

TOWN OF FORT FRANCES

AGENDA - June 26, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 095) 5:30 PM

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1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose: Potential Policy Implementation
 - 4.2 Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board: Property Matter
 - 4.3 Labour relations or employee negotiations: Indemnity Benefits.
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Avis - Verbal Update
Councillor Kitowski - Verbal Update
Councillor Perry - Verbal Update
Councillor Ryan - Verbal Update
7. **Consent Agenda:**
 - 7.1 Proposed Draft Fence By-law 5 - 17
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to authorize the preparation of a Fency By-law for execution by the Clerk and Mayor.
 - 7.2 Deeming of Lots SM29 W 1/2 lot 62 and SM29 E 1/2 lot 62 (335 and 333 Third Street West) 18 - 19
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to authorize the properties known at Lots SM29 W 1/2 Lot 62 and SM29 E 1/2 Lot 62,

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	to be deemed by authorizing the execution of the attached by-law, registering the By-law with Land Registry and sending notice to the Minister.	
7.3	Residential Subdivision Development - approval of this report will agree to the recommendation of the Planning & Development Executive Committee as outlined in the report.	20 - 21
7.4	Request for Reconsideration Minutes of Settlement (363 Church Street) - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Minutes of Settlement for property located at 363 Church Street in Fort Frances for the 2016 taxation year.	22 - 25
7.5	New Assessment Review Board (ARB) Rules of Practice & Procedure - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to appoint the Treasurer as the Municipal Appeal Representative and the CAO as the Municipal Complaint Representative for submission to the ARB before July 1, 2017.	26
7.6	Doug Brown, CAO - MPAC Strategic Planning Meeting Travel Expense - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the travel expense claim in the amount of \$17.00 as submitted by the CAO for his attendance at the above mentioned meeting held in Thunder Bay on June 13, 2017.	27 - 29
7.7	Drinking Water Quality Management System - Management Review - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee as outlined in the report. **additional supporting documentation is attached to the Operations & Facilities Executive Committee agenda for June 21, 2017.	30 - 31
7.8	Award Tender 17-OF-08 - Surface Treatment of Roadways at Various Locations - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award the tender to MSO Construction Ltd. and further that the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.	32 - 34

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7.9 Review of Four (4) Policies	35 - 41
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee as outlined in the report.	
7.10 Sunset Water Sports Request	42 - 43
- approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize Sunset Water Sports to utilize the public docks and beaches surrounding the Town for the operation of their water sports business with the Town being named as an additional insured on their business insurance policy (\$2,000,000.00 liability).	
7.11 Community Museum Operating Grant (CMOG) 2017	44
- approval of this report will agree with the recommendation of the Community Services Executive Committee to authorize the submission of the 2017 Community Museum Operating Grant to the Ministry of Tourism, Culture and Sport.	
**additional supporting documentation is attached to the Community Services Executive Committee agenda for June 19, 2017.	
8. <u>Administration and Finance Division:</u>	
8.1 Councillor Perry - MPAC Strategic Planning and NOMA Board Meeting per diem & travel expense claim	45 - 47
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claim in the total amount of \$337.00 as submitted by Councillor Perry for his attendance at the above meetings held in Thunder Bay on June 13 & 14, 2017.	
8.2 Councillor Brunetta - MPAC Strategic Planning and NOMA Board Meeting per diem & travel expense claim	48 - 50
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claim in the total amount of \$337.00 as submitted by Councillor Brunetta for her attendance at the above meetings held in Thunder Bay on June 13 & 14, 2017.	
9. <u>Operations and Facilities Division:</u>	
9.1 Verbal Update on Capital Projects	
10. <u>Information:</u>	

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10.1 RealTax Recovery Specialists Memo - Changes to Tax Registrations, Tax Sales and Payments Out of Court under Bill 68	51 - 56
10.2 Capital Financial Statement for the first five months ending May 31, 2017	57 - 62
10.3 General Fund Operating Summary for the first five months ending May 31, 2017	63 - 64
10.4 Water and Sewer (Operating) for the first five months ending May 31, 2017	65
10.5 Fort Frances Wastewater Treatment Facility May 2017 Monthly Report	66 - 70
10.6 Aircraft Statistics as of June 16, 2017	71 - 72
10.7 2017 Tonnage at the Landfill Site - updated June 16, 2017	73
10.8 Complaint Register - May 2017	
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	

Date: June 19th, 2017

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Proposed Draft Fence By-Law.

As you are aware, Council at their regular meeting on November 28, 2016 approved a recommendation from the Planning & Development Executive Committee to review and rewrite the Pool Fence By-Law.

With this stated, the Planning & Development Division has conducted a review of both the Pool Fence By-Law and Fence By-Law and determined that both By-Laws should be combined into one Fence By-Law. Attached to this report, you will find a draft copy of the proposed fence by-law for your consideration.

The proposed Fence By-Law has been combined into one By-Law to allow for residents and staff a one-stop shop approach to fencing questions or interpretations. This proposed draft has also been written to make it more user friendly. An overview of the changes made in the proposed by-law are as follows:

- Updated definitions.
- Written to be more user friendly.
- Pool Fence Sections include more options for residents.
- Better defined enforcement provisions.

The Planning & Development Executive Committee at their regular meeting held June 13th, 2017 discussed the Draft Fence By-Law and are recommending that Council authorize the preparation of an appropriate By-Law for signing by Clerk & Mayor.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: authorize the preparation of an appropriate By-Law for signing by Clerk & Mayor.

TOWN OF FORT FRANCES DRAFT BY-LAW

A BY-LAW OF THE CORPORATION OF THE TOWN OF FORT FRANCES TO LICENCE AND REGULATING FENCES WITHIN THE MUNICIPALITY.

WHEREAS The Council of the Corporation of the Town of Fort Frances deems it necessary and expedient to pass a by-law to regulate fences within the Municipality.

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a municipal power shall be exercised by by-law.

AND WHEREAS The *Municipal Act, 2001*, as amended authorizes a single tier municipality to pass by-laws respecting structures, including fences and signs;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a municipality may provide that the Line Fences Act does not apply to all or any part of the municipality;

AND WHEREAS The *Line Fences Act, R.S.O. 1990, Chapter L.17*, provides that, with the exception of section 20 the *Line Fences Act* does not apply to land in an area that is subject to a by-law for apportioning the costs of line fences passed under the *Municipal Act, 2001*;

AND WHEREAS on November 28, 2016, Council approved a recommendation from the Planning & Development Executive Committee to review and rewrite the Pool Fence By-Law.

NOW THEREFORE, the Council of The Corporation of the Town of Fort Frances enacts as follows:

SECTION 1- DEFINITIONS

“adjoining owner” – means the owner of the land that is adjoining to the land of another owner;

“corporation” – means The Corporation of the Town of Fort Frances;

“fence” – means a railing, wall, line of posts, wire, gate, boards, pickets or other similar substances used to endorse or divide in whole or in part a yard or other land to establish a property boundary or to provide privacy and includes any hedge or grouping or thick growth of shrubs or trees acting as continuous barrier which is other than an essential component to a building;

“intersection” – means the area embraced within the prolongation or connection of the lateral street lines of two or more streets that join one another at an angle, whether or not one street crosses the other;

“lane” – means a public thoroughfare which affords only a secondary means of access for vehicular traffic to abutting lots and which is not intended for general circulation;

“line fence” – means a fence marking the boundary between adjoining parcels of land;

“lot” – means a parcel of land which is capable of being legally conveyed pursuant to Section 50 of the Planning Act;

“lot, corner” – means a lot situated at the intersection of two or more streets, or at the intersection of a street and a railway right-of-way, or a lot butting on one or more parts of the

same street, in which an interior angle of less than one hundred and thirty-five (135) degrees is contained, between the front and side lot lines abutting by the said street or streets;

“lot interior” – means a lot other than a corner lot;

“lot line” – means any boundary of a lot and/or the vertical projection thereof;

“lot line, front” - means

- a) in the case of an interior lot, the lot line dividing the lot from the street;
- b) in the case of a corner lot, the shorter lot line abutting the street;
- c) in the case of a through lot or a corner lot with two lot lines of equal length abutting roads, the lot line used for the principle entrance; and iv) in the case where a lot abuts only a road cul-de-sac, all of the frontage on the road cul-de-sac.

“lot line, rear” - means the lot line farthest from or opposite to the front lot line;

“lot line, side” - means a lot line other than a front or rear lot line;

“non-residential property” - means a property with uses other than residential or multi-residential and includes schools and other institutional uses but does not include a street or public walkways;

“open construction” - includes chain link or lattice or other similar open construction;

“owner” - means the registered owner, lessee, tenant, mortgagee in possess or the person in charge a parcel of land;

“officer” - means a Municipal By-Law Enforcement Officer or Provincial Offences Officer or a Police Officer or Chief Building Official, whose duties include the enforcement of this by-law;

“parcel of land” - means an area of land held in unity of ownership;

“person” - means an individual, firm, corporation, association, or partnership and includes an Owner;

“public authority” - means any Federal, Provincial, District or Municipal agencies, including local boards thereof, any Public Utility Commission including telephone, gas and hydro and all Boards of Education;

“residential property” - means a property that is used for residential purposes;

“sight triangle” - means a triangular area of visibility that is determined by measuring, from the point of intersection of two street lines of a corner lot a distance of 4.5 metres along each street line and joining such points with a straight line, or where the two street lines do not intersect at a point, the point where such street lines would intersect based on the projection of the street lines or the intersection of the tangents to the street lines. (See Diagram 1 — Schedule "A");

“street” - means a public highway or public road under the jurisdiction of the Corporation and which is presently open and maintained by the corporation on a year-round basis;

“street line” - means: the limit of the street and is the dividing line between a lot and a street;

“swimming pool” – means any outdoor structure, object or thing located on privately owned property that is intended to be used for swimming, wading, diving, bathing, soaking (including a hot tub) in which the depth of water at any point can exceed 0.6 metres (2 feet).

“temporary fence” - means: a fence erected or maintained for a defined and limited period of time and, in no case shall such duration exceed six months unless required to remain by law or by a public authority in the interests of safety;

“through lot” - means: a lot bounded on opposite sides by streets. aa) Uncontrolled intersection means an intersection of two or more streets where no traffic lights or four-way stop signs are used to indicate the right-of-way;

“yard” - means any unoccupied space appurtenant to a building measured from the closest supporting structure of the building to the lot line. (See Diagram 2 —Schedule A);

“yard, front” - means a yard extending across the full width of the lot between the front lot line and the nearest part of any building or structure for which the yard is required;

“yard, rear” - means A yard extending across the full width of the lot between the rear lot line and the nearest wall of any building on the lot for which the yard is required;

“yard side” - means a yard extending from the front yard to the rear yard;

“zoning by-law” - means any by-law administered by the Town passed pursuant to section 34 of the Planning Act, R.S.O. 1990, c.P.13, or a predecessor or successor thereof, as may be amended from time to time.

SECTION 2 - GENERAL PROVISIONS

2.1 SHORT TITLE

This By-law shall be cited as the Fence By-Law.

2.2 SCOPE

Except where otherwise provided, the provisions of this By-law shall apply to all persons and property within the geographic limits of the Town of Fort Frances.

2.3 ENFORCEMENT

This By-law shall be enforced by a Municipal By-Law Enforcement Officer or Provincial Offences Officer or a Police Officer or Chief Building Official, whose duties include the enforcement of this by-law;

2.4 CONFLICTS WITH OTHER BY-LAWS

Where a provision of this By-law conflicts with a provision of another by-law in force in the Town, the provision that establishes the higher standard in terms of protecting the health, safety and welfare of the general public and the environmental wellbeing of the municipality, shall prevail to the extent of the conflict.

2.5 SEVERABILITY

Should any section of this by-law be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.

SECTION 3 – FENCES – CONTRARY TO REGULATIONS

3.1 No person shall have, permit, construct, erect or maintain or cause to have permit, construct, erect, or maintain a fence within the Town of Fort Frances unless such fence is in compliance with this by-law, and/or any other by-law that may apply.

SECTION 4 – FENCES ON TOWN PROPERTY

4.1 No person shall have, permit, construct, erect, or maintain, or cause to have, permit, construct, erect, or maintain, a fence on property of The Corporation of the Town of Fort Frances, including any street, unless:

- a) written consent or authorization of the Corporation has been obtained;
- b) such fence conforms to the provisions of this by-law; and
- c) the person seeking to construct on Town property agrees, if required, to enter into an encroachment agreement with the Corporation to provide for the removal of same from the property as and when directed to do so.

SECTION 5 – GENERAL PROVISIONS – ALL FENCES

- 5.1 No fence shall be constructed, maintained or caused to be constructed or maintained such that it encroaches on or over a roadway or sidewalk or which adversely affects the safety of or constitutes an obstruction of view or impedes the passage of vehicular or pedestrian traffic
- 5.2 No fence shall be located or constructed so as to block access to a parking space as required by the Zoning By-Law unless such fence is constructed with a gate at least 2.59 metres (8.5 feet) wide giving access to such parking space.
- 5.3 Barbed wire and/or razor wire shall not be used on any residential property.
- 5.4 Notwithstanding the provisions of Section 7, barbed wire and/or razor wire may be used on residential or non-residential property as part of or in conjunction with any fence required by law for public safety or the protection of property, provided no barbed wire or razor wire is located less than 2.14 metres in height above the ground.
- 5.5 No fence may be electrified unless the land which it encloses is lawfully used for agricultural purposes or the containment of livestock.
- 5.6 Section 7 does not apply to fences used for agricultural purposes or the containment of livestock.
- 5.7 No fence shall be maintained or caused to be maintained in a damaged or un-repaired state or condition by reason of fire, decay or otherwise and all fences shall be constructed or caused to be constructed in a sound manner and shall be protected by paint, preservative or other suitable weather resistant material.
- 5.8 All fences including masonry, brick, stone and concrete, iron and metal bar fences shall be constructed and maintained in a manner to ensure safety, structural stability, and resistance to frost action.
- 5.9 Fences constructed of chain link, shall:
 - a) be constructed of galvanized steel wire not less than 2.65 mm diameter (No. 12 gauge) or of minimum .89 mm diameter (No. 14 gauge) steel wire covered with vinyl or other

approved coating forming a total thickness equivalent to 2.65 mm diameter (No. 12 gauge) galvanized wire; and

b) be supported by a minimum 38 mm diameter galvanized steel posts each securely embedded in concrete to a minimum depth of .6 metres below grade and spaced not more than 3.05 metres on centre. Horizontal top and bottom rails shall be of 31 mm minimum diameter galvanized steel, except that a 6 mm diameter galvanized steel tension rod may be substituted for the bottom horizontal rail.

