

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - July 4, 2017, 12:00 PM

#### MEETING - Civic Centre - Committee Room

Session # 53

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
  - 4.1 Session No. 52 dated June 20, 2017. 3 - 4
5. **In-Camera**
  - 5.1 Security of the Property of the Municipality, more specifically Tax Arrears for Potential Sale.
6. **Items Referred from Council**
  - 6.1 Watten Volunteer Fire Department. 5 - 6
7. **New Business**
  - 7.1 Updated Tiered Response Activation Agreement with Rainy River District Social Services Administration Board (Rainy River District Paramedic Services). 7 - 15
  - 7.2 Accessibility Plan. 16 - 25
  - 7.3 Request for Reconsideration - Minutes of Settlement (MOS) re: 221 First Street East (2017); 1218 Second Street Street East (2017); 820 Kaitlyn Drive (2017); 801 Cornwall Avenue (2017); 1319 Idylwild Drive (2017); 810 Cornwall Avenue (2017). 26 - 39
  - 7.4 CAO Doug Brown Litigation Meeting Travel Expense. 40 - 43
  - 7.5 Vendor Selection for Telephone/Internet Voting in 2018 Election. 44 - 45
8. **Non-agenda Items**
9. **Information**

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9.2 Rainy River District Social Services Administration Board Financial Statements for the year ended December 31, 2016.	89 - 125
9.3 Fort Frances Fire & Rescue Service - May 2017 Report.	126 - 128
<b>10. <u>Adjourn / Next Meeting Date - August 15, 2017</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 52

June 20, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Council Chambers, Civic Centre on June 20, 2017 from 12:07 p.m. to 12:50 p.m.

PRESENT: Councillor K. Perry, Chair, Mayor R. Avis, Councillor W. Brunetta, Councillor G.P. Ryan

ALSO PRESENT: L. Lindberg, Treasurer and K. Lawson, Secretary

REGRETS: D. Brown, CAO, D. Galusha, Deputy Treasurer

**1. Call to Order - 12:07 p.m.**

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

1) L. Lindberg, Treasurer re: verbal update - recent tele-conference re: Changes to the new Assessment Review Board (ARB) Rules of Practice and Procedures.

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

1) Councillor K. Perry disclosed an interest in agenda item 6.4 as the MPAC Strategic Planning Per Diem & Travel Expenses and NOMA Board Meeting Per Diem was his. He turned the Chair over to Councillor G.P. Ryan when the matter was discussed and did not participate in any discussion of the item.

2) Councillor W. Brunetta disclosed an interest in agenda item 6.4 as the MPAC Strategic Planning Per Diem & Travel Expenses and NOMA Board Meeting Per Diem was hers. She did not participate in any discussion of the item when the matter was discussed.

**4. Approval of Previous Committee Minutes**

4.1 Session No. 51 dated June 6th, 2017.

Brunetta-Ryan: Approved as presented.

CARRIED

**5. In-Camera - none identified**

**6. New Business**

6.1 Review of Four Corporate Policies - 3.9 Employee Communications; 1.14 - Financial Statements; 1.2 - Colour Code for Municipal Buildings and 3.23 - Annual Appreciation Event.

- committee recommended approving all of the policy recommendations covered in the report from Mr. Brown with the exception of Policy 3.9 - Employee Communications. The committee recommended amending Policy 3.9 and bringing it forward to a subsequent A&F Executive Committee meeting for further consideration.

6.2 Councillor Wendy Brunetta MPAC Strategic Planning Per Diem & Travel Expense and NOMA Board Meeting Per Diem.

- committee recommended approving the per diem and travel expense claims in the total amount of \$337.00 as submitted by Councillor Brunetta for her attendance at the MPAC Strategic Planning Meeting and the NOMA Board Meeting held in Thunder Bay on June 13th and 14th, 2017.

6.3 Request for Reconsideration - Minutes of Settlement re: 363 Church Street (2016) - Roll # 5912-020-001-06500-0000.

- committee recommended receiving the Minutes of Settlement for the property located

at 363 Church Street in Fort Frances for the 2016 taxation year.

- 6.4 Councillor Ken Perry - MPAC Strategic Planning Per Diem & Travel Expense and NOMA Board Meeting Per Diem.  
- committee recommended approving the per diem and Travel Expense claims in the total amount of \$337.00 as submitted by Councillor Perry for his attendance at the MPAC Strategic Planning Meeting and the NOMA Board Meeting held in Thunder Bay on June 13th and 14th, 2017.
- 6.5 CAO Doug Brown - MPAC Strategic Planning Meeting Travel Expense.  
- committee recommended approving 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.

## **7. Non-agenda Items**

Verbal Update from L. Lindberg, Treasurer. At the beginning of April, the Assessment Review Board (ARB) introduced new Rules of Practice and Procedure, which usher in significant changes with respect to how municipalities will participate in property tax assessment appeals in the future. In order to comply with the new rules, over the next several months there are three major changes that every municipality must address, including:

- 1) July 1, 2017 - Municipalities must identify and provide contact information for an appeal representative, who will act as a legal representative for all appeals before the ARB. If a municipality does not provide this information, the ARB will assume the appeal representative is the Clerk of the Municipality.
  - 2) July 1, 2017 - Municipalities must identify and provide contact information for a complaints representative, who will receive and investigate a complaint from other parties to an appeal regarding the conduct of its legal representative. The complaints representative should be a different person than its legal representative. If a municipality does not provide this information, the ARB will assume the complaints representative is the Clerk of the Municipality.
  - 3) September 1, 2017 - Municipalities must file their short list of 'properties of interest' with the ARB. These properties, as identified by municipalities, will be considered for earlier appeal dates with the ARB.
- committee recommended 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.

## **8. Information**

- 8.1 RealTax Recovery Specialists Memorandum - Changes to Tax Registrations, Tax Sales and Payments Out of Court Under Bill 68.  
- L. Lindberg provided committee with an update respecting the changes and impact to the municipality as a result of the changes. Committee received as information.
- 8.2 Capital Financial Statement for the First Five Months ending May 31, 2017. - committee received as information.
- 8.3 General Fund Operating Summary for the First Five Months ending May 31, 2017. - committee received as information.
- 8.4 Water and Sewer (Operating) for the First Five Months ending May 31, 2017. - committee received as information.

## **9. Adjourn 12:50 p.m. / Next Meeting Date - July 4th, 2017**

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Executive Committee Chair

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D. Brown, CAO

**TO: Administration & Finance Executive Committee**  
**FROM: Laurie Lindberg, Treasurer**  
**DATE: June 27, 2017**  
**SUBJECT: Watten Volunteer Fire Department**

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### **BACKGROUND**

At the June 26, 2017 Council Meeting, the attached request received from Brian Angus, Watten Fire Department was referred to the Administration & Finance Executive Committee for recommendation with input from Community Services Executive Committee.

The Watten Fire Department, as part of their fundraising campaign, is hosting a fish fry at Sunny Cove on August 25<sup>th</sup>, 2017. The Fire Department raises funds annually for their operating and maintenance expenses for its fire hall and support fire service vehicles and has requested that the Town consider donating the rental fee Sunny Cove, or lieu of this, a monetary donation. In prior years, being 2013, 2014, 2015 and 2016, Council approved a donation of \$300.00 for this event.



June 12, 2017  
Mayor and Council  
Town of Fort Frances

RE: Sunny Cove Camp

As part of its fundraising campaign again this year, the Watten Volunteer Fire Department will be hosting a fish fry at Sunny Cove Camp. The fish fry is scheduled for August 25<sup>th</sup>.

The Watten Fire Department must raise funds every year to cover operating and maintenance expenses for its fire hall and support fire services vehicle. As part of this campaign we are respectfully requesting the town donate the rental fee for Sunny Cove, or in lieu of this, a monetary donation. In past years the Town of Fort Frances has donated \$300.00 to the Watten Fire Department, and this support has been sincerely appreciated.

If you would like further information about the activities of our organization or this request please contact Chad Buist at 274-9000 or Brian Angus at 274-6057.

We appreciate your consideration and assistance.

Thank you.

Brian Angus  
Administrative Board, Watten Fire Department

**TO:** Administration & Finance Executive Committee

**FROM:** Tyler Moffitt, Fire Chief/CEMC

**DATE:** June 28, 2017

**RE:** Updated Tiered Response Activation Agreement with the Rainy River District Social Services Administration Board (Rainy River District Paramedic Services)

## **BACKGROUND**

The existing Tiered Response Activation Agreement was signed on December 11, 2006.

The benefit of an updated and amended **Tiered Response Activation Agreement** is that it will provide a protocol for those occurrences where Fort Frances Fire & Rescue Service will be activated to respond to medical emergencies that genuinely requires our service.

In addition, our current By-Law 31/10 will need to be updated and amended to reflect the emergency services we provide.

In 2016, our Fire & Rescue Service responded to 511 emergency calls; with 244 of those calls being medical emergency calls.

The new updated and amended agreement will eliminate Fort Frances Fire & Rescue Service from responding with the ambulance services to the following calls:

- Unresponsiveness/Unconsciousness
- Shortness of Breath
- Chest Pain – (Non-Traumatic)
- Seizures

Also, in the amended agreement, we will continue to respond to the following calls:

- Real or Suspected Cardiac and/or Respiratory Arrest (**Last year, we responded to 42 calls that met this category**);
- Motor Vehicle Collisions
- Industrial/Construction Accidents;
- CBRNE-Chemical, Biological, Radiological, Nuclear or Explosive Events
- In addition to the above, any incident in which the Paramedic Services System becomes overwhelmed to the point that an ambulance cannot be activated within 5 minutes of receipt of a code 4 response (life threatening), Fort Frances Fire will be requested to assist until an ambulance becomes available. It should be noted that if an ambulance from a different part of the District is responding, Fort Frances Fire will not be tiered unless responding Paramedics or C.A.C.C. deem it appropriate.

The Kenora or Thunder Bay Central Ambulance Communications Centre will notify the Fort Frances Fire and Rescue within one (1) minute of receipt of life threatening medical emergencies which meets the five (5) criteria for tiered response as outlined above.

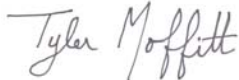
On June 28, 2017, the Fort Frances Fire & Rescue Service Steering Committee comprised of Mayor Roy Avis, Councillor June Caul, Councillor Ken Perry, CAO Doug Brown, and Tyler Moffitt Fire Chief/CEMC met and reviewed the new Tiered Response Agreement Draft. The committee contacted Dan McCormick CAO/Paramedic Chief of Rainy River DSSAB to discuss changes and additions.

## **RECOMMENDATION**

The Administration and Finance Executive committee in conjunction with the Fort Frances Fire & Rescue Service Steering Committee recommends the following;

- 1) That the Town of Fort Frances execute the amended Tiered Response Agreement with the Rainy River District Social Services Administration Board (Rainy River District Paramedic Services).
- 2) That the Mayor and Clerk be authorized to execute the amended Tiered Response Agreement with the Rainy River District Social Services Administration Board (Rainy River District Paramedic Services) on behalf of the Corporation of the Town of Fort Frances.
- 3) That the amended letter of agreement the Rainy River District Social Services Administration Board (Rainy River District Paramedic Services) be executed by Mayor Roy Avis, Fire Chief Tyler Moffitt and CAO Doug Brown on behalf of the Corporation of the Town of Fort Frances.
- 4) That at the next orientation meeting for the new Council (December 1<sup>st</sup>, 2018), the Fire Chief is required to brief all members of Council on the terms and conditions outlined in the tiered response agreement with RRDSSAB.

Thank you,



Tyler Moffitt  
Fire Chief/CEMC  
Fort Frances Fire & Rescue Service



# **TIERED RESPONSE AGREEMENT FOR THE CORPORATION OF THE TOWN OF FORT FRANCES**

## **Preamble:**

The following is in accordance with the objectives of the Tiered Response Committee under the mandate of the Corporation of the Town of Fort Frances.

## **Statement of Agreement:**

The members of the Tiered Response Committee have developed and agreed upon Guidelines for the activities of the Fort Frances Fire & Rescue Service in the assistance of the Rainy River Paramedic Services.

The Paramedic Services and Fort Frances Fire & Rescue Service agree to respond to medical emergencies within a reasonable time, given all the circumstances wherein the responding agency determines in its absolute discretion that it is able to provide the assistance requested where:

- 1) Any agency requests medical assistance
- 2) The agreement is not intended to create and does not create any legal obligation upon or impose any legal duty upon the Rainy River Paramedic Services or the Fort Frances Fire & Rescue Services which is not now or shall hereafter, be provided by Federal or Provincial Statute or by Municipal by-law;
- 3) This agreement is not intended to be and shall not be relied upon by the general public as creating and duty or standard of care to which any of the agencies have any legal obligation to respond.

These Guidelines do not preclude the response or activities outlined in any existing Emergency Plans, but are intended to co-ordinate the day to day responses to medical emergency life threatening situations.

**Purpose:**

To promote professionalism, continued cooperation and understanding in tiered response situations. To provide the general public with adequately trained and equipped public safety personnel to the scene of agreed upon life threatening medical emergencies as soon as possible.

**AGENCY RESPONSIBILITIES AND GUIDELINES****FORT FRANCES FIRE & RESCUE SERVICE RESPONSIBILITIES**

- Prevent, control and/or extinguish fires
- Control and coordinate all rescue operations in accordance with established protocols and procedures
- Control and coordinate incidents involving spills, leaks or dangerous goods
- Assist with patient care as regulated
- Make decisions to evacuate any part of a scene consistent with local emergency plans

**FORT FRANCES FIRE & RESCUE SERVICE GUIDELINES**

- Fire fighters will be familiar with local tiered response agreements
- As first responders, the Fort Frances Fire & Rescue service may provide patient care in accordance with basic life support standards as applicable until the arrival of paramedics
- Upon arriving at the patient(s), the first responders should relay patient numbers and condition to the Kenora or Thunder Bay C.A.C.C.
- When the paramedic crew arrives, the firefighter responsible for Basic Life Support will identify himself/herself and provide obtained patient information
- Where possible, provide initial patient assessment information directly to the arriving paramedic regarding any special needs required to assist the paramedic in an accurate and expeditious treatment of the patient
- The firefighter will fill out a *First Response Team Report* for all patient care rendered
- The firefighter may assist with BLS care at the request of the attending paramedic and provided that the fire fighter is not required for other duties
- Upon request, the fire personnel, where possible, will assist the paramedic including accompanying the patient to the hospital. Fire department personnel will only be permitted to drive an ambulance in accordance with current established Land Ambulance policies

- In accordance with the Ministry of Community Safety & Correctional Services guidelines, the fire department attending motor vehicle collisions will make the patient accessible and readily removable through provisions of options to the attending paramedics on how it may be best accomplished
- Firefighters are responsible for activities in areas subject to hazardous environmental conditions or where exposure to fire may occur. Paramedic crews will remain in a staging area until conditions are determined to be safe for entry
- Firefighters should position fire emergency vehicles in a manner as not to impede access or egress of the ambulance
- For tiered response to medical incidents in buildings equipped with elevators, normal practice will be not to lock elevators unless directed to do so by the paramedic crew
- Joint training between the firefighters and paramedics will be done on at least an annual basis
- Medical emergencies involving violent or disturbed patients require police assistance prior to entry
- Under no circumstance will Fort Frances Fire & Rescue personnel cancel paramedic services responding to a medical emergency

#### **PARAMEDIC SERVICES SERVICE RESPONSIBILITY**

- Paramedics are responsible for the care and transportation of patients
- Paramedics will assist other public safety personnel as required, secondary to patient care and transport.

#### **PARAMEDIC SERVICES SERVICE GUIDELINES**

- Paramedics will be familiar with local tiered response agreements
- Paramedics will assume control of the pre-hospital emergency care of patients, update the C.A.C.C. and request additional resources as required
- At scene, the paramedics will obtain information from the firefighters if providing treatment
- Paramedics may request assistance from the firefighters at the scene with regard to patient removal, care and treatment.

## SHARED RESPONSIBILITIES

Whenever possible, all public safety agencies should encourage their respective staff to meet after calls with other responders, at a mutually agreed site, in order to:

- Discuss and exchange ideas on the handling of the emergency
- Exchange information necessary for their respective reporting to their specific agency within established law, policy and directives of patient confidentiality
- Return/replace equipment as required
- Maintain a high level of professional rapport between the agencies
- Participate in an inter-agency post incident analysis when requested by one of the agencies
- Participate with an inter-agency in service training whenever possible.

## CANCELLATION OF AGREEMENT

Either Party to this agreement may withdraw from participation in the tiered response agreement by giving the other party, ninety 90 days notice in writing, of its intention to withdraw from participation.

## COMMITTEE

A tiered response committee will consist of representatives of the Rainy River District Paramedic Services and the Fort Frances Fire & Rescue Services. Additional members of other public safety agencies may be requested to participate at the discretion of the Rainy River Paramedic Chief and Fort Frances Fire Chief.

