

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - January 3, 2017, 12:00 PM

#### MEETING - Civic Centre

Session #43

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
  - 4.1 Session #42, December 6, 2016 2 - 4
5. **In-Camera**
6. **New Business**
  - 6.1 Interim Tax Levy for 2017 5 - 6
  - 6.2 2017 Temporary Borrowing to Meet Current Expenditures 7 - 8
  - 6.3 Uncollectible Accounts Receivable Customer Accounts 9 - 17
  - 6.4 357/358 Applications for Tax Adjustment (1018 and 1020 First St. E.) 18 - 24
  - 6.5 357/358 Applications for Tax Adjustment (927 McKenzie Avenue) 25 - 30
7. **Non-agenda Items**
8. **Information**
  - 8.1 Northwestern Health Unit Levy 2017 31 - 32
9. **Adjourn / Next Meeting Date**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 42

December 6, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre on December 6, 2016 from 12:03 p.m. to 1:34 p.m.

PRESENT: Councillor K. Perry; Councillor W. Brunetta; Mayor R. Avis

ALSO PRESENT: D. Brown, CAO; L. Slomke, Clerk (12:03 p.m. to 1:08 p.m.); L. Lindberg, Treasurer; A. Petrin, Human Resources Manager; T. Rob, Manager Operations and Facilities (12:03 p.m. to 12:30 p.m.); T. Moffitt, Fire Chief (12:03 p.m. to 12:15 p.m.); K. Lawson, Secretary

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

**2. Appointment of Committee Chair and Vice-Chair (2 Year Term)**

Councillor K. Perry and Councillor W. Brunetta agreed to stand as Chair and Vice Chair for the term ending November 30th, 2018.

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

3.1 Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem Claim.

3.2 General Fund (Operating), Water and Sewer Fund (Operating), and Capital Fund Budget vs Actual as at November 30th, 2016.

3.3 2016 Reserve Funds.

**4. Disclosure of pecuniary interest and the general nature thereof**

4.1 1) Mayor Avis disclosed an interest in item 8.10 from this agenda as the breakfast meeting expense claim was his.

2) Councillor K. Perry disclosed an interest in item 8.11 from this agenda as the NOMA Executive meeting per diem claim was his. He turned the Chair over to Councillor W. Brunetta when the matter was discussed and did not participate in any discussion of the item.

3) Councillor W. Brunetta disclosed an interest in non-agenda item 9.1 as the NOMA Executive meeting per diem claim was hers.

**5. Approval of Previous Committee Minutes**

5.1 Session No. 41 dated November 22nd, 2016.

Brunetta-Perry: Approved as presented.

CARRIED

**6. In-Camera - None were presented.**

**7. Items Referred from Council**

7.1 Legion Auxiliary Fundraising Committee - Sponsorship request.

- committee recommended a \$100.00 donation to the Royal Canadian Legion Ladies Auxiliary Branch #99 Pre-Grammy Awards Gala fundraising event and the item be referred to the Committee of the Whole consent agenda.

- 7.2 B93.1 The Border (CFOB) Advertising Request.  
- committee recommended approval of 25-15 second holiday greetings to be aired on B93.1 The Border from December 20th to December 31st, 2016 at a cost of \$249.00 and the item be referred to Committee of the Whole consent agenda.

