

TOWN OF FORT FRANCES

Planning & Development Executive Committee

AGENDA - November 21, 2016 at 8:00 AM

MEETING - Civic Centre - Committee Room

	Page
1. <u>Call to Order</u> Session #20	
2. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
3. <u>Approval of Previous Committee Minutes</u>	
3.1 Approval of November 7, 2016 meeting minutes.	2 - 3
4. <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u>	
5. <u>In-Camera</u>	
5.1 Land Rental Inquiry. - No update, referred to next meeting.	
6. <u>Items Referred from Council</u>	
6.1 Swimming Pool By-Law Concerns.	4 - 16
7. <u>New Business</u>	
7.1 First Draft Operating & Capitol Budget for Planning & Development.	17 - 26
7.2 Amendments to funding agreements with Northern Ontario Heritage Fund & FedNOR for the Rainy Lake Market Square Project.	27 - 34
8. <u>Outstanding Items</u>	
9. <u>Information</u>	
10. <u>Non-agenda Items</u>	
11. <u>Adjourn / Next Meeting Date</u> Monday December 5, 2016	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #19

November 7, 2016

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre on November 7, 2016 from 8:00 a.m. to 8:11 a.m.

PRESENT: D. Kitowski, Chair, J. Albanese, Councillor, W. Brunetta, Councillor.

ALSO PRESENT: L. Slomke, Clerk, T. Rob, O&F Manager, T. Dennis, CBO/Planner, P. Briere, Secretary.

1. Call to Order
Session #19

2. Disclosure of pecuniary interest and the general nature thereof
None.

3. Approval of Previous Committee Minutes

- 3.1 Approval of October 17, 2016 meeting minutes.
- Approved as circulated.

4. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.
None.

5. In-Camera

- 5.1 Land Rental Inquiry
- An update on the status of this item and what the next steps in the process were provided to the Planning & Development Executive Committee.

Albanese-Kitowski: THAT the Planning and Development Executive Committee now meet in-camera in order to address a matter pertaining to: a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes; more specifically item 5.1 land rental inquiry.

CARRIED

6. Items Referred from Council

- 6.1 2017 Planning & Development User Fees & Charges.
- The Planning & Development Executive Committee is recommending to approve the report as presented.

7. New Business
None.

8. Outstanding Items
None.

9. Information
None.

10. Non-agenda Items
None.

- 11. **Adjourn / Next Meeting Date - 8:11am**
Monday November 21, 2016.

Executive Committee Chair

Secretary, Planning & Development Executive
Committee



November 16, 2016

Report To: Planning and Development Executive Committee

From: Tyson Dennis Chief Building Official and Municipal Planner

Subject: Request to have local By-Law NO 25/76 Private Pool Fencing, be amended.

Residents Bruce and Jennifer Lidkea of 808 Kaitlyn Dr. of Fort Frances have recently brought forth a request to have Town Council consider amending By-Law NO. 25/27 for requirements of fences for privately-owned outdoor pools to have a fence around them to prevent unauthorized entry.

The requirement for a fence in the by-law states in Section 10. "This by-law shall apply to every privately-owned swimming pool constructed before and after the passing of this by-law which is designed to operate, or operated by attachment to a filtration system and to every privately-owned swimming pool be constructed before or after the passing of this by-law *having a depth at any part thereof of more than 24 inches.*"

The by-law does not speak specifically to "hot-tubs or spas-tubs". These types of recreational tubs/pools are not defined in the existing by-law. The by-law does refer to a 24" or greater depth of water, needing a fence.

There are options available for lockable lids for certain pool/tub applications when the units are not in use. There could be some more details put into the by-law, allowing clarity for the public as well as the enforcement from the Town's perspective.

The by-law is greatly detailed for the use of pools in the Town of Fort Frances, but could use clarity and definition for the use of hot-tubs/spas-tubs as they have gained popularity in recent years.

Attached to this report is a letter from the Lidkea's, as well as some examples they have provided of other towns/cities by-laws which have defined pool and hot-tub regulations. Please look at the letter and examples and compare to our By-Law NO 25/76 which is also attached to see differences.

It is my recommendation that By-Law NO 25/76 be reviewed and replaced with a new up to date By-Law. This topic should be researched and a by-law proposal be brought forward for Council approval within the next 18-24 months.

Until such updated By-Law can be passed by the Town Council, all pools having a depth of 24" or greater shall fall under the existing by-law, NO. 25/76, for fencing of privately-owned outdoor swimming pools.

Respectfully Submitted;

Original Signed by

Tyson Dennis

November 1, 2016


Elizabeth (Lisa) Slomke
320 Portage Ave
Fort Frances, On
P9A 3P9



Town Clerk,

I am writing with regards to the local bylaw No25/76 about privately owned outdoor swimming pools. I am requesting an amendment or revision be made to stipulate regulations for hot tubs. Your current bylaw from 1976, states that anything measuring over 24 inches of water require a gate or fence. I completely understand this for pools, as their covers are thin and easy to fall in. However, I am asking that you review your current bylaw and perhaps have it updated like other cities, such as Dryden, Beaumont or Guelph. It can be simplified like Dryden where it states that hot tubs are exempt from the pool bylaw providing it has a substantial cover that locks when the tub is not in use, or it can be very specific like the Town of Beaumont which has specific standards listed. I have enclosed copies of both of their bylaws for you to review and hopefully adopt in the Town of Fort Frances. I can appreciate the concern for safety as I have children, I just feel that having 4 locks on my hot tub lid is significantly safer than a gate. Thank you for your consideration in this matter. If you have any questions or concerns, please feel free to contact me at home 274-4295 or work 274-6655. I have also spoke with the local hot tub distributor and he is willing to provide you with any industry specific or technical info you may require.

Regards,


Jennifer & Bruce Lidkea
808 Kaitlyn Drive
Fort Frances, On
P9A 3X3

Cc: Mayor Roy Avis
Cc: Dave Petsnick, Revco (Beachcomber Distributor)
Cc: Tyson Dennis Building Inspector

TOWN OF FORT FRANCES

BY-LAW NO. 25/76

(Being a by-law requiring the fencing of privately-owned outdoor swimming pools.)

WHEREAS Section 354(1)24 of The Municipal Act, R. S. O. 1970, Chapter 284, provides that by-laws may be passed by municipalities for requiring owners of privately-owned outdoor swimming pools to erect and maintain fences and gates around such swimming pools and for prescribing the height and description of and the manner of erecting and maintaining, such fences and gates;

NOW THEREFORE, the Council of the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:-

1. (a) The owner of each privately-owned outdoor swimming pool as defined in Section 10 hereof, shall erect and maintain a fence around each such swimming pool.

(b) Any fence required to be provided and maintained under Sub-Section (a) may include:

- (i) one or more gates which are erected and maintained in accordance with Sub-Section 2(b) of this by-law;
- (ii) any part of a wall of a building if the part used as part of the fence exceeds 48 inches in height.

2. (a) Every fence required to be erected and maintained in accordance with Sub-Section 1(a) shall be:

- (i) not less than 48 inches in height above grade;
- (ii) constructed so that any fence post or other structural member of the fence to which any wire, boards, or other materials are attached, are on the pool side of such wire, boards, or other material;
- (iii) constructed so that it has no openings, rails, or horizontal or diagonal attachments on the outside which would facilitate climbing;
- (iv) constructed so that the only means of ingress to or egress from the area enclosed by the fence shall be through doors or gates constructed in accordance with Sub-Section 2(b) of this by-law;
- (v) where constructed of chain link, the material shall be of not less than 12 gauge with diamond mesh not larger than 2 inches in the case of fences having a height of not less than 72 inches and not less than 1½ inches in the case of fences having a height of less than 72 inches; shall be supported by metal posts set in concrete and spaced not more than 10 feet apart and shall, throughout its length, have a taut wire interwoven through the bottom links to prevent the bottom portion of the fence from being raised;
- (vi) where constructed of wood, the boards shall be placed vertically not more than 1½ inches apart;
- (vii) all fences shall be located not less than 4 feet from the edge of the pool;
- (viii) the bottom of all fences shall be at grade level.

(b) Every gate included in a fence required by Sub-Section 1(a) shall be:

- (i) constructed in accordance with the provisions of Sub-Section 2(a) hereof;
- (ii) equipped with self-closing and self-latching devices so that when not in use, the gate is at all times closed and latched. Such latching device shall be located at the top of the gate on the pool side;
- (iii) when an adult person is not present supervising the pool, the gate or gates are to be kept closed and locked. Such fences and gates shall be erected and maintained so that no access to the swimming pool may be made except through the gate or gates provided. Nothing in this by-law shall prevent the use of any existing or proposed wall or walls or a structure located on the same property as one or more sides of the fence, provided, however, that such wall or walls shall be of greater strength than the required fence and shall be approved by the Building Inspector.

3. Notwithstanding the provisions of Sections 1 and 2 hereof, in the case of a pool constructed entirely above grade and so constructed that it has no openings, rails, or horizontal or diagonal attachments on the outside which would facilitate climbing, only the steps to such pool are required to be fenced and equipped with a gate as hereinbefore provided. The fencing around such steps and the gate shall in all respects, comply with the provisions of the by-law, provided that the height of such pool is not less than 48 inches.

4. Prior to the construction of fences and gates as required hereby, the owner of the swimming pool shall produce and deposit with the Building Inspector, or his delegate, plans showing all fences and gates proposed to be constructed, such plans to show the location of such fences and gates and their manner of construction in sufficient detail to permit the Building Inspector, or his delegate, to ascertain whether or not the proposed fences and gates will comply with the provisions of this by-law.

5. In the event that the proposed fences and gates comply with the provisions of this by-law, the Building Inspector, or his delegate, shall, subject to Section 9 hereof, issue a permit in the form set forth in Schedule "A" hereof certifying that he has approved such plans.

6. A permit may be issued for such fences and gates as may have been constructed prior to the date hereof but which in all respects comply with the provisions of this by-law;

7. No privately-owned outdoor swimming pool may be excavated for or erected without a permit as in heretofore provided.

8. No person shall place water in a privately-owned outdoor swimming pool or allow water to remain therein unless the fences and gates prescribed hereby have been erected.

9. The Building Inspector, or his delegate, is authorized to refuse to issue a permit for any such fence or gate which, if erected, would be contrary to the provisions of any by-law of this Municipality.

10. This by-law shall apply to every privately-owned swimming pool constructed before or after the passing of this by-law which is designed to operate, or operated by attachment to a filtration system and to every privately-owned swimming pool constructed before or after the passing of this by-law having a depth at any part thereof of more than 24 inches.

