the Liquor Licence as issued by the Alcohol and Gaming Commission of Ontario, if alcohol is served within the premise.
- (h) No person shall operate an outdoor patio as an extension to an eating establishment without proper licensing.
- (i) No person shall operate a refreshment vehicle of any class as an extension of an eating establishment without proper licensing.
- (j) Every person employed in such premise shall keep themselves and their wearing apparel in a clean and sanitary condition.
- (k) No person licensed hereunder shall purchase, use, sell, offer for sale or have in their possession any meat unless such meat has been inspected and displays on the carcass, the inspection legend of the Ontario Ministry of Agriculture, Food and Rural Affairs or of the Department of Agriculture or Agriculture Canada.
- (l) The licensee shall ensure that all fresh meat and fish offered for sale shall be clearly identified.
- (m) The applicant shall make the necessary arrangements with the Operations & Facilities Division in regards to the requirements for, and installation of a water meter.

3.16 Food Truck/Trailer

3.16.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Food Truck/Trailer within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.16.2 **Operating Criteria**

- (a) No person shall operate a Food Truck/Trailer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Food Truck/Trailer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners and the licensee shall ensure that all premises comply with the Building Code Act, S.O. 1992, c.23, as amended
- (c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested an annual Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.
- (d) The applicant shall provide to the Issuer of Licenses at the time of application the vehicle identification number and license plate number as issued by the Ministry of transportation for each vehicle owned by the company and a valid and current Safety Standards Certificate issued pursuant to the Highway Traffic Act R.S.O. 1990, c. H.8, as amended.
- (e) The applicant shall provide to the Issuer of Licenses at the time of application a valid and current Mobile Food Service Equipment Approval from the TSSA (Technical Standards & Safety Authority).
- (f) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.
- (g) Every licensee shall ensure that every refreshment vehicle is equipped with adequate refuse containers with lids, and such containers shall be kept in a clean and sanitary condition and emptied as necessary and are located to be easily accessible by the public making purchases while the vehicle is stopped.
- (h) No licensee shall permit any individual other than a bona fide employee to operate the food truck/trailer.
- (i) The licensee shall ensure that every vehicle displays in a contrasting colour and in clearly visible letters on both side panels, the operating name of the business as it appears on their business license.
- (j) Every owner shall take out a separate licence for each refreshment vehicle owned and operated by them and the plate issued in respect of such licence shall be securely affixed to the rear of the vehicle and be visible at all times.
- (k) Every licensee shall at their own expense, whenever required to do so by the Issuer of Licenses or any enforcement officer in the course of their duties request such vehicle to be brought for an inspection.
- (l) No person shall operate a food truck/trailer on adequately zoned private property without the express written permission of the owner or their authorized agent.
- (m) No person shall operate a food truck/trailer within any park, boulevard, sidewalk or any other municipal property unless authorized to do so by the Town.
- (n) No person shall stop, park or otherwise carry on business from a food truck/trailer for the purpose of selling or offering for sale any refreshments or product at a distance of less than 50 feet from any intersection, within 100 feet of any school grounds or within 100 feet of any public park, unless authorized by the Town to do so.

(o) No person shall stand, stop or park or permit to stand, stop or be parked, any vehicle contrary to any Municipal By-Law, the Highway Traffic Act or other statute or by-law that may be applicable.

(p) No person shall operate a food truck/trailer between the hours of 12:00am (midnight) to 7:00am on any day.

3.17 Fuel Dealer

3.17.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern a Fuel Dealer within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.17.2 Operating Criteria

- (a) No person shall operate as a Fuel Dealer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Fuel Dealer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners and the licensee shall ensure that all premises comply with the Building Code Act, S.O. 1992, c.23, as amended
- (c) The applicant shall provide to the Issuer of Licenses at the time of application, proof of liability insurance in the minimum amount of \$5,000,000 and the licensee shall provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.
- (d) Every person shall ensure that each delivery person employed to deliver fuel within the municipal limits of the Town holds a valid Province of Ontario Driver's Licence with the appropriate classes designated to operate a fuel delivery truck.
- (e) Every person shall ensure that all fuel products are adequately stored and maintained in a safe manner.
- (f) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.

3.18 Contractor

3.18.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern a Contractor within Municipal boundaries to:

- (a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.18.2 Operating Criteria

(a) No person shall operate as a Contractor within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A contractor must meet the Town of Fort Frances Zoning By-Law requirements, as amended and shall not be a nuisance to surrounding landowners.

(c) Every contractor shall ensure that all necessary permits are obtained prior to commencement of any work and shall ensure that any and all inspections of completed work are obtained, as may be necessary.

(d) No building permit shall be issued unless such contractor has obtained a municipal licence to carry on the business as a general contractor.

3.19 Grocery

3.19.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Grocery Stores within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.19.2 Operating Criteria

(a) No person shall operate as a Grocery Store within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Grocery Store must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) Upon request by the Issuer of Licenses, the applicant shall provide any other requirements or copies of inspections by other agencies to validate that the business is in accordance with all relevant legislation.

3.20 Home Occupation

3.20.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Home Occupation within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.20.2 Operating Criteria

- (a) No person shall operate as a Home Occupation within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Home Occupation must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) Upon request by the Issuer of Licenses, the applicant shall provide any other requirements or copies of inspections by other agencies to validate that the business is in accordance with all relevant legislation.
- (d) The applicant shall make the necessary arrangements with the Operations & Facilities Division in regards to the requirements for, and installation of a water meter.

3.21 Hotel/Motel

3.21.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Hotel/Motels within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.21.2 Operating Criteria

- (a) No person shall operate as a Hotel/Motel within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Hotel/Motel must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.
- (d) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested a Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.

3.22 **Laundromat/Dry Cleaner**

3.22.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Laundromat/Dry Cleaner within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.22.2 **Operating Criteria**

- (a) No person shall operate a Laundromat/Dry Cleaner within Municipal boundaries without holding a current valid license for such premises or business issued under the provisions of this by-law.
- (b) A Laundromat/Dry Cleaner must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall provide to the Issuer of Licenses a Certificate of Inspection Letter from the Fort Frances Fire/Rescue Service, ensuring compliance with the Fire Prevention & Protection Act S.O. 1997, c.4, as amended.
- (d) Every person who holds a licence as a laundromat/dry cleaner shall keep their premise and any appurtenances or equipment thereto in a clean and sanitary condition as required by the Northwestern Health Unit and shall not allow any of the rooms used in connection with the said licence to be used for sleeping quarters.
- (e) Every person employed in such premises licensed under this section shall keep themselves and his wearing apparel in a clean and sanitary condition.
- (f) Every licensee shall cause the premises, in respect of such licence, together with any offices, appurtenances and any vehicles, wagons or trucks used by them in their business, to be kept in a clean and sanitary condition.

3.23 **Motor Vehicle Service Station (Gas Station)**

3.23.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Motor Vehicle Service Station (Gas Station) within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.23.2 **Operating Criteria**

- (a) No person shall operate a Motor Vehicle Service Station (Gas Station) within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Motor Vehicle Service Station must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) No person shall permit the licensed premise to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.
- (d) No person shall park or store any motor vehicle on any sidewalk, boulevard, highway or road.
- (e) Every person shall keep the premise free from rubbish and in a clean and neat condition.
- (f) Every person shall keep any sidewalk, boulevard or street upon which the premise abuts free from snow, dirt or other foreign substances resulting from the use thereof.
- (g) Every person shall display in a conspicuous place at or upon the licensed premise a sign or signs bearing, in readily legible letters, the hours during which the licensed premise are open for business and clearly identifying the business name and address.

3.24 **Pawn Shop**

3.24.1 **Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Pawn Shops within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.24.2 **Operating Criteria**

- (a) No person shall operate as a Pawn Shop within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Pawn Shop must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall provide to the Issuer of Licenses at the time of application, proof of liability insurance in the minimum amount of \$2,000,000 and the licensee shall provide to the Issuer of Licenses at the time of application, proof of WSIB Insurance by providing a certificate of clearance.
- (d) The applicant shall comply with all of the requirements as set out in the Pawnbrokers Act R.S.O. 1990, c P.6, as amended. (i.e.: record keeping, security deposit, signage, etc).

(e) The licensee shall ensure that every vehicle displays in a contrasting colour and in clearly visible letters on both side panels, the operating name of the business as it appears on their business licence and shall provide the vehicle identification, description of vehicle and plate number with Province or State issued to the Issuer of Licenses at the time of application.

3.25 Pet Groomer

3.25.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Pet Groomer within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.25.2 Operating Criteria

- (a) No person shall operate as a Pet Groomer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Pet Groomer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) No person shall allow any pet being accommodated in respect of the pet grooming services, to be kept in any outdoor run, compound or other area.
- (d) Every person shall ensure that while such pet is in their possession, the pet is kept in a sanitary, well ventilated and clean, safe and healthy location.
- (e) Every person shall ensure that while such pet is in their possession, the pet is kept in accordance with all Municipal By-Laws and the Dog Owner's Liability Act R.S.O. 1990, C D16., as amended.
- (f) Every person shall ensure that any cage in which a pet is to be kept is appropriate for the safe harbouring of such animal and that in no case shall such cage be kept at a height greater than five feet from the floor level when a pet is being kept in or harboured in such cage.
- (g) The applicant shall make the necessary arrangements with the Operations & Facilities Division in regards to the requirements for, and installation of a water meter.

3.26 Professionals

3.26.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Professionals within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.26.2 Operating Criteria

(a) No person shall operate as a Professional within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Professional must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) Upon request by the Issuer of Licenses, the applicant shall provide any other requirements or copies of inspections by other agencies to validate that the business is in accordance with all relevant legislation.

3.27 Public Hall

3.27.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Public Hall within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.27.2 Operating Criteria

(a) No person shall operate as a Public Hall within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Public Hall must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall provide to the Issuer of Licences at the time of application, or when otherwise requested the occupant load for the premise as set by the Fire Chief of the Fort Frances Fire/Rescue Service and shall be in compliance with all requirements under the Fire Prevention and Protection Act S.O. 1997, c. 4, as amended.

(d) No licence shall be required by any religious organization in respect of a hall used for entertainment given or held by it, however, every such hall shall in all other aspects comply with this by-law.

(e) The licensee of a Public Hall shall ensure that all obstructions, including accumulations of ice and snow are removed from all entry/exit ways and fire escapes prior to admitting members of the public.

(f) Every person shall keep any public sidewalk, boulevard or street upon which the premise abuts free from any dirt, snow or other foreign substance derived from or resulting from the use thereof.

(g) No person shall smoke in a public hall contrary to any Municipal By-Law or Provincial Legislation.

- (h) The licensee shall ensure that the public hall is kept in a clean and well maintained state and clear of any rubbish or debris.
- (i) The licensee shall ensure that the heating equipment is cleaned and maintained in a good state of repair.
- (j) The licensee shall ensure that the electrical system and any portable electrical systems are inspected by the Electrical Safety Authority, and any defects found are corrected before the premise is occupied by the public.

3.28 Recreational Vehicle & Watercraft Sales/Lease/Rental

3.28.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Recreational Vehicle & Watercraft Sales/Lease/Rental within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.28.2 Operating Criteria

- (a) No person shall operate as a Recreational Vehicle & Watercraft Sales/Lease/Rental within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Recreational Vehicle & Watercraft Sales/Lease/Rental must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) No person shall permit the licensed premise to be used for the wrecking or storage of wrecked vehicles, unless licensed to do so under the provisions of this by-law.
- (d) No person shall park or store any recreational or watercraft vehicle on any public sidewalk, boulevard, highway or road.
- (e) No person shall permit the engine of any recreational or watercraft vehicle to run in any building whether on a frame or in a recreational or watercraft vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (f) Every person shall keep the premise free from rubbish or debris and in a clean and neat condition.
- (g) Every person shall keep any public sidewalk, boulevard or street upon which the premise abuts free from any dirt, snow or other foreign substance derived from or resulting from the use thereof.

3.29 Recreational Vehicle & Watercraft Service/Body Repair

3.29.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Recreational Vehicle & Watercraft Service/Body Repair within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.29.2 Operating Criteria

- (a) No person shall operate as a Recreational Vehicle & Watercraft Service/Body Repair within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Recreational Vehicle & Watercraft Service/Body Repair must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) No person shall park or store any recreational or watercraft vehicle on any public sidewalk, boulevard, highway or road.
- (d) No person shall permit the engine of any recreational or watercraft vehicle to run in any building whether on a frame or in a recreational or watercraft vehicle, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (e) Every person shall keep the premise free from rubbish or debris and in a clean and neat condition.
- (f) Every person shall keep any sidewalk, boulevard or street upon which the premise abuts free from any dirt, snow or other foreign substance derived from or resulting from the use thereof.

3.30 Refreshment Vehicle (Mobile/Stationary)

3.30.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Refreshment Vehicles (Mobile/Stationary) within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.30.2 **Operating Criteria**

- (a) No person shall operate a Refreshment Vehicle (Mobile/Stationary) within the Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Refreshment Vehicle (Mobile/Stationary) must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested a Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.
- (d) The applicant shall provide to the Issuer of Licenses at the time of application a valid and current Mobile Food Service Equipment Approval from the TSSA (Technical Standards & Safety Authority).
- (e) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.
- (f) Every licensee shall ensure that every refreshment vehicle is equipped with adequate refuse containers with lids, and such containers shall be kept in a clean and sanitary condition and emptied as necessary and are located to be easily accessible by the public making purchases while the vehicle is stopped.
- (g) No licensee shall permit any individual other than a bona fide employee to operate the Refreshment Vehicle (Mobile/Stationary).
- (h) The licensee shall ensure that every vehicle displays in a contrasting colour and in clearly visible letters on both side panels, the operating name of the business as it appears on their business licence.
- (i) Every owner shall take out a separate licence for each refreshment vehicle owned and operated by them and the licence issued in respect of such business shall be securely affixed to the vehicle and be visible at all times.
- (j) Every licensee shall at their own expense, whenever required to do so by the Issuer of License or any enforcement officer in the course of their duties request such vehicle to be brought for an inspection.
- (k) No person shall operate a refreshment vehicle on adequately zoned private property without the express written permission of the owner or their authorized agent.
- (l) No person shall operate a refreshment vehicle within any park, boulevard, sidewalk or any other municipal property unless authorized to do so by the Town.
- (m) No person shall stop, park or otherwise carry on business from a refreshment vehicle for the purpose of selling or offering for sale any refreshments or product at a distance of less than 50 feet from any intersection, within 100 feet of any school grounds or within 100 feet of any public park, unless authorized by the Town to do so.
- (n) No person shall stand, stop or park or permit to stand, stop or be parked, any vehicle contrary to any Municipal By-Law, the Highway Traffic Act or other statute or by-law that may be applicable.
- (o) No person shall operate a refreshment vehicle between the hours of 12:00am (midnight) to 7:00am on any day.

