

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - December 6, 2016, 12:00 PM

MEETING - Civic Centre

Session # 42

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1. **Call to Order**
2. **Appointment of Committee Chair and Vice-Chair (2 Year Term)**
3. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
4. **Disclosure of pecuniary interest and the general nature thereof**
5. **Approval of Previous Committee Minutes**
 - 5.1 Session No. 41 dated November 22nd, 2016.
6. **In-Camera**
7. **Items Referred from Council**
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 - 1) 502 Flinders Avenue (2016) Roll # 5912-010-004-13232-0000;
 - 2) 1250 Cornwall Ave. N. (2016) Roll # 5912-010-007-26500-0000
 - 8.7 Request for Reconsideration - Minutes of Settlement re: 335 Scott Street (2016) Roll # 5912-020-002-04200-0000 74 - 77

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11. <u>Adjourn / Next Meeting Date</u>	

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: December 1, 2016
SUBJECT: Royal Canadian Legion Ladies Aux Pre-Grammy Awards Gala

BACKGROUND

At the November 28th, 2016 Council Meeting, the request for sponsorship received from C. McDougall, Royal Canadian Legion Ladies Aux. Branch #29 Fundraising Committee for their Pre-Grammy Awards Gala was referred to the Administration & Finance Executive Committee for recommendation.

The Royal Canadian Ladies Aux. Branch #29 are hosting a Pre-Grammy Awards Gala event on February 11, 2017. This February event is planned to raise funds to continue to help those in need in our community and to purchase new chairs for the Legion Ladies Auxiliary Hall. Sponsorship opportunities range from Entertainer of the Year Sponsor of \$1,000 to Song of the Year Sponsor of \$250.00 as well as silent auction and charitable donations. Tickets are \$50.00 per person and tickets are included in the sponsorship levels as noted in the attached information.

The Royal Canadian Legion Ladies Aux. to Br. 29

Pre-Grammy Awards Gala



Dear Friend of the Community,

The Legion Ladies Auxiliary Br. #29 is trying to raise funds to purchase new chairs for the hall and to continue to support many local community programs.

As you probably know, we provide monthly suppers for the community and cater many funerals in our hall, our chairs are in need of replacement to continue to provide comfort and safety to our patrons. The Royal Canadian Legion Ladies Auxiliary Br. #29 also raises funds to support our local veterans, health facilities and programs, school activities, and bursaries. Also, sponsorship of the Cadets, Local and Provincial Youth sport activities, Youth summer camp programs as well as several other local charitable organizations. Unfortunately, without the support of our community, our continued support would not be possible. Therefore, a February event is planned to raise funds to continue to help those in need in our community, and to purchase new chairs for the Legion Ladies Auxiliary Hall.

Volunteers of the Royal Canadian Legion Ladies Auxiliary Br. #29 have come together to host a 'Pre-Grammy Awards Gala' fundraising dinner at the Royal Canadian Legion on February 11, 2017. As a respected member of the community, if you would like to contribute to this worthy cause, you will find an enclosed list of sponsorship opportunities created exclusively for the night of the Gala. All contributions are welcome and we would be happy to work with you to find the perfect combination of giving and/or sponsorship. Your support of this fundraiser would be greatly appreciated. Thank you for your kind consideration.

Sincerely,

Christina McDougall

Legion Ladies Aux. Fundraising Committee
P.O. Box 92
Fort Frances, Ontario P9A 3M5
Phone : 807-271-4292
Email : me5679@hotmail.com

You are cordially invited to

The Royal Canadian Legion Ladies Aux. Br. #29

PRE-GRAMMY AWARDS GALA

This will be an elegant fundraiser featuring a cocktail reception, dinner, live entertainment, raffles, and silent auctions.

Saturday, February 11, 2017

**To be held at the
Royal Canadian Legion
250 Church St. Fort Frances, On**

TICKETS: 50.00 Per Person

Cocktail & Appetizer Reception 5:30 p.m.

Silent Auction, cash bar and raffles.

Dinner 7:00 p.m.

Dinner featuring Chicken Oscar, Baby Potatoes, Roasted Vegetables, Spinach Salad & Dessert

* FORMAL ATTIRE FOR EVENT OPTIONAL *



LIMITED SEATING

R.S.V.P. by January 15, 2017

Royal Canadian Legion Ladies Aux. Br. #29
Christina McDougall, Fundraising Committee
(807) 271-4292 • email: me5679@hotmail.com
P.O. Box 92 Fort Frances, ON P9A 3M5



SEE ENCLOSURE FOR SPECIAL SPONSORSHIP OPPORTUNITIES

The Royal Canadian Legion Ladies Aux. Br. #29
Pre-Grammy Awards Gala

Sponsorship OPPORTUNITIES

ENTERTAINER OF THE YEAR SPONSOR \$1000

Includes a reserved table with your Logo/Name · (8) VIP tickets to the Pre-Grammy Gala · Public recognition in media · Logo/Name on printed materials including Red Carpet Backdrop and Programs

ALBUM OF THE YEAR SPONSOR \$750

Includes a reserved table with your Logo/Name · (6) VIP tickets to the Pre-Grammy Gala · Public recognition in media · Logo/Name on printed materials including Programs

RECORD OF THE YEAR \$500

Includes (4) tickets with reserved seating to the Gala , and your Logo/Name in the event program

SONG OF THE YEAR \$250

Includes (2) tickets with reserved seating to the Gala, and your Logo/Name in the event program

Other OPPORTUNITIES

SILENT AUCTION DONATION

Donate an item to be auctioned at the Gala Dinner.

We kindly ask that auction items have a min. value of \$100.00. All donated items will be prominently displayed throughout the event with a sign bearing your company name and/or logo.

CHARITABLE DONATION

Support the Legion Ladies Aux. Br. #29 with a monetary donation

*“After Party”
EVENT*



During the Gala, you will have an opportunity to buy a chance at winning a

COOLER FULL OF BOOZE!

Only 40 Tickets will be sold, first come first serve!

The Royal Canadian Legion Ladies Aux. Br. #29

Pre-Grammy Awards Gala

R.S.V.P.

LIMITED SEATING • R.S.V.P. by January 15, 2017

Contact/Donor Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Email: _____

Phone: _____ Numbers of Guests: _____ @ 50.00 each = _____

(If purchasing individual tickets only)

SPONSORSHIP OPPORTUNITIES

☐ ENTERTAINER OF THE YEAR \$1000 ☐ RECORD OF THE YEAR \$500

☐ ALBUM OF THE YEAR \$750 ☐ SONG OF THE YEAR \$250

DONATION OPPORTUNITIES

☐ Monetary Donation \$ _____

☐ Silent Auction Donation _____

Description: _____

Value of donated item: \$ _____

Please mail this completed form and payment to:

Royal Canadian Legion Ladies Aux. Br. #29
c/o Christina McDougall, Fundraising Committee
P.O. Box 92, Fort Frances, Ontario P9A 3M5
Phone: 807-271-4292
Email: me5679@hotmail.com

Please make checks payable to:

Royal Canadian Legion Ladies Auxiliary Br #29

Please Note: Items to be auctioned can be arranged to be picked up by calling Christina McDougall @ 807-271-4292 or Leslie Bell @ 807-275-7263, but no later than January 15, 2017.

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: December 1, 2016
SUBJECT: B93.1 the Border (CFOB Fort Frances) Christmas Advertising Request

BACKGROUND

At the November 28th, 2016 Council Meeting, the request for Christmas radio advertising received from B93.1 the Border (CFOB Fort Frances) was referred to the Administration & Finance Executive Committee for recommendation.

B93.1 the Border (CFOB Fort Frances) advertising request consideration of either 45 - 15 second holiday greetings aired December 12th to December 3st at a cost of \$349 or 25 – 15 second holiday greetings aired December 20th to December 3st at a cost of \$249.

Radio Christmas Cards



SEASON'S GREETINGS AND HAPPY NEW YEAR!!

EXTEND WARM HOLIDAY WISHES TO YOUR FAMILY, FRIENDS AND CUSTOMERS.

45 Customized Holiday Greetings
(Dec 12 to Dec 31)
\$349

25 Customized Holiday Greetings
(Dec 20 to Dec 31)
\$249

HST Extra
All Holiday greetings are 15 seconds each.
Space is limited!



Lisa Slomke

From: Trimble, Katy <trimble.katy@radioabl.ca>
Sent: Thursday, November 24, 2016 12:16 PM
To: Lisa Slomke
Subject: Re: Christmas Greetings on 93.1 the Border CRM:0061013
Attachments: CFOB Christmas Greetings 2016.pdf

Hi Lisa,

It's that time of year again! ;)

Would you please check to see if the Town of Fort Frances would like to send out radio Christmas Greetings?

I have attached the information for you to pass along.
If you have any questions, please let me know.

Thank you,

Katy

Katy Trimble
Advertising Consultant
93.1 the Border (CFOB)
Fort Frances, ON

Office: (807) 274-5341
Mobile: (807) 275-7093
Fax: (807) 274-2033
Email: <mailto:trimble.katy@radioabl.ca>

This communication and its attachments are confidential and may be privileged. If you are not the intended recipient, please immediately notify the sender and then delete this communication and its attachments without reading or forwarding it. Thank You.

THINK GREEN! before printing this email.

Fire & Rescue Service
320 Portage Avenue

Mailing Address
320 Portage Avenue
Fort Frances, Ontario



Tyler Moffitt
Fire Chief/CEMC

Phone – (807)274-9841
Fax – (807)274-9595
tmoffitt@fortfrances.ca

Fort Frances, Ontario

November 25, 2016

Re: Updated Agreement with Kenora Central Ambulance Communications Centre Lake of The Woods District Hospital

Dear Mayor and Council,

Enclosed in this report is an outline of the recommendation of the Fire Chief related to the Update Agreement with the Kenora Central Ambulance Communications Centre Lake of The Woods District Hospital, which had been expired prior to myself taking on the role of Fire Chief with the Town of Fort Frances.

Currently, all of the Rainy River District 911 Partners' **Fire Service Call Fees** pay \$40.00 for each fire service call received by the Kenora Central Ambulance Communications Centre Lake of The Woods District Hospital.

Based on the Administration and Finance Committee recommendation and this report, I will ask that Council approve this report and approve the agreement with the Kenora Central Ambulance Communications Centre Lake of The Woods District Hospital.

The Term and Renewal shall commence on January 1, 2017, and shall have a term of 2.25 years, so that it will expire at 11:59 P.M. on March 31, 2019.

As well, I have included the copy of the updated agreement with the Kenora Central Ambulance Communications Centre Lake of The Woods District Hospital.

Sincerely,

A handwritten signature in black ink that reads 'Tyler Moffitt'.

Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire Rescue Service

THIS AGREEMENT made this 1st day of January, 2017

BETWEEN:

The Corporation of the Town of Fort Frances, the Unincorporated Township of Watten, Couchiching First Nation, The Township of Alberton, the Township of LaVallee, the Township of Emo, Rainy River First Nation, the Township of Chapple, the Township of Morley, the Township of Dawson, the Town of Rainy River, the Township of Lake of the Woods

(hereinafter referred to as the "District Fire Service")

AND

KENORA CENTRAL AMBULANCE COMMUNICATIONS CENTRE

LAKE OF THE WOODS DISTRICT HOSPITAL

(hereinafter referred to as the "CACC")

WHEREAS it is the intention of the parties to enter into an agreement for the provision of communication (call taking and alerting) services to the District Fire Service by the Kenora Central Ambulance Communications Centre, which is operated by the Lake of the Woods District Hospital, under the authority of the Minister of Health and Long-Term Care (hereinafter referred to as the "Minister");

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants contained in this Agreement and subject to the terms and conditions set forth in this Agreement, the parties agree as follows:

SERVICES PROVIDED BY CACC

1. (a) The CACC shall provide services in accordance with Schedule A of this Agreement.
- (b) Despite sub clause 1(a), at any time during the term of this Agreement the Minister shall be entitled to amalgamate the CACC with one or more other Central Ambulance Communications Centres.
- (c) Where the Minister intends to amalgamate the CACC in accordance with sub clause 1 (b), the Minister shall give the other party 90 days notice of his intention. The Minister shall indicate, in such notice or as soon as practicable thereafter, which Central Ambulance Communications Centre is to be the operator of the new amalgamated Central Ambulance Communications Centre (hereinafter referred to as the "Amalgamated CACC").
- (d) Where, in his notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will be the Minister, the parties shall continue to act in accordance with this Agreement despite and subsequent to the amalgamation;
- (e) Where, in his notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will not be the Minister,
 - (i) the Municipality may terminate this Agreement at any time after receipt of such notice, in accordance with sub clause 1 (f);
 - (ii) at such time and in such manner as the Minister directs, the Minister shall,
 1. assign all of the rights and obligations of the Kenora CACC in respect of this Agreement to the Amalgamated CACC, at which time the provisions of this Agreement shall apply, allowing for the necessary changes, to the Amalgamated CACC as though it were the CACC; and
 2. transfer to the Amalgamated CACC all equipment at the Kenora CACC owned or purchased by the Municipality and used for the purposes of this Agreement.
 - (ii) immediately upon the assignment and transfer referred to in paragraph 1 (e) (ii), the Kenora CACC shall cease to have any rights or obligations in respect of this Agreement;
 - (iii) despite paragraph 1 (e) (i) and paragraph 1 (e) (iii), nothing in this sub clause shall affect the obligations of the CACC and the Municipality under

clause 15, clause 16, clause 17, all of which shall survive. In addition, this paragraph shall survive the expiry or termination of this Agreement.

- (v) despite paragraph 1 (e) (i) and paragraph 1 (e) (iii), nothing in this sub-clause shall affect the obligations of the Minister and the Municipality under clause 15, clause 16, and clause 17, all of which shall survive. In addition, this paragraph shall survive the expiry or termination of this Agreement.
- (f) (i) Where the Municipality intends to terminate this Agreement under paragraph 1 (e) (i), the procedure set forth in clause 11 and clause 12 shall not apply. Rather, the Municipality shall give the CACC 90 days notice of its intention to terminate, after which time this Agreement shall automatically terminate.
- (iv) Where the Municipality does not give the notice referred to in paragraph 1 (f) (i), this Agreement shall not terminate and the parties shall continue to act in accordance with this Agreement.

REPAIR AND MAINTENANCE OF EQUIPMENT

- 2. (a) Despite sub clause 1 (a), the CACC may stop supplying some or all of the services set forth in Schedule A of this Agreement if the CACC cannot supply the services due to the mechanical or other similar failure of any equipment used by the CACC, regardless of the ownership of that equipment.
- (b) Where the CACC stops supplying services in accordance with sub clause 2 (a), the CACC shall give notice forthwith to the Municipality of this fact and shall repair or cause to be repaired the equipment as soon as practicable unless the equipment has been purchased or is owned by the Municipality and installed at the CACC by the Municipality. In the latter case, the CACC shall give the Municipality notice forthwith of the fact that it has stopped supplying the services and shall request that the Municipality repair the equipment as soon as practicable.
- (c) The Municipality shall continue to own and be responsible for the repair and maintenance of all equipment purchased for this Agreement by the Municipality and installed at the CACC. However, aside from the Municipality's repair and maintenance responsibility under this sub clause, the Municipality shall not be entitled to exercise any other rights in respect of such equipment during the term of this Agreement.
- (d) Where the equipment used by the CACC to provide any services under this Agreement cannot be repaired within a reasonable time, as soon as reasonable under the circumstances,

- (i) the Municipality will provide the CACC with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the Municipality; and
- (ii) the Minister shall provide the CACC with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the Municipality,

so that the CACC can continue to provide all services required of it under this Agreement as soon as reasonably possible.

SERVICES PROVIDED BY MUNICIPALITY

- 3. The Municipality shall provide services in accordance with Schedule B of this Agreement.

JOINT STEERING COMMITTEE

- 4. (a) The parties shall establish a Joint Steering Committee (hereinafter referred to as JSC).
- (b) The JSC shall be composed of representatives from the CACC, the Municipality, the District Fire Service (appointed under sub clause 5 (b)).
- (c) The JSC shall act on each matter by a majority vote of its representatives, unless otherwise agreed to from time to time by such representatives or by the parties.
- (d) The functions of the JSC shall be: to monitor this Agreement, including the services to be provided under it; to mediate in respect of disputes or other matters relevant to this Agreement that are brought before it by a party; and to consider and, where appropriate, to make recommendations on any matter relevant to this Agreement that is brought before it by a party.
- (e) No decision, determination or suggestion by the JSC, including but not limited to any JSC mediation proposal and any recommendation in a JSC report, shall be binding on the parties.
- (f) (i) The JSC shall meet at least once every year during the term of this Agreement, but at any time a party may give notice to the Secretary of the JSC that it wishes the Secretary to convene a meeting to discuss any matter relevant to this Agreement.
- (ii) The Secretary shall arrange a meeting of the JSC within 2 weeks of receipt of the notice sent under paragraph 4 (f) (i). The time and location of the meeting shall be at the mutual convenience to the representatives on the Committee.