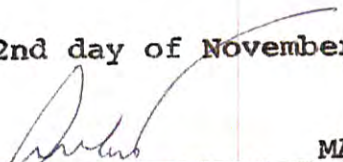
11. This by-law shall be enforced by the Building Inspector. It shall be the duty of every owner of private swimming pools to obtain a certificate from the Building Inspector stating that the fence around such pool has been inspected and has been found satisfactory. It shall further be the duty of an owner of every outdoor swimming pool to ensure that an inspection is made at least every second year and that the certificate is up-dated accordingly.

12. A charge of Five (\$5.00) Dollars shall be paid for the initial permit.

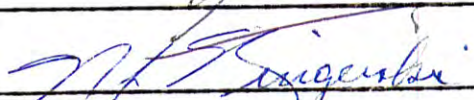
13. Any person convicted of a breach of any of the terms of this by-law shall forfeit and pay, at the discretion of the Convicting Judge, a penalty not exceeding the sum of ONE THOUSAND (\$1,000.00) DOLLARS, exclusive of costs, for each offense, such penalty and costs to be recoverable under the provision of The Summary Convictions Act, as provided by The Municipal Act.

14. This by-law shall come into force and take effect upon the final passing thereof.

READ A FIRST TIME in open Council this 22nd day of November 1976.

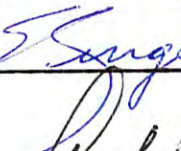


MAYOR

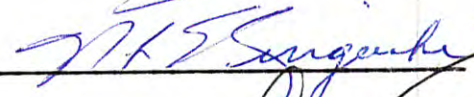


CLERK

READ A SECOND TIME in open Council this 27th day of December 1976.

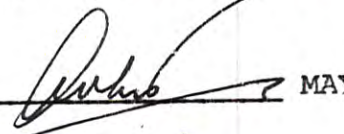


MAYOR

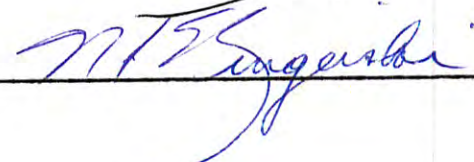


CLERK

READ A THIRD TIME AND FINALLY PASSED in open Council this 27th day of December 1976.



MAYOR



CLERK

SCHEDULE "A"

Fencing Permit for Privately-Owned Outdoor Swimming Pools

Applicant -

Address -

Pool Type (a) above ground
(b) below ground

Maximum Depth -

Pool Size ft. x ft.

Fenced Area ft. x ft.

Minimum Deck Width ft.

Fence Height ft. (minimum 48')

Fence Material (a) chain link
(b) wood
(c) other

Plans approved _____ (date)

_____ (applicant)

Permit Issued: _____ Building
Inspector

TOWN OF BEAUMONT

SWIMMING POOL & HOT TUB INSTALLATION REQUIREMENTS

FOR ALL OPEN OR ENCLOSED, ATTACHED OR DETACHED SWIMMING POOLS OR HOT TUBS

General

1. Swimming pool or hot tub installations may require the following permits: development, building, electrical and plumbing. Please contact the Town or Superior Safety Codes for permit fees.
2. A site plan showing the location, dimensions and setbacks from property lines and existing buildings is required. The plan must also indicate the size of the pool or hot tub, including the surface area of the water.
3. A swimming pool shall have a clear deck space of 900 mm (3 ft) on all sides.
4. Except for a pre-manufactured private swimming pool that is entirely above ground, plans and specifications for a private swimming pool shall be submitted.
5. Hot tubs exceeding 600 mm (2 ft) in depth of water are considered swimming pools, in accordance with the definition in Division C, Section 1.4 of the 2006 Alberta Building Code.
6. Prior to installing a swimming pool or hot tub, any changes from the existing wiring installation or any new wire installations require an electrical permit, which may be obtained from the Town of Beaumont or Superior Safety Codes (780-489-4777).
7. Prior to installing a swimming pool or hot tub, any changes in the existing plumbing system for a swimming pool or hot tub connection may require a plumbing permit which may be obtained from the Town of Beaumont or Superior Safety Codes (780-489-4777).

Method of draining hot tubs

- a) if using a garden hose connected to the drain of the hot tub and discharging the water into the floor drain in the basement – no plumbing permit is required.
- b) if a plumbing stand pipe is provided for hot tub drainage - a plumbing permit is required.

Swimming Pools (Alberta Building Code 2006, Division B, Article 7.3.2.3)

1. The entire area of a swimming pool shall be protected by a fence, building wall or enclosure that can prevent access by unauthorized persons, and its height above the outside ground level shall not be less than:
 - a) 1.8 metres (5.9 ft) for a private swimming pool; and
 - b) 2.0 metres (6.56 ft) for all other swimming pools.
2. An opening for access through a fence around a swimming pool or a private swimming pool shall be protected by a gate that is:
 - a) the same height as the fence;
 - b) equipped with a self-closing device;
 - c) equipped with a self-latching device on the inside of the gate located not less than 1.5 metres (4.9 ft) above the ground level; and
 - d) capable of being locked.
3. The fence and gate around the swimming pool shall be constructed so that all horizontal and diagonal members are located on the swimming pool side.
4. Barbed wire or electrification shall not be used on or for a fence or gate around the swimming pool.

Hot Tubs Measuring Greater than 2.4m (8') (across the widest portion of the water's surface)

Must follow the installation requirements of *Swimming Pools* as noted above.

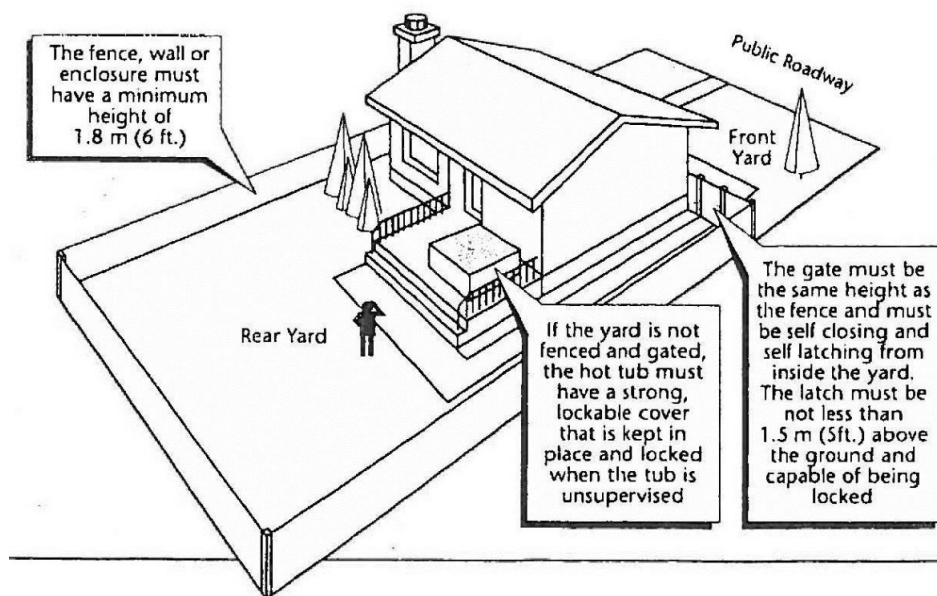
Hot Tubs Measuring Less than 2.4m (8')(across the widest portion of the water's surface)

According to STANDATA published by Alberta Municipal Affairs dated September 2007, as an alternative to providing a fence and gate around a hot tub to prevent access by unauthorized persons, a fence and gate conforming to Sentences 7.3.2.3 (1) and (2) [and shown as points 1. and 2. Under *Swimming Pools*, above] of the Alberta Building Code 2006 need not be provided around an exterior hot tub for a single family dwelling provided:

1. The hot tub does not exceed 2.4 metres (8') across the widest portion of the water's surface;
2. The hot tub is provided with a cover that:
 - a) meets ASTM standard F1346-91, "Standard Performance Specification for Safety Covers and Labelling Requirements for All Covers for Swimming Pools, Spas and Hot Tubs." This standard contains performance requirements for hot tub covers to prevent unintentional drowning including, but not limited to:
 - i) a static load test of 220kg for covers greater than 2.4m in diameter,
 - ii) a static load test of 125kg for covers less than 2.4m in diameter, and
 - iii) deflection tests to prohibit the passage of a test object; and
 - b) is provided with lockable devices to prevent access to the water by unauthorized persons.
3. The cover is in place and locked at all times the hot tub is unsupervised.

This ruling applies throughout the Province of Alberta.

If you have any questions on the above regulations, please call the Town of Beaumont's Building Safety Code Officer or a Development Officer at 780-929-8782.



Chapter 234

SWIMMING POOL ENCLOSURES

GENERAL REFERENCES

Building construction — See Ch. 29.

Fences — See Ch. 78.

§ 234-1. Title.

The chapter may be cited as the "Swimming Pool Enclosure By-Law."

§ 234-2. Definitions.

- A. For the purposes of this chapter the definitions and interpretations given in this section shall govern:

ENCLOSURE — A fence, wall or other structure, including doors and gates, surrounding a privately owned outdoor swimming pool to restrict access thereto.

OWNER — Includes a lessee or tenant in possession of property on which a pool is located.

POOL — Any privately owned body of water located outdoors above or below finished grade on privately owned property, contained by artificial means in which the depth of the water at any point can exceed 600 mm (24 inches) and used or capable of being used for the purpose of swimming, diving, or bathing and shall include hydro-massage pools (hot tubs).

§ 234-3. Enclosure exemption.

- A. A pool is exempt from the requirements to erect an enclosure around such pool where a substantial cover and securing system approved by the Chief Building Official is provided that fits over the entire pool opening, and such cover is secured to prevent access to the pool at all times when not in use.
- B. No person shall permit or cause to be permitted the substantial cover of a pool to be unsecured against access when such pool is not in use.

§ 234-4. Enclosure required.

- A. The owner of each pool as defined in §§ 234-2 and 234-14 hereof shall erect and maintain an enclosure around each such pool.
- B. Any enclosure required to be provided and maintained under § 234-3A may include:
- (1) One or more gates which are erected and maintained in accordance with § 234-4B of this chapter;
 - (2) Any part of a wall of a building if the part used as part of the enclosure exceeds 1.5 metres (60 inches) in height.

§ 234-5. Specifications for enclosures.