(p) Every person selling or handling refreshments and foodstuffs shall be clean and neat in appearance and shall maintain clean hands at all times.

(q) Every licensee shall ensure that the vehicle and all parts and equipment for use in the dispensing of refreshments are maintained in a clean and sanitary condition and at all times in good repair.

3.31 Retail Sales

3.31.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Retail Sales Stores within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.31.2 Operating Criteria

(a) No person shall operate a Retail Sales Store within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Retail Sales Store must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

3.32 Second Hand Dealer

3.32.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Second Hand Dealers within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of an this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.32.2 Operating Criteria

(a) No person shall operate as a Second Hand Dealer within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Second Hand Dealer must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) Upon request by the Issuer of Licenses, the applicant shall provide any other requirements or copies of inspections by other agencies to validate that the business is in accordance with all relevant legislation.

(d) The applicant shall ensure that a sound record keeping system is kept of all transactions. The record system shall be made available to an enforcement officer in the performance of their duties.

3.33 Small Engine Repair

3.33.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Small Engine Repair within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.33.2 Operating Criteria

- (a) No person shall operate a Small Engine Repair within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Small Engine Repair must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) No person shall park or store any piece of machinery on any public sidewalk, boulevard, highway or road.
- (d) No person shall permit the engine of any piece of machinery to run in any building whether on a frame or on a machine, unless adequate ventilation is provided to ensure dilution of carbon monoxide fumes.
- (e) Every person shall keep the premise free from rubbish or debris and in a clean and neat condition.
- (f) Every person shall keep any public sidewalk, boulevard or street upon which the premise abuts free from any dirt, snow or other foreign substance derived from or resulting from the use thereof.

3.34 Tattoo parlour/Body Piercing/Electrolysis

3.34.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Tattoo Parlour/Body Piercing/Electrolysis Shop within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.34.2 Operating Criteria

(a) No person shall operate a Tattoo Parlour/Body Piercing/Electrolysis Shop within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) A Tattoo Parlour/Body Piercing/Electrolysis Shop must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.

(c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested a Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.

(d) The licensee shall ensure that no food or beverages are offered for sale or sold on the premises.

(e) The licensee shall ensure that no room in the premises is being used as a living, eating, food preparing, bathing or sleeping quarters.

(f) The applicant shall comply with all the requirements as set out by the Fire Chief of the Fort Frances Fire/Rescue Service and comply with all requirements as set out within the Fire Protection and Prevention Act S.O. 1997, c.4, as amended.

3.35 Temporary Vendor (Door to Door Sales)**3.35.1 Purpose**

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Temporary Vendors within Municipal boundaries to:

(a) Ensure that consumers are protected.

(b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;

(c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;

(d) Ensure that the Licensee complies with all nuisance control regulations.

3.35.2 Operating Criteria

(a) No person shall operate as a Temporary Vendor within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.

(b) No person shall operate or maintain a temporary sales booth or location on any private property within Municipal boundaries without the express written permission of the property owner including specific time for which the applicant, is permitted to operate at such location.

(c) The applicant shall provide to the Issuer of Licenses at the time of application, or as otherwise requested, such written permission and statement of time frame from the property owner.

(d) No person shall operate or maintain a temporary sales booth or location on any Town property without first having obtained permission from the Town to do so.

(e) No person shall operate a temporary sales location for a period not exceeding 30 consecutive days on any one occasion.

(f) Every person acting as a temporary vendor shall produce at the time of application to the Issuer of Licenses two (2) pieces of identification, one of which shall be photographic identification. Such identification shall clearly state the applicant's name and current address.

(g) No person shall engage in, or carry on their business by passing door to door within the Town before 9:00am any day and after 9:00pm any day.

3.36 Tobacco Sales

3.36.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Tobacco Sales within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.36.2 Operating Criteria

- (a) No person shall operate as a Tobacco Sales within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A Tobacco Sales must be located in accordance with the Town of Fort Frances Zoning By-Law, as amended and shall not be a nuisance to surrounding landowners.
- (c) The applicant shall provide to the Issuer of Licences at the time of application, or as otherwise requested a copy of their Tobacco Retail Dealer's Permit/Licence as issued by the Ontario Ministry of Finance.
- (d) The applicant shall provide to the Issuer of Licences at the time of application, or as otherwise requested a Certificate of Inspection Letter from the Northwestern Health Unit and remain in compliance with all requirements of the Northwestern Health Unit.

3.37 Trades

3.37.1 Purpose

The Council of the Town of Fort Frances has deemed it expedient to enact a by-law to licence, regulate and govern Tradesperson within Municipal boundaries to:

- (a) Ensure that consumers are protected.
- (b) Ensure that the Licensee has secured and holds valid liability insurance for the general protection of the consumer;
- (c) Ensures that the Licensee maintains compliance with all relevant municipal by-laws which pertain to the operation of this type of business;
- (d) Ensure that the Licensee complies with all nuisance control regulations.

3.37.2 **Operating Criteria**

- (a) No person shall operate as a Tradesmen within Municipal boundaries without holding a current valid licence for such premises or business issued under the provisions of this by-law.
- (b) A tradesperson must meet the Town of Fort Frances Zoning By-Law requirements, as amended and shall not be a nuisance to surrounding landowners.
- (c) Every tradesperson shall ensure that all necessary permits are obtained prior to commencement of any work and shall ensure that any and all inspections of completed work are obtained, as may be necessary.
- (d) No building permit shall be issued unless such tradesperson has obtained a municipal licence to carry on the business as a general contractor.
- (e) The applicant shall provide to the Issuer of Licences at the time of application, or as otherwise requested a list of all employees along with a copy of their Trade Certificate(s) as issued by the Ontario College of Trades.

4 **TRANSITION**

4.1 For the purpose of business licenses issued under the provisions of By-Law #57/05, the date of expiry shall be December 31st, 2016 at 11:59 p.m.

5 **REPEAL**

5.1 By-Law 57/05 and By-Law 12/82 and all amendments are hereby repealed effective January 1st, 2017.

This By-Law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this ____ day of _____ 2016.

R. Avis, Mayor

E. Slomke, Clerk

October 20, 2016

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: Request from Dialog Ontario Inc. regarding encroachment at RBC on Scott Street

On September 19, 2016 a request from Dialog Ontario Inc. on behalf of RBC was discussed at the Planning and Development Executive Committee meeting. The encroachment proposed was to address a code compliance issue with the current accessibility ramp at the front entrance to this building. The initial proposal would have resulted in a conflict and insufficient space for proper access to the ramp currently under construction at the property to the east of the RBC branch and the recommendation of the Planning and Development Executive Committee, at that meeting, was to deny the application suggesting that RBC work with the neighboring agent to explore the opportunity to construct a joint ramp structure.

Dialog has since provided a revised design proposal, relocating the ramp to address the spacing issues while still achieving their challenge of obtaining full compliance with the Ontario Building Code. The new design moves the ramp to the west with the stairs being relocated to the east giving ample room for stairwell entry into the RBC as well as ramp access to the neighboring property. Dialog will still have to provide the Town with final drawings for review and comment as well as undertake the creation of a land use agreement similar to that of the neighboring property prior to construction of the proposed ramp. All costs associated with this will be the responsibility of RBC to cover, the application for an encroachment agreement is \$360.00 plus applicable legal fees.

The matter was discussed at the Planning and Development Executive Committee meeting on Monday October 17 and it was the recommendation of that committee and administration that the request for a land use agreement for the purpose of an accessibility ramp similar to the second drawing be approved and further that an agreement be drafted with final drawings and further still, that an authorizing by-law be passed authorizing the Mayor and Clerk to execute the agreement.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations & Facilities

<p>Council approval if this report will agree with the recommendation that the request for a land use agreement for the purpose of an accessibility ramp for 343 Scott Street be approved and further that an agreement be drafted with final drawings and further still, that an authorizing by-law be passed authorizing the Mayor and Clerk to execute the agreement.</p>
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**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/99**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: October 13, 2016
SUBJECT: Friends of the Museum Fifth-annual Fall Soirée and Fundraising Gala

BACKGROUND

At the October 11, 2016 Council Meeting, the letter received from Sarah Marusyk, Acting President of the Friends for the Fort Frances Museum was referred to the Administration & Finance Executive Committee for recommendation.

The Friends of the Fort Frances Museum will be hosting its fifth-annual fall soirée and fundraiser gala on Thursday, November 3, 2016 from 6:30 – 9:30 p.m. at the Museum. As indicated in the attached letter, the event will feature live music, auctions, games and socializing. Tickets for this fundraising event are \$30.00 per person in advance or \$35.00 at the door. The theme for this year's gala is Night at the Museum.

The Friends of the Museum is a non-profit group of volunteers who have been working over the past five years to raise funds for extras at the museum that are beyond the operating budget. All monies raised by the Friends of the Museum goes back into the community.

In the past years, Council has authorized the purchase of 10 tickets.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the purchase of 10 tickets in the total amount of \$300.00 for the fall soirée and fundraising gala at the Fort Frances Museum on November 3, 2016.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the purchase of 10 tickets in the total amount of \$300.00 for the fall soirée and fundraising gala to be held at the Fort Frances Museum on November 3, 2016.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/100**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: October 18, 2016
SUBJECT: Royal Canadian Legion Manitoba/NW Ontario Command Advertising

BACKGROUND

At the October 11, 2016 Council Meeting the letter received from the Royal Canadian Legion Manitoba/NW Ontario Command requesting advertising consideration in the printing of the “Military Service Recognition Book” was referred to the Administration & Finance Executive Committee for recommendation.

This is a milestone project for this command which is designed to recognize and honour many of Manitoba/NW Ontario’s brave Veterans on an individual basis who have served our Country so well. The publication is intended to help the legion in their role as the “Keepers of Remembrance”.

A rate sheet is enclosed for consideration of levels of advertising.

RECOMMENDATION

The Administration and Finance Executive Committee recommend that Council receive the advertisement request from the Royal Canadian Legion Manitoba/NW Ontario Command’s “Military Service Recognition Book”.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the advertisement request from the Royal Canadian Legion Manitoba/NW Ontario Command’s “Military Service Recognition Book” and that no further action be taken.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/101**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: October 13, 2016
SUBJECT: CUPE Local 65 Retirement Dinner and Dance Request

BACKGROUND

At the October 11, 2016 Council Meeting, the letter received from the Retirement Planning Committee for CUPE 65 was referred to the Administration & Finance Executive Committee for recommendation.

The Committee is requesting a donation for their annual Retirement Dinner and Dance which will be held at the Royal Canadian Legion, Branch #29 in Fort Frances on November 19, 2016. This annual event is held to honour the retirees from Fort Frances, Atikokan, Sioux Lookout, Dryden, Rainy River, Emo and all communities in between. Any donation would be appreciated as it will enable them to have special draws for the evening.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council support the Retirement Planning Committee for CUPE 65's request for a contribution to their annual Retirement Dinner and Dance and provide Town of Fort Frances promotional items for attendance draws.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to contribute Town of Fort Frances promotional items for attendance draws to the Retirement Planning Committee for CUPE 65 their annual Retirement Dinner and Dance which will be held at the Royal Canadian Legion, Branch #29 in Fort Frances on November 19, 2016.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/98**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 18, 2016
SUBJECT: Consumer Price Index (CPI) Increase for 2017 User Fees

BACKGROUND

User Fees are an important part of the operational budget preparation for the coming year. In the past few years we have endeavored to pass the user fees, with the exception of water and sewer rates, for the upcoming year in November or early December.

The first step in this process is to provide the Ontario Provincial Consumer Price Index (CPI) and the Canada Consumer Price index as guide for the user fee increases for the coming calendar year. The Ontario CPI indicates inflationary increase of 1.5% change for the period of August 2015 to August 2016 and the Federal CPI indicates 1.1% change for the same period as published by Statistics Canada, of which is attached for your information.

Administration is seeking direction for the inflationary increase for the 2017 user fees. Divisions will bring user fee schedules forward to their respective executive committees the week of November 7th for committee review and recommendation of those fees that have been identified to remain at the current year rates, or new fees established, or any fee that may require more discussion and evaluation and the exclusion of Water & Sewer rates.

RECOMMENDATION

The Administration & Finance Executive committee recommends a 1.5% inflationary increase for the 2017 User Fees reflective of the Ontario Consumer Price Index. Further to direct Division Managers to affect the Ontario CPI inflationary increase to their user fees, where appropriate, for review at Executive Committee meetings during the week of November 7 – 10, 2016 with the exclusion of Water & Sewer rates.

Council Approval of this Report will direct division managers to affect a 1.5% user fee increase for 2017, reflective of the Ontario Consumer Price Index inflationary increase, for Executive Committee review the week of November 7 - 10, 2016, with the exception of any specific fees that have been identified to remain at the current year rates, new rates established, or any user fee that required individual evaluation, and with the exclusion of water & sewer rates that will be brought forward separately in January/February 2017.

Statistics Canada

[Home](#) > [Summary tables](#) >

Related tables: [Consumer price indexes](#).

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Consumer Price Index, by province (monthly) (Ontario)

	August 2015	July 2016	August 2016	July 2016 to August 2016	August 2015 to August 2016
	2002=100			% change	
Ont.					
All-items	128.0	130.3	129.9	-0.3	1.5
Food	141.4	144.0	142.4	-1.1	0.7
Shelter	135.0	138.5	138.7	0.1	2.7
Household operations, furnishings and equipment	122.2	124.3	123.4	-0.7	1.0
Clothing and footwear	91.4	90.6	91.8	1.3	0.4
Transportation	128.2	129.5	128.5	-0.8	0.2
Health and personal care	121.8	122.8	123.6	0.7	1.5
Recreation, education and reading	112.9	115.9	115.5	-0.3	2.3
Alcoholic beverages and tobacco products	155.1	160.3	160.4	0.1	3.4
Special aggregates					
All items excluding food	125.6	127.9	127.7	-0.2	1.7
All items excluding energy	125.7	128.5	128.2	-0.2	2.0
Energy	161.8	157.4	155.8	-1.0	-3.7

Source: Statistics Canada, CANSIM, table [326-0020](#) and Catalogue nos. [62-001-X](#) and [62-010-X](#).
Last modified: 2016-09-23.

