

TOWN OF FORT FRANCES

AGENDA - November 14, 2016

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 076) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose: Legal Advice
 - 4.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Claim Update
 - 4.3 Labour Relations or Employee Negotiations: FFPFFA Collective Agreement
 - 4.4 Identifiable Individual: Citizen of the Year
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor R. Avis - Verbal Update
Councillor J. Albanese - Verbal Update
Councillor W. Brunetta - Verbal Update
Councillor J. Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 2017 User Fees - All Divisions 5 - 46
- approval of this report will agree with the recommendation of the various Executive Committees to approve the 2017 user fees presented and further that a by-law with a consolidated schedule be brought forward at the next Council meeting for consideration.
 - 7.2 D. Brown, CAO - Purchase Card Expenses 47 - 53
- approval of this report will agree to the recommendation of the

	Page
Administration & Finance Executive Committee to approve the expenses for D. Brown, CAO in the total amount of \$153.79 as detailed in this report.	
7.3 When Eagles Fly Program Financial Request	54
- approval of this report will agree with the Administration & Finance Executive Committee to support the Police Services Board's recommendation to receive the request from S. Allan, Founder/Coordinator of When Eagles Fly Program and further that no further action be taken.	
7.4 Municipal Elections Act Modernization (Bill 181)	55 - 57
- report received by Council as information only.	
7.5 Policy Review - Management/Non-Union Salary Administration	58 - 65
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the proposed amendments to Policy 3.6 - Management / Non-Union Salary Administration.	
7.6 RRDSB Agreement - Extended School Day Program	66
- approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the attached Extended Day Program Agreement with the Rainy River District School Board (expiring August 31, 2021), and further that the Mayor and Clerk be authorized to execute the agreement and forthcoming by-law.	
7.7 September 2016 Drinking Water Systems Monthly Summary Report	67
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the September 2016 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.	
7.8 509 Victoria Avenue - Sewer Damage - Invoice for Costs	68 - 69
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to pay a portion of the Pryde's Plumbing and Heating bill being \$750.00 plus the Town's portion of HST for works to try to unplug the sewer service at 509 Victoria damaged by the Town crews.	
**additional supporting documentation is attached to the Operations & Facilities Executive Committee agenda dated November 9, 2016.	
7.9 Renewal of Land Use Agreement with Environment Canada at the	70

Airport

- approval of this agreement will agree to the recommendation of the Operations & Facilities Executive Committee to extend the land use agreement with Environment Canada to operate and maintain a Reference Climate Weather Station at the Fort Frances Airport for a 10 year term commencing October 13, 2016 and further that a by-law be passed authorizing the Mayor and Clerk to execute the agreement.

**additional supporting documentation is attached to the Operations & Facilities Executive Committee agenda dated November 9, 2016.

- 7.10 Advertisement Request from Bearskin Airlines - 3 months in Bear Country Magazine 71

- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to not place an ad in the Bear Country magazine at an unbudgeted cost of \$2650.00 plus applicable taxes.

**additional supporting documentation is attached to the Operations & Facilities Executive Committee agenda dated November 9, 2016.

- 7.11 2016 Landfill Site Inspection Report 72 - 74

- report received by Council as information only.

**additional supporting documentation is attached to the Operations & Facilities Executive Committee agenda dated November 9, 2016.

8. Administration and Finance Division:

- 8.1 Mayor Avis - AMO "What's Next Ontario?" session travel and per diem claims 75 - 79

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the travel and per diem claims in the total amount of \$255.51 as submitted by Mayor Avis for his attendance at the AMO "What's Next Ontario?" session held in Dryden, ON.

- 8.2 Councillor Perry - AMO "What's Next Ontario?" session travel and per diem claims 80 - 83

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the travel and per diem claims in the total amount of \$201.00 as submitted by Councillor Perry for his attendance at the AMO "What's Next Ontario?" session held in Dryden, ON.

9. General:

	Page
9.1 Councillor Appointments (December 1, 2016 to November 30, 2018) - approval of this report will result in the consideration of a resolution at tonight's Council meeting.	84 - 85
10. <u>Information:</u>	
10.1 Municipal Policing Bureau letter regarding Arbitration Award	86 - 87
10.2 Financial Update as of October 31, 2016 - General Fund (Operations) - Water and Sewer Fund (Operations) - Capital Fund Budget vs Actual	88 - 96
10.3 Statistics Canada Report - October 2016	97 - 98
10.4 Operations & Facilities Division - Environmental Area - Operations Statistics (August 2016 and September 2016)	99 - 104
10.5 Fort Frances Wastewater Treatment Facility - Monthly Reports (September 2016 and October 2016)	105 - 116
10.6 Aircraft Landings as of November 2, 2016	117 - 118
10.7 Sewer and Water Data updated November 4, 2016	119
10.8 2016 Tonnage at the Landfill Site as of November 4, 2016	120
10.9 Complaint Register - September 2016 and October 2016	
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/112**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 9, 2016
SUBJECT: Proposed Division 2017 User Fees

BACKGROUND

On October 24/16, Council approved that division managers affect a 1.5% user fee increase for 2017, reflective of the Ontario Consumer Price Index inflationary increase, for Executive Committee review the week of November 7 - 10, 2016, with the exception of any specific fees that have been identified to remain at the current year rates, new rates established, or any user fee that required individual evaluation. The Water & Sewer user fee rates be brought forward separately January/February of 2017.

Executive Committees reviewed their division user fees the week of November 7 – 11/16. Attached to this report are the division user fee reports and as recommended by the Committees to bring forward for Council approval.

Council Approval of this Report will Approve the divisional 2017 User Fee rates as presented for consolidation in the 2017 User Fee Schedule and further that an authorizing by-law be prepared at be brought forward at the next regularly scheduled Council Meeting.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/111**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: November 8, 2016
SUBJECT: 2017 User Fee – Administration & Finance

BACKGROUND

The Administration & Finance division has a mix of user fees that are legislated user fee rates, non-legislated user fee rates and rebates / revenue from external entities. Legislated user fees include the interest & penalties applied to accounts receivable & tax accounts, Lottery license % fees and POA fines are out of the Town's control to affect user fee increases. Revenue from POA administration / management fees, rebates from external entities such as the natural gas rebate, purchase card rebate and WSIB safety group are also out of the Town's control to affect user fee increases. The following are the estimated revenue increases resulting from the user fee increase:

1.	Tax Certificates	-	\$ 165
2.	Business Licenses	-	\$ 495
3.	Civil Marriages	-	\$ 60
4.	Commissioning Oaths & Affidavits	-	\$ 10
5.	Administration Service Charges	-	<u>\$2,000</u> (dependent on FFPC service Agreement)
	Total Estimated Revenue Increase		\$2,730

It is noted that the License Fees related to 1.1.1 Public Halls and 1.1.2 Taxi Driver (Chauffeur) proposed 2017 rates were not included in the Planning & Development division user fees for their Executive Committee review. The Licenses – Annual Fees 2017 proposed rates have been affected with a 1.5% in the same manner as other user fees and are included in the attached Schedule of Fees.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that the Administration & Finance 2017 user fees be brought forward for approval.

Council Approval of this Report Will Agree with the Administration & Finance Executive Committee recommendation that the Administration & Finance 2017 user fees be brought forward for approval.

**TOWN OF FORT FRANCES
SCHEDULE OF FEES**

		x 1.5%		x 1.5%	
		2016		Proposed 2017	
		Resident	Non-Resident	Resident	Non-Resident
1.1	Licenses - Annual Fees (unless otherwise noted)				
1.1.1	Public Halls				
1.1.1.1	Public Halls - Limited	38.35		38.95	
1.1.1.2	Public Halls - Transfer of License - One Time Fee	19.25		19.55	
1.1.2	Taxi Driver	31.15		31.6	
1.1.3	Taxi/Chauffeur Operator's I.D. Card (New or Replacement)	14.15		14.35	
1.1.4	Taxi Owner's License				
1.1.4.1	For Each On-Street Taxi-Cab	385.00		390.80	
1.1.4.2	For Each Off-Street Taxi-Cab	143.40		145.55	
1.1.4.3	For Each Transfer of License - One Time	60.80		61.70	
1.1.5	Taxi Owner Business Licence	44.35		45.00	
1.1.6	Limousine Owner's License				
1.1.6.1	For Each Vehicle	121.60		123.40	
1.1.8	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	

		2016		Proposed 2017	
		Resident	Non-Resident	Resident	Non-Resident
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					
1.2.1	Raffle Prize Value to \$50,000	3% of Prize Value		3% of Prize Value	
1.2.2	Bingo Prize Value to \$5,500	3% of Prize Value		3% of Prize Value	
1.2.3	Break Open Ticket	3% of Prize Value		3% of Prize Value	
1.2.4	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					
1.3.1	Tax Certificate - Each One	60.85		61.75	
1.3.2	Duplicated Receipts - Each One	6.35		6.45	
1.3.3	History of Account Transactions	Actual Costs		Actual Costs	
1.3.4	Dishonoured Cheques - Each	31.40		31.90	

		2016		Proposed 2017	
		Resident	Non-Resident	Resident	Non-Resident
1.3.5	Photocopies				
1.3.5.1	Letter and Legal Size	0.55		0.56	
1.3.5.2	11" x 17"	1.00		1.05	
1.3.5.3	Certified as True Copy (per signature)	5.75		5.85	
1.3.6	Fax - Send/Receive				
1.3.6.1	First Page	2.35		2.40	
1.3.6.2	Each Additional	1.00		1.05	
1.3.7	Commissioning Oaths & Affidavits				
1.3.7.1	Completed Documents - One Signature	11.60	17.55	11.75	14.70 Correct Non-Resident @ 1.25
1.3.7.2	Per Signature/Initial where more than one signature is requested	5.75	8.70	5.85	7.30 Correct Non-Resident @ 1.25
1.3.8	Utility Bill Inserts	.075/item		.08/item	
1.3.9	Vital Statistics Administration Fee				
1.3.9.1	Still Birth Registration	32.00		32.00	42.00 **Frozen for remainder of term of Council
1.3.9.2	Death Registration	32.00		32.00	42.00 **Frozen for remainder of term of Council
1.3.10	Marriage Licence/Ceremony				
1.3.10.1	Marriage Licence	140.00	140.00	140.00	140.00 **Frozen for remainder of term of Council
1.3.10.2	Civil Marriage Ceremony	327.35	409.20	332.25	415.35
1.3.10.3	Civil Marriage Ceremony (After Office Hours at Civic Centre)	381.80	477.25	387.55	484.40
1.3.10.4	Civil Marriage Ceremony (Weekends other than at Civic Centre)	381.80	477.25	387.55	484.40
1.3.10.5	Marriage Ceremony Outside of Town * See Below	534.60	534.60	542.60	542.60
1.3.10.6	Attendance at Wedding Rehearsal * See Below	52.90	66.15	53.70	67.15
1.3.10.7	Renewal of Wedding Vows * See Below	marriage services above less \$50.00		Same fee as marriage services above less \$50.00	
	*Plus, where applicable, travel time and distance charges on a return basis as per Town Travel Policy				
1.3.11	Application for Closure of				
1.3.11.1	Road or Lane - Deposit	610.00		619.15	
1.3.11.2	On Completion of Closure	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	
1.3.11.3	Sale of Lane or Roadway Closed				
1.3.12	Utility Arrears Letter	32.30		32.75	
1.3.13	Committee Room Rental (External Groups)	55.00		55.80	
1.4	Tax Sale - Administrative Charges				
1.4.1	File Preparation, Searches, to completion tax arrears certificate	243.65		247.30	
1.4.2	Preparation & Registration of Tax Arrears Certificate	243.65		247.30	
1.4.3	Regulatory Sub-Searches	121.80		123.60	
1.4.4	Processing of First Notice	185.35		188.15	
1.4.5	Processing of Treasurer's Statutory Declaration re: 1st Notice	121.80		123.60	
1.4.6	Registration of Statutory Declaration	121.80		123.60	
1.4.7	Processing of Cancellation Certificate	121.80		123.60	
1.4.8	Registration of Cancellation Certificate	121.80		123.60	
1.4.9	Processing of Extension Agreement	243.65		247.30	

		2016		Proposed 2017	
		Resident	Non-Resident	Resident	Non-Resident
1.4.10	Processing Final Notice	185.35		188.15	
1.4.11	Processing Treasurer's Statutory Declaration re: Final Notice	121.80		123.60	
1.4.12	Sale process	243.65		247.30	
1.4.13	Legal Fees as they apply to any process	actual		actual	
1.4.14	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 1st, 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 1st, 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			
3.17 Emergency Services - January 1, 2017 (Plus Applicable Taxes)		Units per year	2016	Proposed 2017		2017 Additional Revenue from increase in rates	Notes
3.17.1 Administration							
3.17.1.1	Copy of Fire Reports	0	69.50		70.55	\$0.00	
3.17.1.2	Letter of Compliance or Approval for Properties	4	69.50		70.55	\$4.20	
3.17.1.3	File Search, Written Report and Records on Properties	2	69.50		70.55	\$2.10	
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							
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 incompletion 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	MTO Mandated
3.17.4.6	Training Services - per hour	0	69.50	plus costs	70.55	plus costs	
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
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		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
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	

November 3rd, 2016

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: 2017 Planning & Development Dept. User Fees & Charges

Please find attached spreadsheet No. 1 outlining the proposed 2017 user fees and charges for the Planning & Development Dept. 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. **General Building Permit Fees** –Same as in 2016 as a result of being the highest among the larger communities in Northwestern Ontario.
2. **Administration fee – Construction/Demolition Commenced prior to issuance of building permit.** From \$119.90 in 2016 to \$ 150 in 2017 (25.1% increase) . Approximately half of the POA fine (\$365).
3. **Swimming Pool Fencing Permit Fee** From \$ 60 in 2016 to \$75.00 (25% increase) based on the CBO spending 1.5 hours reviewing the plans and issue the permit
4. **Animal Control Impound Fee** - \$ 75.00 to \$ 80.00 (HST not applicable-total fee) 6.67% instead of 1.5% as a result of the Enforcement officers need exact change to deal with customers as the animal shelter.
5. **Parking Meter rates same as in 2016** - \$ 2.00 for unreserved parking spaces daily & metered on-street parking fixed at \$ 1.00 per hour.
6. **Planning Fees** – some fees same as in 2016- see highlighted green on spreadsheet.
7. **New Fee – Section 2.18.16** Solicitor Fees incurred by the municipality related to any planning matter within section 2.18

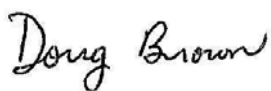
The forecasted increase in revenue is as follows for the Planning & Development Dept.;

Area	1.5% & adjustments
Building	\$ 118.89
Planning	\$ 28.80
Animal control	\$ 44.50
Parking/Enforcement	\$ 51.10
Total	\$ 243.29

The Planning & Development Executive Committee recommends the following:

- 1) That Council endorses the 2017 proposed user fees and charges for the Planning & Development Dept. 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 1st, 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 the Planning & Development Dept. 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 1st, 2017.

