

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - November 8, 2016, 12:00 PM

#### MEETING - Civic Centre

Session #040

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1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
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5. **In-Camera**
6. **Items Referred from Council**
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7. **New Business**
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    - Administration & Finance
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8. **Non-agenda Items**
9. **Outstanding Items**
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TOWN OF FORT FRANCES

MINUTES

SESSION NO. #39

Tuesday, October 18, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, October 18, 2016 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor G. P. Ryan, Councillor Brunetta, Mayor Avis

ALSO PRESENT: D. Brown, CAO, E. Slomke, Clerk, D. Galusha, Deputy-Treasurer, L. Lindberg, Treasurer, T. Moffitt, Fire Chief

REGRETS: None.

**1. Call to Order at 12:03 p.m.**

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

Meals on Wheels - Budget Request

**3. Disclosure of pecuniary interest and the general nature thereof - None.**

**4. Approval of Previous Committee Minutes**

4.1 Tuesday, October 4, 2016 Meeting Minutes  
RYAN/BRUNETTA: Approved as presented.

**5. In-Camera - None.**

**6. Items Referred from Council**

6.1 Friends of the Museum 5th Annual Fall Soiree and Fundraising Gala  
- Agree with recommendation and item will be referred to the Committee of the Whole consent agenda.

6.2 Royal Canadian Legion Manitoba/NW Ontario Command Advertising  
- Request received only, item will be referred to the Committee of the Whole consent agenda.

6.3 CUPE Local 65 Retirement Dinner and Dance Request  
- Agree to give promo stock, item will be referred to the Committee of the Whole consent agenda.

6.4 Boundary Waters Dragon Boat Club Request  
- will be placed in 2017 Budget Process. Treasury will request 2017 Draft Budget and Financial Statements.

6.5 Fun in the Sun Committee Request  
- will be placed in 2017 Budget Process.

6.6 Fort Frances Volunteer Bureau Financial Requests  
- will be placed in 2017 Budget Process. Treasury will request 2017 Draft Budget and Financial Statements for 2014, 2015 and 2016.

**7. New Business**

7.1 Consumer Price Index (CPI) Increase for 2017 User Fees  
- Agree to follow Ontario CPI increase for 2017, item will be referred to the Committee

of the Whole consent agenda.  
- User Fees will be brought forward at a future Committee meeting for consideration.

- 7.2     2016 Utility Vehicle Tender - Fire Department  
Mayor Avis disclosed an interest in this item as his company is one of the bidders on this tender. He did not speak to the item and left the room.
- Agree to purchase from lowest bidder, item will be referred to the Committee of the Whole consent agenda.

**8.     Non-agenda Items**

- 8.1     Meals on Wheels - Budget Request.  
- will be placed in 2017 Budget Process.

**9.     Outstanding Items**

- 9.1     Couchiching First Nations Water & Sewer Agreement  
No update.

**10.    Information**

- 10.1    General Fund Financial Statement as at September 30, 2016  
Received.
- 10.2    Water & Sewer Funds Financial Statement as at September 30, 2016  
Received.
- 10.3    Capital Fund Financial Statement as at September 30, 2016  
Received.
- 10.4    Admin & Finance Stats  
Received.

**11.    Adjourn / Next Meeting Date**

- 11.1    The meeting adjourned at 12:27 p.m.  
The next meeting is scheduled for: Tuesday, November 8, 2016

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Executive Committee Chair

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D. Brown, CAO

**TO: Mayor Avis & Members of Council**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: November 2, 2016**  
**SUBJECT: International Early Iron Car Club Request**

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## **BACKGROUND**

At the October 24, 2016 Council meeting the attached request from the International Early Iron Car Club was referred to the Community Services Executive Committee with input from the Administration & Finance Executive Committee. The International Early Iron Car Club will be a Host Club on the Canadian Coasters 50<sup>th</sup> Anniversary Cross Canada Tour with its stop in Fort Frances on July 19, 20, 21, 2017. The club will be promoting a theme of: "Come for the car show and stay for the Bass Tournament".

The Early Iron Car Club is looking for the following items to be provided at no charge or an in kind donation, as listed on the letter:

1. 1 or both indoor ice surfaces
2. All Parking lots
3. Washrooms
4. Shower Facilities
5. Auditorium
6. Kitchen upstairs
7. Overnight custodian(s)
8. Declare week of July 16 Canadian Coaster's 50<sup>th</sup> Anniversary Tour Week
9. Souvenir Town of Fort Frances Pins
10. List event as a significant event to access any possible government funding and or sponsorship



# INTERNATIONAL EARLY IRON



Fort Frances, Ontario and International Falls, Minnesota

Oct 6, 2016

Town of Fort Frances  
Mayor and Council

The International Early Iron Car Club will be a Host Club on the Canadian Coasters 50th Anniversary Cross Canada Tour with its Tour stop in Fort Frances July 19, 20, 21, 2017. Their tour starts June 28, 2017 at mile zero on Vancouver Island with a tire dip in the Pacific Ocean and ends Labour Day weekend with a dip off Newfoundland in the Atlantic.

We would like to make this a memorable experience for them and the Town. Once the Canadian Coasters heard of what was taking place in Fort Frances they decided to come a day early (Wednesday July 19) so they could spend more time visiting and taking in community events. (Bass Tournament, Mall Day Thursdays, Museum etc... ).

This is also Canada's 150<sup>th</sup> Anniversary and the Early Iron Car Club is actively participating in the Canada 150 Transportation Events the Museum is planning. We will have a display of transportation development in the Town as well as Rainy River District during the July 19 – 21. This display will continue throughout the summer.

The Early Iron Car Club is moving its traditional June Car Show date to coincide with the Canadian Coaster 3 day stop over.

The Early Iron Car Club is looking for assistance with the following items :

1. 1 or both indoor ice surfaces
2. All parking lots
3. Washrooms
4. Shower facilities
5. Auditorium
6. Kitchen upstairs
7. Overnight custodian (s)
8. Declare week of July 16 Canadian Coaster's 50 Anniversary Tour Week.
9. Souvenir Town of Fort Frances Pins (They are avid pin collectors of where they have travelled)
10. List our event as a significant event to access any possible government funding (Canada 150) and or sponsorship

The Canadian Coaster will be arriving from Winnipeg after 12 noon on Wednesday and spend two (2) nights, Wednesday July 19 and Thursday July 20, 2017 in Fort Frances before departing on Friday afternoon to Thunder Bay.

The Early Iron Club would hope that the Town of Fort Frances could allow the above requests at no charge or in kind donation to promote this event as it is a once in a lifetime opportunity for the Community to impress Canadian Coaster Tour Group to visit our fine community. Our hopes are that it may peak enough interest for them to return in the future on their own to partake in other community events thus spawning more tourism dollars and get the word out that this is a unique tourist destination.

Thanks for your time in considering this significant event, let's work together in promoting Fort Frances and the Rainy River District.

If you have any questions or concerns please call me and I would gladly come to meeting to address your concerns.

Sincerely,

Allen Smith  
President,  
International Early Iron Car Club  
2253 Hwy 11/71 RR#2  
Devlin, On, P0W 1C0

The theme for the event week that we are promoting is :

*"Come for the Car Show and Stay for the Bass Tournament"*

*This will be on all communication going forward as we want everyone to be made aware of what they can do in Fort Frances during the Week of July 16 – 22, 2017.*



# CELEBRATE

The Canadian Coasters

Summer of 2017 Tour stop in Fort Frances, On.

The tour starts in VICTORIA, B.C. on JUNE 28th, and finishes in St. JOHN'S, NEWFOUNDLAND on AUGUST 31st, 2017

*The International Early Iron Car Club is proud to be a host city on the Canadian Coaster's 50th Anniversary Coast To Coast 2017 Tour with an overnight stop in Fort Frances, Ontario*

***Wed July 19, Thurs July 20, & Fri July 21, 2017***

The 2017 Canadian Coast to Coast tour is the most unique automotive tour in the World. Not only do we have members that represent every Province in Canada, we take a leisurely drive through each of those Provinces exploring the best each one has to offer. The tour starts in Victoria BC and after a wheel dip in the Pacific Ocean it then winds through the Coast mountains and then enters the spectacular Rocky Mountains before being greeted by our friends in Alberta. Alberta offers its own wild west with a trip to the world famous Calgary Stampede and day tours of two Unesco World Heritage Sites. The list goes on for the rest of the Provinces, we visit many historical sites and places that aren't open to the regular public. Every-day isn't a hectic pace, our travel days are usually less than three hours to give lots of time to see the sites on the road less traveled and to enjoy the fellowship of car people from across this great country of ours. Participants of the tour are about to go on the tour of a lifetime, there is no other tour in the world like it.

*The Tour will have approximately 100 vehicle s towing antique trailers behind their vintage vehicles arriving at noon on Wednesday July 19 . A Car Show and an evening of entertainment are planned along with our own 50 local club member vehicles and area clubs are planning to attend this historic event . So, this event could have in excess of 200 vehicles in Fort Frances for this 3 day event.*

Please accept our invitation for you to attend, and or participate in and display your vehicle on this Historic Tour Event.

Information can be found on the Early Iron website at [www.internationalearlyiron.club](http://www.internationalearlyiron.club) A link to the Canadian Coasters is located there. Also, call Al Smith President at 807 486 0360 home or 218 417 0139 cell email [al.smith@internationalearlyiron.club](mailto:al.smith@internationalearlyiron.club) or 2253 Hwy 11/71 RR#2, Devlin ,On, P0W 1C0

*If you would like to be a sponsor or donator for this event contact Al Smith at info listed above.*



*"Come for the Car Show and Stay for the Bass Tournament"*







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**TO:** Administration & Finance Executive Committee  
**FROM:** Aaron Petrin, Human Resources Manager  
**DATE:** November 3, 2016  
**SUBJECT:** Policy Update – Management/Non-Union Salary Administration

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On October 11, 2016, Council passed a resolution directing the Town's Administration to update its salary grid for Management/Non-Union staff. This resolution authorized a 1.5% inflationary wage increase effective January 1<sup>st</sup> of each calendar year from 2016 – 2018.

Further to this direction, attached is a draft revision of the Town's Management/Non-Union Salary Administration Policy. The proposed changes include the above-mentioned wage increase, and all other revisions have been reviewed and approved by management, and tracked for your review.

Respectfully submitted,

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

Aaron Petrin  
Human Resources Manager

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
	HUMAN RESOURCES
<b><u>MANAGEMENT / NON-UNION</u></b> <b><u>SALARY ADMINISTRATION</u></b>  <b><u>POLICY</u></b>	<b>NEW:</b> October 2002 <b>REVISED:</b> <del>May-2003, April</del> 2004, <del>Feb.-2005, Jan.-2006,</del> <del>May-2007, Jan.-2009, Sept.</del> 2010, <del>Dec.-2011, July-2014,</del> 2016
Resolution No. <del>1401</del> 426	Supercedes Resolution No. <del>426 (12/11)</del>
Policy Number 3.6	<b>PAGE 1 of 7</b>

#### 1. POLICY PURPOSE

To ~~provide a clear and rationale basis for direct salary grid placement and~~ the rates of compensation ~~provided for to the Town's Corporation's~~ Management / Non-Union employees, ~~and to recognize initiative and foster excellence by compensating those employees on the basis of job performance.~~

#### 2. POLICY OBJECTIVES

To establish and maintain a fair and equitable method of remuneration for all Management / Non-Union employees.

To establish and maintain appropriate salary/wage differentials between supervisory and bargaining unit positions.

To maintain compliance with pay equity legislation.