To learn more about the Consumer Price Index, see [Your Guide to the Consumer Price Index](#).

[Find information](#) related to this table (CANSIM table(s); Definitions, data sources and methods; *The Daily*; publications; and related Summary tables).

Date modified: 2016-09-23

Statistics Canada

[Home](#) > [Summary tables](#) >

Related tables: [Consumer price indexes](#).

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Consumer Price Index, by province (monthly) (Canada)

	August 2015	July 2016	August 2016	July 2016 to August 2016	August 2015 to August 2016
	2002=100			% change	
Canada					
All-items	127.3	128.9	128.7	-0.2	1.1
Food	140.8	143.2	142.3	-0.6	1.1
Shelter	133.9	136.0	136.2	0.1	1.7
Household operations and furnishings	120.4	122.3	122.2	-0.1	1.5
Clothing and footwear	94.0	92.6	93.6	1.1	-0.4
Transportation	127.8	128.9	128.2	-0.5	0.3
Health and personal care	120.5	122.0	122.7	0.6	1.8
Recreation, education and reading	111.7	113.3	112.9	-0.4	1.1
Alcoholic beverages and tobacco products	152.6	157.1	157.3	0.1	3.1
Special aggregates					
All items excluding food	124.7	126.1	126.1	0.0	1.1
All items excluding energy	124.9	127.2	127.1	-0.1	1.8
Energy	156.1	147.4	147.0	-0.3	-5.8

Source: Statistics Canada, CANSIM, table [326-0020](#) and Catalogue nos. [62-001-X](#) and [62-010-X](#).
Last modified: 2016-09-23.

To learn more about the Consumer Price Index, see [Your Guide to the Consumer Price Index](#).

[Find information](#) related to this table (CANSIM table(s); Definitions, data sources and methods; *The Daily*; publications; and related Summary tables).

Date modified: 2016-09-23



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/105**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: October 19, 2016
SUBJECT: Meals on Wheels 2017 Financial Requests

BACKGROUND

At the October 18, 2016 Administration & Finance Executive Committee Meeting, the attached letters received from the Fort Frances Meals on Wheels requesting financial support for 2017 operations was discussed.

The Fort Frances Meals on Wheels is also requesting assistance with operating costs for their program. The grant request is in the amount of \$19,000.00 which has remained the same since 2014.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council refer the Fort Frances Meals on Wheels financial request to the 2017 budget process.

Council Approval of this Report Will Agree with the Administration & Finance Executive Committee recommendation to receive the budget allocation request from the Fort Frances Meals on Wheels and referred to the 2017 budget process.

October 17, 2016

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: Sewage Backup – 509 Victoria Avenue

Please find attached report from Doug Herr, Environmental and Facilities Superintendent outlining the chain of events leading up to the sewage backup at this property as well as the repair works completed by the Town forces to remedy the situation. It is evident through this report that, in repairing a water break, the Town crew inadvertently damaged the sanitary sewer service for this property.

The letter enclosed from Mr. & Mrs. MacEachern, is requesting compensation for the costs incurred by the property owner to have Pryde's Plumbing and Heating attend the site to try to repair the service, however there is no cost stated. Given that the problem was likely tied to the water main break near the location of the sanitary sewer line. It is the recommendation of the Operations and Facilities Executive Committee that the request for partial compensation for the works completed by Pryde's Plumbing and heating be accepted in principle and once an invoice is submitted, further consideration be given to the value.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations & Facilities

<p>Council Approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that that the request for partial compensation for the works completed by Pryde's Plumbing and heating be accepted in principle and once an invoice is submitted, further consideration be given to the value.</p>

2016October509VictoriaAveClaim

October 16, 2016

Report To: Travis Rob, Manager of Operations & Facilities
 From: Douglas Herr, Environmental & Facilities Superintendent
SUBJECT: Sewage Backup
509 Victoria Avenue (Heather & Geoff MacEachern)
Letter Dated: October, 2016

Find attached a letter from Heather and Geoff MacEachern requesting that the Town pay for the plumbers charges for trying to unplug their sewer repairs in September of 2016.

I have outlined the chain of events that took place, see below:

- September 4, 2016 – the Public Works On-call person, Dave Martin arranged for a crew to repair a water break on the 300 block of First Street East near Victoria Avenue. The break was an abandoned lead water service which the crew terminated at the water main.
- September 27, 2016 – The Town received a telephone call for a plugged sewer at 509 Victoria Avenue. A Town crew was dispatched to the residence to try and unplug the sewer service. The crew arrived at the residence at approximately 10:00 a.m. where they ran the roto-rooter cable with the larger knife out towards the main. Ran all the cable out 100 feet but line remained plugged. Tried running the roto-rooter cable from the cleanout at the property line on First Street back towards the house. Could only get in approximately 50 feet. And could not get past this point. Kept trying from both ends. Even added on a 30 foot extension onto the cable. Still could not get the service line unplugged.

Heather and Geoff MacEachern came into the Public Works office in the later morning asking me, Greg Wiedenhoef was present what the Town was going to do about their sewer service and why they would let someone build over their service. I told them that there were a couple of options; one is to install a new service off Victoria Avenue from this property or excavate in the yard at the northwest corner of the house and try using the pressure truck to clear the line. They elected to have Daryl's Landscaping excavate in their yard. I told them that in the meantime, locates were required the Town would continue to work on resolving the issue.

- September 28, 2016 – A Town crew went back to 509 Victoria Avenue to try once more. I contacted Travis George and told him to trace the roto-rooter cable once he had it all the way out. I checked the sanitary sewer main television reports to see if there were any other connections on First Street East (300 block). I telephoned Greg Wiedenhoef with my findings. He measured the distance to the service tie-in from the sanitary main at First Street East and Victoria Avenue along First Street East. This measurement coincided with the trace location of the roto-rooter cable and ended up in the same location of the water service repair done September 4, 2016.

I talked with Travis George and Dave Martin whom were both on the repair to see if they had come across a sanitary sewer service. The both said that they did not.

Being that it was coincidental that the roto-rooter cable traced to this location. It then was determined that the Town would re-excavate the water service repair location to see if the

sewer service had be damaged. The MacEachern's were notified of what the Town was going to do and to have Darly's Landscaping hold off in excavating the backyard until the Town completed the excavation.

This same day the Town excavated down to the sewer service where they found it had been inadvertently damaged, either during the excavation or backfilling operations. The repair was completed and the service to 509 Victoria Avenue was restored. The excavation was partially backfilled.

- September 29, 2016 – The remainder of the excavation for sewer service repair work was completed.

In viewing the property file for this property the records indicated that the sewer service did go to First Street East and was shared with 511 Victoria Avenue, see attached sketch. This is why time was spent by both the Owner's plumber and the Town to try and resolve the issue. It was only when the roto-rooter cable was traced to another location on First Street that it became evident that the service did not go where the sketch showed. It actually goes under both 511 and 513 Victoria Avenue residences. A new sketch has been made up outlining the location, also attached.

As for the Town paying for the Owner's plumbers charges, I would have to agree as the Town did cause the damage. Also the MacEachern's are now well aware of its present location and have been advised to relocate the service line out to Victoria Avenue. Next time there may be nothing the Town can do for them.

Respectfully Submitted,



Douglas Herr, Environmental & Facilities Supt.

Enclosed: Letter - Heather & Geoff MacEachern
GIS Map - Historic/actual service record locations
Roto-Rooter Television Inspection Report 2013
Sketch - Historic location

To Whom it May Concern

Oct/2016

On Monday September 26/16 our sewer at 509 Victoria Ave Ft. Frances Ontario was plugged and not flowing.

We called Prydes Plumbing and Heating and they pulled a few roots, but hit a dead head. They were here for 2 days which will be an expensive bill.

(Which we are asking council to compensate us for) We would have paid for a "maintenance" clean out but the problem was out on Town's property. When I receive the bill I will hope by then, council would agree that the Town should pay Prydes.

I will bring the bill to Mr. Brown's attention.

1. There was an old leaking water pipe on First Street & Victoria which burst on Labour Day weekend.

2. It finally collapsed the sewer main on Sept 25th - 26th

3. Our Sewer main.

I saw the dirt & water from the burst water main shortly after, in our basement where it's attached. (Sept 5th - 7th)

& Thankfully the "Wonderful Crew" that finally resolved the problem by re-digging up the street to repair the breakage.

We can't say enough about "Greg" Wiedentkett, Trapper George & Jay Bruyere. They made us feel like this wasn't just our problem and stayed into the night to resolve it. Kudos & Much Appreciation to this crew. Greg actually told me that he couldn't sleep trying to figure it out. Great & dedicated workers, whom all deserve acknowledgement for their work.

When we get our bill from Prydes we are willing to pay for 1 clean out and would hope that council agrees to pay the rest.

Thankyou Sincerely Heather & Geoff MacEachern
807-276-5023

Observation & Defect Listing

City Fort Frances	Surveyors Name Lucien	Certificate # 1234	Date 2013/09/08	Sht. No. 2
Location Code N/A	Location (Street and Number) 1st ST	Further Location Details		
		Upstream Manhole # S02009	Downstream Manhole # S02008	
Pipe Seg. Ref. SL02009	Material Clay Tile	Shape Circular	Height 14	Width 14
		Jt. Lgth.	Total Lgth.	Lgth. Surv.
			357	357

Distance	Condition	Cont. Dfct.	Values			Joint	Clock Position		Grade
			1st	2nd	%		At/From	To	
0.0 ft.	MGO - General Observation					<input type="checkbox"/>			
Remarks: Starting line SL02009									
78.4 ft.	CM - Crack Multiple					<input type="checkbox"/>	11	2	3
Remarks: infiltration from cracks									
78.7 ft.	LU - Alignment Up					<input type="checkbox"/>			1
Remarks: Line connection on top of pipe small flow from line									
116.8 ft.	LU - Alignment Up					<input type="checkbox"/>			1
Remarks: Line connection on top unable to get closer picture due to water									
143.5 ft.	LU - Alignment Up					<input type="checkbox"/>			1
Remarks: Line connection on top of pipe is capped									
169.6 ft.	LU - Alignment Up					<input type="checkbox"/>			1
Remarks: Line connection on top is capped									
203.8 ft.	CL - Crack Longitudinal					<input type="checkbox"/>	12		2
207.1 ft.	CL - Crack Longitudinal					<input type="checkbox"/>	12		2
210.8 ft.	CL - Crack Longitudinal					<input type="checkbox"/>	12		2
213.0 ft.	CL - Crack Longitudinal					<input type="checkbox"/>	12		2
213.0 ft.	RFC - Roots Fine Connection					<input type="checkbox"/>	3	9	1
214.2 ft.	LU - Alignment Up					<input type="checkbox"/>			1
Remarks: Line connection on top of pipe is capped									
215.1 ft.	LU - Alignment Up					<input type="checkbox"/>			1
Remarks: Line connection on top of pipe slight water flow in line									
215.1 ft.	RBC - Roots Ball Connection				5	<input type="checkbox"/>	11	1	4
216.2 ft.	B - Broken					<input checked="" type="checkbox"/>	11	1	4
Remarks: Piece of pipe is missing possible mud visible									
216.2 ft.	CL - Crack Longitudinal					<input type="checkbox"/>	12		2
219.4 ft.	CL - Crack Longitudinal					<input type="checkbox"/>	12		2

The Corporation of the Town of Fort Frances
Operations & Facilities Division

APPENDIX

Sewer Service Maintenance Report

Location: Civic Address: 509 & 511 Victoria Ave
Frontage/Flankage Street: Service goes out back to 1st St. E.

Sewer Service: ☒ Sanitary ☐ Storm ☐ Other

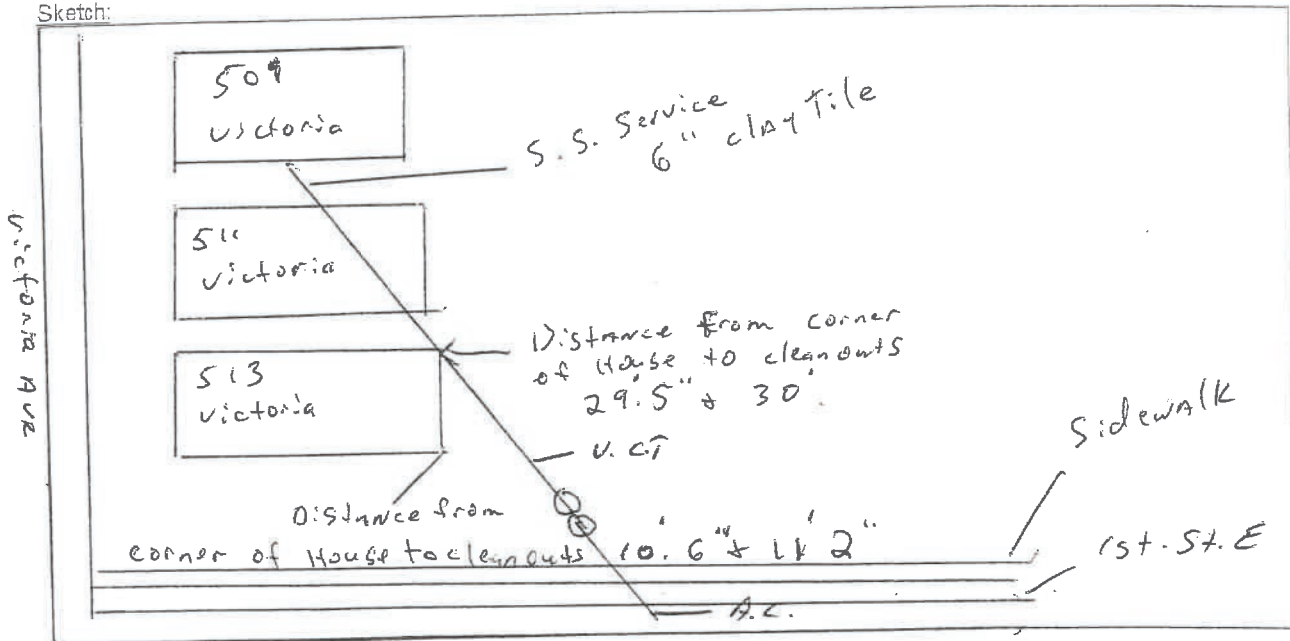
Item Service Related to:

At Cleanout: (House Corners Preferred, Property Bar or Ref. #) _____

At Main Tie-in: (Manhole Preferred, Property Bar or Ref. #) _____

Tie-In #1: _____ Tie-In #2: _____
(North/South Corners) (East/West Corners)

Sketch:



Type: ☒ Residential/Domestic ☐ Residential/Fire and Domestic
☐ Residential/Fire ☐ Commercial ☐ Industrial

Service Size: 150 (mm)

Branch Service: ☒ Yes ☐ No

House address that service is branched off of: 509, 511, are all serviced off of one

Installation Type: ☒ Repair ☐ New Installation
☐ Replacement ☐ Termination

Date of Repair/New Installation/Replacement/Termination: _____

Service Pipe Information:

Pipe Material Type: ☒ A.C. ☐ PVC (SDR-35) ☒ V.C.T. ☐ Other

Other (Specify): A.C. from property to main, V.C.T. from property to houses.