- 5.10 Fences constructed of wood shall be supported by a minimum 89 mm by 89 mm or 125 mm diameter posts each securely embedded to a minimum depth of .6 metres below grade, be spaced not more than 3.05 metres on centre. The portion below grade treated with a wood preservative. Horizontal top and bottom rails shall be of a minimum of 38 mm by 89 mm utility grade or better.
- 5.11 Where in order to make repairs, alterations or improvements to a fence, an owner of the fence is required to enter upon the adjoining land; before entering said land the owner shall advise the Town of Fort Frances of the need to make such entry. Prior to entry the Town of Fort Frances will advise the adjoining owner of the need for entry on his land. The owner of the fence shall ensure that the adjoining land is left in the same condition it was prior to such entry.
- 5.12 Where a fence is being erected between two lots, unless otherwise agreed between the owners of the said lots, the posts and structural members shall be located on the side of the fence facing the lot whose owner is erecting the fence.
- 5.13 A fence may be erected as a means of protection or as a means of landscaping along any lot line. Provided that if the fence is a hedge or grouping or thick growth of shrubs or trees acting as a continuous barrier, it shall be located a minimum of .6 metres from the lot line.

SECTION 6 – RESIDENTIAL PROPERTY SPECIFIC PROVISIONS

- 6.1 On a lot used for residential purposes no person shall have, permit construct, erect, or maintain, or cause to have, permit construct, erect, or maintain a fence
- a) exceeding 1.22 metres in height within the front yard;
- b) exceeding 1.83 metres in height within the rear or side yard, subject to the Sight Triangle provisions.
- 6.2 Notwithstanding section 6.1 fence height regulations shall not apply
- a) where such residential property is abutting and such fence is contiguous to a non-residential property, but in no event shall such fence exceed a height of 2.75 metres;
- b) where grade elevations of adjacent lots differ, that portion of any fence exceeding 1.83 metres in height as measured from the lower of the differing grades shall be constructed of chain link, lattice or similar open construction so as to provide a uniform direct passage of light and air through not less than 60 percent of the surface of that portion of fence exceeding 1.83 metres as measured from the lower grade.
- c) where the grade contours within a lot make compliance with the fence height regulations in Section 8 impossible, a fence may exceed 1.22 metres in height in the front yard, or 1.83 metres in height elsewhere on the lot, provided that the average height of the fence over any 2.44 metre portion does not exceed the said fence height regulations.

SECTION 7 – NON-RESIDENTIAL PROPERTY SPECIFIC PROVISIONS

- 7.1 On a lot used for non-residential purposes, no person shall have, permit, construct, erect, or maintain, or cause to have, permit, construct, erect, or maintain a fence

a) exceeding 2.75 metres in height unless required by law or by a public authority in the interests of public safety to do so.

b) other than an unobstructed chain link fence having links of no less than 13.00 square centimeters and which does not otherwise exceed fence height requirements contained in this by-law that exceeds 1.2 metres in height if such fence is located within the sight triangle.

7.2 Notwithstanding section 20, fences around tennis courts may be erected to a maximum height of 3.7 metres provided that

a) the fence shall be constructed of chain link with adequate posts, support wires and bracing of a corrosion resistant or treated material; and

b) shall not be located closer than .6 metres to any lot line.

SECTION 8 – LINE FENCES ACT

8.1 The Line Fences Act shall not apply to any part of the Town of Fort Frances.

SECTION 9 – SAFETY

9.1 Notwithstanding any height restriction for fences in this by-law, the Corporation or any public authority with jurisdiction over a specific use or matter may, in writing, permit a fence to whatever height is necessary to ensure public safety.

9.2 Notwithstanding any of the provisions herein to the contrary, where, in the opinion of the Corporation, an obstruction exists that adversely affects the safety of vehicular or pedestrian traffic, the height restrictions of this by-law shall not apply.

SECTION 10 – SIGHT TRIANGLE

10.1 Notwithstanding any of the provisions herein to the contrary, where, in the opinion of the Corporation, an obstruction exists within the sight triangle, the height restrictions of this by-law shall not apply.

SECTION 11 – CALCULATION OF HEIGHT

11.1 For the purpose of this by-law, the height of any fence is calculated from the mean grade elevation of the ground at the lot lines to the highest point of the fence.

11.2 Where the level of ground is altered or the base on which the fence is situate is arranged for the purpose of raising a fence to a height which would otherwise have been unlawful, there shall be included in the calculation of the height of the fence the vertical measurement of the alteration or of the arrangement.

SECTION 12 – SWIMMING POOL FENCE PROVISIONS

12.1 Every owner of a swimming pool shall ensure that a fence is erected and maintained surrounding such pool and the fence shall:

a) have a height of not less than 1.2 metres (4 feet) measured from ground level to the top of the fence where the pool is located;

b) Be located at a distance of not less than 1.5 metres (5 feet) from the swimming pool;

c) The bottom of all fences shall be at grade level.

- d) Be equipped with a gate that can be locked with a locking mechanism located on the pool side of the gate at least 1 metre (3.3 feet) above ground level and have no opening between the bottom of the gate and the ground at any point directly below the gate;
- e) Be built with materials and maintained in such a manner so as to prevent the climbing thereof;
- f) Where an owner is exempt from the requirement of a fence as a pool enclosure under section 16, ensure that every ladder or other stair assembly providing access to the pool is locked in a position so as to prevent entry to the pool at all times when the pool is not being used.
- g) Where an owner is exempt from the requirement of a fence as a pool enclosure for a hot tub under section 16, ensure that the hot tub is adequately secured by a cover and locked and in place over the tub at all times when the tub is not in use.

SECTION 13 – OFFENCE AND PENALTIES

13.1 Any person who contravenes, suffers or permits any act or thing to be done in contravention of, or neglects to do or refrains from doing anything required to be done pursuant to any provisions of this By-Law or any permit or order issued pursuant thereto, commits an offence and except where specifically set out in Schedule “B” attached to and forming part of this By-Law, shall be liable of a fine of not more than \$5,000 pursuant to the Provincial Offences Act, R.S.O., 1990, c. P.33, As amended. Where an offence is a continuing offence, each day that the offence is continued shall constitute a separate and distinct offence.

13.2 An Officer and/or anyone under the Officer’s direction may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether this by-law is being complied with.

13.3 No person, shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law.

13.4 For the purposes of an inspection, the Officer may:

- a) require the production for inspection of documents relevant to the inspection;
- b) inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
- c) require information from any person concerning a matter related to the inspection; and,
- d) alone or in conjunction with a person possessing special or expert knowledge, make examinations or take photographs necessary for the purposes of the inspection.

SECTION 14 – REMEDIAL ACTIONS

14.1 Every person who has, erects, constructs, maintains, or permits to be erected, constructed or maintained, any fence that does not comply with the provisions of this by-law shall forthwith take any necessary action to ensure that the fence complies with the provisions of this by-law.

14.2 In default of the work required by this by-law not being done by the person directed or required to do it, the Town, in addition to any other remedies it may have, may do the work or cause the work to be done, at the person's expense, and may enter upon the land, at any reasonable time for this purpose.

14.3 The Town may recover the costs incurred by it in doing the work or causing it to be done from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes.

SECTION 15 – EXCEPTIONS

15.1 The provisions of this by-law shall not apply to the erection of fences, temporary or otherwise, erected in the interest of public safety as may be determined by the Officer.

15.2 Notwithstanding any other provision herein, a fence, which is constructed as a requirement of a registered agreement or agreements entered into with The Corporation of the Town of Fort Frances pursuant to the provisions of the Planning Act, as amended, or any plans approved by the Town, shall be deemed not to contravene the provisions of this by-law.

15.3 This By-Law does not apply to a public authority which erects or causes to erect a noise barrier along a street or erects or causes to erect any other type of fence along a street for the purposes of ensuring public safety, noise control, or any other similar purpose.

15.4 Notwithstanding the provisions of this by-law to the contrary, save and except for a fence which is located within a sight triangle, any fence that is in existence prior to the date of the enactment of this by-law, and in compliance with other applicable regulations, including the Town of Fort Frances by-laws, shall be deemed to comply with this by-law and may be maintained with the same material, height and dimension as previously existed including any

SECTION 16 – EXEMPTION

16.1 In the case of an above-ground swimming pool, a fence is not required where ALL of the following criteria are met:

- a) The vertical sides of the pool and any deck or other assembly forming part of the pool are the same or greater in height than the minimum height of the fence height requirements for pools; and
- b) Such vertical sides and assemblies are constructed and maintained in such a manner to prevent the climbing thereof; and
- c) Any ladder or stair providing access to the swimming pool or to any deck or other assembly forming part of the swimming pool is hinged and constructed in such a manner as to be latched in an upright position and is lockable or is equipped with a roll-down ladder cover or similar device that is lockable, thereby preventing entry to the pool;
- d) In the case of a hot tub, a fence is not required where the hot tub is adequately secured by a cover equipped with a locking device.

16.2 Every application for an exemption shall be in writing and shall contain the following supporting documentation:

- a) Property survey or site plan;
- b) Specifications pertaining to the description of the fence;
- c) Specifications pertaining to the construction and installation of the fence; and
- d) The application fee (if applicable).

SECTION 17 - REPEAL

17.1 By-Law 75/09 and By-Law 25/76 and all amendments are hereby repealed.

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 ____ day of _____ 2017.

R. Avis, Mayor

E. Slomke, Clerk

SCHEDULE “A”

DIAGRAM 1 – SIGHT TRIANGLE

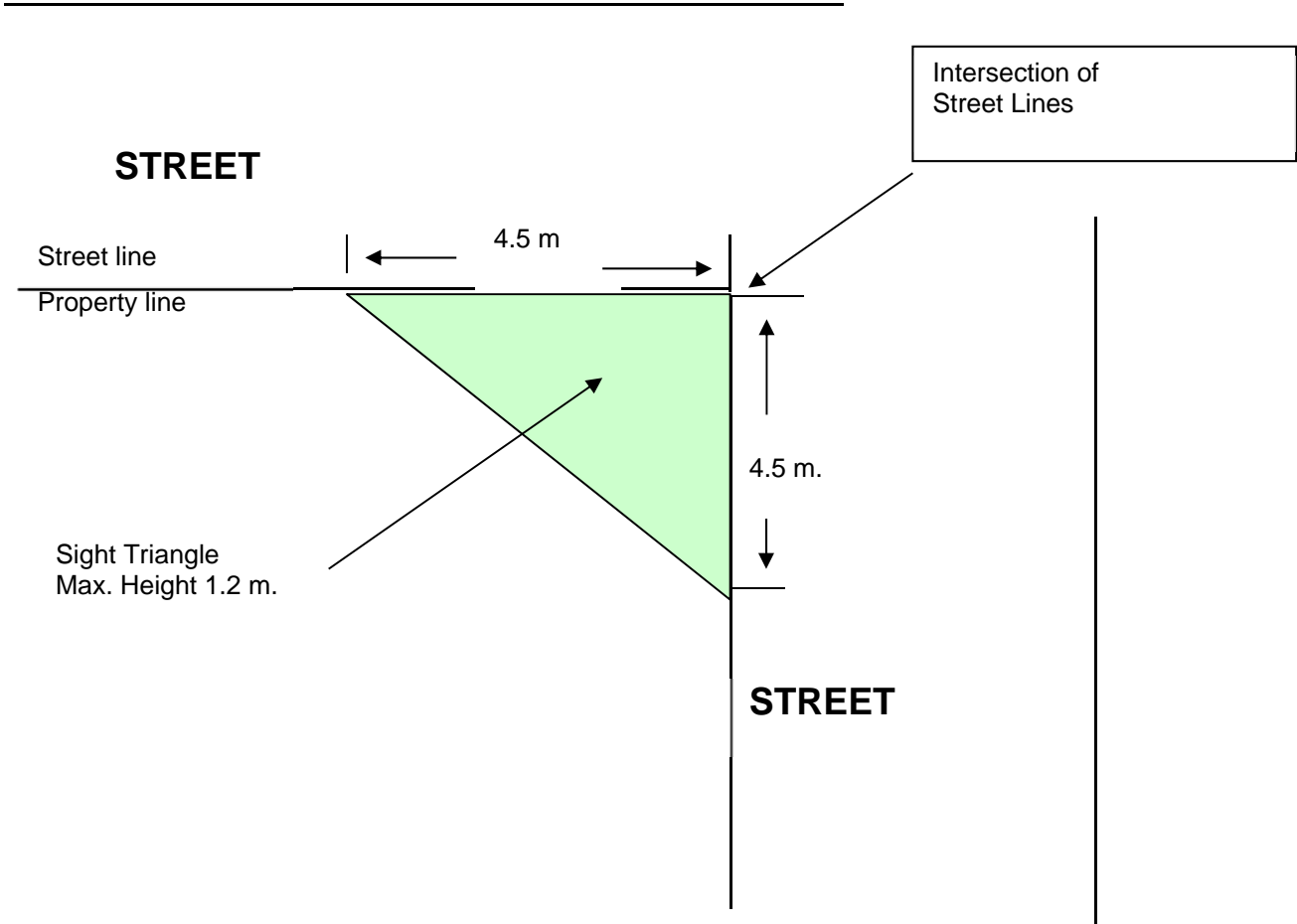
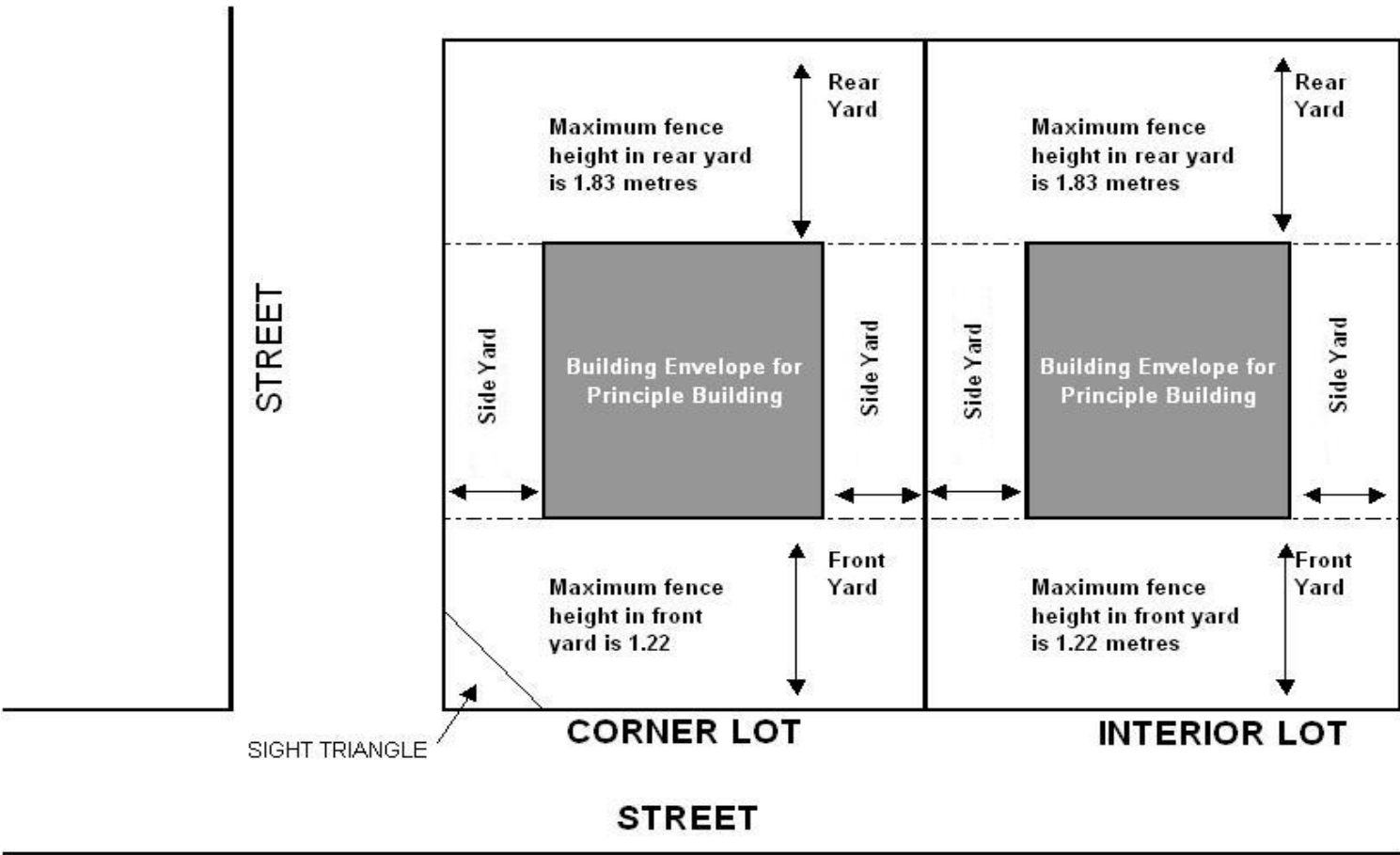