2016OctoberB&PDept.2017userfees&charges

TOWN OF FORT FRANCES
Spreadsheet No. 1 - SCHEDULE OF FEES- As of November 1st, 2016

			Number of Units per year	Approved 2016	Proposed 2017	2017 Additional Revenue from increase to rates	Notes
			Resident		Resident		
2.0	Planning & Development (Plus applicable taxes) Effective January 1, 2017						
2.1	Building/Demolition Permits						
2.1.1.1 Garages, Accessory Use Buildings, Covered Decks 2.1.1.2 Uncovered Decks, Sheds, Temporary Structures 2.1.1.3 Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures) 2.1.1.3.1 Main Floor 2.1.1.3.2 Basement 2.1.1.3.3 Each Additional Floor 2.1.2 All Other Construction Nor Conforming to the Above Fee Schedule 2.1.2.1 1st \$1,000 of Value 2.1.2.2 Each Additional \$1,000 of Value or Part Thereof 2.1.2.3 Progress Reports 2.1.2.4 Conditional Permit 2.1.2.5 Re-Inspection Fee 2.1.2.6 Special Call Out Services						same as in 2016 as highest building permit fees compared to larger Communities in Northwestern Ontario	
		0.42/sq.ft.		0.42/sq.ft.			
		0.27/sq.ft.		0.27/sq.ft.			
		0.83/sq.ft.		0.83/sq.ft.			
		0.67/sq.ft.		0.67/sq.ft.			
		0.42/sq.ft.		0.42/sq.ft.			
		56.65		56.65			
		11.30		11.30			
		0		91.96		Extra time needed for these inspections	
		0		243.50			
		0		91.96			
		Applicable Rates (Time & OH)					
2.2 Plumbing Inspection Fee 2.2.1 Per Fixture						same as in 2016 as highest building permit fees compared to larger Communities in Northwestern Ontario	
		11.30		11.30			
2.3 Change of Use							
		56.65		56.65			
2.4 Residential Demolition							
		56.65		56.65			
2.5 Administration Fee 2.5.1 Construction/Demolition Commenced Prior to Issuance of Building Permit							
	2	119.90		150.00	60.20	Approximtety half of POA fine - set at \$300 Plus victim surcharge fee of \$ 65 total \$ 365 which is 25.1 % increase over the 2016	
		Greater of \$119.90 or 10% of Building or Demolition Permit Fee		Greater of \$121.7 or 10% of Building or Demolition Permit Fee			
2.6 Transfer of Permit Fee							
		56.65		56.65			
2.7 Application for Deferral of Revocation							
		56.65		56.65			
2.8 Refund of Fees 2.8.1 Permit Issued but Construction Not Commenced 2.8.2 Reduction of Refund for Each Field Inspection Performed After Issuance of Permit							
		50%		50%			
		5%		5%			
2.9 Moving Permit Fees 2.9.1 Single Trip 2.9.2 Single Short Term Job 2.9.3 Single Job - 6 Months 2.9.4 Annual Permit							
	6	90.60		91.96	8.15		
	2	120.05		121.85	3.60		
	0	240.05		243.65	0.00		
	1	480.05		487.25	7.20		
2.10 Sign Permit Fee 2.10.1 Permanent Sign Fee 2.10.2 Mobile Sign - 30 Day Permit 2.10.3 Mobile Sign - 90 Day Permit 2.10.4 Mobile Sign - 180 Day Permit							
	9	60.00		60.90	8.10		
	5	10.90		11.06	0.82		
	0	27.30		27.71	0.00		
	1	54.50		55.32	0.82	118.89	
2.11 Swimming Pool Fencing Permit Fee						Pool Fence By-Law - Permit is for the fence around the pool for security. One time fee when constructing the pool fencing. Based on 1.5 hours for the CBO to review and issue permit. 25% increase over the 2016 fee	
	2	60.00		75.00	30.00		
2.12 Animal Control 2.12.1 2.12.1.1 Dog License - Spayed/Neutered 2.12.1.2 Dog License - Unspayed/Non-Neutered 2.12.1.3 Replacement for Lost Tag							
	22	24.00		24.36	7.92	44.51	
	3	35.25		35.78	1.59		
	0	17.50		17.76	0.00		
2.12.2 Impound Fee						This rate can increase but needs to be rounded number as enforcement officer take payment from customers at the shelter. Instead of 1.5 % proposed 6.67%	
	7	75.00		80.00	35.00		
2.13 Private Parking Spaces (Rented) 2.13.1 Annual Fee Each							
	3	370.70		376.26	16.68		
2.14 Portage Avenue Municipal Parking Lot 2.14.1 Rental of Reserved Parking Space 1st One Per Month 2.14.1.1 Each Additional Space per Month 2.14.1.2 Each Per Year 2.14.2 Rental of Reserved Parking Space - Each Additional Space Per Month 2.14.3 Unreserved Parking Spaces - Daily							
	1	36.90		37.45	0.55		
	3	18.45		18.73	0.83		
	2	370.70		376.26	11.12		
	2		1/2 cost of 1st Space			This was added last year. Report to council by Clerk dated January 18, 2016	
		2.00		2		Rates are fixed due to meter equipment	
2.15 Metered On-Street Parking		1.00	Hour	1		Rates are fixed due to meter equipment	
2.16 Loading Zone - Annual Fee Each							
	3	370.70		376.26	16.68		
2.17 Church Loading Zone - Annual Fee Each							
	5	69.70		70.75	5.23	51.10	
2.18 Planning Fees 2.18.1 Official Plan Amendment (Delegation of OPA approval January 1, 2016) 2.18.2 Zoning By-Law Amendment 2.18.3 Removal of "H" Symbol 2.18.4 Temporary Use By-Law 2.18.4.1 Extension to Temporary Use By-Law 2.18.5 Application for Subdivision/Condominium 2.18.5.1 Amendment to Subdivision/Condominium 2.18.6 Consent (i.e. new lot, easement, lot addition, etc.) 2.18.6.1 Successive Applications (related property) 2.18.6.2 Additional Fee if easement, ROW included 2.18.7 Minor Variance / Special Permission 2.18.8 Acknowledgement, Undertaking & Indemnification 2.18.9 Site Plan Agreement 2.18.9.1 Amendment to Site Plan Agreement 2.18.10 Request for Property Information 2.18.11 Encroachment Agreement or other land use agreement not listed elsewhere 2.18.12 Validation of Title / Power of Sale 2.18.13 Reschedule Public Meeting (at applicant's request) all planning applications 2.18.14 Deeming By-Law (applies to second and successive lot)							
		3,000.00		3,000.00			
	1	1,800.00		1,800.00			
		1,200.00		1,200.00			
	1	1,200.00		1,200.00			
		360.00		360.00			
		3,000.00		3,000.00			
		600.00		600.00			
		541.10		549.20		rounded to near 5 cents	
		271.60		275.65		rounded to near 5 cents	
		271.60		275.65		rounded to near 5 cents	
	2	300.00		304.50	9.00		
	3	59.40		60.30	2.70	rounded to near 5 cents	
		962.00		976.40		rounded to near 5 cents	
		300.00		304.50			
	15	60.00		60.90	13.50		
		360.00		365.40			
		300.00		304.50			
		300.00		304.50			
		2	60.00		60.90	1.80	

TOWN OF FORT FRANCES
Spreadsheet No. 1 - SCHEDULE OF FEES- As of November 1st, 2016

		Number of Units per year	Approved 2016	Proposed 2017	2017 Additional Revenue from increase to rates	Notes
2.18.15 2.18.16	Land Titles, Ontario Municipal Board, Planner's Fees, if applicable, excessive staff time		Cost Recovery Basis	Cost Recovery Basis		28.80
	Solicitor Fees incurred by the Municipality related to any Planning matter within Section 2.18		no fee rate in 2016	Cost Recovery Basis		New Fee in 2017 Recommendation by Town Lawyer
2.18.17	Pre-consultation fee pertaining to 2.18.1, 2.18.2, 2.18.3, 2.18.4, 2.18.5		10% of applicable fee	10% of applicable fee		
2.18.18	"applied to applicable fee as noted upon receipt of completed application"					
	Assign Property Address	2	60.00	60.90	1.80	
		Total			243.29	243.29



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: November 4, 2016

RE: **2017 Community Services User Fee Schedule**

Please find attached the Community Services user fee schedule proposed for 2017. The presented fee changes have the approved 1.5% increase to the current 2016 user fee schedule with a few exemptions for consideration as follows:

1. Daycare – For the past several years, eligible residents have received an 8% discount on the posted rate for childcare services except as noted otherwise. In 2016 the posted rate for a full day of care was \$42/day, this meant that a resident of the Town would pay \$38.64/day. Over 90% of the Daycare's clients were subject to the 8% savings.
Also, it should be noted that for the past few years the Daycare has relied very little on taxation to support this valuable service to the community. After consultation with the deputy treasurer, a contributor to the Daycare budget process, it was recommended that the Daycare only support one user fee exclusive of a non-resident class. This will also create a better funding model with the Rainy River District Social Services Administration Board (RRDSSAB), a significant financial contributor to the Daycare operations through fee subsidy and core services.
2. Museum – In November 2015, the CSEC approved to adjust the Museum user fees for admission such that pricing would result in a simple transaction for making change (\$4 - Special Events – Adult, \$3 Seniors/Under 12, \$12 Maximum Family Fee). There is not a large sum of money that is taken in for user fees so it was suggested to keep the Museum rates consistent for a few years and to increment fees when appropriate to a higher dollar value (2017 will be the 2nd year with the consistent rate without incurring an increment).
3. Museum – Delete the Off Peak Season Admission rate of a 'free will donation' to be consistent with the admission rates for the 'Peak Season' (Victoria Day to Thanksgiving) as noted above.
4. Non Prime Time Ice Rental (8:00am to 3:30pm) – A report was brought forward to the CSEC in October regarding other communities non-prime time ice rental fees as a response to the budget presentation made to Council by the Fort Frances Lakers. It was decided to take the mean average of the other comparable communities in the report (Dryden, Red Lake, & Kenora) to arrive at a user fee rate of \$67.65 per hour (~10% reduction) from the 2016 rate of \$75.45. Also, the new rate will take effect January 1, 2017 as opposed to June 1, 2017 (typical date).

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to endorse in principle the attached 2017 user fee schedule as presented with a 1.5% increase over the 2016 user fees except for those noted above.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'J. Kabel', written over the printed name 'Jason Kabel'.

Jason Kabel

TOWN OF FORT FRANCES SCHEDULE OF FEES

		*Rounded to .05	
		2016	Proposed 2017 (1.5% increase)
3.0 Community Services - Plus Applicable Taxes			
3.1 Day Care and Private Home Day Care			(25% savings)
3.1.1 Child Care Rates - Residents (Effective June 1, 2017)		<u>1st Child</u> <u>2nd Child</u>	<u>1st Child</u> <u>2nd Child</u>
3.1.1.1 Full Day (4 or more hours)		42.00 25.15	42.00 31.50
3.1.1.2 Half Day (no lunch - > 2 hrs < 4 hrs)		25.15 21.90	
3.1.1.3 Half Day (with lunch - > 2 hrs < 4 hrs)		28.50 24.90	
3.1.1.4 Hourly (2 hrs or less) Excludes school Age Children		6.85 4.05	7.00 5.25
3.1.1.5 Before School		7.75 7.75	7.85 5.90
3.1.1.6 After School		13.90 13.90	14.10 10.60
3.1.1.7 Before & After School		21.60 21.60	21.90 16.50
3.1.1.8 Full Day - Holidays - SA Program		38.70 25.15	39.30 29.50
* First Child rates pertain to the youngest child enrolled in a Full Day Program			
** Third, fourth and additional child's rate will be the same as the second child rate			
** Eligible residents will receive an 8% reduction in the above fees.			
3.2 Fort Frances Memorial Arena - Effective June 1, 2017			
3.2.1 Rink Board/In-ice Advertising Rates		<u>Annual</u>	<u>Annual</u>
3.2.1.1 One Rink		398.20	404.15
3.2.1.2 Both Rinks		670.95	681.00
3.2.1.3 In-Ice Advertising		1,000.00	1015.00
3.2.1.3 Zamboni		1,112.75	1129.45
3.2.2 Ice Surface Rentals			

Prime Time - Opening to 8:00 A.M. Mon - Fri; 3:30 P.M. to Close. Mon - Fri;
Opening to Close Sat & Sun

3.2.2.1	Youth	June 1, 2017	96.20	120.25	97.65	122.05
3.2.2.2	Adult	June 1, 2017	144.40	180.50	146.55	183.21
*Non-Resident rate for hockey and figure skating programs				34.95		35.47

Ice Surface Rentals

Non Prime Time - 8:00 A.M. to 3:30 P.M. Mon - Fri (Excluding Holidays, School
Breaks & Tournaments)

3.2.2.3	Youth	January 1, 2017	75.45	94.30	67.65	84.55
3.2.2.4	Adult	January 1, 2017	115.60	144.50	103.65	129.55

3.2.3 Summer Ice

3.2.3.1	Youth	June 1, 2017	115.60	144.50	117.35	146.65
3.2.3.2	Adult	June 1, 2017	173.00	216.20	175.60	219.45

3.2.4 Tournament

3.2.4.1	Youth	June 1, 2017	114.30	142.90	116.00	145.05
3.2.4.2	Adult	June 1, 2017	156.55	195.70	158.90	198.65

3.3 Pool/Fitness Centre - Memberships - Effective June 1, 2017

3.3.1 Adult

3.3.1.1	Annual	480.45	600.55	487.65	609.55
3.3.1.2	Six Months	312.30	390.40	317.00	396.25
3.3.1.3	Three Months	169.20	211.50	171.75	214.65
3.3.1.4	One Month	73.30	91.60	74.40	92.95
3.3.1.5	Daily	7.00	8.75	7.10	8.90

3.3.2 Student

3.3.2.1	Annual	238.75	298.40	242.35	302.90
3.3.2.2	Six Months	161.40	201.75	163.80	204.80
3.3.2.3	Three Months	86.50	108.10	87.80	109.70
3.3.2.4	One Month	50.65	63.30	51.40	64.25
3.3.2.5	Daily	5.40	6.75	5.50	6.85

3.3.3 Child					
3.3.3.1	Annual	75.85	94.75	77.00	96.15
3.3.3.0	Daily	3.95	4.95	4.00	5.00
3.3.4 Family - Annual					
3.3.4.1	Adult	480.45	600.55	487.65	609.55
3.3.4.2	Spouse	400.35	500.45	406.35	507.95
3.3.4.3	Student	205.85	257.30	208.95	261.15
3.3.4.4	Child	63.95	79.95	64.90	81.15
3.3.5 Senior (60 Years of Age or Older)					
3.3.5.1	Annual	366.85	458.55	372.35	465.45
3.3.5.2	Six Month	238.50	298.10	242.10	302.55
3.3.5.3	Three Month	129.20	161.50	131.15	163.90
3.3.5.4	One Month	55.95	70.00	56.80	71.05
3.3.5.5	Daily	5.35	6.70	5.45	6.80
3.3.6 Locker Fees					
3.3.6.1	Locker - 6 Months	43.10	53.90	43.75	54.70
3.3.6.2	Locker - Annual	64.70	80.85	65.65	82.05
3.3.6.3	Locker - 3 Months	29.35	36.70	29.80	37.25
3.4 Pool Rental Rates - Effective June 1, 2017		<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.4.1	Non-profit group rate (per hour)		96.45	97.90	
3.4.2	3.4.2.1	Swim Club - contracted	70.05	71.10	
	3.4.2.2	Additional Hours	81.90	83.15	
3.4.3	One Lane		25.85	26.25	
3.4.4	Lifeguard		19.40	19.70	
3.4.5	3.4.5.1	One Guard Pool Rental	96.45	120.60	97.90 122.40
	3.4.5.2	Two Guard Pool Rental	115.60	144.50	117.35 146.65
	3.4.5.3	Three Guard Pool Rental	135.00	168.75	137.00 171.30
	3.4.5.4	Four Guard Pool Rental	154.15	192.65	156.45 195.55

3.4.5.5	Five Guard Pool Rental	175.15	218.95	177.80	222.25
3.4.5.6	One Instructor	97.55		99.00	
3.5	Swimming Lesson Rates - June 1, 2017	<u>Resident</u>	<u>Non-Resident</u>		
3.5.1	Red Cross Lessons (9)	70.15	87.70	71.20	89.00
3.5.2	Private Lessons per time	19.25	24.05	19.55	24.40
3.5.3	Lifesaving	77.25	96.55	78.40	98.00
3.5.4	Combo Class	79.80	99.70	81.00	101.20
3.5.5	Bronze Star	81.90	102.40	83.15	103.95
3.5.6	Bronze Medallion & Emergency First Aid Book	120.20	150.20	122.00	152.45
3.5.7	Bronze Cross & Standard First Aid	84.35	105.45	85.60	107.05
3.5.8	National Life Services	Market price	plus 25%	Market price	plus 25%
3.5.9	Board of Education - 10 Lessons	45.55	56.95	46.25	57.80
3.5.10	AquaFit & Aerobics (Per Class)	5.40	6.75	5.50	6.85
3.5.11	Senior AquaFit & Aerobics	4.60	5.75	4.65	5.85
3.6	Auditorium - June 1, 2017				
3.6.1	Base Rate/event	192.10	240.15	195.00	243.75
3.6.2	Hourly	42.60	53.20	43.25	54.00
3.6.3	Social/Wedding (incl. Kitchen)	420.90	526.10	427.20	534.00
3.6.4	Tournament Rate	301.00	376.20	305.50	381.85
3.6.5	Contracted (72% of Base Rate)	30.65		31.10	
3.6.6	Kitchen Rate per Hour	42.60		43.25	
3.7	East End Hall - June 1, 2017				
3.7.1	Base Rate	90.55	113.15	91.90	114.85
3.7.2	Socials/Weddings	198.05	247.55	201.00	251.25
3.8	MSC Conference Meeting Rooms - June 1, 2017				