The Corporation of the Town of Fort Frances Operations & Facilities Division

Cleanout Information:

Cleanout Riser Size: ☒ 100 mm ☐ 150 mm ☐ Other
 Cleanout Riser Assembly: ☒ Wye/45 Sweep ☐ Wye/45 Bend ☐ Other
 Cleanout Cap Type: ☒ Cast Iron ☐ PVC ☐ Other
 Cap Manufacturer: ☒ Mueller ☐ Emco ☐ Other
 Depth at Cleanout (Property Line): 91" metres

Main Tie-in Information:

Connection Type: ☐ 45 Wye Branch ☐ Service Saddle ☐ Other
 Rise Installed: ☐ No ☐ Yes
 If Yes, Specify Vertical Height (Top of main to top of riser): _____ metres
 Depth at main: _____ metres

General Information:

Length of Service (Main to Cleanout): _____ metres
 Length of Repair Section: 121" metres Location of Repair: _____
 Repair Information: From property out towards main
installed clean out towards main & towards
Houses, P.U.C. & 2 Fernco's.

Bedding Class: ☐ Granular "A" ☒ Granular "B" ☐ Sand
☒ Native Soil ☐ Crushed Rock

Insulation: ☐ Yes ☒ No Thickness: _____ mm

Thaw/Trace Wire: ☐ Yes ☒ No

CCTV Inspection: Done by: _____ Date: _____

Property Side Information:

Nominal Size on Private Property: 6" metres/inches

Material Type on Private Property: native soil

Other Information:

Status of Service: ☒ In Service ☐ Temporarily Out of Service ☐ Terminated

Comments: _____

Crew: W.F. Skilton

L.H. Gayrol

Date: July-25/07

Entered in GIS by: shaw

Date Recorded: 6/Nov/07

October 12, 2016

Report To; Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: 2017 Parks and Cemeteries Flowers Quotes

Every fall after the growing season the staff from Parks and Cemeteries review the flowers purchased that spring and work with the greenhouse to make a recommendation on the flowers to purchase for the next year. Once the selection is finalized quotes are solicited from the local greenhouse operators for the supply of flowers for the 2017 year for all municipal planters and beds including the Fort Frances and Riverview Cemeteries. Packages were sent out on September 16, 2016 to Lowey's Greenhouse of Alberton, Hammond Landscaping of Fort Frances, and Lowen Greenhouse of Stratton. The quotes were opened on October 11, 2016 at the Town of Fort Frances Civic Centre. Town quotes were received, one from Lowey's and one from Hammond's. A detailed breakdown of the quotes are attached to this report.

Lowey's Greenhouse has provided the overall cost to supply all flowers to the Town for the 2017 year at a net cost of \$2.27 per dozen including the Town's portion of HST for a total cost of \$11,645.41. This represents a cost reduction of \$8326.46 over the 2016 year's supply.

It is the recommendation of the Operations and Facilities Executive Committee to award the supply of the 2017 flowers to Lowey's Green house for a total cost of \$11,645.41 including the Town's portion of HST.

Respectfully Submitted

Travis Rob, EIT
Manager of Operations & Facilities.

Council Approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to award the supply of the 2017 flowers to Lowey's Green house for a total cost of \$11,645.41 including the Town's portion of HST.

2017OctoberFlowerAward

Flower Listing for 2017

Location	Series	Colour	No of Dozens	Hammonds Landscaping		Lowey's Greenhouse	
				Unit Price per Dozen	Total	Unit Price per Dozen	Total
Lions Park	Fibrous Preluda	Mix	6	\$ 3.62	\$ 21.72	\$ 4.00	\$ 24.00
	Series Begonia						
Welcome To Fort Frances Signs	Regular Wave Petunia	Red & White	6	\$ 3.62	\$ 21.72	\$ 12.00	\$ 72.00
Point Park	Tidal Wave for Centre	Silver	12	\$ 3.62	\$ 43.44	\$ 12.00	\$ 144.00
	Easy Wave for Border	Blue	12	\$ 3.62	\$ 43.44	\$ 12.00	\$ 144.00
Civic Centre	New Guinea Inpatients	Red or Fuchsia	24	\$ 3.62	\$ 86.88	\$ 24.00	\$ 576.00
Central Pots	Tidal Wave Petunias	Neon Pink with	9	\$ 3.62	\$ 32.58	\$ 12.00	\$ 108.00
		Pink Passion	9	\$ 3.62	\$ 32.58	\$ 12.00	\$ 108.00
Sorting Gap Beds	Tidal Wave Petunias	Hot Pink with	9	\$ 3.62	\$ 32.58	\$ 12.00	\$ 108.00
		Silver	9	\$ 3.62	\$ 32.58	\$ 12.00	\$ 108.00
Cemeteries (including the 20 outer beds in Fort Frances Cemetery)	Marigolds Durango Series	Mix	1440	\$ 3.62	\$ 5,212.80	\$ 2.00	\$ 2,880.00
	Red Yellow Orange						
	Snapdragons - snapshots	Mix	3586	\$ 3.62	\$ 12,981.32	\$ 2.00	\$ 7,172.00
	Montego Series						
Total Flowers					\$ 18,541.64		\$ 11,444.00
Town's Portion HST					\$ 326.33		\$ 201.41
TOTAL COST TO TOWN					\$ 18,867.97		\$ 11,645.41
Net Cost per Dozen					\$ 3.68		\$ 2.27

October 6, 2016

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Submission of Funding Application under the New Clean Water & Wastewater Fund (CWWF) Program

On September 14, 2016, the Town was notified that it is eligible to receive funding under the new CWWF program. See attached letter dated September 14, 2016 from Elizabeth Doherty of the Ministry of Infrastructure. The program is based on 50% Federal government funding, 25% Provincial government funding and 25% municipal government funding where the respective eligible funding has been set at \$638,506 from the Federal government, \$319,253 from the Provincial government and the Town portion set at \$319,253. A project cost of \$1,277,012 or more should be considered to be submitted under the CWWF program.

As a result of reviewing the program guidelines for making a submission, the Town must attest that the project incrementality has been met when one of the following conditions has been met;

1. The project would not otherwise have taken place in 2016-17 or 2017-18; and/or
2. The project would not have been undertaken without Federal funding

At this time the project to be considered is the reconstruction of 2nd Street East between Mowat Avenue & Portage Avenue. The length of the project is approximately 203 meters. The reason why this project has been suggested is for these reasons;

- The sanitary sewer main along this section of roadway has a poor condition rating as outlined in the Town Asset Management Plan.
- The watermain is quite old installed in 1913 (104 years old in 2017).
- The asphalt driving surface has deteriorated to a point that replacement is necessary in the next 2 to 5 years.

Council should approve this project to be submitted under the CWWF program where it will **only** be completed during the 2017 construction season if funding is obtained under this program. The deadline for the

application submission is October 31, 2016 where the Town will be notified in early January if the project funding has been approved.

The O & F Executive committee recommends the following;

- 1) That the Reconstruction of 2nd Street East between Mowat Avenue & Portage Avenue be selected as the project to be submitted under the CWWF program.
- 2) That the project will not proceed in 2017 unless the funding from the CWWF program is obtained.
- 3) That if funding is obtained under the CWWF program, that the Mayor and Clerk be authorized to execute the funding agreements with the Provincial government.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That the Reconstruction of 2nd Street East between Mowat Avenue & Portage Avenue be selected as the project to be submitted under the CWWF program.
- 2) That the project will not precede in 2017 unless the funding from the CWWF program is obtained.
- 3) That if funding is obtained under the CWWF program, that the Mayor and Clerk be authorized to execute the funding agreements with the Provincial government.

2016OctoberCWWFFundingprogram

Ministry of Infrastructure Ministère de l'infrastructure

8th Floor, Hearst Block
900 Bay Street
Toronto, Ontario M7A 2E1
Tel: 1-800-268-7095

8^e étage, édifice Hearst
900 rue Bay
Toronto (Ontario) M7A 2E1
Tél.: 1-800-268-7095



September 14, 2016

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



Dear CAO:

The 2016 Federal Budget announced the establishment of a Clean Water and Wastewater Fund (CWWF) that proposes to invest up to \$569.6 million in the province of Ontario for immediate improvements to water distribution and treatment infrastructure, starting in 2016-17.

CWWF will provide municipalities with vital infrastructure funding to help accelerate short term investments to support the rehabilitation and modernization of drinking water, wastewater and stormwater infrastructure, and the planning and design of future facilities and upgrades to existing systems.

The provision of CWWF funding is governed by a bilateral agreement between Canada and Ontario, with the Ontario Ministry of Infrastructure being responsible for the administration of CWWF. The federal government will contribute 50% of the eligible project costs, up to the maximum federal allocation noted below. In addition, the Province will contribute 25% of eligible project costs, up to the maximum provincial allocation noted below.

Municipality allocations under the CWWF are based on the amount of water, wastewater and stormwater assets owned by municipalities and their economic conditions. Grants for First Nations are based on each community's population on reserve. All recipients receive a minimum of \$75,000.

Projects must be complete with all costs incurred prior to March 31, 2018. Where need is demonstrated, up to 25% of costs can extend beyond March 31, 2018. Extensions beyond March 31, 2018 require pre-approval by the Province and the Federal Government.

I am pleased to note that, Town of Fort Frances will be eligible to receive a maximum federal allocation of \$638,506 and a maximum provincial allocation of \$319,253.

- 2 -

In order to submit an application to receive CWWF funding and access the CWWF Program Guide, please visit:

<http://www.grants.gov.on.ca/GrantsPortal/en/OntarioGrants/GrantOpportunities/PRDR015994.html>.

Please note that eligible recipients must complete in full and submit electronically a CWWF Project List Template to the email identified on the Grants Ontario web portal by October 31, 2016.

For more information on how to complete each component, in addition to information regarding general program requirements and eligibility criteria please refer to the CWWF Program Guide.

If you have any questions regarding the Clean Water and Wastewater Fund (CWWF), please contact Infrastructure Ontario, at 1-844-803-8856.

Sincerely,



Elizabeth Doherty
Director, Intergovernmental Policy Branch
Infrastructure Policy Division

Disponible en français

October 17, 2016

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: August 2016 Drinking Water Systems Monthly Summary Report

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

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

Respectfully submitted,
Operations & Facilities Division

Travis Rob, E.I.T.
Manager of Operations & Facilities

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

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

03CouncilwaterreportMarch 2015

August, 2016

**Monthly Summary Report
Water Systems**

**Prepared by: Randy White, ORO
Senior Water Treatment Plant Operator**

Dated: September 26, 2016

1) Introduction:

This report contains the major maintenance activities and operational events that occurred during the month of August 2016 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 26002736. This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

2) Flow Data:

Water Treatment Plant: See attached spreadsheet. No flow data for Airport groundwater well.

3) Microbiological (Health Related) Water Analysis – Main Water System # 220000978:

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count HPC no adverse results

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

1. 720 Scott St.	2. 901 Wright Ave.	3. 810 King's Hwy.	4. W. Tower
5. 720 Scott St.	6. 104 Scott St.	7. 1050 Portage Ave.	8. W. Tower
9. 1111 First St.	10. 1104 Church St.	11. 1324 King's Hwy.	12. W. Tower
13. 1036 Victoria Ave.	14. 740 Sixth St. W.	15. 901 Wright Ave.	16. W. Tower

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well # 26002736:

No samples taken.

The Airport has signs posted in the men's and women's washroom stating that the water has not been tested or treated for drinking purpose in accordance with the Health Protection and Promotion Act – Section 7 of the Small Drinking Water Systems Regulation, O. Reg. 318/08 (*Amended to Safe Drinking Water Act, 2002 - Section 6 of Ontario Regulation 252/05*). The operators do a visual inspection of

the warning notices at a minimum of once per week to ensure that they are legible and comply with Ontario Regulation 318/08, Section 7(5).

5) Free Available Chlorine Residual (FAC) - Main Water System - # 220000978:

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine residual (FAC) – Airport Groundwater Well System # 26002736:

Signs posted, exempt from testing.

7) Maintenance Activities at the WTP:

August 02nd - calibrated distribution chlorine analyzer.

August 04th - cleaned top and bottom tanks on the poly unit.

August 08th - calibrated distribution chlorine analyzer.

August 12th - changed the filters on the Dust Collector.

August 13th - calibrated distribution chlorine analyzer.

August 15th - ran generator for one hour.

August 17th - annual calibration of plant equipment by Lakeside Process Controls.

August 18th - annual calibration of plant equipment by Lakeside Process Controls.

August 23rd - shut down plant and changed the batteries on all UPS Units.

August 26th - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on poly unit.

August 30th - took grab samples off the filters.

8) **Water Complaints –**

- Poor Pressure – 0 complaints
- Water Quality – 0 complaints

9) **Other Miscellaneous Information:**

- August 02nd - took weekly routine micro samples.
 - tie-in of existing water mains to new mains - bacti samples - Phair Avenue at 5th St. E. - 2nd set.
- August 08th - took weekly routine micro samples.
 - water main break repairs - bacti samples - 338 Scott Street - 1st set.
- August 09th - water main break repairs - bacti samples - 338 Scott Street - 2nd set.
 - water service repair - bacti samples – 515 First Street East.
 - tie-in of existing water mains to new mains - bacti samples - Phair Avenue at 6th St. E. – 1st set.
- August 10th - tie-in of existing water mains to new mains - bacti samples - Phair Avenue at 6th St. E. – 2nd set.
 - took bacti samples at the Lion's head.
- August 11th - installation of new valves and capped - Second St. E. at lane and just west of lane on Second St. E. - bacti samples - 1st set.
 - took raw water samples at Airport new well.
- August 15th - took weekly routine micro samples.
 - took micro samples at Sunny Cove water system.
 - took quarterly samples at Sunny Cove water system.
- August 17th - installation of new valves and capped - Second St. E. at lane and just west of lane on Second St. E. - bacti samples - 2nd set.
- August 22nd - took weekly routine micro samples.
- August 25th - tie-in of existing water mains to new mains - bacti samples - Second St. E. at Colonization Rd. E. - 1st set.