- (iii) The JSC shall issue a report to the representatives on the JSC within 4 weeks. The report shall set out the issues, the recommendations of the JSC and any other matter relevant to such issues as is mutually agreed to by the representatives.

PARTICIPATING FIRE DEPARTMENT

- 5. (a) The fire department for which the CACC is to provide call taking and alerting services under this Agreement is the Fort Frances and District Fire Service.
- (b) For the purpose of sub clause 4 (b), the Municipality shall appoint a representative on the Committee for the Fort Frances and District Fire Service. Accordingly, for the purposes of all matters arising under this Agreement the representative shall among other things, act as the sole spokesperson for the fire department and act as its sole liaison with the CACC, the Committee and the Municipality.

NO ADMINISTRATIVE FEES

- 6. The Municipality shall not pay the CACC an administrative fee separate from the Fire Service Call fees.

FIRE SERVICE CALL FEES

- 7. (a) The Municipality shall pay the CACC a fee of \$40.00 for each fire service call received by the CACC. The amount set for such fees shall not be subject to any amendment under clause 11.
- (b) The obligation to pay the \$40.00 fee provided for in sub clause 7 (a), shall apply only until 11:59 P.M. on March 31 2019. Fire service call fees payable after that date shall be determined in accordance with clause 8.
- (c) Despite sub clause 7 (a), the Municipality shall not be charged the fire service call fee for any call in respect of which the CACC notifies a fire department for the purpose of assisting an ambulance crew with a medical response.
- (d) The CACC shall send to the Municipality an invoice in respect of the amount owing for fire service calls on a quarterly basis during the term of this Agreement and on the termination or expiry of this Agreement.

FEES FOR SUBSEQUENT YEARS

- 8. (a) The administrative fees (see clause 6) and fire service call fees (see clause 7) due and payable on, March 31st, June 30th, September 30th, and December 31st shall be determined annually, for each of these calendar years, in accordance

with this clause. The amount set for such fees shall not be subject to any amendment under clause 11.

- (b) Where any party wishes to begin negotiations for the determination of both the administrative fees and fire service call fees to be paid for the following calendar year, that party shall give the other parties notice of such wish no later than July 1st preceding that calendar year.
- (c) Where no notice has been given in accordance with sub clause 8 (b), both the administrative fees and fire service call fees for the following calendar year shall remain the same as those in the immediately preceding calendar year.
- (d) Where notice has been given in accordance with sub clause 8 (b), but where the parties have not agreed to the determination of both the administrative fees and the fire service call fees by the January 1st, following the notice, this Agreement shall automatically terminate at 11:59 P.M. on March 31, 2019.
- (e) Sub clause 6, sub clause 7 (c) and sub clause 7 (d) shall apply in respect of the administrative fees and fire service call fees determined under this clause.

INVOICES

- 9. All amounts payable under this Agreement shall be paid no later than 60 days from the date when an invoice for such amounts has been sent to the party obligated to pay.

TERM AND RENEWAL

- 10.(a) This Agreement shall commence on January 1, 2017, and shall have a term of 2.25 years, so that it will expire at 11:59 P.M. on March 31, 2019 (hereinafter referred to as the "expiry date"), unless terminated before that date under sub clause 1 (f), sub clause 8 (d) or clause 12.
- (b) Where a party wishes to renew this Agreement, that party shall give notice of such wish to the other party at least 90 days prior to the expiry date of this Agreement. Where such notice has been given, the parties may renew this Agreement on such terms and conditions as they may mutually agree on.
- (c) Despite any other provision of this Agreement, where no notice has been given under sub clause 10 (b), this Agreement shall expire automatically on the expiry date.

PERFORMANCE, BREACH AND AMENDMENT

11. (a) Where a party

(i) is dissatisfied with the performance under this Agreement of the other party,
or

(ii) considers that the other party is in breach of this Agreement, or

(iii) wishes to amend this Agreement or any term of any Schedule of this Agreement,

that party may give notice to the Secretary of the Resolution Committee that it wishes the Secretary to convene a meeting of the Resolution Committee to discuss the matter.

(b) Where a party gives notice to the Secretary under sub clause 11 (a), and either paragraph 11 (a) (i) or paragraph 11 (a) (ii) applies, that party shall also give notice at the same time to the other party whose performance or breach, as the case may be, is of concern to the party giving notice. The notice to the other party shall call on the other party to correct the performance or breach to the satisfaction of the party giving notice within 30 days of the issuance of the report issued under sub clause 11 (d).

(c) The Secretary shall arrange a meeting of the Resolution Committee within 2 weeks of receipt of the notice sent under sub clause 11 (a). The meeting time and location shall be of mutual convenience to the representatives on the Resolution Committee.

(d) The Resolution Committee shall issue a report to the representatives on the Resolution Committee within 2 weeks of the meeting. The report shall set out the issues, the recommendations of the Resolution Committee and any other matter relevant to such issues as is agreed to by the representatives on the Resolution Committee.

(e) Despite sub clause 11 (a), all parties may mutually agree to amend any term of this Agreement, or any term of any Schedule of this Agreement, by a joint letter signed by all parties, rather than by the procedure set forth in this clause. The joint letter will be appended to, and shall form part of, this Agreement.

(f) Until this Agreement or any Schedule is amended under this clause, all the provisions of this Agreement and the Schedules shall remain in full force and effect. However, the parties may agree to an amendment that has retroactive effect.

TERMINATION FOR CAUSE

12. Having regard to paragraph 11 (a) (i), paragraph 11 (a) (ii) and sub clause 11 (b), where the performance or breach of a party is not corrected, to the satisfaction of the party giving notice, within 30 days of the issuance of the report under sub clause 11 (d), the party giving notice may terminate this Agreement by giving the other party 90 days notice of the party's intention to terminate, after which time this Agreement shall automatically terminate. Where no such notice is given, this Agreement shall continue in full force and effect.

EQUIPMENT REMOVAL AND FEES PAYABLE ON TERMINATION

13. (a) Where this Agreement has been terminated under sub clause 1 (f), sub clause 8 (d) or clause 12, or has expired under sub clause 10 (a), the Municipality shall remove from the CACC all equipment purchased or owned by the Municipality.
- (b) Where this Agreement has been terminated under sub clause 1 (f), sub clause 8 (d) or clause 12, the Minister shall send the Municipality an invoice for any amount owed by the Municipality to the CACC.

NOTICE

14. Any notice, invoice or other communication (hereinafter referred to as a "notice") required or permitted under this Agreement to be given or sent by a party shall be written and shall be deemed to have been sufficiently given or sent 5 business days after such notice shall have been mailed postage prepaid, or 24 hours after such notice shall have been delivered by hand or by facsimile transmission.

Any notice shall be addressed or delivered, in the case of Kenora CACC, to:

Kenora CACC Manager
Lake of the Woods District Hospital
21 Sylvan Street West
Kenora, Ontario P9N 3W7

and, in the case of the District Fire Service, to:

Town Clerk
Town of Fort Frances
320 Portage Ave.
Fort Frances, Ontario P9A 3P9

CACC & AMALGAMATED CACC PERSONNEL AS EMPLOYEES OF THE HOSPITAL

- 15.(a) For the purpose of this Agreement, all CACC personnel shall at all times be deemed to be employees or agents only of the CACC, and not employees or agents of the Municipality.
- (b) Where the Minister amalgamates the CACC under sub clause 1 (b), for the purposes of this Agreement all Amalgamated CACC Personnel shall at all times be deemed to be employees or agents only of the operator of the Amalgamated CACC, and not employees or agents of the Municipality. For greater certainty under this subclause, the employees or agents of the Amalgamated CACC shall be deemed to be the employees or agents of the Minister only where the Amalgamated CACC is operated by the Minister.

PROTECTION FROM CLAIMS

16. The Municipality shall protect itself from and against all claims that might arise from anything done or omitted to be done under this Agreement by the Municipality, or by the Personnel of the Municipality, and more specifically from and against all claims that might arise from anything done or omitted to be done under this Agreement where bodily injury (including personal injury), death or property damage, including loss of use thereof, is caused.

INSURANCE BY MUNICIPALITY IN FAVOR OF THE CACC

- 17.(a) For the purpose of sub clause 16 and without restricting the generality of that clause, the Municipality shall maintain in full force and effect during the term of this Agreement, at its own expense, a policy of comprehensive general liability insurance, in form and substance acceptable to the CACC, providing coverage for a limit of not less than two million dollars (\$2,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly from the acts or omissions of the Municipality, or of the Personnel of the Municipality, under this Agreement.
- (i) a clause requiring the insurer to provide 30 days prior written notice to the CACC in the manner set forth in the insurance policy in the event of the termination, expiry, variation or non-renewal of the policy;
- (ii) a clause that provides that the protection for the CACC under the insurance policy will not be affected in any way by any act or omission of the Municipality, or of the Personnel of the Municipality; and
- (iii) a clause including liability arising out of contract or agreement.

- (b) The Municipality shall submit to the CACC proof of the insurance coverage in the form of a certificate and a copy of the relevant portion or portions of the insurance policy incorporating the terms and clauses referred to in this clause.

IN WITNESS WHEREOF the CACC and the Municipality have hereunto set their hands and seals.

_____. For the CACC
Witness

_____.

_____. For the District Fire Service
Witness

_____.

CORPORATION OF THE TOWN OF FORT FRANCES_____
Mayor

Date: _____ day of _____, 2016

Clerk

Date: _____ day of _____, 2016

UNINCORPORATED TOWNSHIP OF WATTEN_____
Fire Department Representative

Date: _____ day of _____, 2016

Secretary Treasurer

Date: _____ day of _____, 2016

*(I/We have the authority to bind)***COUCHICHIING FIRST NATION**_____
Chief in Council

Date: _____ day of _____, 2016

Band Administrator

Date: _____ day of _____, 2016

*(I/We have the authority to bind)***TOWNSHIP OF ALBERTON**_____
Reeve

Date: _____ day of _____, 2016

Clerk/CAO

Date: _____ day of _____, 2016

TOWNSHIP OF LAVALLEE

Reeve
Date: _____ day of _____, 2016

Clerk/CAO
Date: _____ day of _____, 2016

TOWNSHIP OF EMO

Reeve
Date: _____ day of _____, 2016

Clerk/CAO
Date: _____ day of _____, 2016

RAINY RIVER FIRST NATION

Chief in Council
Date: _____ day of _____, 2016

Band Administrator
Date: _____ day of _____, 2016
(I/We have the authority to bind)

TOWNSHIP OF CHAPPLE

Reeve
Date: _____ day of _____, 2016

Clerk/CAO
Date: _____ day of _____, 2016

TOWNSHIP OF MORLEY

Reeve
Date: _____ day of _____, 2016

Clerk/CAO
Date: _____ day of _____, 2016

TOWNSHIP OF DAWSON

Reeve
Date: _____ day of _____, 2016

Clerk/CAO
Date: _____ day of _____, 2016

TOWN OF RAINY RIVER

Mayor
Date: _____ day of _____, 2016

Clerk/CAO
Date: _____ day of _____, 2016

TOWNSHIP OF LAKE OF THE WOODS

Reeve
Date: _____ day of _____, 2016

Clerk/CAO
Date: _____ day of _____, 2016

SCHEDULE A

Kenora CACC shall provide:

1. The Functional requirements that are both Mandatory and Secondary as set out in the Request for Proposal-Fire Dispatch/Control System for the District Fire Service
2. Public requests for Fire Services will be received by Kenora CACC through a forwarded local emergency phone number and/or 911
3. District Fire Service may be paged for assistance upon the request of an Ambulance crew
4. Call-taking and alerting services as per the CACC's Fire Call Taking & Alerting Policy & Procedure Manual.
5. Radio communications and vehicle tracking will be provide on a Fire Operations channel
6. Transmissions and Patching may occur on a Fire Tactical channel at the Communicator's discretion
7. CACC shall monitor on-scene intraservice transmissions
8. Voice recording of telephone, radio and paging communications will be stored for a minimum of 12 months
9. A pager testing program shall be established
10. Cost of providing paging on the CACC telepager will be absorbed within the Fees layed out in this agreement
11. CACC will answer Emergency Alarms as per training and policy that exists for Northwest EMS
12. A vehicle identification system shall be established in the format of Fire Service/Apparatus/Unit

□□

Kenora CACC will also continue to work together with the District Fire Service to develop policies and procedures with respect to call-taking and alerting the fire service.

SCHEDULE B

The District Fire Service shall:

- ☐ Provide any necessary Communicator training as determined cooperatively by CACC and the District Fire Service.
- ☐ Ensure that service area maps used by the CACC for call-taking and alerting the fire service are always up-to-date.
- ☐ Assist the CACC with the development of policies and procedures relating to fire call-taking, dispatching, tracking, patching and all other functions.
- ☐ Maintain a current copy of the communities Emergency Fire Service Plan and Community Disaster Plan and provide training to the CACC dispatchers in its use, as necessary. Provide a copy of the Community Disaster Plan for CACC records.
- ☐ Ensure that all Fire Service staff and members are trained in the proper use of all Communications equipment and protocols. This will include Emergency Alarm utilization and actions.
- ☐ Maintain and repair all equipment purchased and owned by the District Fire Service. CACC will be notified of the same. CACC will be notified of any ongoing maintenance and repairs.
- ☐ Ensure backup fire communications systems are in place in case of primary system failure and/or CACC evacuation.

November 29, 2016

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: Updating Asset Management Plan (AMP)

What is Asset Management Planning? In a nutshell, it is the process of making the best possible decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets. The main objective is to maximize benefits, manage risk and provide satisfactory levels of service to the public in a sustainable manner. See attached an overview of Asset Management Plan & Asset Management.

Background Information

Back in February of 2016, Administration applied and received funding under the MFOA assistance program for Asset Management Planning review whereby an AMP expert was engaged to review the Town's AMP. This AMP expert assessed the state of the Town's current Asset Management Plan (dated December 2013) & the Asset Management Planning process, to identify gaps in the existing AMP and develop a "next steps" work plan to make improvements to the plan. Dan Wilson of CN Watson & Associates was tasked with the Town's file. During the month of June, Travis Rob completed all of the requisite self-assessment tool forms for all the Town's assets. Please find attached the scoring report prepared by Dan Wilson, which is posted on the MFOA webpage.

The Town received an overall score of 32%, which was not a surprise to administration. Back in 2013, the Town retained Public Sector Digest (PSD), purchasing their computer software package (at an approximate cost of \$48,000) to complete the AMP requirements as outlined in the "*Building together Guide for Municipal Asset Management Plans*" (5 main assets; Roads, Bridges, Water, Wastewater & Social Housing). Since that time the Town has been unable to free up the appropriate manpower resources necessary to dedicate to the

maintenance of the plan. Basically we have a 2013 AMP in place in 2016. However, the Town since 2013 has been in a position to continue to apply and receive funding for capital projects because an AMP has been in place. Kenora is in a similar situation and has recently retained Public Sector Digest to update their AMP under a “roadmap” initiative.

Recently under the *Infrastructure for Jobs and Prosperity Act, 2015*, the provincial government has prepared a draft regulation on Municipal Asset Management Planning. The draft regulation, which was circulated in the summer of 2016 allows Municipalities an opportunity to provide feedback and receive clarification on the draft document. In July of 2016, Travis Rob and Dawn Galusha attended a session in Dryden on the draft AMP regulations. Attached is a copy of this draft regulation provided for your review. It is the Town’s understanding that the AMP regulation will become law sometime prior to March 31, 2017, whereby the Town’s AMP must be up-dated to meet the new regulation by March 31, 2018.

On another front, the Town currently receives \$463,000 in funding from the Federal Gas Tax (FGT) revenue program where one of the requirements for receiving this annual funding is that **all** assets (not just the 5 main assets outlined above) must be incorporated in the AMP. The funding under the FGT revenue program can be utilized to up-date the AMP to meet the new regulations and our obligations. See attached the last email dated May 18, 2016 from Judy Dezell of AMO in regards to FGT funding and municipal obligations.

Updating and maintaining the AMP is a corporate wide initiative, as a result a small AMP taskforce group, which was formed to review the present state of the AMP, review the MFOA report and highlight the challenges going forward. The AMP taskforce group consists of Travis Rob, Laurie Lindberg, Dawn Galusha, Trisha Law, Jason Kabel and myself. The taskforce has met several times over the course of the summer and fall to discuss the current state of our AMP, how it is presently being managed (or lack of) and what is the best method to manage the AMP going forward with all the new changes. Members of the taskforce group talked to Kenora staff on how they were moving their AMP forward to meet the new regulations and also received overview training on the existing PSD software programs.