3.8.1	Meeting	18.35	22.90	18.65	23.25
3.8.2	Daily Rate (Tournament/Special Event)	60.90	76.10	61.80	77.25
3.9	Arena Floors (no Ice) - June 1, 2017	<u>Resident</u>	<u>Non-Resident</u>		
3.9.1	Ice for Kids (600 people)	600.35	750.40	609.35	761.65
3.9.2	Ice for Kids (600 people) with Liquor License	791.40	989.20	803.25	1004.05
3.9.3	Ice for Kids (up to 1200 people)	744.50	930.60	755.65	944.55
3.9.4	Ice for Kids (up to 1200 people) with Liquor License	936.60	1,170.75	950.65	1188.30
3.9.5	52 Canadians (up to 600 people)	540.00	674.75	548.10	684.85
3.9.6	52 Canadians (up to 600 people) with Liquor License	707.85	884.80	718.45	898.05
3.9.7	52 Canadians (up to 1200 people)	669.05	836.30	679.10	848.85
3.9.8	52 Canadians (up to 1200 people) with Liquor License	837.20	1,046.45	849.75	1062.15
3.9.9	Both Floors (up to 1800 people)	975.40	1,219.25	990.05	1237.55
3.9.10	Both Floors (up to 1800 people) with Liquor License	1,300.35	1,625.45	1319.85	1649.85
3.9.11	Both Floors (Maximum Capacity)	1,104.75	1,380.95	1121.30	1401.65
3.9.12	Both Floors (Maximum Capacity) with Liquor License	1,429.45	1,786.80	1450.90	1813.60
3.10	Ball Diamonds / Soccer Fields - April 1, 2017	<u>Resident</u>	<u>Non-Resident</u>		
3.10.1	Youth Soccer/ Baseball - Half field - Per Team	132.85	166.05	134.85	168.55
3.10.2	Youth Soccer - Full Field - Per Team	192.10	240.15	195.00	243.75
3.10.3	Adult Soccer - Per Team	312.30	390.40	317.00	396.25
3.10.4	Adult Slow Pitch - Per Team	360.25	450.35	365.65	457.10
3.10.5	Tournament - Youth - Per Team	36.65	45.80	37.20	46.50
3.10.6	Tournament - Adult - Per Team	48.25	60.30	48.95	61.20
3.10.7	Fastball	312.30		317.00	
	Non Resident Fee for Soccer/Baseball		17.45		17.70
3.11	Other Courses and Services - June 1, 2017	<u>Resident</u>	<u>Non-Resident</u>		
3.12.1	Babysitting Course	49.20	61.55	49.95	62.45

3.12.2	First Aid Course - 8 hour	94.85	118.55	96.25	120.35
3.12.3	First Aid Course - 13 hour	105.35	131.70	106.95	133.70
3.12.4	Manual	34.50	43.10	35.00	43.75
3.12.5	P.A. Day	35.40	44.30	35.95	44.95
3.12.6	P.A. Day Extra Child	31.15	38.95	31.60	39.55
3.12.7	Membership Cards Town	10.10		10.25	
3.12.8	Recreator Ads - Users	151.80		154.10	
3.12.9	Recreator Ads - Non Users	182.15		184.90	
3.12.10	Non-resident Fee Winter Programs		34.05		34.55

3.12 Sorting Gap Marina - May 1, 2017

	<u>Resident</u>	<u>Non-Resident</u>		
3.12.1	Sorting Gap - Slip Rental - Per Season	393.25	492.90	399.15 500.30
3.12.2	River Front - Slip Rental - Per Season	298.85	374.40	303.35 380.00
3.12.3	Daily (overnight)	9.70	12.15	9.85 12.35
3.12.4	Weekly	48.00	60.05	48.70 60.95
3.12.5	Launch Fees: Daily	7.60	9.45	7.70 9.60
3.12.6	Launch Fees: Seasonal	54.00	67.40	54.80 68.40
3.12.7	Launch Fees: Commercial	180.90	226.00	183.60 229.40

3.13 Summer Youth Programs - June 1, 2017

3.13.1		<u>Resident</u>	<u>Non-Resident</u>		
	Rec-n-Crew				
3.13.1.1	Week	69.60	87.00	70.65	88.30
3.13.1.1.1	each additional child	63.65	79.60	64.60	80.80
3.13.1.1.2	early/late supervision 1st child	30.65	38.35	31.10	38.95
3.13.1.1.3	early/late supervision additional child	23.00	28.75	23.35	29.20
3.13.1.1.4	Extra Supervision - difficult child	30.65	38.35	31.10	38.95
3.13.1.2	Four Weeks	246.40	308.05	250.10	312.65
3.13.1.2.1	each additional child	240.20	300.25	243.80	304.75
3.13.1.3	Full Summer	492.60	615.70	500.00	624.95

3.13.1.3.1	each additional child	486.35	607.90	493.65	617.00
3.13.1.4	Sunny Cove 3 nights 4 days camp	155.65	194.55	158.00	197.45
3.13.1.4.1	each additional child	136.90	171.20	138.95	173.75
3.13.1.5	5 day camp	118.85	148.55	120.65	150.80
3.13.1.5.1	each additional child	113.15	141.45	114.85	143.55
3.13.1.6	4 day camp	82.60	103.25	83.85	104.80
3.13.1.6.1	each additional child	76.95	96.20	78.10	97.65

3.14 Townshend Theatre - June 30, 2017

3.14.1 Town Recreation Program

3.14.1.1	Set up & Rehearsal	N/C	N/C
3.14.1.2	First show in Run	N/C + \$1.50 Surtax	N/C + \$1.50 Surtax
3.14.1.3	Second show same Day	N/C + \$1.50 Surtax	N/C + \$1.50 Surtax
3.14.1.4	Next show same Run	N/C + \$1.50 Surtax	N/C + \$1.50 Surtax
3.14.1.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C + \$1.50 Surtax	N/C + \$1.50 Surtax
3.14.1.6	*Cafeteria Rental with Performance	N/C	N/C

3.14.2 Board of Education

3.14.2.1	Set up & Rehearsal	N/C	N/C
3.14.2.2	First show in Run	N/C + \$1.50 Surtax	N/C + \$1.50 Surtax
3.14.2.3	Second show same Day	N/C + \$1.50 Surtax	N/C + \$1.50 Surtax
3.14.2.4	Next show same Run	N/C + \$1.50 Surtax	N/C + \$1.50 Surtax
3.14.2.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C + \$1.50 Surtax	N/C + \$1.50 Surtax
3.14.2.6	*Cafeteria Rental with Performance	N/C	N/C

3.14.3 Community Theatre

3.14.3.1	Set up & Rehearsal - 7 hours	143.00	145.15
3.14.3.2	First show in Run - 7 hours	280.70 + \$1.50 Surtax	284.90 + \$1.50 Surtax
3.14.3.3	Second show same Day - 12 hours	460.75 + \$1.50 Surtax	467.65 + \$1.50 Surtax
3.14.3.4	Next show same Run - 7 hours	280.70 + \$1.50 Surtax	284.90 + \$1.50 Surtax

3.14.3.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	1,138.60 + \$1.50 Surtax	1155.70 + \$1.50 Surtax
3.14.3.6.1	**Cafeteria Rental with Performance	105.90	107.50
3.14.3.6.2	**Cafeteria Rental with Performance - Alcohol served	211.85	215.05
3.14.4	Community Use - Religious Groups, Charitable Non-Profit, Music Festivals		
3.14.4.1	Set up & Rehearsal - 7 hours	143.00	145.15
3.14.4.2	First show in Run - 7 hours	280.70 + \$1.50 Surtax	284.90 + \$1.50 Surtax
3.14.4.3	Second show same Day - 12 hours	460.75 + \$1.50 Surtax	467.65 + \$1.50 Surtax
3.14.4.4	Next show same Run - 7 hours	280.70 + \$1.50 Surtax	284.90 + \$1.50 Surtax
3.14.4.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	1,138.60 + \$1.50 Surtax	1155.70 + \$1.50 Surtax
3.14.4.6	**Cafeteria Rental with Performance	105.90	107.50
	**Cafeteria Rental with Performance - Alcohol served	211.85	215.05
3.14.5	Commercial Use - Business, Dance Schools, Corporations, Political Rallies		
3.14.5.1	Set up & Rehearsal - 7 hours	211.85	215.05
3.14.5.2	First show in Run - 7 hours	423.65 + \$1.50 Surtax	430.00 + \$1.50 Surtax
3.14.5.3	Second show same Day - 12 hours	662.00 + \$1.50 Surtax	671.95 + \$1.50 Surtax
3.14.5.4	Next show same Run - 7 hours	423.65 + \$1.50 Surtax	430.00 + \$1.50 Surtax
3.14.5.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	TBN	TBN
3.14.5.6	**Cafeteria Rental with Performance	TBN	TBN
3.14.6	Non Resident Rate		
3.14.6.1	Set up & Rehearsal - 7 hours	344.25	349.40
	First show in Run - 7 hours	Min. \$714.95 + \$2.50 Surtax or 20% of Gross Sales	725.65 + \$2.50 Surtax
3.14.6.2	Second show same Day - 12 hours	Min. \$1,138.60 + \$2.50 Surtax or 20% of Gross Sales	1155.70 + \$2.50 Surtax
3.14.6.3	Next show same Run - 7 hours	TBN	TBN
3.14.6.4	Weekly Rate - Sunday to Sunday 6:00 p.m.	TBN	TBN
3.14.6.5	**Cafeteria Rental with Performance	TBN	TBN
3.14.6.6	** We collect these amounts and remit them to the Board		
3.14.7	Tech Fee		

3.14.7.1.1	Tech Fee (0 - 3 hours event)	50.00	50.75
3.14.7.1.2	Tech Fee (3 - 8 hours event)	75.00	76.10
3.14.7.1.3	Tech Fee (8+ hours event)	100.00	101.50
3.14.7.2	Tech Weekend Fee (Time plus 1hr before and 1hr after)	\$40.00/hr	40.60 /hour

3.15 Fort Frances Public Library Effective April 1, 2017 (Plus Applicable Taxes)

3.15.1	3.15.1.1	Annual Non-Resident Fee	80.75	81.95
	3.15.1.2	6-Month Non-Resident Fee per family	45.60	46.30
3.15.2	3.15.2.1	Fines for Late Library Material	25 cents /day Per day. \$25 per Family Maximum	Per day. \$25 Max 0.25 per Family
	3.15.2.2	Late DVD's	1.05/ day Max 12.00 per DVD	Per day. \$12 Max 1.10 per DVD
	3.15.2.3	Late Video Games	3.45 / day Max 12.00 per video game	Per day. \$12 Max 3.50 per video game
3.15.3	Photocopying and Internet/Computer Printing Charges:			
	3.15.3.1	First 10 pages	0.25 each	0.25 each
	3.15.3.2	11 - 20 pages	0.20 each	0.20 each
	3.15.3.3	21 - 49 pages	0.15 each	0.15 each
	3.15.3.4	50 + pages	0.10 each	0.10 each
	3.15.3.5	Colour Photocopies (8 1/2 x 11)	0.80 each	0.80 each
	3.15.3.6	Colour Photocopies (8 1/2 x 14)	1.05 each	1.05 each
	3.15.3.7	Colour Photocopies (11 x 17)	1.60 each	1.60 each
3.15.4	Fax Sending Charges:			
	3.15.4.1	First Page	4.20	4.25
	3.15.4.2	Each additional Page	1.05	1.05
3.15.5	Fax Receiving Charges:			
	3.15.5.1	First Page	1.05	1.05
	3.15.5.2	Each additional Page	0.25	0.25

3.15.6 Shaw Community Hub Rental		
3.15.6.1	Non-Profit Groups - Meeting up to 4 hours	42.35
3.15.6.2	Non-Profit Groups - Meeting up to 8 hours	84.75
3.15.6.3	Non-Profit Groups - Meeting Entire Day (9:00 am to closing)	
3.15.6.4	Non-Profit Groups - After Hours Fee	26.45 per hour
3.15.6.5	Profit Groups - Meeting up to 4 hours	52.95
3.15.6.6	Profit Groups - Meeting up to 8 hours	105.90
3.15.6.7	Profit Groups - After Hours Fee	26.45 per hour
3.15.6.8	Cancellation Fee	(Based on less than 24 hrs. notification)
3.16 Emergency Services - See Schedule "B"		
3.17 Fort Frances Museum (Plus Applicable Taxes)		
3.17.1 Research		
3.17.1.1	Access	9.55
3.17.1.2	Staff - initial inquiry	15.50
3.17.1.3	Additional time	38.70 per hour
3.17.2 Duplication		
3.17.2.1	Handling	5.30
3.17.2.2	Copying	0.65 per sheet
3.17.2.3	Digital copy	8.25
3.17.2.4	Copy right fee for commercial uses - Photographing Artefacts	39.00
3.17.3 Admission Victoria Day to Thanksgiving (Peak Season)		
3.17.3.1	Special Events - Adult	3.54 (\$4 including taxes)
3.17.3.2	Senior/Under 12 Fee	2.66 (\$3 including taxes)
3.17.3.3	Maximum Family Fee	10.62 (\$12 including taxes)
3.17.3.4	School/Public Activity Program	3.85
3.17.3.5	Admission — Off Peak Season	Free Will Donation

3.17.4		Rental		
	3.17.4.1	Per Day	27.25	27.65
	3.17.4.2	Per Evening	16.40	16.65
	3.17.4.3	Court Yard	16.40	16.65
3.18 Sunny Cove Camp - May 1, 2017				
3.18.1	3.18.1.1	Daytime	566.30	574.80
	3.18.1.2	Overnight	1,022.45	1037.80
	3.18.1.3	Meeting - Half day	75.90	77.05
	3.18.1.4	Meeting - Full Day	126.50	128.40
3.19 Sister Kennedy Centre - effective January 1, 2017				
	3.19.1	Facility Rental Fee	40.50	41.10

November 1st, 2015

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: 2017 Operations & Facilities Division User Fees & Charges

Please find attached spreadsheet No. 1 outlining the proposed 2017 user fees and charges for the Operations & Facilities Division. 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 spreadsheets;

1. Environmental Fee – set at \$5.00 per water customer compared to \$4.25 per month in 2016.
2. The minimum tipping fee at the landfill site will remain the same as in 2016 set at \$18.00.
3. The camping fees at the Pither's Point Park were rounded up to the nearest 50 cents including all applicable taxes;
 - a. Full service camp site - \$34.50 (HST included) - \$0.50 increase compared to 2016
 - b. Tenting site - \$17.50 (HST included) - \$0.50 increase compared to 2016
 - c. Partial Service camp site - \$27.50 (HST included) - \$0.50 increase from 2016
4. The minimum charge for providing services to unplug a blockage in a sanitary sewer service line increased to the closest \$0.50;
 - a. During regular business hours \$25.50 up from \$25.00 in 2016
 - b. Regular Overtime \$38.00 up from \$37.50 in 2016
 - c. On a Statutory Holiday \$50.50 up from \$50.00 in 2016

The increase in the Environmental fee will help to offset increases in operating costs associated with the upcoming Landfill expansion and associated new Certificate of Approval.

The Cemetery Price list will be reviewed and approved at the same time as reviewing all of the other user fees and charges for the Operations & Facilities Division. The 2017 Cemetery Price List doesn't have to be approved by the Ministry of Consumer Services.

The forecasted increase in revenue is as follows for the Operations & Facilities Division;

Rate Increase 1.5% & adjustments

Public Works	\$ 1,378.74
Waste Management System	\$36,183.82
Parks	\$ 374.30
Cemetery Charges	\$ 2,396.59
Airport	\$ 3,846.93
Total	\$44,180.38

Water and Sewer fees have not been addressed at this time and will be addressed prior to the first billing cycle in 2016.

The Operations & Facilities Executive Committee recommends the following:

- 1) That Council endorses the 2017 proposed user fees and charges for the Operations & Facilities Division in principle with an increase of 1.5 % with a few exceptions where the rate increase is higher than 1.5% as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2017.
- 2) That Council endorses the proposed Cemetery Price List as outlined on the attached spreadsheet in principle with an increase of 1.5% and that it will go into effect on January 1st, 2017.

Respectfully submitted,



Travis Rob EIT.
Manager of Operations & Facilities

Council Approval of this report will ensure the following:

- 1) That Council endorses the 2017 proposed user fees and charges for the Operations & Facilities Division in principle with an increase of 1.5 % with a few exceptions where the rate increase is higher than 1.5% as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2017.
- 2) That Council endorses the proposed Cemetery Price List as outlined on the attached spreadsheet in principle with an increase of 1.5% and that it will go into effect on January 1st, 2017.