August 26th - tie-in of existing water mains to new mains - bacti samples -
Second St. E. at Colonization Rd. E. - 2nd set.

August 29th - received a load of liquid Alum.
- took weekly routine micro samples.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Randy White, ORO, Senior WTP Operator: _____
- Doug Herr, Environmental & Facilities Supt.: _____
- Travis Rob, Manager of Operations & Facilities: _____
- Doug Brown, CAO: _____
- Paul Ryan, Chair O& F Exec Committee: _____
- Roy Avis, Mayor: _____
- June Caul, Councillor: _____
- John Albanese, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Kitowski, Councillor: _____
- Ken Perry, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Randy White, Senior WTP Operator at 274-2325.

Monthly Report August 2016

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average	
		or Range																																		
Flow rates																																				
Raw Water	10^3 M^3	17	5.74	5.92	5.83	6.00	5.96	5.53	5.84	5.96	5.83	5.60	6.01	5.86	5.64	5.91	5.99	5.90	5.84	5.75	5.70	5.84	5.68	5.50	5.71	5.17	5.71	5.69	5.59	5.57	5.82	5.67	5.65	178.41	5.76	
Peak Instantaneous - Raw Water	L/s	n/a	68.07	68.23	68.34	68.41	68.02	68.05	68.25	68.20	68.12	68.09	68.23	63.31	68.45	68.46	68.58	69.28	68.24	68.17	66.68	66.43	66.40	66.34	66.47		66.69	66.45	66.43	66.37	66.21	66.19	66.10	2021.26	67.38	
Treated Water	10^3 M^3	17	4.61	3.57	5.50	4.65	4.21	4.20	3.37	3.85	4.80	3.88	5.09	4.73	3.91	3.69	4.13	4.38	4.41	5.43	4.74	5.36	5.30	4.21	5.31	4.83	5.05	4.93	4.35	3.46	3.84	4.12	3.59	137.50	4.44	
Peak Instantaneous - Treated Water	L/s	n/a	86.36	86.11	113.96	84.17	87.93	82.52	87.28	63.72	77.29	91.82	84.64	72.53	85.81	71.17	72.39	84.69	84.42	105.76	85.60	98.82	80.58	84.95	83.42		82.75	84.00	83.82	93.60	83.66	80.96	82.64	2547.37	84.91	
BackWash Water	10^3 M^3	n/a	0.169	0.238	0.254		0.189	0.226	0.259	0.237	0.167	0.263			0.379	0.315	0.264	0.171	0.244	0.268	0.173	0.163	0.377	0.270	0.211	0.242	0.268	0.896	0.238	0.267	0.136	0.170	0.265	7.319	0.261	
Fluoride Information																																				
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.72	0.58	0.53	0.63	0.58	0.52	0.63	0.69	0.67	0.79	0.68	0.58	0.69	0.70	0.72	0.74	0.62	0.66	0.74	0.71	0.76	0.53	0.53	0.61	0.58	0.54	0.51	0.61	0.54	0.57	0.63	19.59	0.63	
Turbidity Information																																				
Raw Water	NTU	n/a	1.52	1.63	1.57	1.60	1.42	1.33	1.37	1.51	1.52	1.31	1.09	1.21	1.49	1.49	1.56	1.45	1.36	1.47	1.31	1.39	1.44	1.28	1.33	1.27	1.41	1.37	1.27	1.30	1.12	1.21	1.17	42.77	1.38	
Settled Water	NTU	n/a	0.12	0.13	0.11	0.11	0.14	0.16	0.11	0.14	0.17	0.16	0.18	0.14	0.12	0.10	0.09	0.14	0.11	0.13	0.14	0.13	0.12	0.14	0.17	0.21	0.15	0.19	0.13	0.11	0.14	0.16	0.12	4.27	0.14	
Treated Water	NTU	1	0.07	0.09	0.07	0.08	0.07	0.09	0.07	0.10	0.08	0.08	0.09	0.08	0.07	0.06	0.06	0.09	0.08	0.08	0.11	0.11	0.09	0.09	0.11	0.08	0.09	0.08	0.11	0.09	0.09	0.09	0.08	0.08	2.63	0.08
Other Operating Parameters																																				
pH - Treated Water	no units	6.5 to 8.5	7.24	7.14	7.21	7.18	7.15	7.13	7.16	7.19	7.21	7.20	7.20	7.24	7.27	7.24	7.27	7.21	7.15	7.18	7.19	7.21	7.17	7.22	7.21	7.15	7.19	7.16	7.14	7.16	7.16	7.18	7.17	222.88	7.19	
pH - Settled water	no units	n/a	6.11	6.12	6.07	5.95	5.94	6.05	6.16	6.14	6.07	6.12	6.18	6.24	6.24	6.22	6.26	6.27	6.18	6.21	6.09	6.12	6.15	6.17	6.26	6.23	6.16	6.76	6.74	6.31	6.78	6.31	6.77	193.38	6.24	
pH - Raw Water	no units	n/a	7.19	7.09	7.15	7.21	7.22	7.26	7.31	7.32	7.25	7.29	7.33	7.08	7.19	7.16	7.20	7.11	7.19	7.19	7.10	7.09	7.16	7.20	6.99	7.07	7.09	7.01	7.17	7.05	7.10	7.09	6.94	221.80	7.15	
FAC - Treated Water	mg/l	0.2 to 4	2.00	2.11	2.28	2.12	2.09	2.40	2.52	2.43	2.10	2.22	2.19	1.89	1.90	2.04	2.16	2.21	2.28	2.30	2.31	2.41	2.31	2.17	2.30	2.44	2.34	2.30	2.40	2.20	2.28	2.30	2.32	69.32	2.24	
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.27	2.34	2.52	2.32	2.28	2.66	2.72	2.68	2.44	2.54	2.46	2.16	2.14	2.37	2.41	2.43	2.58	2.58	2.51	2.57	2.55	2.44	2.60	2.64	2.56	2.62	2.66	2.50	2.56	2.80	2.70	77.61	2.50	
Temperature	C	15	23.0	23.0	23.0	23.0	22.0	22.0	23.0	23.0	23.0	22.0	22.0	22.0	22.0	22.0	22.0	22.0	22.0	23.0	22.0	22.0	22.0	22.0	22.0	22.0	23.0	22.0	22.0	22.0	21.0	21.0	689.0	22.2		
Fluoride used (Total Daily Consumption)	kg	n/a	17.0	18.0	17.0	17.0	17.0	16.0	17.0	17.0	17.0	16.0	17.0	18.0	18.0	19.0	20.0	18.0	19.0	18.0	18.0	19.0	18.0	17.0	17.0	19.0	17.0	17.0	16.0	17.0	18.0	16.0	17.0	542.0	17.5	
Chlorine used (Total Daily Consumption)	kg	n/a	29.0	29.0	30.0	30.0	30.0	27.0	29.0	31.0	30.0	28.0	31.0	28.0	28.0	28.0	30.0	30.0	27.0	31.0	28.0	30.0	28.0	28.0	28.0	26.0	29.0	29.0	28.0	28.0	29.0	28.0	29.0	894.0	28.8	
Soda ash (Total Daily Consumption)	kg	n/a	200.9	207.2	204.1	210.0	208.6	193.6	204.4	208.6	204.1	196.0	210.4	205.1	197.4	206.9	209.7	206.5	204.4	201.3	199.5	204.4	198.8	192.5	199.9	181.0	199.9	199.2	195.7	195.0	203.7	198.5	197.8	6244.4	201.4	
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.0	35.0	
Alum residual - (Total Daily Consumption)	kg	n/a	200.9	207.2	204.1	210.0	208.6	193.6	204.4	208.6	204.1	196.0	210.4	205.1	197.4	206.9	209.7	206.5	204.4	201.3	199.5	204.4	198.8	192.5	199.9	181.0	199.9	199.2	195.7	195.0	203.7	198.5	197.8	6244.4	201.4	
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.0	35.0	
Alum residual - Treated Water	mg/l	0.1	0.01	0.02	0.01	0.01	0.02	0.02	0.02	0.01	0.02	0.01	0.04	0.02	0.01	0.03	0.04	0.07	0.01	0.01	0.06	0.06	0.05	0.03	0.01	0.04	0.03	0.02	0.02	0.02	0.01	0.01	0.02	0.76	0.02	
Poly bags added (25 kg bags)	kg				0.5						0.5								0.5					0.5				0.5				0.5		75.0		

Flow Data	August	Units	2014	2015	2016
		Day of the Month		Day of the Month	Day of the Month
Total Raw Water	m ³		184830	195880	178410
Raw Maximum Day	m ³	Friday 22nd	6860	Tuesday 4th & Sunday 23rd	6620
Raw Minimum Day	m ³	Wednesday 27th	4960	Monday 31st	5370
Raw Average Daily Consumption	m ³		5960	6320	5760
Total Treated Water	m ³		129750	130290	137500
Treated Water Maximim Day Consumption	m ³	Thursday 28th	5080	Sunday 16th	5030
Treated Water Minimim Day Consumption	m ³	Monday 25th	3480	Sunday 23rd	3510
Treated Water Average Day Consumption	m ³		4190	4200	4440
Daily Average Per Household Consumption Rate	m ³		1.11	1.11	1.17
* Daily Average Per Person Consumption Rate	m ³		0.52	0.53	0.56
Monthly Averages - Operating Parameters WTP:					
FAC Residual - Treated Water	mg/L		1.78	2.10	2.24
Total Chlorine Residual - Treated Water	mg/L		2.09	2.38	2.50
Aluminum Sulphate - Raw Water	mg/L		36.0	35.0	35.0
Aluminum Sulphate - Treated Water Residual	mg/L		0.06	0.03	0.02
Fluoride - Treated Water	mg/L		0.57	0.56	0.63
Soda Ash - Raw Water	mg/L		36.0	35.0	35.0
PH - Adjusted	mg/L		7.29	7.20	7.19
Temperature	C		22.3	20.1	22.2
Quantity of Chemical Used:	kg				
Aluminum Sulphate	kg		6653.9	6855.8	6244.4
Polyelectrolyte	kg		75.0	62.5	75.0
Chlorine Gas	kg		933	947	894
Soda Ash - Used for PH Adjustment	kg		6653.9	6855.8	6244.4
Fluoride	kg		441	600	542

- * The Canadian Average is 450 Litres (0.45 m³) per day.
- * Population is 7986
- * Number of Households is 3783



Date: October 13th, 2016

Report To: Mayor and Council

From: Frank Sheppard, Fire Chief/ CEMC

Re: 2016 Utility Vehicle Tender

Enclosed in this report is an outline of the recommendation of the Fire Chief related to the purchase of a new utility truck to replace Fort Frances, Unit 11-6. The low bid was received from Dryden GM and was in whole dollars identified at \$31,350.67 before taxes. After tax cost was identified at \$35,407.15. The next lowest bid was from MacDonald Motors and was slightly higher at \$31,500.00 before taxes and \$35,595.00 after taxes. Bids following these two were West End Motors at \$32,000.00 before taxes and \$36,160.50 after taxes, and Sunset Country Ford at \$35,457.00 before taxes and \$40,066.41 after taxes.

All parties were able to meet or exceed all of the criteria identified in the tender specification. There are no failure points that are critical to the operation of the vehicles, and there is a before tax price difference of \$150.00 between the low bid and the second bid. The lowest price vehicle is identical to the second bid and either vehicle has the ability to meet our needs related to response. The capital budget for the line item is \$32,000.00, and after calculating tax rebates the low bid is slightly under budget and the second bid is slightly over budget. The difference from the budget line for both of these vehicles is negligible.

Based on the Administration and Finance Committee recommendation and this report identifying the successful bidder, I will ask that Council approve this report to award the tender to Dryden GM in the amount of \$35,407.15.

Respectfully submitted

A handwritten signature in black ink, appearing to be 'F. Sheppard', with a stylized, cursive script.

Frank Sheppard BSc MS MB
Fire Chief/CEMC
Fort Frances Fire Rescue

Council approval of this report will authorize the purchase of a rescue vehicle from Dryden GM in accordance with the tender process, and the recommendation of the Administration and Finance Committee.



ADMINISTRATION & FINANCE DIVISION

TO: Mayor Avis & Members of Council
FROM: Aaron Petrin, Human Resources Manager
DATE: October 20, 2016
SUBJECT: Information Technology Manager Job Evaluation

BACKGROUND

On October 19, 2016; members of the Salary Structure Administration Practices Committee (“SSAPC”) performed a job evaluation for the position of Information Technology Manager (“IT Manager”).

Following a review of the skills, effort, responsibilities and working conditions inherent to this newly-created position, the Committee recommended that the IT Manager be placed on the salary grid at Point Band 9, based on a 40-hour workweek. This would result in a salary range of \$63,865 to \$85,152 in 2017, which is when the position is planned to commence.

RECOMMENDATION

To agree to the SSAPC recommendation to place the IT Manager position on the salary grid at Point Band 9 and to direct the Town’s Administration to begin advertising for this position with an anticipated start date of January 3, 2017.

Council Approval of this report will agree to the recommendation of the Salary Structure Administration Practices Committee to place the IT Manager position on the salary grid at Point Band 9 (based on a 40-hour workweek) and will direct the Town’s Administration to begin advertising for this position with an anticipated start date of January 3, 2017.

October 6, 2016

Dear Clerks:

AMO Seeks Council Resolution

On behalf of the AMO Board, I would ask you to place the attached resolution on council's next agenda along with this letter.

AMO wants every council to be involved in the *What's Next Ontario?* project. There is a looming fiscal gap facing Ontario's municipalities. *What's Next Ontario?* is about recognizing the gap and seeking sector support for closing it. The response has been impressive, but there's more to be done! We've boiled down the essence of the challenge we face in the next ten years to a one-page resolution. We urge every council in Ontario to adopt the resolution, and reply to AMO by December 1, 2016.