## **8. New Business**

- 8.1 Updated Agreement with Kenora Central Ambulance Communications Centre (CACC) - Lake of the Woods District Hospital. (T. Moffitt, Fire Chief was in attendance to speak to this item 12:03 p.m. to 12:15 p.m.).  
- committee recommended preparation of a new agreement and authorizing by-law with Kenora Central Ambulance Communications Centre - Lake of the Woods District Hospital for signing by Mayor and Clerk for provision of communication (call taking and alerting or dispatching) services to the Fort Frances and District Fire Service and the item will be referred to the Committee of the Whole consent agenda.
- 8.2 Updating Asset Management Plan (AMP) (D. Brown, CAO presented the report. T. Rob, Manager Operations and Facilities was in attendance to provide additional comments (12:03 p.m. to 12:30 p.m.).  
- committee recommended supporting and updating of the existing Asset Management Plan beginning in January 2017 as outlined in the report and the item will be referred to the Committee of the Whole consent agenda.
- 8.3 Alternative Voting Methods - 2018 Municipal Election. (E. Slomke, Clerk was in attendance to speak to this item 12:03 p.m. to 1:08 p.m.).  
- committee recommended receiving the Clerk's report as information and item will be referred to the Committee of the Whole agenda.
- 8.4 Choice of Electoral Systems for 2018 Municipal Elections. (E. Slomke, Clerk was in attendance to speak to this item 12:03 p.m. to 1:08 p.m.).  
- committee recommended receiving the Clerk's the report as information and item will be referred to the Committee of the Whole agenda.
- 8.5 357/358 Applications for Tax Adjustment re: 327 Nelson Street (2016) Roll #5912-020-001-02900-0000.  
- committee recommended approval for the the adjustment of taxes under Section 357/358 of the *Municipal Act* for the property at 327 Nelson Street in Fort Frances which is part of the Nelson Street parking lot and the item be referred to Council agenda.
- 8.6 Request for Reconsideration - Minutes of Settlement  
1) 502 Flinders Avenue (2016) Roll # 5912-010-004-13232-0000;  
2) 1250 Cornwall Ave. N. (2016) Roll # 5912-010-007-26500-0000  
-agreed with the recommendation to receive the Minutes of Settlement for properties at 502 Flinders Avenue for the 2016 year; and 1250 Cornwall Ave. N. for the 2016 year and the items be referred to the Committee of the Whole consent agenda.
- 8.7 Request for Reconsideration - Minutes of Settlement re: 335 Scott Street (2016) Roll # 5912-020-002-04200-0000  
- committee recommended receiving the Minutes of Settlement for property at 335 Scott Street for the 2016 year and the item will be referred to the Committee of the Whole consent agenda.
- 8.8 Reserves for Working Capital.  
- committee recommended increasing the Reserve for Working Capital to a maximum of \$1,000,000.00 for December 31st, 2016 by way of using the prior year surplus of \$117,932.01 and current year surplus of \$146,162.94 and the item be referred to Committee of the Whole consent agenda.

- 8.9 D. Brown, CAO - Purchase Card Expense.  
- committee recommended approval of purchase card expenses for D. Brown, CAO in the total amount of \$10.92 as outlined in the report and the item be referred to Committee of the Whole consent agenda.
- 8.10 Mayor Roy Avis - Breakfast Meeting Expense Claim.  
- committee recommended approval of the Schedule D entertainment expense reimbursement in the amount of \$57.95 for a breakfast meeting with Hon. Bill Mauro, Ministry of Municipal Affairs on November 7th, 2016 and the item be referred to Committee of the Whole agenda.
- 8.11 Councillor Ken Perry - NOMA Executive Meeting Per Diem Claim.  
- committee recommended approval of the per diem claim in the amount of \$225.00 as submitted by Councillor K. Perry for this attendance at the NOMA Executive meeting in Thunder Bay on November 23rd, 2016 and the item be referred to Committee of the Whole agenda.

## **9. Non-agenda Items**

- 9.1 Treasurer's Report - Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem Claim.  
- committee recommended approval of the per diem claim in the amount of \$225.00 as submitted by Councillor W. Brunetta for her attendance at the NOMA Executive meeting in Thunder Bay on November 23rd, 2016 and the item be referred to Committee of the Whole agenda.
- 9.2 Information Reports - General Fund (Operating), Water and Sewer Fund (Operating), and Capital Fund Budget vs Actual as at November 30th, 2016.  
- received as information.
- 9.3 Information Report - 2016 Reserve Funds.  
- received as information.

## **10. Information**

- 10.1 Fort Frances Fire & Rescue Service - November 2016 Activity Report.  
- received as information.
- 10.2 Municipal Tax Equity (MTE) Consultants Inc. - Multi-Residential Update.  
- received as information.
- 10.3 Administration and Finance Department Stats for the period ending November 30th, 2016.  
- received as information.

## **11. Adjourn 1:34 p.m. / Next Meeting January 3rd, 2017**

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Executive Committee Chair

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D. Brown, CAO

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** December 28, 2016  
**SUBJECT:** Interim Tax Levy for 2017

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### **BACKGROUND**

Section 317 of the *Municipal Act* authorizes the municipality to pass a by-law to provide for an interim tax levy. The levy cannot exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year, however does provide the authority to make adjustments if the amount that would be raised is extreme for any reason.

It is in the best interest of the municipality to begin the collection of taxes each year in a timely manner in order to reduce borrowing costs. The traditional due dates for interim taxes are the last working day in February 2017 (February 28<sup>th</sup>) and the last working day in March 2017 (March 31<sup>st</sup>).