A. Every enclosure shall be required to be erected and maintained in accordance with § 234-3A shall be:

- (1) Not less than 1.5 metres (60 inches) in height above grade;
- (2) Constructed so that any enclosure post or other structural member of the enclosure to which any wire, boards or other materials are attached is on the pool side of such wire, boards or other material;
- (3) Constructed so that it has no openings, rails, or horizontal or diagonal attachments on the outside which facilitate climbing;
- (4) Constructed so that the only mean of ingress to or egress from the area enclosed by the enclosure shall be through doors or gates constructed in accordance with Subsection B of this section;
- (5) Where constructed of chain link, the material shall be of not less than twelve-gauge with diamond mesh not larger than 40 mm (1.5 inches); shall be supported by metal posts set in concrete and spaced not more than three metres apart; and shall, throughout its length, have a taut wire interwoven through the bottom links to prevent the bottom portion of the enclosure from being raised;
- (6) Where constructed of wood, the boards shall be placed vertically not more than 40 mm (1.5 inches) apart;
- (7) All enclosures shall be located not less than 1.5 metres (60 inches) from the edge of the pool; and
- (8) The bottom of all enclosures shall be at grade level.

B. Every gate included in a enclosure required by § 234-3A shall be:

- (1) Constructed in accordance with the provisions of Subsection A hereof;
- (2) Equipped with self-closing and self-latching devices so that, when not in use, the gate is at all times closed and latched. Such latching device shall be located at the top of the gate on the pool side; and
- (3) When an adult person is not present supervising the pool, the gate or gates are to be kept closed and locked. Such enclosures and gates shall be erected and maintained so that no access to the swimming pool is possible except through the gate or gates provided. Nothing in this chapter shall prevent the use of any existing or proposed wall or walls or a structure located on the same property as one or more sides of the enclosure; provided, however, that such wall or walls shall be of greater strength than the required enclosure and shall be approved by the Chief Building Official.

§ 234-6. Aboveground pools.

A. Notwithstanding the provisions of §§ 234-3 and 234-4 hereof, in the case of a pool constructed entirely above grade and so constructed that it has no openings, rails or horizontal or diagonal attachments on the outside which would facilitate climbing, and such pool is constructed with rigid, vertical pool sidewalls not less than 1.5 metres (60 inches) in height, only the fixed-in-place steps to such pool are required to be enclosed and equipped

with a gate as hereinbefore provided. The fencing around such steps and the gate shall in all respects comply with the provisions of this chapter.

- B. If no fixed-in-place steps are constructed on a pool and access to the pool is gained only by use of a portable access ladder, such ladder shall be removed away from the pool such that it does not permit access to the pool at all times when the pool is not in use.
- C. No person shall permit or cause to be permitted a portable access ladder to be left in place at the pool when the pool is not in use.

§ 234-7. Hydro-massage pools.

- A. Hydro-massage pools, also known as "hot tubs" are exempt from the provisions of this chapter, provided that a substantial cover is attached to the pool and secured to prevent access when the pool is not in use.
- B. No person shall permit or cause to be permitted the substantial cover of a hydro-massage pool to be unsecured against access when such pool is not in use.

§ 234-8. Construction plans for enclosures and gates.

Prior to the construction of enclosures and gates as required hereby, the owner of the swimming pool shall produce and deposit with the Chief Building Official, or his or her designate, plans showing all enclosures and gates proposed to be constructed, such plans to show the location of such enclosures and gates and their manner of construction in sufficient detail to permit the Chief Building Official, or his or her designate, to ascertain whether or not the proposed enclosures and gates shall comply with the provision of this chapter.

§ 234-9. Issuance of permit.

In the event that the proposed enclosures and gates comply with the provision of this Chapter, the Chief Building Official, or his or her designate shall, subject to § 234.10. hereof, issue a permit certifying that he or she has approved such plans.

§ 234-10. Certificate for previously constructed enclosures and gates.

A certificate may be issued for such enclosures and gates as may have been constructed prior to the date hereof but which in all respects comply with the provision of this chapter.

§ 234-11. Permit required.

No person shall erect or cause to be erected a pool without first obtaining a permit as heretofore provided.

§ 234-12. Fee.

The fee for a permit issued under this chapter shall be the minimum building permit fee as listed on Schedule A of Chapter 29, Building Construction, and payable prior to the issuance of a permit.

§ 234-13. Erection of enclosures prior to filling pools required.

No person shall place water in a pool or allow water to remain therein unless the enclosure and gates prescribed hereby have been erected in compliance with the provisions of this chapter.

§ 234-14. Compliance with other by-laws.

The Chief Building Official, or his or her designate, is authorized to refuse to issue a permit for any such enclosure or gate which, if erected, would be contrary to the provisions of any by-law of this municipality.

§ 234-15. Applicability.

- A. This chapter shall apply to any privately owned body of water located outdoors above or below finished grade on privately owned property, contained by artificial means in which the depth of the water at any point can exceed 600 mm (24 inches) and used or capable of being used for the purpose of swimming, diving, or bathing and shall include hydro-massage pools (hot tubs).
- B. The provisions of this chapter are applicable to the entire municipality.

§ 234-16. Enforcement; inspections; duty of owner.

This chapter shall be enforced by the Chief Building Official. It shall be the duty of every owner of pools to obtain a certificate from the Chief Building Official stating that the enclosure around such pool has been inspected and has been found satisfactory.

§ 234-17. Offences.

Any person who contravenes any provision of this chapter is guilty of an offence and, upon conviction, is liable to a penalty as provided in the Provincial Offences Act.¹

1. Editor's Note: This section was passed under the authority of section 320 of the Municipal Act, R.S.O. 1990, c. M.45, as amended, and, under section 61 of the Provincial Offences act, R.S.O. 1990, c. P.33, as amended, a person convicted of an offence under this section is liable to a fine of not more than \$5,000.

November 14, 2016

Report To: Planning & Development Executive Committee Members

From: Doug Brown, Manager Operations & Facilities

SUBJECT: **First Draft of 2017 Operating & Capital Budget for Planning Development Dept.**

A meeting is scheduled for Monday, November 21, 2016 to review draft one of the Planning & Development Dept. Operating and Capital Budget for 2017. In order to ensure that the Planning & Development Executive Committee has a full understanding of how the proposed budget was developed it is pertinent that the enclosed documentation is reviewed and fully understood by each member of the committee.

Some Major Highlights are as follows:

- 2.4% increase in insurance costs
- 0% increase in diesel and gasoline costs
- 3% increase in labour costs distributed throughout the budget
- 6% increase in natural gas costs- cap & trade implemented on January 1st, 2017.
- 9% increase in hydro costs for Civic Center & 2.8 % **decrease** for the Animal Shelter
- 1.5% increase in user fees and charges are reflected in the document at this time.
- 1.5% increase in water & sewer rates
- In 2016 Planner & CBO positions combined into one position working 8 hours per day.
- Transferred Insurance and property taxes costs from Town Real Estate (G122) to Civic center (G150). Amount transfer was \$ 27,077 better tracking of common costs.

The remainder of this report explains how the budget documentation should be used.

- **The Planning & Development Dept. - 2017 Operating Budget is broken down into four (4) areas;**
 - 1) By-law Enforcement – Revenue Administration Expenditures, Vehicle and Animal Shelter
 - 2) Building – self explanatory
 - 3) Planning- self explanatory
 - 4) Civic Center Building & Grounds plus Parking lots

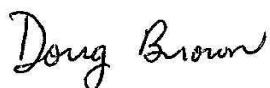
Attached is an operating budget reconciliation spreadsheet No. 1 (1- page) outlining the major variances in the budgeted amount from 2016 to 2017 for each sub-section for each of the four (4) areas. Also outlined there are explanatory notes highlighting the major factors contributing to the variances. In order to fully appreciate how the 2017 budgeted amounts have been determined, please review the Spreadsheet No. 2 (6 pages) Planning & Development budget document. These spreadsheets also include explanatory notes.

- **Planning & Development Dept. 2017 Capital Budget**

See attached spreadsheet No. 3 (1-page) for capital listing for 2017.

Summary

Hopefully the information attached in this document will aid you in understanding the 2017 Planning & Development dept. Budget. If you have any questions prior to the scheduled meeting please feel free to contact me. This report has been prepared for the Planning & Development Executive Committee to better understand how the 2017 budget was assembled.