#### 3. COVERAGE

All Management / Non-Union employees of the Town of Fort Frances.

#### 4. JOB EVALUATION PROCESS

Job evaluation is defined as a planned process that methodically measures the value of jobs within an organization. Value is determined by a composite of skill, effort, and responsibility normally required to perform the work and the conditions under which the work is performed. Value is determined by job content, without reference to job incumbents, their gender, or the external markets. The results of job evaluation ~~has~~ have been used to establish a wage structure for the Management / Non-Union group.

The purpose of the job evaluation process is to establish the relative values of the various positions within the organization and thereby to provide a basis for determining the rates of compensation merited by the respective position. The purpose of internal equity is to provide a consistent relationship between job value, wages and individual wage advancement within ~~a~~ a given employee group ~~or organization.~~

The differences between pay equity and internal equity are in the scope of equitable “relationships.” Pay Equity examines relationships between male and female jobs only. It asks: Which male and female jobs are similar or equal in value and should therefore be paid at the same level? An internal equity program begins by examining value relationships between jobs regardless of gender, then moves on to examine value relationships between groups of jobs; and finally to examine pay relationships between individual employees.

A. The Salary Structure Administration Practices Committee (SSAPC)

The Human Resources Manager, a member of the SSAPC Committee, and the appropriate Supervisor will carry out the evaluation of all positions within the Management / Non-Union group. Upon the completion of the evaluations, the SSAPC Committee will review the completed evaluations and critically evaluate the results. The SSAPC Committee will be comprised of:

- The Chief Administrative Officer
- Two Members of Council
- Human Resources Manager
- Representative of the Management / Non-Union group

Appropriate Supervisors will attend meetings of the SSAPC Committee where reviews of completed evaluations are carried out. The attendance of the Supervisor will be for clarification and information purposes only.

B. Process and Responsibility

Evaluations will be undertaken by the Human Resources Manager and the appropriate Supervisor, which will, by agreement, establish a point value for every Management / Non-Union position.

Based on the point values established, the Human Resources Manager would complete the Comparative Value Listing in descending order of the points assigned to the respective positions.

The evaluation tool to be used at the date of implementation of this policy will be that which was undertaken by Trendline Consulting and which is attached hereto and forms a part of this policy.

C. Appeal of Job Evaluation

Within 30 days of any evaluation of a newly created or newly changed position or of a subsequent comprehensive re-evaluation of positions, an employee may request a review of the job evaluation or of the calculations through which the point rating for that employee's position was determined. The initial review will be conducted with the Supervisors, and the Human Resources Manager.

If an agreement cannot be reached, the employee may request a review of their position with the SSAPC Committee. The SSAPC Committee shall, within 30 days of receiving a request conduct a review of the evaluation.

Within 10 days of the review of the position, the Human Resources Manager shall advise the employee in writing of the decision of the SSAPC Committee which decision shall be final and binding.

## 5. SETTING RATES OF COMPENSATION

### A. Point Bands

Each position will be compensated on the basis of the band or range of point values into which the position falls. Once the total point value of the position has been determined, the Human Resources Manager will define the appropriate point band group. The point band groups have been provided below. There are fifteen (15) different groups ranging from ninety-five (95) to eight hundred and seventy four (874) points. The point band will determine the appropriate salary range.

**21.5%**

January 1, 2016 <del>2</del>					
Band	Point Range	35 Hours Per Week		40 Hours Per Week	
		Minimum	Maximum	Minimum	Maximum
1	95 to 139	<del>\$25,872</del> \$24,020	<del>\$34,497</del> \$32,027	<del>\$29,568</del> \$27,450	<del>\$39,424</del> \$36,601
2	140 to 185	<del>\$29,671</del> \$27,547	<del>\$39,562</del> \$36,729	<del>\$33,911</del> \$31,483	<del>\$45,214</del> \$41,977
3	186 to 232	<del>\$33,470</del> \$31,074	<del>\$44,627</del> \$41,431	<del>\$38,253</del> \$35,544	<del>\$51,005</del> \$47,352
4	233 to 280	<del>\$36,540</del> \$34,602	<del>\$48,719</del> \$46,136	<del>\$41,761</del> \$39,546	<del>\$55,681</del> \$52,728
5	281 to 329	<del>\$40,265</del> \$38,130	<del>\$53,687</del> \$50,840	<del>\$46,016</del> \$43,576	<del>\$61,356</del> \$58,101
6	330 to 379	<del>\$43,991</del> \$41,658	<del>\$58,655</del> \$55,544	<del>\$50,275</del> \$47,608	<del>\$67,033</del> \$63,478
7	380 to 430	<del>\$47,715</del> \$45,185	<del>\$63,620</del> \$60,246	<del>\$54,533</del> \$51,641	<del>\$72,711</del> \$68,854
8	431 to 482	<del>\$51,386</del> \$48,661	<del>\$68,515</del> \$64,881	<del>\$58,726</del> \$55,612	<del>\$78,302</del> \$74,149
9	483 to 535	<del>\$55,057</del> \$52,136	<del>\$73,408</del> \$69,515	<del>\$62,921</del> \$59,584	<del>\$83,894</del> \$79,445
10	536 to 589	<del>\$58,726</del> \$55,612	<del>\$78,302</del> \$74,149	<del>\$67,115</del> \$63,555	<del>\$89,486</del> \$84,741
11	590 to 644	<del>\$62,397</del> \$59,088	<del>\$83,197</del> \$78,784	<del>\$71,309</del> \$67,527	<del>\$95,079</del> \$90,036
12	645 to 700	<del>\$66,066</del> \$62,562	<del>\$88,089</del> \$83,417	<del>\$75,505</del> \$71,501	<del>\$100,674</del> \$95,334
13	701 to 757	<del>\$69,737</del> \$66,038	<del>\$92,982</del> \$88,050	<del>\$79,700</del> \$75,473	<del>\$106,266</del> \$100,630
14	758 to 815	<del>\$73,407</del> \$69,514	<del>\$97,876</del> \$92,685	<del>\$83,894</del> \$79,444	<del>\$111,858</del> \$105,926
15	816 to 874	<del>\$77,078</del> \$72,990	<del>\$102,771</del> \$97,320	<del>\$88,089</del> \$83,417	<del>\$117,452</del> \$111,223

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**21.5%**

January 1, 2017 <del>3</del>					
Band	Point Range	35 Hours Per Week		40 Hours Per Week	
		Minimum	Maximum	Minimum	Maximum
1	95 to 139	<del>\$26,260</del> \$24,501	<del>\$35,014</del> \$32,668	<del>\$30,011</del> \$28,000	<del>\$40,015</del> \$37,333
2	140 to 185	<del>\$30,117</del> \$28,098	<del>\$40,155</del> \$37,464	<del>\$34,420</del> \$32,112	<del>\$45,892</del> \$42,817
3	186 to 232	<del>\$33,972</del> \$31,695	<del>\$45,296</del> \$42,260	<del>\$38,827</del> \$36,225	<del>\$51,770</del> \$48,300
4	233 to 280	<del>\$37,088</del> \$34,602	<del>\$49,450</del> \$46,136	<del>\$42,388</del> \$39,546	<del>\$56,516</del> \$52,728
5	281 to 329	<del>\$40,869</del> \$38,130	<del>\$54,493</del> \$50,840	<del>\$46,706</del> \$43,576	<del>\$62,276</del> \$58,101
6	330 to 379	<del>\$44,651</del> \$41,658	<del>\$59,535</del> \$55,544	<del>\$51,029</del> \$47,608	<del>\$68,038</del> \$63,478
7	380 to 430	<del>\$48,431</del> \$45,185	<del>\$64,575</del> \$60,246	<del>\$55,351</del> \$51,641	<del>\$73,801</del> \$68,854
8	431 to 482	<del>\$52,157</del> \$48,661	<del>\$69,542</del> \$64,881	<del>\$59,607</del> \$55,612	<del>\$79,477</del> \$74,149
9	483 to 535	<del>\$55,882</del> \$52,136	<del>\$74,509</del> \$69,515	<del>\$63,865</del> \$59,584	<del>\$85,152</del> \$79,445
10	536 to 589	<del>\$59,607</del> \$55,612	<del>\$79,477</del> \$74,149	<del>\$68,122</del> \$63,555	<del>\$90,829</del> \$84,741
11	590 to 644	<del>\$63,333</del> \$59,088	<del>\$84,444</del> \$78,784	<del>\$72,378</del> \$67,527	<del>\$96,505</del> \$90,036
12	645 to 700	<del>\$67,057</del> \$62,562	<del>\$89,410</del> \$83,417	<del>\$76,637</del> \$71,501	<del>\$102,184</del> \$95,334
13	701 to 757	<del>\$70,783</del> \$66,038	<del>\$94,377</del> \$88,050	<del>\$80,895</del> \$75,473	<del>\$107,860</del> \$100,630
14	758 to 815	<del>\$74,508</del> \$69,514	<del>\$99,345</del> \$92,685	<del>\$85,152</del> \$79,444	<del>\$113,536</del> \$105,926
15	816 to 874	<del>\$78,234</del> \$72,990	<del>\$104,312</del> \$97,320	<del>\$89,410</del> \$83,417	<del>\$119,214</del> \$111,223

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January 1, 2018 <del>4</del>					
Band	Point Range	35 Hours Per Week		40 Hours Per Week	
		Minimum	Maximum	Minimum	Maximum
1	95 to 139	<del>\$26,654</del> \$24,991	<del>\$35,539</del> \$33,321	<del>\$30,462</del> \$28,559	<del>\$40,615</del> \$38,079
2	140 to 185	<del>\$30,568</del> \$28,660	<del>\$40,757</del> \$38,213	<del>\$34,936</del> \$32,755	<del>\$46,581</del> \$43,673
3	186 to 232	<del>\$34,481</del> \$32,329	<del>\$45,975</del> \$43,105	<del>\$39,410</del> \$36,949	<del>\$52,546</del> \$49,266
4	233 to 280	<del>\$37,644</del> \$35,294	<del>\$50,192</del> \$47,058	<del>\$43,023</del> \$40,337	<del>\$57,364</del> \$53,782
5	281 to 329	<del>\$41,482</del> \$38,892	<del>\$55,310</del> \$51,857	<del>\$47,407</del> \$44,447	<del>\$63,210</del> \$59,263
6	330 to 379	<del>\$45,321</del> \$42,491	<del>\$60,428</del> \$56,655	<del>\$51,795</del> \$48,560	<del>\$69,059</del> \$64,747
7	380 to 430	<del>\$49,157</del> \$46,088	<del>\$65,543</del> \$61,451	<del>\$56,181</del> \$52,673	<del>\$74,908</del> \$70,231
8	431 to 482	<del>\$52,940</del> \$49,634	<del>\$70,585</del> \$66,179	<del>\$60,501</del> \$56,724	<del>\$80,669</del> \$75,632
9	483 to 535	<del>\$56,721</del> \$53,179	<del>\$75,627</del> \$70,905	<del>\$64,823</del> \$60,775	<del>\$86,430</del> \$81,034
10	536 to 589	<del>\$60,501</del> \$56,724	<del>\$80,669</del> \$75,632	<del>\$69,143</del> \$64,827	<del>\$92,191</del> \$86,435
11	590 to 644	<del>\$64,283</del> \$60,270	<del>\$85,711</del> \$80,359	<del>\$73,464</del> \$68,878	<del>\$97,953</del> \$91,837
12	645 to 700	<del>\$68,063</del> \$63,814	<del>\$90,751</del> \$85,085	<del>\$77,787</del> \$72,931	<del>\$103,717</del> \$97,241
13	701 to 757	<del>\$71,844</del> \$67,359	<del>\$95,793</del> \$89,811	<del>\$82,109</del> \$76,982	<del>\$109,478</del> \$102,643
14	758 to 815	<del>\$75,626</del> \$70,904	<del>\$100,835</del> \$94,539	<del>\$86,430</del> \$81,033	<del>\$115,239</del> \$108,044
15	816 to 874	<del>\$79,408</del> \$74,450	<del>\$105,877</del> \$99,267	<del>\$90,751</del> \$85,085	<del>\$121,002</del> \$113,447