What does it say? We know Ontarians see infrastructure as the number one challenge facing their community. We know that even if we raise property taxes and user fees by inflation (1.8%), we will still be \$3.6 billion short to fix the infrastructure gap, every year for ten years. This is what we need to address. As elected officials, how do we deal with this challenge? What is the best approach? Ontarians already pay the highest property taxes in the country. How high is too high?

We could finance this gap by increasing property taxes. It would require property tax revenue increases of 4.6% annually for 10 years, sector-wide. And, what happens if the federal or provincial governments pull back on future commitments? We know that could mean property tax revenue increases of up to 8.35% annually for 10 years, sector-wide. How might these numbers translate locally as an annual rate increase?

The attached resolution is a starting point. Thank you for bringing this to your council's attention. My e-mail address is on the resolution and I look forward to receiving council's support.

If you have questions, please contact Matthew Wilson, Senior Advisor, mwilson@amo.on.ca, 416-971-9856 Ext. 323.

Yours sincerely,



Lynn Dollin
AMO President

WHAT'S NEXT ONTARIO? RESOLUTION

WHEREAS recent polling, conducted on behalf of the Association of Municipalities of Ontario indicates 76% of Ontarians are concerned or somewhat concerned property taxes will not cover the cost of infrastructure while maintaining municipal services, and 90% agree maintaining safe infrastructure is an important priority for their communities;

AND WHEREAS infrastructure and transit are identified by Ontarians as the biggest problems facing their municipal government;

AND WHEREAS a ten-year projection (2016-2025) of municipal expenditures against inflationary property tax and user fee increases, shows there to be an unfunded average annual need of \$3.6 billion to fix local infrastructure and provide for municipal operating needs;

AND WHEREAS the \$3.6 billion average annual need would equate to annual increases of 4.6% (including inflation) to province-wide property tax revenue for the next ten years;

AND WHEREAS this gap calculation also presumes all existing and multi-year planned federal and provincial transfers to municipal governments are fulfilled;

AND WHEREAS if future federal and provincial transfers are unfulfilled beyond 2015 levels, it would require annual province-wide property tax revenue increases of up to 8.35% for ten years;

AND WHEREAS Ontarians already pay the highest property taxes in the country;

AND WHEREAS each municipal government in Ontario faces unique issues, the fiscal health and needs are a challenge which unites all municipal governments, regardless of size;

NOW THEREFORE BE IT RESOLVED that this Council supports the Association of Municipalities of Ontario in its work to close the fiscal gap; so that all municipalities can benefit from predictable and sustainable revenue, to finance the pressing infrastructure and municipal service needs faced by all municipal governments.

Please forward your resolution by December 1, 2016 to:
AMO President Lynn Dollin amopresident@amo.on.ca.

Town of Fort Frances
General Fund (Operating)
Actuals as at September 30, 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	(50,538.27)		50,538.27
053	Supp/Omit Education Tax Levy	(13,908.91)		13,908.91
056	W/O Municipal	287,784.61	254,755.00	(33,029.61)
057	W/O Education	45,263.98	24,980.00	(20,283.98)
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	(396,096.31)		396,096.31
070	Contribution from Reserve Funds (Tax Rate Stab.)		(242,250.00)	(242,250.00)
110	Mayor & Council	208,293.90	717,598.00	509,304.10
112	Contribution to Reserves & Reserve Funds		1,375,000.00	1,375,000.00
113	Long Term Debt	378,090.90	640,120.00	262,029.10
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	1,350,614.18	1,878,859.00	528,244.82
163	Rainycrest	45,470.88	60,628.00	15,157.12
164	Northwestern Health Unit	307,344.50	368,814.00	61,469.50
820	Economic Development	93,333.03	166,435.00	73,101.97
821	Travel Information Centre	12,660.37	10,770.00	(1,890.37)
830	Solar Panel Project	(15,176.83)	(25,270.00)	(10,093.17)
991	English Public School Board	1,075,928.85	1,413,758.00	337,829.15
992	English Separate School Board	219,335.56	288,281.00	68,945.44
993	French Public School Board	1,034.19	1,379.00	344.81
994	French Separate School Board	2,567.32	3,423.00	855.68
Total Corporate		(11,684,473.81)	(9,051,026.00)	2,633,447.81
ADMINISTRATION AND FINANCE				
070	Other Unassigned Revenue	(269,244.87)	(321,500.00)	(52,255.13)
120	Administration	238,599.79	297,065.00	58,465.21
121	Admin Vehicle	2,166.65	5,608.00	3,441.35
122	Municipal Buildings	33,144.64	30,005.00	(3,139.64)
125	HR Department	121,433.16	95,000.00	(26,433.16)
130	Clerk	131,658.39	172,189.00	40,530.61
140	Treasury	381,985.80	387,734.00	5,748.20
910	PUC Administration	56,329.91	95,170.00	38,840.09
Total Administration and Finance		696,073.47	761,271.00	65,197.53
EMERGENCY SERVICES				
211	Emergency Services	615,843.84	915,913.00	300,069.16
227	Emergency Measures	7,011.86	19,849.00	12,837.14
228	911 Service	16,089.51	13,800.00	(2,289.51)
231	Police Revenue	(21,042.81)	(24,000.00)	(2,957.19)
232	Police Services Board	9,795.54	21,350.00	11,554.46
233	Police Administration	1,747,940.50	2,332,588.00	584,647.50
Total Emergency Services		2,375,638.44	3,279,500.00	903,861.56

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

		Actuals to Date	2016 Draft Budget	Variance
COMMUNITY SERVICES				
622	Sister Kennedy Centre	17,123.26	34,600.00	17,476.74
641	Fort Frances Children's Complex	33,492.33	6,045.00	(27,447.33)
643	Best Start Hub/Resource Centre	(16,028.10)	668.00	16,696.10
644	Day Care Resource Teacher	4,325.65	833.00	(3,492.65)
653	Handi-Transit System	120,657.35	90,302.00	(30,355.35)
713	Townshend Theatre	(8,452.24)	-	8,452.24
722	Recreation Facilities	423,305.13	627,806.00	204,500.87
725	Recreation Programs	65,234.89	111,079.00	45,844.11
732	Community Services	95,754.78	132,683.00	36,928.22
740	Sunny Cove Camp	(9,723.74)	14,327.00	24,050.74
781	Fort Frances Public Library	360,385.75	493,191.00	132,805.25
784	Library School Co-op Fund	(14,848.30)		14,848.30
791	Museum	107,376.50	146,810.00	39,433.50
817	Waterfront Development/Marina	24,488.42	47,739.00	23,250.58
Total Community Services		1,203,091.68	1,706,083.00	502,991.32
OPERATIONS AND FACILITIES				
310	PW Administration	(73,488.06)	(102,217.00)	(28,728.94)
311	PW Buildings & Yards	84,593.75	118,672.00	34,078.25
313	Municipal Roads	784,373.73	1,284,156.00	499,782.27
318	Public Parking Lots	11,599.90	15,980.00	4,380.10
320	Sidewalks	60,781.34	107,954.00	47,172.66
330	Private Works Charges	10,104.35	32,668.00	22,563.65
331	Private Crossing Charges	4,255.50	18,367.00	14,111.50
333	PW Vehicles	112,175.28	219,790.00	107,614.72
334	PW Equipment	143,411.62	248,329.00	104,917.38
344	PW Stores	68,809.52	63,236.00	(5,573.52)
345	Traffic Signal Maintenance	8,691.98	7,779.00	(912.98)
346	Streetlight Maintenance	37,216.21	53,317.00	16,100.79
350	Garbage Collection	(98,126.09)	(167,172.00)	(69,045.91)
351	Recycling Services	113,676.90	192,448.00	78,771.10
352	Sanitary Landfill	(112,554.90)	(25,276.00)	87,278.90
360	Engineering	23,281.16	27,904.00	4,622.84
390	Airport	863.56	(29,762.00)	(30,625.56)
391	Airport Building Maintenance	28,094.35	45,295.00	17,200.65
393	Airport Grounds Maintenance	30,818.73	63,670.00	32,851.27
580	Parks & Cemeteries Admin.	139,209.16	196,473.00	57,263.84
582	Fort Frances Cemetery	46,902.79	89,281.00	42,378.21
583	Riverview Cemetery	137,457.01	172,375.00	34,917.99
584	Point Park	12,934.11	29,188.00	16,253.89
585	Parks - Outdoor Facilities	260,781.69	230,684.00	(30,097.69)
586	Lions Millennium Park	6,390.05	12,196.00	5,805.95
Total Operations and Facilities		1,842,253.64	2,905,335.00	1,063,081.36

PLANNING AND DEVELOPMENT

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

		Actuals to Date	2016 Draft Budget	Variance
150	Civic Centre	46,534.04	78,394.00	31,859.96
271	By-Law Enforcement	101,446.08	142,572.00	41,125.92
272	Animal Shelter	4,326.74	10,144.00	5,817.26
275	Fight the Blight Campaign	31,851.03		(31,851.03)
813	Building Official	22,820.56	59,104.00	36,283.44
815	Planning & Zoning	92,031.48	108,623.00	16,591.52
	Total Planning and Development	299,009.93	398,837.00	99,827.07
	Sub-Total General Fund (Operating)	(5,268,406.65)	-	5,268,406.65
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	(5,268,406.65)	-	5,268,406.65
TOTAL BUDGET - Revenue		(19,674,421.52)	(21,604,520.00)	(1,930,098.48)
TOTAL BUDGET - Expenditures		14,406,014.87	21,604,520.00	7,198,505.13
		(5,268,406.65)	0.00	5,268,406.65

Town of Fort Frances
Capital Fund Budget vs Actual
as at September 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-140-9109-0000 Computer/Network Upgrades	23,376.97	25,000.00	1,623.03
C-140-9109-1523 Financial Software (Windows Version)	77,788.41	75,000.00	(2,788.41)
Total Revenue	-	(110,000.00)	(110,000.00)
Total Expenditures	106,188.97	110,000.00	3,811.03
TOTAL ADMINISTRATION	106,188.97	-	(106,188.97)
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	4,878.25	10,000.00	5,121.75
Total Revenue	-	(50,425.00)	(50,425.00)
Total Expenditures	4,878.25	50,425.00	45,546.75
TOTAL EMERGENCY SERVICES	4,878.25	-	(4,878.25)
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	23,114.83	25,000.00	1,885.17
<u>Roads</u>			
C-313-9110-1523 Portage Avenue Storm Sewer Wet Sump Pumps	20,270.63	25,000.00	4,729.37
C-313-9271-1523 Phair Ave from 3rd - 6th Streets (200 m)	482,243.88	753,847.00	271,603.12
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 September 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	334,473.42	541,300.00	206,826.58
C-316-9277-1523 Connecting Link - Colonization Rd E from Scott - 5th St	985,334.07	2,062,859.00	1,077,524.93
C-316-9303-1523 Connecting Link - Mill Rd Overpass Engineering	1,603.74	45,253.00	43,649.26
C-320-9271-1523 Sidewalks - Phair Ave from 3rd St - 6th St	98,181.02	104,036.00	5,854.98
C-320-9272-1523 Sidewalks - Nelson St	8,830.00		(8,830.00)
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 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	6,939.51	13,255.00	6,315.49
<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	2,804.00	5,000.00	2,196.00
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	1,476.54		
Total Revenue	(172,342.78)	(4,749,834.00)	(4,577,491.22)
Total Expenditures	2,641,963.50	4,749,834.00	2,109,347.04
TOTAL PUBLIC WORKS	2,469,620.72	-	(2,468,144.18)
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 September 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 (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	66,264.98	224,000.00	157,735.02
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	119,793.18	366,400.00	246,606.82
TOTAL MSC	(27,006.82)	-	27,006.82
<u>LIBRARY</u>			
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	15,687.60	15,000.00	(687.60)
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	29,632.40	30,000.00	367.60
TOTAL LIBRARY	19,213.47	-	(19,213.47)
MUSEUM			

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

	Actual to Date	2016 Budget	Variance
C-791-0490-0400 Federal Grant			-
C-791-0490-0412 Provincial Grant			-
C-791-0490-0632 Donations	(21,129.23)		21,129.23
C-791-0490-0952 Contribution from Reserve Funds			-
C-791-9109-0000 Computer/Scanner & Photo Studio Lighting			-
Museum Roof			-
Total Revenue	(21,129.23)	-	21,129.23
Total Expenditures	-	-	-
TOTAL MUSEUM	(21,129.23)	-	21,129.23
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	78,028.23	1,558,057.00	1,480,028.77
C-150-9107-1471 Air Conditioner in Server Room	12,271.11	15,000.00	2,728.89
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	346,002.80	1,952,347.00	1,606,344.20
TOTAL PLANNING & DEVELOPMENT	149,396.11	-	(149,396.11)
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)	358,563.86	435,188.00	76,624.14
C-410-9272-1523 Nelson Street - Butler to Shevlin	3,739.80		(3,739.80)
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	123,449.46	85,863.00	(37,586.46)
Total Revenue	-	(622,841.00)	(622,841.00)
Total Expenditures	487,839.42	622,841.00	135,001.58
TOTAL SANITARY SEWER	487,839.42	-	(487,839.42)
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	(900,000.00)	(2,459,752.00)	(1,559,752.00)
C-413-9105-1471 Small Miscellaneous Capital	25,159.79	120,000.00	94,840.21
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 September 30, 2016

	Actual to Date	2016 Budget	Variance
C-413-9290-1523 Sludge Dewatering Equipment	1,572,032.97	2,583,883.00	1,011,850.03
Total Revenue	(899,999.00)	(2,770,139.00)	(1,870,140.00)
Total Expenditures	1,600,728.93	2,770,139.00	1,169,410.07
TOTAL STP	700,729.93	-	(700,729.93)
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	4,178.82	12,000.00	7,821.18
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)	371,478.70	497,124.00	125,645.30
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	535,976.95	646,896.00	110,919.05
Total Revenue	-	(1,298,100.00)	(1,298,100.00)
Total Expenditures	1,023,205.22	1,298,100.00	274,894.78
TOTAL WATERWORKS ADMIN	1,023,205.22	-	(1,023,205.22)
WATER TREATMENT PLANT			
C-965-0490-0954 Contribution from Revenue Fund		(60,000.00)	(60,000.00)
C-965-9105-1471 Misc. Small Capital	16,604.98	60,000.00	43,395.02
Total Revenue	-	(60,000.00)	(60,000.00)
Total Expenditures	16,604.98	60,000.00	43,395.02
TOTAL WTP	16,604.98	-	(16,604.98)
TOTAL REVENUE	(1,447,346.83)	(12,164,941.00)	(10,717,594.17)
TOTAL EXPENDITURES	6,389,902.42	12,164,941.00	5,776,515.12
TOTAL CAPITAL	4,942,555.59	-	(4,941,079.05)