TOWN OF FORT FRANCES

BY-LAW NO. \_\_\_\_/17

(Being a by-law to provide for an interim tax levy in the year 2017 and to provide for penalty and interest to be charged on the unpaid balance for late payment of said interim taxes, all as provided for in the *Municipal Act, 2001*, (the "Act"), S.O. 2001, Chapter 25, Sections 307, 317, and 345.)

WHEREAS Section 317 (1) of the Act, as amended, provides that the Council of a local municipality, before the adoption of the estimates for the year, may pass a by-law to levy amounts on the assessment of property in the local municipality rateable for local municipal purposes;

AND WHEREAS in Section 317 (3), paragraph 1, the amount levied shall not exceed the prescribed percentage, or 50 per cent of the total amount of taxes for municipal and school purposes levied on the property for the previous year;

AND WHEREAS Section 317 (9) provides an exception that Council has the authority to adjust the interim taxes levied on particular properties if they are of the opinion that the interim tax levy on those particular properties is too high or too low in comparison to the estimate of the current year total taxes on those properties;

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

1. That before the adoption of the estimates for 2017, there shall be levied by taxation in the Town of Fort Frances an adjusted annualized property tax as provided for in the *Municipal Act, 2001*, Section 317.

2. That the Interim taxes levied under this By-Law shall be payable in 2 instalments, the first being fifty (50)% of the total taxes levied and the second being the remaining balance of said taxes with due dates for payment as follows:

First Instalment: February 28, 2017

Second Instalment: March 31, 2017

3. That pursuant to Section 345 there shall be imposed on the first day of default a penalty of one and one-quarter (1¼) per cent on each instalment of taxes payable as herein provided or part thereof remaining unpaid after the same shall become due and payable.

4. That pursuant to Section 345 there shall be imposed interest of one and one-quarter (1¼) per cent on each instalment of taxes payable as herein provided or part thereof remaining unpaid after the first day of default on the first day of each calendar month in which default continues until the 31<sup>st</sup> day of December 2017.

5. That the Treasurer, not later than twenty-one (21) days prior to the date that the first instalment is due shall mail or cause to be mailed to the address of the residence or place of business of each person taxed, a tax notice setting out the amount of each instalment, the date by which it is to be paid and the penalty charge imposed for late payment.

6. That all taxes shall be paid to the Corporation of the Town of Fort Frances.

7. That the Treasurer is hereby empowered to accept part payment from time to time on account of any taxes due.

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

READ THREE TIMES and finally passed in open Council this 9<sup>th</sup> day of January 2017.

\_\_\_\_\_  
R. Avis, Mayor

\_\_\_\_\_  
E. Slomke, Clerk

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** December 28, 2016  
**SUBJECT:** 2017 Temporary Borrowing to Meet Current Expenditures

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### **BACKGROUND**

Section 407 of the Municipal Act authorizes the Town to provide for temporary borrowing, until taxes are collected and other revenue is received, necessary to meet the current expenditures of the municipality for the year. Pursuant to the Act, the total amount borrowed at any one time plus any outstanding principal borrowed and accrued interest shall not exceed 50 per cent of the total estimated revenues of the municipality from January 1 to September 30 and 25 per cent of the total estimated revenues of the municipality from October 1 to December 31 for the year.

Attached is the CIBC required documentation for borrowing for the 2017 fiscal year. An authorizing by-law must be passed.



By-Law No. \_\_\_\_\_

**A by-law authorizing the borrowing of money to meet current expenditures of the council of TOWN OF FORT FRANCES  
(the "Municipality")**

- A. In accordance with subsection 407(1) of the Ontario *Municipal Act*, S.O. 2001, c.25 (the "Act"), the Municipality considers it necessary to borrow the amount of \$4,000,000 to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year.
- B. Pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this by-law together with the total of any similar borrowings is not to exceed the limits set forth in that subsection or other relevant sections of the Act and if so required under subsection 407(2), the Municipality shall have obtained the approval of the Ontario Municipal Board.