Signed on behalf of Town of Fort Frances:

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Mayor Roy Avis

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Elizabeth Slomke, Clerk

Signed on behalf of Rainy River District Social Services Administration Board:

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Dan McCormick  
CAO/Paramedic Chief

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Leanne Eluik  
Director of Finance & Asset Management

**LETTER OF AGREEMENT**  
**DATED THE     DAY OF     , 2017.**  
**FOR THE TIERED RESPONSE ACTIVATION BETWEEN THE**  
**RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION**  
**BOARD**  
**[Rainy River District Paramedic Services]**  
**AND**  
**THE CORPORATION OF THE TOWN OF FORT FRANCES**  
**[Fort Frances Fire and Rescue Services]**

Where a request for Paramedic Services is received for an address within the municipal boundaries of the Town of Fort Frances, the Fort Frances Fire and Rescue Services agrees to respond at the request of the Kenora or Thunder Bay Central Ambulance Communications Center [C.A.C.C.] in any instance where a person is believed to be suffering from:

- 1) Real or suspected Cardiac and/or Respiratory Arrest
- 2) Motor Vehicle Collision given as Unknown, Life Threatening or Entrapment
- 3) Industrial/Construction Accidents
- 4) CBRNE-Chemical, Biological, Radiological, Nuclear or Explosive Events

- 5) In addition to the above, any incident in which the Paramedic Services System becomes overwhelmed to the point that an ambulance cannot be activated within 5 minutes of receipt of a code 4 response (life threatening), Fort Frances Fire & Rescue Service will be requested to assist until an ambulance becomes available. It is to be noted that if an ambulance from a different part of the District is responding Fort Frances Fire will not be tiered unless responding Paramedics or C.A.C.C. deem it appropriate.

The Kenora or Thunder Bay C.A.C.C. will notify the Fort Frances Fire and Rescue within one (1) minute of receipt of life threatening medical emergencies which meets the 5 criteria as outlined above for tiered response. The Rainy River Paramedic Services will re-supply expendable medical supplies used by the Fort Frances Fire and Rescue Service on a monthly basis or as required to maintain agreed upon inventories.

This agreement recognizes that Fort Frances Fire & Rescue may not be able to respond when occupied with a fire emergency or for any reason as determined by the senior on-duty Fire Officer or Fire Chief.

Both parties will carry appropriate Liability Insurance in accordance with the respective organization's By-Laws, Policies and/or Procedures.

This **Agreement** will be reviewed, revised and maintained by the participating agencies during the month of May of each year, or at the request of either party. A letter will be jointly prepared and executed by the Fire Chief and CAO of the Town of Fort Frances and the CAO/Paramedic Chief of DSSAB during the month May of each year and forward to their respective governance bodies.

During the term of Council of the Town of Fort Frances the current agreement will be reviewed and re-endorsed.

Either Party to this agreement may withdraw from participation in the tiered response agreement by giving the other party, ninety 90 days notice in writing, of its intention to withdraw from participation.

Signed on behalf of Town of Fort Frances

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Roy Avis

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Tyler Moffit

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Doug Brown

Mayor  
Town of Fort Frances

Fire Chief  
Town of Fort Frances

CAO  
Town of Fort Frances

Signed on behalf of Rainy River District Social Services Administration Board

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Dan McCormick  
CAO/Paramedic Chief  
Rainy River DSSAB

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Leanne Eluik  
Director of Finance and Asset Mgmt  
Rainy River DSSAB

DRAFT

## **Administration & Finance Division**

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**To: Administration & Finance Executive Committee**

**From: Aaron Petrin, Human Resources Manager**

**Date: June 29, 2017**

**Subject: Accessibility Plan**

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### **Background**

The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 ("AODA") is to benefit all Ontarians by recognizing the history of discrimination against persons with disabilities in Ontario. The Integrated Accessibility Standards Regulations ("IASR") of the AODA require municipalities to:

1. Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under this Regulation;
2. Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
3. Review and update the accessibility plan at least once every five years.

The plan describes how the Town of Fort Frances ("the Town") has and will continue to identify, remove and prevent barriers for people with disabilities who use our facilities and services.

Council committed in its strategic plan to focusing on the AODA. Specifically, to strive for compliance by implementing the standards; which include: accessible customer service, information and communication, employment, transportation, and the built environment.

Section 29 of the AODA states that the council of every municipality of less than 10,000 may establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force, and that a majority of the members of the committee shall be persons with disabilities.

4. The committee shall:
  - a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5);
  - b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
  - c) perform all other functions that are specified in the regulations. 2005, c. 11,



5. And the council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
- (a) that the council purchases, constructs or significantly renovates;
  - (b) for which the council enters into a new lease; or
  - (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the Municipal Act, 2001

The Town does not have a municipal accessibility advisory committee, but does have an accessibility working group that was approved by Council in 2009. The working group consists of the Operations and Facilities and Community Services Division Managers, the Human Resources Manager, the Chief Building Official/Municipal Planner, the Municipal Clerk, and the Chief Administrative Officer (who acts as an ex-officio member). Under the Town's accessibility plan, the group is required to meet twice each year.

To have an accessibility working group is not required by law, given that Fort Frances has a population of less than 10,000. It would therefore be a best practice. If Council wishes to continue positioning the Town as a follower of best practices, it should consider how it will engage the community in removing barriers and improving access to services, as the members of this group appear to be without visible disability and may not be representative of the population. Please see sections 3.b and 5 of the attached draft plan accessibility for more information on the working group.

## **Recommendation**

My recommendation would be to improve the Town's accessibility function, and its optics, by including more relevant stakeholders in the decision-making process. This may include the forming a public committee to make recommendations to the working group, which should be primarily comprised of people with disabilities.

In presenting this report, Administration is seeking:

- A recommendation to Council to approve of the Town's 2017 Accessibility Plan
- Direction on engaging the public for input on accessibility-related matters
- Direction on how the Accessibility Working Group should proceed in representing people with disabilities and their interests in the design of public spaces



**Accessibility Plan  
for the  
Town of Fort Frances**

**July 2017**

This publication is available on the Town of Fort Frances Website at

[www.fortfrances.ca](http://www.fortfrances.ca)

and in accessible formats upon request by calling:  
807-274-5323 ext. 1220

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## **EXECUTIVE SUMMARY**

The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) is to benefit all Ontarians by recognizing the history of discrimination against persons with disabilities in Ontario by:

- Developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025; and
- Providing for the involvement of persons with disabilities, of the Government of Ontario and of representatives of industries and of various sectors of the economy in the development of the accessibility standards.

The Integrated Accessibility Standards Regulations of AODA require municipalities to:

4. Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;
5. Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
6. Review and update the accessibility plan at least once every five years.

A “barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

The plan describes how the Town of Fort Frances (“the Town”) has and will continue to identify, remove and prevent barriers for people with disabilities who use our facilities and services.

The Town is committed to improving access to its facilities, programs, policies, practices, and services for staff, customers, members of the community with disabilities and the public, and will work to reduce barriers in the community. To achieve this goal, Town Council has adopted an Official Community Plan which commits to a ‘Safe, Healthy, and Accessible Community’.

The Town will strive for compliance with the AODA by implementing the standards; which include: accessible customer service, information and communication, employment, transportation, and the built environment.

## 1. **AIM**

This plan describes the measures that the Town of Fort Frances has taken since 2013 and actions that it will take in the future to identify, remove, and prevent barriers to people with disabilities, including staff and the public.

## 2. **OBJECTIVES**

The accessibility plan will:

- a. Describe the process by which the Town will identify, remove, and prevent barriers for people with disabilities;
- b. Review earlier efforts to remove and prevent barriers to people with disabilities;
- c. List the facilities, policies, programs, practices, or services that the Town will review in the coming year to identify barriers for people with disabilities;
- d. Describe the measures the Town will take in the coming year to remove barriers to people with disabilities; and
- e. Describe how the Town will make this disability plan available to the public.

## 3. **COMMITMENT TO ACCESSIBILITY PLANNING**

The Town of Fort Frances is committed to:

- a. Establishing an Accessibility Working Group;
- b. Reviewing its progress against goals set in the multi-year accessibility plan;
- c. Consulting with people with disabilities in the development and review of its annual accessibility plan;
- d. Ensuring Town policies and procedures are consistent with principles of accessibility; and
- e. Improving access to facilities, policies, programs, practices, and services for staff, customers, members of the community with disabilities, and the general public.

Mayor and Council have authorized the Accessibility Working Group to prepare an accessibility plan that will enable the Town of Fort Frances to meet its commitment to improving accessibility to all municipally-owned facilities, premises, and services for people with disabilities.

#### **4. DESCRIPTION OF THE TOWN OF FORT FRANCES**

The Town of Fort Frances is located in Northwestern Ontario, lying approximately 350 kilometres west of Thunder Bay. The Town is bordered on the north by the unorganized Township of Miscampbell, on the west by the Township of Alberton, on the south by the United States separated by the Rainy River, and on the east by Couchiching First Nations. The Town has a population of approximately 7420, based on the 2016 Census.

The municipality has a number of associations and groups that provide support and assistance to people with disabilities and its aging population. The Town offers to the public: a public recreation centre for senior citizens, a community theatre for the performing arts, a public library and technology centre, a public works department, a museum, a daycare and early childhood centre, a sports centre, an airport, a police station, a fire department, outdoor walking paths, tennis courts, and a marina.

#### **5. ACCESSIBILITY WORKING GROUP MEMBERS**

The accessibility working group was formally approved by Council in June 2009 and consists of the following members:

Two Division Managers (Operations and Facilities and Community Services), the Human Resources Manager, the Chief Building Official, the Clerk, and the Chief Administrative Officer (will acts an ex-officio member of the group).

#### **6. RECENT BARRIER – REMOVAL INITIATIVES**

For Barrier removal initiatives prior to 2013, please refer to prior-year accessibility plans.

The Public Works department installed 21 sidewalk drops between 2013 and 2016. In addition, 37 sidewalk drops were installed while completing construction during that time. This is an ongoing initiative and will continue on an annual basis. Since 2016, these improvements now include coloured tactile indicator pads.

## 7. STATUS REPORT ON BARRIER REMOVALS

For completed implementation projects prior to 2013, please refer to prior-year accessibility plans.

<b>Location</b>	<b>Barrier</b>	<b>Year Completed Unless Otherwise Stated</b>
<b>Civic Centre</b>	<p>New front pathways in the courtyard with high-contrast edging.</p> <p>Exterior doorways made accessible with sloped entry</p> <p>New slip-resistant flooring in areas accessible to the public, including front door entryways and doors to Council Chambers.</p> <p>New grippers on stairways.</p> <p>New matting for cleaning boots and shoes.</p> <p>New magnetic locks and panic hardware on front entry doors</p>	2017
<b>Waterfront</b>	Wheelchair-accessible memorial benches along waterfront	2016
<b>Memorial Sports Centre</b>	A family change room was created that facilitates people with disabilities who are supported by a worker of a gender different from their own. There is not yet a washroom or shower available in this regard.	2016
<b>East End Hall</b>	An outdoor ramp and two accessible washrooms were added to the East End Hall.	2015
<b>Zoning By-Law</b>		
<b>Website</b>	Corporate website updated made more accessible	2015
<b>Curbs</b>	Curb drops are installed on an ongoing basis based on priority areas	Ongoing
<b>By-Laws, Policies, Procedures</b>	New documents are created in more accessible formats, including larger font and with optical character recognition in digital formats. Text / font reader is available at the technology centre and documents are available in accessible formats upon request.	Ongoing
<b>Enlarged Street Signs</b>	Enlarged street signs for Downtown area	2016
<b>Street Lights</b>	LED street lights have been installed.	2014
<b>Children's Complex</b>	Public Washroom in lobby does not meet OBC	Outstanding, unsuccessful grant application to modify public washroom

## 8. **PREVENTING NEW BARRIERS**

All Town programs, policies, practices, and services will consider and implement the principles of accessibility. We will strive to create an environment that is accessible to all people, regardless of age or ability. Through its accessibility planning process, the Town will ensure continuous improvement in accessibility.

## 9. **BARRIER IDENTIFICATION METHODOLOGIES**

- a. A review by Division managers of their specific areas will be conducted on an annual basis and brought forward to the working group and through budget process;
- b. A Public Survey was conducted in 2009;
- c. Review of issues brought forward by the public through the Barrier Identification Form that is on our website under the accessibility link and the responses to a general ad placed in the local newspaper;
- d. Work in conjunction with legislative requirements

## 10. **BARRIERS IDENTIFIED IN COMMUNITY SURVEY**

Location	Identified Barrier

## 11. **BARRIERS TO BE ADDRESSED**

- a. We will work towards the implementation of the Integrated Accessibility Standards as outlined in the Multi-Year Accessibility Plan. The plan is posted on the Town of Fort Frances' website and is available in accessible formats on request
- b. Installation of curb drops and surface sidewalk discontinuities will continue on an ongoing basis
- c. ...



## **12. ACCESSIBLE PUBLIC TRANSIT**

The Town of Fort Frances offers three accessible transit options:

1. On demand accessible taxi services are licensed by the Corporation of the Town of Fort Frances and owned and operated by North Air Taxi Services
2. Dial-a-ride is a program. The Corporation of the Town of Fort Frances provides a subsidy to operate a dial-a-ride program within the community. The Corporation contracts this service with North Air Services.
3. Handi-Van services. The Corporation of the Town of Fort Frances owns and maintains 2 Handi-Vans which are dedicated to providing specialized transportation. This service is contracted to Riverside Health Care Facilities.

As survey was conducted in June / July of 2013 which generated 13 responses. 6 responses indicated that they were satisfied with the level of service in Fort Frances. 1 response did not comment and 6 responses said that they were unsatisfied with the service. The accessibility working group reviewed the survey data at that time, and decided that the level of service available met the needs of the public.

## **13. REVIEW AND MONITORING PROCESS**

The working group will continue to work under the direction of Mayor and Council and in partnership with the community to review and implement the Town's accessibility plan. Concerns related to accessibility will be received and monitored by the Human Resources Manager and Manager of Community Services, and the Manager of Operations and Facilities

The working group will meet twice a year to review progress.

## **14. COMMUNICATION OF THE PLAN**

The Town of Fort Frances Accessibility Plan will be posted on the Town website at [www.fortfrances.ca](http://www.fortfrances.ca) and hardcopies will be available upon request, including in accessible formats. To make a request, please contact the Accessibility Coordinator (Human Resources Manager) at 807-274-5323 ext. 1220.

**TO:** Administration & Finance Executive Committee

**FROM:** Laurie Lindberg, Treasurer

**DATE:** June 27, 2017

**SUBJECT:** Request for Reconsideration M.O.S.

<b>RE:</b>	<b>221 First Street E (2017)</b>	<b>Roll #5912-020-007-09100-0000</b>
	<b>1218 Second St E (2017)</b>	<b>5912-030-007-02500-0000</b>
	<b>820 Kaitlyn Drive (2017)</b>	<b>5912-030-004-09868-0000</b>
	<b>801 Cornwall Ave (2017)</b>	<b>5912-010-001-09800-0000</b>
	<b>1319 Idylwild Drive (2017)</b>	<b>5912-030-007-19400-0000</b>
	<b>810 Cornwall Ave (2017)</b>	<b>5912-010-001-10200-0000</b>

## **BACKGROUND**

Attached are the Minutes of Settlement for the 2017 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following properties:

**221 First Street E – Residential (RT) CVA of 134,000 reduced to CVA of 128,000 for 2017 taxation year resulting from updated structure data.**

**1218 Second Street E – Residential (RT) CVA of 78,000 reduced to CVA of 74,250 for 2017 taxation year resulting from adjustment based on similar properties.**

**820 Kaitlyn Drive – Residential (RT) CVA of 363,250 reduced to CVA of 353,000 for 2017 taxation year resulting from adjustment based on similar properties & adjustment based on similar structure location.**

**801 Cornwall Ave – Residential (RT) CVA of 246,750 reduced to CVA of 237,500 for 2017 taxation year resulting from adjustment based on similar properties.**

**1319 Idylwild Drive – Residential (RT) CVA of 399,000 reduced to CVA of 367,750 for 2017 taxation year resulting from updated structure data & unfinished structure allowance.**

**810 Cornwall Ave – Residential (RT) CVA of 94,000 reduced to CVA of 82,000 for 2017 taxation year resulting from adjustment based on similar properties.**

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 indicated on each individual M.O.S.

That total financial impact of the Minutes of Settlement is \$1,352.76 consisting of a reduction of municipal revenue of \$1,222.99 and education revenue of \$129.77 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

**Minutes of Settlement**  
**2017 Tax Year**  
**Results of Request for Reconsideration**  
**Property Assessment Notice**



MUNICIPAL PROPERTY  
 ASSESSMENT CORPORATION  
 SOCIÉTÉ D'ÉVALUATION  
 FONCIÈRE DES MUNICIPALITÉS

JOSEPH DELBO  
 DELBO RITA CATHERINE ESTATE  
 221 FIRST ST E  
 FORT FRANCES ON P9A 1K4

**Contact Us**



Call: 1 866 296-MPAC (6722)  
 TTY 1 877 889-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 revised property assessment below.