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

WATER		Actuals to Date	2016 Budget	Variance
961	Waterworks Administration	-1,227,708.81	(669,471.00)	558,237.81
965	Water Treatment Plant	393,132.89	539,114.00	145,981.11
966	Water Storage Facility	104,689.39	130,357.00	25,667.61
		-729,886.53	0.00	729,886.53
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-729,886.53	0.00	729,886.53

SEWER		Actual to Date	2016 Budget	Variance
410	Sanitary Sewer Administration	-1,051,263.04	(748,247.00)	303,016.04
413	Sewage Treatment Plant	580,714.39	748,247.00	167,532.61
		-470,548.65	0.00	470,548.65
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-470,548.65	0.00	470,548.65

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

Revenue	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Certificates	\$ 851.20	\$ 608.50	\$ 547.65	1,223.51	1,277.85	1,703.80	1,095.30	851.90	1,277.85				\$ 9,437.56
Business Licences	6,043.30	2,429.85	5,248.45	13,909.30	1,978.55	1,050.10	344.15	334.70	765.00				\$ 32,103.40
Lottery Licences	275.93	177.30	2,000.66	287.19	130.58	1,886.71	690.00	1,969.35	328.50				\$ 7,746.22
Fort Frances Portion of POA Fines				15,059.72				73,685.16	0.00				\$ 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	288.00				\$ 2,942.00
Marriage Licences	280.00	280.00	700.00	280.00	420.00	1,120.00	1,540.00	1,960.00	1,260.00				\$ 7,840.00
Civil Marriage	327.35	327.35	1,309.40	327.35		327.35	763.60	381.80	1,323.65				\$ 5,087.85
Certify Copies/Copies	0.00	11.30	5.09	5.65		11.50			95.18				\$ 128.72
Commissioning Oaths/Affidavits	46.40	23.05	23.20	81.20	69.60	139.10	59.51	150.60	34.80				\$ 627.46
Investment Income	604.77	344.37	911.91	997.43	1,104.95	7,077.55	349.15	778.99	3,041.10				\$ 15,210.22
Sale of Land	6,055.13	18,000.00	0.00	1,000.00		54,727.80	269,556.59	1,175.98	45,580.81				\$ 396,096.31
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	14,872.53				\$ 148,120.20
	\$ 14,576.71	\$ 37,682.86	\$ 25,760.93	\$ 55,483.50	\$ 20,187.84	\$ 83,357.25	\$ 289,397.48	\$ 118,770.83	\$ 68,867.42	\$ -	\$ -	\$ -	\$ 714,084.82

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	79,638.28				
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	197,987.34				
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	-138,566.41				
Interest Applied	1,752.30	1,445.91	982.58	817.82	941.96	299.21	120.28	88.61	76.55				\$ 6,525.22
Total Amount Owing	\$ 261,316.22	\$ 172,797.21	\$ 221,048.23	\$ 191,012.18	\$ 150,415.09	\$ 119,187.90	\$ 66,852.09	\$ 79,638.28	\$ 139,135.76	\$ -	\$ -	\$ -	\$ 6,525.22

A/R Invoices Processed

General/By-Law/Planning/CBO	4	7	10	7	12	15	12	11	26				104
Daycare		79	81	84	84	83	99	75	89				674
Airport		12	18	14	11	16	11	11	12				105
Landfill	28	25	31	37	37	42	41	37	49				327
Public Works	1	3	2	2	4	5	6	1	9				33
Parks/Cemetery							2		9				11
Sewer	5	24	13	5	19	7	15	8	8				104
Water	1	13	5	34	6	14	12	11	0				96
Fire Department		13	0	0		1	0	0	37				51
Memorial Sports Centre	24	9	79	5	39	12	3	9	7				187
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	246	0	0	0	1,760

NSF/Returned Payments

Day Care	0	0	0	0	0	0	0	0	0				0
Memorial Sports Centre	0	0	0										0
Utilities	3	6	3	7	8	16	3	2	7				55
Taxation	0	0	1	1	0	0	0	0	0				2
Other	0	0	1	0	0	0	0	1	0				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	1,220,095.48				
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	39,506.83				
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)	(618,789.85)				
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	13,291.25				109,405.19
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	\$ 3,067,870.72	\$ 1,220,095.48	\$ 654,103.71	\$ -	\$ -	\$ -	\$ 109,405.19

Tax Arrears Notices Mailed/Letters	296	181	330	237	214	198	214	359	356				2,385
# of Properties in Arrears 3 years+	58	52	43	38	34	33	33	25	20				
# of Properties in Arrears 3 years+ with no payment plans	35	23	16	14	12	12	12	11	9				
# Tax Sale Registrations	0	0	0	0	0	0	0	0	0				
# Write offs (MOS/357 Applications)	0	0	0	0	0	0	0	3	8				11
Write-off - Municipal Portion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	3,642.65	15,644.43				\$ 19,287.08
# of Charity Rebates	0	0	0	0	0	2	0	0	1				3

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Charity Rebates - Municipal Portion					\$	12,442.89	\$	-	\$				
# Vacancy Rebates	0	0	0	0	0	7	0	0	1				\$26,325.78
Vacancy Rebates - Municipal Portion			\$	-	\$	13,722.29	\$	-	\$	254,775.24			\$268,497.53
E.D. Financial Incentive Plan													
# Of Applications Receiving Rebate	0	0	0	1	0	1	0	0	3				0
Demolition Grant	\$ -	\$ -	\$ -	1,102.40	\$ -	482.64	\$ -	\$ -	1,603.51				\$3,188.55
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	482,838.68	694,341.78	327,761.07				
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	913,224.54				
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)	(724,661.73)				
Interest Applied	499.42	1,575.47	549.57	3,930.17	492.42	3,496.82	2,475.98	5,000.65	489.02				18,509.52
Total Amount Owning	\$ 418,432.79	\$ 322,394.53	\$ 601,650.71	\$ 324,047.61	\$ 571,106.13	\$ 482,838.68	\$ 694,341.78	\$ 327,761.07	\$ 516,812.90	\$ -	\$ -	\$ -	\$ 18,509.52
Bi-Monthly Water/Sewer Bills Issued	3,346		3,375		3,394		3,426		3,377				16,918
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
Provincial Offences													
Fines Paid	\$ 24,352.00	\$ 30,951.00	\$ 31,942.00	\$ 51,152.00	\$ 223,451.00	\$ 38,429.00	\$ 42,008.00						\$ 442,285.00
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	\$ 2,171,627.00						
IQOR Collections (pretransfer)	\$	23.18	\$	-									\$ 23.18
IQOR Collections (post-transfer)	\$	547.46	\$	375.42	\$	5,105.40	\$	135.00	\$	332.52	\$89.80	\$89.80	212.98
Total IQOR Collected	\$ -	\$ 570.64	\$ 375.42	\$ 5,105.40	\$ 135.00	\$ 332.52	\$ 89.80	\$ 89.80	\$ 212.98				\$ 6,911.56
Notice of Default - mailed out	73	38	46	49	70	47	83						406
New Charges Filed	153	264	205	275	315	240	266						1,718
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	53						416
Plead Guilty	17	21	28	30	42	27	15						180
Withdrawn	16	0	5	5	14	7	5						52
Quashed	0	2	1	2	5	2	0						12
Stayed	0	0	0	0	0	0	0						0
Dismissed/Acquitted	0	0	0	0	1	0	3						4
Plead Not Guilty - Convicted	2	2	2	3	6	5	2						22
Other	0	0	0	0	0	0	0						0
Total	73	56	66	115	118	180	78	0	0	0	0		686

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period: sept 1 - sept 30

Municipality	Fort Frances				
Permit	Applicant	Contractors	Property Address	Work Description	Units / Area
RollNo					Value
2016097		JOHN DEGAGNE	332 THIRD ST W	12x12 addition entry on rear of dwelling.	\$20,000.00
59-12-010-001-05900-0000		(807) 275-7851	Legal Description: PLAN SM29 LOT 32 PCL 5558	Stat's Canada Codes Building: 110 Work: 02	1 13.37
2016079	5025 Creekbank Road FL3W-223 Mississauga Mississauga		540 KINGS HIGHWAY	Interior Alteration new retail tenant	\$100,000.00
59-12-010-003-01400-0000			Legal Description: PLAN SM 119 LOT 1,2,3,4,5,6,7 AND LAND PCL 1-2,2-1,4,5,5-2, STREET 3 SM 119	Stat's Canada Codes Building: 512 Work: 03	1 138.4
2016095		BRAD BADUIK (807) 275 9886	982 KINGS HIGHWAY	Exterior Renovation to Cladding and Front Tower work.	\$25,000.00
59-12-010-004-01005-0000			Legal Description: RANGE RIV PT LOT 40 PLAN:48R1135 PART 2 PCL21516	Stat's Canada Codes Building: 540 Work: 03	1 740
2016090		Dylan McGinnis	1375 COLONIZATION RD W	Replace main sewer line at property line to house.	\$1,000.00
59-12-010-005-07600-0000			Legal Description: PT RIV R LOT 45 RP 48R2262;PARTS 1 PCL 7238	Stat's Canada Codes Building: 110 Work: 03	1
2016096		JOHN DEGAGNE (807) 275 7815	1511 COLONIZATION RD W	Open Rear garage wall to make a carport and construct new garage.	\$0.00
59-12-010-005-08202-0000			Legal Description: MCIRVINE LOT 46 RIV RGE PT:PLAN 48R1307 PART 1 PCL:28148	Stat's Canada Codes Building: 110 Work: 01	1 276

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period: sept 1 - sept 30

2016086		Chris McKinnon	311 KERR PLACE	Dig around perimeter of building. Add/Replace basement wall members. Dampproof, backfill and grade.	\$10,000.00
59-12-010-006-00519-0000			Legal Description: PSM318 LOT 19 PCL 22342	Stat's Canada Codes Building: 110 Work: 03	
2016080		Gary Durban	1119 KINGS HIGHWAY	building a front and side deck with hand railing	\$10,000.00
59-12-010-006-06000-0000			Legal Description: PT RIV RGE LOT 42 PCL 13043;& 15697	Stat's Canada Codes Building: 0 Work: 02	
2016092		Cody Tomiuk	353 CHURCH ST	Install new front entrance barrier free ramp and stairs.	\$230,000.00
59-12-020-001-06300-0000			Legal Description: PLAN ALB LOT 238	Stat's Canada Codes Building: 612 Work: 03	
2016083		CJ Contracting	800 NELSON ST	Place new foundation walls and footings for attached garage	\$24,000.00
59-12-030-001-03200-0000			Legal Description: PLAN ALB W66FT LOTS 167 168 PCL 12551	Stat's Canada Codes Building: 110 Work: 03	
2016091		Marty DeGagne	653 THIRD ST E	Place tin roof over existing shingles	\$1,000.00
59-12-030-003-02700-0000			Legal Description: PLAN 2 BLK 4 W33FT LOT 28;W33FT OF N82FT LOT 29 PCL;19731	Stat's Canada Codes Building: 110 Work: 03	
2016094		Jeannette and Darcy Andrushuck (780) 689 1885	922 THIRD ST E	Construct a new 28 x 34 garage	\$25,000.00
59-12-030-004-05600-0000			Legal Description: PLAN SM180 LOT 67 TO 68 PCL;67-2	Stat's Canada Codes Building: 110 Work: 01	
2016081			808 KAITLYN DR	Tear down existing deck and install new deck and concrete pad under deck	\$25,000.00
59-12-030-004-09865-0000			Legal Description: PLAN 48M 368 LOT 42 PCL 42-1	Stat's Canada Codes Building: 0 Work: 02	
					53.6

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:sept 1 - sept 30

2016088	1022 First St East	Sunset Dynasty	1022 FIRST ST E	Strap existing shingles and place tin on roof. Ice protection as well.		\$3,000.00
59-12-030-005-04300-0000			Legal Description: PLAN SM48 LOT 72 PCL 72-2	Stat's Canada Codes Building: 110 Work: 03	1	
2016087	3 Spruce	Allan Minier	1305 MILL RD	Construct new Shed 1624 on site next to mobile home		\$5,000.00
59-12-030-007-15900-0000			Legal Description: PLAN RR 586 PT 1 PCL BLK A-1;4 SEC SM 81 RP 48R2298 PART;2 PT PART 1 PCL BLK 1-6 SM;143	Stat's Canada Codes Building: 450 Work: 02	35.6	
2016085	826 HUFFMAN COURT	Todd Grenier	826 HUFFMAN CRT	Build New Single Detached Dwelling on Vacant Lot, Slab on Grade Residents		\$300,000.00
59-12-030-007-22425-0000			Legal Description: PLAN 48M382 LOT 13	Stat's Canada Codes Building: 110 Work: 01	248.05	
2016078	932 KAITLYN DR	Kevin Anderson	832 HUFFMAN CRT	Construction of a foundation to accept a modular home with attached garage		\$250,000.00
59-12-030-007-22426-0000			Legal Description: PLAN 48M382 LOT 14	Stat's Canada Codes Building: 110 Work: 01	612.5	
Sum			Summary (16 detail records)		13	\$1,029,000.00
Grand Total			Summary (16 detail records)		13	\$1,029,000.00



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

September 30, 2016

Town of Fort Frances
320 Portage Avenue
Fort Frances Ontario
P9A 3M5

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility
August 2016 Monthly Report**

As per the operating agreement, the attached document is the August 2016 monthly report for the Fort Frances Wastewater Treatment Facility.

The report highlights the influent and effluent quality and the process parameters. Additionally, the routine operation and maintenance activities conducted by the operators are summarized.

If you have any questions regarding this report do not hesitate to contact Mr. Larry Wachter – Operations Manager.

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', is written over a light blue circular stamp.

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
August 2016 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of August 2016; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

The Fort Frances Sewage Treatment Plant operates under *Environmental Compliance Approval Number 6786-A44PWG*. The ECA outlines the terms and conditions, and the report captures these terms and conditions in the following sections.