DIAGRAM 2 – RESIDENTIAL PROPERTIES - YAR



Schedule “B” By-Law

Town of Fort Frances

Application for a Permit to Construct A Swimming Pool Fence

For use by Principal Authority	
Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted Town of Fort Frances
(Name of municipality, upper-tier municipality, board of health or conservation authority)

A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
Project value est. \$		Area of work (m²)	
B. Applicant			
Applicant is: <input type="checkbox"/> Owner or <input type="checkbox"/> Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
C. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Builder			
Last name	First name	Corporation or partnership (if applicable)	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
E. Purpose of application			
<input type="checkbox"/> New Construction of a Swimming Pool Fence <input type="checkbox"/> Replacement of existing Swimming Pool Fence			
Type of Fence			
Description of Proposed Fence Work			
F. Attachments			
<div>i. Attach a site plan illustrating the dimensions of the parcel of land on which it is proposed to erect a swimming pool fence. Indicate the location and dimensions of all existing fences and buildings, and the dimensions of the proposed fence. Indicate the use of property (Zoning) and of adjoining properties, and the location of adjoining highways, roads and pedestrian sidewalks, etc.</div> <div>ii. Attach types and quantities of plans and specifications for the proposed construction that are prescribed by the Fence By-Law.</div>			
G. Declaration of applicant			
I _____ certify that: (print name)			
<div>1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.</div> <div>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</div>			
_____ Date		_____ Signature of applicant	



PERMIT TO CONSTRUCT A SWIMMING POOL FENCE

Roll No. _____

Date Issued: _____
DD/MM/YYYY

Issued by: **Town of Fort Frances**

Issued to (Owner's Name):		Address:	
Contractor's Name:		Address:	
Description of Swimming Pool Fence to be Erected:			
Main Permitted Use of Building or Lot:			Zone:
Street & No.		On the	Side, Between
Lot No.		Plan No.	Value of Construction: Permit Fee: \$
NOTE:			
<p>The issuance of Permit to Construct a Swimming Pool Fence under the authority of this by-law does not relieve a person of the responsibility of complying with other agency requirements with respect to swimming pools or the construction of swimming pool fences.</p>			
REMARKS:			
<div> <div></div> <div></div> </div>			
Date		Issued By: T. Dennis, CBO/Planner	

Inspection of Swimming Pool Fence:

- ☒ **Approved**

Date Completed: _____

Inspector Signature: _____

- ## ❑ Requires Further Work

Description of Work to be Done:

Date: June 22, 2017

Report To: Mayor and Council

From: Tyson Dennis Chief Building Official and Municipal Planner

RE: Deeming of Lots SM29 W ½ LOT 62 and SM29 E ½ LOT 62, not to be lots on a subdivision plan

The property known as 335 (SM29 W ½ Lot 62) and 333 (SM29 E ½ LOT 62) Third Street West was recently purchased. The owner has applied for a demolition permit and completed the demolishment of two homes on the properties. These lots are now vacant.

At the Planning and Development Executive Committee meeting on June 19, 2017, a report was brought forward for review and recommendation from the Planning and Development to allow these two lots to be deemed to allow future development of the vacant lots.

The two properties have frontages of 25 feet and depths of 150 +/- feet as they are irregular shaped. The owner plans to develop the properties in the future and having the properties deemed allows more options for development to satisfy the Town of Fort Frances Zoning requirements.

The Office of the Chief Building Official/Municipal Planner have reviewed the property and are recommending that the lots be deemed, the Planning and Development Executive Committee supported this recommendation.

Tyson Dennis,
Chief Building Official / Municipal Planner

Council Approval of this report will: authorize the properties knows as Lots SM29 W ½ LOT 62 and SM29 E ½ LOT 62, to be deemed by authorizing the attached By-Law, registering the By-Law in the Land Registry and send notice to the Minister.

THE CORPORATION OF TOWN OF FORT FRANCES
 (the "Municipality")
BY-LAW NO. *****

(Being a By-law designating and deeming a certain plan of subdivision, or part thereof, not to be a registered plan of subdivision.)

WHEREAS pursuant to the provisions of s. 50(4) of the Planning Act, R.S.O. 1990, c. P.13, as amended (the "Act"), the council of a local municipality may by by-law designate any plan of subdivision, or part thereof, that has been registered for eight years or more, which shall be deemed not to be a registered plan of subdivision for the purposes of s. 50(3) of the Act;

AND WHEREAS plan of subdivision Plan SM-29 has been registered for eight years or more;

AND WHEREAS the Council of the Municipality desires to designate and deem part of Plan SM-29, namely, Lot 62-1 Municipally known as 335 Third Street West and Lot 62-2 Municipally known as 333 Third Street West, thereon (Lots 62-1 and 62-2 are in this By-law sometimes referred to collectively as the "Lots"), not to be a registered plan of subdivision for purposes of s. 50(3) of the Act.

NOW THEREFORE the Council of the Municipality **HEREBY ENACTS** as follows:

1. Part of Plan SM-29, namely, the Lots, shall be and are hereby designated under s. 50(4) of the Act and such part of Plan SM-29 (namely, the Lots) shall be deemed not to be a registered plan of subdivision for the purposes of Section 50(3) of the Act.

2. This By-law shall take effect upon the passing thereof subject to s. 50(28) of the Act.

READ THREE TIMES AND FINALLY PASSED in open Council this 10th day of July 2017.

R. Avis, Mayor

E. Slomke,

Date: June 22, 2019

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Residential Subdivision Development**

In May of 2017 the process began to examine the opportunity for Residential Development within the Town limits of Fort Frances. As of May 11, 2017, there were four lots left in the Huffman Court Subdivision. As of June 16, 2017, there is only one lot left for sale.

The first step to having a successful strategy for the next residential development, is to provide Council, the Town divisions and the people of Fort Frances with factual information in an open and transparent process. Fort Frances is in a position with the local residential sales, residential development and upcoming work opportunities, where we must continue to move forward and plan for more people to see Fort Frances as a first choice to make family roots and settle for the long term. The development of new jobs, residential areas as well as commercial lots, will bring prosperity to Fort Frances. The Town has been successful with the Huffman Court subdivision and in order for the opportunity to continue, progression forward is imperative for more future development within the Town of Fort Frances. A stronger residential tax base allows the prospect for community services to continue for all residents.

The Planning and Development department submitted the information to the Town's Executive Committee's and asked for their feedback into the next residential development area. The Committee's submitted the following suggestions and support towards the next residential subdivision development.

1. In principal, Erin Crescent should be the location of the next residential development
2. When developing Erin Crescent, consideration be given to having multi-residential lots being developed
3. Have the Planning and Development department schedule a public information meeting to determine the demand for residential lots starting at \$60 000.00 and gain public reviews and suggestions on such a project
4. At this time, defer the project to the 2018 capital budget process unless the outcome of a planned public information meeting shows interest in residential development prior to 2018 budget process.

Upon approval by Council, the Planning and Development department will begin the process of organizing information and setting a date for a public meeting to gauge interest for another subdivision. This will allow the public to have a first look at the ideas and options for building in the next subdivision.

Respectfully submitted,

Original Signed By

Tyson Dennis
Chief Building Official/Municipal Planner

Council approval of this report will: give direction to Administration to move forward with the four recommendations from the Town's Executive Committee's

1. Erin Crescent will be the location of the next residential development
2. When developing Erin Crescent, consideration be given to having multi-residential lots being developed
3. Have the Planning and Development department schedule a public information meeting to determine the demand for residential lots starting at \$60 000.00, gain public reviews and suggestions on the project
4. At this time, defer the project to the 2018 capital budget process unless the outcome of a planned public information meeting shows interest in residential development prior to 2018 budget process.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/59**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: June 20, 2017
SUBJECT: Request for Reconsideration M.O.S.
RE: 363 Church Street (2016) Roll # 5912-020-001-06500-0000

BACKGROUND

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

363 Church Street – Commercial (CT) CVA of 243,000 reduced to CVA of 143,000 for 2016 taxation year resulting from updated commercial/industrial building values.

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 September 9, 2017.

That total financial impact of the Minutes of Settlement is \$4,455.46 consisting of a reduction of municipal revenue of \$3,275.46 and education revenue of \$1,180.00 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

The Chief Building Official has no concerns with the assessment reduction.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for property located at 363 Church Street for the 2016 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for property located at 363 Church Street in Fort Frances for the 2016 taxation year.

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



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONDIÈRE DES MUNICIPALITÉS

MARLIS BRUYERE, EXEC. DIR.
301 VICTORIA AVE
FORT FRANCES ON P9A 2C1

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 869-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

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

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the recommended property assessment below.

Owner name(s) FORT FRANCES COMMUNITY CLINIC INC

Roll number 59-12-020-001-06500-0000

Property location and description 363 CHURCH ST
ALBERTON TOWN PLOT PT LOTS 239 AND 240 RR181 PARTS 1
& 2 PCL 18709

Municipality/Local taxing Authority Town of Fort Frances

INFORMATION from your Property Assessment Change Notice				Effective date: January 01, 2016
Adjustment Type*	Property Class / Qualifier**	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
CC	E-to CT	\$239,817	\$243,000	\$243,000
Total		\$239,817	\$243,000	\$243,000

RECOMMENDED change to your Property Assessment Change Notice				Effective date: January 01, 2016
Adjustment Type*	Property Class / Qualifier**	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
CC	E-to CT	\$141,127	\$143,000	\$143,000
Total		\$141,127	\$143,000	\$143,000

Explanation of recommended change and other important information

- Changed value due to condition of structure(s)
- Updated commercial/industrial building value

*Adjustment type
CC Coding Change

**Property class / qualifier
E- Exempt
CT Commercial

To complete your Request for Reconsideration, please complete the back of this form.

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2012 assessed value and classification of your property will be used to calculate your 2012 to 2016 property taxes. MPAC will introduce any increase in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make any decrease in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I accept my recommended assessment

I understand that if I accept the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment.

I understand that if I reject the recommended assessment on page one of this form, the supplementary/omitted assessment of my property will stay the same as it appears on my 2012 Property Assessment Change Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by July 05, 2017.