2016NovO&Fdivision2017userfees&charges

**TOWN OF FORT FRANCES
SCHEDULE OF FEES**

		2016		Proposed 2017	
		Resident	Non-Resident	Resident	Non-Resident
4.0	Operations & Facilities - (Plus Applicable Taxes)				
4.1	Private Work - Effective January 1, 2016	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
4.1.1	Labour				
4.1.1.1	Regular Hourly Rate	41.97	52.46	42.60	53.25
4.1.1.2	Overtime Labour Rate	62.96	78.70	63.90	79.88
4.1.1.3	Double Overtime Labour Rate	83.94	104.93	85.20	106.50
4.1.2	Vehicle Rates				
4.1.2.1	All 1/2 tons, 3/4 tons, crew cabs, compacts & vans	21.82	27.28	22.15	27.69
4.1.2.2	V109 - Sand Truck	81.51	101.89	82.73	103.42
4.1.2.3	V110 - Dump/Plow Truck	37.58	46.98	38.14	47.68
4.1.2.4	V115 - Sander/Plow Truck	91.02	113.78	92.39	115.49
4.1.2.5	V122 - Tandem Truck	81.51	101.89	82.73	103.42
4.1.2.6	V121 - Tandem Truck	81.51	101.89	82.73	103.42
4.1.3	Equipment Rates - includes labour				
4.1.3.1	E205 & E207 Graders	110.89	138.61	112.55	140.69
4.1.3.2	E206 - Vacuum/Pressure Truck	235.42	294.28	238.95	298.69
4.1.3.3	E305 - Sidewalk Machine c/w any attachment	103.07	128.84	104.62	130.77
4.1.3.4	E309 - Hyundai Backhoe	126.50	158.13	128.40	160.50
4.1.3.5	E313 - Large Snow Blower & Loader	129.58	161.98	131.52	164.41
4.1.3.6	E318 - Cat 930H Loader	94.33	117.91	95.74	119.68
4.1.3.7	E315 - Loader Bobcat	89.88	112.35	91.23	114.04
4.1.3.8	E317 - Cat Loader	95.06	118.83	96.49	120.61
4.1.3.9	E321 - Loader/Backhoe	87.31	109.14	88.62	110.78
4.1.3.10	E597 - Ingersoll Rand Packer	115.83	144.79	117.57	146.96
4.1.3.11	E713 - Low Pressure Steamer w half ton truck	137.04	171.30	139.10	173.87
4.1.3.12	E726 - Rigid Drain Cleaning Machine w half ton truck	109.45	136.81	111.09	138.86
4.1.3.13	E816 - Street Sweeper	129.24	161.55	131.18	163.97
4.1.3.14	E830 - DBH Thawing Machine w 3/4 ton truck	162.30	202.88	164.73	205.92
4.1.3.15	E831 - Pulse De-Icer (Thawing Machine)	121.42	151.78	123.24	154.06
4.1.3.16	E838 - Air Compressor w 3/4 ton truck	94.81	118.51	96.23	120.29
4.1.4	Private Concrete Crossing or Sidewalk Replacement for Private Crossing				

		2016		Proposed 2017	
		Resident	Non-Resident	Resident	Non-Resident
4.1.4.1	Removal, Supply and Installation of Concrete Driveway per square ft	18.20	per sq. ft.	18.47	per sq. ft.
4.1.4.2	Culvert	Cost Plus - Max \$164.63 per foot		Cost Plus - Max \$164.63 per foot	
4.1.4.3	Removal of Concrete Driveway Crossing Only - per square ft.	6.08	per sq. ft.	6.17	per sq. ft.
4.1.4.4	Removal of High-back Concrete Curb & Gutter and Replace with Low-back Concrete Curb & Gutter for New Driveway Crossing Installation - per linear ft.	38.14	per linear sq. ft.	38.71	per linear sq. ft.
4.1.4.5	Removal of Low-back Driveway Concrete Curb & Gutter and Replace with High-back Concrete Curb & Gutter when Removing Driveway Crossing - per linear ft.	38.14	per linear sq. ft.	38.71	per linear sq. ft.
4.1.5	Engineering Services - Minimum One Hour - by Customer Request				
4.1.5.1	Televising Sewer - Regular Hourly Rate	187.37		190.18	
4.1.5.2	Televising Sewer - Overtime Hourly Rate	374.74		380.36	
4.1.5.3	Tracing Water/Sewer - Regular Hourly Rate	124.91		126.78	
4.1.5.4	Tracing Water/Sewer - Overtime Hourly Rate	249.82		253.57	
4.1.5.5	Setting Lot Grade Only - Regular Hourly Rate (Per Lot Grade)	112.67		114.36	
4.1.5.6	Copying Blue prints (Each)	13.47		13.67	
4.1.5.7	Hardcopy GIS Drawing or Map size 8.5" x 11"	5.66		5.74	
4.1.5.8	Hardcopy GIS Drawing or Map size 11" x 17"	11.32		11.49	
4.1.5.9	Hardcopy GIS Drawing or Map size 24" x 36"	28.29		28.71	
4.1.5.10	Digital Aerial Photography - ecw format only	1,131.69		1148.67	
4.1.5.11	GIS shape files - per infrastructure layer	282.92		287.16	
4.1.5.12	GIS shape files-base map - property lines & addresses	282.92		287.16	
4.2 Landfill Tipping Fees - see Schedule "C"					
4.3 Sewer & Water Installation - see Schedule "D"					
4.4 Stores					
4.4.1	Sale of Items to private sector	Cost Plus + 35%		Cost + 35%	
4.4.2	Backyard Composters	Cost		Cost	
4.5 Airport - Effective January 1, 2016 (Plus Applicable Taxes)					
4.5.1	Fees				
4.5.1.1	Office/square meter	371.92		377.50	
4.5.1.2	Counter/square meter	371.92		377.50	

				2016		Proposed 2017	
				Resident	Non-Resident	Resident	Non-Resident
	4.5.1.3	Rental of Heated Maintenance Garage Bay per day		101.81		103.34	
4.5.2	Aviation Fuels						
	4.5.2.1	100LL		Adjusted Quarterly		Adjusted Quarterly	
	4.5.2.2	Jet-A		Adjusted Quarterly		Adjusted Quarterly	
	4.5.2.3	Aviation Oils		Cost + 45%		Cost + 45%	
4.5.3	Aircraft Landing Fees						
	4.5.3.1	Piston Aircraft		13.50		13.70	
	4.5.3.2	Medivac & All Government Aircrafts		209.74		212.89	
	4.5.3.3	Turbine Aircraft - minimum fee		13.50		13.70	
	4.5.3.4	<21,000 kgs -	Gross Weight x	3.91		3.97	
	4.5.3.5	21,000 - 45,000 kgs -	Gross Weight x	3.91		3.97	
4.5.3.1	Airport Landing Fees - International Flights						
	4.5.3.1.1	Piston Aircraft		34.26		34.77	
	4.5.3.1.2	Turbine Aircraft - minimum fee		34.26		34.77	
	4.5.3.1.3	<21,000 kgs -	Gross Weight x	8.39		8.52	
	4.5.3.1.4	21,000 - 45,000 kgs -	Gross Weight x	8.39		8.52	
	Airport Parking Fees						
4.5.4	4.5.4.1	<4,999 kgs/day		11.42		11.59	
	4.5.4.2	<4,999 kgs/month		86.62		87.92	
	4.5.4.3	5,000 - 9,999 kgs/day		18.11		18.38	
	4.5.4.4	5,000 - 9,999 kgs/month		349.75		355.00	
	4.5.4.5	10,000 - 29,000 kgs/day		32.48		32.97	
	4.5.4.6	10,000 - 29,000 kgs/month		649.54		659.28	
4.5.5	Plug-Ins						
	4.5.5.1	Heater per day		6.25		6.34	
4.5.6	Ground Power Starts (GP)						
	4.5.6.1	Bear Skin Airlines		45.02		45.70	
	4.5.6.2	All Other Aircraft		56.21		57.05	
4.5.7	Aircraft De-icing						
	4.5.7.1	Bearskin Airlines		43.72 each		44.38 each	
	4.5.7.2	Other Aircraft *Plus Cost of Fluid		62.46 each		63.40 each	
4.5.8	General Terminal Fees						
	4.5.8.1	0 - 9 seats		17.49		17.75	
	4.5.8.2	10 - 15 seats		19.99		20.29	

			2016		Proposed 2017	
			Resident	Non-Resident	Resident	Non-Resident
	4.5.8.3	16 - 25 seats	31.23		31.70	
4.5.9	Passenger Facility Charge					
	4.5.9.1	Per Person Enplaning	10.87		11.03	
4.5.10	Airport Improvement Fee					
	4.5.10.1	Outbound Charters per Passenger embarking	10.87		11.03	
	4.5.10.2	Commercial Charter Ramp Fee per Aircraft	13.92		14.13	
4.5.11	Callouts					
	4.5.11.1	Callouts	157.36		159.72	
	4.5.11.2	Overtime Labour Rate	62.96		63.90	
	4.5.11.3	Double Time Labour Rate	83.94		85.20	
	4.5.11.4	Loader with Operator	52.37		53.16	
	4.5.11.5	Snow Blower or Sweeper attachment for Loader	35.24		35.77	
	4.5.11.6	Sander/Plow Truck without Operator	49.05		49.79	
	4.5.11.7	Winter Control Sand per Cubic Yard	25.45		25.83	
4.5.12	Aviation Charts					
	4.5.12.1	Aviation Charts	Cost + 40%		Cost + 40%	
4.5.13	Car Parking Fees/day					
	4.5.13.1	Daily Parking	7.79		7.91	
	4.5.13.2	Monthly Parking Stall	103.83		105.39	
	4.5.13.3	Yearly Parking Stall	1,142.14		1159.27	
4.5.14	Land Lease Rates - Unserved					
	4.5.14.1	Private - per square meter plus applicable taxes	1.76		1.79	
	4.5.14.2	Commercial - per square meter plus applicable taxes	2.64		2.68	
4.5.15	Advertising Signs					
	4.5.15.1	Small Signs per year	110.22		111.87	
	4.5.15.2	Large Signs per year	122.46		124.30	
4.6	Cemetery User Fees - See Schedule "E"					
4.7	Parks					
4.7.1	Equipment Rental Charges - Labour Not Included					
	4.7.1.1	Mower, Riding	15.61	19.51	15.84	19.81
	4.7.1.2	Portable Generator	7.49	9.36	7.60	9.50
	4.7.1.3	Power Saw	7.49	9.36	7.60	9.50

		2016		Proposed 2017	
		Resident	Non-Resident	Resident	Non-Resident
4.7.1.4	Trailer - Large	12.49	15.61	12.68	15.85
4.7.1.5	Cement Mixer	12.49	15.61	12.68	15.85
4.7.2	Equipment Rental Charges - Labour Included				
4.7.2.1	Backhoe	74.96	93.70	76.08	95.11
4.7.2.2	4200 Tractor & Sweeper	52.46	65.58	53.25	66.56
4.7.2.3	Stumper (Chipper)	82.44	103.05	83.68	104.60
4.7.2.4	Snowplow - Ford	47.47	59.34	48.18	60.23
4.7.3	Point Park Camping Rates				
4.7.3.1	Full Hook-up - per night	30.09		30.53	
4.7.3.2	Full Hook-up - per week	150.45		152.71	
4.7.3.3	Full Hook-up - per 4 weeks	578.54		587.22	
4.7.3.4	Camping Site - per night (Tenting Sites)	15.04		15.49	
4.7.3.5	Camping Site - per week (Tenting Sites)	80.61		81.81	
4.7.3.6	Camping Site - per month (Tenting Sites)	313.46		318.15	
4.7.3.7	Partial Hook-up - per night (No Water)	24.18		24.34	
4.7.3.8	Partial Hook-up - per week (No Water)	121.79		123.60	
4.7.3.9	Partial Hook-up - per 4 weeks (No Water)	469.28		476.30	
4.7.3.10	Cost for Utilities per day for Local First Nations Band Members (Couchiching, Naicatchewenin, Nicickousemenecaning & Mitaanjigamiing)	7.16		7.27	

**TOWN OF FORT FRANCES
SCHEDULE OF FEES**

		2016	Proposed 2017
4.2	Landfill Tipping Fees (No HST) - Effective January 1, 2016		
4.2.1	Flat Rate Period when Scale is not in operation		
4.2.1.1	Passenger Vehicle - Mini Van, SUV & Cars	18.00	18.00
	Trucks include - Compact Trucks, Half Ton Trucks, Mid-size		
4.2.1.2	Trucks and Full size vans with no seats	20.60	20.91
	Any vehicle under the description of 4.2.1.1 or 4.2.1.2 towing a		
4.2.1.3	single axle trailer	29.30	29.74
4.2.1.4	Single Axle Trucks	95.05	96.48
4.2.1.5	Tandem Trucks and Trailers	237.65	241.21
4.2.1.6	Garbage Trucks, Containerized Hauling Units & Tankers	285.20	289.48
4.2.2	Fees to be used when Scale is in operation.		
4.2.2.1	Minimum charge	18.00	18.00
4.2.2.2	Rate per Tonne	68.85	69.88
4.2.2.3	Weighing Vehicle Only	30.90	31.36
4.2.2.4	Contaminated Soil Suitable for Cover Material per tonne	3.80	3.86
4.2.2.5	Car Tires - each	8.35	8.48
4.2.2.6	Truck Tires - up to and including 18 wheelers	19.40	19.69
4.2.2.7	Off Road Tires (anything over 18 wheelers)	97.05	98.51
4.2.2.8	Tires by the Tonne	484.85	492.12
4.2.2.9	Refrigeration Units Containing Refrigerant or no notification sticker affixed to the unit	40.40	41.01
4.2.3	Bag Tags		
4.2.3.1	Bag Tags each	2.25	2.25
4.2.4	Waste Management		
4.2.4.1	Monthly Environmental Fee per Water Account	4.25	5.00

**TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "D"**

		2016	Proposed 2017
4.3	Sewer & Water Installation - Effective January 1, 2016 - plus Applicable Taxes		
4.3.1	Installation and Termination - Per Trench		
4.3.1.1	If water and sewer are in separate trenches or same trenches	Cost Plus + 10% + Road Restoration	Cost Plus + 10% + Road Restoration
4.3.2	Terminations of Services		
4.3.2.1	Inspecting the termination prior to backfilling	44.30	44.96
4.3.3	Reconnection of Services		
4.3.3.1	Inspecting the reconnection prior to backfilling	44.30	44.96
4.3.3.2	Regular request to turn water on or off (maintenance)	44.30	44.96
4.3.3.3	Non-Maintenance Shut off for delinquent accounts - no HST	125.00	126.88
4.3.3.4	Non-Maintenance Turn on for delinquent accounts - no HST	125.00	126.88
4.3.4	Sale and Installation of Water Meters		
4.3.4.1	Any Size Meter	Cost Plus + 10%	Cost Plus + 10%
4.3.5	Testing Backflow Devices		
5.0	Water & Sewer User Rates - Effective January 1, 2016		
5.1	Water User Rates - Monthly		
5.1.1	Flat Residential including Churches & Places of Worship (un-metered)	39.20	
5.1.2	Metered Non-Residential	2.70	cu meter
5.1.3	Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or Minimum Bill for metered ICI accounts	52.80	
5.1.3.1	10 cu. meters included in the minimum monthly bill for ICI		
5.1.4	Metered - Industry/Commercial	1.47	cu meter
5.1.5	Metered - Institutional	1.70	cu meter
5.1.6	Private (Re: Dedicated) Hydrants	51.71	per unit
5.1.7	Private Sprinkler System	16.21	per system
5.1.8	Sale of Water from Fire Hydrant	25.38	cu meter
5.1.9	Water Meter Replacement		
5.1.9.1	¾ inch or 20 mm diameter water meter	3.00	per meter

5.1.9.2	1 inch or 25.4 mm diameter water meter	3.25	per meter
5.1.9.3	1.5 inch or 38.1 mm diameter water meter	5.00	per meter
5.1.9.4	2 inch or 50.8 mm diameter water meter	15.00	per meter
5.1.9.5	3 inch or 76.2 mm diameter water meter	17.00	per meter
5.1.9.6	4 inch or 101.6 mm diameter water meter	22.50	per meter
5.1.9.7	6 inch or 152.4 mm diameter water meter	42.00	per meter
5.1.9.8	10 inch or 254 mm diameter water meter	70.00	per meter

5.2 Sewer User Rates - Monthly

5.2.1	Flat Residential including Churches & Places of Worship (un-metered)	36.57	
5.2.2	Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or Minimum Bill for metered ICI accounts	49.30	
5.2.2.1	10 cu. meters included in the minimum monthly bill for ICI		
5.2.3	Metered Non-Resident	2.51	cu meter
5.2.5	Metered - Industry/Commercial	1.46	cu meter
5.2.6	Metered - Institutional	1.68	cu meter

5.3 Minimum Rate to Unplug Blockage in Sanitary Sewer Line

5.3.1	During regular business hours (7:30 a.m. to 4:00 p.m. Monday thru Friday)	25.00	25.50
5.3.2	Overtime Hours	37.50	38.00
5.3.3	Statutory Holiday	50.00	50.50

**TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "E"**

CEMETERY OPERATOR: TOWN OF FORT FRANCES

CURRENT PRICE LIST OF CEMETERY SUPPLIES & SERVICES - EFFECTIVE DATE January 1st, 2017

FOR TWO CEMETERIES: FORT FRANCES CEMETERY- 401 King's Hwy.