**Owner name(s)** JOSEPH DELBO  
 DELBO RITA CATHERINE ESTATE

**Roll number** 59-12-020-007-09100-0000

**Property location and description** 221 FIRST ST E  
 PLAN M68 BLK 1 PT LOT 4 PCL 13334

**Municipality/Local taxing Authority** Town of Fort Frances

**CURRENT Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$137,000	\$134,000	\$134,000	\$134,000	\$134,000	\$134,000
Total	\$137,000	\$134,000	\$134,000	\$134,000	\$134,000	\$134,000

**RECOMMENDED Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$137,000	\$128,000	\$128,000	\$128,000	\$128,000	\$128,000
Total	\$137,000	\$128,000	\$128,000	\$128,000	\$128,000	\$128,000

**Why your property assessment changed**

- Updated structure data

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

**MPAC  
 RECEIVED  
 MAY 26 2017  
 FORT FRANCES**

**What this change means to you**

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2016 to 2020 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 assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by August 07, 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 June 23, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name JOSEPH DELIZO	Date (yyyy/mm/dd) 2017/05/26
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Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/05/09
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**Objection by Municipality or Local Taxing Authority**

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal:

September 5, 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 2016 Current Value Assessment (CVA).

Tax Year: 2017 Roll Number: 59-12-020-007-09100-0000

**MPAC  
RECEIVED**  
MAY 26 2017  
**FORT FRANCES**



Minutes of Settlement  
**2017 Tax Year**  
 Results of Request for Reconsideration  
 Property Assessment Notice



MUNICIPAL PROPERTY  
 ASSESSMENT CORPORATION  
 SOCIÉTÉ D'ÉVALUATION  
 FONCIÈRE DES MUNICIPALITÉS

DIANNE ELAINE LIPINSKI  
 GARY KARL LIPINSKI  
 1220 SECOND ST E  
 FORT FRANCES ON P9A 1P4

**Contact Us**



Call: 1 866 296-MPAC (6722)  
 TTY 1 877 889-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 revised property assessment below.

Owner name(s) DIANNE ELAINE LIPINSKI  
 GARY KARL LIPINSKI

Roll number 59-12-030-007-02500-0000

Property location and description 1218 SECOND ST E  
 PLAN M91 LOT 10 LOT 11 PCL 23073

Municipality/Local taxing Authority Town of Fort Frances

CURRENT Property Assessment			Effective date: January 01, 2017			
Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$67,000	\$111,000	\$78,000	\$89,000	\$100,000	\$111,000
Total	\$67,000	\$111,000	\$78,000	\$89,000	\$100,000	\$111,000

RECOMMENDED Property Assessment			Effective date: January 01, 2017			
Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$67,000	\$96,000	\$74,250	\$81,500	\$88,750	\$96,000
Total	\$67,000	\$96,000	\$74,250	\$81,500	\$88,750	\$96,000

Why your property assessment changed

- Adjustment based on similar properties

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

**MPAC  
 RECEIVED**  
 FEB 23 2017

**FORT FRANCES**

**What this change means to you**

Under Ontario's Assessment Act, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2016 to 2020 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 assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by May 18, 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 April 03, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Dianne Lipinski</i>	Print name Dianne Lipinski	Date (yyyy/mm/dd) 2017/02/22
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Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/02/17
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**Objection by Municipality or Local Taxing Authority**

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: May 30, 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 2016 Current Value Assessment (CVA).

Tax Year: 2017 Roll Number: 59-12-030-007-02500-0000

**MPAC  
RECEIVED**

**FEB 23 2017**

**FORT FRANCES**

**Minutes of Settlement**  
**2017 Tax Year**  
**Results of Request for Reconsideration**  
**Property Assessment Notice**



MUNICIPAL PROPERTY  
 ASSESSMENT CORPORATION  
 SOCIÉTÉ D'ÉVALUATION  
 FONCIÈRE DES MUNICIPALITÉS

DONALD GEORGE MAYHEW  
 LOIS ANNE MAYHEW  
 820 KAITLYN DR  
 FORT FRANCES ON P9A 3X3

**Contact Us**



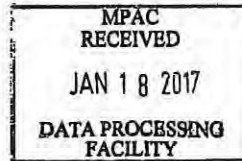
Call: 1 866 296-MPAC (6722)  
 TTY 1 877 889-MPAC (6722)  
 Monday to Friday 8 a.m. to 5 p.m.



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 revised property assessment below.

**Owner name(s)** DONALD GEORGE MAYHEW  
 LOIS ANNE MAYHEW

**Roll number** 59-12-030-004-09868-0000

**Property location and description** 820 KAITLYN DR  
 PLAN 48M368 LOTS 39 & 40 PCL 39-1

**Municipality/Local taxing Authority** Town of Fort Frances

**CURRENT Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$352,000	\$397,000	\$363,250	\$374,500	\$385,750	\$397,000
Total	\$352,000	\$397,000	\$363,250	\$374,500	\$385,750	\$397,000

**RECOMMENDED change to your Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$352,000	\$356,000	\$353,000	\$354,000	\$355,000	\$356,000
Total	\$352,000	\$356,000	\$353,000	\$354,000	\$355,000	\$356,000

**Why your property assessment changed**

- Adjustment based on similar properties
- Adjustment based on structure location

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, 2016 assessed value and classification of your property will be used to calculate your 2017 to 2020 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 assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by April 03, 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](mailto:enquiry@mpac.ca)



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

We must receive your response no later than February 17, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Donald George Mayhew</i> <i>Lois Anne Mayhew</i>	Print name Donald George Mayhew Lois Anne Mayhew	Date (yyyy/mm/dd) 2017/01/10 2017/01/10
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Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/01/03
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**Objection by Municipality or Local Taxing Authority**

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: May 2, 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 2016 Current Value Assessment (CVA).

Tax Year: 2017 Roll Number: 59-12-030-004-09868-0000



**Minutes of Settlement**  
**2017 Tax Year**  
**Results of Request for Reconsideration**  
**Property Assessment Notice**



MUNICIPAL PROPERTY  
 ASSESSMENT CORPORATION  
 SOCIÉTÉ D'ÉVALUATION  
 FONCIÈRE DES MUNICIPALITÉS

TINA MARIE FONTANA  
 MARK ANDREW FONTANA  
 715 COLONIZATION RD E  
 FORT FRANCES ON P9A 2S2

**Contact Us**



Call: 1 866 296-MPAC (6722)  
 TTY 1 877 889-MPAC (6722)  
 Monday to Friday 8 a.m. to 5 p.m.



Email: [enquiry@mpac.ca](mailto: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 revised property assessment below.

**Owner name(s)** TINA MARIE FONTANA  
 MARK ANDREW FONTANA

**Roll number** 59-12-010-001-09800-0000

**Property location and description** 801 CORNWALL AVE  
 PLAN M74 BLK 10 PT LOTS 26 TO 30 RP RR35 PARTS 3 AND 4

**Municipality/Local taxing Authority** Town of Fort Frances

**CURRENT Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$232,000	\$291,000	\$246,750	\$261,500	\$276,250	\$291,000
Total	\$232,000	\$291,000	\$246,750	\$261,500	\$276,250	\$291,000

**RECOMMENDED change to your Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$232,000	\$254,000	\$237,500	\$243,000	\$248,500	\$254,000
Total	\$232,000	\$254,000	\$237,500	\$243,000	\$248,500	\$254,000

**Why your property assessment changed**

- Adjustment based on similar properties

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, 2016 assessed value and classification of your property will be used to calculate your 2017 to 2020 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 assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by April 03, 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 February 17, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.**

Signature of property owner/representative 	Print name <b>Tina Fontana</b>	Date (yyyy/mm/dd) <b>2017/01/10</b>
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Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/01/03
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**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: April 26, 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 2016 Current Value Assessment (CVA).

Minutes of Settlement  
**2017 Tax Year**  
 Results of Request for Reconsideration  
 Property Assessment Notice



MUNICIPAL PROPERTY  
 ASSESSMENT CORPORATION  
 SOCIÉTÉ D'ÉVALUATION  
 FONCIÈRE DES MUNICIPALITÉS

TARA LYNN MORRISON  
 WILLIAM ROBERT MORRISON  
 SITE 204-29  
 RR 2 STN MAIN  
 FORT FRANCES ON P9A 3M3

**Contact Us**



Call: 1 866 296-MPAC (6722)  
 TTY 1 877 889-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 revised property assessment below.

Owner name(s) TARA LYNN MORRISON  
 WILLIAM ROBERT MORRISON

Roll number 59-12-030-007-19400-0000

Property location and description 1319 IDYLWILD DR  
 PLAN SM88 LOT 21 PCL 20-2

Municipality/Local taxing Authority Town of Fort Frances

**CURRENT Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$354,000	\$534,000	\$399,000	\$444,000	\$489,000	\$534,000
Total	\$354,000	\$534,000	\$399,000	\$444,000	\$489,000	\$534,000

**RECOMMENDED Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$354,000	\$409,000	\$367,750	\$381,500	\$395,250	\$409,000
Total	\$354,000	\$409,000	\$367,750	\$381,500	\$395,250	\$409,000

Why your property assessment changed

- Updated structure data
- Unfinished structure allowance

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, 2016 assessed value and classification of your property will be used to calculate your 2016 to 2020 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:**

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**OR**

☐ I reject my recommended assessment

I understand that if I reject the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by June 01, 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](mailto:enquiry@mpac.ca)



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

We must receive your response no later than April 17, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name William R. Morrison	Date (yyyy/mm/dd) 2017/03/14
---	-----------------------------------	---------------------------------

Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/03/03
---	--	---------------------------------

**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: June 17, 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 2016 Current Value Assessment (CVA).

Tax Year: 2017 Roll Number: 59-12-030-007-19400-0000

**MPAC  
RECEIVED**

**MAR 14 2017**

**FORT FRANCES**



**Minutes of Settlement**  
**2017 Tax Year**  
**Results of Request for Reconsideration**  
**Property Assessment Notice**



MUNICIPAL PROPERTY  
 ASSESSMENT CORPORATION  
 SOCIÉTÉ D'ÉVALUATION  
 FONCIÈRE DES MUNICIPALITÉS

ROSANNA DEGAGNE-TWEEDIE  
 PO BOX 93  
 DEVLIN ON POW 1C0

**Contact Us**



Call: 1 866 296-MPAC (6722)  
 TTY 1 877 889-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 revised property assessment below.

**Owner name(s)** ROSANNA DEGAGNE-TWEEDIE

**Roll number** 59-12-010-001-10200-0000

**Property location and description** 810 CORNWALL AVE  
 PLAN M74 BLK 9 LOT 6 N23FT 7 S12FT LOT 5 PCL BLK 9-5-1 &  
 BLK 9-6-1

**Municipality/Local taxing Authority** Town of Fort Frances

**CURRENT Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$99,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000
Total	\$99,000	\$94,000	\$94,000	\$94,000	\$94,000	\$94,000

**RECOMMENDED change to your Property Assessment**

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$99,000	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000
Total	\$99,000	\$82,000	\$82,000	\$82,000	\$82,000	\$82,000

Why your property assessment changed

- Adjustment based on similar properties

**MPAC  
 RECEIVED**

APR 19 2017

**FORT FRANCES**

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, 2016 assessed value and classification of your property will be used to calculate your 2017 to 2020 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 assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by April 03, 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 February 17, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative <i>Rosanna DeGagne-Tweedie</i>	Print name Rosanna DeGagne-Tweedie	Date (yyyy/mm/dd) April 19/2017
--	---------------------------------------	------------------------------------

Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/01/03
---	--	---------------------------------

**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: August 3, 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 2016 Current Value Assessment (CVA).

Tax Year: 2017 Roll Number: 59-12-010-001-10200-0000

**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
	2017	2.7.091	-6,000	RTES	0.01686886	0.00179	-101.21		-10.74					-111.95
	2017	3.7.025	-3,750	RTEP	0.01686886	0.00179	-63.26	-6.71						-69.97
	2017	3.1.09868	-10,250	RTEP	0.01686886	0.00179	-172.91	-18.35						-191.26
	2017	1.1.098	-3,700	RTEP	0.01686886	0.00179	-62.41	-6.62						-69.03
			-5,550	RTES	0.01686886	0.00179	-93.62		-9.93					-103.55
			-9,250	RTEP	0.01686886	0.00179	-156.03	-6.62	-9.93	0.00	0.00	0.00	0.00	-172.58
	2017	3.7.194	-31,250	RTEP	0.01686886	0.00179	-527.15	-55.94						-583.09
	2017	1.1.102	-8,040	RTFS	0.01686886	0.00179	-135.63			-14.39				-150.02
			-3,960	RTES	0.01686886	0.00179	-66.80		-7.09					-73.89
			-12,000				-202.43	0.00	-7.09	-14.39	0.00	0.00	0.00	-223.91
							-1,222.99	-87.62	-27.76	-14.39	0.00	0.00	0.00	-1,352.76
<b>Minutes of Settlement</b>														



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/66**

**To: Administration & Finance Executive Committee**  
**FROM: Laurie Lindberg, Treasurer**  
**DATE: June 28, 2017**  
**Subject: CAO Doug Brown Litigation Meeting Travel Expense**

---

**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Claim in the amount of \$102.08 to attend a litigation meeting held on June 19 & 20, 2017 in Thunder Bay as submitted by Dog Brown, CAO.

Travel Claim Summary

1. Meals	\$82.00
2. Gasoline (Town owned Vehicle)	10.08
3. Per Diem	<u>10.00</u>
Total	<u>\$102.08</u>



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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	LAW SUIT-2007 PORTAGE Ave Underpass project.							
	Location (Facility and City)	Thunder Bay							
	Dates	June 19 & 20, 2007							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation		100.57	TOWN CREDIT CARD					100.57
	Transportation GAS			10.08					10.08
	Breakfast		0	13.00					13.00
	Lunch		17.00	17.00					34.00
	Dinner		35.00	0					35.00
	Per Diem		5.00	5.00					10.00
	Other								0
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
	n.a.	n.a.		n.a.					
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved								
		Total Expenses							202.65
		Advance Received							0
		Balance Claimed							102.08
		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.

Date June 21, 2017

Doug Brown  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Division Manager Signature

Date	Treasurer	A / P	Cashier

40-080-0811-1200-71253  
50-080-0832-1200-71253  
10-060-0614-1200-71253

THE GREAT BEAR  
807 274 2221

06/20/17 5:54PM 02  
000000 #9134

GAS \$10.08

CASH \$10.08

**Prince Arthur Waterfront Hotel & Suites**  
**17 Cumberland Street North**  
**Thunder Bay, ON**  
**P7A 4K8**  
**Telephone: 807-345-5411 Fax: 807-345-8565**

Doug Brown  
 320 Portridge Ave  
 Fort Frances

P9A 2B5

Page # 1  
 Res. # 234472  
 Checked in Mon Jun 19/17 - 12:16pm  
 Checked out Tue Jun 20/17 - 11:29am  
 Nights 1  
 Room Rate 89.00  
 Promo Code  
 Room 511

Date	Description	Reference	Charges	Credits
Jun19	Room - Highway Sign		89.00	
Jun19	HST		11.57	
Jun20	PAID BY VISA - Thank you			100.57
			-----	-----
			0.00	100.57
				100.57

*Thank you for staying at the Prince Arthur Waterfront Hotel*  
*For reservations call 1-800-267-2675*  
*Email: reservations@princearthur.on.ca*  
*www.princearthur.on.ca*

*Our H.S.T. # is 866521198RT*

Charge Summary:  
HST

11.57

DATE: June 28, 2017

TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Vendor Selection for Telephone/Internet Voting in 2018 Election

## BACKGROUND

Council of the Town of Fort Frances passed and enacted a by-law on April 10<sup>th</sup> 2017 to utilize Telephone/Internet Voting for the 2018 Municipal and School Board Elections. Subsequently, one of my responsibilities is to engage a vendor to provide the 'solution' at the best price and by adhering to the procurement by-law.

Vendors for delivery of such a solution are very limited due to the nature of the service being sourced. I reached out to three vendors (Dominion Voting, Simply Voting and Intelivote). All three quotes are based on an estimate of 5500 electors and includes the 'solution', printing of voter letter and postage.

The three quotes are summarized below:

Vendor	Total Costs
Dominion Voting Systems Corp. - Internet/Telephone Voting Solution – \$2.00 per elector - Production of Voter Letter - \$0.32 per elector - Postage - \$0.82 per elector	\$17,270.00 plus applicable taxes
Simply Voting Inc. - Internet/Telephone System Fee – \$1.82 per elector - Doculink (printing) - \$0.19 per elector plus \$500.00 setup - Additional Fee if not using DataFix/VoterView – \$2,500.00 - Postage - \$0.82 per elector	\$18,565.00 plus applicable taxes (option for on-site visits at \$1200.00 one person-one day)
Intelivote Systems Inc. - Internet/Telephone voting solution – \$1.50 per elector - Printing Voter Instruction Letter and Postage – \$1.25 per elector	\$15,125.00 plus applicable taxes

## **POINTS TO CONSIDER**

The Town of Fort Frances does not currently utilize DataFix or VoterView, therefore we would be required to pay the additional costs outlined in the SimplyVoting quote.