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January 1, 2015					
Band	Point Range	35 Hours Per Week		40 Hours Per Week	
		Minimum	Maximum	Minimum	Maximum
1	95 to 139	\$25,490	\$33,987	\$29,131	\$38,841
2	140 to 185	\$29,233	\$38,977	\$33,410	\$44,546
3	186 to 232	\$32,975	\$43,967	\$37,688	\$50,251
4	233 to 280	\$36,000	\$47,999	\$41,144	\$54,858
5	281 to 329	\$39,670	\$52,894	\$45,336	\$60,449
6	330 to 379	\$43,341	\$57,788	\$49,532	\$66,042
7	380 to 430	\$47,010	\$62,680	\$53,727	\$71,636
8	431 to 482	\$50,627	\$67,502	\$57,858	\$77,145
9	483 to 535	\$54,243	\$72,323	\$61,991	\$82,654
10	536 to 589	\$57,858	\$77,145	\$66,123	\$88,164
11	590 to 644	\$61,475	\$81,967	\$70,255	\$93,674
12	645 to 700	\$65,090	\$86,787	\$74,389	\$99,186
13	701 to 757	\$68,706	\$91,608	\$78,522	\$104,696
14	758 to 815	\$72,322	\$96,430	\$82,654	\$110,205
15	816 to 874	\$75,939	\$101,252	\$86,787	\$115,716

B. Salary Ranges

The point band number classifies the salary range. The salary level for each point band will be graduated according to the Performance Review Policy. The lowest step in a point band range will be 75% of the range maximum, the midpoint will be 87.5% of the range maximum, and the highest step will be 100% of the range maximum. The rates of compensation at each step in a range will be expressed as an hourly rate. (The annual salary of a position will be the product of the operative current hourly rate multiplied by the number of regular annual working hours based upon a 52-week period).

~~To avoid conflicts with~~ With respect to pay equity ~~issues~~, the criteria established for modeling acceptable band variations requires that the target maximum for Band Number 3 ~~would be remains~~ greater than or equal to ~~or higher than that of~~ the male comparator position. The male comparator ~~rate~~ for Band Number 3 is the Parks Labourer (~~Parks~~) position.

6. **INITIAL PLACEMENT ON COMPENSATION GRID**

Salary Administration is a two-tier structure. As recognized on the salary range table, the minimum is 75% of the maximum and the midpoint is 87.5% of the maximum. The first tier, from 75% to 87.5%, is reserved for previous work experience upon hiring. Tier two, from 87.6% to 100% ~~are is~~ reserved for performance. All positions start at the minimum level unless the incumbent being hired into the position possesses previous work experience relating to the position. Previous experience is calculated as follows:

- A. Assess 1 credit for each 7 years of experience in a related job with another employer, or in an unrelated job with the Town.
- B. Asses 1.25 credits for each 6 years of experience in the same job or a job at the same level with another employer.
- C. Assess 1.5 credits for each 7 years of experience with the Town in a related job prior to being promoted into the current position
- D. Assess 1.25 credits for each 5 years of experience in the current position since being hired or promoted.

The sum of the credits calculated for categories A through D is equated to a percent of the salary range as follows:

5 credits or more	87.5%	(midpoint)
4 credits	85.0%	
3 credits	82.5%	
2 credits	80.0%	
1 credit	77.5%	
Less than 1 credit	75.0%	(Minimum)

- i.e. Employee X has 3 years of related experience (category A), 10 years of experience in a similar job (category B), and has been with the Town for one full year in the current position (category D). The maximum in X's salary range is \$27.95 per hour. Calculation of the percent of range is therefore:

$$(3/7*1) + (10/6*1.25) + (1/5*1.25) = \mathbf{2.76 \text{ or } 81.90\%}$$

$$\$27.95 * 81.90\% = \mathbf{\$22.89 \text{ per hour}}$$

The wage determined after experience is taken into account will be the employee's starting salary. Increases in compensation will not be based on tenure but will be based on a continuous performance evaluation process corresponding with the anniversary dates of individual employees.

~~At no time, will an employee who is in~~ With the exception of the Fire Chief/Community Emergency Management Coordinator, an employee holding a supervisory role shall be entitled to earn a rate of pay which is no less than 3% more than the employees that he / she is supervising that of his/her direct subordinates. This principle will be taken into consideration when calculating direct the initial placement on the compensation grid. ~~The employee will earn a minimum rate of 3% more than the highest paid individual under their supervision.~~

## **7. RESCORING OF CURRENT POSITIONS**

Over time and due to changes in responsibilities, there may be a requirement to re-evaluate current positions and the corresponding point evaluation. Once a re-evaluation is completed and there is a change to the assigned point band, the following will apply to positions where there is an active employee:

- A. If the position is scored at a lower point band, the employee will receive the same percentage at the lower point band that they were receiving at the higher point band. For example, if the employee were receiving 75% of the higher point band then the employee would now receive 75% of the lower point band. The employee will then progress through the salary range as per Section 8 below.
- B. If the position is scored at a higher point band, the employee will receive their current salary plus a 3% increase (but at no time, will the employee earn less than the minimum rate for the new point band). The employee will then progress through the salary range as per Section 8 below.
- C. If the position is scored at the same point band, then the employee's salary will remain the same. The employee will then progress through the salary range as per Section 8 below.

## **8. PROGRESSION THROUGH COMPENSATION GRID**

Tier two involves pay for performance. After the probationary period (six months) and each subsequent year after hire, the incumbent will receive a performance appraisal enabling him / her to receive further percentage increases. The level of performance (excellent to improvement essential) will determine the amount of the percentage increase.

### **A. Goals and Objectives of the Process**

The goal of the performance evaluation process is to foster competence, motivation and employee satisfaction.

The objectives of the process are as follows:

- to establish clear and mutual understanding of expectations,
- to establish and maintain open and constructive dialogue,
- to recognize and acknowledge strengths and achievements,
- to identify needs and to formulate strategies to meet these, and
- to establish entitlement to salary increments or financial incentives.

## B. The Performance Review Cycle

The performance evaluation cycle will correspond to the individual employee's anniversary date and will consist of the following elements:

### SCORING AND EVALUATION METHOD:

#### OVERALL ASSESSMENT OF PERFORMANCE

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

#### MANAGEMENT / NON-UNION SALARY PROGRESSION

		Improvement Essential	(20%-29%)
		Improvement Desired	(30%-49%)
After 6 months	3%	Satisfactory performance or higher	(50% or higher)
After 1 year	3%	Satisfactory performance or higher	(50% or higher)
After 2 years	5%	Satisfactory performance or higher	(50% or higher)
After 3 years	4%	Very Good performance	(70%-89%)
After 4 years	2%	Very good performance	(70%-89%)
	2.5%	Excellent performance	(90%-100%)
		Progression continues at 2%, or 2.5% until individual reaches the top of the salary scale.	

Percentage increase applies to the employee's current salary

## ~~9. — PERFORMANCE BASED BONUS~~

~~For employees at the maximum of the salary range for the applicable point band and based on the outcome of employees performance review, the Supervisor may recommend, and the Division Manager may approve a performance incentive bonus as follows:~~

<u>Performance Levels</u>	<u>Total Rating</u>	<u>Bonus</u>
1. <u>Very Good Performance</u>	<u>70% to 80%</u>	<u>\$1,000</u>
2. <u>Exceptional</u>	<u>90% or above</u>	<u>\$1,500</u>

~~Incentive bonus awards will not be added to the employee's salary and will be awarded in subsequent years only on the basis of continuing merit. Incentive bonus awards will be prorated according to the employee's full time equivalent (FTE).~~



#### **409. POLICY REVIEW AND MAINTENANCE**

The SSAPC Committee will review this policy including the rates of compensation upon approval of Council and to coincide with the budget process every second year. Based on its review, the SSAPC Committee will submit a report with recommendations to Council with respect to rates of compensation and to any other matter relating to the operation of the process.

The review will include but not be limited to a market comparison of the benchmark salaries, an examination of the union and non-union differential and the base compensation rates for bargaining union-unit salaries. ~~It will also include consideration of trends in the local cost of living index.~~

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November 2, 2016

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Municipal Elections Modernization Act (Bill 181)

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## **BACKGROUND INFORMATION**

After public consultation, Minister McMeekin, Ministry of Municipal Affairs and Housing, tabled the Municipal Elections Modernization Act (MEMA) on April 4, 2016. These amendments have been touted as the most significant update to the Municipal Elections Act (MEA) in recent history. Bill 181 was passed and received Royal Assent on June 9, 2016, consequently will be in place for the 2018 Elections, although the regulations are still being finalized.

## **HIGHLIGHTED CHANGES**

### Elections Calendar

Many of the dates and timelines associated with the election have been changed, which affect the implementation of a by-law for ranked balloting / alternative voting, the nomination period, voters list availability, policies & procedures and the potential lame duck period. I have created a table attached which outlines the changed dates.

### Clerk Responsibilities

The changes in Bill 181 have transferred some responsibility previously held by existing Council to the Clerk, including the establishment of advance voting dates, locations and hours and increased ability to manage the voters list.

### Election Advertising

Candidates will be responsible to include additional information on their advertising to make it clear who is responsible for the message as well as being responsible to advise broadcasters and publishers about these new advertising requirements. Subsequently, the broadcaster or publisher will be responsible for retaining the advertising information (copy of the ad and

invoice) for a period of 2 years, and making this advertising information available to the public during that 2-year period (Section 88.3).

Additionally, the MEA amendments include a framework for the registration and financial filing of third-party advertisers. Individuals, corporations and unions wishing to be third-party advertisers will be required to register as a third-party advertiser, after which they can advertise in support of or opposed to any candidate. Candidates can not register as third-party advertisers. Campaign financial rules and contribution limits still apply.

### Accessibility

The Clerk is now required to prepare an Elections Accessibility Plan which will be available to the public prior to voting day, the Clerk's report due within 90 days of the election will be made available to the public, rather than submitting it to Council.

### Campaign Finances

Candidates that do not incur any expenses nor accept any contributions will no longer be required to open a bank account. The nomination fee will only be refundable if the financial statement is filed on time. A candidate who misses the filing deadline could file within a 30-day grace period, provided that a \$500.00 late filing fee is paid to the municipality. The Clerk will report on which candidates and third-party advertisers filed financial statements and which candidates and third party advertisers did not.

### Ranked Ballot Voting

Commencing with the 2018 Municipal Elections, municipalities have the option to use a ranked ballot voting system vs the first-past-the-post system (currently used). Ranked ballots allow a voter to select candidates in order of preference (first choice, second choice, third choice, etc.). There are currently no municipalities or provinces in Canada that use ranked ballot voting. The ranked ballot approach would require the winning candidate(s) to cross a threshold in order to be elected (=50% of the total number of votes received for a contest +1). There are videos linked on the Ministry of Municipal Affairs website which clearly explains how ranked ballot voting works. The new legislation also addresses items such as public consultation, vote counting format and which offices on Council that may use ranked ballot voting.