**Therefore**, the Council of the Municipality enacts as follows:

1. The Head and the Treasurer are authorized on behalf of the Municipality to borrow from time to time from **Canadian Imperial Bank of Commerce** ("CIBC") a sum or sums not exceeding in the aggregate \$4,000,000 to meet, until taxes are collected, the current expenditures of the Municipality for the year pursuant to subsection 407(1) of the Act, and to execute any documents that are required in connection with the borrowing of the above sum, plus interest, at a rate to be agreed upon from time to time with CIBC, in addition to any reasonable charges of CIBC associated with this borrowing.
2. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
4. The Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



\_\_\_\_\_  
Head of the Municipality

\_\_\_\_\_  
Clerk

I hereby certify that the foregoing is a true and complete copy of the By-law numbered above of the Municipality in the Province of Ontario, duly passed at a meeting of the Council of the Municipality and that this By-law is in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness the corporate seal



\_\_\_\_\_  
Clerk





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/03**

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** December 28, 2016  
**SUBJECT:** Uncollectible Accounts Receivable Customer Accounts

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**BACKGROUND**

Attached is the background for Accounts Receivable Customers #10521, #10653, #10693, #10771, #5204 and #5205 outlining the account history and collection attempts for the account balances owing.

These accounts have exhausted our collection efforts and therefore we are requesting consideration to write this account off as bad debt expense in the amount of \$1,473.77 inclusive of interest/penalty.



# FORTFRANCES BOUNDLESS

## MEMORANDUM

Date: December 8, 2016  
To: Laurie Lindberg, Treasurer  
From: Heather Hatch, Tax Administrator  
RE: **Doubtful Accounts**

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1. Charity McMahon & Dan Maclam: Daycare #10521
  - Invoice #18994 (July 12, 2013) - \$147.38
  - Interest: \$73.60
  - Sent to Collections Sept 17, 2014
    - Collection Agency Status: no response to notices, hangs up when called. Too small for legal action. Considered "unpaid collection".
  - Current Balance: \$220.98
2. Margaret Woods: Daycare #10653
  - Invoice #22839 (April 15, 2015) - \$111.64
  - Interest: \$12.16
  - Credits to account: \$97.41
  - Sent to Collections: April 29, 2016
    - Collection Agency Status: broken promises for payment. Account too small to warrant legal action.
  - Current Balance: \$26.39

3. Tiffanie Whitefish: Daycare #10693
  - Invoice #19356 (September 19, 2013)
  - Interest: \$58.91
  - Credits to account: \$62.23
  - Sent to Collections: July 22, 2014
    - Collection Agency Status: multiple unpaid accounts in system. No response to notices. All numbers are disconnected. Considered "unpaid collection".
  - Current Balance: \$180.91
4. Sean Maitland: Daycare #10771
  - Invoice #23331 (July 10, 2015) - \$101.20
  - Interest: \$.18
  - Credits to account: \$101.00
  - Current Balance: \$.38
  
  - Invoice #23886 (October 19, 2015) - \$151.25
  - Interest: \$4.49
  - Credits to account: \$147.43
  - Current Balance: \$8.31
  
  - Current Total for both: \$8.69
5. Edwin Bruyere: Parks & Cemetery #5204
  - Invoice #24244 (November 30, 2015) - \$441.52
  - Interest: \$66.24
  - Sent to Collections: April 29, 2016
    - Collection Agency Status: unable to identify debtor (multiple people with same name). Account has been closed.
  - Current Balance: \$507.76
6. Brett Bruyere: Parks & Cemetery #5205
  - Invoice #24243 (November 30, 2015) - \$460.04
  - Interest: \$69.00
  - Sent to Collections: April 29, 2016
    - Collection Agency Status: multiple unpaid accounts in collection system. Actively working account attempting to locate employer/assets.
  - Current Balance: \$529.04

## ----- INVOICE DETAIL -----

CUSTOMER: 010521 MCMAHON CHARITY &amp; DAN MACLAM

INVOICE	DATE	DEPT	INVOICE AMOUNT	PAYMENTS DR/CR/WRT-OFF	INT CHGS	BALANCE OWING
-----	----	----	-----	-----	-----	-----
0018994	JULY12,2013	DAYC	147.38	0.00	73.60	220.98

*Doubtful account \$195.22 Dec 31/15*

ENTER:     
F1=NEXT PAGE, F2=PREVIOUS PAGE, F3=HEADER, F4=EXIT, F5=NOTES, F8=INQUIRIES

## ----- INVOICE DETAIL -----

CUSTOMER: 010653 WOODS MARGARET

INVOICE	DATE	DEPT	INVOICE AMOUNT	PAYMENTS DR/CR/WRT-OFF	INT CHGS	BALANCE OWING
-----	-----	-----	-----	-----	-----	-----
0022839	APR.15,2015	DAYC	111.64	97.41-	12.16	26.39