To complete your Request for Reconsideration, please check one of the above boxes, and sign and send a copy of both sides of this form to MPAC in one of the following ways:



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

We must receive your response no later than May 21, 2017. If you do not provide a response by checking one of the above boxes, the 2012 assessment of your property will not change.

Signature of property owner/representative <i>Marlis Bruyere</i>	Print name marlis Bruyere	Date (yyyy/mm/dd) 2017/06/08
---	------------------------------	---------------------------------

Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/04/06
---	--	---------------------------------

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
---------------------------------------	----------------------	-------------------

Last date for a municipal appeal: September 9, 2017

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2012 Current Value Assessment (CVA).

Tax Year: 2016 Roll Number: 59-12-020-001-06500-0000

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	BIA	TOTAL
Minutes of Settlement	2016	2.1.06500	-100,000	CT	0.03275463	0.0118	-3,275.46					-1,180.00		-4,455.46
							-3,275.46	0.00	0.00	0.00	0.00	-1,180.00	0.00	-4,455.46



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/63**

To: Mayor Avis & Members of Council
From: Laurie Lindberg, Treasurer
Date: June 20, 2017
Subject: New Assessment Review Board (ARB) Rules of Practice & Procedure

BACKGROUND

As of April 1, 2017, the Assessment Review Board's new Rules of Practice and Procedure came into force with the goal to improve the timelines for resolving assessment complaints. In order to achieve a fair and equitable process an Appeals Management Advisory Committee (AMAC) has been established.

Municipalities are now responsible to review all properties under appeal for this assessment cycle as well as prior cycle outstanding appeals that have been scheduled for a hearing event. Municipalities are now required to prioritize their appeals based upon the sensitivity or risk associated with the appeal. The final determination regarding the scheduling remains with the Board. The Municipality will have four (4) levels of responses to appeals: 1) Not Participating, 2) Monitoring, 3) Disclosure/Monitoring/Not Disputing Value and 4) Full Formal Statement of Response to all issues. There will be further clarification and guidelines on the new rules of practice and procedures coming forth from the ARB as well as clarification as to the role and the working relationship that the municipality will have with MPAC for the appeal process.

In order to participate in mediation, the municipality must authorize its representative to make and accept settlement offers at the time of the hearing event. The municipality must submit their Appeal Representative and Complaint Representative names and contact information to the ARB by July 1, 2017. If this information is not provided by July 1, 2017, the Board will assume the Appeal Representative and the Complaint Representative is the Clerk of the municipality

RECOMMENDATION

The Administration & Finance Executive Committee recommends that the Treasurer be appointed as the Municipal Appeal Representative and that the CAO be appointed the Municipal Complaint Representative for submission to the ARB before July 1, 2017.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation that the Treasurer be appointed as the Municipal Appeal Representative and that the CAO be appointed the Municipal Complaint Representative for submission to the ARB before July 1, 2017.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/61**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: June 20, 2017
Subject: CAO Doug Brown MPAC Strategic Planning Meeting Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Claim in the amount of \$17.00 to attend the MPAC Strategic Planning Meeting held on June 13, 2017 in Thunder Bay as submitted by Doug Brown, CAO.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense Claim in the amount of \$17.00 as submitted by Doug Brown, CAO for his attendance at the MPAC Strategic Planning Meeting held in Thunder Bay on June 13, 2017.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense Claim in the amount of \$17.00 as submitted by Doug Brown, CAO for his attendance at the MPAC Strategic Planning Meeting held in Thunder Bay on June 13, 2017.

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	MPAC - STRATEGIC PLAN INPUT 2017 to 2020							
	Location (Facility and City)	Thunder Bay - Victoria Inn							
	Dates	June 13, 2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch			17.00					17.00
	Dinner			/					
	Per Diem			/					
	Other			/					
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved	Total Expenses							17.00
		Advance Received							0
		Balance Claimed							17.00
		Balance Refunded							17.00

The agenda must be attached to process payment

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

June 14/17

 Date

Doug Brown

 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

Wendy Brunetta <wendyb7@shaw.ca>; Wendy Landry <wlandry@shuniah.org>

Subject: MPAC Session - June 13 in Thunder Bay

Good Morning,

Thanks to those communities who have confirmed their attendance to the MPAC session taking place in Thunder Bay, Tuesday, June 13. **The MPAC workshop will take place from 1:00 pm to 3:00 pm in the Kensington Room at the Victoria Inn.**

MPAC will have a third party consultant to conduct real time voting as part of their planning process. They have requested that attendees arrive with a smartphone or laptop in order to participate in the voting.

Please forward to your members of council and/or senior administration who are registered to attend. I sent this information out on May 31 but have had a number of inquiries from those registered that they didn't receive this yet. Thanks so much!

Thanks,
Kristen

Kristen Oliver

Executive Director

e. admin@noma.on.ca

Northwestern Ontario Municipal Association

P.O. Box 10308

Thunder Bay, ON P7B 6T8

t. 807.683.6662

c. 807.627.2036

www.noma.on.ca

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June 21, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Drinking Water Quality Management System - Management Review

Over the past 12 months a couple of significant milestones have been completed in regards to the Drinking Water Quality Management System and are summarized below:

- 1) **External Surveillance Audit** (off-site table top verification) completed by SAI Global on November 9, 2016 - Auditor Mr. Rod Seabrook
- 2) **6th Internal Audit**, first audit completed by Mr. Tyson Dennis from April 11 to May 30, 2017.
- 3) **6th Management Review Meeting** held on Thursday June 16, 2017 to review the implementation of the DWQMS for the period June 1 2016 to May 31, 2017.

Please find attached the agenda package plus the associated documents which were reviewed at the June 15, 2017 Management Review meeting. Presently under the process outlined in the Operational Plan Element No. 20 - Management Review (See pages No. 75 & 76 of Operational Plan), there were four (4) action items that Council (owner) must review and endorse at this time:

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West** (from 1302 Colonization Road West to 1448 Colonization Road West). The timeline is in accordance with the 2018 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

Action Item No. 2) **Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued** In 2016 a letter was sent to Riverside Healthcare requesting that their internal plumbing be upgraded or upsized to ensure proper fire flow protection can be achieved from the water supplied from either Sinclair or Front Street watermains prior to the installation of two additional isolation valves along Sinclair Avenue. To date no response has been received.

Action Item No. 3) **Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.** The timeline is in accordance with the 2018 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner). The Riverview Cemetery Irrigation system modifications can take place at the same time as completing action item No. 1

Action Item No. 4) – **Complete the installation of a watermain along Frenette Avenue between First Street and Second Street.** First Street dead-ends at Frenette Avenue which leads to water quality issues at the Memorial Sports Centre as well as the residents along First Street from Crowe Avenue to Frenette Avenue. Further the amount of water available for fire protection is limited due to the limitations on flow caused by a dead-end line. The timeline is in accordance with the 2018 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

The Operations & Facilities Executive Committee recommends the following:

- 1) That Council (owner) has reviewed the agenda package of the management review meeting held on June 15, 2017.
- 2) That Council (owner) has reviewed and accepted the following four (4) action items as a result of the management review meeting held on June 15, 2017

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West**

Action Item No. 2) **Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued.**

Action Item No. 3) **Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.**

Action Item No. 4) – **Complete the installation of a watermain along Frenette Avenue between First Street and Second Street.**

Respectfully Submitted



Travis Rob, EIT
Manager of Operations and Facilities

Council approval of this report will ensure:

- 1) That Council (owner) has reviewed the agenda package and minutes of the management review meeting held on June 15, 2017.
- 2) That Council (owner) has reviewed and accepted the following four (4) action items as a result of the management review meeting held on June 15, 2017

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West.**

Action Item No. 2) **Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued.**

Action Item No. 3) **Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.**

Action Item No. 4) – **Complete the installation of a watermain along Frenette Avenue between First Street and Second Street.**

June 21, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 17-OF-08 – Surface Treatment of Roadways at Various Locations

During the week of May 18, 2017, the Town advertised for a Tender Call for the above stated work with the tender closing on Tuesday June 13, 2017. Advertisements were placed in the Fort Frances Times,

One (1) tender package was distributed to construction contractors and/or suppliers with One (1) Contractor submitting tender bids;

Contractor	Price (HST included)
MSO Construction Ltd.	\$ 61,318.49

The work tendered consists of two (2) individual roadways to be completed in 2017 as follows:

Double Application;

- 1) Oakwood Road just north of Lyndy Place North intersection to approximately 30 meters North
- 2) Oakwood Road approximately 220m north of Lyndy Place North intersection to 10m north approximately 10 meters in length
- 3) Oakwood Road approximately 440m north of Lyndy Place North intersection to 10m north approximately 10 meters in length

Single Application;

- 1) Oakwood Road north of Lyndy Place North intersection to just south of Hwy. 11/71 intersection approximately 875 meters in length
- 2) Frog Creek Road 30 meters west of 1675 Frog Creek Road House to just west of McIrvine Road intersection approximately 1266 meters in length

The work is scheduled to begin sometime around the end of July and to be completed by September 15, 2017.

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. There were no mathematical errors with the tender bids submitted. **See Spreadsheet No. 1**, which outlines details on the tender bid received and the associated costs for each individual project.

The total cost of the tender bid by MSO Construction Ltd. was \$61,318.49 which includes HST. The net cost to the Town is \$30,659.24 where the Township of Alberton will be responsible for 50% of the costs (\$11,935.26) for the Oakwood Road project and MTO will be responsible for 50% of the costs (\$18,347.19) for the Frog Creek Road project. Since the original application on

Oakwood Road, a number of soft spots have come up. The Town's workforce will be repairing these areas and ready them to receive the surface treatment prior to MSO coming to site. MSO will apply a patch to these areas then apply a single lift to the entire length of the roadway.

It is recommended by Operations & Facilities Executive Committee that the following be approved:

1. That Tender 17-OF-08, Surface Treatment of Roadways at Various Locations within The Town of Fort Frances be awarded to MSO Construction Ltd.
2. That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure the following:

- 1. That Tender 17-OF-08, Surface Treatment of Roadways at Various Locations within The Town of Fort Frances be awarded to MSO Construction Ltd.**
- 2. That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.**

Manager of Operations and Facilities

2017JuneSurfaceTreatmentTenderAward

Spreadsheet No. 1 - Detailed Results Tender 17-OF-08

	Road	West Limit	East Limit	Single or Double Application	Width (m)	Length (m)	Area (m ²)	Unit Price (per m ²)	Total
1	Oakwood Road	Just North of Lyndy Place North Intersection	30m North	Double	7.8	30	234	\$ 6.00	\$ 1,404.00
2	Oakwood Road	220m North of Lyndy Place North Intersection	10m North	Double	7.8	10	78	\$ 6.00	\$ 468.00
3	Oakwood Road	440m North of Lyndy Place North Intersection	10m North	Double	7.8	10	78	\$ 6.00	\$ 468.00
4	Oakwood Road	Just North of Lyndy Place North Intersection	Just South of Hwy. 11/71 Intersection	Single	7.8	845	6591	\$ 2.85	\$ 18,784.35
									\$ 21,124.35
5	Frog Creek Road	30m West of 1675 Frog Creek Road House	Just West of McIrvine Road Intersection	Single	9	1266	11394	\$ 2.85	\$ 32,472.90

June 20, 2017

Report To: Mayor and Council

From: Doug Brown, CAO

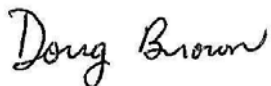
SUBJECT: Review of Four (4) Policies – 3.9- Employee Communications, 1.14 – Financial Statements, 1.2 – Colour Code for Municipal Buildings & 3.23 - Annual Appreciation Event.

With respect to the discussion at the May 16th, 2017 Administration and Finance Executive Committee meeting, the senior management team have begun the process of reviewing the existing corporate policies, which are contained in the Town's policy manual. This manual is currently available and accessible by the staff, and general public on the Town's website.

Recently, the senior management team has reviewed the attached 4 policies, and recommends the following;

- 1) **Policy 3.9- Employee Communications** – that this policy be amended and brought back to a subsequent meeting of the Administration and Finance Executive Committee meeting for further review.
- 2) **Policy 1.14 – Financial Statements**- that this policy be deleted as language is out dated. No approval date is outlined within the existing policy. This policy possibly developed over 25 years ago where personal computers were introduced into the work place.
- 3) **Policy 1.2 – Colour Code for Municipal Buildings**- that this policy be deleted.
- 4) **Policy 3.23 - Annual Appreciation Event** – that attached revisions to the policy be approved.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will agree with the following recommendations from the Administration and Finance Executive Committee:

- 1) **Policy 3.9- Employee Communications** – that this policy be amended and brought back to a subsequent meeting of the Administration and Finance Executive Committee for further review.
- 2) **Policy 1.14 – Financial Statements**- that this policy be deleted as language is out dated. No approval date is outlined within the existing policy. This policy possibly developed over 25 years ago where personal computers were introduced into the work place.
- 3) **Policy 1.2 – Colour Code for Municipal Buildings**- that this policy be deleted.
- 4) **Policy 3.23 - Annual Appreciation Event** – that attached revisions to the policy be approved.

2017JunePolicyReview

THE TOWN OF FORT FRANCES

Section: Administration & Finance

Policy: Annual Appreciation Event

Creation Date:	January 2001
Revised Date:	June 26, 2017
Resolution Number:	
Supersedes Resolution Number:	N/A
Policy Number:	3.23

The following policy will govern the Annual Appreciation Event for Citizen of the Year, Volunteer Boards and Commissions, Long Service Employees, and Retirees.

The Annual Appreciation Event is our opportunity to publicly recognize the volunteers who make personal sacrifices of time and effort in assisting us to administer our Town. It is also our opportunity to demonstrate appreciation towards bolstering employee morale.

The annual event will be held annually subject to the circumstances of the day.