RIVERVIEW CEMETERY - 1319 COLONIZATION ROAD WEST

Contact telephone number 274-9893 Monday to Friday from 8:00 am to 4:00 pm- 900 Wright Avenue

Day to Day Operation contact: Travis Rob, Operations and Facilities Manager 274-9893 - 900 Wright Avenue

A. PRICE LIST PER LOT

A.1 Adult Single Lot

lot Size: 5' x 10' or 50 Square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

And up to six (6) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

	2016	Proposed 2017
Lot	\$264.81	\$268.78
Care & Maintenance	\$250.00	\$253.75
Sub-Total	\$514.81	\$522.53
HST	\$66.93	\$67.93
TOTAL	\$581.74	\$590.46

A.2 Adult Double Lot

lot Size: 10' x 10' or 100 Square feet

Four (4) Full Burials Allowed - Two (2) MUST be at extra depth (10')

And up to Twelve (12) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

Lot	\$526.96	\$534.86
Care & Maintenance	\$250.00	\$253.75
Sub-Total	\$776.96	\$788.61
HST	\$101.00	\$102.52
TOTAL	\$877.96	\$891.13

A.3 Child (8 years old or under)

lot Size: 3' x 2' or 6 Square feet

One (1) Full Burial Allowed plus two (2) cremations (depending on urn size)

side by side at foot only or One (1) cremation centred at head and up to

two (2) cremations (depending on urn size) side by side at foot only

Markers to be installed in accordance with the cemetery by-law

Lot	\$105.94	\$107.53
Care & Maintenance	\$150.00	\$152.25
Sub-Total	\$255.94	\$259.78
HST	\$33.27	\$33.77
TOTAL	\$289.21	\$293.55

A.4 Cremation lot

lot Size: 2' x 2' or 4 square feet

Up to Two (2) cremations (depending on size of urn)

Flat Markers only allowed on Cremation lots & No Flower Beds allowed due to size

Lot	\$79.43	\$80.62
Care & Maintenance	\$150.00	\$152.25
Sub-Total	\$229.43	\$232.87
HST	\$29.83	\$30.27
TOTAL	\$259.26	\$263.14

A.5 Veteran lot

lot Size: 5' x 10' or 50 square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

or Two (2) cremations (depending on size of urn) MAXIMUM 2 INTERMENTS

VETERAN AND SPOUSE ONLY

No charge for Veteran - Interment of Spouse will be the responsibility of the family

B. UNIT PRICE PER INTERMENT

B.1 SUMMER - May 1 to October 31

B.1.1 Adult Interment	\$753.57	\$764.87
HST	\$97.96	\$99.43
TOTAL	\$851.53	\$864.31
B.1.2 Adult with Vault	\$838.34	\$850.92
HST	\$108.98	\$110.62
TOTAL	\$947.32	\$961.53
B.1.3 Child (8 years old or under)	\$303.42	\$307.97
HST	\$39.44	\$40.04
TOTAL	\$342.86	\$348.01

B.1.4 Child (8 years old or under) with Vault

	\$329.89	\$334.84
HST	\$42.89	\$43.53
TOTAL	\$372.78	\$378.37

B.1.5 Extra Depth 10 ft.

	\$838.34	\$850.92
HST	\$108.98	\$110.62
TOTAL	\$947.32	\$961.53

B.1.6 Saturday (above rates +)

	\$509.65	\$517.29
HST	\$66.25	\$67.25
TOTAL	\$575.90	\$584.54

B.1.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

B. UNIT PRICE PER INTERMENT

B.2 WINTER - November 1st - April 30th

B.2.1 Adult Interment

	\$912.44	\$926.13
HST	\$118.62	\$120.40
TOTAL	\$1,031.06	\$1,046.52

B.2.2 Adult with Vault

	\$997.16	\$1,012.12
HST	\$129.63	\$131.58
TOTAL	\$1,126.79	\$1,143.69

B.2.3 Child (8 years old or under)

	\$435.83	\$442.37
HST	\$56.66	\$57.51
TOTAL	\$492.49	\$499.88

B.2.4 Child (8 years old or under) with Vault

	\$520.55	\$528.36
HST	\$67.67	\$68.69
TOTAL	\$588.22	\$597.04

B.2.5 Extra Depth 10 ft.

	\$1,086.38	\$1,102.68
HST	\$141.23	\$143.35

TOTAL	\$1,227.61	\$1,246.02
B.2.6 Saturday (above rates +)	\$509.65	\$517.29
HST	\$66.25	\$67.25
TOTAL	\$575.90	\$584.54

B.2.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

B.3 UNIT PRICE PER INTERMENT FOR CREMATED REMAINS May 1 to October 31- Only

B.3.1 Cremation < 12" in diameter to Max.

24 inches	\$276.96	\$281.11
HST	\$36.00	\$36.54
TOTAL	\$312.96	\$317.66

**B.3.2. Saturday Cremains < 12" diameter
to Max. 24 " in diameter**

	\$435.83	\$435.83
HST	\$56.66	\$56.66
TOTAL	\$492.49	\$492.49

**B.3.3 Cremains Placed in Private
Marker/Monument Base**

	\$87.08	\$86.07
HST	\$11.32	\$11.19
TOTAL	\$98.40	\$97.25

**B.3.4 Cremains placed in the ground at
the same time as full burial interment**

	\$54.64	\$55.46
HST	\$7.10	\$7.21
TOTAL	\$61.74	\$62.67

**B.3.5 Cremains placed in
Monument Niche**

	\$68.74	\$69.77
HST	\$8.94	\$9.07
TOTAL	\$77.68	\$78.84

B.3.6 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering equipment

C UNIT PRICE FOR A COLUMBARIUM NICHE

C.1 Top Two Rows

Care & Maintenance

Sub-Total

\$1,180.09

175.19

\$1,355.28

\$1,197.79 Purchase Price of Columbarium Niche includes

\$177.82 Purchase of Double Niche

\$1,375.61 Bronze Plaque and installation

HST	\$176.19	\$178.83	One Urn Placement or interment
TOTAL	\$1,531.47	\$1,554.44	
C.2 Middle Four Rows	\$1,454.87	\$1,476.69	Interior shelf space of a niche is 13" wide
Care & Maintenance	\$216.41	\$219.66	10" deep x 8" high, therefore urns to be
Sub-Total	\$1,671.28	\$1,696.35	placed in the columbarium can be no bigger
HST	\$217.27	\$220.53	than 6.5" wide x 10" deep x 8" high.
TOTAL	\$1,888.55	\$1,916.87	
C.3 Bottom Two Rows	\$973.99	\$988.60	
Care & Maintenance	\$144.28	\$146.44	
Sub-Total	\$1,118.27	\$1,135.04	
HST	\$145.38	\$147.56	
TOTAL	\$1,263.65	\$1,282.60	
C.4 2nd Urn Placement in Niche	\$149.56	\$151.80	
HST	\$19.44	\$19.73	
TOTAL	\$169.00	\$171.54	

D. UNIT PRICE FOR FLOWER CARE PER LOT

D.1 Special Care Single - Flowers	\$2,647.98	\$2,687.70	Single Special Care: The flower bed is
HST	\$344.24	\$349.40	centred to the monument 3 rows of 6 flowers
TOTAL	\$2,992.22	\$3,037.10	- 18 flowers
D.2 Special Care Double - Flowers	\$5,295.94	\$5,375.38	Double Special Care: is two (2) singles
HST	\$688.47	\$698.80	2 single beds are planted 3 rows x 6 = 18
TOTAL	\$5,984.41	\$6,074.18	flowers - 2 x 18 = 36 flowers
D.3 Annual Care - Adult -Flowers	\$211.85	\$215.03	Single Pillow: Exact same size as single but
HST	\$27.54	\$27.95	turned in such a way that the bed is wider
TOTAL	\$239.39	\$242.98	across the base 3 rows x 6 = 18 flowers
D.4 Annual Care - Child - Flowers	\$79.43	\$80.62	Double Pillow: Is positioned along the base
HST	\$10.33	\$10.48	the same as a single pillow but is larger in
TOTAL	\$89.76	\$91.10	in 4 rows x 6 = 24 flowers
			Annual Care paid for and planted each year
			Special Care is paid for once and is planted every year

E. UNIT PRICE FOR A FOUNDATION FOR A UPRIGHT MONUMENT (MARKER)

For the Supply, Installation and Inspection of Concrete Foundations for Upright Markers or Monuments

\$ 0.29 per square inch plus HST

Based on the exact size of the foundation.
Where the square inches are calculated by adding 6 inches to both the width and length of the base of the Marker or Monument. The Town will only accepted foundation orders from June 15th to September 15th of each year.

F. UNIT PRICE FOR A FOUNDATION FOR A FLAT MARKER

For the Supply, Installation and Inspection of Concrete Foundations for Flat Markers

\$ 0.27 per square inch plus HST

Based on the exact size of the foundation.
Where the square inches are calculated by adding 6 inches to both the width and length of the base of the flat Marker . The Town will only accepted foundation orders from June 15th to September 15th of each year.

G. CARE & MAINTENANCE FOR A FLAT MARKER OR UPRIGHT MONUMENT (MARKER)

G.1 Flat Markers that measure less than 1116.13 square centimetres or 173 sq. inches

\$0.00

G.2 Flat Markers that measure at Least 1,116.13 square centimetres or 173 sq. inches

\$50.00

Schedule G to remain the same for 2017

G.3 Upright Monument that measure less than 1.22 meters or 4 feet in height and/or length including the base

\$100.00

G.4 Upright Monument measuring more than 1.22 meters or 4 feet in height and/or length including the base

\$200.00

H. MISCELLANEOUS CEMETERIES FEES

H.1 For non-residents customers the above list rates plus 40% mark-up and all applicable taxes

Note the only exception to applying the 40% increase for non-residents is care and maintenance fees for markers and lots, these rates are established under *the Funeral, Burial and Cremation Services Act, 2002* and regulations, as amended from time to time



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

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 8, 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.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council approves the Schedule “D” Entertainment Expense & purchase card expenses for Doug Brown, CAO in the total amount of \$153.79 as detailed in this report

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the Schedule “D” Entertainment Expense & purchase card expenses for Doug Brown, CAO in the total amount of \$153.79 as detailed in this report.

DOUG BROWN
47

24

CREDITS
\$0.00PURCHASES
\$153.79CASH ADV
\$0.00TOTAL 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. McFee P. Lafreniere</i>	
4.	<i>L. Lindberg</i>	<i>Lunch + Dinner</i>	<i>W. Keilar M. Ogden</i>	
Purpose of Entertainment <i>CUPE Negotiations</i>				
Amount Claimed		P		
<i>\$103.64</i>		<i>Doug Brown</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

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 307-274-4035
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

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 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

Qty 2

6.69 CDM



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/110**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: November 8, 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 4th 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 26th 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.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council support the Police Services Board's recommendation that the request from When Eagles Fly Program Founder/Coordinator Sandra Allan be received and further that no action be taken.

Council Approval of this Report Will Agree with the Administration & Finance Executive Committee that Council support the Police Services Board's recommendation that the request from When Eagles Fly Program Founder/Coordinator Sandra Allan be received and further that no action be taken.



November 9, 2016

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Municipal Elections Modernization Act (Bill 181)

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"> - Approved by Council by-law - Ordered by Minister 	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

This report is for Council's information only.



ADMINISTRATION & FINANCE DIVISION

TO: Mayor Avis & Members of Council

FROM: Aaron Petrin, Human Resources Manager

DATE: November 9, 2016

SUBJECT: Policy Review - Management/Non-Union Salary Administration

BACKGROUND

On October 11, Council passed a resolution directing the Town's Administration to update its salary grid for Management/Non-Union staff.

The Administration then reviewed its associated Policy: Management/Non-Union Salary Administration.

On November 8, the proposed amendments to this Policy were presented to the Administration & Finance Executive Committee. The Executive Committee approved said amendments and referred the attached Policy to Council for its review.

RECOMMENDATION

To authorize the proposed amendments to Policy 3.6 – Management/Non-Union Salary Administration.

Respectfully submitted,

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

Aaron Petrin
Human Resources Manager

Council Approval of this report will authorize the proposed amendments to Policy 3.6 – Management/Non-Union Salary Administration.

<i>The Town of Fort Frances</i>	SECTION
	HUMAN RESOURCES
<u>MANAGEMENT / NON-UNION</u> <u>SALARY ADMINISTRATION</u> <u>POLICY</u>	NEW: October 2002 REVISED: 2003, 2004, 2005, 2006, 2007, 2009, 2010, 2011, 2014, 2016
Resolution No. 426	Supercedes Resolution No.
Policy Number 3.6	PAGE 1 of 7

1. POLICY PURPOSE

To direct salary grid placement and the rates of compensation for the Corporation's Management / Non-Union employees.

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 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 given employee group.

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.

1.5%		January 1, 2016			
		35 Hours Per Week		40 Hours Per Week	
Band	Point Range	Minimum	Maximum	Minimum	Maximum
1	95 to 139	\$25,872	\$34,497	\$29,568	\$39,424
2	140 to 185	\$29,671	\$39,562	\$33,911	\$45,214
3	186 to 232	\$33,470	\$44,627	\$38,253	\$51,005
4	233 to 280	\$36,540	\$48,719	\$41,761	\$55,681
5	281 to 329	\$40,265	\$53,687	\$46,016	\$61,356
6	330 to 379	\$43,991	\$58,655	\$50,275	\$67,033
7	380 to 430	\$47,715	\$63,620	\$54,533	\$72,711
8	431 to 482	\$51,386	\$68,515	\$58,726	\$78,302
9	483 to 535	\$55,057	\$73,408	\$62,921	\$83,894
10	536 to 589	\$58,726	\$78,302	\$67,115	\$89,486
11	590 to 644	\$62,397	\$83,197	\$71,309	\$95,079
12	645 to 700	\$66,066	\$88,089	\$75,505	\$100,674
13	701 to 757	\$69,737	\$92,982	\$79,700	\$106,266
14	758 to 815	\$73,407	\$97,876	\$83,894	\$111,858
15	816 to 874	\$77,078	\$102,771	\$88,089	\$117,452

1.5%		January 1, 2017			
		35 Hours Per Week		40 Hours Per Week	
Band	Point Range	Minimum	Maximum	Minimum	Maximum
1	95 to 139	\$26,260	\$35,014	\$30,011	\$40,015
2	140 to 185	\$30,117	\$40,155	\$34,420	\$45,892
3	186 to 232	\$33,972	\$45,296	\$38,827	\$51,770
4	233 to 280	\$37,088	\$49,450	\$42,388	\$56,516
5	281 to 329	\$40,869	\$54,493	\$46,706	\$62,276
6	330 to 379	\$44,651	\$59,535	\$51,029	\$68,038
7	380 to 430	\$48,431	\$64,575	\$55,351	\$73,801
8	431 to 482	\$52,157	\$69,542	\$59,607	\$79,477
9	483 to 535	\$55,882	\$74,509	\$63,865	\$85,152
10	536 to 589	\$59,607	\$79,477	\$68,122	\$90,829
11	590 to 644	\$63,333	\$84,444	\$72,378	\$96,505
12	645 to 700	\$67,057	\$89,410	\$76,637	\$102,184
13	701 to 757	\$70,783	\$94,377	\$80,895	\$107,860
14	758 to 815	\$74,508	\$99,345	\$85,152	\$113,536
15	816 to 874	\$78,234	\$104,312	\$89,410	\$119,214

1.5%		January 1, 2018			
		35 Hours Per Week		40 Hours Per Week	
Band	Point Range	Minimum	Maximum	Minimum	Maximum
1	95 to 139	\$26,654	\$35,539	\$30,462	\$40,615
2	140 to 185	\$30,568	\$40,757	\$34,936	\$46,581
3	186 to 232	\$34,481	\$45,975	\$39,410	\$52,546
4	233 to 280	\$37,644	\$50,192	\$43,023	\$57,364
5	281 to 329	\$41,482	\$55,310	\$47,407	\$63,210
6	330 to 379	\$45,321	\$60,428	\$51,795	\$69,059
7	380 to 430	\$49,157	\$65,543	\$56,181	\$74,908
8	431 to 482	\$52,940	\$70,585	\$60,501	\$80,669
9	483 to 535	\$56,721	\$75,627	\$64,823	\$86,430
10	536 to 589	\$60,501	\$80,669	\$69,143	\$92,191
11	590 to 644	\$64,283	\$85,711	\$73,464	\$97,953
12	645 to 700	\$68,063	\$90,751	\$77,787	\$103,717
13	701 to 757	\$71,844	\$95,793	\$82,109	\$109,478
14	758 to 815	\$75,626	\$100,835	\$86,430	\$115,239
15	816 to 874	\$79,408	\$105,877	\$90,751	\$121,002

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).

With respect to pay equity, the criteria established for modeling acceptable band variations requires that the target maximum for Band Number 3 remains greater than or equal to that of the male comparator position. The male comparator for Band Number 3 is the Parks Labourer 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% 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. Assess 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:

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

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

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.

With the exception of the Fire Chief/Community Emergency Management Coordinator, an employee holding a supervisory role shall be entitled to an effective rate of pay which is no less than 3% more than that of his/her direct subordinates. This principle will direct the initial placement on the compensation grid.

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. 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 unit salaries.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: November 4, 2016

RE: **Extended Day Program (Before & After School) Agreement - RRDSB**

BACKGROUND

In August of 2011 the Town of Fort Frances entered into an agreement with the Rainy River District School Board (RRDSB) to provide before and after school childcare at Robert Moore School known as the 'Extended Day Program'. J.W. Walker School was added to the agreement as well.