The voter list that will be provided by MPAC in the summer of 2018 will be cleansed and then uploaded into whatever 'solution' is chosen.

The Clerk is responsible for preparing Procedures and Rules for the 2018 elections by December 31, 2017. It would be prudent to build those Procedures and Rules to align with the 'solution' offered by the selected vendor.

## **RECOMMENDATION**

I recommend that Administration & Finance Executive Committee support the selection of Intelivote Systems Inc. to deliver the 2018 Municipal and School Board Elections.



# Rainy River District Social Services Administration Board

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## **2016 ANNUAL REPORT**

Respectfully submitted by:

Daniel K. McCormick, CAO

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## 1.0 2016 Rainy River District Social Services Administration Board

Member	Position	Representative of:
Ken Perry	Chair	Fort Frances
Ross Donaldson	Vice-Chair	Unincorporated – West
Ken McKinnon	Director	LaVallee
Mike Ford	Director	Alberton (resigned midyear)
Jennifer Johnson	Director	Alberton
Valerie Pizey	Director	Lake of the Woods
Deborah Ewald	Director	Rainy River
Bill Langner	Director	Dawson
James Gibson	Director	Chapple
George Heyens	Director	Morley
Anthony Leek	Director	Emo
Harold Mosley	Director	Atikokan
Don Canfield	Director	Unincorporated – Central
Robert Burns	Director	Unincorporated – East

**Chart 1.1**

On behalf of the Rainy River District Social Services Administration Board I would like to thank former board member, Mike Ford. His dedication and service to the organization was greatly appreciated.

Accordingly, we would also like to welcome our newest member to the board, Jennifer Johnson. She brings a further breadth of knowledge and experience to her new role on the board. Welcome!



## **2.0 2016 Annual Report**

The Rainy River District Social Services Administration Board (RRDSSAB) reaffirmed its Vision, Mission and Goals at the end of the 2016 year, which are:

### **Vision**

To provide quality, people centered services in an efficient, affordable, and sustainable manner.

### **Mission**

To meet needs by providing services with caring, integrity, and accountability.

The Rainy River District Social Services Administration Board (RRDSSAB) saw several new initiatives commence in 2016. Funding for the Investment in Affordable Housing (IAH) was amalgamated for our district to provide the opportunity to build an eight plex apartment building in Fort Frances. Form Architects were contracted to prepare drawings and oversee the construction of the building. Children's Services received funding for data management & analysis which was previously provided through a third party agency. Additional funding was also secured on January 2017 to provide resources for community engagement on childcare programs. Ontario Works assisted in the study on the proposal to trial Basic Income Support within the Province. Paramedic Services re-established the Community Paramedicine Program, which lapsed briefly, due to a delay in funding from the Province.

Management & staff participated in numerous consultations throughout 2016. All Ministry's continue to seek ways to deliver services in a more cost effective way, improve client services and continue to improve system design and work flow. Several new funding initiatives are anticipated for 2017 based on the consultations. The Province also advised of the intent to review the District Social Services Administration Board (DSSAB) Act and to consult with each DSSAB Board and NOSDA directly. Changes in Legislation, improved funding for existing programs and improvements in service delivery initiatives have been addressed by our staff, while ensuring our programs continue to be delivered fairly, equitably and within required mandates. I would like to thank the staff for their continued dedication to the residents and the RRDSSAB, while in the midst of continuous change.

Respectfully submitted by:



Daniel McCormick, CAO

### **3.0 Chair's Message**

As a first year Rainy River District Social Services Administration Board Chair, I was not overwhelmed by or surprised by what I have encountered. However, much of what I learned was eye opening. The organization has a good foundation and background, and what has been accomplished makes it easy to move forward. Being a board chair is a leadership role, however this position is more of a collaborative role to aid in building consensus.

I had the pleasure of accompanying the CAO to the OMSSA meeting in Hamilton. This was a true awakening to the vast issues public housing is facing in Ontario. Of course, the conference was more than just about housing, as most of our common issues were discussed, but housing is what I took away as being the most pressing issue. I'm thinking this is probably due to the fact that many of our Provincial Service Providers do not deal with EMS. The EMS paramedicine programme that we were a pilot of is the envy of many. We are not a stand-alone in this, however there are many regions and cities lacking in this respect.

A large contingency of administration and board members attended the NOSDA conference. After touring much of Northern Ontario by Bearskin Airlines, we settled into Sudbury for a few days of information and debate with our peers in service delivery in Northern Ontario. It is interesting to note that we say that one size does not fit all in Ontario, or indeed the north, but we all share the most pressing common problems. Funding or more specifically, the lack of funding is our universal problem. Many of the common difficulties that we face are housing dollars that are stuck in 2002, no response to non-urgent patient transfer funding, which plagues each of us to different degrees, distances between centres of need, and the lack of services in more remote areas, municipalities and First Nations communities alike.


Our pocket housing initiative that we began in 2015 continues to move forward slowly towards a fruitful conclusion. We have our challenges in this and other endeavours, but together we will overcome the uphill battles and solve the problems that we face. We will also continue to enjoy the accomplishments.

Although, not always working in harmony, the Board muddles through the mess and normally comes to agreement on issues. It may not always be unanimous, but mostly sound decisions.

We welcomed Jennifer Johnson from Alberton as a new addition to the Board. She jumped right into the fray and became one of the mix during the last half of the year.

I would like to thank the entire Board for their contributions and input over the past year, and I look forward to our continued cooperation. I would also like to thank the entire Staff and Administration of the Rainy River District Social Services Administration Board for all of their hard work, from Dan on down. I expect we will have another successful year under their control and Board guidance.

Respectfully submitted by:

  
Ken Perry, Board Chair

#### **4.0 RRDSSAB Successes in 2016**

- ✓ Orientation of New RRDSSAB Board Member
- ✓ Work with Living Standards Working Group (MOHLTC) completes new ACR documentation standards, BLS & ALS standards
- ✓ Continued participation with OMSSA as director of the corporation
- ✓ Continued participation with Rainy River Cross Border Working Group
- ✓ Proceeded with new Pocket Housing build under Investment in Affordable Housing (IAH)
- ✓ Continued work with Rainy River District Integrated District Network & Health Links
- ✓ Partner with Rainy River District Health Hub to reduce high users in all aspects of patient care
- ✓ Secured funding to Community Paramedicine Program until March 31, 2017
- ✓ Implemented Public Sector Accounting Board (PSAB) standards for budgeting as well as reporting
- ✓ Completed Building Condition Audits on all DSSAB building and Non-profit Housing Providers
- ✓ Completed Housing Forum in partnership with Rainy River, Kenora & Thunder Bay Districts and the Northwest LHIN

## **5.0 RRDSSAB Priorities for 2017**

- Review of Housing & Homelessness Plan with focus on Indigenous people and supported housing needs
- Review of Children's Services Plan and targets with implementation of new funding initiative
- Establishment of further Key Performance Indicators and Continuous Quality Improvement for all programs
- Renew RRDSSAB Website
- Secure funding or alternative methods for Non-urgent Inter-facility Transfers in partnership with the Local Health Integration Network (LHIN) Northeast and adjacent EMS providers
- Create Housing Action Task Force
- Continue with Rainy River Integrated District Network for Health Links
- Continue to improve training & development internally and externally
- Review Attendance Management Plan
- Continue Asset Management development in conjunction with Building Condition Audits
- Complete Building Viability Assessments
- Continue to move to Digital Records management and develop enhanced Corporate Filing Systems
- Seek funding under Home For Good, Innovation, Human Trafficking and Community Hubs
- Continue to lobby for annualized 100% Provincial funding for Community Paramedicine
- Implement Health Hubs Patient Care Plans within Community Paramedicine
- Monitor/review effectiveness of Basic Income Pilots
- Implement Mandatory Autonomous IV training for all Paramedics
- Complete review of all non-profit board structures and processes under the RRDSSAB

## 6.0 Finance – Prepared by Leanne Eluik, CPA, CGA, Director of Finance & Asset Management

The 2016 Budget saw significant changes from previous years. To move forward and continue to meet the objectives of the various Strategic Plans and the ongoing needs of the District, the Board elected to budget using PSAB standards by preparing separate operating and capital budgets. This significant change will also assist the Board in planning and funding future capital improvements for regeneration and/or replacement of the current assets.

### A) RRDSSAB 2016 Operating Budget

	BUDGET 2016	BUDGET 2015	BUDGET VARIANCE	BUDGET VARIANCE %
<b>REVENUES</b>				
Federal/Provincial	10,837,343.00	10,337,720.00	499,623.00	4.83%
TWOMO	2,449,624.00	2,340,623.00	109,001.00	4.66%
Municipal Levy	4,571,009.00	4,285,636.00	285,373.00	6.66%
Other Revenue	2,204,291.00	2,155,426.00	48,865.00	2.27%
<b>TOTAL REVENUES</b>	<b>20,062,267.00</b>	<b>19,119,405.00</b>	<b>942,862.00</b>	<b>4.93%</b>
<b>EXPENDITURES</b>				
Salaries & Benefits	8,442,117.00	8,105,716.00	336,401.00	4.15%
Central Administration	334,201.00	301,773.00	32,428.00	10.75%
Program Administration	332,125.00	338,657.00	(6,532.00)	(1.93%)
Health & Safety	26,800.00	25,000.00	1,800.00	7.20%
Professional Services	281,410.00	271,310.00	10,100.00	3.72%
Occupancy	407,884.00	388,593.00	19,291.00	4.96%
Travel & Training	160,775.00	180,301.00	(19,526.00)	(10.83%)
Vehicle	226,075.00	220,430.00	5,645.00	2.56%
Program & Client Expenses	9,070,010.00	8,828,315.00	241,695.00	2.74%
Amortization (PY-Reserves & Capital)	780,870.00	624,810.00	156,060.00	24.98%
<b>TOTAL EXPENDITURES</b>	<b>20,062,267.00</b>	<b>19,284,905.00</b>	<b>777,362.00</b>	<b>4.03%</b>
Amounts to be Recovered	-	(165,500.00)	165,500.00	
Amounts Recovered from Unexpended Funds	-	165,500.00	(165,500.00)	
<b>BALANCE</b>	<b>-</b>	<b>-</b>	<b>-</b>	

#### Chart 6.1

As a whole, the budget increased by \$777,362 from 2015 or 4.03%. Increases and decreases within individual programs of the RRDSSAB contributed to this overall increase. The majority of the increase related to negotiated salary increases, as well as additional salary and benefit costs for an extra pay period (2016 was a 27 pay period year), additional Investment in Affordable Housing (IAH) program costs, and the funding of amortization for the capital budget. The IAH program costs were covered 100% by additional Federal and Provincial funding.

The negotiated salary increases for 2016 were as follows:

- CUPE, January 1 – 0.75% and October 1 – 0.75%
- Non-Union Non-Management, January 1 – 1.75%
- Management, January 1 – 1.5%

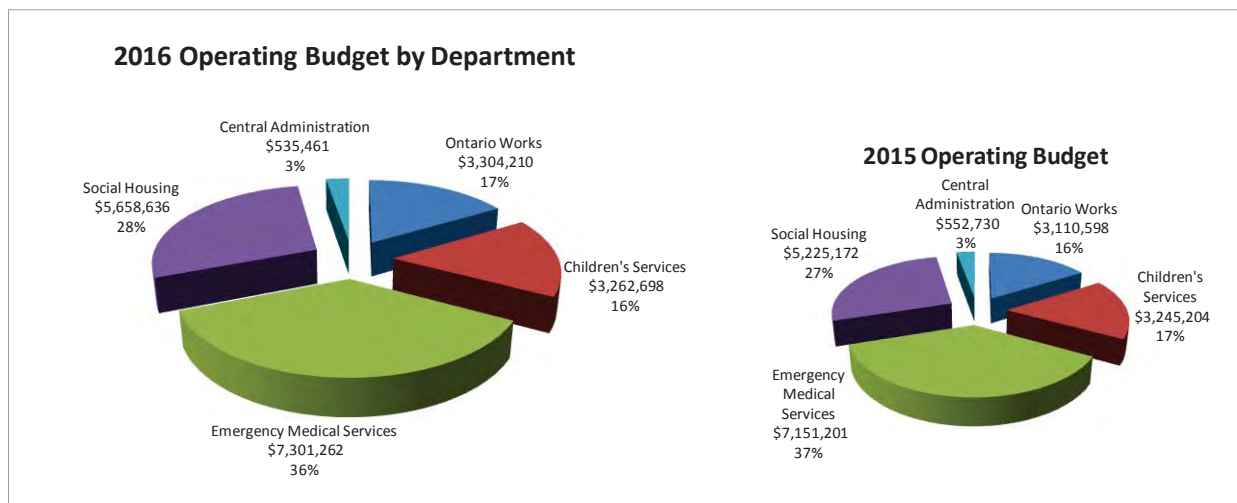


Chart 6.2

The overall municipal share increased by \$394,374 or 5.95%. A portion of this increase, 27%, was on the unincorporated share (TWOMO) which is paid 100% by the Province.

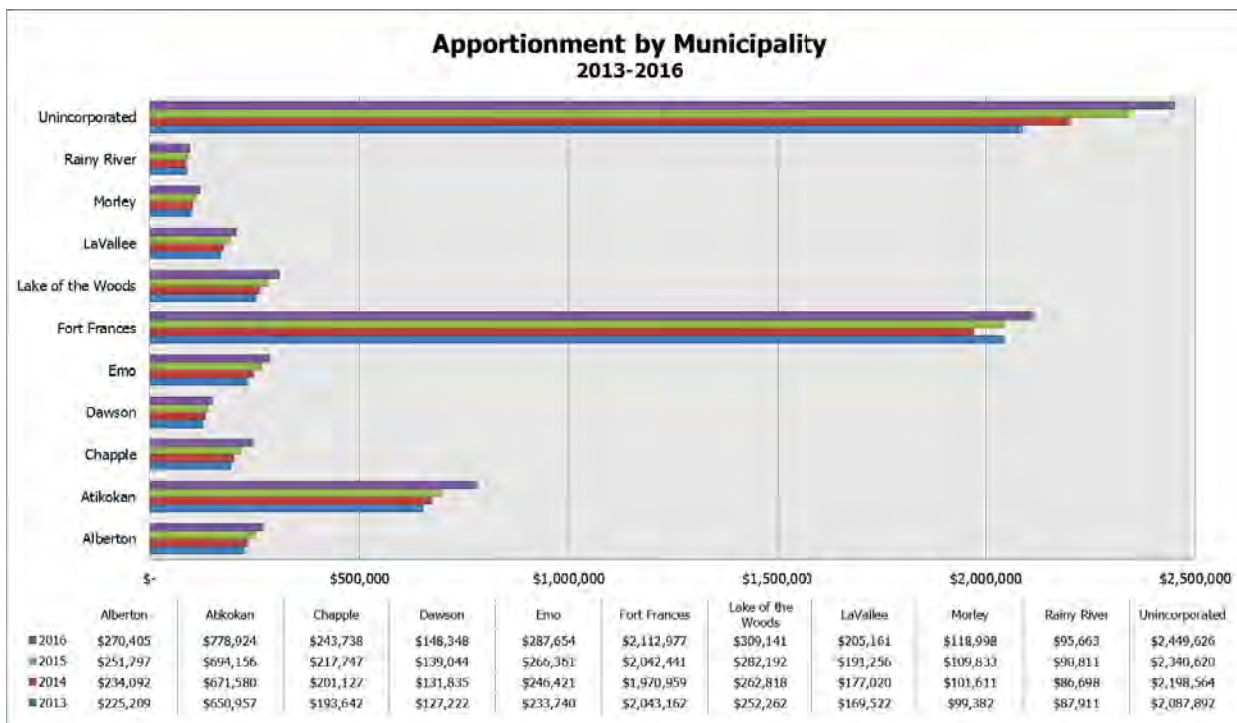


Chart 6.3



Consistent with prior years, the 2016 board approved operating budget included six (6) months of additional costs for ambulance service related to the possible closure of Emergency Rooms around the district in the amount of \$335,415. These costs were included in the budget to mitigate the risk of having to fund 100% of these costs should a significant closure occur. These costs

were billed to the municipalities monthly as a supplemental levy in addition to the regular levy. Fortunately, any short closures the service experienced did not significantly impact operations and these expenditures were not realized during the year. Similar to previous years, the RRDSSAB returned the municipal share of the supplemental levy, in the amount of \$124,328 at the end of December.