The following challenges were identified;

- 1) Currently limited manpower resources available to be dedicated to maintaining and updating the AMP on a continuous basis.
- 2) Two asset registers being maintained – GIS (ERSI) and USTI – ASSIT – Fixed assets – not linked and no interaction with PSD software computer programs.
- 3) Implementation of the new financial software by January of 2017.
- 4) AMP not being incorporated into the budget process.
- 5) No policies in place in regards to the level of services for assets.
- 6) Missing Assets in current AMP such as; Cemeteries, Street lighting, Memorial Sports Centre, Parks, Fleet etc...
- 7) Will need an up-dated AMP in place by March 31, 2018

Once the MFOA report was received, and as a result all these recent regulatory changes to the AMP program in Ontario, and through discussions with Kenora's administration, the AMP taskforce has obtained a similar quotation from Public Sector Digest to complete a "road map" AMP initiative, whereby the Town's AMP will be overhauled in accordance with all applicable regulations; staff will be properly trained to maintain and keep current the AMP; one or two asset registers will be maintained throughout the corporation; and going forward the AMP will be incorporated into the budget process and the level of services for each asset be established by the Council.

The PSD road map proposal will be completed over a two year, (2017 & 2018) period. In addition, the Town will be applying for funding for a recent engineering graduate under the NOHFC internship program to assist with this AMP updating process. The Town is eligible to receive \$ 31,500 per year to go towards funding for this p/t internship position. This is the same funding program by which Trish Law & Travis Rob were initially retained.

Presently, the task of providing locates for the Town's water distribution system, sanitary sewer collection network and storm sewer infrastructure under the Ontario -1-Call program has been assigned to the Engineering area of the O & F Division primarily handled by the GIS expert & GIS Summer student positions. Going forward this task will be reassigned to the water and waste water dept.

once a vacant OIT position is filled in order to free up time for the GIS expert position (Trisha Law) to update the PSD database. For example, over the previous 4 years approximately 24,000 meters of sanitary sewer piping has been CCTV inspected wherein the new condition data has not been transferred into the PSD database. Presently this task is not being completed.

The AMP taskforce is of the opinion that purchasing the PSD computer city wide suite back in 2013 was an appropriate solution, however the Town has never been in a position to fully manage it going forward. At this time, external assistance is required to achieve full compliance, and to ensure that existing staff are fully trained to maintain the AMP so that it is always current. In 2017 these expenditures will not be included in the operating budget and will be funded using a portion of the FGT revenue.

The Administration & Finance Executive Committee recommends the following;

- 1) That updating of the existing AMP will commence in January of 2017 where this expenditure will be budgeted as a capital item and funded using Federal Gas Tax revenue.
- 2) That the Town retained Public Sector Digest as outlined in their proposal dated November 30, 2016 over a two year period, (2017 & 2018) at a total estimated cost of \$ 182,659.20 which includes the town's portion of the HST. The 2017 expenditure is estimated to be \$ 136,358.40.
- 3) Administration will make application under the NOHFC internship program where the temporary position of an engineering graduate would commence on May 1st, 2017 and work for a two year period to assist with updating the AMP. The Town's 2017 net cost for this temporary position is estimated at \$18,588.34 and the Town can utilize FGT revenue funds to support this position.
- 4) That the GIS expert be utilized to update the current asset register and ensure that ongoing condition rating information is up-loaded into the PSD computer software programs.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That updating of the existing AMP will commence in January of 2017 where this expenditure will be budgeted as a capital item and funded using Federal Gas Tax revenue;
- 2) That the Town retained Public Sector Digest as outlined in their proposal dated November 30, 2016 over a two year period, (2017 & 2018) at a total estimated cost of \$ 182,659.20 which includes the town's portion of the HST. The 2017 expenditure is estimated to be \$ 136,358.40.
- 3) Administration will make application under the NOHFC internship program where the temporary position of an engineering graduate would commence on May 1st, 2017 and work for a two year period to assist with updating the AMP. The Town's 2017 net cost for this temporary position is estimated at \$18,588.34 and the Town can utilize FGT revenue funds to support this position.
- 4) That the GIS expert be utilized to update the current asset register and ensure that ongoing condition rating information is up-loaded into the PSD computer software programs.

MFOA

AMP - Self Assessment Tool

Scoring Report

This is your municipality's Self Assessment Tool Scoring Report. For each section you will see your level of completion and your score.

• Group by Section • Group by Asset

☒ Show Comments

Fort Frances

SAT-1 Status: Completed

SAT-1 Score: **32%**

1. Introduction (Completed: 100% - Score: 90%)

Comments: none

2. Asset Management Policies & Procedures (Completed: 100% - Score: 33%)

Comments: none

3. State of Local Infrastructure (Completed: 100% - Score: 36%)

Roads (Completed: 100% - Score: 41%)

Comments: none

Bridges and Culverts (Completed: 100% - Score: 52%)

Comments: none

Water (Completed: 100% - Score: 42%)

Comments: none

Wastewater (Completed: 100% - Score: 54%)

Comments: none

Stormwater (Completed: 100% - Score: 36%)

Comments: none

Solid Waste (Completed: 100% - Score: 36%)

Comments: *none*

Facilities (Completed: 100% - Score: 23%)

Comments: *none*

Vehicles and Equipment (Completed: 100% - Score: 25%)

Comments: *none*

Improvement to Land (Completed: 100% - Score: 21%)

Comments: *none*

Other (Completed: 100% - Score: 32%)

Comments: *none*

4. Levels of Service (LOS) (Completed: 100% - Score: 26%)

Roads (Completed: 100% - Score: 31%)

Comments: *LOS is determined by complying with Minimum Maintenance Standards for Municipal Highways*

Bridges and Culverts (Completed: 100% - Score: 38%)

Comments: *none*

Water (Completed: 100% - Score: 25%)

Comments: *none*

Wastewater (Completed: 100% - Score: 25%)

Comments: *none*

Stormwater (Completed: 100% - Score: 23%)

Comments: *none*

Solid Waste (Completed: 100% - Score: 29%)

Comments: *none*

Facilities (Completed: 100% - Score: 20%)

Comments: *none*

Vehicles and Equipment (Completed: 100% - Score: 20%)

Comments: *none*

Improvement to Land (Completed: 100% - Score: 31%)

Comments: *none*

Other (Completed: 100% - Score: 22%)

Comments: *none*

5. Asset Management Strategy (Completed: 100% - Score: 26%)

Roads (Completed: 100% - Score: 28%)

Comments: none

Bridges and Culverts (Completed: 100% - Score: 29%)

Comments: none

Water (Completed: 100% - Score: 29%)

Comments: none

Wastewater (Completed: 100% - Score: 29%)

Comments: none

Stormwater (Completed: 100% - Score: 26%)

Comments: none

Solid Waste (Completed: 100% - Score: 29%)

Comments: none

Facilities (Completed: 100% - Score: 25%)

Comments: none

Vehicles and Equipment (Completed: 100% - Score: 22%)

Comments: none

Improvement to Land (Completed: 100% - Score: 20%)

Comments: none

Other (Completed: 100% - Score: 20%)

Comments: none

6. Financing Strategy (Completed: 100% - Score: 36%)

Roads (Completed: 100% - Score: 47%)

Comments: none

Bridges and Culverts (Completed: 100% - Score: 47%)

Comments: none

Water (Completed: 100% - Score: 57%)

Comments: none

Wastewater (Completed: 100% - Score: 53%)

Comments: none

Stormwater (Completed: 100% - Score: 47%)

Comments: none

Solid Waste (Completed: 100% - Score: 26%)

Comments: *none*

Facilities (Completed: 100% - Score: 20%)

Comments: *none*

Vehicles and Equipment (Completed: 100% - Score: 21%)

Comments: *none*

Improvement to Land (Completed: 100% - Score: 20%)

Comments: *none*

Other (Completed: 100% - Score: 20%)

Comments: *none*

7. Making Asset Management Operational (Completed: 100% - Score: 28%)

Comments: *none*

8. Continuous Improvements and Updates (Completed: 100% - Score: 20%)

Comments: *No personnel in charge of AMP document updates or changes*

9. Asset Management Tools (Completed: 100% - Score: 52%)

Comments: *none*

10. Internal Governance and Ownership (Completed: 100% - Score: 46%)

Comments: *none*

11. Council Approval and Support (Completed: 100% - Score: 80%)

Comments: *none*

12. Public Engagement and Communication (Completed: 100% - Score: 20%)

Comments: *none*

[Return to Menu](#)

**Possible components of a regulation that may be proposed under
s. 6(2) of the *Infrastructure for Jobs and Prosperity Act, 2015***

Asset Management Planning Consultation

July 2016

1. The following terms would be defined,

"Capitalization Threshold" defines the minimum dollar level a municipality will use to determine which non-financial assets will be capitalized and which will be expensed and is consistent with the principles and standards established by the Public Sector Accounting Board of Canada.

"Core infrastructure assets" include paved and unpaved roads; bridges; culverts; any assets involved in wastewater collection, conveyance, treatment and disposal; urban and rural stormwater systems; water treatment, distribution and transmission, and; public and non-profit housing infrastructure.

"Deferred infrastructure maintenance backlog" means all lifecycle activities required up to the present that have not yet been undertaken.

"Infrastructure assets" includes "Core infrastructure assets" and all other Tangible Capital Assets consolidated on the financial statements of the municipality.

"Lifecycle activities" means any activity undertaken to maintain the infrastructure asset over the expected life of the asset as well as any activities undertaken to prolong the life of an infrastructure asset including: constructing, maintaining, renewing, operating and decommissioning the asset throughout its service life.

"Lifecycle cost" means the total cost of constructing, maintaining, renewing, operating and decommissioning an infrastructure asset throughout its service life.

"Service life" means the total period during which an infrastructure asset remains in use, or ready to be used, in a productive process.

"Tangible Capital Assets" refers to non-financial assets having physical substance as defined by the Public Sector Accounting Board of Canada.

2. Municipalities would be a broader public sector entity that would be prescribed for the purposes of s. 6 of the *Infrastructure for Jobs and Prosperity Act, 2015* (IIPA)
3. The following would be the list of the additional mandatory infrastructure asset management planning information that would have to be prepared by a municipality and included in a strategic asset management policy, that specifies:

- a) how the asset management plan will be consistent with the long-term municipal goals outlined by council, including those in municipal plans and policies,
- b) how the asset management plan will be consistent with the municipality's budget and any long-term financial plan, if one is in place,
- c) how the municipality will consider the principles outlined under section 3 of the IJPA in developing the asset management plan and how the asset management plan will be informed by:
 - i. an understanding of current and future infrastructure needs and costs,
 - ii. an understanding of risks and the municipality's ability to manage risks relating to infrastructure, including disaster planning and any required contingency funding,
 - iii. accessibility standards,
 - iv. changing demographics, including population growth or decline, .
 - v. climate change impacts, as well as adaptation and mitigation techniques, such as greenhouse gas emission reduction goals and targets, and
 - vi. Ontario's land-use planning framework, priorities and outcomes, as set out in the Provincial Policy Statement (PPS), provincial land use plans such as the Growth Plan for the Greater Golden Horseshoe, and municipal official plans, where applicable
- d) a commitment that asset management plans will identify infrastructure activities to be undertaken, with consideration of the lifecycle of assets, for at least the ten years following the preparation of that plan or update,
- e) a commitment that plans will document key assumptions made within the plan and outline other important information including the capitalization threshold used for each category of assets,
- f) how often the municipality will update their asset management plan, which should occur at least every 4 years,
- g) the role of council during the development of the asset management plan and the role of council in ongoing asset management planning, which would be supported by a commitment to provide council with an annual update on asset management planning progress, factors affecting the ability to meet commitments outlined in the plan, and a strategy to address any shortcomings, and
- h) the role of residents of the community during the development of the asset management plan and the role of residents of the community in ongoing asset management planning.

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4. The strategic asset management policy would have to be prepared and approved by council by January 1, 2018.
5. A municipality would have to prepare an asset management plan that contains
 - (1). Progress on outcomes achieved since the development of any prior asset management plan and opportunities to strengthen asset management practices,
 - (2).
 1. A listing of all core infrastructure assets owned by the municipality as of Jan 1, 2018, and of all infrastructure assets owned by the municipality as of Jan 1, 2022.
 2. For all assets listed in 1 a summary of the following information and a commitment to provide a full copy of the information upon a request being received by the municipality
 - a) the type and its quantity or extent,
 - b) the replacement cost valuation,
 - c) the age distribution and age as a proportion of expected useful life, and
 - d) the condition based on industry-accepted engineering practices.
 - (3). The proposed levels of service that,
 - a) indicate the current levels of service defined in clear and specific terms, including through the definitions of levels of service in table 1,
 - b) meet legislative requirements, and, are based on strategic and corporate goals, expected asset performance including condition, community expectations, and availability of finances,
 - c) identify a preliminary estimate of expenditures required to maintain the current levels of service, with consideration to the assessments conducted under (4).(b) for comparison purposes,
 - d) identify targets and timelines for proposed levels of service for the levels of service described in a), and
 - e) discuss any external trends or issues that may affect the proposed levels of service or the municipality's ability to meet it.
 - (4). A lifecycle management strategy that,
 - a) examines the risks currently faced by the municipality with respect to their municipal infrastructure, including risk of asset failure, risks to service levels and risks of increasing future financial burden,
 - b) examines options for activities, regarding existing and future assets, to achieve the proposed levels of service, and assesses,
 - i. lifecycle costs,

- ii. how potential options will address the risks identified under a),
 - iii. considering i. and ii., the financial viability,
 - iv. opportunities to eliminate the deferred infrastructure maintenance backlog and address the costs associated with the activities undertaken to eliminate this backlog, and
 - v. other considerations outlined within the municipality's strategic asset management policy
- c) contains a summary of all activities that will be undertaken in relation to achieving the proposed levels of service, based on the analysis conducted under b) above, and
- d) prioritizes activities to be undertaken as part of (4).(c).
- (5). A financial strategy that explains how activities summarized under (4).(c) will be funded, and that,
- a) shows expenditure forecasts, based on activities identified under paragraph c) of subsection (4) for at least 10 years from the date of the asset management plan,
 - b) provides actual expenditures on infrastructure activities from the previous five years, broken down by asset type,
 - c) provides revenue forecasts broken down by source for the next 5 years, including increase or decrease in revenues compared to existing revenues, and
 - d) discusses key assumptions and alternative funding considerations.
6. Each asset management plan must be approved and adopted by council.
7. Municipalities would be a broader public sector entity that would be prescribed for the purposes of s. 6(5) of the *Infrastructure for Jobs and Prosperity Act, 2015* (IIPA).
8. Municipalities would be required to post their strategic asset management policy and asset management plan on the municipality's website, if one exists, and make copies of these documents available free of charge to the public, if requested.

Table 1

Illustrative Definitions for Levels of Service	
Water	
# of Water Customer Complaints (pressure and quality) / 1,000 People Served	
# of Boil Water Advisory Days / Households affected	
# of Main Breaks / 100 km Length	

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of Unplanned System Interruptions / 100 km Length
of Emergency Repairs / 100 km Length & 1,000 Service Connections
Wastewater
of Wastewater Customer Complaints / 1,000 People Served
of Blocked Sewers / 100 km Length
of Blocked Service Connections / 1000 Service Connections
of Emergency Repairs / 100 km length & 1000 Service Connections
of Reported Overflows / 100 km length
Roads
Percentage of paved kilometres meeting "x" or better pavement condition rating.
Accidents per year where "road condition" is a contributing factor.
Compliance with Ontario's Minimum Maintenance Standards for Municipal Highways O. Reg. 239/02.
Bridges
Compliance with Ontario's Standards for Bridges O. Reg. 104/97.
Percentage of Bridges meeting "x" Bridge Condition Index rating or better
Compliance with Ontario's Minimum Standards for Municipal Highways O. Reg. 239/02.
Number of annual road closures associated with bridge issues (exclusive of planned maintenance/repair).

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Laurie Witherspoon/Frances
05/18/2016 02:30 PM

To Dawn Galusha/Frances@Frances, Travis
Rob/Frances@Frances, Doug Brown/Frances@Frances,
Trish Law/Frances@Frances
cc
bcc
Subject Fw: Does your asset management plan meet federal Gas
Tax requirements? Watch AMO's new video.

Laurie A. Witherspoon, CMO
Treasurer, Town of Fort Frances
320 Portage Ave., Fort Frances, ON P9A 3P9
Telephone: (807) 274-5323 Ext. 248
Fax: (807) 274-8479

----- Forwarded by Laurie Witherspoon/Frances on 05/18/2016 02:30 PM -----



Judy Dezell
<JDezell@amo.on.ca>
05/18/2016 01:42 PM

To Salman Zafar <SZafar@amo.on.ca>, Lovely Devaya
<LDevaya@amo.on.ca>
cc "Jacqueline Demers (demers@redbrick.ca)"
<demers@redbrick.ca>
Subject Does your asset management plan meet federal Gas Tax
requirements? Watch AMO's new video.

AMO's [new video](#) is here! *Asset Management: A Roadmap for the Future of our Communities* is online now and ready for you to share with Council and staff.

The video will help your local elected officials and staff learn more about the value of municipal asset management planning.

Ontario municipalities must have an asset management plan in place by December 31, 2016 in order to continue receiving federal Gas Tax Fund payments. The good news is that most municipalities have a plan in place. The bad news is that many of these plans don't meet Gas Tax requirements.

To meet [the requirements](#), your municipal asset management plan must:

- Include **all** assets eligible for Gas Tax funding. These assets can fall into 16 different categories.
- Adhere to the guidelines set out in Ontario's Building Together: Guide for Asset Management Plans.