Doug Brown, P. Eng.
CAO

c.c. - Laurie Witherspoon, Treasurer

2016NovemberDept budgetsummaryfor 2017

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST Draft No. 1	Variance 2017-2016	2017 Budget - As of November 17, 2016 Remarks
By-Law Enforcement											
REVENUE											
Parking Meter Collections	10-040-0440-0310-40598	G-271-0310-0598	(\$1,045.65)	(\$713.49)	(\$1,101.95)	(\$900.00)	(\$453.90)	(\$953.70)	(\$900)	\$0.00	Only 7 working Parking Meters in Town - cash revenue from meters
Loading Zone Fees	10-040-0440-0310-40599	G-271-0310-0599	(\$2,547.00)	(\$2,199.50)	(\$2,292.17)	(\$2,200.00)	(\$2,570.20)	(\$2,346.22)	(\$2,500)	(\$300.00)	9 loading zones paying annual fees
Monthly Parking Fees	10-040-0440-0310-40601	G-271-0310-0601	(\$2,353.79)	(\$2,290.77)	(\$2,290.77)	(\$2,100.00)	(\$2,047.95)	(\$2,311.78)	(\$2,100)	\$0.00	8 monthly customers
Expense Recoveries	10-040-0440-0310-40589	G-271-0330-0589	(\$1,884.92)	(\$2,641.42)	(\$596.38)	(\$1,500.00)	(\$1,275.39)	(\$1,707.57)	(\$1,500)	\$0.00	work on Private Property to meet Property Standard- Cost recovery basis
Dog Tags	10-040-0440-0410-40725	G-271-0410-0725	(\$1,029.75)	(\$866.20)	(\$850.35)	(\$1,000.00)	(\$561.75)	(\$915.43)	(\$915)	\$85.00	Based on 3 year average
Bicycle Licenses		G-271-0410-0726	(\$23.75)								
By-Law Fines	10-040-0440-0410-40811	G-271-0410-0811	(\$17,626.70)	(\$9,657.00)	(\$7,291.00)	(\$10,000.00)	(\$7,388.00)	(\$11,524.90)	(\$10,000)	\$0.00	Main fines are OPP H1A , Parking, Noise & Dogs at large infractions
Impound Fees	10-040-0440-0430-40591	G-271-0430-0591	(\$1,043.00)	(\$602.00)	(\$903.00)	(\$1,000.00)	(\$450.50)	(\$849.33)	(\$849)	\$151.00	Based on 3 year average
Donations	10-040-0440-0430-40632	G-271-0430-0632	(\$45.00)								
Total Revenue			(\$27,599.56)	(\$18,970.38)	(\$15,325.62)	(\$18,700.00)	(\$14,747.69)	(\$20,608.94)	(\$18,764)	(\$64.00)	
EXPENDITURES											
Administration											
Distributed Salaries/Wages		G-271-1101-1110		-\$920.48	-\$402.22			(\$440.90)	\$0.00	\$0.00	
Distributed Benefits		G-271-1101-1111		-\$295.67	-\$134.66			(\$143.44)	\$0.00	\$0.00	
Overtime/Shift/Recall	10-040-0440-1101-60013	G-271-1101-1113		\$96.17				\$32.06		\$0.00	
Sick Leave		G-271-1101-1114	\$1,788.99	\$1,038.47	\$1,735.94		\$856.87	\$1,521.13		\$0.00	
Vac, Stats, Holidays		G-271-1101-1115	\$13,063.61	\$14,505.30	\$15,653.13	\$16,836.00	\$8,362.60	\$14,407.35		-\$16,836.00	
Salaries/Wages	10-040-0440-1101-60010	G-271-1101-1120	\$89,570.42	\$91,793.37	\$94,685.36	\$95,780.00	\$72,727.83	\$92,016.38	\$114,992.98	\$19,212.98	Includes on 24 Stat, 4 Floaters, 4/ Vacation days & 6 sick days
Disability - STD/LTD		G-271-1101-1121	\$4,379.21	\$4,656.94	\$4,543.52	\$4,663.00	\$3,499.70	\$4,526.56		-\$4,663.00	
WSIB	10-040-0440-1101-60055	G-271-1101-1122	\$2,346.88	\$2,406.34	\$3,198.16	\$3,216.00	\$2,485.80	\$2,650.46	\$3,507.21	\$291.21	
CPP	10-040-0440-1101-60025	G-271-1101-1123	\$4,595.38	\$4,746.68	\$4,924.78	\$4,960.00	\$4,015.14	\$4,755.61	\$5,088.60	\$128.60	
EI	10-040-0440-1101-60030	G-271-1101-1124	\$1,994.81	\$2,227.49	\$2,278.10	\$2,338.00	\$1,963.60	\$2,166.80	\$2,038.63	-\$299.37	
Dental, Vision, Extend Health		G-271-1101-1125	\$3,568.09	\$4,509.46	\$5,340.16	\$5,623.00	\$4,204.50	\$4,472.57		-\$5,623.00	
O.M.E.R.S	10-040-0440-1101-60035	G-271-1101-1126	\$9,710.76	\$9,922.04	\$10,252.85	\$10,300.00	\$8,039.58	\$9,961.88	\$10,640.18	\$340.18	
Life Insurance		G-271-1101-1127	\$704.20	\$682.80	\$675.48	\$697.00	\$515.88	\$687.49		-\$697.00	
EHT	10-040-0440-1101-60040	G-271-1101-1129	\$2,043.00	\$2,094.81	\$2,165.44	\$2,177.00	\$1,683.12	\$2,101.08	\$2,242.36	\$65.36	
Employer Benefits	10-040-0440-1101-60050							\$0.00	\$12,297.74	\$12,297.74	Manulife & Sunlife combined
Communications	10-040-0440-1200-71251	G-271-1200-1251	\$506.63	\$566.65	\$566.16	\$550.00	\$419.54	\$546.48	\$550.00	\$0.00	
Postage, Freight, Courier	10-040-0440-1200-71252	G-271-1200-1252			\$8.75			\$2.92		\$0.00	
Transfer to MTO	10-040-0440-1200-71256	G-271-1200-1256	\$552.75	\$511.50	\$379.50	\$500.00	\$321.75	\$481.25	\$481.25	-\$18.75	3 year average
Memberships	10-040-0440-1200-71260	G-271-1200-1260	\$220.00	\$222.00	\$223.00	\$300.00	\$239.00	\$221.67	\$250.00	-\$50.00	Ontario Property Officers Association & Municipal Law enforcement Officer Association Annual membership fees
Subscriptions & Publications	10-040-0440-1200-71261	G-271-1200-1261	\$290.94	\$298.52	\$670.51	\$500.00	\$350.46	\$419.99	\$500.00	\$0.00	Carswell Publications: Copy of PUA & updates during the year
Office Supplies	10-040-0440-1400-71410	G-271-1400-1410	\$3,923.29	\$1,104.05	\$1,099.59	\$1,300.00	\$1,163.99	\$2,042.31	\$1,300.00	\$0.00	
Materials	10-040-0440-1400-71471	G-271-1400-1471	\$92.58	\$328.84	\$135.45		\$164.91	\$185.62		\$0.00	
Clothing - Uniforms Coveralls	10-040-0440-1400-71480	G-271-1400-1480	\$246.49	\$274.65	\$334.69	\$500.00		\$285.28	\$750.00	\$250.00	Winter Jackets & Boots to be replaced in 2017
Meter Repairs/Maintenance	10-040-0440-1500-71515	G-271-1500-1515						\$0.00		\$0.00	
Contracted Services	10-040-0440-1500-71523	G-271-1500-1523	\$1,823.54	\$3,182.79	\$1,355.37	\$2,500.00	\$1,129.88	\$2,120.57	\$2,500.00	\$0.00	Contractor costs to work & to tow vehicles to ensure property standards are meet & enforced on private property
Conference & Courses	10-040-0440-1500-71531	G-271-1500-1531	\$1,799.49		\$40.26	\$2,000.00		\$613.25	\$4,000.00	\$2,000.00	Municipal Law & Enforcement Course out of Town and several webinars
Mileage	10-040-0440-1500-71533	G-271-1500-1533	\$120.47	\$139.83	\$95.65	\$200.00	\$63.22	\$118.65	\$200.00	\$0.00	weekend coverage animal shelter
Advertising & Public Notices	10-040-0440-1500-71591	G-271-1500-1591	\$1,014.42	\$1,024.89	\$691.51	\$1,200.00			\$910.28	-\$289.72	3 year average
			\$144,355.95	\$145,117.44	\$150,516.48	\$156,140.00	\$112,207.37	\$145,753.02	\$162,249.23	\$6,109.23	
Vehicles											
Distributed Salaries/Wages		G-271-2910-1110	\$406.53	\$472.45	\$674.66	\$520.00	\$715.34	\$517.88		-\$520.00	
Distributed Benefits		G-271-2910-1111	\$134.16	\$155.90	\$222.64	\$172.00	\$236.05	\$170.90		-\$172.00	

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST Draft No. 1	Variance 2017-2016	2017 Budget - As of November 17, 2016 Remarks		
Salaries Full Time	10-040-0440-2910-60010							\$0.00		\$0.00	O & F Mechanics based on 2015 actuals and 2016 to date		
Overtime	10-040-0440-2910-60013							\$0.00		\$0.00			
Hourly Full Time	10-040-0440-2910-60015							\$0.00	\$700.00	\$700.00			
Hourly Part Time	10-040-0440-2910-60020							\$0.00		\$0.00			
Employer CPP	10-040-0440-2910-60025							\$0.00		\$0.00			
Employer EI	10-040-0440-2910-60030							\$0.00		\$0.00			
Employer OMERS	10-040-0440-2910-60035							\$0.00		\$0.00			
Employer EHT	10-040-0440-2910-60040							\$0.00		\$0.00			
Employer Benefits	10-040-0440-2910-60050							\$0.00	\$230.99	\$230.99			
Employer WSIB	10-040-0440-2910-60055							\$0.00		\$0.00			
Gas & Fuel	10-040-0440-2910-71418		G-271-2910-1418	\$2,745.38	\$2,564.62	\$2,092.35	\$3,000.00	\$1,137.15	\$2,467.45	\$3,000.00		\$0.00	Gas for By-law truck
Vehicle Parts & Maintenance	10-040-0440-2910-71451		G-271-2910-1451	\$167.19	\$197.83	\$504.37	\$500.00	\$1,395.69	\$289.80	\$500.00		\$0.00	Parts for Truck - replaced windshield in 2016
Insurance	10-040-0440-2910-71580	G-271-2910-1580	\$829.00	\$828.66	\$768.00	\$850.00	\$394.17	\$808.55	\$516.00	-\$334.00	information provided by deputy treasurer		
License	10-040-0440-2910-71582	G-271-2910-1582	\$82.00	\$90.00	\$148.00	\$90.00	\$108.00	\$106.67	\$108.00	\$18.00			
			\$4,364.26	\$4,309.46	\$4,410.02	\$5,132.00	\$3,986.40	\$4,361.25	\$5,054.99	-\$77.01			
Animal Shelter													
Distributed Salaries/Wages		G-272-1101-1110	\$50.94		\$52.38	\$210.00	\$50.55	\$34.44		-\$210.00			
Distributed Benefits		G-272-1101-1111	\$16.82		\$17.28	\$70.00	\$16.68	\$11.37		-\$70.00			
Salaries Full Time	10-040-0441-1101-60010							\$0.00		\$0.00	same as in 2016		
Overtime	10-040-0441-1101-60013							\$0.00		\$0.00			
Hourly Full Time	10-040-0441-1101-60015							\$0.00	\$210.00	\$210.00			
Hourly Part Time	10-040-0441-1101-60020							\$0.00		\$0.00			
Employer CPP	10-040-0441-1101-60025							\$0.00		\$0.00			
Employer EI	10-040-0441-1101-60030							\$0.00		\$0.00			
Employer OMERS	10-040-0441-1101-60035							\$0.00		\$0.00			
Employer EHT	10-040-0441-1101-60040							\$0.00		\$0.00			
Employer Benefits	10-040-0441-1101-60050							\$0.00	\$70.00	\$70.00			
Employer WSIB	10-040-0441-1101-60055							\$0.00		\$0.00			
Equipment Rentals - Owned	10-040-0441-1101-71540		G-272-1101-1540	\$12.50		\$12.50	\$200.00		\$8.33	\$200.00		\$0.00	same as in 2016
Hydro Charges	10-040-0441-1400-71420	G-272-1400-1420	\$1,995.60	\$1,880.50	\$1,547.75	\$1,500.00	\$834.56	\$1,807.95	\$1,458.00	-\$42.00	FFPC forecast 2.8% decrease in rates in 2017.		
Water & Sewer Charges	10-040-0441-1400-71421	G-272-1400-1421	\$1,832.46	\$1,241.52	\$1,272.72	\$2,000.00	\$1,007.39	\$1,448.90	\$1,292.00	-\$708.00	Also full year with new dog pound in 2016		
Janitorial Supplies	10-040-0441-1400-71470	G-272-1400-1470	\$498.82	\$342.03	\$751.43	\$800.00	\$329.55	\$530.76	\$800.00	\$0.00	used a 1.5 % increase over 2016 actual		
Materials/Supplies	10-040-0441-1400-71471	G-272-1400-1471	\$53.22	\$86.13	\$1,814.11	\$400.00	\$107.04	\$651.15	\$400.00	\$0.00			
Food & Meals	10-040-0441-1400-71491	G-272-1400-1491	\$348.79	\$362.55	\$246.53	\$400.00		\$319.29	\$400.00	\$0.00			
Euthanasia Expenses	10-040-0441-1400-71492	G-272-1400-1492	\$3,547.79	\$4,243.23	\$3,540.27	\$4,000.00	\$1,591.86	\$3,777.10	\$3,777.00	-\$223.00	based on 3 year average- 25 animals in 2015		
Contracted Services	10-040-0441-1500-71523	G-272-1500-1523	\$152.64	\$292.19	\$467.05	\$300.00	\$169.75	\$303.96	\$300.00	\$0.00	& as of October 17 - 16 animals		
Repairs & Maintenance	10-040-0441-1500-71545	G-272-1500-1545		\$27.78	\$1,220.68			\$416.15		\$0.00	Annual Fee ESA - Electrical Safety Authority		
Insurance	10-040-0441-1500-71580	G-272-1500-1580	\$29.34	\$30.75	\$71.64	\$264.00	\$219.36	\$43.91	\$498.00	\$234.00	information provided by deputy treasurer		
Contribution to Capital	10-040-0441-1500-75350	G-271-1501-5350			\$16,085.60					\$0.00	Year End audit coding		
			\$8,538.92	\$8,506.68	\$27,099.94	\$10,144.00	\$4,546.10	\$9,353.31	\$9,405.00	-\$739.00			
Total Revenue			(\$27,599.56)	(\$18,970.38)	(\$15,325.62)	(\$18,700.00)	(\$14,747.69)	(\$20,608.94)	(\$18,764.00)	(\$64.00)			
Total Expenditures			157,259.13	157,933.58	182,026.44	\$171,416.00	\$120,739.87	\$159,467.58	\$176,709	\$5,293.22			
Total By-Law Enforcement			129,659.57	138,963.20	166,700.82	\$152,716.00	\$105,992.18	\$138,858.64	\$157,945	\$5,229.22			
Fight The Blight													
Distributed Salaries/Wages		G-275-1101-1110					\$13,292.82						
Distributed Benefits		G-275-1101-1111					\$2,839.20						
Equipment Rentals - Owned		G-275-1101-1540					\$7,227.33						
Contracted Works		G-275-1500-1523					\$6,702.02						
Advertising & Public Promotion		G-275-1500-1591					\$1,290.45						
Gasoline		G-275-2910-1418					\$499.21						
			0.00	0.00	0.00	\$0.00	\$31,851.03		\$0				
Building Department													