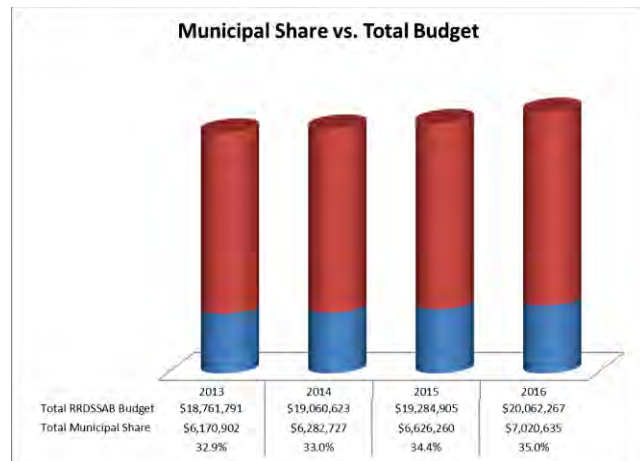


Chart 6.4

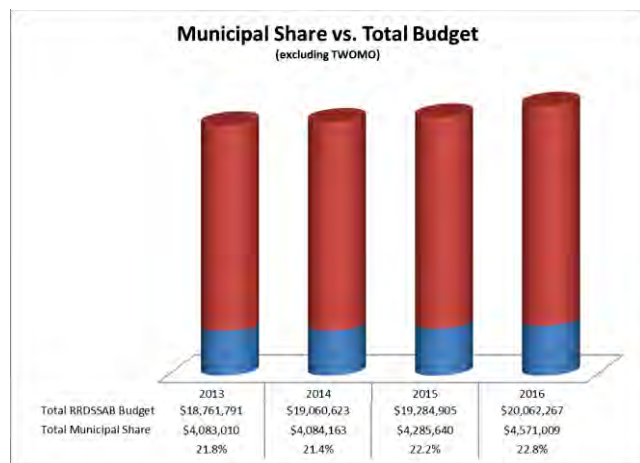


Chart 6.5

## B) RRDSSAB 2016 Capital Budget

	2016 BUDGET	Ontario Works	Children's Services	Emergency Medical Services	Social Housing	Central Administration
<b>CAPITAL FUNDING</b>						
Amortization	780,870.00	2,180.00	-	282,065.00	399,290.00	97,335.00
Transfers from Reserves	89,055.00	-	-	85,840.00	3,215.00	-
Interest on Reserve Funds	35,000.00	-	-	20,000.00	12,500.00	2,500.00
Proceeds of Asset disposal	20,160.00	-	-	20,160.00	-	-
Debentures	(232,005.00)	-	-	-	(232,005.00)	-
<b>TOTAL CAPITAL FUNDING AVAILABLE</b>	<b>693,080.00</b>	<b>2,180.00</b>	<b>-</b>	<b>408,065.00</b>	<b>183,000.00</b>	<b>99,835.00</b>
<b>CAPITAL PURCHASES &amp; RESERVE CONTRIBUTIONS</b>						
Land Improvements	8,000.00	-	-	-	-	8,000.00
Equipment	26,000.00	-	-	-	26,000.00	-
Automotive	150,000.00	-	-	150,000.00	-	-
Computer Hardware	22,500.00	-	-	22,500.00	-	-
Ambulance Equipment	25,000.00	-	-	25,000.00	-	-
Defibrillators	106,000.00	-	-	106,000.00	-	-
Building Improvements	100,605.00	-	-	-	77,000.00	23,605.00
System Development	20,000.00	-	-	-	-	20,000.00
Transfers to Reserve Funds	234,975.00	2,180.00	-	104,565.00	80,000.00	48,230.00
<b>TOTAL CAPITAL PURCHASES &amp; RESERVE CONTRIBUTIONS</b>	<b>693,080.00</b>	<b>2,180.00</b>	<b>-</b>	<b>408,065.00</b>	<b>183,000.00</b>	<b>99,835.00</b>
<b>SURPLUS (DEFICIT) FOR CAPITAL BUDGET</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Chart 6.6



There has been much discussion by the Board over the past few years regarding working capital and the use of it to offset current and future capital and operational costs. As part of the 2016 budget process the Board approved the use of \$750,000 of working capital. \$450,000 was used to provide relief to the municipalities and \$300,000 was invested in the future of the RRDSSAB through a direct contribution to reserves.

Assets/Building Improvements purchased during the year were as follows:

- 4 Defibrillators
- Lawn Tractor & Snow Blower
- Flooring Replacement – Fotheringham & Atikokan Family
- LED Lighting Upgrade
- Doors – Fourth Street Family
- Boiler – Lady Frances
- Bathroom Renovations – Atikokan Family
- Power Cot

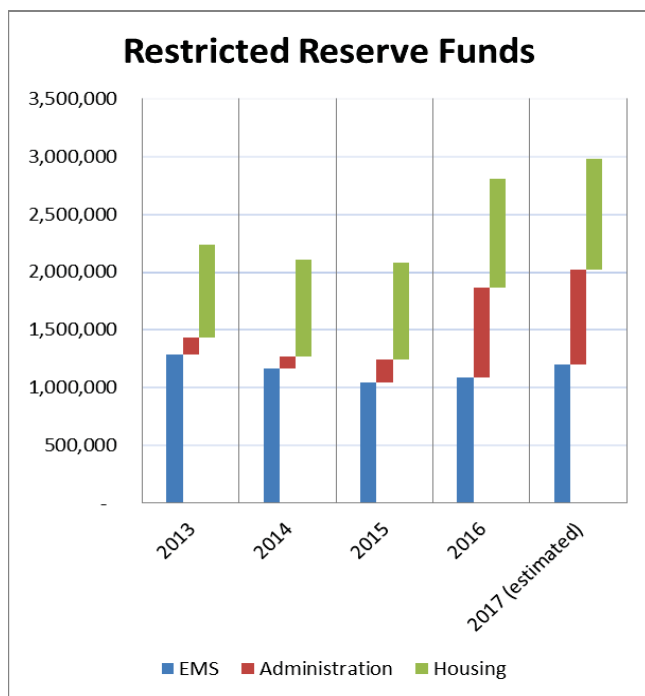


Chart 6.7

Looking ahead to 2017, the Finance & Asset Management staff continues to focus on capital planning. We anticipate the completion of the Building Condition Audits and Viability Study on the DSSAB Housing units. These documents will provide Management and the Board with updated data on the buildings to make crucial decisions for the future of the DSSAB Housing stock.

Similar to many public sector entities, the RRDSSAB struggles to find balance between insufficient reserves to meet the capital needs of the future and its members' ability to pay.

## **7.0 Ontario Works** – Prepared by Shelley Shute, Director of Integrated Human Services

2016 had staff still dealing with outstanding issues of the Social Assistance Management System (SAMS).

There were a total of eight (8) SAMS Releases over 2016, which implemented changes in the technology that no longer required caseworkers to perform workarounds or that were a new feature.

On April 20, 2016 PricewaterhouseCoopers (PwC) produced their *Final Report* on the Ontario Works Productivity Study. The purpose of the study was to improve client service and increase staff efficiency with respect to SAMS applications, business processes and OW regulatory and operational policies. PwC made the following fourteen (14) recommendations:

1. Standardize and simplify the process for OW/ODSP file transfers and Outcome Plans.
2. Streamline intake process for reapplications by increasing the time period.
3. Identify and encourage the use of evidence management best practices.
4. Regain productive time lost within *General Administration* activities by modernizing filing systems, improving physical layout, utilizing SAMS document upload functionality and train staff on email management techniques.
5. Phase out paper cheque printing and transition to direct deposit, reloadable payment cards and other electronic payment channels.
6. Automate process for activating a case to make the process for unsuspending and granting cases more efficient.
7. Document business work flows and process in greater detail in order to promote standardization and effectiveness.
8. Pilot client profiling for variable schedule planning initiatives.
9. Delivery partners considering restructuring the Intake role should use available Productivity Study data as a baseline for measurement.
10. Prioritize the SAMS functional enhancement to make managing overpayments more efficient.
11. Prioritize SAMS functional enhancements to simplify family support.
12. Make address changes and related evidence more useable and streamlined.
13. Make repayments and reimbursements more streamlined.
14. Streamline online applications and the process for managing Integrated Case numbers.

On January 1, 2016, Healthy Smiles Ontario Program was implemented. They began to provide dental benefits for children, aged 17 and under, in low income families

throughout the province, including those whose families are in receipt of Ontario Works.

In February 2016, the process for accessing Extended Employment Health Benefits was streamlined to ensure clients are eligible to receive health benefits in an expedient and efficient manner for those temporarily ineligible, due to fluctuation in earnings. The change would also help improve client service and remove a barrier to exiting social assistance for employment.

Announced in June 2016 that starting in February 2017, child support payments and payments from the Canada Pension Plan Orphan Benefit would be 100% exempt. This meant that children will have more money to meet their needs, because whatever amount was received for child support would no longer reduce monthly social assistance payments. Parents would no longer have to pursue child support as a condition of eligibility; however, would still be able to get help to access the support a child or children are entitled to receive.

Parents will still be expected to advise their caseworker of the child support payments received even though this income will not affect assistance.

OW rate increases took effect October 1, 2016 as follows:

- The maximum basic needs amount for singles will increase by \$25, from \$305 to \$330 per month.
- The board & lodge rate for singles increased by \$25, from \$489 to \$514 per month.
- The basic needs and shelter maximums, adults living with parents, board & lodge rates for families, temporary care assistance, personal needs and special boarder allowance increased by 1.5%.
- There was no change to the maximum shelter amount for singles.

Municipalities were not required to cost-share these rate increases in 2016.

In August 2016, we were advised that the ministry would begin a transition period in September 2016, to enable social assistance clients to use their Ontario health card instead of the paper drug eligibility card, to access prescription medication under the Ontario Drug Benefit (ODB) program. The paper drug eligibility card would no longer be provided to clients who have a health card number recorded in SAMS.

On November 3, 2016, it was announced that the Province was moving forward with a Basic Income Pilot. The Pilot will test the idea that a Basic Income could build on the success of minimum wage policies and increases in child benefits.

The Pilot will also help inform future approaches to income support that reduce poverty, measurably improve outcomes and help Ontarians in realizing their potential. This is one of several initiatives supporting the government's Poverty Reduction Strategy that

takes an evidence-based approach to help inform broader work on income security reform.