Attached is the renewed draft agreement that will extend the covenant to August 31, 2021. The agreement has been reviewed by Shawna McRitchie, Children's Complex Superintendent and her staff. The agreement has not changed in scope from the existing arrangement that has been in practice between the two entities.

The relationship between the Children's Complex staff and each school principal representative (Robert Moore & J.W. Walker) has been positive and productive to deliver an efficient and important before and after school program for community families.

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to endorse the attached Extended Day Program Agreement with the Rainy River District School Board (expiring August 31, 2021), authorize Mayor and Clerk to execute the agreement, and enact the forthcoming by-law.

Respectfully submitted,

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

Jason Kabel

Council approval of this report will endorse the attached Extended Day Program Agreement with the Rainy River District School Board (expiring August 31, 2021), authorize Mayor and Clerk to execute the agreement, and enact the forthcoming by-law.

October 28, 2016

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: September 2016 Drinking Water Systems Monthly Summary Report

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

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

Respectfully submitted,
Operations & Facilities Division

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

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

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

03CouncilwaterreportMarch 2015

October 31, 2016

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: 509 Victoria Avenue – Sewer Damage – Invoice for costs

Background

At the October 19, 2016 meeting of the Operations and Facilities Executive Committee a request was received from Mr. and Mrs. MacEachern for compensation for works completed by Pryde's Plumbing and Heating at their property related to a damaged sewer service caused by the Town forces repairing a water leak. At that meeting the Operations and Facilities Executive agreed to pay compensation, in principle, as there was no bill or cost attached to the request.

On October 31, 2016 a letter was received including a bill from Pryde's totalling \$1098.93 for sewer cleaning works and a bill for \$113.00 from Darryl's Custom Landscapes for Emergency Locates for the MacEachern's to dig their sewer service, which was never completed. The property owners are looking for the Town to cover:

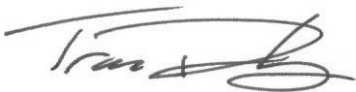
	Units	Unit Cost	Total Cost
Pryde's Plumbing & Heating	10 hrs	\$75.00	\$750.00
Darryl's Custom Landscaping	2 hrs	\$50.00	\$100.00
		Subtotal	850.00
		HST	110.50
		Town's Portion HST	14.96
		TOTAL COST TO TOWN	864.96

The original request dated October 20, 2016 was for the Town to cover everything but 1 cleanout on the Pryde's bill with no mention of other costs. Further, on the copy of the Pryde's bill it was noted that a typical cleanout takes approximately 2 hours. The MacEachern's are willing to pay the cost for the roto-router rental and shop supplies as well as 2 hours of the Pryde's labour totalling \$222.50 plus taxes.

Given that the sewer blockage was caused by damage to the sewer service as a result of a water leak dug on First Street weeks before, and the decision of the Operations and Facilities Executive Committee to compensate the property owners for work completed by Pryde's Plumbing and Heating, The cost to cover the requested portion of the Pryde's bill would be \$750.00 plus the Town's portion of HST being \$13.20 totalling \$763.20. There was never a mention to the works completed by Darryl's Custom Landscaping, therefore this will not be considered in the request.

It is the recommendation of the Operations and Facilities Executive Committee to pay a portion of the Pryde's Plumbing and heating bill being \$750.00 plus the Town's portion of HST for works to try to unplug the sewer service at 509 Victoria Avenue damaged by the Town crews.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations & Facilities

Council Approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to pay a portion of the Pryde's Plumbing and heating bill being \$750.00 plus the Town's portion of HST for works to try to unplug the sewer service at 509 Victoria damaged by the Town crews.

2016October509VictoriaAveClaimCosts

November 2, 2016

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Renewal of Land Use Agreement with Environment Canada to operate and maintain a Reference Climate Weather Station at the Fort Frances Airport

In June 2007 the Town of Fort Frances signed a 10 year agreement with Her Majesty the Queen in right of Canada, as represented by the Minister of the Environment for the installation, operation and maintenance of a modernized Reference Climate Weather Station (RCS) on the airfield at the Fort Frances Airport commencing October 31, 2006. The lease included a 6 month renewal notice clause for a renewal commencing October 31, 2016 for a period of an additional 10 years to October 31, 2026. The Ministry missed the renewal notice clause and failed to provide the 6 month notice as stipulated. The Ministry did, however provide a letter requesting the extension to the lease and acknowledgement that the renewal notice clause had been missed on October 26, 2016.

The lease agreement and correspondence dated October 26, was reviewed by the Airport Supervisor and it was determined that the existence of the RCS at the Fort Frances Airport is a benefit to the operations there and that the Airport does receive some additional revenue from the lease of the land. The renewal would maintain the \$100.00 per year rental fee for the use of that property, please see attached report from T. Batiuk, Airport Supervisor.

It is the recommendation of the Operations and Facilities Executive Committee that the land use lease agreement with Her Majesty the Queen in right of Canada as represented by the Minister of the Environment for the operation and maintenance of a modernized Reference Climate Weather Station (RCS) on the airfield at the Fort Frances Municipal Airport be extended for a term of 10 years commencing October 13, 2016, and further that a by-law be passed authorizing the Mayor and Clerk to execute the agreement.

Respectfully Submitted,



Travis Rob, EIT
Manager of Operations & Facilities

Council Approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the land use lease agreement with Her Majesty the Queen in right of Canada as represented by the Minister of the Environment for the operation and maintenance of a modernized Reference Climate Weather Station (RCS) on the airfield at the Fort Frances Municipal Airport be extended for a term of 10 years commencing October 13, 2016, and further that a by-law be passed authorizing the Mayor and Clerk to execute the agreement.

2016NovRCSRenewal

November 4, 2016

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

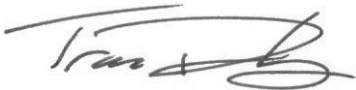
RE: Advertisement Request from Bearskin Airlines 3 months in Bear Country Magazine

Bearskin Airlines has requested the Town of Fort Frances be featured in the upcoming edition of Bear Country Magazine, a quarterly inflight magazine specific to Bearskin Airlines. The Town would be featured in a one page article in the January – April publication. The cost for this advertisement would be \$2650.00 plus applicable taxes. The Airport operating budget does not carry funds for advertising and therefore this would be an out of budget expense.

As outlined in the attached report from Tom Batiuk, Airport Supervisor, the deadline to book the space in the upcoming issue would be November 21, 2016. It is the advertiser's (the Town) responsibility to provide the logo and picture to be featured in the article and also to draft the article. This would mean additional resource time to draft, review and finalize this article.

Given the high cost of the advertisement and the resources required to develop the article, it is the recommendation of the Operations and Facilities Executive Committee to not place the ad in the Bear Country Magazine at an unbudgeted cost of \$2650.00 plus applicable taxes.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations & Facilities

Council Approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to not place an ad in the Bear Country Magazine at an unbudgeted cost of \$2650.00 plus applicable taxes.

2016NovemberAirportAdvertisingRequest

November 4, 2016

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

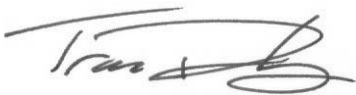
RE: 2016 Landfill Site Inspection Report by Ministry of the Environment and Climate Change

On September 23, 2016 the Ministry of the Environment and Climate Change attended the Town of Fort Frances Landfill site for the purposes of conducting a site inspection. At the conclusion of their inspection, no charges were laid, however 2 items were brought forward to be addressed and one additional item as a recommendation. Please see attached report from Doug Herr, Environmental and Facilities Superintendent and supporting information.

All items were addressed within the timelines stipulated in the inspection report and to the satisfaction of the inspector, and as of the date of this report, the burning of the wood waste pile is still suspended. Typically the wood waste pile is burned annually early in the winter after there is some snow on the ground.

This report is for information purposes only at this time and there is no action required by Mayor and Council.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations and Facilities

Council Approval of this report is not required as this report shall be considered information at this time.

Friday, November 4, 2016

Report To: Travis Rob, Manager of Operations & Facilities
 From: Douglas Herr, Environmental & Facilities Superintendent
 Subject: 2016 Solid Non-Hazardous Waste Disposal Site Inspection
 Fort Frances Municipal Landfill
 Reference Number 2413-A9PSHF

“2016 Solid Non-Hazardous Waste Disposal Site Inspection – Municipal Landfill”

Travis,

In receipt of the 2016 Inspection Report of the Fort Frances Municipal Landfill conducted by Cathy Debney, Senior Environmental Officer, Ministry of the Environment and Climate Change on September 23, 2016. There were no Orders issued however there are two (2) items identified that require resolution and one (1) recommendation. There is no action required for the MOECC recommendation unless the Town wishes to pursue it. The items requiring resolution along with an explanation of appropriate corrective action or work plan taken by the Town is outlined as follows:

1. Effective immediately, cease burning of the wood waste pile at the landfill..

Tom Veert Contracting has been notified the day of the inspection not to burn the wood waste pile at the landfill.

2. By November 1, 2016, submit to the undersigned Provincial Officer a plan to address the current condition of the wood waste pile. The plan shall include:

- a. Removing unacceptable waste types from the pile; and*
- b. Proposed measures for the overall management of the wood waste pile at the landfill*

Resolution:

On November 01, 2016 an email was sent to the undersigned officer from Tom Veert Contracting, copying myself the following:

- a. That Tom Veert Contracting had removed the unacceptable material from the wood waste pile.*
- b. a plan to minimize the potential for future contamination (unacceptable wood burning products) from being disposed of in the wood waste pile. See attached email.*

Further to this the undersigned provincial office, Cathy Debney emailed me November 3, 2016 requesting pictures of the wood waste pile to confirm the above. This same day I sent pictures to her verifying the unacceptable materials had been removed from the wood waste pile. Also attached.

If you have any questions regarding the above feel free to contact the undersigned.

A handwritten signature in dark ink, appearing to read 'D. Herr'.

Doug Herr

Attachments: Copy of MOECC Inspection Report
Copy of email – Tom Veert Contracting
Email (November 3, 2016) - Pictures



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/107**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: November 8, 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.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$255.51 as submitted by Mayor Roy Avis for his attendance at the AMO “What’s Next Ontario” Session held in Dryden, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$255.51 as submitted by Mayor Roy Avis for his attendance at the AMO “What’s Next Ontario” Session held in Dryden, Ontario.


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					Total
	Mileage Claimed	KM x \$0.47 =							
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
<i>Ray Avis</i>	<i>[Signature]</i>
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 *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 2016/108**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: November 8, 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.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$201.00 as submitted by Mayor Roy Avis for his attendance at the AMO “What’s Next Ontario” Session held in Dryden, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$201.00 as submitted by Councillor Ken Perry for his attendance at the AMO “What’s Next Ontario” Session held in Dryden, Ontario.

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				16.00				
	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 <i>Ken Perry</i>	
Conference / Seminar Attended	<i>AMO</i>
	<i>Ontario Going Forward</i>
Location <i>Dryden</i>	<i>Town Council Chambers</i>
Dates <i>Oct 19/2016</i>	

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>Oct 19</i>					
Amount			<i>150⁰⁰</i>					<i>150⁰⁰</i>

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council



TOWN OF FORT FRANCES

COUNCIL


Session No. 049Resolution No. 612Moved by *W. Brunetta*Dated October 11, 2016Seconded 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	



November 9, 2016

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Amendment to Councillor Appointments

Mayor Avis has amended the following appointments for Councillors and a subsequent resolution will be considered during tonight's Council meeting. These appointments are for the second half (December 1, 2016 to November 30, 2018) of Council's four-year term.

- Administration & Finance Executive Committee: W. Brunetta, G. P. Ryan and K. Perry
- Planning & Development Executive Committee: J. Caul, J. Albanese, D. Kitowski
- Operations & Facilities Executive Committee: G. P. Ryan, J. Caul, K. Perry
- Community Services Executive Committee: D. Kitowski, J. Albanese, W. Brunetta

Committee Chairs will be selected by their respective committees. The remaining appointments are unchanged.

<p>Council's approval of this report will bring forward a resolution to be considered during tonight's Council meeting.</p>
--

COUNCIL

Session No. 001

Resolution No. 001

Moved by John Albanese

Dated December 1, 2014


Seconded by Wendy Brunetta

THAT the following Councillor appointments be approved for a two year term ending November 30, 2016 (*Committee Chairs to be selected by their respective committees*):

- 1) Deputy Mayor: Chair of the Committee of the Whole
- 2) Administration and Finance Executive Committee: W. Brunetta, G.P. Ryan, K. Perry
- 3) Planning and Development Executive Committee: W. Brunetta, D. Kitowski, J. Albanese
- 4) Operations and Facilities Executive Committee: G.P. Ryan, J. Caul, D. Kitowski
- 5) Community Services Executive Committee: K. Perry, J. Albanese, J. Caul
- 6) Citizen of the Year Committee: W. Brunetta, G.P. Ryan
- 7) Court of Revision: J. Albanese, D. Kitowski
- 8) Economic Development Advisory Committee: K. Perry
- 9) Regional Economic Development Committee: K. Perry
- 10) Fort Frances Chamber of Commerce: W. Brunetta
- 11) First Nations Relations Advisory Committee: Mayor R. Avis, G.P. Ryan, K. Perry
- 12) Diversity Committee: J. Caul
- 13) Sister Betty Kennedy Centre Board of Management: D. Kitowski, J. Caul
- 14) Town of Fort Frances Police Services Board: J. Albanese
- 15) Moffat Family Fund Steering Committee: J. Caul, G.P. Ryan, J. Albanese
- 16) Northwestern Health Unit: G.P. Ryan
- 17) Fort Frances Volunteer Bureau: J. Albanese
- 18) RR District Municipal Association Executive: K. Perry
- 19) Street Lighting Inspection Committee: G.P. Ryan
- 20) Negotiating Committee - CUPE Local 65: Mayor R. Avis, W. Brunetta, G.P. Ryan
- 21) Negotiating Committee - Fort Frances Professional Fire Fighters Association: Mayor R. Avis, G.P. Ryan, D. Kitowski
- 22) St. Francis Sports Field Management Committee: J. Albanese
- 23) Theatre Management Advisory Committee: J. Caul
- 24) Fort Frances Public Library Board: J. Caul, K. Perry
- 25) Business Improvement Area Board of Management: J. Albanese
- 26) Salary Structure and Administration Practices Committee: Mayor R. Avis, G.P. Ryan
- 27) Municipal Control Group: Mayor R. Avis - Alternate: G.P. Ryan
- 28) Fort Frances Municipal Non-Profit Housing Corporation: W. Brunetta, D. Kitowski
- 29) Rainy River District Social Services Administration Board: K. Perry
- 30) Doctor Recruitment and Retention Committee: D. Kitowski, W. Brunetta
- 31) Fort Frances Community Clinic: J. Albanese
- 32) Assisted Living Action Group: J. Caul
- 33) Fun in the Sun (July 1st Committee): K. Perry, J. Caul
- 34) Museum Advisory Committee: G.P. Ryan
- 35) Sunny Cove Camp Advisory Committee: G.P. Ryan, J. Albanese

AND FURTHER THAT the Mayor is ex-officio member of all Town boards, commissions and committees.

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

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

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, avenue Memorial
Orillia ON L3V 7V3

Tel: 705 329-6140
Fax: 705 330-4191

Tél. : 705 329-6140
Télec.: 705 330-4191

File Reference:

614-00

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.