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F1=NEXT PAGE, F2=PREVIOUS PAGE, F3=HEADER, F4=EXIT, F5=NOTES, F8=INQUIRIES

----- INVOICE DETAIL -----

CUSTOMER: 010693 WHITEFISH TIFFANIE

INVOICE	DATE	DEPT	INVOICE AMOUNT	PAYMENTS DR/CR/WRT-OFF	INT CHGS	BALANCE OWING
-----	----	----	-----	-----	-----	-----
0019356	SEPT19,2013	DAYC	184.23	62.23-	58.91	180.91

*Doubtful Account \$159.49 Dec 31/15*

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F1=NEXT PAGE, F2=PREVIOUS PAGE, F3=HEADER, F4=EXIT, F5=NOTES, F8=INQUIRIES

## ----- INVOICE DETAIL -----

CUSTOMER: 010771 MAITLAND SEAN

INVOICE	DATE	DEPT	INVOICE	AMOUNT	PAYMENTS DR/CR/WRT-OFF	INT	CHGS	BALANCE	OWING
-----	----	----	-----	-----	-----	-----	-----	-----	-----
0023331	JULY10,2015	DAYC		101.20	101.00-		0.18		0.38
0023886	OCT.19,2015	DAYC		151.25	147.43-		4.49		8.31

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----- INVOICE DETAIL -----

CUSTOMER: 005204 BRUYERE EDWIN

INVOICE	DATE	DEPT	INVOICE	AMOUNT	PAYMENTS DR/CR/WRT-OFF	INT	CHGS	BALANCE	OWING
-----	----	----	-----	-----	-----	-----	-----	-----	-----
0024244	NOV.30,2015	P&CEM		441.52	0.00		66.24		507.76

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----- INVOICE DETAIL -----

CUSTOMER: 005205 BRUYERE BRETT

INVOICE	DATE	DEPT	INVOICE AMOUNT	PAYMENTS DR/CR/WRT-OFF	INT CHGS	BALANCE OWING
0024243	NOV.30,2015	P&CEM	460.04	0.00	69.00	529.04

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F1=NEXT PAGE, F2=PREVIOUS PAGE, F3=HEADER, F4=EXIT, F5=NOTES, F8=INQUIRIES

**TO:** Administration & Finance Executive Committee

**FROM:** Laurie Lindberg, Treasurer

**DATE:** December 29, 2016

**SUBJECT:** 357/358 Applications for Tax Adjustment

Re: 1018 First St. E.	(2016)	Roll# 5912-030-005-04100-0000
1020 First St. E.	(2016)	5912-030-005-04200-0000

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## **BACKGROUND**

Attached is the 357/358 Applications for reconsideration of assessment and adjustment for 2016 taxes from April 29 – December 31, 2016 for 1018 First Street E. resulting from the demolition of the house structure and April 30 – December 31, 2016 for 1020 First Street E. resulting from the demolition of the garage structure.

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, January 9, 2017.

2017 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
357 Application	2016	3.5.04100	-66,500	RTEP	0.01654275	0.00188	-742.41	-84.37								-826.78
	2016	3.5.04200	-3,000	RTEP	0.01654275	0.00188	-33.36	-3.79								-37.15
							-775.77	-88.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-863.93

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](mailto:town@fortfrances.com)  
[www.fort-frances.com](http://www.fort-frances.com)

December 22, 2016

Andy R. Christian  
Trudy J. Christian  
2320 Whitehall Drive  
Thunder Bay, Ontario  
P7K 1G5

Dear Mr. & Mrs. Christian:

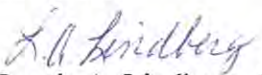
**Re: Hearing to Consider Section 357/358 Applications**

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, January 9, 2017 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 1018 First St. E. and 1020 First St. E. 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,

  
Laurie A. Lindberg, CMO  
Treasurer

Enc.