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST Draft No. 1	Variance 2017-2016	2017 Budget - As of November 17, 2016 Remarks
REVENUE											
Expense Recovery	10-040-0445-0430-40589	G-813-0430-0589			(\$1,189.99)			(\$396.66)		\$0.00	Based on 3 year average (2013,2014 &2015) - As of October 21, 2016 - 101 Building Permits issued - 2015 135 Building Permits issued Based on 2016 actual prorated for entire year. Mostly requests for zoning checks of properties Pools, Advertisement Signs based on 3 year average Includes on 12 Stat, 2 Floaters, 10 Vacation days & 4 sick days Under Employer Benefits in G/L in 2017 70% of CBO/Planner Position 70% of CBO/Planner Position 70% of CBO/Planner Position Under Employer Benefits in G/L in 2017 70% of CBO/Planner Position Under Employer Benefits in G/L in 2017 70% of CBO/Planner Position Higher Costs in 2016 - 1231 Minnie Ave. Property OBC & local OBC Sunset Chapter memberships for two CBO OBC updates Land Manager Additional training courses for new CBO Contractors Edition - FF times - Spring/Fall Adv.
Building Permits	10-040-0445-0430-40722	G-813-0430-0722	(\$47,310.73)	(\$57,720.26)	(\$62,397.03)	(\$45,000.00)	(\$61,231.64)	(\$55,809.34)	(\$55,809)	(\$10,809.00)	
Moving Permits	10-040-0445-0430-40723	G-813-0430-0723	(\$2,443.86)	(\$3,108.79)	(\$3,581.39)	(\$3,000.00)	(\$848.26)	(\$3,044.68)	(\$1,131)	\$1,869.00	
Other Misc. Permits	10-040-0445-0430-40728	G-813-0430-0728	(\$618.80)	(\$498.50)	(\$549.65)	(\$500.00)	(\$758.10)	(\$555.65)	(\$555)	(\$55.00)	
Contribution from Reserve Fund (Retirement)		G-813-0430-0952	(\$65,000.00)							\$0.00	
			(\$115,373.39)	(\$61,327.55)	(\$67,718.06)	(\$48,500.00)	(\$62,838.00)	(\$59,806.33)	(\$57,495)	(\$8,995.00)	
EXPENDITURES											
Administration											
Distributed Salaries/Wages		G-813-1101-1110	\$14,235.89	\$17,394.90	\$19,919.86		\$5,490.33	\$17,183.55		\$0.00	
Distributed Benefits		G-813-1101-1111	\$3,966.60	\$5,557.51	\$6,194.01		\$1,577.59	\$5,239.37		\$0.00	
Overtime/Shift/Recall	10-040-0445-1101-60013	G-813-1101-1113						\$0.00		\$0.00	
Leave (Ber, Sick, Other)		G-813-1101-1114	\$534.79				\$332.24	\$178.26		\$0.00	
Vac, Stats, Holidays		G-813-1101-1115	\$8,021.78		\$3,537.60	\$7,204.00	\$3,360.90	\$3,853.13		-\$7,204.00	
Salaries/Wages	10-040-0445-1101-60010	G-813-1101-1120	\$14,739.15	\$178.56	\$13,049.14	\$64,773.00	\$45,121.21	\$9,322.28	\$45,957.88	-\$18,815.12	
Salaries/Wages - Retirement		G-813-1101-1120	\$65,000.00					\$21,666.67		\$0.00	
Hourly Full Time	10-040-0445-1101-60015							\$0.00		\$0.00	
Disability - STD/LTD		G-813-1101-1121			\$394.06	\$2,499.00	\$1,418.29	\$131.35	\$0.00	-\$2,499.00	
WSIB	10-040-0445-1101-60055	G-813-1101-1122	\$385.29		\$364.02	\$2,048.00	\$1,494.51	\$249.77	\$1,401.72	-\$646.28	
CPP	10-040-0445-1101-60025	G-813-1101-1123	\$1,229.66			\$2,480.00	\$2,459.37	\$409.89	\$1,781.01	-\$698.99	
EI	10-040-0445-1101-60030	G-813-1101-1124	\$505.99			\$1,169.00	\$1,183.42	\$168.66	\$713.52	-\$455.48	
Dental, Vision, Ext. Health		G-813-1101-1125	\$933.59		\$676.78	\$4,062.00	\$2,364.97	\$536.79	\$0.00	-\$4,062.00	
OMERS	10-040-0445-1101-60035	G-813-1101-1126	\$1,977.46		\$1,383.60	\$7,383.00	\$5,683.85	\$1,120.35	\$4,557.77	-\$2,825.23	
Life Insurance		G-813-1101-1127			\$59.04	\$365.00	\$206.82	\$19.68		-\$365.00	
EHT	10-040-0445-1101-60040	G-813-1101-1129	\$502.78		\$246.46	\$1,387.00	\$1,011.92	\$249.75	\$896.18	-\$490.82	
Employer Benefits	10-040-0445-1101-60050							\$0.00	\$5,466.18	\$5,466.18	
Communications	10-040-0445-1200-71251	G-813-1200-1251	\$865.68	\$673.88	\$559.77	\$800.00	\$412.14	\$699.78	\$800.00	\$0.00	
Postage, Freight, Courier	10-040-0445-1200-71252	G-813-1200-1252			\$100.87			\$33.62		\$0.00	
Legal	10-040-0445-1200-71253	G-813-1200-1253			\$6,925.60	\$500.00	\$3,242.56	\$2,308.53	\$500.00	\$0.00	
Memberships	10-040-0445-1200-71260	G-813-1200-1260	\$824.28	\$435.96	\$735.58	\$800.00	\$875.98	\$665.27	\$900.00	\$100.00	OBC & local OBC Sunset Chapter memberships for two CBO
Subscriptions & Publications	10-040-0445-1200-71261	G-813-1200-1261		\$196.94	\$348.77	\$300.00	\$85.00	\$181.90	\$200.00	-\$100.00	
Office Supplies	10-040-0445-1400-71410	G-813-1400-1410	\$202.01	\$548.81	\$581.51	\$600.00	\$331.11	\$444.11	\$600.00	\$0.00	OBC updates
Clothing - Uniforms Coveralls	10-040-0445-1400-71480	G-813-1400-1480		\$104.51	\$43.34	\$200.00	\$154.67	\$49.28	\$200.00	\$0.00	
Computer Maintenance (H & S)	10-040-0445-1500-71502	G-813-1500-1502	\$5,991.74	\$5,088.01	\$5,088.01	\$5,100.00	\$4,324.81	\$5,389.25	\$5,100.00	\$0.00	Land Manager
Contracted Services	10-040-0445-1500-71527	G-813-1500-1527			\$1,190.59			\$396.86		\$0.00	
Conferences & Courses	10-040-0445-1500-71531	G-813-1500-1531	\$2,577.10	\$2,346.75		\$2,500.00	\$3,246.92	\$1,641.28	\$7,500.00	\$5,000.00	Additional training courses for new CBO
Insurance Deductible	10-040-0445-1500-71581	G-813-1500-1581			\$586.03			\$195.34		\$0.00	
Advertising & Public Notices	10-040-0445-1500-71591	G-813-1500-1591	\$639.38	\$1,631.14	\$673.15	\$1,000.00	\$398.09	\$981.22	\$1,000.00	\$0.00	Contractors Edition - FF times - Spring/Fall Adv.
			\$123,133.17	\$34,156.97	\$62,657.79	\$105,170.00	\$84,776.70	\$73,315.98	\$77,574.26	-\$27,595.74	
Vehicle											
Distributed Salaries/Wages		G-813-2910-1110	\$452.72	\$405.97	\$391.37	\$250.00		\$416.69		-\$250.00	
Distributed Benefits		G-813-2910-1111	\$149.40	\$133.97	\$129.15	\$84.00		\$137.51		-\$84.00	
Salaries Full Time	10-040-0445-2910-60010									\$0.00	
Overtime	10-040-0445-2910-60013									\$0.00	
Hourly Full Time	10-040-0445-2910-60015								\$416.63	\$416.63	
Employer CPP	10-040-0445-2910-60025									\$0.00	
Employer EI	10-040-0445-2910-60030									\$0.00	
Employer OMERS	10-040-0445-2910-60035									\$0.00	
Employer EHT	10-040-0445-2910-60040									\$0.00	