Contact gastax@amo.on.ca if you have any questions about asset management requirements.

We encourage you to show the video to your Council and staff, and to share through social media. We will be tweeting about asset management at [@GasTaxatWork](#).

As owners of more public infrastructure than any other order of government, municipalities play a fundamental role in building safe, prosperous and thriving communities. Effective asset management planning is an important part of that work.

Judy Dezell
Director AMO Enterprise Centre, Business Partnerships and LAS
200 University Ave, Suite 801
Toronto ON M5H 3C6
416-971-9856 ext 306

Overview of AMP and AM

As stated in the Province's 2012 "Building Together – Guide for Municipal Asset Management Plans", "an Asset Management Plan (AMP) is a strategic document that states how a group of assets is to be managed over a period of time." The "Building Together" Guide states that an AMP contains the following sections:

- Executive Summary
- Introduction
- State of Local Infrastructure
- Expected levels of service
- Asset management strategy
- Financing strategy

The beginning of the guide also discusses ASSET MANAGEMENT (AM) as a process or activity. In the guide, ASSET MANAGEMENT "is the process of making the best possible decisions regarding building, operating, maintaining, renewing replacing and disposing of infrastructure assets." This AM definition focuses on the ongoing activities that are necessary to prepare and implement the AMP rather than focusing on the document itself.

The Self Assessment Tool (SAT) is modeled after a framework established in the Province's "Building Together" guide. A comprehensive AM guide will be available in 2017 that will provide details about each section of the framework, outlined below.

1. Introduction
2. AM Policies and Procedures
3. State of Local Infrastructure
4. Levels of Service
5. AM Strategy
6. Financing Strategy
7. Making AM Operational
8. Continuous Improvements and Updates
9. AM Tools
10. Internal Governance and Ownership
11. Council Approval and Support
12. Public Engagement and Communication

This SAT will ask you a series of question which will help to determine how your municipality is doing on various aspects of preparing an AMP document as well as the ASSET MANAGEMENT process.

ASSET MANAGEMENT is a critical step in achieving the ultimate goal of long term financial sustainability for municipalities. The progression of which is shown below.



DATE: November 30, 2016

TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Alternative Voting Methods – 2018 Municipal Election

BACKGROUND

The next municipal elections are scheduled for October 2018 per the regulations provided for in the Municipal Elections Act, 1996.

The Town of Fort Frances has utilized the alternative voting method – Vote by Mail (VBM) since 2000. The VBM method has provided the Town of Fort Frances with higher participation than when it used traditional voting in pre-2000 municipal elections. The most important advantage gained has been the ability of eligible electors to vote from their home, thereby gaining eligible electors accessibility and convenience. Additionally, alternative voting has provided those with a disability, those with transportation issues, those who work out of town as well as seasonal residents with the opportunity to vote.

The Clerk is mandated under the Municipal Elections Act, 1996 to enable eligible electors to exercise their rights. The amended Municipal Elections Act, 1996 requires that Council pass a by-law by May 1, 2017 if an alternative form of voting is going to be utilized in the 2018 Municipal Elections.

OPTIONS

Vote By Mail

The Vote by Mail method along with Vote Tabulators were used by the Town of Fort Frances in the 2006, 2010 and 2014 elections. This method provides eligible electors with an accessible and convenient method of voting. The voter kit with instructions are mailed out a few weeks prior to election day, with voters having the option of using return postage or to drop off their sealed ballot (with voter declaration form) in person.

In 2014, the results weren't quite as instantaneous as in past years due to the high number of candidates running in the various races. This was an issue that was not predicted as it was my first time utilizing VBM and tabulators. There are a number of things that can be done in 2018 to reduce this delay, should this be the method that Council chooses.

Telephone/Internet Voting

Telephone/Internet voting will provide eligible electors with the ability to vote anywhere at anytime. This option provides the eligible electors with the choice of voting from home or while travelling and with hours that suit many schedules, including shift work. Also, telephone/internet voting gives eligible electors with a disability the option to vote utilizing their existing aids (i.e. big button phone, screen recognition readers).

More and more demand is coming from consumers to provide access to online services including banking, bill payments and license renewals. Interest, adoption and acceptance of telephone/internet voting has increased steadily since its introduction in the 2003 Municipal Elections which saw 12 cities/towns utilize this method. Since then, the number increased to 20 in 2006 and more than doubled in 2010 to 44. Numbers increased again in 2014, with 59 cities/towns offering telephone/internet voting to the eligible electors.

Traditional Polling Stations & Paper Ballots

Council can also decide to return to the traditional polling stations and paper ballots to deliver the 2018 Municipal Elections.

OPPORTUNITIES with Alternative Voting

- removal of barriers for people with disabilities and mobility issues
- inclusion of travelling, out of town workers and seasonal electors
- reduced pressure on polling stations on Election Day
- no need for proxy voting
- environmentally friendly
- reduced staffing requirements
- timely results
- candidate module available with telephone/internet voting

CHALLENGES with Alternative Voting

- security questions regarding the alternative system chosen
- potential for fraud (exists with every method, not just alternative)
- need for sufficient advertising and education
- incorrect ballot delivered with alternative system
- spoiled ballots with vote by mail

POTENTIAL FINANCIAL IMPLICATIONS

The 2014 Municipal Election in the Town of Fort Frances was provided a budget of \$30,000.00 and used Vote by Mail. I believe that the same budget would be sufficient to deliver the elections in 2018 using telephone/internet voting. If Council opts to return to traditional polling stations and paper ballots, I believe that number would need to increase substantially and would be a significant step backwards. The eligible electors in the Town of Fort Frances have used vote by mail for multiple elections, and moving to telephone/internet voting is simply the next step in a progressive boundless community.

DATE: December 1, 2016

TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Choice of Electoral Systems for 2018 Municipal Elections

BACKGROUND

The next municipal elections are scheduled for October 2018 per the regulations provided for in the Municipal Elections Act, 1996.

With the implementation of Bill 181, Municipal Elections Modernization Act, a new option available to Ontario municipalities is the ability to utilize a Ranked Ballot Electoral System instead of the First Past the Post (FPTP) Electoral System. This report will provide Council with information related to the two options available, so that Council may decide which method the Town of Fort Frances will use in the 2018 Municipal Elections.

How First Past the Post Works

FPTP is currently used in federal, provincial and municipal elections across Canada and is popular around the world as well. Very simply, the candidate with the most votes wins. There is no requirement to obtain a certain percent of the vote. Should Council decide to continue the use of this electoral system, there will be no additional requirements in preparation for the 2018 Municipal Elections.

How Ranked Ballot Voting Works

In a ranked ballot election, the voter ranks the candidates in order of preference (1st, 2nd, 3rd choice, etc). In the first round of counting, all first choice voters are counted. If one of the candidates receives more than 50% of the votes, then we have a winner. If no candidate receives more than 50% of the votes, the candidate with the lowest number of votes is eliminated, and the ballots are recounted using the second choice of those voters. This process continues in subsequent rounds until a majority winner is declared.

It is important to note that at present, this system has not been used in any federal, provincial or municipal election in Canada, however it has been used in political party leader selection. There are cities in the United States that currently use ranked balloting. Also, while ranked balloting is able to be used for the election of Mayor and Council, at present is not permitted for School Board elections.

With any electoral system, there are benefits and challenges that will be faced and they are outlined in the below table. These points are not exhaustive, and are meant to provide Council with information necessary to make their decision.

First Past the Post Electoral System	Ranked Ballot Electoral System
<u>Benefits</u> -easy to understand -ballots easily counted -less costly to administer -no new voter education necessary	<u>Benefits</u> -majority support is obtained -discourages negative campaigning -reduces strategic voting -expected to increase voter engagement -candidates remain in the race to the end (no splitting the vote)
<u>Challenges</u> -restricts voter choice -strategy may impact results	<u>Challenges</u> -results will take considerably longer -voter confusion increases -significantly more education will be required for voters and staff -may require separate ballots due to exclusion of school board elections

FINANCIAL CONSIDERATIONS

If Council moves ahead and chooses to continue using FPTP, I am not anticipating any additional costs related to this electoral system. Also, there wouldn't be a need for increased education and advertising if Council continues with the same system that has been used in every prior municipal election.

If Council chooses to implement Ranked Ballots, then I expect costs will increase related to ballot counting (if using tabulators or manual count) which would be over and above the standard costs expected to deliver the election. Additionally, there may be a requirement to have two ballots (separate School Board), thus increasing costs again.

NEXT STEPS

If Council wishes to move ahead and offer Ranked Ballots, the by-law is required to be passed by May 1, 2017. Council should consider the public interest, increased costs, availability of technology and the impact on election administration as they consider the option and ultimately make their decision.

Additionally, Bill 151 requires that at least one Open House is held prior to the implementation of the necessary by-law to implement Ranked Ballots. The Open House would give the public the opportunity to ask questions and obtain clarification.

Resources

- Ranked Ballot info from MAH (attached)
- Counting Votes in a Ranked Ballot Election info from MAH (attached)
- Article from Municipal Monitor magazine Q4 2015
- YouTube video link <https://www.youtube.com/watch?v=oHRPMJmzBBw>

You are here > [Home](#) > [Your Ministry](#) > [Local Government](#) > [Municipal Elections](#) > [Municipal Elections Act Review](#) > Follow Your Ballot: An example of a ranked ballot election

Follow Your Ballot: An example of a ranked ballot election

[Email this page](#)

Follow a ballot and learn what happens in a single-member and multi-member ranked ballot election.

Single-member election: an election where one candidate is elected

In this election, you are being asked to vote on the kind of fruit that will be served as a snack.

Ranking the ballot

With ranked ballots you can rank your choices from your most preferred to least preferred option. You rank the choices as follows:

- Cherry 1
- Pear 2
- Strawberry 3
- Apple 4

Calculate the threshold to be elected

Thirty people voted, and only one fruit can be chosen. Sixteen votes are needed for a fruit to be elected (50 per cent of 30 votes is 15 votes, plus one makes it a majority).



Count the first choice votes

After the ballots are distributed according to first choices, the vote count looks like this:

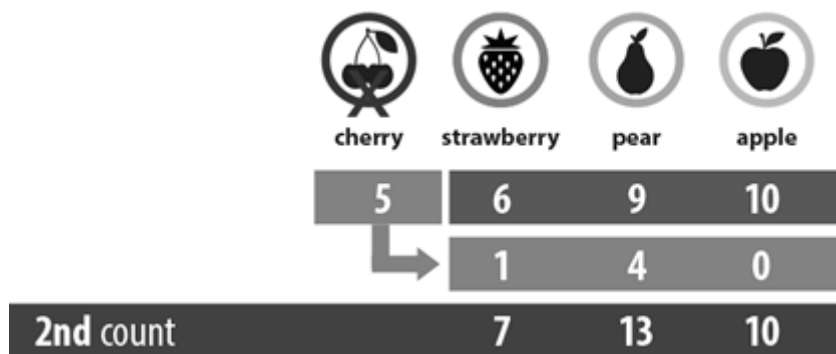


None of the fruits has received enough votes to be elected.

Eliminate the option in last place and redistribute those ballots to other candidates

Your first choice, Cherry got the fewest votes. Your ballot will now be given to your second choice, Pear. (The ballots of everyone else who voted for Cherry as their first choice will also be redistributed to their second choices).

After the 5 Cherry ballots are distributed, the new vote count is:



After the second round of counting, none of the fruits has received enough votes to be elected.

Drop the last place and redistribute those ballots

Strawberry now has the fewest votes. Your ballot stays with your second choice, Pear.

After the 7 Strawberry ballots are redistributed, the new vote count is:



Pear is elected with 17 votes. Even though your first choice didn't get elected, your ballot helped your second choice to win.

Multi-member Election: an election where more than one candidate is elected

In this election, you are being asked to vote on what new equipment should be installed in your neighbourhood park. Three pieces of equipment will be chosen out of a possible six.

Ranking the ballot

With ranked ballots you can rank your choices from your most preferred to least preferred option. You rank your choices as follows:

- Monkey bars 4
- Picnic Table 5
- Sandbox 3
- Slide 6
- Swings 1
- Treehouse 2

Calculate the threshold to be elected

In a multi-member ranked ballot election, the number of votes needed to be elected will depend on how many seats are being filled.

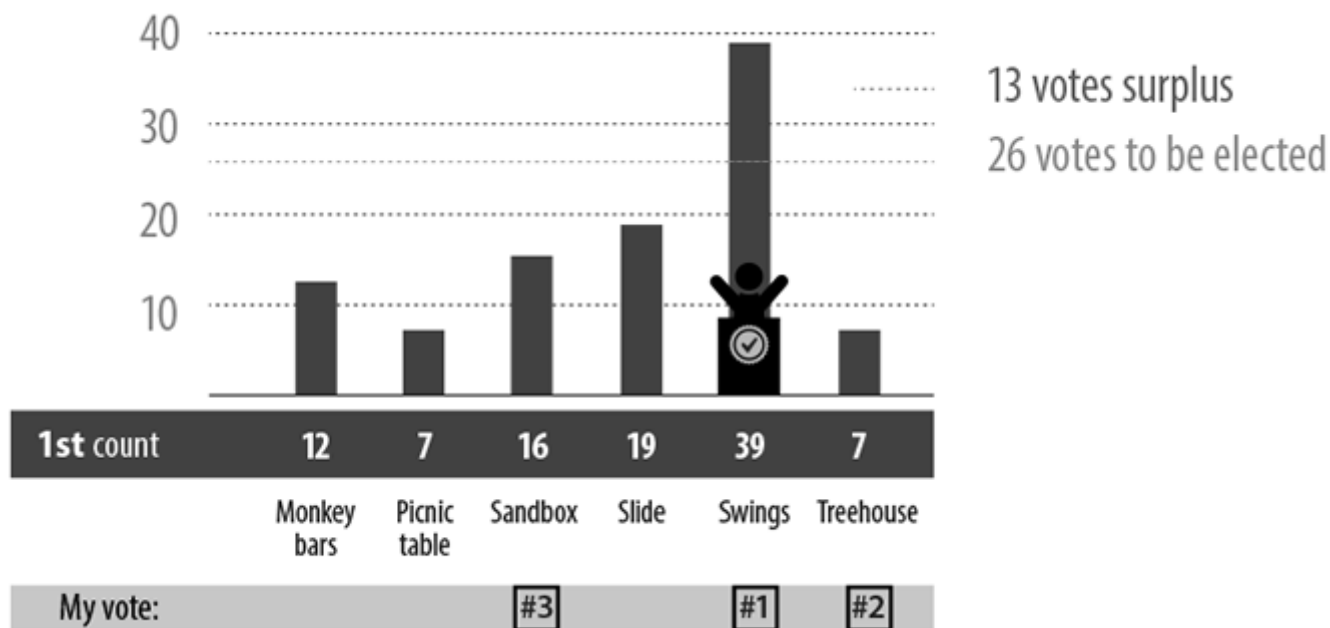
In this example, one hundred people voted, and three pieces of equipment will be chosen.

In order to be elected, a piece of playground equipment must earn twenty-six votes.

To do the math, one hundred votes divided by 4 (3 pieces of equipment will be chosen, plus one is 4) is 25 votes, plus one is 26.

Count the first choice votes

After the ballots are distributed according to first choices, the vote count looks like this:



Swings has received more than 26 votes, and is declared the winner.

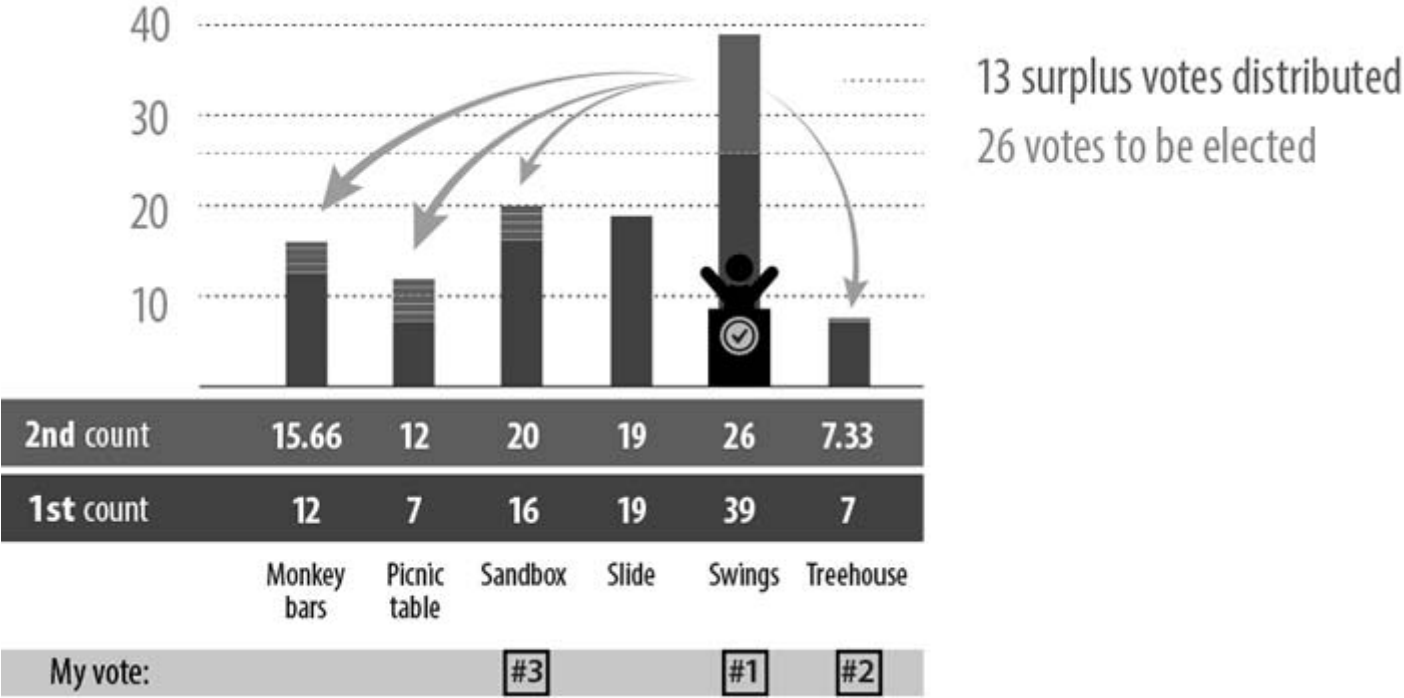
Distribute the surplus

Since the threshold is 26 votes, and Swings got 39 first choice votes, Swings got 13 more votes than is needed to be elected.