The invitation list will consist of the following (and their spouses or companions):

1. Board, Commission and Committee members (volunteers and employees);
2. 25 years or plus employees including those former members of the Fort Frances Police Department who had attained 25 years of service and then subsequently transferred to the OPP;
3. Retirees;
4. Spouses of deceased former employees;
5. Citizen of the Year and such members to a maximum of 6 guests.
6. Mayor and Council
7. Former Mayors and Councilors
8. Chief Administrative Officer
9. Division Managers, Clerk, Treasurer, Deputy Treasurer, Deputy Clerk, Human Resources Manager, Information Technology Manager, Fire Chief.
10. Those Management Positions who are required to attend committee meetings;
11. Radio and press media.

<i>The Town of Fort Frances</i>	SECTION
	HUMAN RESOURCES
<u>ANNUAL APPRECIATION</u>	REVISED
<u>POLICY</u>	January 2001
Resolution No.	Supercedes Resolution No.
Policy Number 3.23	PAGE 1 of 1

The following policy will govern the Annual Appreciation Banquet for Citizen of the Year, Volunteer Boards and Commissions, Long Service Employees, and Retirees.

The Annual Appreciation Banquet is our formal opportunity to publicly recognize the volunteers who make personal sacrifices of time and effort in assisting us to administer our Town. It is also our formal opportunity to demonstrate appreciation towards bolstering employee morale.

The annual appreciation banquet will be held alternatively between the two locations, subject to appreciable price variances and quality of service.

The annual event will be held in late November or no later than mid- December subject to the circumstances of the day. The invitation list will consist of the following (and their spouses or companions):

1. Board, Commission and Committee members (volunteers and employees);
2. 25 year or plus employees including those former members of the Fort Frances Police Department who had attained 25 years of service and then subsequently transferred to the OPP;
3. Retirees;
4. Spouses of deceased former employees;
5. Citizen of the Year and such members of their immediate family as they may request and others as approved by the Mayor and at the cost of the requester;
6. Special recognitions;
7. Mayor and Council
8. Former Mayors and Councilors
9. Chief Administrative Officer
10. Division Managers, Clerk, Treasurer, Administrative Assistants;
11. Those Superintendents who are required to attend advisory committee meetings;
12. Radio and press media.

<i>The Town of Fort Frances</i>	SECTION
EMPLOYEE COMMUNICATIONS	HUMAN RESOURCES
<u>POLICY</u>	REVISED March 13, 2000
Resolution No.	Supercedes Resolution No.
Policy Number 3.9	PAGE 1 of 1

1. PURPOSE:

To ensure enhanced communications with employees.

2. RESPONSIBILITY:

- A. Division Managers shall, no less than on a monthly basis, convene meetings of their entire divisional staff for purposes of topical issues and question and answer opportunities. Multiple meetings may be necessary to facilitate operational centres and work shifts. It is not the intent to incur additional wage costs for overtime, call-out pay, etc.
- B. The Chief Administrative Officer shall, no less than on a bi-annual basis, convene general employee meetings for purposes of topical issues and question and answer opportunities. It is not the intent to incur additional wage costs for overtime, call-out pay, etc.
- C. Division Managers shall ensure the timely posting on all bulleting boards of Council meeting agendas and minutes of Council and Committee of the Whole meetings.
- D. The Chief Administrative Officer's Administrative Assistant shall ensure the monthly production of an employee newsletter containing topical issues.
- E. Division Managers shall ensure that all employee work sites / stations have an employee bulletin board for dispensing and posting of information.
- F. The Chief Administrative Officer and Division Managers shall, as necessary and appropriate utilize employee pay envelopes for dispensing of information.
- G. The Chief Administrative Officer shall rotate the weekly managers meeting to various sites through-out the Corporation and, as appropriate have other supervisory staff attend and / or union officials.

<i>The Town of Fort Frances</i>	SECTION
FINANCIAL STATEMENT	ADMINISTRATION AND FINANCE
POLICY	REVISED
Resolution No.	Supercedes Resolution No.
Policy Number 1.14	PAGE 1 of 1

1. PURPOSE:

To help ensure that the Town of Fort Frances continues to practice sound fiscal management with regards to both capital and operational revenues and expenditures the following policy will govern the production of financial statements, their analysis by staff and the provision of information to Town Council.

2. RESPONSIBILITY:

- A. The Administration and Finance Division staff will initiate and maintain a system whereby computer generated financial statements can be produced as required at all work-sites having access to a computer terminal and system printer. Training of staff will be provided as required.
- B. The Treasurer or designate will produce a package of month end financial statements for circulation to Division Managers within 10 working days of June 30th, August 31st, and October 31st. Division Managers will return to the Treasurer within 5 working days projected year end figures based on these financial statements along with written explanations for any significant variations. The Treasurer will then prepare a summation report for the Administration and Finance Executive Committee within 5 working days of the return of these reports. The Administration and Finance Committee will review the summation report for recommendation to Town Council.
- C. The Treasurer will ensure preparation of the following financial reports for Council:
 - i. A computer generated month end financial summary for circulations to all Council members (a computer generated month end detailed financial statement will be available upon request).
 - ii. Quarterly reserve fund statements
 - iii. Quarterly contingency fund statements

<i>The Town of Fort Frances</i>	SECTION
Colour Code For Municipal Buildings	ADMINISTRATION AND FINANCE
<u>POLICY</u>	REVISED
	November 1989
Resolution No.	Supercedes Resolution No.
Policy Number 1.2	PAGE 1 of 1

All exterior repairs, renovations, painting, etc., and all new building construction, are to be of the new colour code henceforth.

The colour code for all public buildings shall apply unless an exemption has been specifically allowed by Council and shall be as follows:

Top	Charcoal Fusain
Bottom – Second from Top	Bankers Grey
Centre	Silver Lining
Trim	Shibul Black
Doors	Red



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: June 15, 2017

RE: **Sunset Water Sports Request**

At the June 12th, 2017 regular meeting of Council the attached request from Sunset Water Sports – Shawna McRitchie & Marjan Fracziewicz was referred to the Community Services Executive Committee for recommendation.

The attached request is as follows:

‘We are writing to request permission from The Town of Fort Frances to utilize the waterways, public docks and beaches surrounding our town for the operation of a water sports business. The primary locations being the river, harbor by Rainy Lake Sports and Sand Bay/Pither’s Point beach.’

The Community Services Division felt that the request was partially out of the jurisdiction of the Town to authorize, that being to authorize use of the waterways. We subsequently contacted the Ministry of Natural Resources in Fort Frances and Thunder Bay to ascertain jurisdictional information. It was determined that Transport Canada may be the best entity to offer information for direction on the matter. An inquiry has been submitted to Transport Canada to determine what authorization may be necessary for the Sunset Water Sports request.

Recommendation

The Community Services Executive Committee agree to offer utilization of the public docks and beaches surrounding the Town for the operation of the water sports business so long as the Town is named as an additional insured on the insurance policy (\$2,000,000 liability) for Sunset Water Sports.

Respectfully submitted,

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

Jason Kabel

Approval of this report will authorize Sunset Water Sports to utilize the public docks and beaches surrounding the Town for the operation of their water sports business with the Town being named as an additional insured on their business insurance policy (\$2,000,000 liability).



Sunset Water Sport

136 Fifth Street East

Fort Frances, ON

P9A 1T7

807-275-7747

sunsetwatesports136@gmail.com

Facebook: Sunset Water Sports

Dear Mr. Kabel and Council Members,

We are writing to request permission from The Town of Fort Frances to utilize the waterways, public docks and beaches surrounding our town for the operation of a water sports business. The primary locations being the river, harbor by Rainy Lake Sports and Sand Bay/Pither's Point beach.

We are aware that these are public waterways and assure you that we will be mindful and respectful of the other water/beach goers. Our operations will not interfere with other organizations such as the Dragon Boaters, Rusty Myers etc.

We will be purchasing a season pass to launch from the Marina and would greatly appreciate your support in allowing us the use of the waterways for our daily operations.

Thank you for your time and consideration and

Thank You for your help in enhancing the experiences of our riders.

Sincerely

Shawna McRitchie and Marjan Fracziewicz

Sunset Water Sports



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Community Services Division Manager

DATE: June 16, 2017

RE: **Community Museum Operating Grant (CMOG) 2017**

Preamble

In 2016 the Fort Frances Museum was again the beneficiary of the annual Grants Ontario program, Community Museum Operating Grant (CMOG) in the amount of \$21,519.00 that is determined by financial data from the previous year operations. Similarly, the application for 2017 is based upon financial information from 2016 and goals & requirements for 2017. As such, the Museum will apply for the maximum benefit allowable based upon the following metrics:

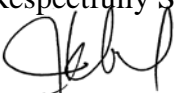
- operating hours, operating days, days per month for at least 8 months – 20 days/month minimum, number of full time paid positions supported, number of volunteers, volunteer hours, paying & non-paying visitors, school groups, student attendees, memberships (individual & family), website visits, and social media followers

Please find the annual Community Museum Operating Grant (CMOG) attached from the Ministry of Tourism, Culture, and Sport for our 2017 annual operating grant.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2017 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also to authorize appropriate execution of the grant application on behalf of the Town.

Respectfully Submitted,



Jason Kabel

Council approval of this report will authorize the submission of the 2017 Community Museum Operating Grant (CMOG) to the Ministry of Tourism, Culture, and Sport.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/60**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: June 20, 2017
Subject: Councillor Ken Perry MPAC Strategic Planning Per Diem & Travel Expense and NOMA Board Meeting Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 and Travel Expense Claim in the amount of \$17.00 to attend the MPAC Strategic Planning Meeting held on June 13, 2017 and the NOMA Board Meeting held on June 14, 2017 in Thunder Bay as submitted by Councillor Ken Perry.

Travel Expense Summary

1.	Meals	\$ 17.00
2.	Per Diem (2 Days)	<u>320.00</u>
	Total	<u>\$337.00</u>

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$320.00 and Travel Expense Claim in the amount of \$17.00 as submitted by Councillor Ken Perry for his attendance at the MPAC Strategic Planning Meeting and the NOMA Board Meeting held in Thunder Bay on June 13 & 14, 2017.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and Travel Expense claims in the total amount of \$337.00 as submitted by Councillor Ken Perry for his attendance at the MPAC Strategic Planning Meeting and the NOMA Board Meeting held in Thunder Bay on June 13 & 14, 2017.

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

1.	Attendee	<i>Ken Perry</i>								
2.	Conference/Seminar Attended	<i>MPAC strat plan</i>								
	Location (Facility and City)	<i>Victoria Inn Thunder Bay</i>								
	Dates	<i>June 13/17</i>								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation									
	Transportation									
	Breakfast									
	Lunch			<i>17.00</i>					<i>17.00</i>	
	Dinner									
	Per Diem									
	Other									
4.	Prepaid Expenses	Registration		Air Travel		Other		Total		
5.	Town Used Vehicle	Yes	No	Reason						
	Mileage Claimed	<i>KM x \$0.45 =</i>								
6.	Approved					Total Expenses				
						Advance Received				
						Balance Claimed				
						Balance Refunded				

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

June 15/17
 Date

Ken Perry
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Ken Perry
Conference / Seminar Attended	MPAC Strat Plan. NOMA Board Meeting
Location	Victoria Inn Thunder Bay
Dates	June 13, 14 / 2017

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		June 13	June 14					
Amount		160 ⁰⁰	160 ⁰⁰					320 ⁰⁰

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

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/62**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: June 20, 2017
Subject: Councillor Wendy Brunetta MPAC Strategic Planning Per Diem & Travel Expense and NOMA Board Meeting Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 and Travel Expense Claim in the amount of \$17.00 to attend the MPAC Strategic Planning Meeting held on June 13, 2017 and the NOMA Board Meeting held on June 14, 2017 in Thunder Bay as submitted by Councillor Wendy Brunetta.

Travel Expense Summary

1.	Meals	\$ 17.00
2.	Per Diem (2 Days)	<u>320.00</u>
	Total	<u>\$337.00</u>

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$320.00 and Travel Expense Claim in the amount of \$17.00 as submitted by Councillor Wendy Brunetta for her attendance at the MPAC Strategic Planning Meeting and the NOMA Board Meeting held in Thunder Bay on June 13 & 14, 2017.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and Travel Expense claims in the total amount of \$337.00 as submitted by Councillor Wendy Brunetta for her attendance at the MPAC Strategic Planning Meeting and the NOMA Board Meeting held in Thunder Bay on June 13 & 14, 2017.

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

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	MPAC Strategic Planning							
	Location (Facility and City)	Thunder Bay, ON							
	Dates	June 13, 2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch			17.00					17.00
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								17.00	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved				Total Expenses				
					Advance Received				
					Balance Claimed				
					Balance Refunded				

The agenda must be attached to process payment

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

June 15, 2017
 Date

Wendy Brunetta
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	MPAC Strategic Planning/NOMA
Location	Thunder Bay Board Mtg.
Dates	June 13, 2017, & June 14, 2017

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		June 13	June 14					
Amount		\$160	\$160					\$160 \$320

Name (Please Print) Wendy Brunetta	Signature <i>W Brunetta</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council



**CHANGES TO
TAX REGISTRATIONS, TAX SALES, AND PAYMENTS OUT OF COURT
UNDER BILL 68
MODERNIZING ONTARIO'S MUNICIPAL LEGISLATION ACT, 2017**

June 9, 2017

Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017* ("MOMLA") is now law. It passed third reading and received royal assent on May 30, 2017.

The following is an overview of the resulting changes to the *Municipal Act, 2001* ("MA") that pertain to tax registrations, tax sales, and payments out of court. Please note that this is an overview only. For any and all legal and/or procedural purposes, please refer directly to the applicable legislation.

Some of these changes have already come into force. Others will come into force on a day to be named by proclamation of the Lieutenant Governor.

Tax arrears certificate can now be registered in the second year of arrears

MOMLA s. 55(1)

Came in to force on May 30, 2017

Previously, a tax arrears certificate could be registered if there were arrears owing on January 1 of the third year following that in which the taxes became owing (*Municipal Act, 2001*, s. 373(1)). In other words, if there were arrears owing from 2014 or earlier, a tax arrears certificate could be registered after January 1, 2017.