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST Draft No. 1	Variance 2017-2016	2017 Budget - As of November 17, 2016 Remarks
Employer Benefits	10-040-0445-2910-60050	G-813-2910-1418 G-813-2910-1451 G-813-2910-1523 G-813-2910-1580 G-813-2910-1582							\$137.48	\$137.48	budget same as in 2016 budget same as in 2016 information provided by deputy treasurer
Employer WSIB	10-040-0445-2910-60055									\$0.00	
Gas & Fuel	10-040-0445-2910-71418		\$573.32	\$754.56	\$571.58	\$600.00	\$451.36	\$633.15	\$600.00	\$0.00	
Vehicle Parts & Maintenance	10-040-0445-2910-71451		\$704.92	\$35.39	\$1,145.85	\$1,000.00		\$628.72	\$1,000.00	\$0.00	
Contracted Works	10-040-0445-2910-71523				\$280.33			\$93.44		\$0.00	
Insurance	10-040-0445-2910-71580		\$369.00	\$369.00	\$372.00	\$400.00	\$322.50	\$370.00	\$434.00	\$34.00	
Licenses	10-040-0445-2910-71582		\$82.00	\$90.00	\$98.00	\$100.00	\$108.00	\$90.00	\$108.00	\$8.00	
			\$2,331.36	\$1,788.89	\$2,988.28	\$2,434.00	\$881.86	\$2,369.51	\$2,696.11	\$262.11	
										\$0.00	
			(\$115,373.39)	(\$61,327.55)	(\$67,718.06)	(\$48,500.00)	(\$62,838.00)	(\$59,806.33)	(\$57,495.00)	(\$8,995.00)	
Total Revenue			\$125,464.53	\$35,945.86	\$65,646.07	\$107,604.00	\$85,658.56	\$75,685.49	\$80,270.37	-\$27,333.63	In 2016 deeming of 2 properties down to 1 property
Total Expenditures			\$10,091.14	-\$25,381.69	-\$2,071.99	\$59,104.00	\$22,820.56	\$15,879.15	\$22,775.37	-\$36,328.63	
Total Building Department											
Expense Recovery	10-180-1810-0330-40589	G-815-0330-0589					(\$768.75)	\$0.00	\$0.00	\$0.00	Same revenue forecasted as in 2016 - Majority of fees from zoning property inquires Same revenue forecasted as in 2016 - majority of fees from Zoning by-law amendments, temporary use by-law & minor variance applications
Expense Recovery	10-180-1810-0430-40589	G-815-0430-0589	(\$17,802.85)	(\$3,519.67)			(\$62.85)	(\$7,107.51)	\$0.00	\$0.00	
Document/Map Sales, etc.	10-180-1810-0430-40813	G-815-0430-0813	(\$5,410.20)	(\$2,367.40)	(\$5,531.00)	(\$2,500.00)	(\$955.10)	(\$4,436.20)	(\$1,362.12)	\$1,137.88	
Planning Application Fees	10-180-1810-0430-40815	G-815-0430-0815	(\$4,213.70)	(\$5,362.24)	(\$5,501.70)	(\$4,000.00)	(\$3,155.15)	(\$5,025.88)	(\$4,000.00)	\$0.00	
Total Revenue			(\$27,426.75)	(\$11,249.31)	(\$11,032.70)	(\$6,500.00)	(\$4,941.85)	(\$16,569.59)	(\$5,362.12)	\$1,137.88	
EXPENDITURES											30% of CBO/Planner Position
Distributed Benefits		G-815-1101-1111		-\$164.93				(\$54.98)		\$0.00	
Overtime/Shift/Recall	10-180-1810-1101-60013	G-815-1101-1113	\$106.82		\$428.68			\$178.50		\$0.00	
Sick Leave		G-815-1101-1114	\$1,037.72	\$1,447.61	\$1,000.26			\$1,161.86		\$0.00	
Vac, Stats, Holidays		G-815-1101-1115	\$7,264.02	\$7,409.22	\$11,780.75	\$8,001.00	\$666.85	\$8,818.00	\$0.00	-\$8,001.00	
Salaries/Wages	10-180-1810-1101-60010	G-815-1101-1120	\$47,426.69	\$48,174.31	\$46,961.40	\$49,784.00	\$37,582.06	\$47,520.80	\$19,696.23	-\$30,087.77	
Disability - STD/LTD		G-815-1101-1121	\$2,347.17	\$2,465.00	\$2,378.06	\$2,413.00	-\$87.56	\$2,396.74	\$0.00	-\$2,413.00	
WSIB	10-180-1810-1101-60055	G-815-1101-1122	\$1,255.26	\$1,277.38	\$1,860.41	\$1,664.00	\$694.84	\$1,464.35	\$600.74	-\$1,063.26	
CPP	10-180-1810-1101-60025	G-815-1101-1123	\$2,356.20	\$2,425.50	\$2,479.95	\$2,480.00	\$856.72	\$2,420.55	\$763.29	-\$1,716.71	
EI	10-180-1810-1101-60030	G-815-1101-1124	\$997.36	\$1,113.73	\$1,139.04	\$1,169.00	\$417.71	\$1,083.38	\$491.68	-\$677.32	
Dental, Vision, Ext. Health		G-815-1101-1125	\$2,595.34	\$3,326.15	\$3,855.88	\$4,062.00	\$2,699.56	\$3,259.12	\$0.00	-\$4,062.00	Under Employer Benefits in G/L in 2017
OMERS	10-180-1810-1101-60035	G-815-1101-1126	\$5,319.82	\$5,386.11	\$5,541.20	\$5,435.00	\$1,698.79	\$5,415.71	\$1,953.33	-\$3,481.67	
Life Insurance		G-815-1101-1127	\$363.04	\$351.24	\$347.94	\$365.00	\$118.08	\$354.07	\$0.00	-\$365.00	
EHT	10-180-1810-1101-60040	G-815-1101-1129	\$1,092.69	\$1,112.08	\$1,259.68	\$1,127.00	\$357.86	\$1,154.82	\$384.08	-\$742.92	
Employer Benefits	10-180-1810-1101-60050							\$0.00	\$2,342.65	\$2,342.65	
Legal	10-180-1810-1200-71253	G-815-1200-1253	\$19,056.96	\$368.19	\$4,585.60	\$5,000.00	\$40,632.73	\$8,003.58	\$5,000.00	\$0.00	
Consultants Fees (Quartek)	10-180-1810-1200-71255	G-815-1200-1255	\$11,702.42					\$3,900.81		\$0.00	
Memberships	10-180-1810-1200-71260	G-815-1200-1260	\$280.00	\$405.00	\$185.00	\$300.00	\$120.00	\$290.00	\$300.00	\$0.00	
Subscriptions & Publications	10-180-1810-1200-71261	G-815-1200-1261	\$423.50	\$488.29	\$385.36	\$300.00	\$393.11	\$432.38	\$300.00	\$0.00	
Office Supplies	10-180-1810-1400-71410	G-815-1400-1410	\$443.42	\$749.60	\$739.55	\$500.00	\$159.02	\$644.19	\$500.00	\$0.00	
GIS Distributed Salaries & Wages		G-815-1500-1110	\$4,579.66	\$5,285.96	\$7,097.39	\$9,765.00	\$4,853.40	\$5,654.34	\$0.00	-\$9,765.00	shifted to building dept.
GIS Distributed Benefits		G-815-1500-1111	\$1,511.25	\$1,722.59	\$2,302.58	\$2,958.00	\$1,601.64	\$1,845.47	\$0.00	-\$2,958.00	
GIS-Salaries Full Time	10-180-1810-1500-60010							\$0.00	\$6,829.93	\$6,829.93	
GIS-Employer Benefits	10-180-1810-1500-60050							\$0.00	\$1,938.16	\$1,938.16	
GIS-Employer CPP	10-180-1810-1500-60025							\$0.00		\$0.00	
GIS-Employer EI	10-180-1810-1500-60030							\$0.00		\$0.00	
GIS-Employer OMERS	10-180-1810-1500-60035							\$0.00		\$0.00	
GIS-Employer EHT	10-180-1810-1500-60040							\$0.00		\$0.00	
GIS-Employer WSIB	10-180-1810-1500-60055							\$0.00		\$0.00	
Cost of Lots Sold	10-180-1810-1500-71500	G-815-1500-1500		\$66,111.56	\$55,386.52			\$40,499.36		\$0.00	
GIS Expense	10-180-1810-1500-71507	G-815-1500-1507	\$3,129.85	\$3,509.30	\$4,204.67	\$5,100.00	\$2,882.30	\$3,614.61		-\$5,100.00	shifted to building dept.