## **NEXT STEPS**

Since 2017 is creeping closer to us and the first significant deadline is looming, additional staff reports will be brought forward related to Ranked Ballot Voting and Alternative Voting. Council will need to decide whether and which options will be used for the 2018 Municipal Election.

The Clerk's office will be participating in future training session provided by AMCTO over the next two years leading up to the October 22, 2018 Municipal Election Day.

## ELECTIONS CALENDAR

Item	Old Legislation	New Legislation
Authorization of Alternative Voting Methods	June 1, 2018	May 1, 2017
By-law authorizing use of Ranked Ballots	N/A	May 1, 2017
Policies & Procedures for Voting	June 1, 2018	December 31, 2017
Approval of Ballot Question <ul style="list-style-type: none"> <li>- Approved by Council by-law</li> <li>- Ordered by Minister</li> </ul>	180 days prior June 1, 2018	March 1, 2018 May 1, 2018
Nomination Period Opens	January 2, 2018	May 1, 2018
Third Party Advertiser Registration Opens	N/A	May 1, 2018
Use of Corporate Resources Policy	N/A	May 1, 2018
Nomination Day	September 14, 2018	July 27, 2018
Close of Third Party Advertising Registrations	N/A	October 19, 2018

**TO:** Mayor Avis & Members of Council  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** November 2, 2016  
**SUBJECT:** Mayor Roy Avis – AMO “What’s Next Ontario” Session Travel & Per Diem Claims

---

### **BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 and Schedule “B” Travel Expenses of \$105.51 to attend the AMO “What’s Next Ontario” session held in Dryden, Ontario on October 19, 2016 as submitted by Mayor Roy Avis.

#### Session Expenses

1. Meals	\$ 51.00
2. Ground Transportation	54.51
3. Per Diem (1 day)	<u>150.00</u>
Total Per Diem & Travel Claims	<u>\$255.51</u>

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’. Council Resolution 612, dated October 11, 2016 authorized Mayor Avis’ attendance with per diem and travel expenses to be reimbursed.

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

1.	Attendee	Roy Avis						
2.	Conference/Seminar Attended	AMO WHAT'S NEXT ONTARIO						
	Location (Facility and City)	DRYDEN ONT						
	Dates							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast Gas				54.51				54.51
	Lunch				16.00				16.00
	Dinner				35.00				35.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	
	Mileage Claimed	KM x \$0.47 =			Total


  

6.	Approved		Total Expenses	105.51
			Advance Received	
			Balance Claimed	
			Balance Refunded	

**The agenda must be attached to process payment**

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

OCTOBER 20 2016  
Date

  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

**TOWN OF FORT FRANCES - SCHEDULE "E"**  
**TRAVEL WAIVER OF LIABILITY FORM**

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) 	Signature 
Approved	Date OCTOBER 18 2016

Safeway  
417 Scott Street  
Fort Frances, ON  
P9A1H3

STORE NO: 4809  
GST/HST: 831536503

-----  
Inv#: 9018353  
Trans: Pre-Auth  
Completion  
\*\*\*\*\*8498

\*\*/\*\*  
PROXIMITY  
VISA  
AID: A0000000031010  
Seq#: 385001001001  
Terminal ID: S4809C05  
Auth No: 053208  
ACI/ISO: 001/00  
Date: 20/10/2016  
Time: 12:08:45 PM  
APPROVED

Pump #: 5-Regular  
Vol: 57.440 L  
Price/L: \$0.949  
Total: \$54.51

Fuel Includes:  
GST/HST(13%): \$6.27

You Saved  
10 Cents/L  
Total Savings: \$5.74  
-----

TRIP TO DRYDEN

FORT FRANCES

ONTARIO WHATS NEXT





TOWN OF FORT FRANCES  
COUNCIL

Session No. 049

Resolution No. 612

Moved by *W. Brunetta*


Dated October 11, 2016

Seconded by *for*

THAT the following Members of Council be authorized to attend the 'What's Next Ontario' session hosted by Association of Municipalities of Ontario scheduled for Wednesday October 19, 2016 in Dryden, ON:

- Mayor Avis & Councillor Perry
- with per diem and travel expenses.

	Yea	Nay	Disclosure of Interest
R. Avis			
J. Albanese			
W. Brunetta			
J. Caul			
D. Kitowski			
K. Perry			
G. Paul Ryan			

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
 _____ MAYOR or DEPUTY MAYOR	

**TO:** Mayor Avis & Members of Council  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** November 2, 2016  
**SUBJECT:** Councillor Ken Perry – AMO “What’s Next Ontario” Session Travel & Per Diem Claims

---

### **BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 and Schedule “B” Travel Expenses of \$51.00 to attend the AMO “What’s Next Ontario” session held in Dryden, Ontario on October 19, 2016 as submitted by Councillor Ken Perry.

#### Session Expenses

1. Meals	\$ 51.00
2. Per Diem (1 day)	<u>150.00</u>
Total Per Diem & Travel Claims	<u>\$201.00</u>

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’. Council Resolution 612, dated October 11, 2016 authorized Councillor Perry’s attendance with per diem and travel expenses to be reimbursed.

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

1.	Attendee	Ken Perry						
2.	Conference/Seminar Attended	AMO - What's Next Ontario						
	Location (Facility and City)	Dryden, ON						
	Dates	Wed, October 19/16						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				<del>16.00</del>				
	Lunch				16.00				16.00
	Dinner				35.00				35.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed	KM x \$0.45 =			

6.	Approved		Total Expenses	51.00
			Advance Received	
			Balance Claimed	
			Balance Refunded	

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

Oct 21/16

\_\_\_\_\_

Date

Ken Perry

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Ken Perry		
Conference / Seminar Attended	AMO Ontario Going Forward		
Location	Dryden	Town Council Chambers	
Dates	Oct 19/2016		

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Oct 19					
Amount			150 <sup>00</sup>					150 <sup>00</sup>

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

To be submitted to Payroll for processing when approved by Council



TOWN OF FORT FRANCES  
COUNCIL

Session No. 049

Resolution No. 612

Moved by *W. Brunetta*

Dated October 11, 2016


Seconded by *JP*

THAT the following Members of Council be authorized to attend the 'What's Next Ontario' session hosted by Association of Municipalities of Ontario scheduled for Wednesday October 19, 2016 in Dryden, ON:

- Mayor Avis & Councillor Perry

with per diem and travel expenses.

	Yea	Nay	Disclosure of Interest
R. Avis			
J. Albanese			
W. Brunetta			
J. Caul			
D. Kitowski			
K. Perry			
G. Paul Ryan			

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
 _____ MAYOR or DEPUTY MAYOR	



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2016/106**

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 19, 2016  
**SUBJECT:** D. Brown, CAO – Purchase Card Expense

---

**BACKGROUND**

Attached are copies of almanac purchase in the amount of \$6.69 and Schedule “D” Entertainment Expense Purchase Card expenses for Doug Brown, CAO in the amount of \$147.10 for CUPE Negotiations held on September 13 & 14, 2016 for Council approval.

DOUG BROWN  
47

24

CREDITS  
\$0.00

PURCHASES  
\$153.79

CASH ADV  
\$0.00

TOTAL ACTIVITY  
\$153.79

Post Date	Tran Date	Reference Number	Transaction Description	Amount
09-14	09-13	74703416258000053780708	SUBWAY # 26269 FORT FRANCES ON	34.30
09-15	09-13	74064496258820130090598	DOMINOS FORT FRANCES ON	69.34
09-15	09-14	74703416259000610883820	SUBWAY # 26269 FORT FRANCES ON	29.21
09-16	09-14	74703416259000892985509	TIM HORTONS 2479 QTH FORT FRANCES ON	14.25
09-30	09-29	24492156273894775575898	YANKEE ALMANAC 8777178924 NH (FOREIGN CURRENCY) 4.95 USD 09/30 (RATE) 1.3515	6.69

→ G 120-1500-1532 - 147.10

G 313-1315-1471 - 6.69

153.79

Doug Brown

Oct 12/16



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

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

Agenda Must be Attached to Process Payment of Advance  
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

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

Name	<i>Doug Brown, CAO</i>		Date	<i>Sept. 13/16</i>
Names, Position, and Organization of Individuals Being Entertained				
1.	<i>D. Brown</i>	<i>Lunch + Dinner</i>	<i>CUPE Committee -</i>	
2.	<i>A. Petrin</i>	<i>Lunch + Dinner</i>	<i>Dinner</i>	
3.	<i>J. Kabel</i>	<i>Lunch + Dinner</i>	<i>R. McGee</i> <i>P. Lafreniere</i>	
4.	<i>L. Lindberg</i>	<i>Lunch + Dinner</i>	<i>W. Keilar</i> <i>M. Ogden</i>	
Purpose of Entertainment		<i>CUPE Negotiations</i>		
Amount Claimed		P. <i>Doug Br</i>		
<i>\$103.64</i>				
Treasurer Signature		Date		
<i>L. Lindberg</i>		<i>Oct. 18/16</i>		

An itemized receipt must be attached to process payment



G120-1500-1532

Day 2

Subway#26269-0 Phone 807-274-4035  
540 kingshighway HST.134686237  
FORT FRANCES, ONTARIO, P9A-211  
Served by: carol 9/13/2016 1:50:03 pm  
Term ID-Trans# 1/A-144583

Customer Receipt  
GST# 134686237

Qty	Size	Item	Price
1	12"	Rst Chicken Sub	\$9.50
1		-CAN - Fresh Value Meal	\$2.50
		- -21oz Fountain Drink 21Fnt	
		- -Chips	
1		Milk BtlDrk	\$2.30
1		Bottled Juice	\$2.30
1	6"	Steak & Chse Sub	\$5.00
1		-CAN - Fresh Value Meal	\$2.50
		- -21oz Fountain Drink 21Fnt	
		- -2 Cookies	
1	6"	B.M.T. Sub	\$5.25
Sub Total			
HST (13%)			\$30.35
Total (Eat In)			\$3.95
Credit Card			\$34.30
Change			\$34.30
Call us with your Comments			\$0.00
Phone (800)888-4848			

MID: 81000004002/  
TID: 701  
Approval No: 043957  
Reference No: 625718486119  
Card Issuer: Visa  
Account No: \*\*\*\*\*4124  
Acquired: Contact\_EMV  
Amount: \$34.30  
Application: VISA CREDIT  
AID: A0000000031010  
TVR: 0030008000  
TSI: E800  
Date/Time: 9/13/2016 1:49:58 PM

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder.