Page two

	Arbitration Award	Annual Billing Statement Estimates	Variance
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
CORPORATE			
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
Total Corporate	(12,230,704.15)	(9,051,026.00)	3,179,678.15
ADMINISTRATION AND FINANCE			
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
Total Administration and Finance	624,380.57	761,271.00	136,890.43
EMERGENCY SERVICES			
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
Total Emergency Services	2,644,649.83	3,279,500.00	634,850.17
COMMUNITY SERVICES			
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
Total Community Services	1,287,664.36	1,706,083.00	418,418.64
OPERATIONS AND FACILITIES			
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
Total Operations and Facilities	2,075,014.99	2,905,335.00	830,320.01

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

		Actuals to Date	2016 Draft Budget	Variance
PLANNING AND DEVELOPMENT				
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
	Total Planning and Development	309,673.95	398,837.00	89,163.05
	Sub-Total General Fund (Operating)	(5,289,320.45)	-	5,289,320.45
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	(5,289,320.45)	-	5,289,320.45
	TOTAL BUDGET - Revenue	(20,937,637.79)	(21,604,520.00)	(666,882.21)
	TOTAL BUDGET - Expenditures	15,648,317.34	21,604,520.00	5,956,202.66
		(5,289,320.45)	0.00	5,289,320.45

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

WATER		Actuals to Date	2016 Budget	Variance
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
		(574,769.97)	0.00	574,769.97

SEWER		Actual to Date	2016 Budget	Variance
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
		(234,840.05)	0.00	234,840.05

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

		Actual to Date	2016 Budget	Variance
Administration				
C-110-0490-0952	Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-140-0490-0952	Contribution from Reserve Funds		(100,000.00)	(100,000.00)
C-110-9109-0000	iCompass Computers/iPads	5,023.59	10,000.00	4,976.41
C-140-9109-0000	Computer/Network Upgrades	23,376.97	25,000.00	1,623.03
C-140-9109-1523	Financial Software (Windows Version)	77,788.41	75,000.00	(2,788.41)
	Total Revenue	-	(110,000.00)	(110,000.00)
	Total Expenditures	106,188.97	110,000.00	3,811.03
	TOTAL ADMINISTRATION	106,188.97	-	(106,188.97)
Honeywell Project				
C-105-0490-0490	OPA/FFPC Grants			-
C-105-0490-0589	Expense Recoveries	(50.20)		50.20
C-105-0490-0952	Contribution from Reserve Fund		(17,855.00)	(17,855.00)
C-105-9280-0000	Honeywell Improvement Project - Museum Controls		17,855.00	17,855.00
	Total Revenue	(50.20)	(17,855.00)	(17,804.80)
	Total Expenditures	-	17,855.00	17,855.00
	TOTAL CIVIC CENTRE	(50.20)	-	50.20
EMERGENCY SERVICES				
C-211-0490-0952	Contribution from Reserve Funds		(40,425.00)	(40,425.00)
C-211-9122-0000	SCBA & Air Cylinders	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
	TOTAL EMERGENCY SERVICES	12,832.62	-	(12,832.62)
PUBLIC WORKS				
<u>Transportation</u>				
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
	<u>Roads</u>			
C-313-9110-1523	Portage Avenue Storm Sewer Wet Sump Pumps	20,270.63	25,000.00	4,729.37
C-313-9271-1523	Phair Ave from 3rd - 6th Streets (200 m)	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
	<u>Airport</u>			
C-390-0490-0952	Contribution from Reserve Funds		(60,000.00)	(60,000.00)
C-390-9302-1523	Groundwater Well & Treatment System	29,969.83	60,000.00	30,030.17
	<u>Waste Mangement System</u>			-
C-351-0490-0952	Contribution from Reserve Funds		(13,255.00)	(13,255.00)
C-351-9128-1471	Transfer Station Upgrades & Distributed Salary/Ben/Equip	6,939.51	13,255.00	6,315.49
	<u>Parks</u>			
C-580-0490-0589	Lawn Tractor Trade-In		(4,000.00)	(4,000.00)
C-580-0490-0632	Cemetery Trust Donation		(8,944.00)	(8,944.00)
C-580-0490-0952	Contribution from Reserve Funds		(54,000.00)	(54,000.00)
C-586-0430-0632	Lions Millennium Park- Donations	(6,235.78)		6,235.78
C-580-9105-1471	Small Equipment Replacement	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
	TOTAL PUBLIC WORKS	3,174,671.69	-	(3,174,671.69)
	FORT FRANCES CHILDREN'S COMPLEX			
C-641-0490-0432	RRDSSAB Grant			-
C-641-0490-0436	Health & Safety Grant (DSSAB)		(17,000.00)	(17,000.00)
C-641-0490-0952	Contribution from Reserve Funds		(35,000.00)	(35,000.00)
C-641-9106-0000	Vent Hood/Air Handling System for Hood	2,772.97	17,000.00	14,227.03
C-641-9127-1523	Contracted Works	10,291.80		(10,291.80)
C-641-9133-1471	Vehicle Replacement		35,000.00	35,000.00
	Total Revenue	-	(52,000.00)	(52,000.00)
	Total Expenditures	13,064.77	52,000.00	38,935.23
	TOTAL FFCC	13,064.77	-	(13,064.77)
	SISTER KENNEDY CENTRE			
C-622-0490-0448	Provincial Grant			-

**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)
TOTAL SKC	4,300.63	-	(4,300.63)

Handivan

C-653-0490-0952 Contribution from Reserve Funds		(85,000.00)	(85,000.00)
C-653-9133-0000 Handivan Bus Replacement		85,000.00	85,000.00
Total Revenue	-	(85,000.00)	(85,000.00)
Total Expenditures	-	85,000.00	85,000.00
TOTAL SKC	-	-	-

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
TOTAL MSC	(35,500.82)	-	35,500.82

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
	TOTAL LIBRARY	19,213.47	-	(19,213.47)
MUSEUM				
C-791-0490-0400	Federal Grant			-
C-791-0490-0412	Provincial Grant			-
C-791-0490-0632	Donations	(21,129.23)		21,129.23
C-791-0490-0952	Contribution from Reserve Funds			-
C-791-9109-0000	Computer/Scanner & Photo Studio Lighting			-
	Museum Roof			-
	Total Revenue	(21,129.23)	-	21,129.23
	Total Expenditures	-	-	-
	TOTAL MUSEUM	(21,129.23)	-	21,129.23
PLANNING & DEVELOPMENT				
C-122-0490-0400	Federal Grant	(155,581.01)	(503,949.00)	(348,367.99)
C-122-0490-0412	Provincial Grant	(11,025.68)	(781,528.00)	(770,502.32)
C-122-0490-0437	Other Sources of Revenue (BIA)	(30,000.00)	(130,000.00)	(100,000.00)
C-122-0490-0952	Contributions from Reserve Fund		(370,000.00)	(370,000.00)
C-122-0490-0954	Contribution from 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
	TOTAL PLANNING & DEVELOPMENT	189,342.88	-	(189,342.88)
SANITARY SEWER				
C-410-0490-0952	Contribution from Reserve Funds			-
C-410-0490-0954	Contribution from Revenue Funds		(622,841.00)	(622,841.00)
C-410-9105-1471	Sanitary Sewer Small Tools & Equipment	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
TOTAL SANITARY SEWER	492,946.08	-	(492,946.08)
SEWAGE TREATMENT PLANT			
C-413-0490-0412 Provincial Grant	1.00		(1.00)
C-413-0490-0490 ON Power Authority-ERIP Grant		(32,568.00)	(32,568.00)
C-413-0490-0954 Contribution from Revenue Fund		(277,819.00)	(277,819.00)
C-413-0490-0952 Contribution from Reserve Funds	(900,000.00)	(2,459,752.00)	(1,559,752.00)
C-413-9105-1471 Small Miscellaneous Capital	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
TOTAL STP	1,244,013.08	-	(1,244,013.08)
WATERWORKS ADMINISTRATION			
C-961-0330-0589 Expense Recovery			-
C-961-0490-0412 Provincial Grants			-
C-961-0490-0952 Contribution from Reserve Funds		(970,970.00)	(970,970.00)
C-961-0490-0954 Contribution from Revenue Fund		(327,130.00)	(327,130.00)
C-961-9105-1471 Miscellaneous Tools/Equipment	4,193.76	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
TOTAL WATERWORKS ADMIN	1,023,023.18	-	(1,023,023.18)
WATER TREATMENT PLANT			
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
TOTAL WTP	19,697.88	-	(19,697.88)
TOTAL REVENUE	(1,458,346.83)	(12,164,941.00)	(10,706,594.17)
TOTAL EXPENDITURES	7,700,961.83	12,164,941.00	4,463,979.17
TOTAL CAPITAL	6,242,615.00	-	(6,242,615.00)

Municipality
Fort Frances

Permit							Value
RollNo	Applicant	Contractors	Property Address	Work Description	Units / Area		
2016101	Fort Frances	Jim McKinnon	411 MCIRVINE RD	Build garage addition and front entrance onto existing building.			\$25,000.00
59-12-010-006-08810-0000		Bob F256c3346	Legal Description: PT RIV RGE LOT 41 PLAN 48R;2791 PART 1 & 2 PCL 25107	Stat's Canada Codes Building: 520 Work: 02	1		
2016082	408 ARMITT AVE		408 ARMITT AVE	New Deck on rear of house, Renovate Master Bedroom, Make new Master Bathroom, Add Covered Front Entrance			\$10,000.00
59-12-020-002-15200-0000			Legal Description: PLAN ALB S1/2 LOT 376 PCL;11134	Stat's Canada Codes Building: 110 Work: 03	1		
2016100	FORT FRANCES P9A 2H4	ON	600 ARMITT AVE	10x22 shed and covered open area for storage.			\$4,000.00
59-12-020-005-02300-0000		Jerry Donaldson	Legal Description: PLAN M73 BLK 2 LOT 6 PCL BLK;2-5-1	Stat's Canada Codes Building: 110 Work: 01	1		
2016098	641 Second St	Jamie Kaun	641 SECOND ST E	Construct new single family dwelling with attached garage. Attaching rear deck during construction.			\$210,000.00
59-12-030-002-07400-0000			Legal Description: PLAN M94 LOT 54 W PT LOT 55;PCL 11125	Stat's Canada Codes Building: 110 Work: 01	1		
2016093	Fort Frances	ON	944 RUSSELL BAY	Addition to existing garage 20x24			\$18,000.00
59-12-030-004-12008-0000			Legal Description: PLAN SM298 LOT 109 PCL 109-1	Stat's Canada Codes Building: 450 Work: 02	1		

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:10-01-2016 - 10-31-2016

2016099	MARK BROWMAN (807) 271 0752	904 SIXTH ST E	Addition to Single Family Dwelling, 37.5x17.5 sun room. Build 14x14 deck attached	1	\$25,000.00
59-12-030-004-12051-0000		Legal Description: PLAN SM298 LOT 145 PCL 21419	Stat's Canada Codes Building: 110 Work: 02	76.5	
2016102		825 HUFFMAN CRT	Single Detached Dwelling delivered prefabricated set on an ICF basement.		\$350,000.00
59-12-030-007-22422-0000		Legal Description: PLAN 48M382 LOT 10	Stat's Canada Codes Building: 110 Work: 01	187	
Sum	Summary (7 detail records)			7	\$642,000.00
Grand Total	Summary (7 detail records)			7	\$642,000.00

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(August 2016)

STAFFING:

See Operations Statistics (August) 2016 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (August) 2016 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: One (1)
- In front of 338 Scott St.

Hydrant Repairs:

- Number of hydrant repairs: One (1)
- In front of 360 Scott St. (HYD337)

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: Seven (7)
 - Front St./Armit Ave. (VAL544), Fifth St. E. - 1200 Blk. (VAL514), Colon. Rd. W./Lyndy Pl. N. (VAL007),
 - Colon. Rd. W./Lyndy Pl. N. (VAL008), Colon. Rd. W./Kerr Pl. (VAL019), Emo Rd./Kirsti Pl. (VAL555)
 - and Third St. E. /Williams Ave. (VAL501)

Water Service Breaks:

- Number of water service breaks: One (1)
- In front of 515 First St. E.

Water Service Repairs:

- Number of water service repairs: None

Water Service Installations (NEW):

- Number of water service installations: None

Water Service Replacements:

- Number of water service replacements: None

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Eleven (11)
- 906 Second St. E. (2), 1119 King's Hwy. (2), 1232 King's Hwy. (2), 459 Church St. (2), 1228 Third St. E.,
- 500 Church St. and 228 Third St. E.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Prevention - Testing:

- Number of backflow preventers tested: Seven (7)
- 500 King's Hwy., 1000 McIrvine Rd., 404 Scott St., 601 Mowat Ave., 279 Scott St., 401 King's Hwy.
- and 862 King's Hwy.

Other Information:

- Summarized final costs for invoicing associated with private works
- Recorded locations of curb stops at various locations.
- Continued with locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Continued with the valve exercising program (Area 5)
- Worked in conjunction with Makkinga Contracting and Bay City Contracting disinfecting and water quality testing before putting the new water main, service lines and hydrants into service.

WATER TREATMENT PLANT:

- August, 2016 - In receipt of the Water Treatment Plant Monthly Report

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Main Repairs:

- Number of wastewater main repairs: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Breaks:

- Number of sewer service breaks: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Sewer Service Installations (NEW):

- Number of sewer service installations: None

Sewer Service Terminations:

- Number of sewer service terminations: None

Sewer Service Replacements:

- Number of sewer service replacement: None

Other Information:

- Cleaned Eight (8) plugged sewer services at the following locations:
 - 306 Third St. E. (2), 508 Church St., 922 Third St. E., 316 Second St. E., 200 Sixth St. E.,
 - 432 Second St. E. and 1110 Nelson St.
- August 22, 2016 - Assisted Rainy River in the cleaning of their sanitary sewer mains.
- August 23, 2016 - Flushed/cleaned sewer main at 1305 Mill Rd. (Lakeview Trailer Park).
- August 23, 2016 - Flushed/cleaned sewer main on Nelson St. (1100 blk.) and Stewart St. (700 blk.)
- CCTV inspected various building sewer services.
- Recorded locations of cleanouts at various locations.

WASTE-WATER TREATMENT FACILITY:

- August, 2016 - In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 3 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 247,720 kgs (247.72 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 583,220 kgs (583.22 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
 - No Data - Emterra Environmental

Prepared By: _____

Environmental & Facilities Superintendent

Date: _____

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(September 2016)

STAFFING:

See Operations Statistics (September) 2016 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (September) 2016 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: Four (4)
 - Erin Cresc. at Kaitlyn Dr. (N. Valve - VAL575), Kaitlyn Drive at Erin Crescent (E. Valve - VAL577)
 - Frenette Ave. at Kaitlyn Drive (N. Valve - VAL573) & Frenette Avenue - 1000 blk. (VAL621)

Main Valve Replacements:

- Number of water main valve replacements: None

Water Service Breaks:

- Number of water service breaks: One (1)
 - 513 Victoria Ave. (flankage) on First St. E.

Water Service Repairs:

- Number of water service repairs: One (1)
 - 1001 King's Hwy.,

Water Service Installations (NEW):

- Number of water service installations: None

Water Service Replacements:

- Number of water service replacements: None

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Eleven (11)
 - 500 Church St., 917 Phair Ave., 1300 Fifth St. E. (2), 540 King's Hwy. (Unit F), 850 King's Hwy.
 - 896 Minnie Ave. (2), 353 Church St. (2) and 353 Scott St.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: One (1)
 - 353 Scott St.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: Two (2)
 - 353 Scott St. and 1324 King's Hwy.

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: Fourteen (14)
 - 353 Church St., 318 Scott St., 922 Scott St. (3), 283 Church St., 333 Church St., 310 Nelson St.
 - 520 Eighth St. E. (2), 1200 Scott St., 353 Scott St., 310 Nelson St. and 1324 King's Hwy.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Worked in conjunction with Bay City Contracting and Makkinga Contracting to disinfect and test water quality before putting the new water mains and service lines into service.
- September 7, 2016 - completed the valve turning program (Area 5) and hydrant valve exercising.
- September 2016 - painted fire hydrant body at 18 locations.
- Completed locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Recorded locations of curb stops at various locations.
- Commenced winterizing fire hydrants

WATER TREATMENT PLANT:

- September, 2016 - In receipt of the Water Treatment Plant Monthly Report

SEWERAGE COLLECTION:

Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Main Repairs:

- Number of wastewater main repairs: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: One (1)
 - 509 Victoria Ave.

Sewer Service Breaks:

- Number of sewer service breaks: None

Sewer Service Installations (NEW):

- Number of sewer service installations: None

Sewer Service Replacements:

- Number of sewer service replacements: None

Other Information:

- Cleaned Seventeen (17) plugged sewer services at the following locations:
 - 510 Second St. W., 389 Danial Ave., 564 Church St., 240 Second St. E., 216 Scott St., 540 Webster Ave.,
 - 755 Second St. W., 601 Second St. W., 903 Crowe Ave., 907 Victoria Ave. N., 1007 Second St. E.,
 - 301 Kirsti Pl., 710 Scott St., 564 Church St., 509 Victoria Ave. 1104 Second St. E. and 1131 Second St. E.
- September 2, 2016 - Flushed/cleaned sanitary sewer mains on Couchiching F.N.
- CCTV inspected various building sewer services; 311 Kerr Pl. and 509 Victoria Ave.
- Traced sanitary sewer services
- Completed locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Recorded locations of cleanouts at various locations.

WASTE-WATER TREATMENT FACILITY:

- September, 2016 - In receipt of the Wastewater Treatment Facility Monthly Report

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaint, Asselin's - 7 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during the period.

- Amount of residential waste delivered to the landfill:
 - 218,570 kgs (218.57 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 465,190 kgs (465.19 tonnes)
- September 17, 2016 - Household Hazardous Waste Day held by Miller Environmental.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
 - No Data - Emterra Environmental

Environmental & Facilities Superintendent

Prepared By: _____

Date: _____



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

October 18, 2016

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

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

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

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

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

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

Yours truly,

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

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

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

INTRODUCTION

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

DESCRIPTION OF WORKS

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

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

LABORATORY

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

SEPTEMBER 2016 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.0 mg/L	25 mg/L	15 mg/L	12.2 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.6 mg/L	25 mg/L	15 mg/L	21.6 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.23 mg/L	1.0 mg/L	0.9 mg/L	1.4 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	8.69 mg/L 6.92 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		11.5 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.5 to 8.0; average pH was 7.6		
Temperature degrees C				Temperatures ranged from 17.0 to 18.0 C; average temperature of effluent was 17.4 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for September was 6009.5 m³/day. This represents 67% of the design average flow. Total treated flow for the month was 180285 m³.