## SECTION 357/358 APPLICATION

Application/Appeal #

## TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year:

Municipality:

TOWN OF FORT FRANCE

Roll Number:

59-12-020-005-041-00

Property Address:

1018 FIRST ST E

Applicant Name:

TRUDY &amp; ANDY CHRISTIAN

Owner Name:

TRUDY &amp; ANDY CHRISTIAN

Contact Number:

807-939-1959

Mailing Address:

8320 WHITEHALL DR  
THUNDER BAY ON PTK 145

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)(f)

☐

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: HOUSE DEMOLISHED

Effective from: (MM/DD/YY)

04/29/16 to 12/31/16

Applicant Signature:

Trudy Christian

Date: (MM/DD/YY)

06/27/2016

ASSESSMENT REPORT: MUNICIPALITY

ASSESSOR

Assessment Roll  
As ReturnedRevised 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
KTP			106,000	KTP			39,500	

Revised:

Reason for Change (Assessor Comments):

Reason Original Assessment Revised:

Assessor Name:

Signature:

Date:

## TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy
KTP	-66,500	.01842275	247	826.78	1,952.81

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund

Total Amount \$826.78

Comments:

Treasury Position:

Treasurer

Signature:

L.G. Bradley

Date:

12/22/16

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY):

01/09/17

☐

Approved

☐

Amended &amp; Approved

☐

Not Approved

☐

Applicant Did Not Appear

☐

Application Abandoned

Reason:

Appeared for Applicant

Appeared for Municipality

Signature of Council/ARB Member

Name/Title



2016-00005

Application made under Sec 357/358/359 of the Municipal Act, 2001  
MPAC'S RESPONSE

Taxing Authority:	Town of Fort Frances	Application #:	9211027
Roll #:	5912 030 005 04100	Application Reason:	357 (I)(d)(ii) Demolition
Address:	1018 First St E	Tax Year:	2016
Claimed Relief Period:		From	Apr 29/16 To Dec 31/16

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Property Class	2012 CVA as returned or most recently revised for taxation year noted in application	2016 Tax Year Assessment as returned or most recently revised	CVA as revised (Sec 40 or Sec 39.1) if applicable OR after the correction of a factual error. (CVA)	Notional Value of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations (CVA)	Notional Value of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations (CVA)	Assessment			
						2008 CVA	2012 CVA	2016 Assessment Attributed to Value in (H)	2015 Phased-In Value Attributed to Value in (H)
FROM:								0	0
RT	106,000	106,000		66,500	39,500	93,000	106,000	106,000	102,750
								0	0
TO:								0	0
RT					39,500	34,656	39,500	39,500	38,289
								0	0
								0	0
								0	0

MPAC's Remarks:

MPAC has confirmed the removal of structures and has updated the property to vacant Residential land with detached garage.

Factor Methodology

Shown below is the CVA and classification that would have been returned for the taxation year of the application in order to reflect the physical circumstances and use set out in the application provided that those circumstances had existed at roll return.

Property Class	2008 CVA	2012 CVA	2016 Assessment (same as 2012 CVA)	2015 Phased-In Value	Factor Methodology Applied
			0	0	
			0	0	
			0	0	
			0	0	
			0	0	
			0	0	

MPAC Representative Name:

Mark Cawston

Date:

Oct 31/16



506-0004

Application made under Sec 357/358/359 of the Municipal Act, 2001  
MPAC'S RESPONSE

Taxing Authority:	Town of Fort Frances	Application #:	9211034
Roll #:	5912 030 005 04200	Application Reason:	357 (I)(d)(ii) Demolition
Address:	1020 First St E	Tax Year:	2016
		Claimed Relief Period:	From Apr 30/16 To Dec 31/16

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Property Class	2012 CVA as returned or most recently revised for taxation year noted in application	2016 Tax Year Assessment as returned or most recently revised	CVA as revised (Sec 40 or Sec 39.1) if applicable OR after the correction of a factual error. (CVA)	Notional Value of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations (CVA)	Notional Value of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations (CVA)	Assessment			
						2008 CVA	2012 CVA	2016 Assessment Attributed to Value in (H)	2015 Phased-In Value Attributed to Value in (H)
FROM:								0	0
RT	79,000	79,000		3,000	76,000	82,000	79,000	79,000	79,000
								0	0
TO:								0	0
RT					76,000	78,886	76,000	76,000	76,000
								0	0
								0	0
								0	0

MPAC's Remarks:

MPAC has confirmed the removal of garage from the property.

Factor Methodology

Shown below is the CVA and classification that would have been returned for the taxation year of the application in order to reflect the physical circumstances and use set out in the application provided that those circumstances had existed at roll return.