CUSTOMER COPY

Host Order ID: 686-316-462124

How'd we do Get a Free Cookie! Take 1 min.  
Survey at [www.TellSubway.com](http://www.TellSubway.com)

Delivery  
NOT PAID  
Domino's Pizza LLC  
10434  
(807) 274-1960

9/13/2016 Save 5:47 PM  
Server 1111  
Order 31

Domino's Pizza #10434  
807-274-1960

JASON  
140 FOURTH ST W  
ITEMIZED RECEIPT  
(807)274-9555

1 14" Hand Tossed Delu	\$22.29
(Deluxe)	
1 14" Hand Tossed Phil	\$18.29
(Philly Steak)	
1 14" Hand Tossed Pizz	\$20.49
Extra Cheese New	
Ham	
Pineapple	
1 Side Of Debit at Doo	\$0.00
1 2 Litres Coke	\$3.79
1 Large 4 Topping Pizz	\$4.50
(_4201)	
1 Delivery Charge	\$3.00
Sub Total	\$61.36
H.S.T.	\$7.98
Total	\$69.34

Balance Due \$69.34

283 Scott St - Fort Frances P9A 1G8  
HST# 88576 1148 RT0001

G120-1500-1532

CUPE Negotiations Lunch  
& Dinner

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

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

Agenda Must be Attached to Process Payment of Advance  
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

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

Name	Date
<i>Doug Brown, CAO</i>	<i>Sept. 14/16</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>D. Brown</i>	
2. <i>A. Petrin</i>	
3. <i>J. Kabel</i>	
4. <i>L. Lindberg</i>	
Purpose of Entertainment <i>CUPE Negotiations</i>	
Amount Claimed	*
<i>\$43.46</i>	<i>Doug M</i>
Treasurer Signature	Date
<i>L. G. Lindberg</i>	<i>Oct. 18/16</i>

An itemized receipt must be attached to process payment

G 120-1500-1532

Subway#26269-0 Phone 807-274-4035  
540 kingshighway HST 134686237  
FORT FRANCES, ONTARIO, P9A-2T1  
Served by: Karlee 9/14/2016 1:01:21 pm  
Term ID-Trans# 1/A-144795

Customer Receipt  
GST# 134686237

Qty	Size	Item	Price
1	6"	Rst Chicken Sub	\$6.00
1		-CAN - Fresh Value Meal	\$2.50
		- -21oz Fountain Drink 21Fnt	
		- -Chips	
1	6"	Subway Club Sub	\$6.00
1		-CAN - Fresh Value Meal	\$2.80
		- -Bottled Water	
		- -Chips	
1	6"	Chicken Bcn Ranch Sub	\$6.25
1		Bottled Carbonated Drink	\$2.30

Sub Total \$25.85  
HST (13%) \$3.36  
Total (Eat In) \$29.21  
Credit Card \$29.21  
Change \$0.00

Call us with your Comments  
Phone (800)888-4848

MID: 810000040027

TID: 701

Approval No: 081547

Reference No: 625818179567

Card Issuer: Visa

Account No: \*\*\*\*\*4124

Acquired: Contact\_EMV

Amount: \$29.21

Application: VISA CREDIT

AID: A0000000031010

TVR: 0080008000

TSI: E800

Date/Time: 9/14/2016 1:01:15 PM

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuer's agreement with cardholder.

CUSTOMER COPY

Host Order ID: 684-291-675776

How'd we do Get a Free Cookie! Take 1 min.  
Survey at [www.TellSubway.com](http://www.TellSubway.com)

G 120-1500-1532

Tim Hortons

Restaurant #2479

525 Highway 11

Fort Frances, ON P9A 2T4

1	Soup/Bagel Combo	\$5.40
1	Regular Chicken Noodle	
1	Bgl-SunTom /Soup	\$0.50
1	Toasted	
1	Medium Specialty Tea	
1	Green Tea	
1	Plain CrnChs	\$0.80
1	Regular Chili	\$4.29
1	Whole Wheat Bun /Chili	
1	MD Original Blend	\$1.62
2	Cream	
1	Sugar	
Subtotal:		\$12.61
HST:		\$0.63 HST 1: \$1.01
HST Total:		\$1.64
GrandTotal:		\$14.25
Visa:		\$14.25
Change Due:		\$0.00

Eat In

# 439

200 Cashier

Thanks for stopping by!

Tell us how we did at

[www.telltimhortons.com](http://www.telltimhortons.com) 1-888-601-1616

Wed Sep 14, 2016 18:38:51

Receipt #: 4006104

GST/HST #887152007

VISA	*****4124
Card Entry:CHIP	Sequence:000041
Trans Type:Purchase	\$14.25
Term #:	204
Ref #:	00000041
Application Label:	VISA CREDIT
AID #:	A0000000031010
TVR #:	0080008000
TSI #:	F800
Auth #:081056	APPROVED

By entering a verified PIN, cardholder agrees to pay issuer such total in accordance with issuers agreement with CardHolder.

Guest Copy

REPRINT RECEIPT

CUPE Negotiations Committee  
Lunch and Dinner



The Old Farmer's Almanac.com General Store  
c/o Kable  
PO Box 450  
Mount Morris, IL 61054-0450  
United States  
877-717-8924

**Purchasing Information:**

**E-mail Address:** dbrown@fort-frances.com

**Billing Address:**

TOWN OF FORT FRANCES  
DOUG BROWN  
320 PORTAGE AVENUE  
FORT FRANCES, ON P9A3P9  
CANADA

**Billing Phone:**

8072759755

**Order Grand Total: \$4.95**

**Payment Method:** Credit card

**Order Summary:**

**Order #:** 134999  
**Order Date:** 2016-09-29 08:25  
**Products Subtotal:** \$4.95

**Total for this Order: \$4.95**

**Products on order:**

**1 x The 2017 Old Farmer's Almanac - Online Edition - \$4.95**

SKU: DIGITAL-CAN-17

- Select a Country Edition: Canadian

Print invoice

Close window

G 313 - 1315 - 1471

Day 2

6.69 CDM

**TOWN OF FORT FRANCES  
SCHEDULE OF FEES**

			2016		x 1.5%	Proposed 2017		x 1.5%
			Resident	Non-Resident		Resident	Non-Resident	
<b>1.1 Licenses - Annual Fees (unless otherwise noted)</b>								
<b>1.1.1</b> Public Halls								
	1.1.1.1	Public Halls - Limited	38.35					
	1.1.1.2	Public Halls - Transfer of License - One Time Fee	19.25					
<b>1.1.2</b>	Taxi Driver		31.15			These numbers previously submitted by By-law Enforcement Officers.		
<b>1.1.3</b>	Taxi/Chauffeur Operator's I.D. Card (New or Replacement)		14.15					
<b>1.1.4</b>	Taxi Owner's License							
	1.1.4.1	For Each Off-Street Taxi-Cab	143.40					
	1.1.4.2	For Each Transfer of License - One Time	60.80					
<b>1.1.5</b>	Taxi Owner Business Licence		44.35					
<b>1.1.6</b>	Limousine Owner's License							
	1.1.6.1	For Each Vehicle	121.60					
<b>1.1.8</b>	Business Licenses							
	1.1.8.1	Adult Live Entertainment Parlours	436.30			442.85		
	1.1.8.2	Auctioneer	44.35	157.30		45.00	159.65	
	1.1.8.3	Billiard Hall or Pool Tables (each Table)	44.35			45.00		
	1.1.8.4	Bowling Alley (each Lane)	44.35			45.00		
	1.1.8.5	Community Events	187.20			190.00		
	1.1.8.6	Eating Establishments						
	1.1.8.6.1	Restaurants	44.35			45.00		
	1.1.8.6.2	Food Shops	44.35			45.00		
	1.1.8.6.3	Groceries	44.35			45.00		
	1.1.8.6.4	Bakery	44.35			45.00		
	1.1.8.6.5	Meat Vendor	44.35			45.00		
	1.1.8.6.6	Deli	44.35			45.00		
	1.1.8.7	Hairstyling Shops	44.35			45.00		
	1.1.8.8	Local Retailers (Retail Sales)	44.35			45.00		
	1.1.8.9	Hawker & Peddler						
	1.1.8.9.1	Hawker & Peddler Class 1 (day sales)	163.25			165.70		
	1.1.8.9.2	Hawker & Peddler Class 1 - Each Additional Day	74.40			75.50		
	1.1.8.9.3	Hawker & Peddler Class 2 (seasonal sales)	44.35	157.30		45.00	159.65	
	1.1.8.9.4	Hawker & Peddler Class 3 (door to door sales)	56.35	157.30		57.20	159.65	
	1.1.8.9.5	Hawker & Peddler Class 4 (door to door sales person)	56.35	157.30		57.20	159.65	
	1.1.8.9.6	Hawker & Peddler Class 5 (antique/collectible)	44.35	157.30		45.00	159.65	
	1.1.8.9.7	Hawker & Peddler Class 6 (craft shows)	44.35	157.30		45.00	159.65	
	1.1.8.9.8	Hawker & Peddler Class 7 (trade shows)	163.25			165.70		
	1.1.8.9.9	Hawker & Peddler Class 7 - Each Additional Day	74.40			75.50		

		<b>2016</b>		<b>Proposed 2017</b>	
		<b>Resident</b>	<b>Non-Resident</b>	<b>Resident</b>	<b>Non-Resident</b>
1.1.8.9.10	Hawker & Peddler Class 8 (flea markets)	44.35	157.30	45.00	159.65
1.1.8.9.11	Hawker & Peddler Class 9 (general not including above)	44.35	157.30	45.00	159.65
1.1.8.10	Motor Vehicle Towing	44.35	157.30	45.00	159.65
1.1.8.11	Photographer	44.35	157.30	45.00	159.65
1.1.8.12	Places of Amusement	44.35		45.00	
1.1.8.13	Plumbing Contractors & Plumbers	44.35	437.00	45.00	443.55
1.1.8.14	Public Garage (automotive rental, sales, & service)				
1.1.8.14.1	Motor Vehicle Service Station	44.35		45.00	
1.1.8.14.2	Public Garage (see classes 1 - 7)	44.35		45.00	
1.1.8.15	Refreshment Vehicles	56.35	157.30	57.20	159.65
1.1.8.16	Mobile Food Vending	187.20		190.00	
1.1.8.17	Second Hand Dealers or Salvage Yard Operators	44.35	157.30	45.00	159.65
1.1.8.18	Tattoo Parlour, Body Piercing, Electrolysis	44.35	157.30	45.00	159.65
1.1.8.19	Laundries and Laundromats	44.35		45.00	
1.1.8.20	Newspapers and Magazines	163.25		165.70	
1.1.8.21	Old Gold and Silver Dealers	44.35		45.00	
1.1.8.22	Trades and Occupations	44.35	437.00	45.00	443.55
1.1.8.23	Salvage Yard or Second Hand Shop or Store Premises	44.35		45.00	
1.1.8.24	Pawnbroker	44.35		45.00	
1.1.8.25	Wholesale Fruit, Vegetables, etc.				
1.1.8.25.1	Ontario Residents	44.35	175.20	45.00	177.85
1.1.8.26	Professions	44.35	157.30	45.00	159.65
1.1.8.27	Transient Traders		622.20		631.55
1.1.8.28	Transportation including bussing but excluding taxis	44.35	157.30	45.00	159.65
1.1.8.29	Hotel/Motel	44.35		45.00	
1.1.8.30	Business Licence Transfer Fee	25.30		25.70	

## 1.2 Lottery Licenses - For Each License Issued

<b>1.2.1</b>	Raffle Prize Value to \$50,000	3% of Prize Value	3% of Prize Value
<b>1.2.2</b>	Bingo Prize Value to \$5,500	3% of Prize Value	3% of Prize Value
<b>1.2.3</b>	Break Open Ticket	3% of Prize Value	3% of Prize Value
<b>1.2.4</b>	Bazaars - per license	5.00	5.00
1.2.4.1	Bazaar - up to 3 wheels of fortune	10.00 per wheel	10.00 per wheel
1.2.4.2	Bazaar Bingo Prize Value to \$500	% of Prize Value	3% of Prize Value
1.2.4.3	Bazaar Raffle Prize Value to \$500	% of Prize Value	3 % of Prize Value

## 1.3 Other Charges

<b>1.3.1</b>	Tax Certificate - Each One	60.85	61.75
<b>1.3.2</b>	Duplicated Receipts - Each One	6.35	6.45
<b>1.3.3</b>	History of Account Transactions	Actual Costs	Actual Costs