A tax arrears certificate can now be registered if there were tax arrears owing on January 1 of the second year following that in which the taxes became owing.

- Suggestions:
1. Before you register a tax arrears certificate against any property, we suggest that you provide the property owner(s) with fair warning of when you are going to take this step.
 2. If you are going to register a tax arrears certificate when a property is in its second year of arrears, you should update your written collection policy.



Municipalities will not be able to apply for payment out of court

MOMLA 63(6)

Will come into force on a day to be named by proclamation of the Lieutenant Governor

Clauses 380(6)(b) and 380(6.1)(b) of the MA, which enable municipalities to apply for payments out of court, will be repealed.

Interested parties can apply for payment out of court between 90 days and ten years after payment into court was made (MOMLA 63(6)5)). Parties applying for payment out of court must serve notice of the application to the other interested parties and the Public Guardian and Trustee (MOMLA 63(6)(6)). Any money remaining in court after 10 years is deemed forfeited to the Crown, and the Public Guardian and Trustee may apply for that amount (MOMLA 63(6)(8) and(9)).

According to the **Transition** section at the end of this article, if a tax arrears certificate is registered before this section comes into force, the municipality will still be able to apply for payment out of court one year after the payment into court.

Forfeited corporate land

MOMLA 55(3)

Came in to force on May 30, 2017

Subsections 373(3) to (3.2) of the MA are repealed. MA 373(3) stated

This section applies to land that is vested in the Crown because of an escheat or forfeiture under the *Business Corporations Act* or the *Corporations Act* before or after the registration of a tax arrears certificate and that land may be sold under this Act for tax arrears.

This has been replaced with

MA 373(3) This section applies to land that is vested in the Crown because of an escheat or forfeiture as a result of the dissolution of a corporation, whether the land vested before or after the registration of a tax arrears certificate, and that land may be sold under this Act for tax arrears.



Land that belongs to the Crown as a result of a death

MOMLA 55(3)

Came in to force on May 30, 2017

Land that belongs to the Crown as a result of the death of an individual who did not have any lawful heirs can be sold for tax arrears. This applies regardless of whether the individual died before or after the registration of a tax arrears certificate (MA 373(3.1)).

A tax arrears certificate cannot be registered if the Crown registers a notice that it intends to use the land for Crown purposes (MA 373.2 (1)(c)) (MOMLA 57).

If an interested party pays the cancellation price, they will not be given a lien on the cancellation certificate (MA 375(3.1)(b)), (MOMLA 59(3)).

Expedited sale of forfeited corporate land

MOMLA 56

Will come into force on a day to be named by proclamation of the Lieutenant Governor

If there are tax arrears owing with respect to land that is vested in the Crown because of an escheat or forfeiture as a result of the dissolution of the corporation, a tax arrears certificate can be registered immediately (MA 373.1).

First notices must be sent within 30 days of the registration (MA 374(1)) (MOMLA 58(1)). There is no mention of final notices.

Tax sale procedures can begin 90 days after the registration (MA 373.1(2)) (MOMLA 62(4)).



Limits on registration of forfeited corporate land

MOMLA 57

Came in to force on May 30, 2017

A tax arrears certificate cannot be registered if (MA 373.2(1))

- a. an order cancelling encumbrances under section 18 of the *Forfeited Corporate Property Act, 2015* is registered on title;
- b. a notice under section 24 of the *Forfeited Corporate Property Act, 2015*, indicating the Crown intends to use the land for Crown purposes is registered on title; or
- c. a notice that the Crown intends to use the land for Crown purposes is registered on title, where the land belongs to the Crown as a result of the death of an individual who did not have any lawful heirs.

Clause a. above does not apply if the Minister responsible for the administration of the *Forfeited Corporate Property Act, 2015* consents to the registration of a tax arrears certificate (MA 373.2(2)) (MOMLA 57(2)).

Notice to Public Guardian and Trustee

MOMLA 58(2)

Will come into force on a day to be named by proclamation of the Lieutenant Governor

Notice of registration must be sent to The Public Guardian and Trustee, if it has registered a notice or other document on title.

Accounting for cancellation price

MOMLA 60

Will come into force on a day to be named by proclamation of the Lieutenant Governor

The existing legislation (MA 376(1)) states

"...a person who pays the cancellation price before the expiry of the one-year period mentioned in subsection 379(1), by a written request made within 30 days after making the payment, may require the treasurer to provide an itemized breakdown of the calculation of the cancellation price that has been paid."

This is amended by striking out "before the expiry of the one year period mentioned in subsection 379(1)".

This is pertinent where the cancellation price is paid after the expiry of the one-year period. It is also pertinent when dealing with the expedited sale of forfeited corporate lands, as you would be dealing with a 90-day period, not a one-year period.



Extension agreements

MOMLA 61(1)

Will come into force on a day to be named by proclamation of the Lieutenant Governor

Extension agreements are dealt with in the MA as follows:

- 378(1) "A municipality, by a by-law passed after the registration of the tax arrears certificate and before the expiry of the one-year period mentioned in subsection 379 (1), may authorize an extension agreement with the owner of the land, the spouse of the owner, a mortgagee or a tenant in occupation of the land extending the period of time in which the cancellation price is to be paid."

The above subsection is repealed (s. 61 (1)) and the following substituted:

A municipality may, after the registration of the tax arrears certificate and before the expiry of the one-year period mentioned in subsection 379 (1), enter into an extension agreement, extending the period of time in which the cancellation price is to be paid, with any of the following persons:

1. Any owner of the land.
2. The spouse of any owner.
3. Any mortgagee.
4. Any tenant in occupation of the land.
5. Any person the treasurer is satisfied has an interest in the land.

Note that the clause, " by a by-law passed" has been removed.

These changes also apply to extension agreements with regard to expedited sale of forfeited corporate lands, in which case the extension agreement must be entered in to before the expiry of the ninety-day period mentioned in MA 373.1(2). In this situation, however, a person who wishes to enter into an extension agreement must first obtain the consent of the Minister responsible for the administration of the *Forfeited Corporate Property Act, 2015* (MA 378(1.2)).

Changes to advertising requirements

MOMLA 62(3)

Will come into force on a day to be named by proclamation of the Lieutenant Governor

The requirements to advertise once a week in the *Ontario Gazette* and once a week for four weeks in a local newspaper (MA 379(2)(b)) are being struck out and replaced with, "in accordance with the regulations". We don't yet know what advertising requirements will be included in the yet to be proclaimed regulations.



Payment into court

MOMLA 63(3)

Will come into force on a day to be named by proclamation of the Lieutenant Governor

When making payment into court of tax sale proceeds minus the cancellation price, you will have to submit, in addition to a statement of facts, the names and addresses to whom the statement will be sent (MA 380(2)). These parties include the everyone who had an interest in the property on the day the tax deed and the Public Guardian and Trustee, as well as one new one:

The Minister responsible for the administration of the *Forfeited Corporate Property Act, 2015*.

This will require an updated title search and execution search on the day that the tax deed is registered.

Transition

MOMLA 68

Will come into force on a day to be named by proclamation of the Lieutenant Governor

If a tax arrears certificate is registered before the day that this section comes into force, the proceedings or other steps in MA Part XI as it read immediately before the coming into force of this section will apply.

Changes that went into effect on December 10, 2016

A number of legislative changes were made that affected tax registrations and tax sales. These included

- Escheated land—limits on registration of a tax arrears certificate
- New notice requirements after registering a tax arrears certificate
- No lien on escheated or forfeited land if cancellation price is paid by an interested party
- New notice requirement after registering a tax deed or notice of vesting
- Notice after making payment into court
- Province may transfer certain properties to a municipality, if appropriate
- Crown disposing of forfeited corporate property

On November 9, 2016 we sent a memo to our clients about these changes. You can see this memo at

realtax.ca/resource/news-articles/

We hope you find this overview helpful.

All the best,
The Realtax Team

TOWN OF FORT FRANCES
Capital Financial Statement
For the Five Months Ending Wednesday, May 31, 2017

		Actual	Budget	Variance	% Variance
MARKET SQUARE DEVELOPMENT					
Federal Grant	20-020-0251-0490-40400	-	(\$455,400.00)	(\$455,400.00)	0.00%
Provincial Grant	20-020-0251-0490-40412	-	(708,811.00)	(708,811.00)	0.00%
Contribution from Others	20-020-0251-0490-40437	-	(100,000.00)	(100,000.00)	0.00%
Contribution From Reserves	20-020-0251-0490-40952	-	(273,425.00)	(273,425.00)	0.00%
Market Square Development (2016 Carryover)	20-020-0251-9286-71523	18,550.13	1,537,636.00	1,519,085.87	1.21%
Total Market Square Development		18,550.13	-	(18,550.13)	0.00%
ADMINISTRATION					
Contribution from Others	20-020-0253-0490-40437	-	(22,330.00)	(22,330.00)	0.00%
Contribution From Reserves	20-020-0253-0490-40952	-	(93,170.00)	(93,170.00)	0.00%
Fibre Optic to Town Facilities	20-020-0253-9125-71523	-	10,000.00	10,000.00	0.00%
Mag Locks & Access Control - Main Entry	20-020-0253-9127-71471	-	10,000.00	10,000.00	0.00%
Main Entrances Remove and Replace Floor Tiles	20-020-0253-9127-71523	58.40	53,500.00	53,441.60	0.11%
Replace Front Walkway/Sidewalk	20-020-0253-9232-71523	5,978.40	42,000.00	36,021.60	14.23%
Contribution From Reserves	20-020-0265-0490-40952	-	(68,000.00)	(68,000.00)	0.00%
Folding/Inserter Machine Replacement (approx. 100,000/yr.)	20-020-0265-9107-71471	-	18,000.00	18,000.00	0.00%
Computer Upgrades/Server/Switches	20-020-0265-9109-71471	40,017.26	35,000.00	(5,017.26)	114.34%
Financial Software Additions	20-020-0265-9109-71503	-	15,000.00	15,000.00	0.00%
Total Administration		46,054.06	-	(46,054.06)	0.00%
EMERGENCY SERVICES					
Contribution From Reserves	20-040-0410-0490-40952	-	(50,390.00)	(50,390.00)	0.00%
SCBA & Air Cylinders	20-040-0410-9122-75363	-	3,900.00	3,900.00	0.00%
GIS Capital Upgrade	20-040-0410-9123-71471	505.17	1,020.00	514.83	49.53%
Fire Truck Replacement (2016 Carryover)	20-040-0410-9133-71471	36,639.40	36,470.00	(169.40)	100.46%
Fire Hose Replacement/Portable Air Monitor	20-040-0410-9239-71431	-	9,000.00	9,000.00	0.00%
Contribution From Reserves	20-040-0422-0490-40952	-	(5,830.00)	(5,830.00)	0.00%
Mobile Speed Sign	20-040-0422-9278-71471	-	5,830.00	5,830.00	0.00%
Total Emergency Services		37,144.57	-	(37,144.57)	0.00%

TOWN OF FORT FRANCES
Capital Financial Statement
For the Five Months Ending Wednesday, May 31, 2017

		Actual	Budget	Variance	% Variance
BY-LAW					
Contribution From Reserves	20-040-0440-0490-40952	-	(6,500.00)	(6,500.00)	0.00%
Ticket Device for Issuing Parking Tickets	20-040-0440-9109-71471	-	6,500.00	6,500.00	0.00%
Total By-Law		-	-	-	0.00%
PUBLIC WORKS					
Transporation					
Provincial Grant	20-060-0611-0490-40412	-	(911,974.00)	(911,974.00)	0.00%
Contribution from Others	20-060-0611-0490-40437	-	(15,550.00)	(15,550.00)	0.00%
Contribution From Reserves	20-060-0611-0490-40952	-	(262,437.00)	(262,437.00)	0.00%
Frog Creek Road - Surface Treatment Application	20-060-0611-9268-71523	-	44,750.00	44,750.00	0.00%
Nelson Street Reconstruction from Mosher Ave west to mid block	20-060-0611-9274-71523	-	216,063.00	216,063.00	0.00%
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0611-9275-71523	-	898,048.00	898,048.00	0.00%
Oakwood Road - Surface Treatment Application	20-060-0611-9283-71523	-	31,100.00	31,100.00	0.00%
Federal Grant	20-060-0614-0490-40400	-	(155,250.00)	(155,250.00)	0.00%
Contribution From Reserves	20-060-0614-0490-40952	-	(62,400.00)	(62,400.00)	0.00%
Public Works Small Equipment	20-060-0614-9105-71471	540.84	8,000.00	7,459.16	6.76%
Asset Management Plan	20-060-0614-9115-71523	53,659.65	155,250.00	101,590.35	34.56%
Stores / Coffee Room Renovations	20-060-0614-9127-71471	58.39	40,000.00	39,941.61	0.15%
Public Works Landscaping & Drainage Repairs	20-060-0614-9129-71471	58.39	14,400.00	14,341.61	0.41%
Federal Grant	20-060-0616-0490-40400	-	(46,231.00)	(46,231.00)	0.00%
Provincial Grant	20-060-0616-0490-40412	-	(431,715.00)	(431,715.00)	0.00%
Contribution From Reserves	20-060-0616-0490-40952	-	(1,737.00)	(1,737.00)	0.00%
Colonization Rd East from Scott to North of 5th St	20-060-0616-9277-71523	1,324.08	462,311.00	460,986.92	0.29%
Mill Road Overpass Reconstruction	20-060-0616-9303-71523	17,371.17	17,372.00	0.83	100.00%
Federal Grant	20-060-0617-0490-40400	-	(281,026.00)	(281,026.00)	0.00%
Provincial Grant	20-060-0617-0490-40412	-	(69,644.00)	(69,644.00)	0.00%
Contribution from Others	20-060-0617-0490-40437	-	(15,000.00)	(15,000.00)	0.00%
Contribution From Reserves	20-060-0617-0490-40952	-	(110,750.00)	(110,750.00)	0.00%
Phair Ave. Reconstruction from 3rd to 5th- Sidewalk	20-060-0617-9271-71523	115.25	-	(115.25)	0.00%
Nelson Street - Butler Ave. to Shevlin Ave.- Sidewalk	20-060-0617-9272-71523	803.90	-	(803.90)	0.00%
Nelson Street Reconstruction from Mosher Ave West to mid block	20-060-0617-9274-71523	-	22,811.00	22,811.00	0.00%
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0617-9275-71523	-	92,859.00	92,859.00	0.00%
Kings Hwy/McIrvine Sidewalk	20-060-0617-9276-71523	-	30,000.00	30,000.00	0.00%