Property Class	2008 CVA	2012 CVA	2016 Assessment (same as 2012 CVA)	2015 Phased-In Value	Factor Methodology Applied
			0	0	
			0	0	
			0	0	
			0	0	
			0	0	
			0	0	

MPAC Representative Name:

Mark Cawston

Date:

Oct 31/16



**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** December 29, 2016  
**SUBJECT:** 357/358 Applications for Tax Adjustment  
Re: 927 McKenzie Ave (2015 & 2016) Roll# 5912-020-006-03300-0000

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## **BACKGROUND**

Attached is the 357/358 Application for reconsideration of assessment and adjustment for 2015 & 2016 taxes for 927 McKenzie Ave. resulting from garage razed by fire on or about April 17, 2015.

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, January 9, 2017.

2017 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
259 Days	2015	2.6.03300	-10,464	RTEP	0.01675018	0.00195	-124.37	-14.48								-138.85
	2016	2.6.03300	-11,000	RTEP	0.01654275	0.00188	-181.97	-20.68								-202.65
							-306.34	-35.16	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-341.50

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](mailto:town@fortfrances.com)  
[www.fort-frances.com](http://www.fort-frances.com)

December 22, 2016

Douglas C. Baird  
Leslie A. Baird  
927 McKenzie Ave.  
Fort Frances, Ontario  
P9A 2B5

Dear Doug & Leslie:

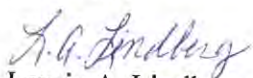
**Re: Hearing to Consider Section 357/358 Applications**

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, January 9, 2017 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 927 McKenzie Ave 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,

  
Laurie A. Lindberg, CMO  
Treasurer

Enc.

## SECTION 357/358 APPLICATION

Application/Appeal #

## TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year:

2015 + 2016

Municipality: TOWN OF FORT FRANK  
 Property Address: 987 MCKENZIE AVENUE  
 Owner Name: LESLIE & LUIS BAIRD  
 Mailing Address: 987 MCKENZIE AVENUE  
FEON P9A 2B5

Roll Number: 59-12-080-006-033-00  
 Applicant Name: LOUIS BAIRD  
 Contact Number: 874-3951  
 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: GARAGE RAZED BY FIRE - REBUILD STARTED

Effective from: 04/17/15 to 01/10/15 Applicant Signature: [Signature] Date: 09/09/16  
 (MM/DD/YY) 01/10/16 12/31/16 (MM/DD/YY)

## ASSESSMENT REPORT:

## MUNICIPALITY

## ASSESSOR

Assessment Roll  
As ReturnedRevised 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
2015 RTP			175,500	RTP			175,036	
2016 RTP			195,000	RTP			184,000	

Revised:

Reason for Change (Assessor Comments):

Reason Original Assessment Revised:

Assessor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days	Months	Tax Adjustment	Original Levy
2015 RTP	- 10,464		259		138.85	3,468.89
2016 RTP	- 11,000		366		202.65	3,592.44

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount: \$341.50

Comments:

Treasury Position: Treasurer Signature: [Signature] Date: 12/22/16

## COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): 01/09/17

☐ 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: \_\_\_\_\_



2016-00003

Application made under Sec 357/358/359 of the Municipal Act, 2001  
MPAC'S RESPONSE

Taxing Authority: <b>Town of Fort Frances</b> Roll #: <b>5912 020 006 033 00</b> Address: <b>927 MacKenzie Ave N</b>	Application #: <b>9349640</b> Application Reason: <b>Razed by fire</b> Tax Year: <b>2016</b> Claimed Relief Period: <b>From Jan.1 To Dec. 31</b>
--	---

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Property Class	2012 CVA as returned or most recently revised for taxation year noted in application	2016 Tax Year Assessment as returned or most recently revised	CVA as revised (Sec 40 or Sec 39.1) if applicable OR after the correction of a factual error. (CVA)	Notional Value of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations (CVA)	Notional Value of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations (CVA)	Assessment			
						2008 CVA	2012 CVA	2016 Assessment Attributed to Value in (H)	2015 Phased-In Value Attributed to Value in (H)
FROM:								0	0
RT	195,000	195,000		11,000	184,000	148,144	184,000	184,000	175,036
TO:								0	0
RT	184,000	184,000				148,144	184,000	184,000	175,036
								0	0
								0	0
								0	0

MPAC's Remarks:

MPAC has learned that the garage was destroyed by fire on or about April 17, 2015.

Factor Methodology

Shown below is the CVA and classification that would have been returned for the taxation year of the application in order to reflect the physical circumstances and use set out in the application provided that those circumstances had existed at roll return.