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST Draft No. 1	Variance 2017-2016	2017 Budget - As of November 17, 2016 Remarks
Contracted Services	10-180-1810-1500-71527	G-815-1500-1527	\$1,729.92	\$756.84		\$10,000.00		\$828.92	\$10,000.00	\$0.00	5 year review for the Town's Official Plan - external consultant possibly shifted to building dept. shifted to building dept. shifted to building dept. shifted to building dept.
Conferences & Courses	10-180-1810-1500-71531	G-815-1500-1531	\$2,136.96	\$2,265.81	\$2,166.14	\$2,500.00	\$571.89	\$2,189.64	\$0.00	-\$2,500.00	
Meeting Expenses - Committee/Board	10-180-1810-1500-71532	G-815-1500-1532		\$51.20	\$96.51	\$200.00		\$49.24	\$0.00	-\$200.00	
Equipment Rentals - Owned	10-180-1810-1500-71540	G-815-1500-1540		\$25.00	\$50.00		\$37.50	\$25.00	\$0.00	\$0.00	
Advertising & Public Notices	10-180-1810-1500-71591	G-815-1500-1591	\$2,679.75	\$2,225.32	\$1,964.40	\$2,000.00	\$716.83	\$2,289.82	\$2,000.00	\$0.00	
Transfer to Reserves (Parkland Fees)	10-180-1810-1620-75390	G-815-1620-5390	\$1,275.00							\$0.00	
Total Expenditures			\$121,110.82	\$158,288.06	\$158,196.97	\$115,123.00	\$96,973.33	\$145,440.28	\$53,100.09	-\$62,022.91	
Total Revenue			(\$27,426.75)	(\$11,249.31)	(\$11,032.70)	(\$6,500.00)	(\$4,941.85)	(\$16,569.59)	(\$5,362.12)	\$1,137.88	
Total Expenditures			\$121,110.82	\$158,288.06	\$158,196.97	\$115,123.00	\$96,973.33	\$145,440.28	\$53,100.09	-\$62,022.91	
Total Planning Department			\$93,684.07	\$147,038.75	\$147,164.27	\$108,623.00	\$92,031.48	\$128,870.70	\$47,737.97	-\$60,885.03	
											OPP leasing 9193 sq. feet Developing up-dated service agreement with FFPC
Civic Centre Building & Grounds REVENUE											
Civic Centre Rentals (OPP)	10-020-0253-0330-40586	G-150-0330-0586	(\$85,320.95)	(\$82,686.44)	(\$82,981.84)	(\$88,000.00)	(\$66,536.43)	(\$83,663.08)	(\$89,279.06)	(\$1,279.06)	
Expense Recovery	10-020-0253-0330-40859	G-150-0330-0859			(\$596.94)			(\$198.98)		\$0.00	
FFPC - Office rental/Utility Contribution	10-020-0253-0430-40586	G-150-0430-0586	(\$13,284.00)	(\$13,284.00)	(\$13,284.00)	(\$13,284.00)	(\$9,963.00)	(\$13,284.00)	(\$13,284.00)	\$0.00	
			(\$98,604.95)	(\$95,970.44)	(\$96,862.78)	(\$101,284.00)	(\$76,499.43)	(\$97,146.06)	(\$102,563.06)	(\$1,279.06)	
EXPENDITURES											OPP Lease Audit benefits for labour Cleaning snow off of sidewalks, grass cutting, winter maintenance activities for parking lots and miscellaneous tasks benefits for labour
Audit		G-150-1200-1254				\$1,325.00	\$1,389.03	\$0.00	\$1,389.03	\$64.03	
Distributed Salaries/Wages		G-150-1240-1110	\$10,722.48	\$10,419.78	\$9,688.47	\$8,160.00	\$14,307.57	\$10,276.91		-\$8,160.00	
Distributed Benefits		G-150-1240-1111	\$2,943.19	\$2,640.71	\$2,734.94	\$2,693.00	\$3,207.59	\$2,772.95		-\$2,693.00	
Salaries Full Time	10-020-0253-1240-60010							\$0.00		\$0.00	
Hourly Full Time	10-020-0253-1240-60015							\$0.00	\$16,000.00	\$16,000.00	
Hourly Part Time	10-020-0253-1240-60020							\$0.00		\$0.00	
Employer CPP	10-020-0253-1240-60025							\$0.00		\$0.00	
Employer EI	10-020-0253-1240-60030							\$0.00		\$0.00	internal equipment rental for clearing parking lot decrease in gas commodity price by \$ 0.02 where Cap & Trade increase \$0.033 overall an increase of 8.7% in the gas commodity where used 6% increase over 2016 budgeted amount for 2017 FFPC forecast 9.0 % increase in rates in 2017 also new air condition unit for computer room thus hydro consumption 3 Year average plus 1.5% increase closer to 3 year average closer to 3 year average Asselin garbage bins costs, Annual Inspection fees for ESA & Inspection of Fire Extinguishers
Employer OMERS	10-020-0253-1240-60035							\$0.00		\$0.00	
Employer EHT	10-020-0253-1240-60040							\$0.00		\$0.00	
Employer Benefits	10-020-0253-1240-60050							\$0.00	\$3,586.00	\$3,586.00	
Employer WSIB	10-020-0253-1240-60055							\$0.00		\$0.00	
Equipment Rentals - Owned	10-020-0253-1240-71540	G-150-1240-1540	\$1,129.77	\$1,332.77	\$1,847.23	\$1,500.00	\$1,277.64	\$1,436.59	\$1,500.00	\$0.00	
Natural Gas Charges	10-020-0253-1400-71416	G-150-1400-1416	\$13,981.45	\$16,745.92	\$14,128.76	\$15,000.00	\$8,340.83	\$14,952.04	\$15,900.00	\$900.00	
Hydro Charges	10-020-0253-1400-71420	G-150-1400-1420	\$50,113.38	\$47,078.74	\$47,128.25	\$45,000.00	\$26,375.98	\$48,106.79	\$49,050.00	\$4,050.00	
Water & Sewer Charges	10-020-0253-1400-71421	G-150-1400-1421	\$1,290.36	\$1,409.52	\$1,440.72	\$1,500.00	\$738.60	\$1,380.20	\$1,422.00	-\$78.00	
Janitorial supplies	10-020-0253-1400-71470	G-150-1400-1470	\$5,100.73	\$3,025.89	\$3,147.31	\$5,000.00	\$1,259.38	\$3,757.98	\$3,500.00	-\$1,500.00	
Elevator Contracting/Materials	10-020-0253-1500-71508	G-150-1500-1508	\$7,285.06	\$2,729.80	\$2,297.94	\$3,000.00	\$3,700.71	\$4,104.27	\$3,000.00	\$0.00	
HVAC Contracts/Materials	10-020-0253-1500-71509	G-150-1500-1509	\$1,684.84	\$1,079.94	\$1,502.58	\$3,000.00	\$2,417.99	\$1,422.45	\$3,000.00	\$0.00	
Electrical Contracts/Materials	10-020-0253-1500-71510	G-150-1500-1510	\$4,686.05	\$1,708.84	\$1,623.39	\$4,000.00	\$1,012.90	\$2,672.76	\$3,000.00	-\$1,000.00	
Plumbing Contracts/Materials	10-020-0253-1500-71512	G-150-1500-1512	\$1,123.26	\$237.71	\$1,635.09	\$1,500.00	\$371.22	\$998.69	\$1,500.00	\$0.00	
Contracted Works	10-020-0253-1500-71523	G-150-1500-1523	\$7,088.75	\$7,924.32	\$4,992.45	\$10,000.00	\$3,253.38	\$6,668.51	\$10,000.00	\$0.00	

Spreadsheet No. 2 - Planning & Development	NEW G/L ACCOUNT	ACCOUNT #	Actual to December 31/13	Actual to December 31/14	Actual to December 31/15	2016 OPERATING FORECAST	Actual to September 30/16	3 Year Average - 2013, 2014 & 2015	2017 OPERATING FORECAST Draft No. 1	Variance 2017-2016	2017 Budget - As of November 17, 2016 Remarks
Janitorial Contract	10-020-0253-1500-71524	G-150-1500-1524	\$61,056.12	\$61,056.12	\$62,277.24	\$64,000.00	\$47,623.77	\$61,463.16	\$64,600.00	\$600.00	Contract for Janitorial Services expires on January 1st, 2018 moved to contracted works cancell account Share Bed entrance Matts, Ice melt , Door Repairs etc.... Flowers for the three flowers beds transfer from Town real estate G122 information provided by deputy treasurer
Contracted Services	10-020-0253-1500-71527	G-150-1500-1527	\$1,561.24	\$796.32	\$1,052.16	\$2,000.00	\$183.59	\$1,136.57	\$0.00	-\$2,000.00	
Repairs & Maintenance	10-020-0253-1500-71545	G-150-1500-1545	\$8,789.88	\$8,979.98	\$14,576.63	\$10,000.00	\$7,040.36	\$10,782.16	\$10,000.00	\$0.00	
Lawn & Yard Maintenance	10-020-0253-1500-71555	G-150-1500-1555	\$804.07	\$331.80	\$195.17	\$2,000.00	\$532.93	\$443.68	\$1,000.00	-\$1,000.00	
New Account for 2017 - Property Taxes									\$24,300.00		
New Account for 2017 - Insurance	10-020-0253-1500-71580	G-150-1500-1580							\$2,777.00	\$2,777.00	
			\$179,360.63	\$167,498.16	\$170,268.33	\$179,678.00	\$123,033.47	\$172,375.71	\$215,524.03	\$35,846.03	
Total Revenue			(\$98,604.95)	(\$95,970.44)	(\$96,862.78)	(\$101,284.00)	(\$76,499.43)	(\$97,146.06)	(\$102,563.06)	(\$1,279.06)	
Total Expenditures			\$179,360.63	\$167,498.16	\$170,268.33	\$179,678.00	\$123,033.47	\$172,375.71	\$215,524.03	\$35,846.03	
Total Civic Centre			\$80,755.68	\$71,527.72	\$73,405.55	\$78,394.00	\$46,534.04	\$75,229.65	\$112,960.97	\$34,566.97	
Total P & D Revenue			(\$269,004.65)	(\$187,517.68)	(\$190,939.16)	(\$174,984.00)	(\$159,026.97)	(\$194,130.91)	(\$184,184.18)	(\$9,200.18)	
Total P & D Expenditures			\$583,195.11	\$519,665.66	\$576,137.81	\$573,821.00	\$458,256.26	\$552,969.05	\$525,603.71	-\$48,217.29	
TOTAL PLANNING & DEVELOPMENT			\$314,190.46	\$332,147.98	\$385,198.65	\$398,837.00	\$299,229.29	\$358,838.14	\$341,419.53	-\$57,417.47	

Spreadsheet No. 1 - Planning & Development Dept.- 2017
Operating Budget Reconciliation