LABORATORY

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

AUGUST 2016 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.0 mg/L	25 mg/L	15 mg/L	12.2 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	2.3 mg/L	25 mg/L	15 mg/L	14.3 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.23 mg/L	1.0 mg/L	0.9 mg/L	1.4 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	10.18 mg/L 7.81 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		5.8 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.5 to 8.0; average pH was 7.8		
Temperature degrees C				Temperatures ranged from 16.0 to 18.0 C; average temperature of effluent was 17.1 C		

Compliance criteria are mandatory requirements of the ECA and performance objectives are a goal to be achieved using best reasonable efforts.

WASTEWATER LIQUID PROCESS

The average daily flow for August was 6150.3 m³/day. This represents 68% of the design average flow. Total treated flow for the month was 190658 m³.

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

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	800 +/- @ 7.0% + 410 @ 12%	Litres
Alum	8.0 +/- @ 60 %	Cubic meters
Polymer		

MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations. The activities are highlighted as follows:

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased grit snail and lubricated drive chain on grit snail
- Regular cleaning of head works EW basket strainer
- Regular cleaning of seal water strainer TFP 9-5
- Pumped out sump in digester valve chamber
- Replaced tubing on effluent sampler and calibrated
- Changed air filters on blowers 1,2 and 3
- Painted stub walls beside main entry steps
- Cleaned DO probes
- Changed oil blowers 2 and 3
- Cleaned both grit pumps

Pump Stations:

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

OPERATIONAL ISSUES

There were no operational issues in the report period.

SLUDGE SUMMARY

Asselin Transportation and Storage Limited hauled a total of 72.1 m³ of thickened digested sludge averaging 10.1% TS to the Town of Fort Frances landfill site. Terratec Environmental processed an additional 1256 m³ of digested sludge at 1.38% through their portable centrifuge while the installation of the Fournier press was underway. This cake, averaging 23.4% TS, was also hauled to the Fort Frances landfill site by Asselin Transportation and Storage Limited.

COMPLAINTS

There were no complaints during the report period.

BYPASS REPORT(S)

There were no bypass events in the report period.

COMMENTS

Plant power consumption for the month was 693 (x 180 multiplier) kWh.

Screen and Dewatering Upgrades at the FFWWTP have been under way since May 30, 2016.

Raw influent samples continue to be grabbed on the hour.

The Terratec Environmental portable centrifuge began producing cake on August 11, 2016.

The removal of the gravity belt thickener and associated equipment began on August 15, 2016.

REPORTS

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

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

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

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

Month	Sewage Flows Year 2016					Usage	Sludge Volume Hauled M3	Removal Efficiency	
	Avg. Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML	CBOD5 Suspended Solids Total Phosphorus			0.964405516 0.966952039 0.916888298	
	Max Day Flow m3								
January	5668.1	175712		175712	63%	249.9			
February	5417.8	157117		157117	60%	251.7			
March	7463.4	231365		231365	83%	212.7			
April	8462.4	253871		253871	94%	228.3			
May	6785.5	210352		210352	75%	241.2			
June	9140.5	274216	1306	275522	102%	217.4			
July	8142.5	252416		252416	90%	227.5			
August	6150.3	190658		190658	68%	72.1			
September					0%				
October					0%				
November					0%				
December					0%				
Sum			1306	1747013		1700.8			
Average	7154	218213		218377	79%	212.6			
Max	18874	274216		275522					
C of A	9000	18000							

Month	CBOD5			Suspended Solids			Total Phosphorus			Nitrogen			E. Coli Geo Mean Counts /100ml
	Avg. Raw BOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg. Raw S.S. (mg/L)	Avg. Eff. S.S. (mg/L)	Avg. Load S.S. (kg/day)	Avg. Raw T.P. (mg/L)	Avg. Eff. T.P. (mg/L)	Avg. Load T.P. (kg/day)	Avg. Raw TKN (mg/L)	Avg. Eff. Total N (mg/L)		
January	87.0	2.4	13.5	142.4	6.0	34.7	2.41	0.15	0.83				23.7
February	74.3	3.5	18.5	132.5	4.3	23.2	2.12	0.11	0.57	17.3	8.9		19.3
March	65.2	2.3	16.1	112.4	5.7	47.7	1.87	0.11	0.94	15.1	9.7		21.4
April	57.5	2.4	20.2	110.8	5.6	47.1	1.54	0.13	1.11	12.0	9.7		9.3
May	68.8	2.5	17.2	125.8	4.1	27.8	2.0	0.15	3.19	14.9	10.0		14.4
June	50.5	2.0	18.5	148.1	3.9	40.0	1.4	0.19	1.81	11.8	8.6		19.3
July	49.9	2.0	15.2	124.2	4.0	32.0	1.3	0.18	1.50	11.6	8.4		6.3
August	83.4	2.0	12.2	190.1	2.3	14.3	2.4	0.23	1.40	19.8	10.2		5.8
September													
October													
November													
December													
Sum													
Average	67.1	2.4	16.4	135.8	4.5	33.4	1.9	0.16	1.42	14.6	9.4		14.9
Max	87	3.5	20.2	190.1	6	47.7	2.4	0.23	3.19	19.8	10.2		23.7
C of A		25	225		25	225		0.9	8.1	200	6.0		200

Aircraft Landings 2016
As of October 14, 2016 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016-2015
January	70	76	79	261	256	311	1	6	0	3	6	5	30	43	41	3	4	2	36	42	67	143	177	194	-34
February	69	67	74	233	241	308	1	2	0	1	7	5	35	36	22	1	3	5	49	40	50	156	155	156	1
March	69	78	82	199	341	346		5	3	17	30	10	34	36	40	3	5	0	55	38	52	178	192	187	-14
1/4 Total	208	221	235	693	838	965	2	13	3	21	43	20	99	115	103	7	12	7	140	120	169	477	524	537	-47
April	81	81	74	288	330	276	7	1	2	8	23	18	47	41	22	3	2	1	40	53	47	186	201	164	-15
May	88	82	81	309	365	308	4	1	6	9	28	24	37	37	23	32	34	30	59	77	76	229	259	240	-30
June	76	80	77	273	322	292	0	11	7	30	36	37	38	31	35	77	74	89	52	96	69	273	328	314	-55
1/2 Total	453	464	467	1563	1855	1841	13	26	18	68	130	99	221	224	183	119	122	127	291	346	361	1165	1312	1255	-147
July	72	81	75	221	297	230	2	8	7	48	40	35	51	35	18	66	83	59	47	77	59	286	324	253	-38
August	84	79	71	256	297	241	6	4	3	42	39	37	66	31	26	71	73	65	53	87	57	322	313	259	9
September	78	76	73	277	328	254	1	0	1	15	17	22	40	36	37	45	44	32	51	76	65	230	249	230	-19
3/4 Total	687	700	686	2317	2777	2566	22	38	29	173	226	193	378	326	264	301	322	283	442	586	542	2003	2198	1997	-195
October		83	76		309	309		4	3		20	24		47	42		9	12		51	51	0	214	208	-214
November		68	80		260	286		0	3		9	8		30	28		1	3		38	39	0	146	161	-146
December		68	52		200	203		0	0		4	4		31	25		2	1		34	29	0	139	111	-139
Total	687	919	894	2317	3546	3364	22	42	35	173	259	229	378	434	359	301	334	299	442	709	661	2003	2697	2477	-694

Fort Frances Airport- Page 2/2 - Fuel Sales - As of October 14, 2016																			
Fuel Sales Recap - 2016									2015	2014	2013	2012	2011	2010	2009	2008	2007	9 year	Variance 2016-
	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	
Month	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2015 to 2007	month
January	126	126	7,402	7,402	0	0	7,528	7,528	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,131	-1,164
February	509	635	11,395	18,797	0	0	11,904	19,432	11,231	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,241	673
March	342	977	12,913	31,710	0	0	13,255	32,687	17,795	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,739	-4,540
April	744	1,721	7,848	39,558	0	0	8,592	41,279	13,219	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	14,019	-4,627
May	1,905	3,626	22,776	62,334	0	0	24,681	65,960	16,161	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	25,878	8,520
June	4,068	7,694	21,947	84,281	0	0	26,015	91,975	45,698	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	30,603	-19,683
July	4,418	12,112	24,584	108,865	0	0	29,002	120,977	28,150	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,471	852
August	3,990	16,102	17,129	125,994	0	0	21,119	142,096	36,638	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	30,290	-15,519
September	4,636	20,738	16,689	142,683	0	0	21,325	163,421	24,238	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	23,054	-2,913
October		20,738		142,683		0	0	163,421	8,216	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	15,865	-8,216
November		20,738		142,683		0	0	163,421	11,616	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	11,389	-11,616
December		20,738		142,683		0	0	163,421	7,592	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	7,794	-7,592
Total	20,738		142,683		0		163,421		229,246	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	224,474	-65,825
							Jan to June		112,796	103,274	71,079	80,178	72,192	110,260	95,840	167,243	164,637	108,611	1,138

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month

Sewer & Water Data for 2016
up-dated October 7, 2016

Month	Days per month	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2015	2015	2016-2015	2016-2015	2016	2016
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Total	daily	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Treated	Treated	Wastewater	STP-WTP	daily average
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	WTP	WTP	STP		
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily				
January	31	176710	5700.32	7600	245.16	4.30%	118110.0	3810.0	16818.5	542.5	14.24%	121570	3922	-3460.0	15348.0	58600.0	1890.3
February	29	157117	5417.83	7638	263.38	4.86%	110250.0	3801.7	16818.5	579.9	15.25%	107690	3713	2560.0	16880.0	46867.0	1616.1
March	31	231365	7463.39	9648	311.23	4.17%	118060.0	3808.4	15056.0	485.7	12.75%	126450	4079	-8390.0	57500.0	113305.0	3655.0
April	30	253871	8462.37	10565	352.17	4.16%	106740.0	3558.0	15056.0	501.9	14.11%	112830	3761	-6090.0	85006.0	147131.0	4904.4
May	31	210253	6782.35	9803	316.23	4.66%	118580.0	3825.2	10579.5	341.3	8.92%	120100	3874	-1520.0	-32616.0	91673.0	2957.2
June	30	274216	9140.53	13144	438.13	4.79%	120190.0	4006.3	10579.5	352.7	8.80%	116430	3881	3760.0	55443.0	154026.0	5134.2
July	31	252416	8142.45	12761	411.65	5.06%	126030.0	4065.5	9565.0	308.5	7.59%	134840	4350	-8810.0	72447.0	126386.0	4077.0
August	31	190658	6150.26	11928	384.77	6.26%	137500.0	4435.5	9565.0	308.5	0.1	129900	4190	7600.0	7129.0	53158.0	1714.8
September	30		0.00	11908	396.93			0.0		0.0		121920	4064	-121920.0	-163113.0	0.0	0.0
October	31		0.00		0.00			0.0		0.0		123450	3982	-123450.0	-159808.0	0.0	0.0
November	30		0.00		0.00			0.0		0.0		102560	3419	-102560.0	-188990.0	0.0	0.0
December	31		0.00		0.00			0.0		0.0		107110	3455	-107110.0	-189403.0	0.0	0.0
Total	366	1746606		94995			955460		104038			1424850	46690	-469390.0	-424177.0	791146.0	2161.6
Monthly Average												118737.5	3890.9	-39115.8	-35348.1	65928.8	2162.4
daily Average														3868.77			

2016- tonnage at landfill site- up-dated October 14, 2016

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2015	Average last 9 years	2016	2015	Average last 9 years	2016	2016	2016-2015 Tonnes	2016-2015 Fees
								Total Tonne	Total Tonne	Total Tonne	Total Fees	Fees 2007 to 2015	Total Fees	Total Fees		
JAN	127.94	34.66	232.74	63.04	8.50	2.30	0.00	372.45	359.81	369.18	\$22,076.55	\$17,555.67	\$20,490.00		-3.27	-\$1,586.55
FEB	117.31	37.25	189.93	60.31	7.68	2.44	0.00	323.82	305.82	314.92	\$17,311.55	\$15,120.16	\$17,474.70		-8.90	\$163.15
MAR	146.89	37.15	237.97	60.19	10.53	2.66	6.72	446.81	413.51	395.39	\$25,940.55	\$21,116.69	\$23,164.20		-51.42	-\$2,776.35
APRIL	182.95	31.92	381.96	66.65	8.18	1.43	0.00	609.02	574.14	573.09	\$36,933.10	\$30,100.39	\$34,152.50		-35.93	-\$2,780.60
MAY	200.30	31.21	434.52	67.72	6.87	1.07	1058.72	783.04	727.97	641.69	\$40,474.95	\$37,236.70	\$34,655.80		-141.35	-\$5,819.15
JUNE	814.37	65.31	421.01	33.76	11.52	0.92	3312.52	690.69	802.40	1,246.89	\$43,913.10	\$38,365.69	\$37,412.30		556.20	-\$6,500.80
JULY	208.56	33.74	400.73	64.82	8.94	1.45	2220.94	654.72	679.93	618.23	\$43,552.25	\$37,235.68	\$37,556.30		-36.49	-\$5,995.95
AUG	247.72	27.60	583.22	64.99	66.50	7.41	95.70	642.81	630.37	897.44	\$39,041.90	\$33,782.35	\$43,194.40		254.63	\$4,152.50
SEPT	218.57	31.44	465.19	66.92	11.34	1.63	164.00	719.08	646.67	695.10	\$43,223.58	\$34,032.13	\$42,510.30		-23.98	-\$713.28
OCT		#DIV/0!		#DIV/0!		#DIV/0!		2,214.61	815.99	0.00	\$95,565.65	\$40,618.32				
NOV		#DIV/0!		#DIV/0!		#DIV/0!		614.90	564.84	0.00	\$33,016.35	\$28,524.43				
DEC		#DIV/0!		#DIV/0!		#DIV/0!		487.78	397.37	0.00	\$27,125.80	\$21,749.94				

Average per monthly	251.62	36.35	371.92	61.18	15.56	#DIV/0!	762.07		576.57	479.33	\$39,014.61	\$29,619.85	\$32,290.06		-99.52	-19,300.30
Total	2264.60		3347.27		140.06		6858.60	8559.73	6918.81	5751.93	\$468,175.33	\$355,438.14	\$290,610.50		509.49	-\$21,857.03

Town of Fort Frances Tonnage	5611.87											Actual	\$290,610.50	
		increase amount of waste due to waste from Rainy Lake Hotel Demolition Includes 603.005t associated with the Fight the Blight Campaign										Budget	\$384,888.00	
												Forecasted	\$387,480.67	
Total Tonnage	5751.93													
Residential Tonnage	2264.60	39.37%												
ICI Tonnage	3347.27	58.19%												
Coverage material	6858.60													