TOWN OF FORT FRANCES
Capital Financial Statement
For the Five Months Ending Wednesday, May 31, 2017

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Interlocking Bricks 200 Blocks of Scott Street (North & South sides)	20-060-0617-9299-71523	17,935.20	330,750.00	312,814.80	5.42%
Contribution From Reserves	20-060-0619-0490-40952	-	(116,800.00)	(116,800.00)	0.00%
Lg Equipment Bobcat with Track & Attachments	20-060-0619-9298-71471	117,045.37	116,800.00	(245.37)	100.21%
Contribution From Reserves	20-060-0623-0490-40952	-	(15,000.00)	(15,000.00)	0.00%
10 - Waterfront Walkway Poles	20-060-0623-9135-71471	13,437.31	15,000.00	1,562.69	89.58%
Contribution From Reserves	20-060-0624-0490-40952	-	(1,530.00)	(1,530.00)	0.00%
Engineering GIS Capital Upgrade	20-060-0624-9123-71471	757.76	1,530.00	772.24	49.53%
Total Transportation		<u>223,107.31</u>	<u>-</u>	<u>(223,107.31)</u>	<u>0.00%</u>
Airport					
Contribution From Reserves	20-060-0660-0490-40952	-	(25,000.00)	(25,000.00)	0.00%
Sanitary Holding Tank installation	20-060-0660-9304 + 20-060-06...	940.91	25,000.00	24,059.09	3.76%
Total Airport		<u>940.91</u>	<u>-</u>	<u>(940.91)</u>	<u>0.00%</u>
Parks					
Trade-In Value	20-160-1610-0490-40589	-	(11,000.00)	(11,000.00)	0.00%
Cemetery Trust Donations	20-160-1610-0490-40632	-	(11,000.00)	(11,000.00)	0.00%
Contribution From Reserves	20-160-1610-0490-40952	-	(58,500.00)	(58,500.00)	0.00%
Small Equipment Replacement (Mowers & whipper snippers)	20-160-1610-9105-71471	-	5,500.00	5,500.00	0.00%
Replace 1988 V406 - 3/4 ton 2WD Crew Cab Truck with 6'6" Box	20-160-1610-9133-71471	556.46	42,000.00	41,443.54	1.32%
X730 Law Tractor c/w 60" mower deck (Trade in old X720 Tractor)	20-160-1610-9174-71471	-	33,000.00	33,000.00	0.00%
Total Parks		<u>556.46</u>	<u>-</u>	<u>(556.46)</u>	<u>0.00%</u>
Landfill					
Contribution From Reserves	20-080-0860-0490-40952	-	(75,000.00)	(75,000.00)	0.00%
Landfill Site Expansion - 2017 RFP and 1st Phase Design activities	20-080-0860-9238-71523	-	75,000.00	75,000.00	0.00%
Total Landfill		<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
Total Public Works		<u>224,604.68</u>	<u>-</u>	<u>(224,604.68)</u>	<u>0.00%</u>
LIONS MILLENIUM PARK					
Donations	20-160-1613-0430-40632	(800.00)	-	800.00	0.00%
Contracted Works	20-160-1613-9232-71523	-	-	-	0.00%
Total Lions Millenium Park		<u>(800.00)</u>	<u>-</u>	<u>800.00</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Capital Financial Statement
For the Five Months Ending Wednesday, May 31, 2017

		Actual	Budget	Variance	% Variance
COMMUNITY SERVICES					
Day Care					
Contribution From Reserves	20-120-1230-0490-40952	-	(77,200.00)	(77,200.00)	0.00%
Roof Replacement	20-120-1230-9127-71523	58.39	42,200.00	42,141.61	0.14%
Vehicle Replacement -AWD (2016 Carryover)	20-120-1230-9133-71471	29,586.13	35,000.00	5,413.87	84.53%
Total Day Care		<u>29,644.52</u>	<u>-</u>	<u>(29,644.52)</u>	<u>0.00%</u>
MSC/Recreation					
Contribution From Reserves	20-160-1614-0490-40952	-	(8,000.00)	(8,000.00)	0.00%
Sunny Cove Upgrades (5-year Plan)	20-160-1614-9108-71523	57.97	8,000.00	7,942.03	0.72%
Contribution From Reserves	20-160-1620-0490-40952	-	(10,000.00)	(10,000.00)	0.00%
Fitness Equipment (annual)	20-160-1620-9624-71471	-	10,000.00	10,000.00	0.00%
Contributions from Others	20-160-1634-0490-40437	(3,000.00)	-	3,000.00	0.00%
Contribution From Reserves	20-160-1634-0490-40952	-	(166,345.00)	(166,345.00)	0.00%
Small Capital Purchases	20-160-1634-9105-71471	66.52	-	(66.52)	0.00%
Olympia Edger	20-160-1634-9107-71471	7,841.00	5,245.00	(2,596.00)	149.49%
Ladies Sauna	20-160-1634-9127-71523	57.39	7,800.00	7,742.61	0.74%
52 Canadian Rink North Dehumidifier (Carryover)	20-160-1634-9631-71471	17,500.00	23,000.00	5,500.00	76.09%
IFK Compressor Rebuild	20-160-1634-9633-71471	-	40,000.00	40,000.00	0.00%
52 Canadian Brine Pump Filter (Maintenance)	20-160-1634-9637-71471	-	8,000.00	8,000.00	0.00%
52 Canadian Compressor Overhaul	20-160-1634-9637-71523	57.38	65,000.00	64,942.62	0.09%
Auditorium Flooring	20-160-1634-9638-71523	57.38	17,300.00	17,242.62	0.33%
Total MSC/Recreation		<u>22,637.64</u>	<u>-</u>	<u>(22,637.64)</u>	<u>0.00%</u>
HANDI-VAN					
Federal Grant	20-060-0632-0490-40400	-	(23,775.00)	(23,775.00)	0.00%
Provincial Grant	20-060-0632-0490-40412	-	(23,776.00)	(23,776.00)	0.00%
Contribution From Reserves	20-060-0632-0490-40952	-	(131,067.00)	(131,067.00)	0.00%
Handivan Bus (2016 Carry Over)	20-060-0632-9133-71471	-	178,618.00	178,618.00	0.00%
Total Handi-Van		<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Capital Financial Statement
For the Five Months Ending Wednesday, May 31, 2017

		Actual	Budget	Variance	% Variance
MULTI-USE TENNIS COURTS					
Provincial Grant	20-160-1636-0490-40412	-	(15,000.00)	(15,000.00)	0.00%
Contribution from Others	20-160-1636-0490-40437	-	(53,785.00)	(53,785.00)	0.00%
Contribution From Reserves	20-160-1636-0490-40952	-	(60,770.00)	(60,770.00)	0.00%
Tennis Courts (Carryover)	20-160-1636-9294-71523	-	129,555.00	129,555.00	0.00%
Total Multi-Use Tennis Courts		-	-	-	0.00%
LIBRARY					
Contribution From Reserves	20-160-1640-0490-40952	-	(35,000.00)	(35,000.00)	0.00%
Maker Space Equipment	20-160-1640-9105-71471	-	10,000.00	10,000.00	0.00%
Computer Upgrades	20-160-1640-9109-71471	296.60	20,000.00	19,703.40	1.48%
New Library- Capital	20-160-1640-9165	543.53	-	(543.53)	0.00%
Surveillance Upgrade	20-160-1640-9220-71471	-	5,000.00	5,000.00	0.00%
Total Library		840.13	-	(840.13)	0.00%
MUSEUM					
Federal Grant	20-160-1645-0490-40400	(69,300.00)	(77,000.00)	(7,700.00)	90.00%
Provincial Grant	20-160-1645-0490-40412	-	(77,000.00)	(77,000.00)	0.00%
Roof Replacement, Accessible Washroom, Front Entrance Ramp	20-160-1645-9127-71523	58.40	154,000.00	153,941.60	0.04%
Contribution From Reserves	20-180-1810-0490-40952	-	(1,530.00)	(1,530.00)	0.00%
GIS Capital	20-180-1810-9109-71471	757.76	1,530.00	772.24	49.53%
Total Museum		(68,483.84)	-	68,483.84	0.00%
Total Community Services		(15,361.55)	-	15,361.55	0.00%
SANITARY SEWER					
Provincial Grant	20-080-0811-0490-40412	-	(200,912.00)	(200,912.00)	0.00%
Contributions from Revenue Fund	20-080-0811-0490-40954	-	(352,477.00)	(352,477.00)	0.00%
Sanitary Sewer Tools & Equipment	20-080-0811-9105-71471	3,561.72	12,000.00	8,438.28	29.68%
GIS Capital Upgrades	20-080-0811-9123-71471	757.76	1,530.00	772.24	49.53%
Refurbish Manholes	20-080-0811-9138-71523	-	50,000.00	50,000.00	0.00%
Design for Infrastructure Renewal Project for 2018 Construction Work	20-080-0811-9238-71523	30,927.40	37,500.00	6,572.60	82.47%
Phair Ave. Reconstruction from 3rd to 5th	20-080-0811-9271-71523	517.35	-	(517.35)	0.00%
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0811-9274-71523	550.00	184,476.00	183,926.00	0.30%
Second Street E. Reconstruction from Mowat Ave & Portage Ave	20-080-0811-9275-71523	550.00	267,883.00	267,333.00	0.21%

TOWN OF FORT FRANCES
Capital Financial Statement
For the Five Months Ending Wednesday, May 31, 2017

		<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Colonization Rd. E. Reconstruction from Scott St. to WTP	20-080-0811-9277-71523	19.36	-	(19.36)	0.00%
Total Sanitary Sewer		<u>36,883.59</u>	<u>-</u>	<u>(36,883.59)</u>	<u>0.00%</u>
SEWAGE TREATMENT PLANT					
Provincial Grant	20-080-0812-0490-40412	(41,582.59)	(83,166.00)	(41,583.41)	50.00%
Contribution From Reserves	20-080-0812-0490-40952	-	(103,102.00)	(103,102.00)	0.00%
Contributions from Revenue Fund	20-080-0812-0490-40954	-	(384,138.00)	(384,138.00)	0.00%
Misc. Capital Upgrades	20-080-0812-9105-71471	822.07	120,000.00	119,177.93	0.69%
Honeywell Improvements at STP including Street lighting	20-080-0812-9280-71523	-	50,406.00	50,406.00	0.00%
Sludge Watering Upgrades	20-080-0812-9290-71523	<u>60,515.60</u>	<u>400,000.00</u>	<u>339,484.40</u>	<u>15.13%</u>
Total Sewage Treatment Plant		<u>19,755.08</u>	<u>-</u>	<u>(19,755.08)</u>	<u>0.00%</u>
WATER TREATMENT PLANT					
Contributions from Revenue Fund	20-080-0831-0490-40954	-	(60,000.00)	(60,000.00)	0.00%
Misc. Small Capital Equipment	20-080-0831-9105-71471	<u>8,240.56</u>	<u>60,000.00</u>	<u>51,759.44</u>	<u>13.73%</u>
Total Water Treatment Plant		<u>8,240.56</u>	<u>-</u>	<u>(8,240.56)</u>	<u>0.00%</u>
WATERWORKS ADMINISTRATION					
Provincial Grant	20-080-0832-0490-40412	(108,030.41)	(181,132.00)	(73,101.59)	59.64%
Contributions from Revenue Fund	20-080-0832-0490-40954	-	(982,156.00)	(982,156.00)	0.00%
Miscellaneous Tools/Equipment	20-080-0832-9105-71471	3,310.73	12,000.00	8,689.27	27.59%
Replace 1995 Large Wheeled Hyundai Excavator	20-080-0832-9107-71471	-	400,000.00	400,000.00	0.00%
GIS Capital Upgrades	20-080-0832-9123-71471	1,515.49	3,055.00	1,539.51	49.61%
Replacing Main Line Water Valves/Hydrants (to be included in Nelson St Tender)	20-080-0832-9137-71523	-	100,000.00	100,000.00	0.00%
Design for Infrastructure Renewal 2018 Construction Work	20-080-0832-9238-71523	30,927.39	37,500.00	6,572.61	82.47%
Phair Ave. Reconstruction from 3rd to 5th	20-080-0832-9271-71523	585.95	-	(585.95)	0.00%
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0832-9274-71523	-	137,917.00	137,917.00	0.00%
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-080-0832-9275-71523	-	241,509.00	241,509.00	0.00%
Colonization Rd. E. Reconstruction from Scott St. to WTP	20-080-0832-9277-71523	141.24	-	(141.24)	0.00%
Mill Road Overpass Reconstruction	20-080-0832-9303-71523	-	231,307.00	231,307.00	0.00%
Total Waterworks Administration		<u>(71,549.61)</u>	<u>-</u>	<u>71,549.61</u>	<u>0.00%</u>
Total Capital		<u>303,521.51</u>	<u>-</u>	<u>(303,521.51)</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Five Months Ending Wednesday, May 31, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
CORPORATE				
Municipal Tax Levy	(\$5,102,243.20)	(\$10,595,333.00)	(\$5,493,089.80)	48.16%
Education Tax Levy	(818,293.91)	(1,599,847.00)	(781,553.09)	51.15%
W/O Municipal	1,297.17	226,140.00	224,842.83	0.57%
W/O Education	2,066.82	21,007.00	18,940.18	9.84%
OMPF	(1,553,250.00)	(3,106,500.00)	(1,553,250.00)	50.00%
Payments-in-Lieu	(17,373.85)	(789,904.00)	(772,530.15)	2.20%
Sale of Land	(43,650.00)	-	43,650.00	0.00%
Mayor & Council	189,410.64	719,600.00	530,189.36	26.32%
Contribution to Reserves & Reserve Funds	-	1,375,000.00	1,375,000.00	0.00%
Long Term Debt	122,331.16	633,228.00	510,896.84	19.32%
Riverside Health Care/Dr Recruitment	68,000.00	68,000.00	-	100.00%
Clinic Financing Interest	-	7,000.00	7,000.00	0.00%
RR DSSAB	806,555.53	1,991,502.00	1,184,946.47	40.50%
Northwestern Health Unit	184,406.70	368,814.00	184,407.30	50.00%
Economic Development	57,983.67	167,768.00	109,784.33	34.56%
Travel Information Centre	7,583.62	19,000.00	11,416.38	39.91%
Solar Panel Project	(3,028.76)	(25,625.00)	(22,596.24)	11.82%
English Public School Board	358,642.90	1,308,908.00	950,265.10	27.40%
English Separate School Board	73,111.84	265,764.00	192,652.16	27.51%
French Public School Board	344.73	1,322.00	977.27	26.08%
French Separate School Board	855.77	2,846.00	1,990.23	30.07%
Total Corporate	<u>(5,665,249.17)</u>	<u>(8,941,310.00)</u>	<u>(3,276,060.83)</u>	<u>63.36%</u>
ADMINISTRATION AND FINANCE				
Other Unassigned Revenue	(116,813.66)	(319,195.00)	(202,381.34)	36.60%
Administration	97,835.28	382,295.00	284,459.72	25.59%
Admin Vehicle	2,729.87	3,330.00	600.13	81.98%
Municipal Buildings	5,796.58	11,830.00	6,033.42	49.00%
HR Department	25,389.95	58,500.00	33,110.05	43.40%
Clerk	122,790.27	198,660.00	75,869.73	61.81%
Treasury	382,678.34	397,297.00	14,618.66	96.32%
FFPC Administration	53,692.24	108,000.00	54,307.76	49.72%
Total Administration and Finance	<u>574,098.87</u>	<u>840,717.00</u>	<u>266,618.13</u>	<u>68.29%</u>
EMERGENCY SERVICES				
Emergency Services	405,998.71	963,438.00	557,439.29	42.14%
Emergency Measures	3,289.27	14,107.00	10,817.73	23.32%
911 Service	11,454.58	11,800.00	345.42	97.07%
Police Revenue	(13,851.59)	(24,000.00)	(10,148.41)	57.71%
Police Services Board	2,794.20	17,670.00	14,875.80	15.81%
Police Administration	866,164.51	2,030,005.00	1,163,840.49	42.67%
Total Emergency Services	<u>1,275,849.68</u>	<u>3,013,020.00</u>	<u>1,737,170.32</u>	<u>42.34%</u>
COMMUNITY SERVICES				
Sister Kennedy Centre	21,171.52	43,053.00	21,881.48	49.18%
Fort Frances Children's Complex	95,057.48	51,358.00	(43,699.48)	185.09%
Best Start Hub	(24,068.40)	-	24,068.40	0.00%
Day Care Resource Teachers	(19,311.46)	-	19,311.46	0.00%
Handi-Transit System	(4,188.76)	103,377.00	107,565.76	(4.05%)
Townshend Theatre	(4,176.17)	-	4,176.17	0.00%
Recreation Facilities	350,766.33	602,187.00	251,420.67	58.25%
Recreation Programs	(73,046.70)	138,656.00	211,702.70	(52.68%)
Community Services	62,610.95	133,742.00	71,131.05	46.81%
Sunny Cove Camp	6,990.42	23,705.00	16,714.58	29.49%
Fort Frances Public Library	224,211.09	480,749.00	256,537.91	46.64%
Museum	76,230.62	144,027.00	67,796.38	52.93%
Waterfront Development/Marina	(8,033.40)	38,056.00	46,089.40	(21.11%)
Total Community Services	<u>704,213.52</u>	<u>1,758,910.00</u>	<u>1,054,696.48</u>	<u>40.04%</u>