		2013	2014	2015	2016	2016	3 year Average 2013, 2014 & 2015	2017	2017-2016	Draft 1 -2017 as of November 14, 2016
		Actuals	Actuals	Actuals	Budget Approved	Actuals 30-Sep-16		Forecasted	Variance	Remarks
By-law Enforcement										
Administration	G-271-0330	Revenue	(\$27,600)	(\$18,970)	(\$15,326)	(\$18,700)	(\$14,748)	(\$20,609)	(\$18,764)	(\$64)
Administration	G-271-1101	Expenditure	\$144,356	\$145,117	\$150,516	\$156,140	\$112,207	\$145,753	\$162,249	\$6,109
Vehicles	G-271-2910		\$4,364	\$4,309	\$4,410	\$5,132	\$3,986	\$4,361	\$5,055	(\$77)
Animal Shelter	G-334-2912		\$8,539	\$8,507	\$27,100	\$10,144	\$4,546	\$9,353	\$9,405	(\$739)
S/T			\$129,660	\$138,963	\$166,701	\$152,716	\$105,992	\$138,859	\$157,945	\$5,229
Building										
Administration	G-813-0330	Revenue	(\$115,373)	(\$61,328)	(\$67,718)	(\$48,500)	(\$62,838)	(\$59,806)	(\$57,495)	(\$8,995)
Administration	G-813-1101	Expenditure	\$123,133	\$34,157	\$62,658	\$105,170	\$84,777	\$73,316	\$77,574	(\$27,596)
Vehicles	G-813-2910		\$2,331	\$1,789	\$2,988	\$2,434	\$882	\$2,370	\$2,696	\$262
S/T			\$10,091	-\$25,382	-\$2,072	\$59,104	\$22,821	\$15,879	\$22,775	-\$36,329
Planning										
Administration	G-815-0330	Revenue	(\$27,427)	(\$11,249)	(\$11,033)	(\$6,500)	(\$4,942)	(\$16,570)	(\$5,362)	\$1,138
Administration	G-815-1101	Expenditure	\$121,111	\$158,288	\$158,197	\$115,123	\$96,973	\$145,440	\$53,100	(\$62,023)
S/T			\$93,684	\$147,039	\$147,164	\$108,623	\$92,031	\$128,871	\$47,738	-\$60,885
Civic Center										
Administration	G-150-0330	Revenue	(\$98,605)	(\$95,970)	(\$96,863)	(\$101,284)	(\$76,499)	(\$97,146)	(\$102,563)	(\$1,279)
Administration	G-150-1200	Expenditure	\$179,361	\$167,498	\$170,268	\$179,678	\$123,033	\$172,376	\$215,524	\$35,846
S/T			\$80,756	\$71,528	\$73,406	\$78,394	\$46,534	\$75,230	\$112,961	\$34,567
Total Revenue			(\$269,005)	(\$187,518)	(\$190,939)	(\$174,984)	(\$159,027)	(\$194,131)	(\$184,184)	(\$9,200)
Total Expenditures			\$583,195	\$519,666	\$576,138	\$573,821	\$426,405	\$552,969	\$525,604	-\$48,217
Net Operating Budget			\$314,190	\$332,148	\$385,199	\$398,837	\$267,378	\$358,838	\$341,420	-\$57,417

3% Increase in wages and associated payroll costs

decrease in electrical & water costs

CBO/Planner position combined in 2016 - saving projected in 2017

CBO/Planner position combined in 2016 - saving projected in 2017

9.0% increase in hydro, 6% in Natural gas & more manpower for parking lots & sidewalks winter control maintenance Includes insurance under civic center in 2017 & relocated property taxes from Town Real estate G122 amount \$ 24300.

5.26%

-8.40%

-14.40%

Spreadsheet No. 3 - 2017 Planning and Development Capital Budget2017
Budget Cost**By-Law Area**

1	Ticket Device for Issuing Parking tickets	\$6,500.00
2	Desk Replacement	\$4,000.00

Subtotal By-Law \$10,500.00

Building/ Planning Area

3	GIS Capital Portion	\$2,289.60
4	Desk Replacement	\$4,000.00
5	Replace 2005 liberty	\$35,000.00

Sub-total Building & Planning \$41,289.60

Civic Centre Building

6	2016 carryover -Replace Front Sidewalk	\$42,000.00
7	Main Entrances - Remove and Replace Floor Tiling	\$50,000.00
8	Exterior Building Repairs & Painting	\$40,000.00
9	2016 carryover - Mag Locks & Access Control - Main Entry	\$10,000.00

Subtotal Civic Centre Building \$142,000.00

TOTAL 2017 P&D CAPITAL \$193,789.60

November 16, 2016

Report To: Planning and Development Executive Committee

From: Travis Rob, Manager of Operations & Facilities

RE: Amendments to funding agreements with Northern Ontario Heritage Fund and FedNOR for the Rainy Lake Market Square Project

Background

On July 11, 2016 a report was brought through Council to extend the project deadline for the Rainy Lake Market Square project to allow for an amendment to the funding agreement to be reviewed by the board of the Northern Ontario Heritage Fund to adjust the project description wording to align better with the preliminary design. This delay resulted in an application to extend the project deadline also having to be filed with FedNOR.

On September 22, 2016 an amendment to the funding agreement was received by the Town from FedNOR taking into consideration the extension of timeline from December 31, 2016 to December 31, 2017. An amendment to the funding agreement with the Northern Ontario Heritage Fund was received on November 8, 2016, amending the Project Summary and Project Purpose of the original agreement as well as the Project Schedule for a completion date of December 31, 2017 to match that of FedNOR.

It is the recommendation of Administration that the amendments received from FedNOR and Northern Ontario Heritage Fund be accepted, executed and the original by-laws entering the Town of Fort Frances into funding agreements with both Northern Ontario Heritage Fund and FedNOR for the development of the Rainy Lake Market Square be amended.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, EIT
Manager of Operations and Facilities



Industry Canada

FedNor

244 Lincoln Street
Thunder Bay, Ontario
P7B 5L2

Industrie Canada

FedNor

244, rue Lincoln
Thunder Bay (Ontario)
P7B 5L2



SEP 14 2016

Project Number: 851-806559

Mr. Doug Brown
Chief Administrative Officer
The Corporation of the Town of Fort Frances
320 Portage Avenue
Fort Frances ON P9A 3P9

Dear Mr. Brown:

**Re: Rainy Lake Market Square
Amendment Number: 1**

As a result of delays experienced in the planning and design portion of the project, and in response to your request dated August 23, 2016, FedNor is prepared to amend our Contribution agreement of May 7, 2015 as follows:

Delete: 2.0 The Project

2.1 The Recipient shall ensure that the Project described in Annex 1 (the "Project") commences on or before April 1, 2015 (the "Commencement Date") and is completed on or before September 30, 2016 (the "Completion Date").

Substitute: 2.0 The Project

2.1 The Recipient shall ensure that the Project described in Annex 1 (the "Project") commences on or before April 1, 2015 (the "Commencement Date") and is completed on or before September 30, 2017 (the "Completion Date").

Delete: Annex 1 THE PROJECT - STATEMENT OF WORK

iii) Dates:

a) Commencement Date - April 1, 2015

b) Completion Date - September 30, 2016

Substitute: Annex 1 THE PROJECT - STATEMENT OF WORK

iii) Dates:

a) Commencement Date - April 1, 2015

b) Completion Date - September 30, 2017

All other terms and conditions of our Contribution agreement remain unchanged.

This amendment is open for acceptance for a period of 30 days following the date on the first page, after which it will be null and void. This amendment shall be effective the date the duplicate copy of this amendment, unconditionally accepted and duly executed by the Recipient, is received by FedNor.

If further information is required, please contact Mike Belliveau toll-free at 1-877-333-6673 ext. 6405 or 844-805-6405 in our Thunder Bay office.

Yours sincerely,



Aime J. Dimatteo
Director General
FedNor

The Corporation of the Town of Fort Frances

Project Number: 851-806559

Amendment Number: 1

The foregoing is hereby accepted this 28th day of September, 2016.

Per: _____

Signature of Recipient

MAYOR

Title

Per: _____

Signature of Recipient

TOWN CLERK

Title

November 4, 2016

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

Attention: Doug Brown, CAO- Town of Fort Frances



Dear Doug Brown:

Re: Strategic Economic Infrastructure Program – Project #8100054
Conditional contribution agreement made effective as of November 21, 2014 (the
“**Agreement**”) between Northern Ontario Heritage Fund Corporation (“**NOHFC**”)
and the Town of Fort Frances (the “**Recipient**”)

Capitalized terms used but not otherwise defined in this letter have the meanings
ascribed to them in the Agreement.

1. This letter, when signed by the Recipient and returned to NOHFC as indicated
below, amends the Agreement as follows:
 - 1.1. Schedule “A” is deleted and replaced by the Schedule “A” appended to this
letter.
 - 1.2. Schedule “B” is deleted and replaced by the Schedule “B” appended to this
letter.
2. The Recipient represents and warrants to Lender that Recipient’s representations
and warranties contained in the Agreement are true and correct as of the date of this
Amendment.
3. This Amendment shall become effective as of the date (the “**Effective Date**”) upon
which the Recipient shall have executed and delivered this Amendment to NOHFC.
4. This Amendment may be executed by the parties hereto in separate counterparts,
each of which so executed shall be deemed to be an original. Delivery of an
executed copy of a signature page to this Amendment by facsimile transmission shall
be effective as delivery of a manually executed copy of this Amendment.
5. This Amendment shall be governed by and interpreted in accordance with the laws
of the Province of Ontario and the federal laws of Canada applicable therein.
6. All other terms and conditions of the Agreement remain in full force and effect.

To show the Recipient's agreement with the terms of this Amendment, please sign where indicated below.

Yours truly,

Bruce Strapp
Executive Director

The Recipient agrees with the terms of this Amendment, as evidenced by my signature below:

Name: Doug Brown
CAO- Town of Fort Frances

Date: _____

SCHEDULE "A"

PROJECT DESCRIPTION

1. Project summary

The Recipient shall demolish existing infrastructure, formerly known as the Rainy lake Hotel and constructing a 5,000 square foot, market square building. The site will offer a community space that could be used for concerts, events and downtown celebrations. The space will include an elevated stage that can be covered during inclement weather, picnic/public areas, parking and outdoor vendor spaces with ample room for pedestrian traffic flow. The space will be versatile and flexible with the ability to transform to house a variety of events from the weekly farmer's market to annual festivals, providing a greater draw for the local community and visitors alike.

2. Project purpose

The Fort Frances Downtown Market Square will occupy the former site of the Rainy Lake Hotel. The market square will consist of a covered, elevated stage, two café areas with table and seating, sunken event space and five parking spaces located near the back lane. The location will feature landscaping, hardscaping and public art to create an attractive and inviting space.

3. Project location

Fort Frances, Ontario.

SCHEDULE "B"
PROJECT BUDGET

1. Project Costs Chart

<i>Project cost category</i>	<i>Eligible Project Costs</i>	<i>Ineligible Project Costs</i>	<i>Total cost</i>
Site: Preparation, demolition/landfill	\$600,000		\$600,000
Building, electrical, sewer and water. Planning and design, permits, parking, plaza features	\$1,295,000		\$1,295,000
Contingency	\$100,000		\$100,000
TOTAL	\$1,995,000		\$1,995,000

2. Project Funding Chart

<i>Funding sources</i>	<i>Financing type</i>	<i>Project cost category</i>	<i>Eligible Project Costs</i>	<i>Ineligible Project Costs</i>	<i>Total funding</i>
NOHFC	Conditional contribution	Eligible Project Costs	\$997,500		\$997,500
FEDNOR	Grant		\$655,000		\$655,000
BIA	Cash		\$160,000		\$160,000
Town of Fort Frances	Cash		\$152,500		\$152,500
Town of Fort Frances	In kind		\$30,000		\$30,000
TOTAL:			\$1,995,000		\$1,995,000
NOHFC % of total Eligible Project Costs			50%		