2016		Proposed 2017	
Resident	Non-Resident	Resident	Non-Resident
31.40		31.90	
0.55		0.56	
1.00		1.05	
5.75		5.85	
2.35		2.40	
1.00		1.05	
11.60	17.55	11.75	14.70 Correct Non-Resident @1.25
5.75	8.70	5.85	7.30 Correct Non-Resident @1.26
.075/item		.08/item	
32.00		32.00	42.00 **Frozen for remainder of term of Council
32.00		32.00	42.00 **Frozen for remainder of term of Council
140.00	140.00	140.00	140.00 **Frozen for remainder of term of Council
327.35	409.20	332.25	415.35
381.80	477.25	387.55	484.40
381.80	477.25	387.55	484.40
534.60	534.60	542.60	542.60
52.90	66.15	53.70	67.15
marriage services above less \$50.00		Same fee as marriage services above less \$50.00	
on basis as per Town Travel Policy			
610.00		619.15	
Actual Costs less Deposit		Actual Costs less Deposit	
1.00/sq. ft. or as directed by council otherwise		1.00/sq. ft. or as directed by council otherwise	
32.30		32.75	
55.00		55.80	
243.65		247.30	
243.65		247.30	
121.80		123.60	
185.35		188.15	
121.80		123.60	
121.80		123.60	
121.80		123.60	

		<b>2016</b>		<b>Proposed 2017</b>	
		<b>Resident</b>	<b>Non-Resident</b>	<b>Resident</b>	<b>Non-Resident</b>
<b>1.4.8</b>	Registration of Cancellation Certificate	121.80		123.60	
<b>1.4.9</b>	Processing of Extension Agreement	243.65		247.30	
<b>1.4.10</b>	Processing Final Notice	185.35		188.15	
<b>1.4.11</b>	Processing Treasurer's Statutory Declaration re: Final Notice	121.80		123.60	
<b>1.4.12</b>	Sale process	243.65		247.30	
<b>1.4.13</b>	Legal Fees as they apply to any process	actual		actual	
<b>1.4.14</b>	Mailing Costs as they apply to any process	actual		actual	



November 3rd, 2016

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: 2017 Emergency Services User Fees & Charges**

Please find attached spreadsheet No. 1 outlining the proposed 2017 user fees and charges for the Emergency Services. The 2016 rates were increased by 1.5% across the board with a few exceptions.

The exceptions are as follows and are shown highlighted in “green” on the spreadsheet;


1. Emergency Response to Motor Vehicle Accidents (MVA) on Provincial Highways – fees are mandated MTO - \$ 450 in 2017 VS \$ 410 in 2016 per apparatus per first hour and \$ 225 in 2017 VS \$ 205 in 2016 for each ½ hour of response.

The forecasted increase in revenue is estimated at \$ 275.65.

The Administration & Finance Executive Committee recommends the following:

- 1) That Council endorses the 2017 proposed user fees and charges for Emergency Services in principle with an increase of 1.5 % with a few exceptions as outlined on the attached spreadsheet and that a by-law be prepared prior to January 1<sup>st</sup>, 2017.

Respectfully submitted,



Doug Brown, P. Eng.  
CAO

**Council approval of this report will ensure the following:**

- 1) That Council endorses the 2017 proposed user fees and charges for Emergency services in principle with an increase of 1.5% with a few exceptions as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1<sup>st</sup>, 2017.

2017OctoberFiredeptDept.2017userfees&charges

TOWN OF FORT FRANCES  
Spreadsheet No. 1 - SCHEDULE OF FEES for Emergency Services as of October 31, 2016

Includes 1.5 %  
increase on  
applicable  
charges

Proposed 2017

2017  
Additonal Revenue  
from increase in rates

Notes

3.17 Emergency Services - January 1, 2017 (Plus Applicable Taxes)

Units  
per year

2016

3.17.1	Administration	0	69.50		70.55		\$0.00	
3.17.1.1	Copy of Fire Reports	4	69.50		70.55		\$4.20	
3.17.1.2	Letter of Compliance or Approval for Properties	2	69.50		70.55		\$2.10	
3.17.1.3	File Search, Written Report and Records on Properties						\$0.00	
3.17.1.4	Written Response to written request relating to outstanding orders under the Ontario Fire Code or any Act, Regulation or By-Law with which the Fire Service has Authority or Jurisdiction	0	69.50		70.55		\$0.00	
							\$0.00	
							\$0.00	
3.17.2	Property Inspection Request - by Owner or Business Operator						\$0.00	
3.17.2.1	Private Home Day Care Facilities (5 or less)	0	69.50		70.55		\$0.00	
3.17.2.2	Licensed Day Care Centres (more than 5)	2	90.60		91.95		\$2.70	
3.17.2.3	Special Care and Group Homes (3 or less)	0	69.50		70.55		\$0.00	
3.17.2.4	Special Care and Group Homes (more than 3)	0	90.60		91.95		\$0.00	
3.17.2.5	Inspections required by/for LCBO Licensing	0	124.25		126.10		\$0.00	
3.17.2.6	Lodging House	0	69.50		70.55		\$0.00	
3.17.2.7	Occupancy Load Calculation and Posting	0	90.60		91.95		\$0.00	
3.17.2.8	Private Nursing Homes	0	124.25		126.10		\$0.00	
3.17.2.9	Fire Inspections of Educational Institutions	0	N/C		N/C			
3.17.2.9.1	Base Inspection	0	124.25		126.10		\$0.00	
3.17.2.9.2	Each Classroom Additional	0	5.20		5.30		\$0.00	
3.17.2.9.3	Portable Classrooms	0	69.50		70.55		\$0.00	
3.17.2.10	Assembly Occupancies <60 persons	0	69.50		70.55		\$0.00	
3.17.2.11	Assembly Occupancies >61 persons	0	69.50		70.55		\$0.00	
3.17.2.12	Industrial/Commercial Single Tenant or Occupancy	0	124.25		126.10		\$0.00	
3.17.2.13	Residential/Commercial - Multi Occupancy Complex	0	124.25		126.10		\$0.00	
3.17.2.14	Residential/Apartment or Condominium Building	0	124.25		126.10		\$0.00	
3.17.2.15	Office/Commercial Retrofit Inspections	0	124.25		126.10		\$0.00	
3.17.2.16	Additional Inspection for incomplection or initial follow-up	0	124.25		126.10		\$0.00	
3.17.2.17	Inspection - All Properties	0	69.50		70.55		\$0.00	
							\$0.00	
							\$0.00	
3.17.3	Special Occasions Inspections							
3.17.3.1	Mandated Fire Code inspection (tents/marquee)	1	69.50		70.55		\$1.05	
3.17.3.2	Mandated Fire Code inspection (fireworks permits)	0	124.25		126.10		\$0.00	
3.17.3.3	Public Vendors - Commercial Establishments	0	69.50		70.55		\$0.00	
3.17.3.4	Public Vendors - Vendors from Outside Municipality	0	241.15		244.80		\$0.00	
3.17.3.5	Public Vendors - Service Clubs	0	N/C		N/C			
3.17.3.6	Misc. inspections not otherwise specified - per hour	0	69.50		70.55		\$0.00	
		0					\$0.00	
		0					\$0.00	
3.17.4	Other Service Fees/Charges							
3.17.4.1	Burning Permits - Residential 7 day	10	12.95		13.15		\$2.00	
3.17.4.2	Burning Permits - Commercial/Industrial - each burn	2	119.90		121.70		\$3.60	
3.17.4.3	Open Air Burning Violations		As per Burning By-Law		As per Burning By-Law			
3.17.4.4	Extinguishing Fire were no permit obtained; out of control	0	410.00 for apparatus per hour plus wages plus 15% resident administration fee		450.00 for apparatus per hour plus wages plus 15% resident administration fee			Fees as Mandated from the MTO
3.17.4.5.1	Standby requests other than emergency response (per vehicle) For fire protection during shows, exhibitions, etc.)	0	410.00 for 1st hour then \$205.00 for every 1/2 hour thereafter		450.00 for 1st hour then \$225.00 for every 1/2 hour thereafter			Fees as Mandated from the MTO
3.17.4.5.2	Standby requests other than emergency response (per vehicle)	0	410.00	per hour	450.00	per hour	\$0.00	MTO Mandated
3.17.4.6	Training Services - per hour	0	69.50	plus costs	70.55	plus costs	\$0.00	
3.17.4.7	Air Bottle Refills - other Fire Services	150	13.15	per bottle	13.35	per bottle	\$30.00	
3.17.4.8	Air Bottle Refills - Scuba, Private, Provincial, Industry	100	18.40	per bottle	18.70	per bottle	\$30.00	from Mine site
3.17.4.9	Fire Service Training Outside Municipal Boundaries	0	69.50	per hour plus costs	70.55	per hour plus costs	\$0.00	
3.17.4.10	Fire Service Fire Prevention Programs Outside Municipal Boundaries	0	69.50	per hour plus costs	70.55	per hour plus costs	\$0.00	
3.17.4.11	Fire Service Administration Outside Municipal Boundaries	0	69.50	per hour plus costs	70.55	per hour plus costs	\$0.00	
3.17.4.12	Fire Protection Outside Municipal Boundaries	0		As per Contract		As per Contract		
3.17.4.13	Controlled Burns e.g. grass	0		Full cost recovery plus 15% resident administration fee		Full cost recovery plus 15% resident administration fee		
3.17.4.14	Boarding Up/Barricading Premises after Fire, costs per person, plus cost of public works (if used), plus cost of materials used plus 15% resident administration fee (if owner fails to comply within 24 hours the Fire Chief may authorize with all applicable costs.)	0		Full cost recovery plus 15% resident administration fee		Full cost recovery plus 15% resident administration fee		
							\$0.00	
							\$0.00	
3.17.5	Emergency Services Response Calls							
3.17.5.1	Fire Response to Structural Fires		N/C		N/C			
3.17.5.2	Emergency response to MVA on MTO Highways as per Province of Ontario rates plus any additional clean-up costs (Recovery through MTO)	5	410.00 per apparatus for first hour; 205.00 per apparatus for every 1/2 hr thereafter or part thereof; as per MTO Rates		450.00 per apparatus for first hour; 225.00 per apparatus for every 1/2 hr thereafter or part thereof; as per MTO Rates		\$200.00	Fees as Mandated from the MTO
3.17.5.3	Auto Extrication Services within the Rainy River District	0	410.00	per hour	450.00	per hour	\$0.00	MTO Mandated
3.17.5.4	Motorized Vehicle Fires		N/C		N/C			
3.17.5.5	False Alarms (1st & 2nd in a three month period)		N/C		N/C			
3.17.5.6	Third False Alarm (after 3-call outs in a calendar year)	0	410.00 per apparatus per hour		450.00 per apparatus per hour			MTO Mandated
3.17.5.7	For each Proceeding False Alarm (Within the Calendar Yr)	0	410.00 per apparatus per hour		450.00 per apparatus per hour			MTO Mandated
Total							\$275.65	

**TO: Administration & Finance Executive Committee**  
**FROM: Laurie Lindberg, Treasurer**  
**DATE: November 3, 2016**  
**SUBJECT: When Eagles Fly Program Financial Request**

---

### **BACKGROUND**

At the September 26, 2016 Council Meeting, the financial request received from When Eagles Fly Program Founder/Coordinator Sandra Allan was referred to the Administration & Finance Executive Committee for recommendation with input from the Police Services Board (PSB). At their October 4, 2016 meeting the Administration & Finance Executive Committee tabled this matter until the PSB has time to provide input.