Swings has a surplus of 13 votes. Thirteen divided by 39 is one-third. This means that Swings only needed two-thirds of your vote (along with two-thirds of the vote of everyone else who had Swings as a first choice) to be elected.

The two-thirds of your vote that Swings needs to be elected will stay with Swings. The other one-third of your vote will be given to your second choice, Treehouse. Each ballot that had Swings as the first choice will give one-third of their vote to their second choice.

After the ballots are redistributed, the new vote count is:



	Round 1 total	Votes added	New total
Monkey Bars	12	11 ballots worth 1/3 each: 3.66 votes	15.66
Picnic Table	7	15 ballots worth 1/3 each: 5 votes	12
Sandbox	16	12 ballots worth 1/3 each: 4 votes	20
Slide	19	0 votes	19
Swings	39	- 39 ballots worth 1/3 each: -13 votes	26 elected
Treehouse	7	1 ballots worth 1/3 each: 0.33 votes	7.33

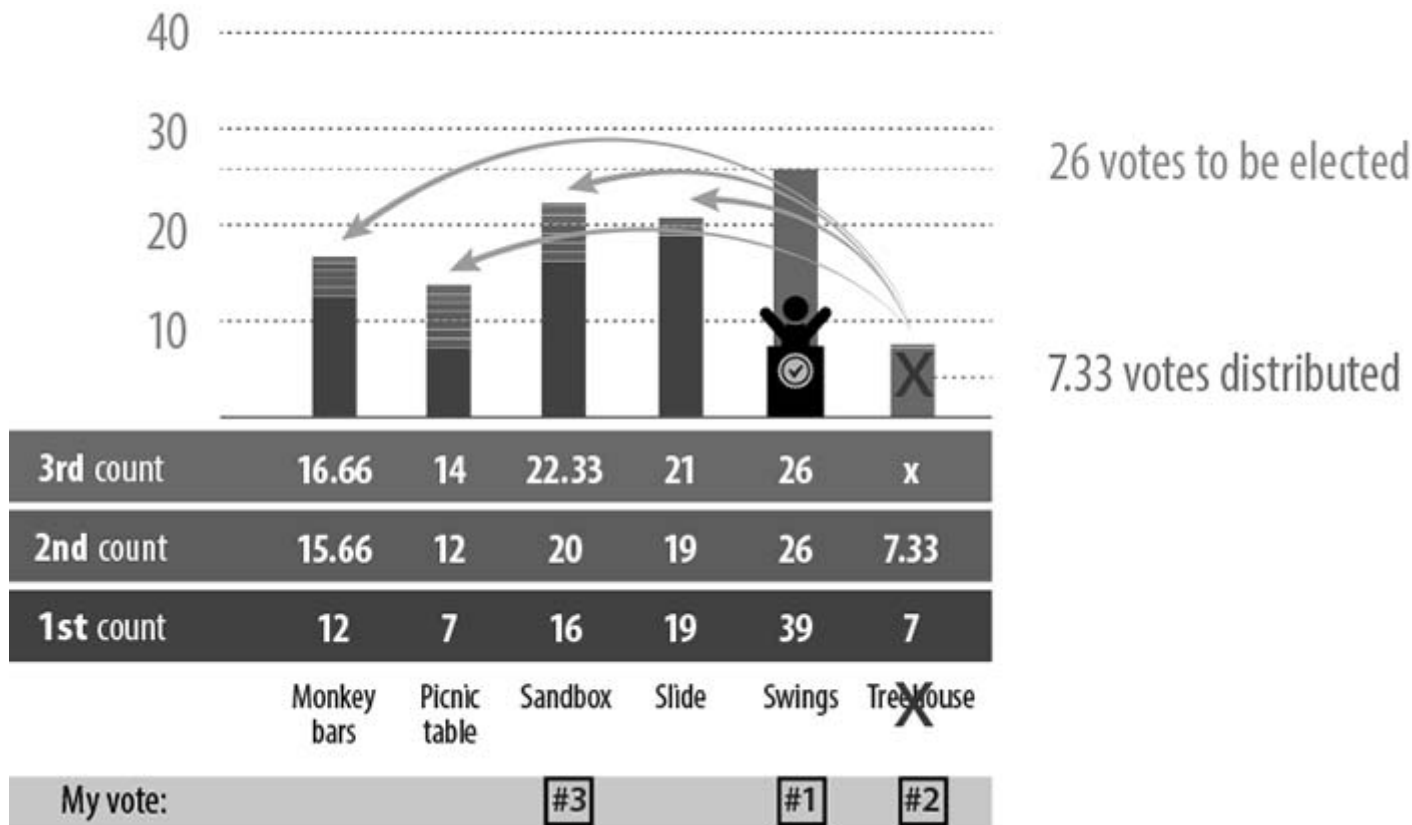
As it turns out, yours was the only ballot of the one hundred votes that chose Swings as the first choice and Treehouse as a second choice. Treehouse’s vote total increased by one-third of a vote.

None of the candidates other than Swings has earned the 26 votes needed to be elected.

Drop the last place and redistribute those ballots

Treehouse got the fewest votes, so it is eliminated. Treehouse’s votes are now redistributed. Your one-third of a vote will be transferred to your third choice, Sandbox.

After the Treehouse votes are redistributed, the new vote count is:

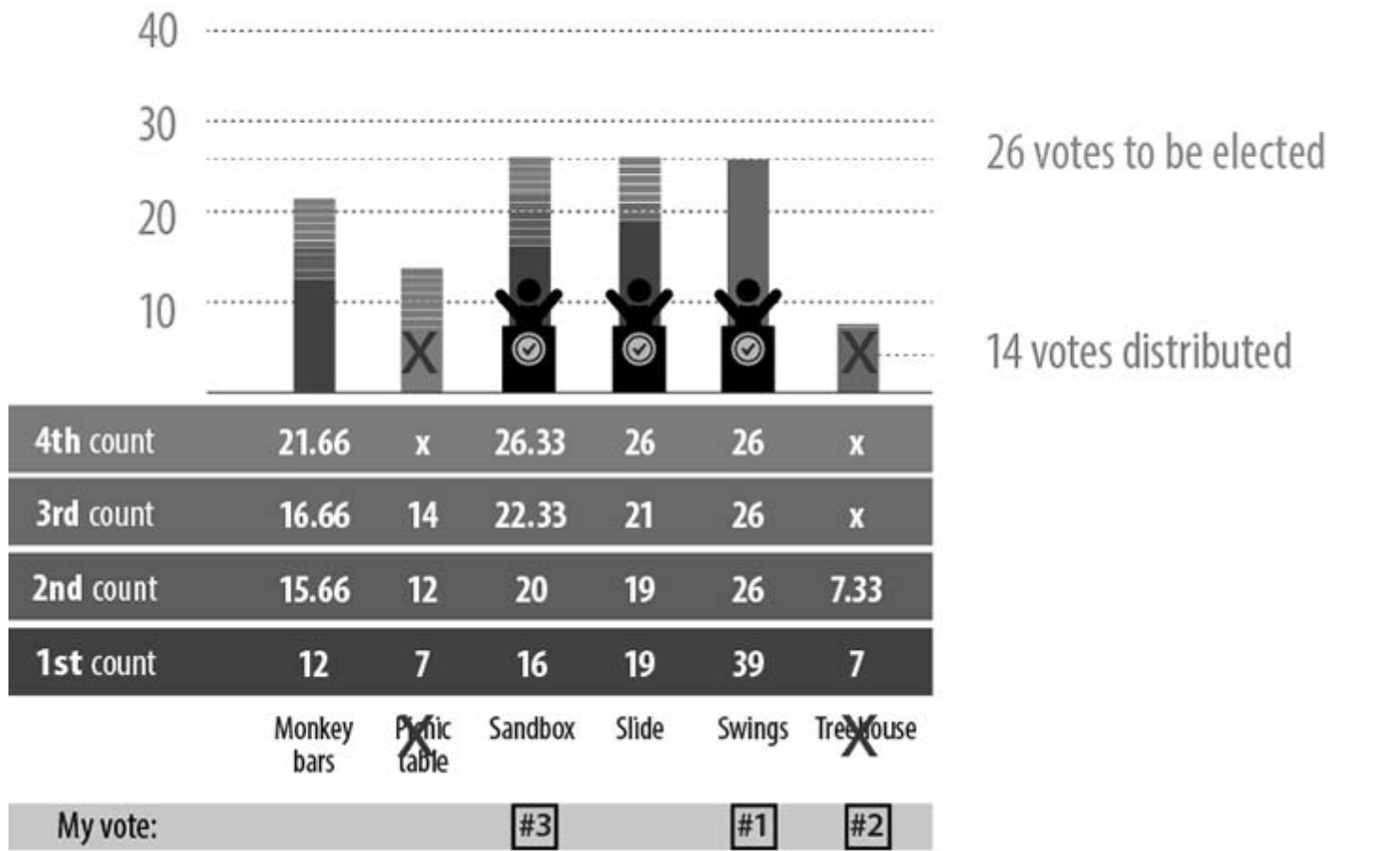


	Round 2 total	Votes added	New total
Monkey Bars	15.66	1	16.66
Picnic Table	12	2	14
Sandbox	20	2.33	22.33
Slide	19	2	21
Swings	26 elected	0	26 elected
Treehouse	7.33	-7.33 votes redistributed	0

None of the other candidates has earned the 26 votes needed to be elected.

Drop the last place and redistribute those ballots

Picnic Table has the fewest votes, so it is now eliminated. Picnic Table’s votes are now redistributed according to their next choice.



	Round 3 total	Votes added	New total
Monkey Bars	16.66	5	21.66
Picnic Table	14	-14	0
Sandbox	22.33	4	26.33 elected
Slide	21	5	26 elected
Swings	26 elected	0	26 elected
Treehouse	0	0	0

Sandbox and Slide have each earned 26 votes, so they have reached the threshold to be elected.

Recall that in this election, three pieces of equipment were to be elected out of a possible six. Since three candidates have reached the threshold, the counting stops.

The three winning candidates are Sandbox, Slide and Swings.



You are here > [Home](#) > [Your Ministry](#) > [Local Government](#) > [Municipal Elections](#) > [Municipal Elections Act Review](#) > Counting Votes in a Ranked Ballot Election

Counting Votes in a Ranked Ballot Election

[Email this page](#)

Learn how votes are counted in single-member and multi-member elections.

Counting the ballots in a single-member election

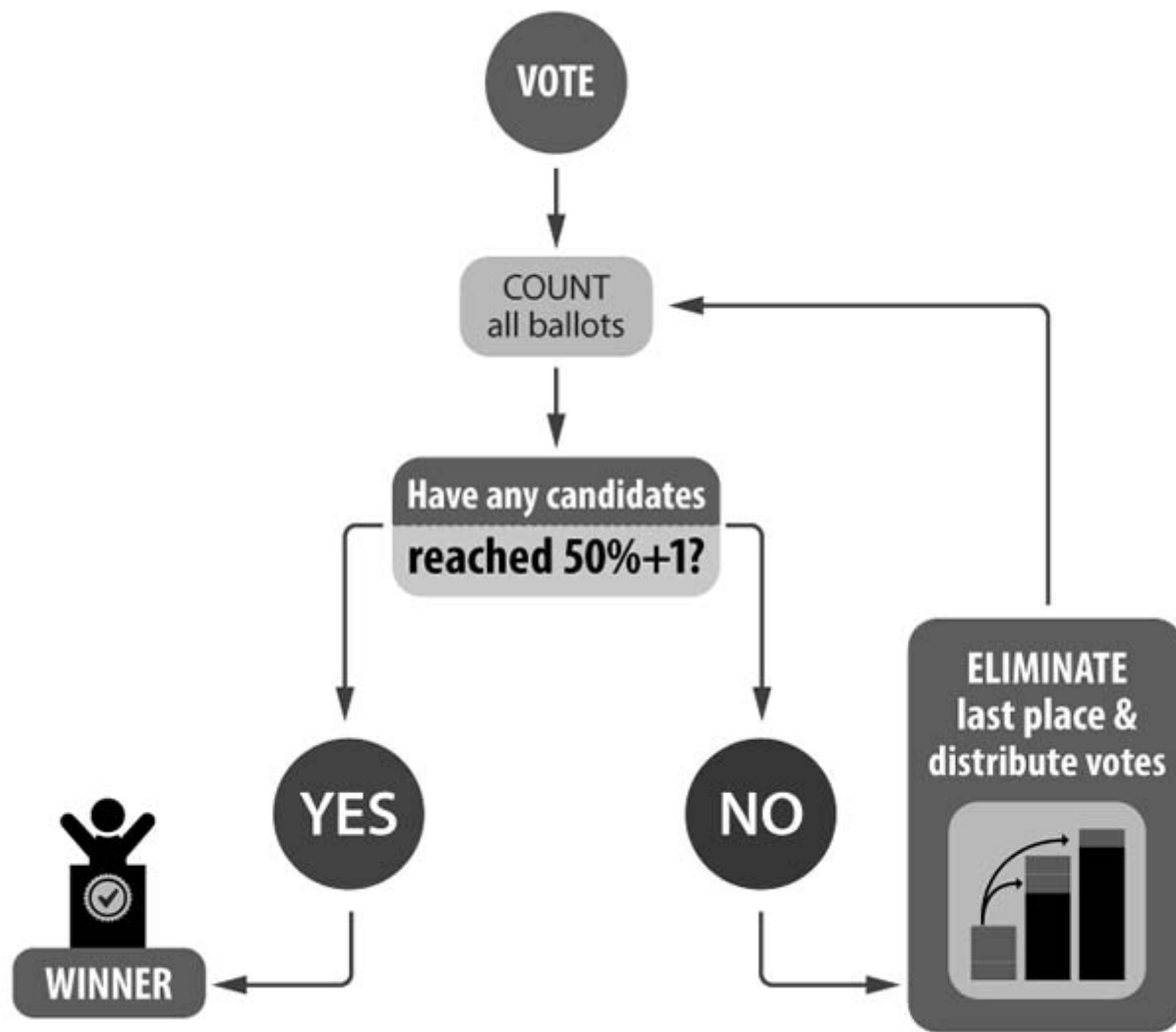
In order for a candidate to be elected in ranked ballot elections, they must receive a pre-determined number of votes.

In a **single-member ranked ballot election**, that number is 50 per cent of the total votes plus one (a simple majority).

First choice votes are counted for all of the candidates. If a candidate receives at least 50 per cent plus one votes, he or she is elected. If none of the candidates receives enough first choice votes, the candidate with the fewest votes is eliminated.

When a candidate is eliminated, their ballots are not disregarded. Instead each of the ballots is redistributed to one of the remaining candidates according to the next highest choice marked on the ballot.

If a candidate now has enough combined votes, he or she is elected. If none of the candidates receives enough votes to be elected, the candidate that now has the fewest votes is eliminated and those ballots are redistributed. This process continues until one candidate has enough votes to win.



In a single-member election, your first choice vote is always counted. Your second or third choices will only be counted if your earlier choice has been eliminated.

For more information and an example of how ranked ballot voting works see our [Follow Your Ballot](#) exercise.