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

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1130 +/- @ 8.0%	Litres
Alum	5.5 +/- @ 60 %	Cubic meters
Polymer	7 drums	205 L drums

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Pulled and cleaned WAS pump 1
- Replaced belt EF 02
- Cleaned DO probes and YSI spot check

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Pulled and cleaned pump 1 Boundary RD. lift station
- Cleaned bar screens

OPERATIONAL ISSUES

There were no operational issues in the report period.

SLUDGE SUMMARY

The newly installed Fournier Rotary Press processed 699.3 m³ of digested sludge at 1.09% TS. The cake, averaging 21.6% TS was hauled by Asselin Transportation and Storage Limited to the Town of Fort Frances landfill site. Terratec Environmental processed an additional 1124 m³ of digested sludge at 1.38% through their portable centrifuge while the installation of the Fournier press was underway. This cake, averaging 20.7% TS, was also hauled to the Fort Frances landfill site by Asselin Transportation and Storage Limited.

COMPLAINTS

There were no complaints during the report period.

BYPASS REPORT(S)

There were no bypass events in the report period.

COMMENTS

Plant power consumption for the month was 683 (x 180 multiplier) kWh.
 Screen and Dewatering Upgrades at the FFWWTP have been under way since May 30, 2016.
 The Westech Spiral Screen was placed in operation September 2, 2016.
 The Terratec Environmental portable centrifuge was able to leave the site on September 29, 2016.
 The Fournier Rotary Press began thickening sludge on September 19, 2016.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)
 Fort Frances WPCP Equipment Run Time Report (on-file at plant)
 Bypass Report (on-file at plant as per occurrence)
 Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2016					Usage		Removal Efficiency	
	Avg. Day Flow	Max Day Flow	Total Treated	ByPass	Total Volume	% Plant Capacity	Sludge Volume	CBOD5	0.965807811
	m3	m3	Volume ML	Volume ML	ML		Hauled	Suspended Solids	0.967836495
							M3	Total Phosphorus	0.91314554
January	5668.1	5900	175712		175712	63%	249.9		
February	5417.8	5665	157117		157117	60%	251.7		
March	7463.4	12988	231365		231365	83%	212.7		
April	8462.4	10027	253871		253871	94%	228.3		
May	6785.5	8276	210352		210352	75%	241.2		
June	9140.5	18874	274216	1306	275522	102%	217.4		
July	8142.5	11184	252416		252416	90%	227.5		
August	6150.3	7937	190658		190658	68%	72.1		
September	6009.5	7299	180285		180285	67%			
October						0%			
November						0%			
December						0%			
Sum				1306	1927298		1700.8		
Average	7027		213999		214144	78%	212.6		
Max		18874	274216		275522				
C of A	9000	18000							

Month	CBOD5			Suspended Solids			Total Phosphorus			Nitrogen			E. Coli Geo Mean Counts /100ml
	Avg. Raw BOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg. Raw S.S. (mg/L)	Avg. Eff. S.S. (mg/L)	Avg. Load S.S. (kg/day)	Avg. Raw T.P. (mg/L)	Avg. Eff. T.P. (mg/L)	Avg. Load T.P. (kg/day)	Avg. Raw TKN (mg/L)	Avg. Eff. Total N (mg/L)		
January	87.0	2.4	13.5	142.4	6.0	34.7	2.41	0.15	0.83			23.7	
February	74.3	3.5	18.5	132.5	4.3	23.2	2.12	0.11	0.57	17.3	8.9	19.3	
March	65.2	2.3	16.1	112.4	5.7	47.7	1.87	0.11	0.94	15.1	9.7	21.4	
April	57.5	2.4	20.2	110.8	5.6	47.1	1.54	0.13	1.11	12.0	9.7	9.3	
May	68.8	2.5	17.2	125.8	4.1	27.8	2.0	0.15	3.19	14.9	10.0	14.4	
June	50.5	2.0	18.5	148.1	3.9	40.0	1.4	0.19	1.81	11.8	8.6	19.3	
July	49.9	2.0	15.2	124.2	4.0	32.0	1.3	0.18	1.50	11.6	8.4	6.3	
August	83.4	2.0	12.2	190.1	2.3	14.3	2.4	0.23	1.40	19.8	10.2	5.8	
September	80.5	2.0	12.2	141.8	3.6	21.6	2.0	0.23	1.37	15.9	8.7	11.5	
October													
November													
December													
Sum													
Average	68.6	2.3	16.0	136.5	4.4	32.0	1.9	0.16	1.41	14.8	9.3	14.6	
Max	87	3.5	20.2	190.1	6	47.7	2.4	0.23	3.19	19.8	10.2	23.7	
C of A		25	225		25	225		0.9	8.1	200	6.0	200	



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

November 4, 2016

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

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

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

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Yours truly,

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Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

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

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Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

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

LABORATORY

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

OCTOBER 2016 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.3 mg/L	25 mg/L	15 mg/L	13.2 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	4.6 mg/L	25 mg/L	15 mg/L	27.0 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.21 mg/L	1.0 mg/L	0.9 mg/L	1.2 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	8.48 mg/L 6.90 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		12.8 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.5 to 8.0; average pH was 7.7		
Temperature degrees C				Temperatures ranged from 15.0 to 17.5 C; average temperature of effluent was 16.2 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for October was 5845.3 m³/day. This represents 65% of the design average flow. Total treated flow for the month was 181205 m³.

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

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1120 +/- @ 8.0%	Litres
Alum	4.0 +/- @ 60 %	Cubic meters
Polymer	6 drums	205 L drums

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Pulled and cleaned RAS pump 1
- Replaced blower 4 with spare and new belts and oil
- Replaced coupler in Blower 4 air line and tightened valve flange
- Hot water flushed and repaired blockage alum lines
- Removed debris from Teacup
- Replaced filters, tensioned belt and greased bearings ASU 101, ASU 01 and ASU 02
- Drained and inspected both clarifiers. Removed 2 links from flight chain in tank 1 and 1 link from tank 2
- Cleared wrapped and packed material from access door on Westech spiral screen

Pump Stations:

- Ran gensets
- Changed seal water strainers
- PLC reset Boundary Rd lift station
- Pumped down Church St lift station on hand
- Cleaned bar screens

OPERATIONAL ISSUES

There were no operational issues in the report period.

SLUDGE SUMMARY

The Fournier Rotary Press processed 2015.6 m³ of digested sludge at 1.14% TS. The cake, averaging 19.8% TS was hauled by Asselin Transportation and Storage Limited to the Town of Fort Frances landfill site.

COMPLAINTS

There were no complaints during the report period.

BYPASS REPORT(S)

There was a UV bypass reported on October 2nd as there was a 6 hour scheduled power outage that day.

COMMENTS

Plant power consumption for the month was 691 (x 180 multiplier) kWh.
 Screen and Dewatering Upgrades at the FFWWTP have been under way since May 30, 2016.
 There was a UV bypass reported on October 2nd as there was a 6 hour scheduled power outage that day.
 The sludge truck tent was taken down and removed by TOFF crew.
 The TOFF vacuum truck removed debris from both clarifier inlet channels.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)
 Fort Frances WPCP Equipment Run Time Report (on-file at plant)
 Bypass Report (on-file at plant as per occurrence)
 Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2016					Sludge	Removal Efficiency		
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML		% Plant Capacity	CBOD5	0.967607973
								Suspended Solids	0.968245968
January	5668.1	5900	175712		175712	M3	63%	Total Phosphorus	0.914038657
February	5417.8	5665	157117		157117		60%		
March	7463.4	12988	231365		231365		83%		
April	8462.4	10027	253871		253871		94%		
May	6785.5	8276	210352		210352		75%		
June	9140.5	18874	274216	1306	275522		102%		
July	8142.5	11184	252416		252416		90%		
August	6150.3	7937	190658		190658		68%		
September	6009.5	7299	180285		180285		67%		
October	5845.3	6913	181205		181205		65%		
November							0%		
December							0%		
Sum				1306	2108503				
Average	6909		210720		210850		77%		
Max		18874	274216		275522				
C of A	9000	18000							

Month	CBOD5			Suspended Solids			Total Phosphorus			Nitrogen			E. Coli	
	Avg. Raw BOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg. Raw S.S. (mg/L)	Avg. Eff. S.S. (mg/L)	Avg. Load S.S. (kg/day)	Avg. Raw T.P. (mg/L)	Avg. Eff. T.P. (mg/L)	Avg. Load T.P. (kg/day)	Avg. Raw TKN (mg/L)	Avg. Eff. Total N (mg/L)	Avg. Raw (mg/L)	Geo Mean Counts /100ml	
January	87.0	2.4	13.5	142.4	6.0	34.7	2.41	0.15	0.83				23.7	
February	74.3	3.5	18.5	132.5	4.3	23.2	2.12	0.11	0.57	17.3	8.9	17.3	19.3	
March	65.2	2.3	16.1	112.4	5.7	47.7	1.87	0.11	0.94	15.1	9.7	15.1	21.4	
April	57.5	2.4	20.2	110.8	5.6	47.1	1.54	0.13	1.11	12.0	9.7	12.0	9.3	
May	68.8	2.5	17.2	125.8	4.1	27.8	2.00	0.15	3.19	14.9	10.0	14.9	14.4	
June	50.5	2.0	18.5	148.1	3.9	40.0	1.40	0.19	1.81	11.8	8.6	11.8	19.3	
July	49.9	2.0	15.2	124.2	4.0	32.0	1.30	0.18	1.50	11.6	8.4	11.6	6.3	
August	83.4	2.0	12.2	190.1	2.3	14.3	2.40	0.23	1.40	19.8	10.2	19.8	5.8	
September	80.5	2.0	12.2	141.8	3.6	21.6	2.00	0.23	1.37	15.9	8.7	15.9	11.5	
October	105.3	2.3	13.2	160.7	4.6	27.0	2.62	0.21	1.23	17.6	8.5	17.6	12.8	
November														
December														
Sum														
Average	72.2	2.3	15.7	138.9	4.4	31.5	2.0	0.17	1.40	15.1	9.2	15.1	14.4	
Max	105.3	3.5	20.2	190.1	6	47.7	2.6	0.23	3.19	19.8	10.2	19.8	23.7	
C of A		25	225		25	225		0.9	8.1	200	6.0	200	200	

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

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016-2015
January	70	76	79	261	256	311	1	6	0	3	6	5	30	43	41	3	4	2	36	42	67	143	177	194	-34
February	69	67	74	233	241	308	1	2	0	1	7	5	35	36	22	1	3	5	49	40	50	156	155	156	1
March	69	78	82	199	341	346		5	3	17	30	10	34	36	40	3	5	0	55	38	52	178	192	187	-14
1/4 Total	208	221	235	693	838	965	2	13	3	21	43	20	99	115	103	7	12	7	140	120	169	477	524	537	-47
April	81	81	74	288	330	276	7	1	2	8	23	18	47	41	22	3	2	1	40	53	47	186	201	164	-15
May	88	82	81	309	365	308	4	1	6	9	28	24	37	37	23	32	34	30	59	77	76	229	259	240	-30
June	76	80	77	273	322	292	0	11	7	30	36	37	38	31	35	77	74	89	52	96	69	273	328	314	-55
1/2 Total	453	464	467	1563	1855	1841	13	26	18	68	130	99	221	224	183	119	122	127	291	346	361	1165	1312	1255	-147
July	72	81	75	221	297	230	2	8	7	48	40	35	51	35	18	66	83	59	47	77	59	286	324	253	-38
August	84	79	71	256	297	241	6	4	3	42	39	37	66	31	26	71	73	65	53	87	57	322	313	259	9
September	78	76	73	277	328	254	1	0	1	15	17	22	40	36	37	45	44	32	51	76	65	230	249	230	-19
3/4 Total	687	700	686	2317	2777	2566	22	38	29	173	226	193	378	326	264	301	322	283	442	586	542	2003	2198	1997	-195
October	85	83	76	357	309	309	2	4	3	10	20	24	41	47	42	18	9	12	47	51	51	203	214	208	-11
November		68	80		260	286		0	3		9	8		30	28		1	3		38	39	0	146	161	-146
December		68	52		200	203		0	0		4	4		31	25		2	1		34	29	0	139	111	-139
Total	772	919	894	2674	3546	3364	24	42	35	183	259	229	419	434	359	319	334	299	489	709	661	2206	2697	2477	-491

Fuel Sales Recap - 2016									2015	2014	2013	2012	2011	2010	2009	2008	2007	9 year	Variance 2016-2015
	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	per month
Month	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2015 to 2007	month
January	126	126	7,402	7,402	0	0	7,528	7,528	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,131	-1,164
February	509	635	11,395	18,797	0	0	11,904	19,432	11,231	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,241	673
March	342	977	12,913	31,710	0	0	13,255	32,687	17,795	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,739	-4,540
April	744	1,721	7,848	39,558	0	0	8,592	41,279	13,219	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	14,019	-4,627
May	1,905	3,626	22,776	62,334	0	0	24,681	65,960	16,161	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	25,878	8,520
June	4,068	7,694	21,947	84,281	0	0	26,015	91,975	45,698	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	30,603	-19,683
July	4,418	12,112	24,584	108,865	0	0	29,002	120,977	28,150	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,471	852
August	3,990	16,102	17,129	125,994	0	0	21,119	142,096	36,638	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	30,290	-15,519
September	4,636	20,738	16,689	142,683	0	0	21,325	163,421	24,238	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	23,054	-2,913
October	13,740	34,478	16,915	159,598	0	0	30,655	194,076	8,216	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	15,865	22,439
November		34,478		159,598		0	0	194,076	11,616	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	11,389	-11,616
December		34,478		159,598		0	0	194,076	7,592	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	7,794	-7,592
Total	34,478		159,598		0		194,076		229,246	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	224,474	-35,170
								Jan to June	112,796	103,274	71,079	80,178	72,192	110,260	95,840	167,243	164,637	108,611	1,138

Lowest month in last 9 years
Highest month in last 9 years
Highest month
lowest month

Sewer & Water Data for 2016
up-dated November 4, 2016

Month	Days per month	2016	2016	2016	2016	2016	2016	2016	2016	2016	2016	2015	2015	2016-2015	2016-2015	2016	2016
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Total	daily	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Treated	Treated	Wastewater	STP-WTP	daily average
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	WTP	WTP	STP		
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily				
January	31	176710	5700.32	7600	245.16	4.30%	118110.0	3810.0	16818.5	542.5	14.24%	121570	3922	-3460.0	15348.0	58600.0	1890.3
February	29	157117	5417.83	7638	263.38	4.86%	110250.0	3801.7	16818.5	579.9	15.25%	107690	3713	2560.0	16880.0	46867.0	1616.1
March	31	231365	7463.39	9648	311.23	4.17%	118060.0	3808.4	15056.0	485.7	12.75%	126450	4079	-8390.0	57500.0	113305.0	3655.0
April	30	253871	8462.37	10565	352.17	4.16%	106740.0	3558.0	15056.0	501.9	14.11%	112830	3761	-6090.0	85006.0	147131.0	4904.4
May	31	210253	6782.35	9803	316.23	4.66%	118580.0	3825.2	10579.5	341.3	8.92%	120100	3874	-1520.0	-32616.0	91673.0	2957.2
June	30	274216	9140.53	13144	438.13	4.79%	120190.0	4006.3	10579.5	352.7	8.80%	116430	3881	3760.0	55443.0	154026.0	5134.2
July	31	252416	8142.45	12761	411.65	5.06%	126030.0	4065.5	9565.0	308.5	7.59%	134840	4350	-8810.0	72447.0	126386.0	4077.0
August	31	190658	6150.26	11928	384.77	6.26%	137500.0	4435.5	9565.0	308.5	0.1	129900	4190	7600.0	7129.0	53158.0	1714.8
September	30	180285	6009.50	11908	396.93	6.61%	104260.0	3475.3	9970.5	332.3	0.1	121920	4064	-17660.0	17172.0	76025.0	2534.2
October	31	181205	5845.32	11750	379.03	6.48%	103050.0	3324.2	9970.5	321.6	0.1	123450	3982	-20400.0	21397.0	78155.0	2521.1
November	30		0.00		0.00			0.0		0.0		102560	3419	-102560.0	-188990.0	0.0	0.0
December	31		0.00		0.00			0.0		0.0		107110	3455	-107110.0	-189403.0	0.0	0.0
Total	366	2108096		106745			1162770		123979			1424850	46690	-262080.0	-62687.0	945326.0	2582.9
Monthly Average												118737.5	3890.9	-21840.0	-5223.9	78777.2	2583.7
daily Average												3868.77					

AGENDA ITEM #10.8