As indicated in the attached S. Allan letter, When Eagles Fly is a new program for youth in Fort Frances and area. This program was developed for youth to discover themselves and has three separate components being When Eagles Fly Neighborhood Patrol Watch, When Eagles Fly Green Light Program and When Eagles Fly Youth Empowerment Interactive Presentations. Their financial request is consideration of a donation for startup program costs for walkie-talkies, safety vests and patches, green lights and flashlights & batteries.

Following the October 4<sup>th</sup> meeting, I contacted the When Eagles Fly Founder/Coordinator, S. Allan requesting that a budget be forwarded for this program. I received the attached Budget List of Start Up Items Needed. Sandra Allan called on October 26<sup>th</sup> to advise that the Lion's Service Club donated \$100.00 towards vests and walkie-talkies. Sandra indicated that the most needed item at the present time are the patches.

At the Police Services board meeting held on November 3/16, the letter from Sandra Allan was reviewed. The recommendation from the PSB was to receive the report with no further action at this time as per email attached to this report.

WHEN EAGLES FLY



YOUTH EMPOWERMENT AND SAFETY

October 11/2016

Dear Town of Fort Frances Chief and Council,

Our program is in need of the following budgeted items to help get us started in our town.

If you would like to contact us, I can be reached at (807)861-0629

Thankyou so much for consideration of donations towards helping the youth in our community.

Sincerely,

Sandra Lori Allan

When Eagles Fly- Founder/Coordinator

# WHEN EAGLES FLY



## YOUTH EMPOWERMENT AND SAFETY

### BUDGET LIST OF START UP ITEMS NEEDED

Laptop Computer \$400

Printer \$80

Patches \$350

Youth Vests \$120

Long Range Walkie Talkies \$130

Flashlights/Batteries \$80

Office Supplies-Paper/Pens \$80

Total=\$1,160

## Laurie Lindberg

---

**From:** Loreen Holt <laholty@shaw.ca>  
**Sent:** November-03-16 2:54 PM  
**To:** Laurie Lindberg  
**Cc:** Rick Wiedenhoeft  
**Subject:** When Eagles Fly

Good Afternoon - At the Regular meeting of the Police Services Board held today November 3, 2016, the Board discussed the Letter from Sandra Allan re: When Eagles Fly. At this time the Board will receive the report with no further action at this time.

Loreen Holt



November 02, 2016

Dear Mayor/Municipal Clerk,

I take this opportunity to follow-up on the September 8, 2016 letter sent to all OPP-policed municipalities regarding the reconciliation of the municipal policing costs related to the collective agreement negotiations between the Ontario Provincial Police Association (OPPA) and the Province of Ontario (Employer). As you may be aware, both parties proceeded to mediation and ultimately to arbitration; the Arbitrator issued a decision on October 3, 2016, in accordance with the *Ontario Provincial Police Collective Bargaining Act*. The Arbitrator's award is final and binding to both the OPPA and the Employer. The new Civilian and Uniform Collective Agreements will expire on December 31, 2018.

The Arbitrator awarded a salary increase to all classifications in the OPPA Uniform and Civilian Collective Agreements, as follows:

- January 1, 2015 – 2.00 percent
- December 1, 2015 – 0.65 percent
- January 1, 2016 – 1.50 percent
- July 1, 2016 – 0.45 percent
- January 1, 2017 – 1.50 percent
- July 1, 2017 – 0.40 percent
- January 1, 2018 – 1.75 percent

As previously communicated, the OPP has been incorporating estimated salary rates in the municipal policing Annual Billing Statements for 2015 through 2017 as 1.5 percent, 2.64 percent and 2.54 percent, respectively.

As a result, the OPP estimated salary rate increases in your billing statements align very closely to the arbitration award rates and will have a minimal impact on your municipal policing costs. For 2015-2017, the annual compound salary rate percentage in our estimates only differed by 0.37 percent.



	<b>Arbitration Award</b>	<b>Annual Billing Statement Estimates</b>	<b>Variance</b>
Jan-15	2.00%	1.5%	
Dec-15	0.65%		
2015 Compound Impact*	2.06%	1.5%	0.56%
Jan-16	1.5%	2.64%	
Jul-16	0.45%		
2016 Compound Impact*	4.44%	4.18%	0.26%
Jan-17	1.5%	2.54%	
Jul-17	0.40%		
2017 Compound Impact*	6.46%	6.83%	-0.37%

\*The yearly rate and the intra-year compound rates of previous periods prorated according to the specified periods.

The OPP will include both the 2015 and 2016 reconciliation adjustments in the 2018 Annual Billing Statement, providing municipalities with the opportunity to include these adjustments in their 2018 budget planning. The reconciliation adjustments for 2017 will be included in the 2019 Annual Billing Statements.

The cost of OPP services compares very favourably to those of other municipal police services in the province and will continue to do so in 2016 and beyond. I would like to thank municipal partners for their commitment and collaboration in reaching our common goal to maintain public safety in Ontario.

Yours truly,



M.M. (Marc) Bedard  
Superintendent  
Commander,  
Municipal Policing Bureau

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

	Actuals to Date	2016 Draft Budget	Variance
<b>CORPORATE</b>			
050 Municipal Tax Levy	(10,617,884.88)	(10,617,884.00)	0.88
051 Education Tax Levy	(1,731,686.52)	(1,731,821.00)	(134.48)
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	288,338.79	254,755.00	(33,583.79)
057 W/O Education	45,326.96	24,980.00	(20,346.96)
061 OMPF	(2,934,100.00)	(2,934,100.00)	-
062 Payments-in-Lieu	(754,329.36)	(782,001.00)	(27,671.64)
070 Sale of Land	(467,805.95)		467,805.95
070 Contribution from Reserve Funds (Tax Rate Stab.)		(242,250.00)	(242,250.00)
110 Mayor & Council	230,458.00	717,598.00	487,140.00
112 Contribution to Reserves & Reserve Funds		1,375,000.00	1,375,000.00
113 Long Term Debt	403,622.14	640,120.00	236,497.86
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	1,526,695.63	1,878,859.00	352,163.37
163 Rainycrest	50,523.20	60,628.00	10,104.80
164 Northwestern Health Unit	338,078.95	368,814.00	30,735.05
820 Economic Development	94,332.09	166,435.00	72,102.91
821 Travel Information Centre	13,580.44	10,770.00	(2,810.44)
830 Solar Panel Project	(18,272.38)	(25,270.00)	(6,997.62)
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
<b>Total Corporate</b>	<b>(12,230,704.15)</b>	<b>(9,051,026.00)</b>	<b>3,179,678.15</b>
<b>ADMINISTRATION AND FINANCE</b>			
070 Other Unassigned Revenue	(310,514.97)	(321,500.00)	(10,985.03)
120 Administration	262,047.46	297,065.00	35,017.54
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	148,092.58	95,000.00	(53,092.58)
130 Clerk	148,023.52	172,189.00	24,165.48
140 Treasury	279,921.63	387,734.00	107,812.37
910 PUC Administration	61,499.06	95,170.00	33,670.94
<b>Total Administration and Finance</b>	<b>624,380.57</b>	<b>761,271.00</b>	<b>136,890.43</b>
<b>EMERGENCY SERVICES</b>			
211 Emergency Services	685,591.02	915,913.00	230,321.98
227 Emergency Measures	8,064.26	19,849.00	11,784.74
228 911 Service	19,691.48	13,800.00	(5,891.48)
231 Police Revenue	(21,855.55)	(24,000.00)	(2,144.45)
232 Police Services Board	9,945.54	21,350.00	11,404.46
233 Police Administration	1,943,213.08	2,332,588.00	389,374.92

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

	Actuals to Date	2016 Draft Budget	Variance
<b>Total Emergency Services</b>	<b>2,644,649.83</b>	<b>3,279,500.00</b>	<b>634,850.17</b>
<b>COMMUNITY SERVICES</b>			
622 Sister Kennedy Centre	24,481.66	34,600.00	10,118.34
641 Fort Frances Children's Complex	39,284.20	6,045.00	(33,239.20)
643 Best Start Hub/Resource Centre	(12,465.48)	668.00	13,133.48
644 Day Care Resource Teacher	1,919.44	833.00	(1,086.44)
653 Handi-Transit System	119,214.39	90,302.00	(28,912.39)
713 Townshend Theatre	(10,212.39)	-	10,212.39
722 Recreation Facilities	460,856.51	627,806.00	166,949.49
725 Recreation Programs	56,546.24	111,079.00	54,532.76
732 Community Services	95,508.98	132,683.00	37,174.02
740 Sunny Cove Camp	(2,892.30)	14,327.00	17,219.30
781 Fort Frances Public Library	394,801.20	493,191.00	98,389.80
784 Library School Co-op Fund	(249.98)		249.98
791 Museum	94,864.15	146,810.00	51,945.85
817 Waterfront Development/Marina	26,007.74	47,739.00	21,731.26
<b>Total Community Services</b>	<b>1,287,664.36</b>	<b>1,706,083.00</b>	<b>418,418.64</b>
<b>OPERATIONS AND FACILITIES</b>			
310 PW Administration	(26,469.29)	(102,217.00)	(75,747.71)
311 PW Buildings & Yards	90,283.44	118,672.00	28,388.56
313 Municipal Roads	850,866.16	1,284,156.00	433,289.84
318 Public Parking Lots	11,599.90	15,980.00	4,380.10
320 Sidewalks	64,708.34	107,954.00	43,245.66
330 Private Works Charges	11,317.04	32,668.00	21,350.96
331 Private Crossing Charges	6,078.75	18,367.00	12,288.25
333 PW Vehicles	124,182.02	219,790.00	95,607.98
334 PW Equipment	154,937.43	248,329.00	93,391.57
344 PW Stores	74,971.33	63,236.00	(11,735.33)
345 Traffic Signal Maintenance	9,941.25	7,779.00	(2,162.25)
346 Streetlight Maintenance	43,950.27	53,317.00	9,366.73
350 Garbage Collection	(78,619.58)	(167,172.00)	(88,552.42)
351 Recycling Services	126,221.14	192,448.00	66,226.86
352 Sanitary Landfill	(117,026.62)	(25,276.00)	91,750.62
360 Engineering	26,178.73	27,904.00	1,725.27
390 Airport	(26,375.93)	(29,762.00)	(3,386.07)
391 Airport Building Maintenance	33,366.63	45,295.00	11,928.37
393 Airport Grounds Maintenance	32,441.11	63,670.00	31,228.89
580 Parks & Cemeteries Admin.	155,881.02	196,473.00	40,591.98
582 Fort Frances Cemetery	62,672.98	89,281.00	26,608.02
583 Riverview Cemetery	153,288.75	172,375.00	19,086.25
584 Point Park	12,457.27	29,188.00	16,730.73
585 Parks - Outdoor Facilities	271,146.10	230,684.00	(40,462.10)
586 Lions Millennium Park	7,016.75	12,196.00	5,179.25
<b>Total Operations and Facilities</b>	<b>2,075,014.99</b>	<b>2,905,335.00</b>	<b>830,320.01</b>