Counting the ballots in a multi-member election

Multi-member elections are elections where more than one candidate is elected, such as:

- When council members are elected at large
- A ward election where two or more people will be elected to represent the ward

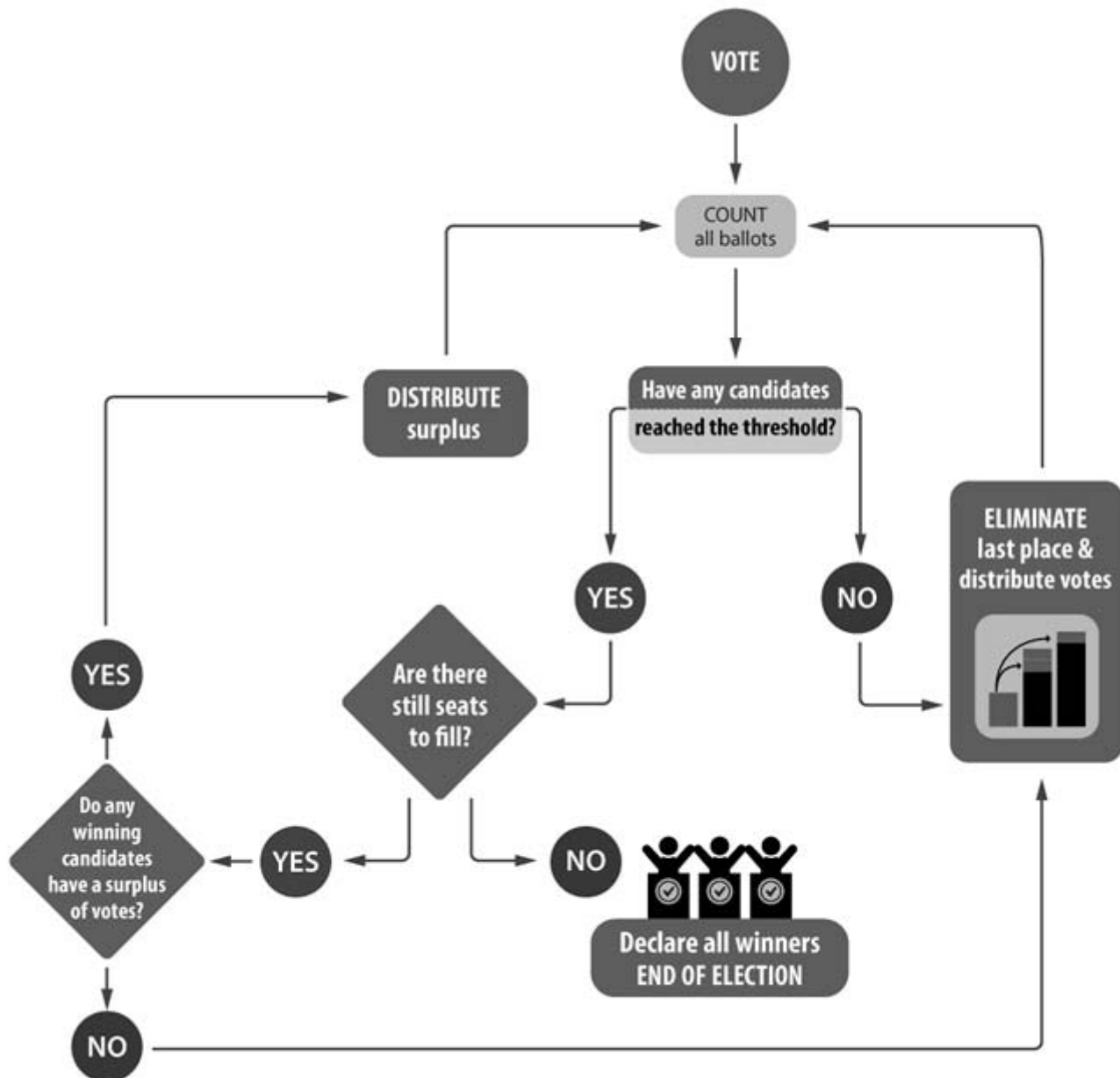
In a **multi-member ranked ballot election**, the number of votes needed to win will depend on the total number of candidates being elected.

The threshold would be calculated by dividing the number of votes cast by the total number of candidates being elected plus one, then adding one to make it a majority.

$$\frac{\text{number of votes cast}}{\text{number of candidates} + 1} + 1$$

Threshold = $\left(\text{number of candidates being elected} + 1 \right) + 1$

2 seats: 33.33%+1
 3 seats: 25%+1
 4 seats: 20%+1
 ...and so on.



First choice votes are counted for all of the candidates. If none of the candidates receives enough first choice votes, the candidate with the fewest votes is eliminated. The ballots for the eliminated candidate are redistributed according to each voter's next choice, and those votes are added to the total votes for the remaining candidates. If a candidate now has enough combined votes, he or she is elected. If a candidate receives more than the number of votes that they need to be elected, their surplus votes are redistributed according to each voter's next choice. This is to ensure that there are enough votes remaining to elect all candidates with the same threshold.

In a multi-member election, your first choice vote is always counted. Your second or third choices will only be counted if your earlier choice has been elected or eliminated. For more information and an example of how ranked ballot voting works in multi-member elections see our [Follow Your Ballot](#) exercise.

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EASY AS 1-2-3?



Ontario municipalities move towards optional ranked balloting

By Sarah B. Hood

They do it in Berkeley and Oakland, Minneapolis and San Francisco. They're planning it in Memphis and Santa Fe. And in 2018, some Ontario municipalities may join the growing list of places where electors can vote for candidates using ranked ballots.

Also known as ranked choice voting (RCV), ranked ballot systems are an increasingly popular alternative to the "first-past-the-post" (FPTP) system used in most Canadian elections. All Ontario provincial parties and Canadian federal parties already use ranked ballots to choose their leaders; organizations like the National Hockey League, the National Basketball Association and Hollywood's Academy of Motion Picture Arts and Sciences use them to choose award winners.

Instead of voting for a single candidate per office, as in the FPTP system, with ranked ballots, voters indicate a first, second and third choice. When ballots are counted, if no first-choice candidate has received a 50 per cent majority, the second-choice votes are tabulated for an "instant run-off." Third-place votes may also be counted if needed.

Supporters of ranked balloting point out that the system ensures elected candidates have the support of at least 50 per cent of voters. Also, since alienating a rival's supporters could hurt a candidate's chances in a run-off, ranked balloting tends to keep the campaign discourse on a civil footing. These advantages are thought to contribute to fairer elections and, perhaps, more voter engagement.

Since a May 28 announcement by the Hon. Ted McMeekin, Minister of Municipal Affairs and Housing, the door has been opened for Ontario municipalities to use ranked balloting as early as the 2018 municipal elections, but the idea has been around for several years. Toronto-based group RaBIT (Ranked Ballot Initiative), created by community organizer Dave Meslin, has led the cause since about 2010. It has been supported by politicians, including the Hon. Mitzie Hunter, former Toronto councillor Case Ootes and former MPP Jonah Schein.



"The goal is to shine a light on the importance of municipal governance, to put in place a mechanism that will, ideally, incent more people to get involved and to make sure that whoever gets elected has a legitimate mandate."

– Hon. Ted McMeekin, Minister of Municipal Affairs and Housing

In July of 2012, Toronto's mayoral executive committee and council's government management committee directed staff to look into ranked ballots. Their April 2013 *Report on Proposed Electoral Reforms* identified numerous important considerations, such as testing and auditing of voting technologies and "extensive public consultation," since "every jurisdiction that has contemplated alternative voting systems has appointed a task force to explore the matter in detail and held a referendum."

The report discussed the need for intensive voter education and staff training, the challenges of designing the ballots, the potential for voter confusion and polling delays, increased complexity for voting-day workers and higher administrative costs. It also stated that current vote-counting equipment would need to be replaced. (It did not suggest a cost, but in July 2012, Toronto Councillor and Government Management Chair Paul Ainslie told the *Toronto Star* that he expected new tabulation machines would cost between \$4 to \$5 million.)

Despite the challenges, support for ranked balloting has continued to spread among both politicians and members of the public. RaBIT Co-chair Katherine Skene says so many people outside Toronto were expressing interest that RaBIT decided to create a provincial umbrella called 123 Ontario, which embraces groups based in Ottawa, Windsor, Guelph, Barrie, Whitby, Sudbury and London.

Last May, Minister McMeekin announced that Ontario was taking

steps towards giving municipalities the option of using ranked ballots in future municipal elections. He also set up a working group, a public consultation and a review of the *Municipal Elections Act*. The new legislation "might be introduced before the House recesses for the winter break; that allows time for councils to consider their options and make a decision based on input from their citizens before the 2018 municipal election period," says McMeekin.

Response to the public consultation was "overwhelmingly positive," but he emphasizes that "not all municipalities are the same" and that ranked balloting will not suit everyone.

"The goal is to shine a light on the importance of municipal governance, to put in place a mechanism that will, ideally, incent more people to get involved and to make sure that whoever gets elected has a legitimate mandate," McMeekin says.

Stephen O'Brien, City Clerk for Guelph, served on the Ranked Ballot Working Group.

"The work that comes out of those consultations will dictate how administrators and clerks across the province will move ahead with recommendations to council. As municipal election officials and clerks, we probably all see that there is a very strong benefit when the community can elect a candidate with over a 50 per cent mandate," he says.

Nonetheless, the committee identified similar challenges to those brought forward by Toronto staff: training, ballot design, public education and

thorough logic and accuracy testing. When the legislation is introduced, "some councils may opt to go for ranked balloting for head of council, not councillor and we expect not the school board race," O'Brien suggests.

Casey Joe Carl, City Clerk for the City of Minneapolis, has first-hand experience with RCV, adopted in Minneapolis by referendum in 2006.

"In 2009, their first use, there were mostly incumbents," he says, "so it was much more focused on the actual tabulation. There was no equipment, so we had to do a hand count. It took 15 days!"

In 2013, even with 35 mayoral candidates and "the longest ballot in voting history," new equipment that generated results as exportable spreadsheets smoothed the process. The city actually held a mock election to demonstrate the new machines and let staff "play with these exportable data files," he says.

Carl's first Minneapolis election was 2013.

"We started planning in March 2012 for November 2013," he says. To educate voters, the city created a RCV website, bought public advertising, assembled "voter ambassadors" by reaching out to community groups to identify influencers and delivered a voter guide to every household, which included precinct-specific sample ballots.

After the 2013 election, "we decided to post everything on our website, including results of every tabulation, in our four major languages [English, Spanish, the Vietnamese language Hmong and Somali].



COURTESY OF RABIT

A RABIT group photo with Dave Meslin in the second row, on the right with a dark sweater and a white open-neck shirt

"We found in the 2013 election much more engagement and a much more civil discourse," he says.

Turnout was about 33.3 per cent, up about 10 per cent from 2009, but Carl says it's too early to say whether RCV played a role. By other standards, it has certainly been successful.

"We did surveys in 2009 and 2013 with voters, non-voters, candidates, election workers and the media," he says. "Across the board we got good results; the most important thing was the sample ballot."

RCV has been a success for Minneapolis, but may not be "a silver bullet to improve elections" for every

municipality," says Carl. "It's not as easy as 1-2-3 when you're a clerk, ensuring the integrity of the voting process for every single elector and losing sleep over it. Ultimately, you're talking about the cornerstone of democracy; any switch needs to be considered very carefully."

"City clerks want the same things we want: they want an engaged electorate and they want things to be done in a way that is transparent," says Skene. "They really do have the best interests of citizens at heart and that's why they worry about things like voting machines and education; they don't want people to give up on the system."

"I think we all recognize it's a good thing," says O'Brien. "We all just want to get it right." ■■■

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"Some councils may opt for ranked balloting for head of council, not councillor or school board."

— **Stephen O'Brien,**
City Clerk, Guelph

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: November 30, 2016
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 327 Nelson Street (2016) Roll# 5912-020-001-02900-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment for 2016 taxes for 327 Nelson Street as this property was part of the Nelson Street parking lot and should be exempt.

The Municipality may object to the applications for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentations to council.

Section 357 (5) (b) of the *Municipal Act* states that the Municipality must notify the applicant(s) of the meeting by mail sent 14 days before the meeting. Notice of Hearing to consider this Section 357/358 application for 2016 was delivered to the applicant indicating notification that the public hearing is scheduled for Monday, December 12, 2016.

2016 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	BIA	TOTAL
	2016	2.1.029	-31,000	IX	0.03050307	0.00767	-945.60					-237.77		-103.47		-1,286.84
357 Application (change from Taxable to Exempt)							-945.60	0.00	0.00	0.00	0.00	-237.77	0.00	-103.47	0.00	-1,286.84

Administration & Finance Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.com
www.fort-frances.com

November 30, 2016

Town of Fort Frances
320 Portage Ave.
Fort Frances, Ontario
P9A 3P9

Attention: Clerk

Dear Ms. Slomke:

Re: Hearing to Consider Section 357/358 Applications

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, December 12, 2016 in the Council Chambers located at the Civic Centre, 320 Portage Avenue, Fort Frances. The Committee of the Whole begins at 5:30 p.m.

The Council of the Town of Fort Frances will be conducting the hearing to consider Section 357/358 Applications, including the application with regard to property located at 327 Nelson Street in Fort Frances.

The hearing will give you the opportunity to speak to the application (copy of applications enclosed) if you should so desire.

Sincerely,

A handwritten signature in cursive script, appearing to read 'L.A. Lindberg'.

Laurie A. Lindberg, CMO
Treasurer

Enc.

SECTION 357/358 APPLICATION

Application/Appeal #

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year:

2016

Municipality: TOWN OF FRANCES
 Property Address: 327 NELSON ST
 Owner Name: TOWN OF FORT FRANCES
 Mailing Address: 300 PORTAGE AVE
FF ON PQA 329

Roll Number: 59-12-020-001-029-00
 Applicant Name: TOWN OF FORT FRANCES
 Contact Number: 307-274-5323
 Alternative Num: _____

Reason for Application: (Check one box only)

- ☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a) ☐ Sickness or extreme poverty - 357(1)(d.1)
☐ Became exempt - 357(1)(c) ☐ Mobile unit removed - 357(1)(e)
☐ Razed by fire, demolition or otherwise - 357(1)(d)(i) ☒ Gross or manifest clerical/factual error - 357(1)(f)
☐ Damaged and substantially unusable - 357(1)(d)(ii) ☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: MPAC KEYING ERROR IN 2014 RE-INSTRUMENT #RD04868 (STRAIGHT SALE INSTEAD OF A SEVERANCE) ERROR DISCOVERED IN 2015 - CHANGED OWNERSHIP BACK TO RESOLUTE SEP 15/15 & SEVERANCE WAS PROCESSED NOV 30/15 AFTER ROLL RETURN.

Effective from: 01/01/16 to 12/31/16 Applicant Signature: Ray Brown Date: 11/30/2016
 (MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY

ASSESSOR

Assessment Roll As Returned

Revised Since Roll Return ☐

Enter Revisions Below

Assessment Report

School Bd: ☐ Eng ☐ Fr ☒ Other☐ No Change in Assessment☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>1x</u>			<u>31,000</u>	<u>F</u>			<u>31,000</u>	

Revised:

Reason for Change (Assessor Comments):

Reason Original Assessment Revised:

Assessor Name:

Signature:

Date: 1/1/16

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy
<u>Exempt</u>	<u>- 31,000</u>	<u>.03817307</u>	<u>12</u>	<u>- 1,183.37</u>	<u>1,183.37</u>

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount \$1,183.37

Comments: Plus write of a penalty applied 103.47
\$1,286.84

Treasury Position: Treasurer Signature: Laurie G. Knibberg Date: 10/30/16

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): 1/1/16

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason:

Appeared for Applicant

Appeared for Municipality

Signature of Council/ARB Member

Name/Title

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: November 30, 2016
SUBJECT: Request for Reconsideration M.O.S.
RE: 502 Flinders Ave (2016) Roll# 5912-010-004-13232-0000
1250 Cornwall Ave N. (2016) 5912-010-007-26500-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2016 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to the following properties:

1. **502 Flinders Ave – Residential (RT) CVA of 275,000 reduced to CVA of 227,000 for 2016 taxation year resulting from changed value due to condition of structure(s)**
2. **1250 Cornwall Ave N. – Residential (RT) CVA of 106,900 and Commercial (CT) CVA of 22,100 change to all Residential (RT) CVA of 129,000 for 2016 taxation year resulting from change in property use.**

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Last date for a municipal appeal is as listed on the individual Requests for Reconsiderations.

That total financial impact of the Minutes of Settlement is \$1,461.81 consisting of a reduction of municipal revenue of \$1,152.34 and education revenue of \$309.47 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

2016 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	BIA	TOTAL
	2016	1.4.13232	-48,000	RTEP	0.01654275	0.00188	-794.05	-90.24								-884.29
	2016	1.7.265	-22,100	CT	0.03275463	0.01180	-723.88	41.55				-260.78				-984.66
	2016	1.7.265	22,100	RTEP	0.01654275	0.00188	365.59									407.14
							-358.29	41.55	0.00	0.00	0.00	-260.78	0.00	0.00	0.00	-577.52
							-1,152.34	-48.69	0.00	0.00	0.00	-260.78	0.00	0.00	0.00	-1,461.81
						Total M.O.S.										



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Request for Reconsideration Property Assessment Notice Minutes of Settlement **2016** Tax Year

Questions?