#### A) Ontario Works Statistics

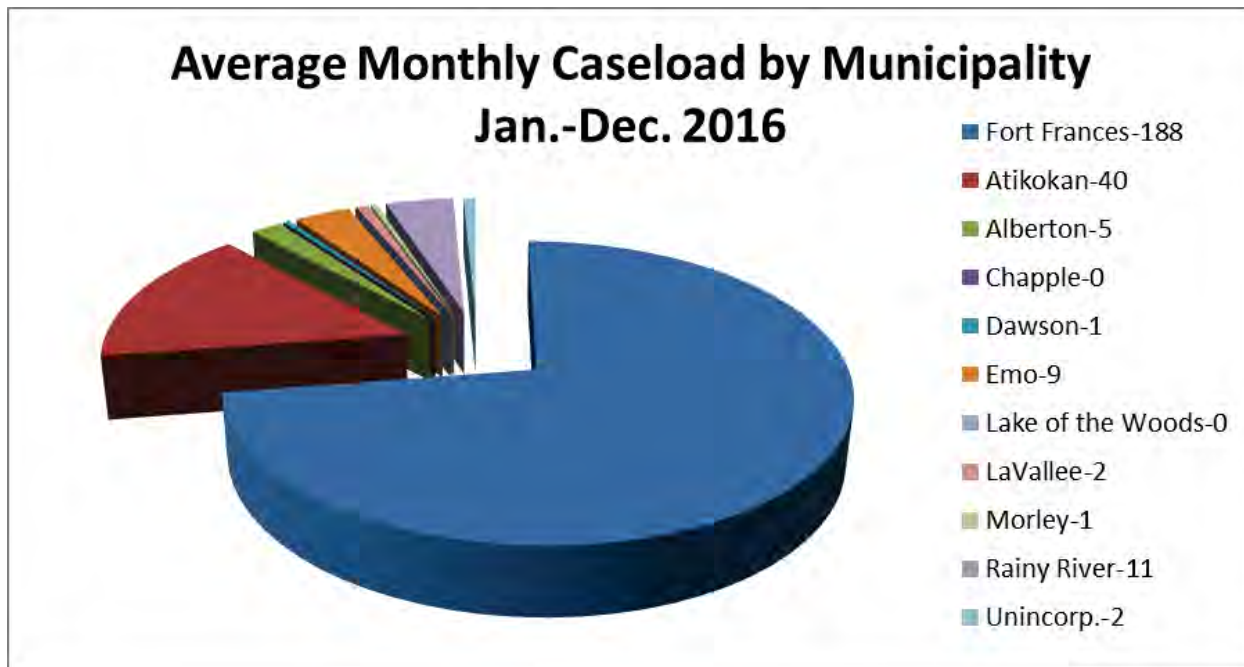


Chart 7.1

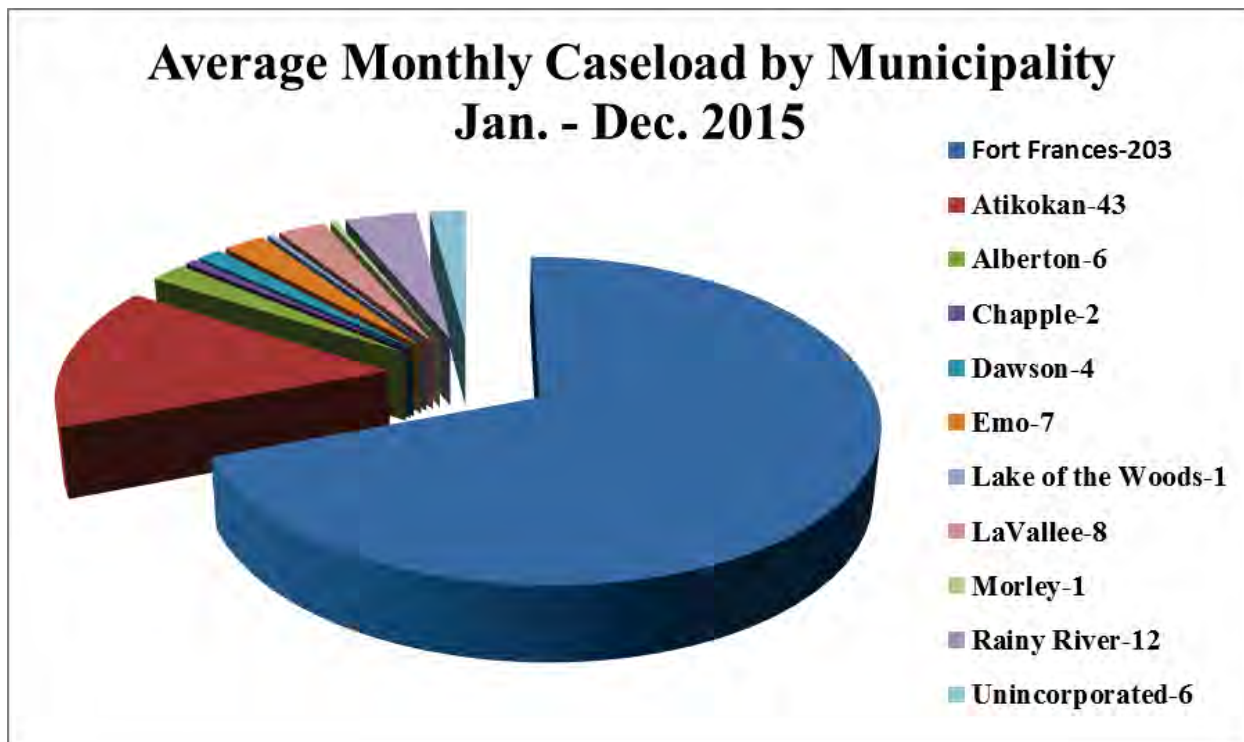


Chart 7.2

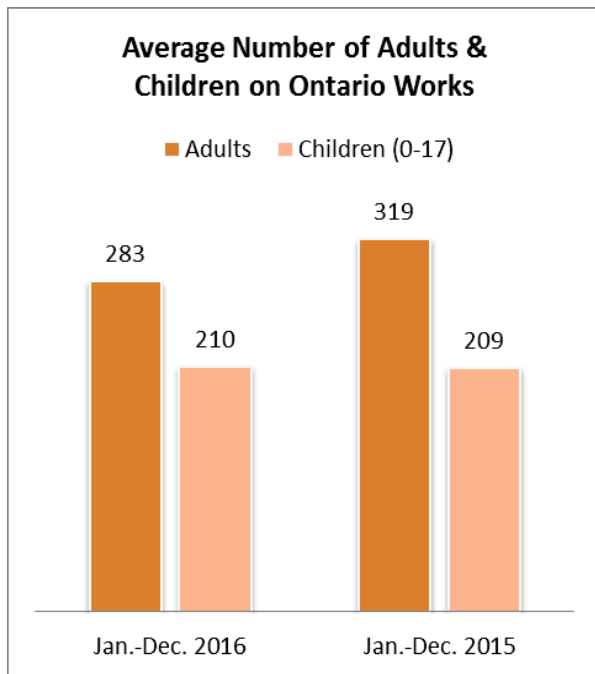


Chart 7.3

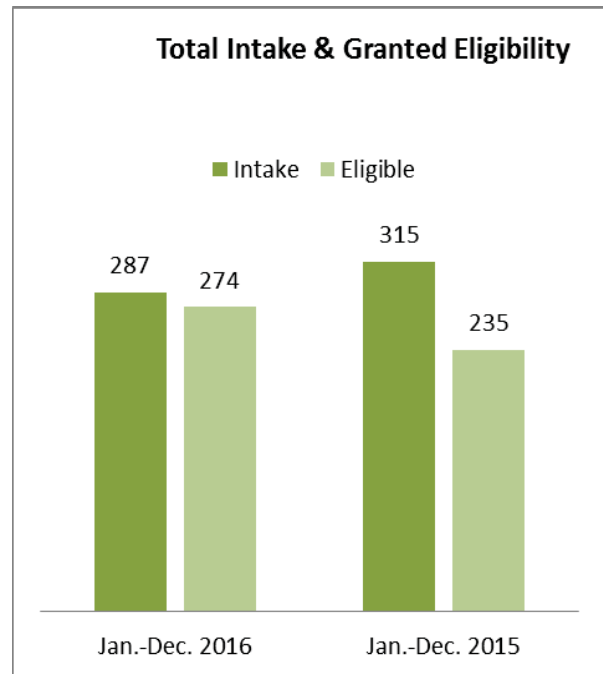


Chart 7.4

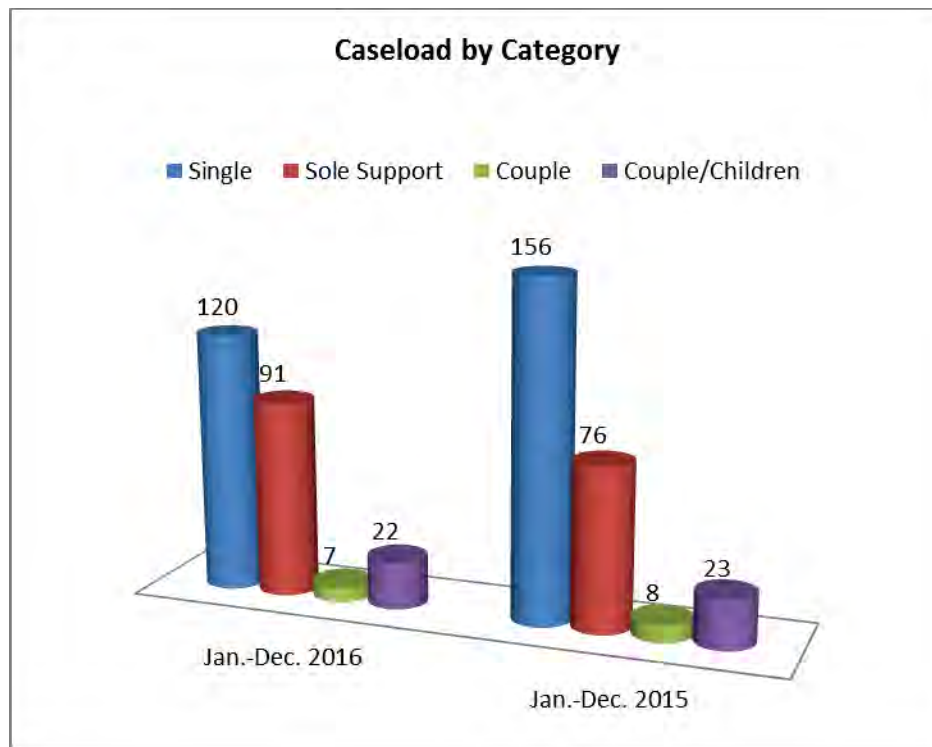


Chart 7.5

## **8.0 Children's Services** – Prepared by Tanis Fretter, Integrated Services Manager (Child Care Lead)

### **A) Advancing the Five-Year Children's Services Plan 2014-2018**

The vision for children's services looking ahead to 2018 is that the "Rainy River District will have in place a system of accessible, integrated, high-quality child care that empowers families, responds to their needs, and promotes community development". The Five-Year Children's Services Plan serves as the road map for moving this vision forward.

One of the six key objectives contained within the Five-Year Children's Services Plan is to foster access to licensed child care in each community. In early 2016 a second toddler room at the Fort Frances Day Care opened creating ten additional spaces for children aged 18 to 30 months, for a total of 20 toddler spaces at the centre.

We also implemented a new waitlist tracking system to better monitor the level of demand for infant, toddler, before and after school and pre-school spaces at existing child care centres. This supports our objective to collect data and monitor service usage to ensure that children's services reflect community needs. While most licensed child care centres are able to accommodate the current needs of the community, there is a waitlist for early learning and child care in Fort Frances. The demand for service in all of our communities including those currently without access to licensed child care, will continue to be assessed in 2017 within the context of available funding and the capacity of child care operators.

A continued focus of the Children's Services Program last year was supporting ongoing professional development for child care staff and ensuring high quality experiences for children. To further support learning around and implementation of the principles within *How Does Learning Happen? Ontario's Pedagogy for the Early Years*, we partnered with Kenora District Services Board to develop a mentorship pilot project for early learning and child care operators. The pilot project provided one-to-one mentorship to child care programs to support their goals related to the pedagogy. There are plans to continue the mentorship program into 2017, as well as explore new methods of supporting professional learning within the sector.

The Children's Services Plan also identifies strengthening existing partnerships to improve the integration of the Early Learning and Child Care system as a priority. An integral partnership for the Children's Services Program is that of the Rainy River District Best Start Network. Members of the Network, in collaboration with members of the Kenora District Best Start Network and other community partners continued to advance their work on a number of key initiatives, including supporting transition planning to schools for children entering Kindergarten and planning for the launch of



the 18-month well-baby visit public awareness campaign. In mid-October the Network also hosted a very well-received two-day learning event on cultural competency for members and community partners with facilitators from the Ontario Federation of Indigenous Friendship Centres that built on previous education events. The information will help support the development of a new work plan for the Network in 2017.

## **B) Ontario Early Years Child and Family Centres**

In February 2016 the Province announced its plan for moving forward with the integration and transformation of child and family programs. By 2018, all Ministry of Education funded child and family programs (1 - Ontario Early Years Centres, 2 - Parenting and Family Literacy Centres, 3 - Better Beginnings, Better Futures, 4 - Child Care Resource Centres) will be part of an increasingly integrated, cohesive system of services and supports for families with children aged 0-6 known as Ontario Early Years Child and Family Centres (OEYCFCs). Consolidated Municipal Service Managers (CMSMs) and District Social Service Administration Boards (DSSABs) are designated as the leaders in this integration process in our role as service system managers.

Child Care Resource Centres (also known as Best Start Hubs) are the only one of the four currently funded Ministry programs that operates in the Rainy River District. The Rainy River DSSAB initiated its transformation planning for OEYCFCs based on provincial service planning guidelines released in the summer of 2016, with the Rainy River District Best Start Network acting as an advisory to the process. Initial plans for OEYCFCs are due to the Ministry of Education in the fall of 2017.

As part of the Province's plan for child and family programs, they also announced the transfer of funding for Data Analysis Services (previously Data Analysis Coordinator funding) to CMSMs/DSSABs effective January 1, 2017. In the Rainy River District, this meant a shift in the funding allocation from FIREFLY to the Rainy River DSSAB. Data Analysis Services have historically been made available to support Data Analysis Coordinator positions across the province.

The new expectations for data analysis services are to support the initial planning efforts for OEYCFCs, as well as enable the broader collection and mobilization of quantitative and qualitative data to inform ongoing early years community planning processes. CMSMs/DSSABs have the flexibility to determine how to use these funds to achieve the intended outcomes. The Rainy River DSSAB worked closely with FIREFLY and the Kenora District Services Board last year and into the first several months of 2017 to transition the services to the DSSABs. We continue to partner with FIREFLY in 2017 to support a meaningful consultation and planning process for OEYCFCs and to build on the data analysis service successes, as we move toward an increasingly high quality, accessible, and integrated system of early years' services.



### **C) The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples**

In the spring of 2016 the Province released *The Journey Together: Ontario's Commitment to Reconciliation with Indigenous Peoples* in response to the Truth and Reconciliation Commission's findings and Calls to Action. The Journey Together includes a commitment to expand access to licensed child care and culturally relevant child and family programs for urban Indigenous communities.

As a service system manager, the Rainy River DSSAB is responsible for exploring the potential for expanding child care and child and family programs in partnership with urban Indigenous service providers. The Rainy River DSSAB responded to a call for proposals in late 2016 and was successful in receiving capacity funding to support the planning process in the winter of 2017. Local proposals for new or expanded programs are due to the Ministry of Education in the fall of 2017.

### **D) Provincial Child Care Wage Enhancement Grant**

In January 2015 the Premier announced that the Ministry of Education committed \$269 million over three years to support a wage enhancement in the licensed early learning and child care sector. The wage enhancement initiative is intended to be an ongoing investment.

The wage enhancement objectives are:

- To help close the wage gap between Registered Early Childhood Educators (RECEs) working in the publicly funded education system and those in the licensed child care sector;
- To help stabilize child care operators by supporting their ability to retain RECEs and non-RECE program staff; and
- To support greater employment and income security.

2016 was the second year of implementation for the wage enhancement grant. Effective January 1, 2016 the wage enhancement supported an increase of up to \$2 per hour, plus 17.5 percent benefits for licensed child care staff up from \$1 per hour, plus benefits in 2015. In the Rainy River District, approximately \$145,000 in provincial child care wage enhancement funding was allocated among seven licensed early learning and child care operators. The wage enhancement is expected to continue status quo into 2017.

### **E) Child Care and Early Years Act, 2014**

The Province continued to introduce new regulations under the *Child Care and Early Years Act, 2014*, which was proclaimed August 31, 2015 and replaced the *Day Nurseries Act*, the previous statute governing child care. Though many of the changes are

introduced in a phased-in approach their implementation has added to the workload of child care licensees, supervisors and staff, as they develop new policies and procedures and adjust to new licensing requirements. The Rainy River DSSAB is working closely with the Ministry of Education, FIREFLY, Kenora District Services Board, and local school boards and community partners to support child care programs, as they work hard to meet the requirements of the new early years' system investments.

## F) Children's Services Statistics

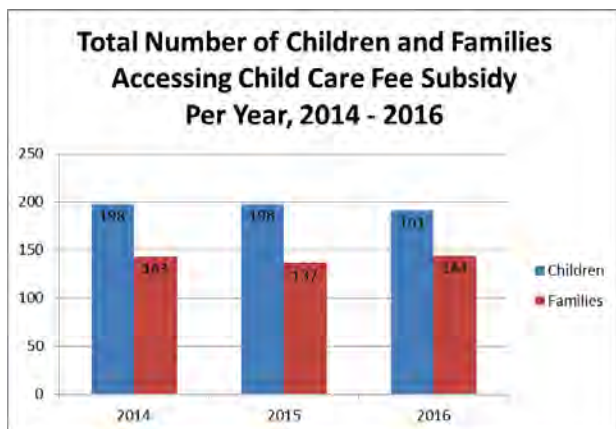


Chart 8.1

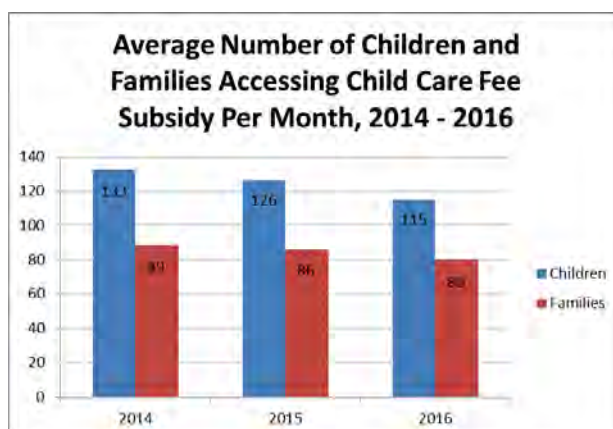


Chart 8.2

### Child Care Fee Subsidy

The child care fee subsidy program provides financial assistance to eligible families to help with the costs of enrolling their children in licensed early learning and child care programs. Assistance is available for parents or legal guardians of children who are between the ages of 0 - 12 years. Parents may qualify for help with some or all of their child care expenses.

The total number of children and families accessing the child care fee subsidy program has remained stable over the last three years. In 2016 the average number of children and families enrolled in the program dropped from the prior two years largely due to a decrease in families utilizing the program in the last half of the year. The decrease happened in child care centres across the District and wasn't due to a specific change in any one community. Utilization rates will be monitored ongoing in 2017.

## **9.0 Social Housing – Prepared by Sandra Weir, Integrated Services Manager (Housing Lead)**

### **A) Investment in Affordable Housing Extension (IAH-E)**

The RRDSSAB had received a six (6) year allocation for IAH-E funding. Year one (1) was spent on the Ontario Renovates program and funding for Years two (2) through six (6) was rolled into a two (2) year allocation (2016/17 & 2017/18). This allowed the RRDSSAB to secure \$910,200.00 under the Rental Housing Component of IAH-E to build affordable housing. This would be our first Affordable Housing Project in the Rainy River District. Our project was to develop an 8-plex of bachelor suites located on current RRDSSAB owned land. Our focus is to house homeless or at risk of homelessness singles, in our area.

The build is scheduled to begin in the fall of 2017 with the goal of our first tenants scheduled to move in, in early 2018.

### **B) Assisted Living – Rose/Green Manor**

In October 2016, the assisted living at Green and Rose Manor reached capacity (12 clients). Currently there is wait list of 15 (six (6) of which are currently residing on site). Assisted Living is providing approximately 90 visits per month per person on program-care plans, and tasks performed for each client are varied based on client need and limitations. Riverside Assisted Living staff are physically on site approximately 11 hours per day.

Further benefits of having Assisted Living on site include:

- Tenants may be identified who may have little to no supports and aren't even on the radar of health care professionals (potentially falling through the cracks);
- Help a non-client;
- Answer questions/make referrals regarding community services; and
- Reassurance and security.

### **C) 2016 Social Infrastructure Fund Component: 2016 SIF IAH & SHIP**

The 2016 Federal Budget announced the federal governments Social Infrastructure Fund (2016 SIF) that included the following investments in housing:

- An increase to the funding commitment under the current Investment in Affordable Housing (IAH) program;
- Funding for construction and renovation of affordable housing for seniors;
- Funding for renovation and retrofit of Social Housing; and
- Funding for the construction and renovation of shelters and transitional housing for survivors of domestic violence.

The Province cost matched the increase to the IAH program over a three (3) year period through the 2016 SIF for Ontario. The 2016 SIF will be delivered through the existing Federal-Provincial Agreement for Investment in Affordable Housing.

Social Housing Improvement Program (SHIP) is a capital program. The objective of the program is to assist in the repair, and provide energy and water retrofit of exiting social housing, in order to address capital needs, improve energy efficiency and reduce green house gas emission.

The RRDSSAB's allocation:

Program	2016/17 Allocation	RRDSSAB Commitment
Increase to IAH (SIF)	\$234,000	100% Ontario Renovates Program
SHIP	\$397,700	100% Renovation and accessibility modifications at Green & Rose Manor

Chart 9.1

## D) End of Operating Agreements (EOA) and Capital Planning

Service Managers are responsible for the building condition of public housing projects, as well as ensuring that the Non-Profit Corporations are adequately maintaining the life expectancy of their buildings and that their capital reserves are adequately expended.

It is concluded that RRDSSAB must have concrete projections of future short and long-term building needs. These needs will help the RRDSSAB establish a thorough Viability Study, as well as a current and future capital repair plan.

The RRDSSAB has entered into an agreement with the Housing Services Corporation to provide the RRDSSAB with a Housing Portfolio Viability Assessment that will analyze capital, funding and project viability pre and post EOA. Furthermore; the RRDSSAB has also entered into an agreement to update the existing Non-Profit and DSSAB Building Condition Audits, which would tie into the EOA Viability Assessment and future capital repairs.

## E) Community Homelessness Prevention Initiative (CHPI)

The RRDSSAB received \$166,600 of 100% provincially funded dollars to provide the CHPI program throughout the RR District. Dollars are allocated in conjunction with our 10-Year Housing & Homelessness Plan, with the largest portion distributed for Homelessness Prevention.