Property Class	2008 CVA	2012 CVA	2016 Assessment (same as 2012 CVA)	2015 Phased-In Value	Factor Methodology Applied
RT	\$148,144	\$184,000	184,000	175,036	PSDF
			0	0	
			0	0	
			0	0	
			0	0	
			0	0	

MPAC Representative Name:

Monte Ross

Date:

2-Dec-16

2015-00014

**Application made under Sec 357/358/359 of the Municipal Act, 2001  
MPAC'S RESPONSE**

Taxing Authority: <b>Fort Frances Town</b> Roll #: <b>5912 020 006 033 00</b> Address: <b>927 MacKenzie Ave N</b>	Application #: <b>9307067</b> Application Reason: <b>Razed by fire</b> Tax Year: <b>2015</b> Claimed Relief Period: <b>From Apr.17 To Dec.31</b>
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(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)
Property Class	2012 CVA as returned or most recently revised for taxation year noted in application	2015 Phased-In Amount as returned or most recently revised	CVA as revised (Sec 40 or Sec 39.1) if applicable OR after the correction of a factual error. (CVA)	Notional Value of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations (CVA)	Notional Value of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations (CVA)	Assessment			
						2008 CVA	2012 CVA	2015 Phased-In Value Attributed to Value in (H)	2014 Phased-In Value Attributed to Value in (H)
RT	195,000	185,500		11,000	184,000	157,000	195,000	185,500	176,000
								0	0
								0	0
TO:								0	0
RT	184,000	175,036				148,144	184,000	175,036	166,072
								0	0
								0	0
								0	0

**MPAC's Remarks:**

MPAC has learned that the garage was destroyed by fire on or about April 17, 2015.

**Factor Methodology**

Shown below is the CVA and classification that would have been returned for the taxation year of the application in order to reflect the physical circumstances and use set out in the application provided that those circumstances had existed at roll return.

Property Class	2008 CVA	2012 CVA	2015 Phased-In Value	2014 Phased-In Value	Factor Methodology Applied
RT	\$148,144	\$184,000	175,036	166,072	PSDF
			0	0	
			0	0	
			0	0	
			0	0	
			0	0	

MPAC Representative Name:  
MPAC Representative Signature:  
Date:

Monte Ross
<i>Monte Ross</i>
12/05.2016





December 6, 2016

Town of Fort Frances  
Lisa Slomkie, Municipal Clerk  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Lisa Slomkie:

**RE: Northwestern Health Unit Levy 2017**

The attached invoice indicates your community's obligated contribution to the cost-shared Mandatory Programs in disease and health promotion and protection, as provided by the Northwestern Health Unit in the region specified under the *Health Protection and Promotion Act*.

We are pleased to announce that our annual cost-shared budget remains unchanged at \$2,462,435.10 for 2017. We have calculated your annual contribution using the population percentage for your municipality relative to the total overall population for all nineteen obligated municipalities to determine your portion of our annual cost-shared budget. The municipal population figures are from the most recent enumeration, conducted in 2014, under Section 15 of the Assessment Act.

Your annual contribution is \$368,813.41, to be paid in twelve payments of \$30,734.45, due on the first day of each month, and should be sent to the Finance Department, Northwestern Health Unit, 210 First Street North, Kenora, Ontario, P9N 2K4.

If you require clarification regarding your levy contribution, please do not hesitate to contact me at (807) 468-3147, extension 3252.

Sincerely,

Vicki Wyder  
Accounts Officer

Attachment  
C Doug Squires, Vice Chair, Board of Health

## NORTHWESTERN HEALTH UNIT

210 First Street North  
Kenora ON P9N 2K4

### Town of Fort Frances Public Health Levy Notice

January 01 – December 31, 2017

Total cost-shared budget, Mandatory Program	\$2,462,435.10
Your municipal population (1)	6,349
Your municipal population percentage equivalent	14.98%
Your annual levy	\$368,813.41
Your monthly installment (due on the first day of each month)	\$30,734.45

The total municipal share of the annual cost-shared budget of the Northwestern Health Unit is \$2,462,435.10, multiplied by the population percentage equivalent for your municipality as calculated from a total population of 42,390 for all nineteen municipalities.

- (1) Municipal population per the most recent enumeration (in 2014) conducted under Section 15 of the Assessment Act.

Terms: Net 30 days. Interest will be charged monthly at the rate of 1.25% on the outstanding balance.