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

		Actuals to Date	2016 Draft Budget	Variance
<b>PLANNING AND DEVELOPMENT</b>				
150	Civic Centre	44,484.58	78,394.00	33,909.42
271	By-Law Enforcement	112,228.88	142,572.00	30,343.12
272	Animal Shelter	5,122.66	10,144.00	5,021.34
275	Fight the Blight Campaign	32,413.76		(32,413.76)
813	Building Official	23,773.67	59,104.00	35,330.33
815	Planning & Zoning	91,650.40	108,623.00	16,972.60
	<b>Total Planning and Development</b>	<b>309,673.95</b>	<b>398,837.00</b>	<b>89,163.05</b>
	<b>Sub-Total General Fund (Operating)</b>	<b>(5,289,320.45)</b>	<b>-</b>	<b>5,289,320.45</b>
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	<b>(5,289,320.45)</b>	<b>-</b>	<b>5,289,320.45</b>
	<b>TOTAL BUDGET - Revenue</b>	<b>( 20,937,637.79)</b>	<b>( 21,604,520.00)</b>	<b>( 666,882.21)</b>
	<b>TOTAL BUDGET - Expenditures</b>	<b>15,648,317.34</b>	<b>21,604,520.00</b>	<b>5,956,202.66</b>
		<b>( 5,289,320.45)</b>	<b>0.00</b>	<b>5,289,320.45</b>

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

<b>WATER</b>		<b>Actuals to Date</b>	<b>2016 Budget</b>	<b>Variance</b>
961	Waterworks Administration	(1,103,328.55)	( 669,471.00)	433,857.55
965	Water Treatment Plant	422,864.62	539,114.00	116,249.38
966	Water Storage Facility	105,693.96	130,357.00	24,663.04
		(574,769.97)	0.00	574,769.97
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>(574,769.97)</b>	<b>0.00</b>	<b>574,769.97</b>

<b>SEWER</b>		<b>Actual to Date</b>	<b>2016 Budget</b>	<b>Variance</b>
410	Sanitary Sewer Administration	(836,954.54)	( 748,247.00)	88,707.54
413	Sewage Treatment Plant	602,114.49	748,247.00	146,132.51
		(234,840.05)	0.00	234,840.05
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>(234,840.05)</b>	<b>0.00</b>	<b>234,840.05</b>

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

		Actual to Date	2016 Budget	Variance
<b>Administration</b>				
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
	<b>TOTAL ADMINISTRATION</b>	<b>106,188.97</b>	<b>-</b>	<b>(106,188.97)</b>
<b>Honeywell Project</b>				
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
	<b>TOTAL CIVIC CENTRE</b>	<b>(50.20)</b>	<b>-</b>	<b>50.20</b>
<b>EMERGENCY SERVICES</b>				
C-211-0490-0952	Contribution from Reserve Funds		(40,425.00)	(40,425.00)
C-211-9122-0000	SCBA & Air Cylinders	4,760.67	3,900.00	(860.67)
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	3,190.03	3,000.00	(190.03)
C-232-0490-0952	Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-232-9278-1471	2 - Permanent Speed Signs	4,881.92	10,000.00	5,118.08
	Total Revenue	-	(50,425.00)	(50,425.00)
	Total Expenditures	12,832.62	50,425.00	37,592.38
	<b>TOTAL EMERGENCY SERVICES</b>	<b>12,832.62</b>	<b>-</b>	<b>(12,832.62)</b>
<b>PUBLIC WORKS</b>				
<b><u>Transportation</u></b>				
C-310-0490-0412	Provincial Grant	(500.00)	-	500.00
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	(165,607.00)	(175,606.00)	(9,999.00)
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	3,059.13	8,000.00	4,940.87
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	23,525.02	25,000.00	1,474.98

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

		Actual to Date	2016 Budget	Variance
	<b><u>Roads</u></b>			
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)	680,591.26	753,847.00	73,255.74
C-313-9272-1523	Nelson Street - Storm Sewer	114,159.77	120,031.00	5,871.23
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	335,590.48	541,300.00	205,709.52
C-316-9277-1523	Connecting Link - Colonization Rd E from Scott - 5th St	1,476,521.49	2,062,859.00	586,337.51
C-316-9303-1523	Connecting Link - Mill Rd Overpass Engineering	7,019.81	45,253.00	38,233.19
C-320-9271-1523	Sidewalks - Phair Ave from 3rd St - 6th St	99,910.44	104,036.00	4,125.56
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
	<b><u>Airport</u></b>			
C-390-0490-0952	Contribution from Reserve Funds		(60,000.00)	(60,000.00)
C-390-9302-1523	Groundwater Well & Treatment System	29,969.83	60,000.00	30,030.17
	<b><u>Waste Mangement System</u></b>			-
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
	<b><u>Parks</u></b>			
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	5,449.77	5,000.00	(449.77)
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	4,376.71	-	(4,376.71)
	Total Revenue	(172,342.78)	(4,749,834.00)	(4,577,491.22)
	Total Expenditures	3,347,014.47	4,749,834.00	1,402,819.53
	<b>TOTAL PUBLIC WORKS</b>	<b>3,174,671.69</b>	<b>-</b>	<b>(3,174,671.69)</b>
	<b>FORT FRANCES CHILDREN'S COMPLEX</b>			
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
	<b>TOTAL FFCC</b>	<b>13,064.77</b>	<b>-</b>	<b>(13,064.77)</b>
	<b>SISTER KENNEDY CENTRE</b>			
C-622-0490-0448	Provincial Grant			-

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

		Actual to Date	2016 Budget	Variance
C-622-0490-0952	Contribution from Reserve Funds			-
C-622-9105-0000	Small Capital Purchases	4,300.63		(4,300.63)
C-622-9108-1523	Centre Upgrades (Roof Replacement).			-
C-622-9133-0000	Enabling Accessibility Van			-
	Total Revenue	-	-	-
	Total Expenditures	4,300.63	-	(4,300.63)
	<b>TOTAL SKC</b>	<b>4,300.63</b>	<b>-</b>	<b>(4,300.63)</b>

**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
	<b>TOTAL SKC</b>	<b>-</b>	<b>-</b>	<b>-</b>

**MSC/Recreation**

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	(11,000.00)		11,000.00
C-722-0490-0952	Contribution from Reserve Funds		(96,100.00)	(96,100.00)
C-725-0490-0448	One Time Grant	(1,800.00)		1,800.00
C-725-0490-0952	Contribution from Reserve Funds		(38,300.00)	(38,300.00)
C-740-0490-0448	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	2,506.00	8,000.00	5,494.00
	Total Revenue	(157,800.00)	(366,400.00)	(208,600.00)
	Total Expenditures	122,299.18	366,400.00	244,100.82
	<b>TOTAL MSC</b>	<b>(35,500.82)</b>	<b>-</b>	<b>35,500.82</b>

**LIBRARY**

C-781-0490-0400	Federal Grant (CAPP)			-
C-781-0490-0412	Provincial Grant			-
C-781-0490-0952	Contribution from Reserve Funds		(30,000.00)	(30,000.00)
C-781-0490-0954	Contribution from Revenue Fund	(10,418.93)		10,418.93
C-781-9105-1471	Make Space Equipment	1,135.09	10,000.00	8,864.91
C-781-9109-0000	Computer Equipment	15,687.60	15,000.00	(687.60)
C-781-9132-0000	Office Furniture	1,759.89	-	(1,759.89)



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

		Actual to Date	2016 Budget	Variance
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
	<b>TOTAL LIBRARY</b>	<b>19,213.47</b>	<b>-</b>	<b>(19,213.47)</b>
	<b>MUSEUM</b>			
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	-	-	-
	<b>TOTAL MUSEUM</b>	<b>(21,129.23)</b>	<b>-</b>	<b>21,129.23</b>
	<b>PLANNING &amp; DEVELOPMENT</b>			
C-122-0490-0400	Federal Grant	(155,581.01)	(503,949.00)	(348,367.99)
C-122-0490-0412	Provincial Grant	(11,025.68)	(781,528.00)	(770,502.32)
C-122-0490-0437	Other Sources of Revenue (BIA)	(30,000.00)	(130,000.00)	(100,000.00)
C-122-0490-0952	Contributions from Reserve Fund		(370,000.00)	(370,000.00)
C-122-0490-0954	Contribution from Reveune Fund (In-Kind)		(22,580.00)	(22,580.00)
C-150-0490-0952	Contributions from Reserve Fund		(142,000.00)	(142,000.00)
C-815-0490-0952	Contributions from Reserve Fund		( 2,290.00)	( 2,290.00)
C-122-9124-0000	Phone System Replacement	254,537.97	250,000.00	(4,537.97)
C-122-9286-1523	Rainy Lake Hotel Demolition/Market Square	78,248.03	1,558,057.00	1,479,808.97
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	39,952.20	65,000.00	25,047.80
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	385,949.57	1,952,347.00	1,566,397.43
	<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>189,342.88</b>	<b>-</b>	<b>(189,342.88)</b>
	<b>SANITARY SEWER</b>			
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	2,576.28	12,000.00	9,423.72
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	2,106.44	37,500.00	35,393.56
C-410-9271-1523	Phair Ave from 3rd - 6th Streets (395 meters Sanitary Main)	364,139.77	435,188.00	71,048.23
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	119,934.08	85,863.00	(34,071.08)
	Total Revenue	-	(622,841.00)	(622,841.00)

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

	Actual to Date	2016 Budget	Variance
Total Expenditures	492,946.08	622,841.00	129,894.92
<b>TOTAL SANITARY SEWER</b>	<b>492,946.08</b>	<b>-</b>	<b>(492,946.08)</b>
<b>SEWAGE TREATMENT PLANT</b>			
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	27,113.20	120,000.00	92,886.80
C-413-9108-1471 STP Repairs Materials	3,536.17		(3,536.17)
C-413-9280-1523 Honeywell Improvements - Paring Lot Lights		66,256.00	66,256.00
C-413-9290-1523 Sludge Dewatering Equipment	2,113,362.71	2,583,883.00	470,520.29
Total Revenue	(899,999.00)	(2,770,139.00)	(1,870,140.00)
Total Expenditures	2,144,012.08	2,770,139.00	626,126.92
<b>TOTAL STP</b>	<b>1,244,013.08</b>	<b>-</b>	<b>(1,244,013.08)</b>
<b>WATERWORKS ADMINISTRATION</b>			
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	4,193.76	12,000.00	7,806.24
C-961-9123-1471 GIS Capital Upgrades		4,580.00	4,580.00
C-961-9137-1523 Replacing Main Line Water Valves/Hydrants	110,064.54	100,000.00	(10,064.54)
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	2,106.45	37,500.00	35,393.55
C-961-9271-1523 Phair Ave from 3rd - 6th Streets (395 meters Sanitary Main)	377,794.02	497,124.00	119,329.98
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	526,416.43	646,896.00	120,479.57
Total Revenue	-	(1,298,100.00)	(1,298,100.00)
Total Expenditures	1,023,023.18	1,298,100.00	275,076.82
<b>TOTAL WATERWORKS ADMIN</b>	<b>1,023,023.18</b>	<b>-</b>	<b>(1,023,023.18)</b>
<b>WATER TREATMENT PLANT</b>			
C-965-0490-0954 Contribution from Revenue Fund		(60,000.00)	(60,000.00)
C-965-9105-1471 Misc. Small Capital	19,697.88	60,000.00	40,302.12
Total Revenue	-	(60,000.00)	(60,000.00)
Total Expenditures	19,697.88	60,000.00	40,302.12
<b>TOTAL WTP</b>	<b>19,697.88</b>	<b>-</b>	<b>(19,697.88)</b>
<b>TOTAL REVENUE</b>	<b>(1,458,346.83)</b>	<b>(12,164,941.00)</b>	<b>(10,706,594.17)</b>
<b>TOTAL EXPENDITURES</b>	<b>7,700,961.83</b>	<b>12,164,941.00</b>	<b>4,463,979.17</b>
<b>TOTAL CAPITAL</b>	<b>6,242,615.00</b>	<b>-</b>	<b>(6,242,615.00)</b>