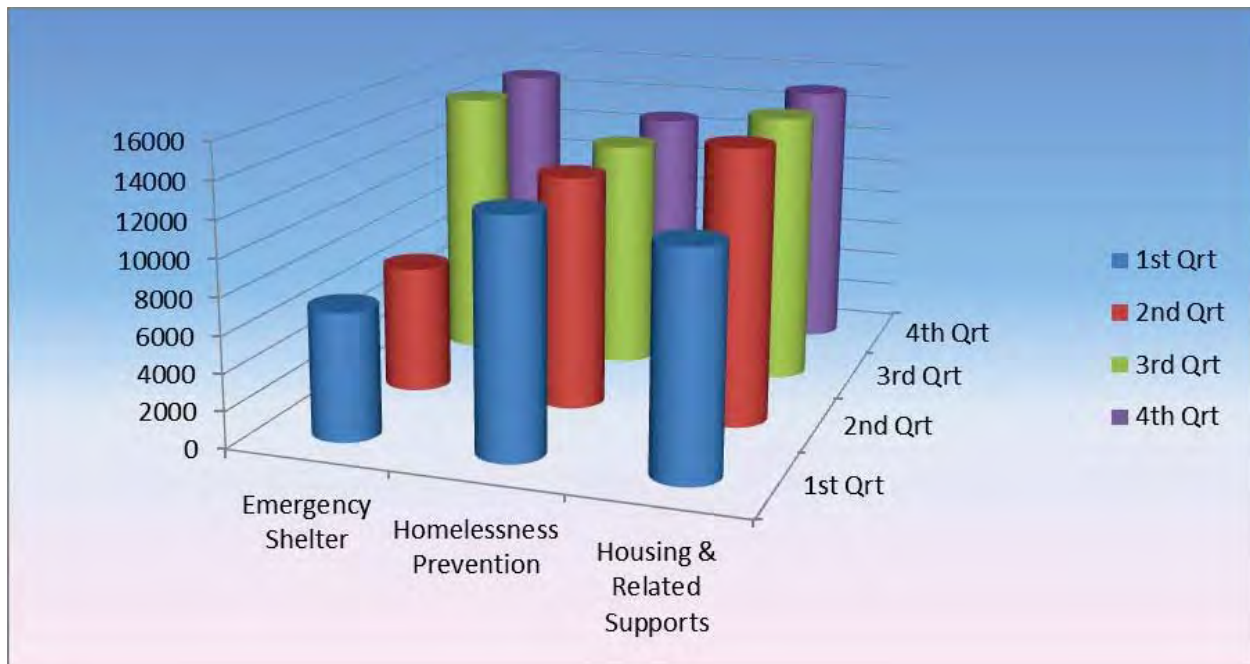


Chart 9.2

## F) Housing Statistics

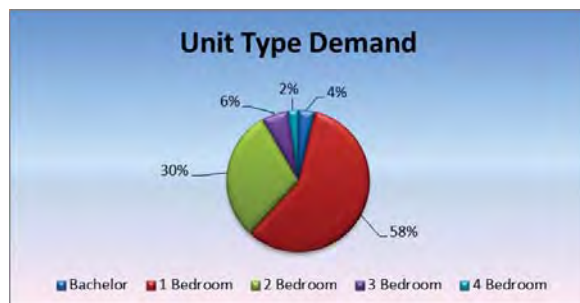


Chart 9.3

As of December 31, 2016 our wait list consists of:

- Total Applicants on Waitlist – 131
- Special Priority – 2
- Chronological – 129

## Unit Turnovers/Move-Ins

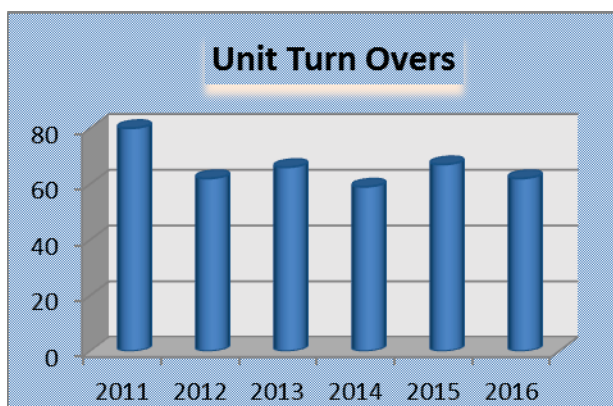


Chart 9.4

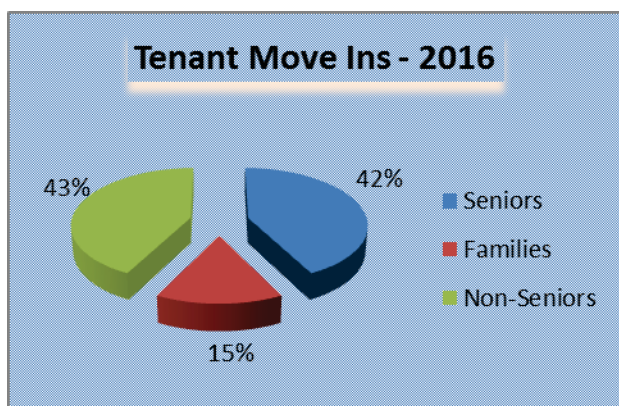


Chart 9.5

## Wait Time of Households in 2016

Average Actual Wait Time of Households Housed in 2016 (in years)	
ALL HOUSEHOLDS (SPP & Chronological)	0.40
<b>Type of Applicants</b>	
Special Priority Policy (SPP)	0.19
Total Chronological (does not include SPP)	0.46
Chronological Seniors	0.27
Chronological Families	0.88
Chronological Non-Senior Singles/Childless Couples	0.24

### Chart 9.6

There may be inconsistencies in wait time data for any given applicant, as many variables and dynamics, such as refusing a unit, units full, damage or unit turnover projects are larger than regular repairs, etc. affect wait times.

Overall average waiting time of households stayed the same between 2015 and 2016.

## G) 10-Year Housing and Homelessness Plan

(See Attached)



## 10-Year Housing & Homelessness Plan 2016 Report

Prepared by: Sandra Weir, Integrated Services Manager

GOAL	Objective	Measures	Outcome	Status
1. Improve System Access and prioritization	a) Build on existing links between community partners at the executive level	i) Bring together community partners	1) Completed in 2015	Continued in 2016.
	b) Use coordinated intake and assessment to direct clients to the services they need	i) Develop a standardized, decentralized intake and assessment process	1) One application form used by partners 2) Research SPDAT tool kit	Done 2016
	c) Make decisions that are informed by local data, by improving information gathering and sharing	i) Adopt a Homelessness Management Information system (HMIS) ii) Establish a common set of system metrics for measuring system activity & performance	1) Shared system for information sharing a) 2014 - No IT resources. b) 2015 – re-visiting options. c) Implemented a common data spreadsheet	Done. Need to review and improve annually.
	d) Maximize the impact of spending resources in order to end homelessness	i) Ensure that prevention funds have the greatest impact by directing funds to house clients with the highest and most immediate needs.	1) Food bank funding discontinued 2) Funding priorities are prioritized according to H&H Plan.	Completed. Reviewed annually for any necessary changes.
2. Maximization of existing housing stock	a) Maintain existing social housing stock through planned renovations and rehabilitation.	i) Development of an asset management plan that will direct repairs, renovations and rehabilitations over the next ten years. ii) Integrate features to improve energy efficiencies iii) Improve vacancy rate	1) 2016 BCA were updated by HSC. Complete data info. Entry with AMS. 2) Viability study approved in 2016 budget (HSC) & Study completion 2017. 3) Committed to improve vacancy rate	Ongoing
3. Close Housing gaps through new development and redevelopment	a) Expand the range of emergency shelter options for youth	i) Develop Affordable Housing for singles	1) Use IAH-E allocation	8-plex bachelor units have been approved for construction



GOAL	Objective	Measures	Outcome	Status
4. Meeting the current and future needs of seniors and others with accessibility needs	a) Expand the range of assisted living options	i) Work with the NWLHIN to facilitate the expansion of assisted living in the District	a) Assisted Living approved and started in March 2015 for Fort Frances. b) Emo was not approved by the LHIN. c) Supportive Housing & Homelessness Prevention Advisory Committee (SHHPAC) was formed between the LHIN & the 3 DSSAB's.	1. Continue to look for funding, and working with the LHIN on benefits of assisted living services offered in Housing Buildings. 2. SHHPAC put on a Health & Housing Forum in Oct. 2016
		ii) Ensure that the coordinated intake and assessment process is well integrated with the local CCAC and other service that provide assistance to those with disabilities.	1) Attend meetings (RHCF/CCAC/RRDSSAB)	Ongoing
		iii) Take a lead role in advocating for enhanced senior services from the NW LHIN and provincial government	1) Attend SHHPAC meetings (LHIN/MOH/MMA)	Ongoing
	b) Provide services in an accessible manner	i) follow accessibility compliance	1) HR follows up as required 2) Take part in provincial	Ongoing
5. Enhancement of Advocacy and Education	a) Request that the provincial government continue providing funding after the expiry of IAH program	i) RRDSSAB supported IAH extension	Provincial announced approval	Ongoing funding over 6 yrs.
	b) Continue to educate the community about the realities of homelessness and housing needs in the RR District.	i) Advertise ii) Educate at meeting (interagency/homelessness meeting/FF & EMO ALG/SALT)	Completed	Ongoing. Review new strategies in 2017

GOAL	Objective	Measures	Outcome	Status
6. Meet the needs of aboriginal people living off reserve	a) Continue to include First Nations organizations in the planning of housing and homelessness services b) Ensure Aboriginal people living off reserve have equal access to housing.	i) Ensure inclusion	FFUNFC sits at the table for Housing & Homelessness issues	Ongoing
7. Meet the Needs of Victims of Domestic Violence	a) Expand the range of emergency shelter options for female victims of domestic violence in the west end of the District b) Help victims of domestic violence find stable housing after leaving emergency shelter.			As provincial priorities have changes after our H&H Plan - The RRDSSAB did not complete.

## **10.0 Emergency Medical Services – Prepared by Daniel McCormick, CAO**

The Paramedic Service completed its regularly scheduled Ministry Service Review successfully and was granted a three year unrestricted license to operate an Ambulance Service. Kudo's to the staff and management for their continued adherence to detail, which were acknowledged in the achievement of high percentages of compliance in many sections of the review, including patient care, vehicles & equipment, operations, and human resources.

The Community Paramedicine Program was reinstated after a lapse, due to a delay in provincial funding. The province committed to fund the program, at previously existing levels, until March 31<sup>st</sup>, 2017. The program was re-established with a newly titled union position of Paramedicine Coordinator. This position was agreed to with the Union during the first year of operation. Hiring was completed and the program was reactivated and continues to be met with outstanding support of individuals using the program and participating partner agencies. Funding for the program continues to be 100% Provincial.

In 2016, a replacement ambulance was purchased from Crestline with another Power Load Stretcher & Power Load System. One ambulance involved in a roll over was rehabilitated and returned to service. Two Supervisor trucks were procured through Rowlands and placed into service as Emergency Response Vehicles. These vehicles are fully stocked and may treat patients in an emergent situation, but cannot be used for transport. They replace previously retired van style ambulances.

Paramedics completed annual retraining in Symptom Relief and Defibrillation and service specific training.

ORNGE has completed implementation of night vision goggles and are continuing to ensure regular training flights to ensure pilot competency on lesser used heliports. All heliports within the district are now fully functional for both day and night use.

Updated Patient Care Standards were released utilizing the Living Standard. This standard ensures changes are implemented based on priority and effect on patients within a year, if required. Changes included an updated patient record, implementation of new care standards in 2017, including tourniquet, hemostatic dressings, backboards and oxygen therapy. Additionally, eight hours of training for Childbirth is scheduled for 2017 through the Thunder Bay Regional Base Hospital.