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297-6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

ARTHUR FREDERIC SCHEIRER
MARGARET MARY SCHEIRER
502 FLINDERS AVE
FORT FRANCES ON P9A 3S4



If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RIR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below.

Roll number 59-12-010-004-13232-0000
Property location and description 502 FLINDERS AVE
RP 48R875 PART 7 PCL BLK K-10
Municipality Town of Fort Frances

Current Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years
				2016
Residential (RT)	January 01, 2016	\$223,000	\$275,000	\$275,000
Total		\$223,000	\$275,000	\$275,000

Revised Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years
				2016
Residential (RT)	January 01, 2016	\$223,000	\$227,000	\$227,000
Total		\$223,000	\$227,000	\$227,000

Reason(s) why your property assessment changed

- Changed value due to condition of structure(s)

Please check the appropriate box and sign below

☒ accept my revised assessment

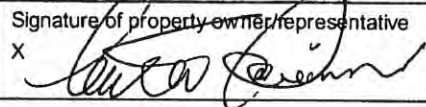
or

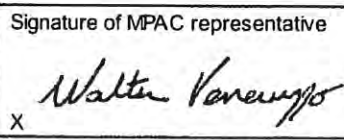
☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by January 04, 2017.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X 	Print Name X ARTHUR SCHEIRER	Date (yyyy/mm/dd) OCT 5 th 2016
---	---------------------------------	---

Signature of MPAC representative X 	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2016/09/26
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Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
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To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: February 21, 2017

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2016 Roll Number: 59-12-010-004-13232-0000

 **ARTHUR F SCHEIRER**
502 FLINDERS AVE
FORT FRANCES ON
P9A 3S4



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

**Request for Reconsideration
Property Assessment Notice
Minutes of Settlement 2016 Tax Year**

Mos
2016-00009

DIANNE FERN HOFFMAN
DONNA FAYE LAW
1248 CORNWALL AVE N
FORT FRANCES ON P9A 3H2

Questions?

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297-6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RIR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below.

Roll number

59-12-010-007-26500-0000

Property location and description

1250 CORNWALL AVE N
PT SW 1/4 SEC 28 PCL 12499

Municipality

Town of Fort Frances

Current Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Commercial (CT)	January 01, 2016	\$68,300	\$22,100	\$22,100
Residential (RT)	January 01, 2016	\$84,700	\$106,900	\$106,900
Total		\$131,000	\$129,000	\$129,000

Revised Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Residential (RT)	January 01, 2016	\$78,076	\$129,000	\$129,000
Total		\$78,076	\$129,000	\$129,000

Reason(s) why your property assessment changed

• Change in property use

Please see reverse

Please check the appropriate box and sign below

☒ accept my revised assessment

or

☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RIR) process is completed.

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - If I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by November 09, 2016.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X <i>Donna Faye Law</i> <i>Dianne Fern Hoffman</i>		Print Name X <i>DONNA FAYE LAW</i> <i>DIANNE FERN HOFFMAN</i>	Date (yyyy/mm/dd) <i>2016/10/26</i> <i>2016/10/26</i>
Signature of MPAC representative X <i>Walter Veneruzzo</i>		Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2016/08/01
Objection by Municipality			
Municipal Signature X	Print Name X	Date (yyyy/mm/dd)	

To finalize your RIR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

February 21, 2017

Last date for a Municipal Appeal:

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2016 Roll Number: 58-12-010-007-26500-0000

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: December 6, 2016
SUBJECT: Request for Reconsideration M.O.S.
RE: 335 Scott Street (2016) Roll# 5912-020-002-04200-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2016 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to the following properties:

1. **335 Scott Street – Commercial (CT) CVA of 187,000 reduced to Commercial (CT) CVA of 174,000 for 2016 taxation year resulting from updated commercial/industrial building value.**

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Last date for a municipal appeal is as listed on the individual Requests for Reconsiderations.

That total financial impact of the Minutes of Settlement is \$579.21 consisting of a reduction of municipal revenue of \$425.81 and education revenue of \$153.40 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

2016 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	BIA	TOTAL
	2016	2.2.042	-13,000	CT	0.03275463	0.01180	-425.81					-153.40				-579.21
Minutes of Settlement							-425.81	0.00	0.00	0.00	0.00	-153.40	0.00	0.00	0.00	-579.21



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Request for Reconsideration
Property Assessment Notice
Minutes of Settlement 2016 Tax Year

777714 ONTARIO LIMITED
335 SCOTT ST
FORT FRANCES ON P9A 1H1

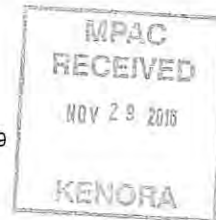
Questions?

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297-6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below.

Owner name(s) 777714 ONTARIO LIMITED
Roll number 59-12-020-002-04200-0000
Property location and description 335 SCOTT ST
PLAN ALB E1/2 LOT 358 PCL 8509
Municipality Town of Fort Frances



Current Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Commercial (CT)	January 01, 2016	\$158,000	\$187,000	\$187,000
Total		\$158,000	\$187,000	\$187,000

Revised Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Commercial (CT)	January 01, 2016	\$158,000	\$174,000	\$174,000
Total		\$158,000	\$174,000	\$174,000

Reason(s) why your property assessment changed

- Updated commercial/industrial building value

Please see reverse

Please check the appropriate box and sign below

I ☒ accept my revised assessment

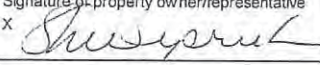
or

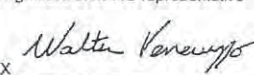
I ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by February 24, 2017.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X 	Print Name X SHELLEY WEPPIK	Date (yyyy/mm/dd) 23/11/2016
---	--------------------------------	---------------------------------

Signature of MPAC representative X 	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2016/11/16
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Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
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To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: March 4, 2017

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2016 Roll Number: 59-12-020-002-04200-0000



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/119**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: December 1, 2016
SUBJECT: Reserves for Working Capital

BACKGROUND

During the Auditor's report to Council for the 2015 fiscal year-end, Jon Evans noted that the Town had a negative bank balance at December 31, 2015 and that consideration could be given to increasing the Reserves for Working Capital. Even though we did not experience a bank overdraft situation and there was a surplus of \$117,932, the payables transacted for year-end exceeded the outstanding receivables, which resulted in a negative cash flow position at year end.

One way to increase our Reserves for Working Capital, which has remained at \$735,905.05 since 2005, would be to allocate all or a portion of the 2015 surplus (\$117,932.01) to the Reserves for Working Capital Reserve.

G/L ACCOUNT: G-L60-0790-0000
G
L60
0790
0000

RESERVES FOR WORKING CAPITAL
GENERAL FUND
RESERVES AND RESERVE FUND
RESERVES FOR WORKING CAPITAL
BLANK

ACCOUNT TYPE: LIABILITY

ALT.:

SUBSIDY:

ACTIVE: CURRENT YEAR PREVIOUS YEAR

CONSOLIDATION CODE: TRANSFER AT YEAR END:

NOTE:

CURRENT YEAR (2016)

PREVIOUS YEAR (2015)

OPENING BALANCE: 735,905.52-

OPENING BALANCE: 735,905.52-

CURRENT BALANCE: 735,905.52-

CURRENT BALANCE: 735,905.52-

ENTER: ☐
F1=GENERAL, F2=SUMMARY, F3=DETAIL, F4=EXIT, F5=BUDGET, F7=HARDCOPY, F8=INQUIRIES

G/L ACCOUNT: G-L80-0000-0000

G

L80

0000

0000

ACCUMULATED SURPLUS/DEFICIT

GENERAL FUND

ACCUMULATED SURPLUS/DEFICIT

BLANK

BLANK

ACCOUNT TYPE: LIABILITY

ALT.:

SUBSIDY:

ACTIVE: CURRENT YEAR PREVIOUS YEAR

CONSOLIDATION CODE:

TRANSFER AT YEAR END:

NOTE:

CURRENT YEAR (2016)

PREVIOUS YEAR (2015)

OPENING BALANCE: 2,212,223.12

OPENING BALANCE: 2,041,987.28

CURRENT BALANCE: 117,932.01-

CURRENT BALANCE: 2,212,223.12

ENTER: ☐

F1=GENERAL, F2=SUMMARY, F3=DETAIL, F4=EXIT, F5=BUDGET, F7=HARDCOPY, F8=INQUIRIES

G/L ACCOUNT: G-A10-0002-0001
G
A10
0002
0001

CIBC OPERATING ACCOUNT
GENERAL FUND
CASH/BANK
OPERATING ACCOUNT
CIBC

ACCOUNT TYPE: ASSET
SUBSIDY:
ACTIVE: CURRENT YEAR PREVIOUS YEAR
CONSOLIDATION CODE: TRANSFER AT YEAR END:
NOTE:

ALT.:

CURRENT YEAR (2016)		PREVIOUS YEAR (2015)	
OPENING BALANCE:	457,031.19-	OPENING BALANCE:	751,980.42
CURRENT BALANCE:	453,594.54	CURRENT BALANCE:	457,031.19-

ENTER: ☐
F1=GENERAL, F2=SUMMARY, F3=DETAIL, F4=EXIT, F5=BUDGET, F7=HARDCOPY, F8=INQUIRIES

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: November 30, 2016
SUBJECT: D. Brown, CAO – Purchase Card Expense

BACKGROUND

Attached are copies of almanac purchase card credit in the amount of (6.65) and Schedule “D” Entertainment Expense purchase card expenses for Doug Brown, CAO in the amount of \$17.57 for the luncheon meeting with the Waste Diversion Ontario auditor held on November 2, 2016 for Council approval.

DOUG BROWN

CREDITS
\$6.65PURCHASES
\$17.57CASH ADV
\$0.00TOTAL ACTIVITY
\$10.92

Post Date	Tran Date	Reference Number	Transaction Description	Amount
10-21	10-20	74492156294894302387817	YANKEE ALMANAC 4029357733 NH (FOREIGN CURRENCY) 4.95- USD 10/21 (RATE) 1.3434	6.65 CR
11-03	11-02	74703416308000982285175	SUBWAY # 26269 FORT FRANCES ON	17.57

→ took out PWC Auditor for lunch charge to G 351-1400-1471
(lost receipt) 2015 Waste Diversus Ontario Datacall audit

←
Credit to

G 313-1316-1523

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 <i>G 351- 1400 -1471</i>

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</i>	Date <i>Nov 2/16</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>MAX GALLOP- Price water house coopers - 2015 WDO Auditor</i>	
2.	
3.	
4.	
Purpose of Entertainment <i>Bought lunch for Max, 1st Time in Fort Frances worked two half days with Max on the WDO 2015 Datacube audit.</i>	
Amount Claimed <i>17.57</i>	
Treasurer Signature	Date

An itemized receipt must be attached to process payment

**** DUPLICATE ****

Subway#26269-0 Phone 807-274-4035
540 kingshighway HST 134686237
FORT FRANCES, ONTARIO, P9A-2T1
Served by: Diana 11/2/2016 1:56:26 pm
Term ID-Trans# 1/A-154862

Customer Receipt
GST# 134686237

Qty	Size	Item	Price
1	12"	Roast Beef Sub	\$8.25
1	6"	Turkey Sub	\$5.25
1		Muffin Pastry	\$1.95

Sub Total	\$15.45
HST (13%)	\$2.01
Cash Rounding	-\$0.01
Total (Eat In)	\$17.45
Cash	\$50.00
Change	\$32.55

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

Host Order ID: SPM20161102015626

How'd we do Get a Free Cookie! Take 1 min.
Survey at www.TellSubway.com

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: November 30, 2016
SUBJECT: Mayor Roy Avis – Breakfast Meeting Expense Claim

BACKGROUND


Attached is a copy of Schedule “D” Entertainment expense reimbursement in the amount of \$57.95 for a breakfast meeting to discuss various matters with the Honorable Bill Mauro, Minister of Municipal Affairs held on November 7, 2016 in Fort Frances as submitted by Mayor Roy Avis.

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

Name	Purpose of Travel
Location of Event <i>Business</i>	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>Mayor Roy Avis</i>	Date <i>November 7, 2016</i>
Names, Position, and Organization of Individuals Being Entertained <i>Mayor Avis</i>	
1. <i>Honourable Bill Mauro, Minister of Municipal Affairs</i>	
2. <i>Doug Brown, CAO</i>	
3. <i>Tannis Drysdale, Consultant, RRFDC</i>	
4. <i>Sharla Knapton, Ministry of Municipal Affairs</i>	
Purpose of Entertainment <i>Meeting with Honourable Minister Mauro to discuss various issues.</i>	
Amount Claimed <i>\$57.95</i>	
Treasurer Signature	Date <i>Nov. 7, 2016</i>

An itemized receipt must be attached to process payment

COPPER RIVER INN AND C
700 STEWART ST
FORT FRANCES, ON P9A 2Y

Merchant ID: 000000003652685
Term ID: 07577665
11404980013

Purchase

VISA CREDIT

XXXXXXXXXXXX8498

AID: A0000000031010

Entry Method: Chip

Batch#: 000388

11/07/16

09:38:23

Ref#:000042086479

Inv #: 003577 Appr Code: 017383

Amount: \$ 50.39

Tip: \$ 7.56

Total: \$ 57.95

Customer Copy

Bistro North

700 Stewart St.
Fort Frances, ON P9A 2Y2
807-274-1161

2008 BRENDA G

Tbl T13/1 Chk 8415 Gst 5
Nov07'16 07:46AM

1 JUICE	2.99
4 COFFEE @ 2.15	8.60
2 Yogurt Parfait @ 8.00	16.00
1 Toast	4.00
1 Oatmeal	13.00

Subtotal	44.59
Tax	5.80
Amount Due	50.39

Thanks for Dining With Us!

Tip: _____ Total: _____

Room: _____

Name (Print): _____

Sign: _____

To: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: December 2, 2016
Subject: Councillor Ken Perry – NOMA Executive Meeting Per Diem Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$225.00 to attend a NOMA Executive Meeting held in Thunder Bay on November 23, 2016 as submitted by Councillor Ken Perry.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule ‘A’.

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

Attendee	Kew Perry
Conference / Seminar Attended	NOMA BOARD
Location	Thunder Bay Victoria Inn
Dates	Nov 23


Details of Per Diem

NOV

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		22	23					
Amount		75. ⁰⁰	150. ⁰⁰					225. ⁰⁰

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

To be submitted to Payroll for processing when approved by Council

 FORTFRANCES <small>BOUNDLESS</small> Fire & Rescue Service Nov, 2016 Report	Total Hours: Incidents & Training;	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:	Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide & Hazmat Calls:	High Angle Rescue / CS Calls:	Mutual Aid Calls:	Critical Incident Stress Debriefs:
Number of Events	18.3	1	2	8	0	24	4	None	3	4	0	4	0	0	0

Highlights from: Tyler Moffitt - Fire Chief/CEMC

»**Total Hours:** A total of **16.3 Hours** were spent on responding to incidents, as well as two hours for training.

»**Time of Day:** 69 % of our call for service occurred on the **Day Shift between 07:00 & 19:00** and **31%** of our calls for service occurred on the **Night Shift between 19:00 & 07:00.**

»**Public Fire Safety Education & Fire Prevention Week:** No events for November.

»**Public Events:** Fire Chief Tyler Moffitt and Fire Fighter Gavin Payne attended the November 11 Ceremonies. As well, Fire Chief Tyler Moffitt, along with one Full Time Firefighter and 4 (four) Volunteer Firefighters participated in the November 26, Santa Clause Parade.

»**Fire Prevention Inspections:** There was a total of **8 (Eight)** Fire Inspections. Please be aware, after a fire prevention inspection ... there are many times where fire orders are given, which require follow-up of our personnel.

»**EMS Response Calls:** The majority of our calls for service were EMS (Emergency Medical Service) requests, accounting for **62%** of our calls. **Note: 5 (Five) of our EMS calls were calls** where our Fire & Rescue Service were **on scene before the ambulance;** in one case on **November 19th, our on duty firefighter responded to an 87-year-old who had been choking;** the Paramedics took between **8 to 10 minutes** to arrive on scene due to being on another call. Please note, there are times throughout the year where it has taking longer. Last year, there was a case were an Ambulance was being dispatched from **Sioux Narrows and/or Atikokan to Fort Frances due to all Ambulances being busy.**

»**Fire Response Calls:** There was a total of 4 (Four) Fire Calls this month. All 4 (Four) fires were the result of cooking; **two of the fires were within 35 minutes** of each other. The first fire resulted in our team having to ventilate the whole level of a manor.

»**MVC (Motor Vehicle Crashes) Response Calls:** There was a total of 3 (three) MVC Response Calls this month. One consisted of a vehicle hitting a rock cut east of Fort Frances. One MVC call involved a vehicle hitting a deer in **Fort Frances.** Another MVC call involved two vehicles in **Fort Frances** at the corner of Church Street and Victoria Avenue. As well, our Fire & Rescue Service was called upon to help and free a **small 6-year-old child** ... who had been tangled up in a seatbelt.