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Five Months Ending Wednesday, May 31, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
OPERATIONS AND FACILITIES				
PW Administration	1,612.56	(198,059.00)	(199,671.56)	(0.81%)
PW Buildings & Yards	60,179.53	119,380.00	59,200.47	50.41%
Municipal Roads	496,812.64	1,382,899.00	886,086.36	35.93%
Public Parking Lots	3,020.84	16,994.00	13,973.16	17.78%
Sidewalks	32,812.68	101,671.00	68,858.32	32.27%
Private Works Charges	7,523.05	47,060.00	39,536.95	15.99%
Private Crossing Charges	2,698.46	16,678.00	13,979.54	16.18%
PW Vehicles	89,865.40	230,462.00	140,596.60	38.99%
PW Equipment	74,959.25	264,141.00	189,181.75	28.38%
PW Stores	29,681.96	72,336.00	42,654.04	41.03%
Traffic Signal Maintenance	2,931.47	8,735.00	5,803.53	33.56%
Streetlight Maintenance	32,806.24	75,496.00	42,689.76	43.45%
Garbage Collection	(46,404.28)	(208,376.00)	(161,971.72)	22.27%
Recycling Services	53,774.81	213,649.00	159,874.19	25.17%
Sanitary Landfill	(53,291.78)	(5,273.00)	48,018.78	1010.65%
Engineering	13,973.80	33,795.00	19,821.20	41.35%
Airport	21,458.72	(28,880.00)	(50,338.72)	(74.30%)
Airport Building Maintenance	20,327.47	46,625.00	26,297.53	43.60%
Airport Grounds Maintenance	4,029.43	63,704.00	59,674.57	6.33%
Parks & Cemeteries Maintenance	64,526.97	163,466.00	98,939.03	39.47%
Fort Frances Cemetery	34,499.51	78,580.00	44,080.49	43.90%
Riverview Cemetery	27,127.72	186,636.00	159,508.28	14.54%
Point Park	(4,228.25)	30,111.00	34,339.25	(14.04%)
Parks - Outdoor Facilities	71,205.02	266,840.00	195,634.98	26.68%
Lions Millennium Park	4,659.62	9,634.00	4,974.38	48.37%
Total Operations and Facilities	<u>1,046,562.84</u>	<u>2,988,304.00</u>	<u>1,941,741.16</u>	<u>35.02%</u>
PLANNING AND DEVELOPMENT				
Civic Centre	32,842.43	114,718.00	81,875.57	28.63%
By-Law Enforcement	66,784.21	146,640.00	79,855.79	45.54%
Animal Shelter	2,453.09	9,105.00	6,651.91	26.94%
Building Official	29,228.87	21,776.00	(7,452.87)	134.23%
Planning & Zoning	1,296.02	48,120.00	46,823.98	2.69%
Total Planning and Development	<u>132,604.62</u>	<u>340,359.00</u>	<u>207,754.38</u>	<u>38.96%</u>
Sub-Total General Fund (Operating)	<u>(1,931,919.64)</u>	<u>-</u>	<u>1,931,919.64</u>	<u>0.00%</u>
TOTAL BUDGET- Revenue	(9,643,374.74)	(21,739,787.00)	(12,096,412.26)	44.36%
TOTAL BUDGET- Expenditures	<u>7,711,455.10</u>	<u>21,739,787.00</u>	<u>14,028,331.90</u>	<u>35.47%</u>
	<u>(1,931,919.64)</u>	<u>-</u>	<u>1,931,919.64</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Water and Sewer Fund (Operating) Summary
For the Five Months Ending Wednesday, May 31, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$653,179.40)	(\$680,548.00)	(\$27,368.60)	95.98%
Water Treatment Plant	277,571.46	556,442.00	278,870.54	49.88%
Water Storage Facility	12,029.40	124,106.00	112,076.60	9.69%
	<u>(363,578.54)</u>		<u>363,578.54</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(719,099.13)	(756,652.00)	(37,552.87)	95.04%
Sewage Treatment Plant	277,281.67	756,652.00	479,370.33	36.65%
	<u>(441,817.46)</u>		<u>441,817.46</u>	<u>0.00%</u>



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

June 12, 2017

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

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility
May 2017 Monthly Report**

As per the operating agreement, the attached document is the May 2017 monthly report for the Fort Frances Wastewater Treatment Facility.

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

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

Yours truly,

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

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
May 2017 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of May 2017; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

MAY 2017 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.0 mg/L	25 mg/L	15 mg/L	15.3 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.8 mg/L	25 mg/L	15 mg/L	28.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.15 mg/L	1.0 mg/L	0.9 mg/L	1.1 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	6.80 mg/L 4.98 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		15 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.5 to 8.0; average pH was 7.7		
Temperature degrees C				Temperatures ranged from 9.5 to 12.0 C; average temperature of effluent was 10.7 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for May was 7372.6 m³/day. This represents 82% of the design average flow. Total treated flow for the month was 228551 m³.

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

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1100 +/- @ 8.0% +3x205 L @ 12%	Litres
Alum	12.3 +/- @ 55 %	Cubic meters
Polymer	1 x 205 L drums	Liters

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Weekly inspection of spiral screen access hatch, removed wrapped debris as required
- Repaired digester valve
- Changed oil in blowers 4 and 5
- Weekly manifold wash on the Fournier press
- Removed debris from the Teacup and hosed Snail
- Replaced bulbs UV bank A and acid washed sleeves
- Greased Flocculator
- Torqued the bolts on the Fournier channel covers
- Replaced 2 fuses UV bank A
- Wiped DO probes

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Pulled and cleaned pump 2 at Central Avenue lift station
- Replaced the UPS unit at White Pine lift station

PROCESS AND OPTIMIZATION ISSUES

The lack of a booster pump for the polymer system dilution water is preventing further optimization of the new sludge thickener.

SLUDGE SUMMARY

Asselin Storage and Transportation Limited hauled a calculated total of 66.8 m³ (9 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 18.1 % TS for the month.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass or overflow events during the reporting period.

COMMENTS

Plant power consumption for the month was 618 (x 180 multiplier) kWh.

The polymer/water solution flow for the month of May was 197 m³ at a polymer concentration of 0.2%.

Screen and Dewatering Upgrades at the FFWWTP have been under way since May 30, 2016.

The annual fire extinguisher inspections were completed.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)

Fort Frances WPCP Equipment Run Time Report (on-file at plant)

Bypass Report (on-file at plant as per occurrence)

Incident Report (on-file at plant as per occurrence)

Aircraft Landings 2017
As of June 15, 2017 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017-2016
January	76	70	76	308	261	256	0	1	6	2	3	6	42	30	43	4	3	4	48	36	42	172	143	177	29
February	80	69	67	334	233	241	1	1	2	1	1	7	32	35	36	0	1	3	39	49	40	153	156	155	-3
March	90	69	78	336	199	341	10	0	5	4	17	30	50	34	36	14	3	5	51	55	38	219	178	192	41
1/4 Total	246	208	221	978	693	838	11	2	13	7	21	43	124	99	115	18	7	12	138	140	120	544	477	524	67
April	67	81	81	289	288	330	0	7	1	18	8	23	40	47	41	3	3	2	41	40	53	169	186	201	-17
May	87	88	82	389	309	365	8	4	1	8	9	28	50	37	37	33	32	34	54	59	77	240	229	259	11
June		76	80		273	322		0	11		30	36		38	31		77	74		52	96	0	273	328	-273
1/2 Total	400	453	464	1656	1563	1855	19	13	26	33	68	130	214	221	224	54	119	122	233	291	346	953	1165	1312	-212
July		72	81		221	297		2	8		48	40		51	35		66	83		47	77	0	286	324	-286
August		84	79		256	297		6	4		42	39		66	31		71	73		53	87	0	322	313	-322
September		78	76		277	328		1	0		15	17		40	36		45	44		51	76	0	230	249	-230
3/4 Total	400	687	700	1656	2317	2777	19	22	38	33	173	226	214	378	326	54	301	322	233	442	586	953	2003	2198	-1050
October		85	83		357	309		2	4		10	20		41	47		18	9		47	51	0	203	214	-203
November		72	68		328	260		3	0		20	9		28	30		7	1		38	38	0	168	146	-168
December		64	68		231	200		0	0		0	4		29	31		0	2		29	34	0	122	139	-122
Total	400	908	919	1656	3233	3546	19	27	42	33	203	259	214	476	434	54	326	334	233	556	709	953	2496	2697	-1543

Fort Frances Airport- Page 2/2 - Fuel Sales - As of June 15, 2017																			
Fuel Sales Recap - 2017									2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	Variance 2016-2015
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	per	Average
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	month	2015 to 2007
January	8,175	8,175	17,500	17,500	0	0	25,675	25,675	7,528	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,002
February	8,377	16,552	4,126	21,626	0	0	12,503	38,178	11,904	11,231	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,316
March	4,574	21,126	16,954	38,580	200	200	21,728	59,906	13,255	17,795	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,235
April	4,322	25,448	8,780	47,360	0	200	13,102	73,008	8,592	13,219	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	13,505
May	3,044	28,492	18,318	65,678	0	200	21,362	94,370	24,681	16,161	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	26,824
June		28,492		65,678		200	0	94,370	26,015	45,698	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	28,416
July		28,492		65,678		200	0	94,370	29,002	28,150	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,566
August		28,492		65,678		200	0	94,370	21,119	36,638	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	28,566
September		28,492		65,678		200	0	94,370	21,325	24,238	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	22,730
October		28,492		65,678		200	0	94,370	30,655	8,216	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	18,358
November		28,492		65,678		200	0	94,370	22,349	11,616	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	12,582
December		28,492		65,678		200	0	94,370	13,797	7,592	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	8,484
Total	28,492		65,678		200		94,370		230,222	229,246	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	224,583
								Jan to May	65,960	67,098	72,485	48,293	56,641	46,469	82,492	73,445	131,248	123,901	77,882
																			-135,852
																			28,410

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

AGENDA ITEM #10.7