»**CO (Carbon Monoxide) & HazMat Response Calls:** There was two CO Calls this month; one call was a false alarm and another call was an actual **CO Response Emergency. Our on duty Fire Fighter responded and had everyone from a building on Kings Highway evacuate due to his reading on our Air Monitor.** There was a **Natural Gas Leak** after a home owner putting in a fence **struck a gas line.** As well, we responded to a **Liquid Ammonia leak at the Arena,** where we ventilated the area exposed to the leak.

CLIENT MEMO: MULTI-RESIDENTIAL UPDATE

(New Restrictions and Limits)

Dec. 2016

BACKGROUND

Within the context of its Fall Economic Outlook and Fiscal Review, the Province indicated that it has heard concerns in respect of multi-residential tax burdens. It is unclear at this time whether the concerns referred to are rooted in a simplistic measure such as raw ratios, or if they are based on more thorough and informed considerations of relative tax burden. It is hoped that a review of the tax circumstances will be broader than simply a canvassing of tax ratios. In the interim, and pre-emptive of the announced review, municipalities with ratios above 2.0 have been summarily categorized as those that are imposing "high municipal tax burdens". These municipalities will be subject to immediate tax restriction measures.

Details and operational nuances regarding these restrictions cannot be known until the Province enacts the necessary regulation(s) however, Ministry of Finance staff have outlined the general approach to be taken. Based on this insight, and the existing mechanisms available to affect the stated objectives, it is anticipated that a two stage approach will be applied.

STEP ONE: MITIGATION

Municipalities with multi-residential ratios in excess of 2.0 can expect that the Province will take steps to mitigate any year-over-year, reassessment related tax shifts that might otherwise occur. It is our understanding that this mitigation measure will be taken to ensure that the proportional share of the notional (revenue neutral) levy does not increase. To assist in illustrating this, we can consider the reassessment related shift in proportional burden carried by the hypothetical multi-residential class in the table below.

Class	Ratio	2016 Year-End Levy			Unadjusted Starting Levy		
		Rate	Levy	Share	Rate	Levy	Share
Residential	1.0000	0.010000	\$103,500	58.2%	0.009422	\$101,758	57.3%
Farm	0.2500	0.002500	\$2,875	1.6%	0.002356	\$3,286	1.7%
Multi-Residential	2.5000	0.025000	\$32,500	18.3%	0.023555	\$35,333	19.9%
Commercial	1.7500	0.017500	\$25,375	14.3%	0.016489	\$24,386	13.7%
Industrial	2.0000	0.020000	\$9,000	5.1%	0.018844	\$8,608	4.9%
Pipeline	1.5000	0.015000	\$4,500	2.5%	0.014133	\$4,381	2.5%
Total			\$177,750	100%		\$177,752	100%

The most effective (and most likely) way to mitigate this shift would be for the Minister of Finance to impose a new, lower transition ratio for 2017, which would represent the new maximum ratio for the multi-residential class. If this strategy were employed, the alternate hypothetical starting levy would be distributed as follows.

Class	Ratio	Adjusted Starting Levy		
		Rate	Levy	Share
Residential	1.0000	0.009610	\$103,788	58.4%
Farm	0.2500	0.002403	\$3,351	1.9%
Multi-Residential	2.3810	0.022881	\$32,492	18.3%
Commercial	1.7500	0.016818	\$24,873	13.9%
Industrial	2.0000	0.019220	\$8,780	5.0%
Pipeline	1.5000	0.014415	\$4,469	2.5%
Total			\$177,753	100%

The relative burden is held constant at approximately \$32,500 or 18.3% by forcing the ratio down.

CLIENT MEMO: MULTI-RESIDENTIAL UPDATE

(New Restrictions and Limits)

Dec. 2016

STEP TWO: LEVY RESTRICTION

In addition to freezing the relative burden within the notional (revenue neutral) levy, municipalities with multi-residential ratios over 2.0 will also be restricted from imposing any levy increase on that class.

It is understood that this will be accomplished by means of the existing levy restriction (hard capping) legislation and a reduction of the current threshold ratio from 2.74 to 2.0. The existing threshold ratios were first set in 2001 based on the province-wide averages at the time and has not been modified since.

Class	Levy Restriction Thresholds	
	Existing	Anticipated
Multi-Residential	2.74	2.00
Commercial	1.98	1.98
Industrial	2.63	2.63

Levy restriction only applies to the multi-residential, commercial and industrial property classes. In the event that the ratio (or broad-class ratio) for a class exceeds the regulated threshold ratio, no portion of a municipal levy increase can be carried by that class.

Continuing with our hypothetical levy above, the following table illustrates how an overall 2% levy increase is shared only across properties in the non-restricted classes.

Class	Ratio	Base Levy (Revenue Neutral)		Special Levy (2% Increase)		
		Rate	Levy	Rate	Levy	Increase
Residential	1.0000	0.009610	\$103,788	0.000235	\$2,538	2.45%
Farm	0.2500	0.002403	\$3,351	0.000059	\$82	2.45%
Multi-Residential	2.3810	0.022881	\$32,492	0.000000	\$0	0.00%
Commercial	1.7500	0.016818	\$24,873	0.000411	\$608	2.45%
Industrial	2.0000	0.019220	\$8,780	0.000470	\$215	2.45%
Pipeline	1.5000	0.014415	\$4,469	0.000353	\$109	2.45%
Total			\$177,753		\$3,552	2.00%

The relationship between the total, final rates for the residential and multi-residential classes will not match the by-lawed ratio for the year due to the fact that the former includes a portion for the levy increase and the latter does not. This lower effective ratio ($0.022881 \div 0.009845 = 2.3242$) becomes the maximum starting ratio for the next year.

Since 2004 municipalities have been provided with the option of flowing a portion of their levy increase through to levy restricted classes, however, this flexibility is not expected for levy restricted multi-residential classes in 2017.

ADDITIONAL INFORMATION AND SUPPORT

MTE will endeavour to keep our clients informed on this issue on an ongoing basis. Should you have any questions, or would like to discuss this or any other matter, please do not hesitate to contact the undersigned.

Peter R. Frise

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

Revenue	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Certificates	\$ 851.20	\$ 608.50	\$ 547.65	1,223.51	1,277.85	1,703.80	1,095.30	851.90	1,277.85	1,521.25	1,582.10		\$ 12,540.91
Business Licences	6,043.30	2,429.85	5,248.45	13,909.30	1,978.55	1,050.10	344.15	334.70	1,978.55	178.35	133.05		\$ 32,414.80
Lottery Licences	275.93	177.30	2,000.66	287.19	130.58	1,886.71	690.00	1,960.35	328.50	1,961.70	234.78		\$ 9,942.70
Fort Frances Portion of POA Fines				15,059.72				73,685.16	0.00	23,056.74	27,047.05		\$ 115,791.93
Net Gas/Purchase Card Rebates													\$ 23,056.74
WSIB Safety Group Rebate	64.00	544.00	448.00	0.00	416.00	416.00	352.00	416.00	288.00	416.00	320.00		\$ 3,678.00
Death/Still Birth Registrations	280.00	280.00	700.00	280.00	420.00	1,120.00	1,540.00	1,960.00	1,260.00	416.00	280.00		\$ 8,120.00
Marriage Licences	327.35	327.35	1,309.40	327.35		327.35	763.60	381.80	1,323.65		408.20		\$ 5,497.05
Civil Marriage	11.30	11.30	5.09	5.65		11.50			95.18	5.75	5.75		\$ 140.22
Certify Copies/Copies	46.40	23.05	23.20	81.20	69.60	139.10	59.51	150.60	34.80	115.79	92.60		\$ 835.85
Commissioning Oaths/Affidavits	604.77	344.37	911.91	997.43	1,104.95	7,077.55	349.15	778.99	3,041.10	2,315.34	642.61		\$ 18,168.17
Investment Income	6,055.13	18,000.00	0.00	1,000.00		54,727.80	269,556.59	1,175.98	45,580.81	71,709.64	45,183.07		\$ 512,989.02
Sale of Land	28.63	14,937.14	14,568.57	22,312.15	14,790.31	14,897.34	14,647.18	37,066.35	14,972.53	14,733.59	25,897.04		\$ 188,750.82
Administration Service Charges	\$ 14,576.71	\$ 37,682.86	\$ 25,760.93	\$ 55,483.50	\$ 20,187.84	\$ 83,357.25	\$ 288,397.48	\$ 118,770.83	\$ 68,867.42	\$ 116,014.14	\$ 101,827.25	\$ -	\$ 931,926.21
Accounts Receivable													
Balance Forward	309,751.09	261,316.22	172,797.21	221,048.23	191,012.18	150,415.09	119,187.90	66,852.09	79,638.28	139,135.76	109,197.40		\$ 1,091,974.38
Invoices/Debits	66,508.60	124,816.83	189,834.92	161,277.48	151,941.30	123,058.26	118,060.71	137,009.42	197,987.34	138,263.46	179,225.57		\$ 1,792,255.57
Payments/Credits	-116,695.77	-214,781.75	-142,566.48	-192,131.35	-193,480.35	-154,584.66	-170,516.80	-124,311.84	-138,566.41	-168,304.67	(176,125.89)		\$ (1,761,255.89)
Interest Applied	1,752.30	1,445.91	982.58	817.82	941.96	299.21	120.28	88.61	76.55	102.85	447.30		\$ 7,075.37
Total Amount Owning	\$ 261,316.22	\$ 172,797.21	\$ 221,048.23	\$ 191,012.18	\$ 150,415.09	\$ 119,187.90	\$ 66,852.09	\$ 79,638.28	\$ 139,135.76	\$ 109,197.40	\$ 112,744.38	\$ -	\$ 7,075.37
A/R Invoices Processed													
General/By-Law/Planning/CBO	4	7	10	7	12	15	12	11	26	8	12		124
Daycare	79	79	81	84	84	83	99	75	89	87	92		853
Airport	12	12	18	14	11	16	11	11	12	10	9		124
Landfill	28	25	31	37	37	42	41	37	49	22	58		407
Public Works	1	3	2	2	4	5	6	1	9	2	8		43
Parks/Cemetery	5	24	13	5	19	7	15	8	8	15	11		11
Sewer	1	13	5	34	6	14	12	11	0	10	5		124
Water	1	13	0	0	0	1	0	0	0	0	0		118
Fire Department	24	9	79	5	39	12	3	9	37	4	0		55
Memorial Sports Centre	6	8	7	8	9	12	12	6	7	21	19		227
Fort Frances Power Corp	69	193	245	196	221	207	213	169	246	185	225		84
Invoices Issued by Month													2,170
NSF/Returned Payments													
Day Care	0	0	0	0	0	0	0	0	0	0	0		0
Memorial Sports Centre	0	0	0	0	0	0	0	0	0	0	0		0
Utilities	3	6	3	7	8	16	3	2	7	11	3		69
Taxation	0	0	1	1	0	0	0	0	0	0	0		2
Other	0	0	1	0	0	0	0	1	0	0	0		2
Taxes													
Balance Forward	789,235.47	6,483,623.46	2,813,246.06	\$ 1,095,226.11	\$ 926,189.54	827,260.28	6,771,753.31	3,067,870.72	1,220,095.48	654,103.71	504,153.37		\$ 504,153.37
Tax Billings/Debits	6,090,585.65	13,466.86	13,020.49	378.72	1,666.08	5,983,617.57	3,351.21	15,114.59	39,506.83	2,027.24	23,617.00		\$ 23,617.00
Payments/Credits	(407,216.84)	(3,694,324.78)	(1,743,779.61)	(183,357.63)	(112,853.14)	(50,571.80)	(3,717,974.19)	(1,876,375.11)	(618,789.85)	(164,181.61)	(120,655.61)		\$ (120,655.61)
Interest Applied	11,021.18	10,480.52	12,739.17	13,942.34	12,257.80	11,447.26	10,740.39	13,485.28	13,291.25	12,204.03	10,870.25		\$ 132,479.47
Total Amount Owning	\$ 6,483,623.46	\$ 2,813,246.06	\$ 1,095,226.11	\$ 926,189.54	\$ 827,260.28	\$ 6,771,753.31	\$ 3,067,870.72	\$ 1,220,095.48	\$ 654,103.71	\$ 504,153.37	\$ 417,985.01	\$ -	\$ 132,479.47
Tax Arrears Notices Mailed/Letters													
# of Properties in Arrears 3 years+	296	181	330	237	214	198	214	359	356	217	2		2,602
# of Properties in Arrears 3 years+ with no payment plans	58	52	43	38	34	33	33	25	20	12	0		
# Tax Sale Registrations	35	23	16	14	12	12	12	11	9	5	0		
# Write offs (MOS/357 Applications)	0	0	0	0	0	0	0	3	8	2	0		
Write-off - Municipal Portion	-	-	-	-	-	-	-	3,642.65	15,644.43	554.18	0		\$ 19,841.26
# of Charity Rebates	0	0	0	0	0	2	0	0	1	0	3		\$ 3

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Charity Rebates - Municipal Portion													
# Vacancy Rebates	0	0	0	0	0	7	0	0	1	0			\$26,325.78
Vacancy Rebates - Municipal Portion						\$ 13,722.29	\$ -	\$ -	\$ 254,775.24				\$268,497.53
E.D. Financial Incentive Plan													
# Of Applications Receiving Rebate	0	0	0	1	0	1	0	0	3	1			0
Demolition Grant				\$ 1,102.40	\$ -	\$ 482.64	\$ -	\$ -	\$ 1,603.51	\$ 734.99			\$3,923.54
Grant-In-Lieu of Taxes													0.00
Water & Sewer													
Balance Forward	\$ 1,203,619.92	\$ 418,432.79	\$ 322,394.53	\$ 601,650.71	\$ 324,047.61	\$ 571,106.13	\$ 482,838.68	\$ 694,341.78	\$ 327,761.07	\$ 516,812.90	\$ 414,851.46		
W/S Billings/Debits	233.71	3,230.82	943,628.13	6,241.77	921,283.76	9,129.33	894,185.32	11,692.78	913,224.54	4,624.79	895,779.46		
Payments/Credits	(785,920.26)	(100,844.55)	(664,921.52)	(287,775.04)	(674,717.66)	(100,893.60)	(685,158.20)	(383,274.14)	(724,561.73)	(109,638.86)	(708,343.92)		
Interest Applied	499.42	1,575.47	549.57	3,930.17	492.42	3,496.82	2,475.98	5,000.65	489.02	3,052.63	1,857.78		
Total Amount Owng	\$ 418,432.79	\$ 322,394.53	\$ 601,650.71	\$ 324,047.61	\$ 571,106.13	\$ 482,838.68	\$ 694,341.78	\$ 327,761.07	\$ 516,812.90	\$ 414,851.46	\$ 604,144.78		\$ 23,419.93
Bi-Monthly Water/Sewer Bills Issued													
Final Billings Issued	3,346		3,375	16	3,394	41	3,426		3,377		3,404		20,322
Late Notices Mailed		19		444		452		28		29			133
Registered Letters		469				49		488		459			2,312
Disconnects		47		42		0		49		43			230
Reconnections		0		0		0		1		1			2
		0		0		0		0		0			0
Provincial Offences													
Fines Paid	\$ 24,352.00	\$ 30,951.00	\$ 31,942.00	\$ 51,152.00	\$ 223,451.00	\$ 38,429.00	\$ 42,008.00	\$ 49,512.00	\$ 78,090.00				\$ 569,887.00
Outstanding Fines (pre & post transfer)	\$ 2,267,997.00	\$ 2,279,710.00	\$ 2,298,074.00	\$ 2,303,996.00	\$ 2,145,443.00	\$ 2,159,461.00	\$ 2,171,627.00	\$ 2,176,462.00	\$ 1,975,605.00				
IQOR Collections (pretransfer)													
IQOR Collections (post-transfer)	\$ -	\$ 23.18	\$ -	\$ 5,105.40	\$ 135.00	\$ 332.52	\$ 89.80	\$ 89.80	\$ 212.98	\$ 347.70	\$ 500.00		\$ 23.18
Total IQOR Collected		\$ 547.46	\$ 375.42	\$ 5,105.40	\$ 135.00	\$ 332.52	\$ 89.80	\$ 89.80	\$ 212.98	\$ 347.70	\$ 500.00		\$ 7,736.08
Notice of Default - mailed out	73	38	46	49	70	47	83	79	91	65	113		754
New Charges Filed	153	264	205	275	315	240	266	377	248				2,343
Court Room Operating Hours	3	6	3	4	4	4							24.0
Charges Disposed (Before or at Trial)													
Failed to Attend - Convicted	38	31	30	75	50	139	53	113	113				642
Plead Guilty	17	21	28	30	42	27	15	5	35				220
Withdrawn	16	0	5	5	14	7	5	3	12				67
Quashed	0	2	1	2	5	2	0	2	0				14
Stayed	0	0	0	0	0	0	0	0	0				0
Dismissed/Acquitted	0	0	0	0	0	0	0	0	0				0
Plead Not Guilty - Convicted	2	2	2	3	6	5	3	1	1				6
Other	0	0	0	0	0	0	0	6	3				31
Total	73	56	66	115	118	180	78	130	164	0	0		980