## EMS Statistics

### A) Call Priority

- As assigned by the Kenora Central Ambulance Communication Centre

#### 2016 Call Priority

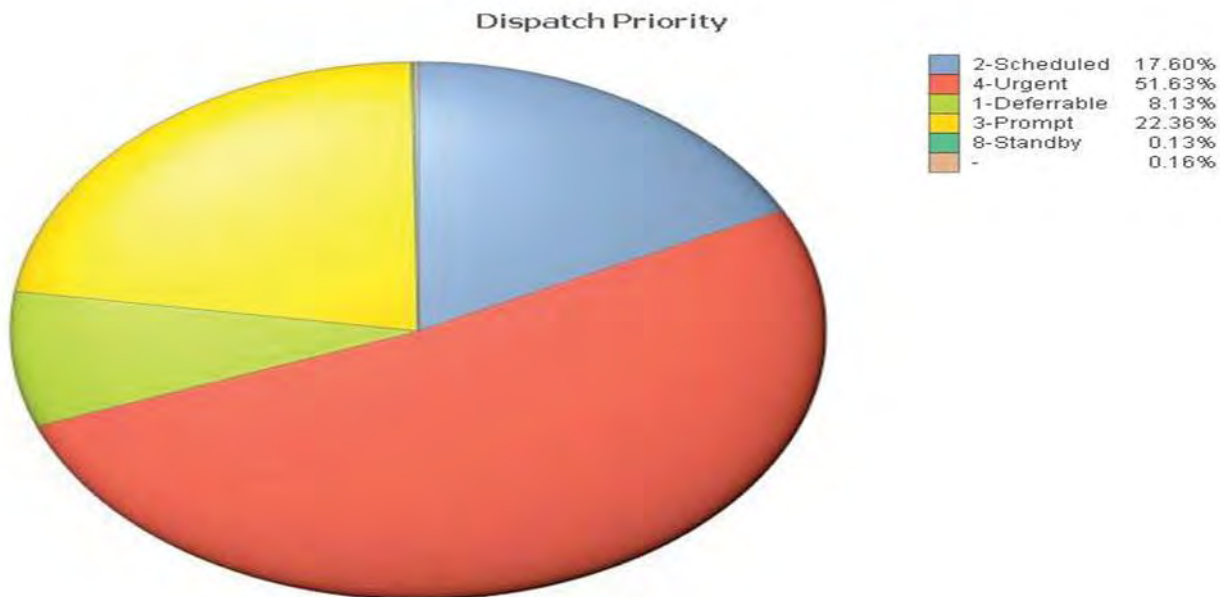


Chart 10.1

#### 2015 Call Priority

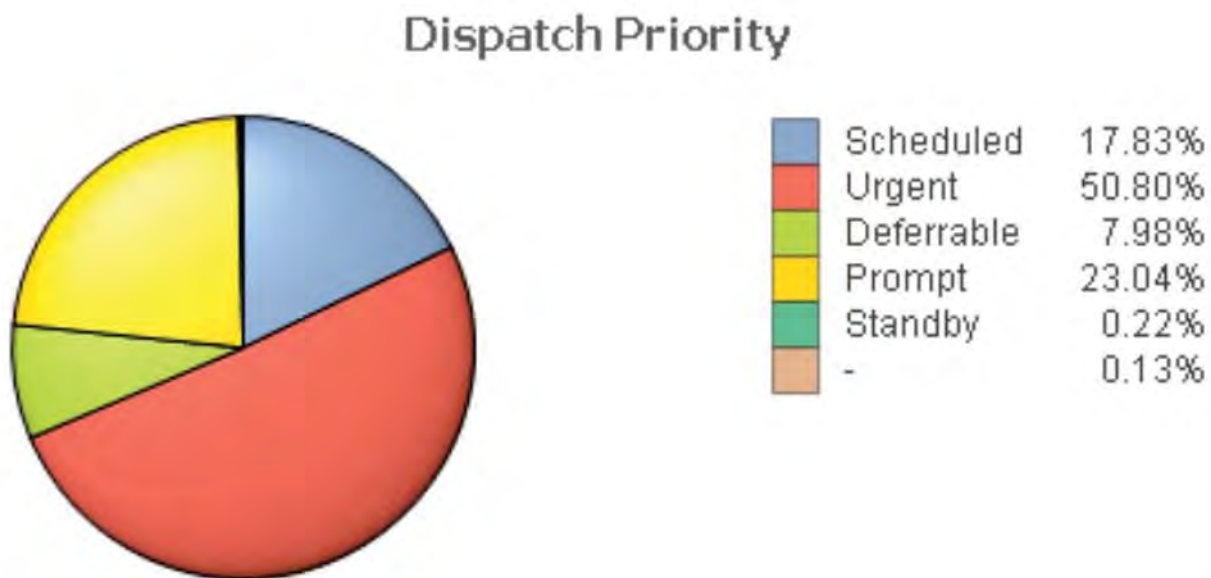


Chart 10.2

## B) Return Priority

- As reported by the paramedics treating the patient

### 2016 Return Priority

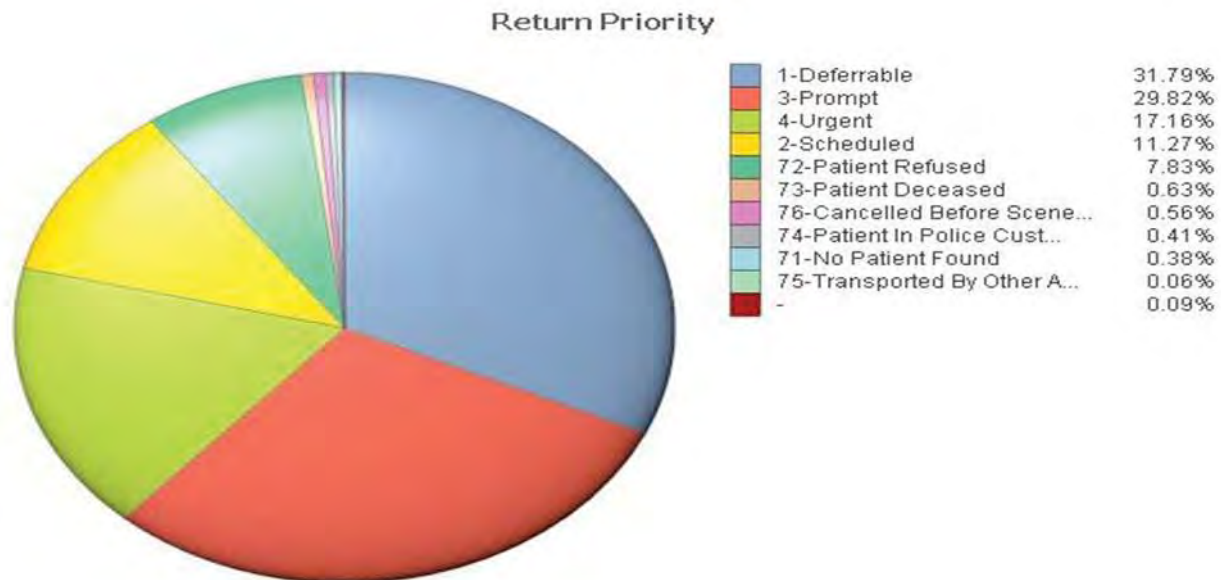


Chart 10.3

### 2015 Return Priority

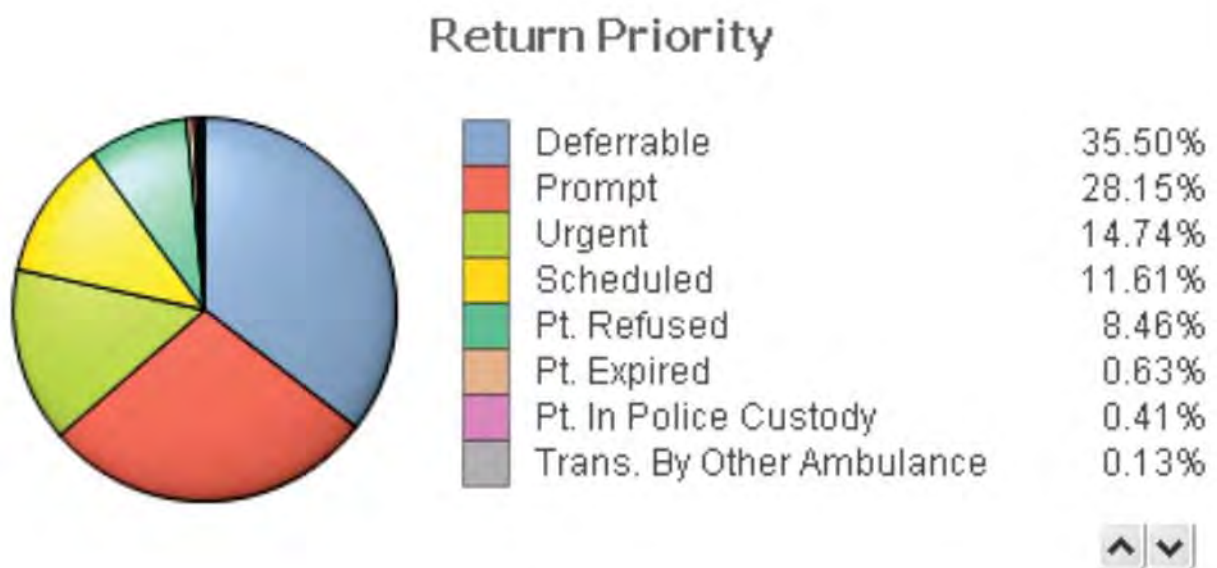


Chart 10.4

### C) Patient Primary Problem

- As reported by the paramedics treating the patient

#### 2016 Patient Primary Problem

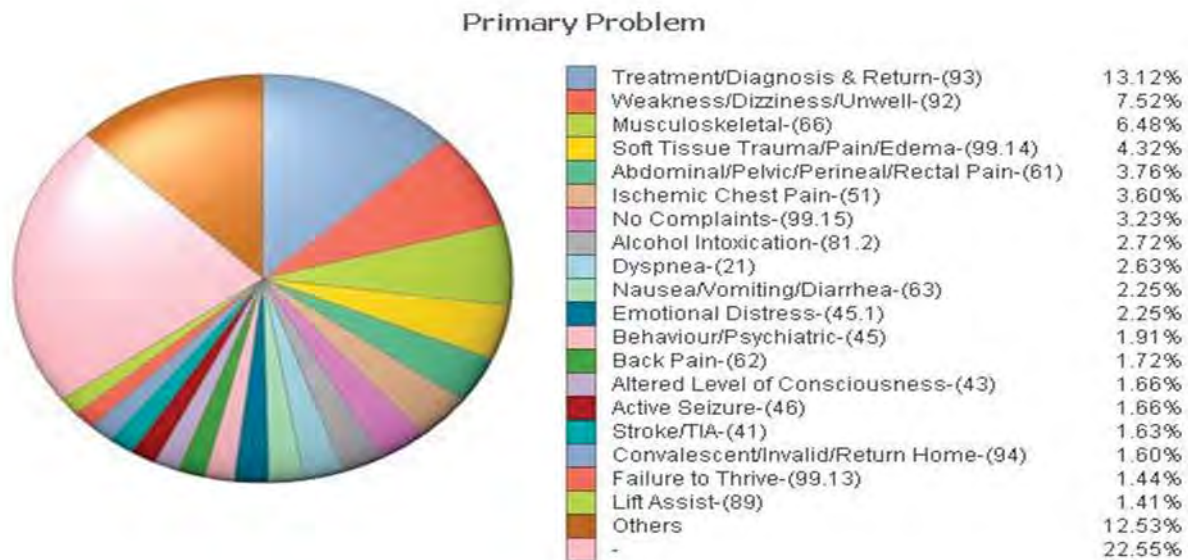


Chart 10.5

#### 2015 Patient Primary Problem

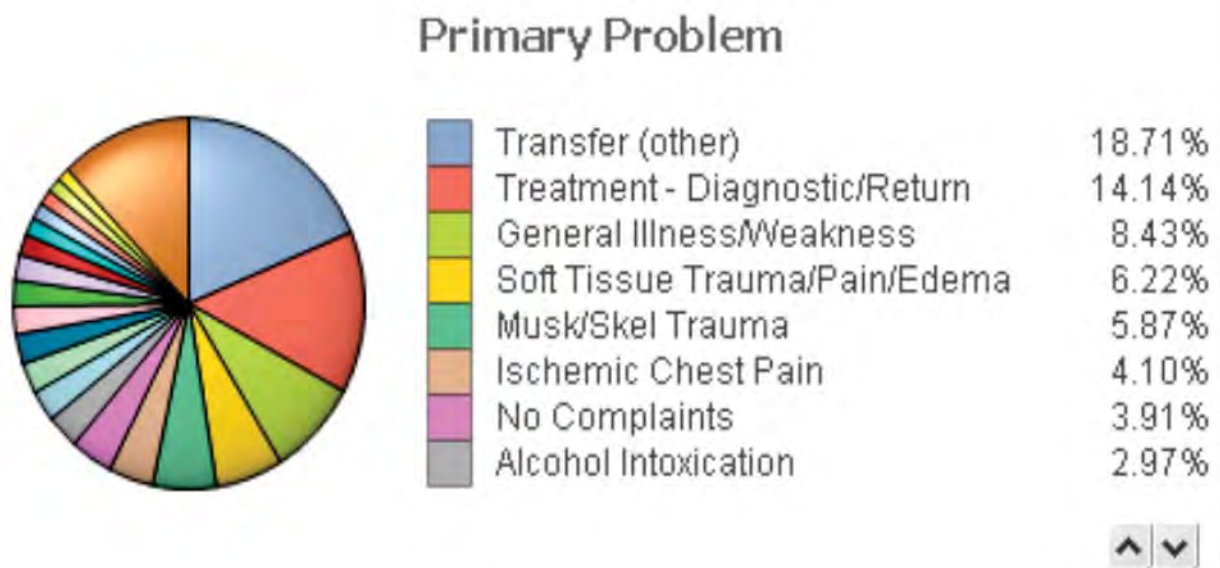


Chart 10.6

## D) Emergency Medical Response Time Standards

### 2016 Actual Response Times

Rainy River District EMS Response Time Standard Performance Report for 2016				
CTAS Level	2016 RTS Target (in min)	2016 Target (in %)	2016 Actual RTS Performance (in %)(calls)	
<b>SCA</b>	6	45%	30.77%	4/13
<b>1</b>	8	60%	63.04%	29/46
<b>2</b>	10	65%	74.51%	307/412
<b>3</b>	15	65%	77.15%	520/674
<b>4</b>	30	65%	88.86%	343/386
<b>5</b>	30	75%	89.24%	257/288

Chart 10.7

### 2015 Actual Response Times

Rainy River District EMS Response Time Standard Performance Report for 2015				
CTAS Level	2015 RTS Target (in min)	2015 Target (in %)	2015 Actual RTS Performance (in %)(calls)	
<b>SCA</b>	6	45%	62.50%	10/16
<b>1</b>	8	60%	63.64%	21/33
<b>2</b>	10	65%	67.28%	220/327
<b>3</b>	15	65%	81.83%	536/655
<b>4</b>	30	65%	89.20%	380/426
<b>5</b>	30	75%	90.81%	346/381

Chart 10.8



## 2017 RRDSSAB Approved Response Time Plan

(Includes the following changes from 2016)

Sudden Cardiac Arrest	No Change
CTAS 1	No Change
CTAS 2	No Change
CTAS 3	No Change
CTAS 4	No Change
CTAS 5	No Change

**Chart 10.9**

## 2017 RRDEMS #746 Response Time Plan

Type of Call	2017 Response Time Targets (from EMS notified of call to arrival at scene)	Recommended 2017 District of Rainy River Benchmark %
<b>Sudden Cardiac Arrest (SCA)</b> i.e. not breathing no pulse	Defibrillator Response 6 minutes or less Set by the MOHLTC	<b>45%</b>
<b>CTAS 1 (other than SCA)</b> i.e. major shock	Paramedic Response 8 mins or less Set by the MOHLTC	<b>60%</b>
<b>CTAS 2 (emergent care)</b> i.e. chest pain	Paramedic Response 10 mins or less Set by the RRDSSAB	<b>65 % or better</b>
<b>CTAS 3 (urgent care)</b> i.e. mild asthma	Paramedic Response 15 mins or less Set by the RRDSSAB	<b>65 % or Better</b>
<b>CTAS 4 (less urgent care)</b> i.e ear ache	Paramedic Response 30 mins or less Set by the RRDSSAB	<b>65% or Better</b>
<b>CTAS 5 (non-urgent care)</b> i.e sore throat	Paramedic Response 30 mins or less Set by the RRDSSAB	<b>75 % or Better</b>

**Chart 10.10**



## E) Emergency Medical Responses 2013-2016

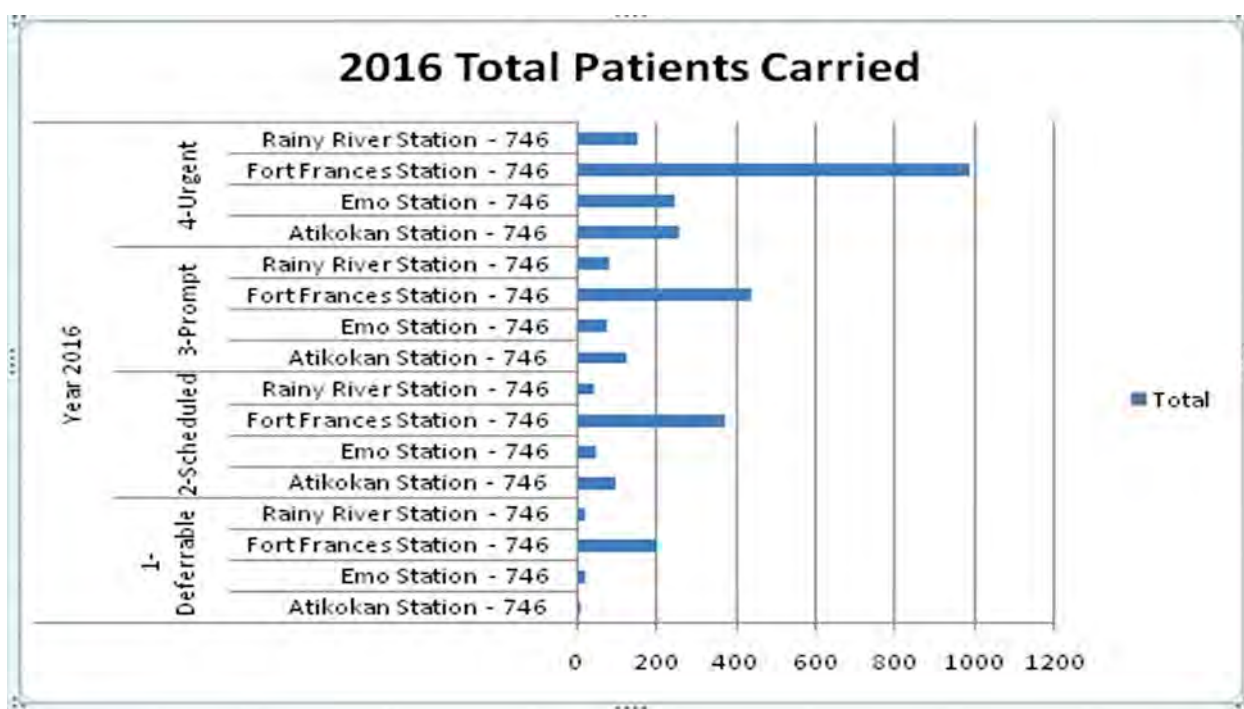


Chart 10.11

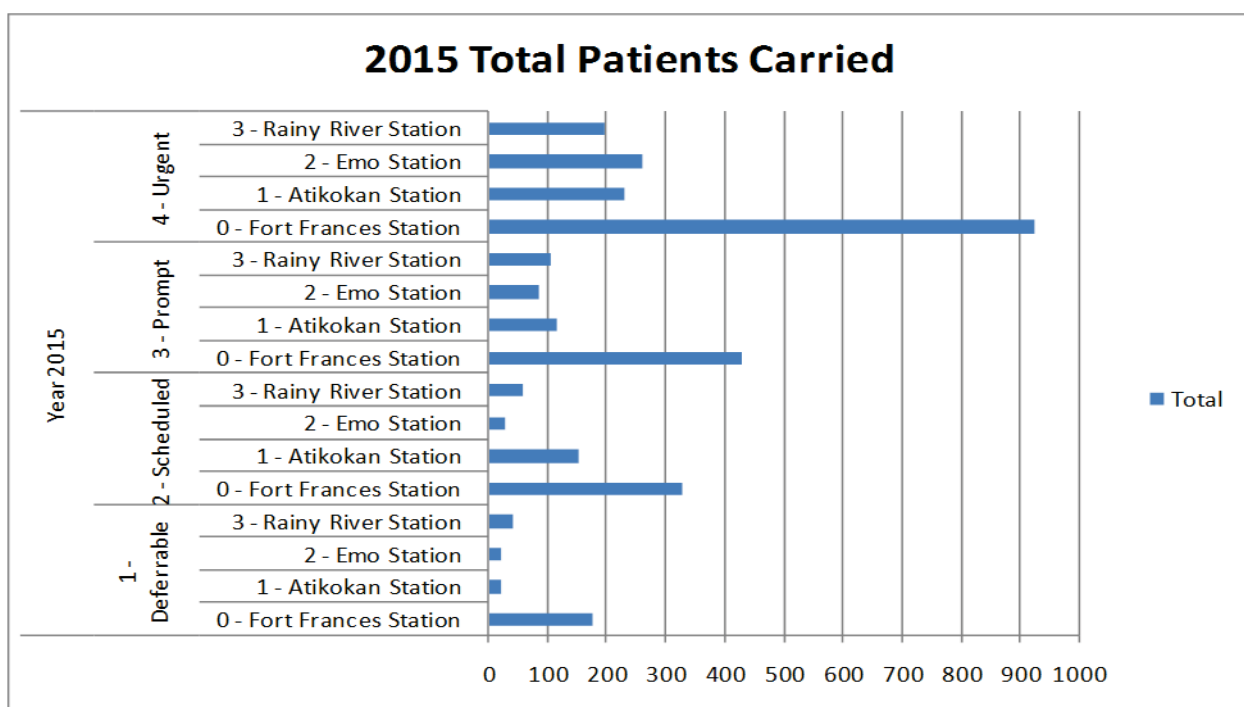


Chart 10.12

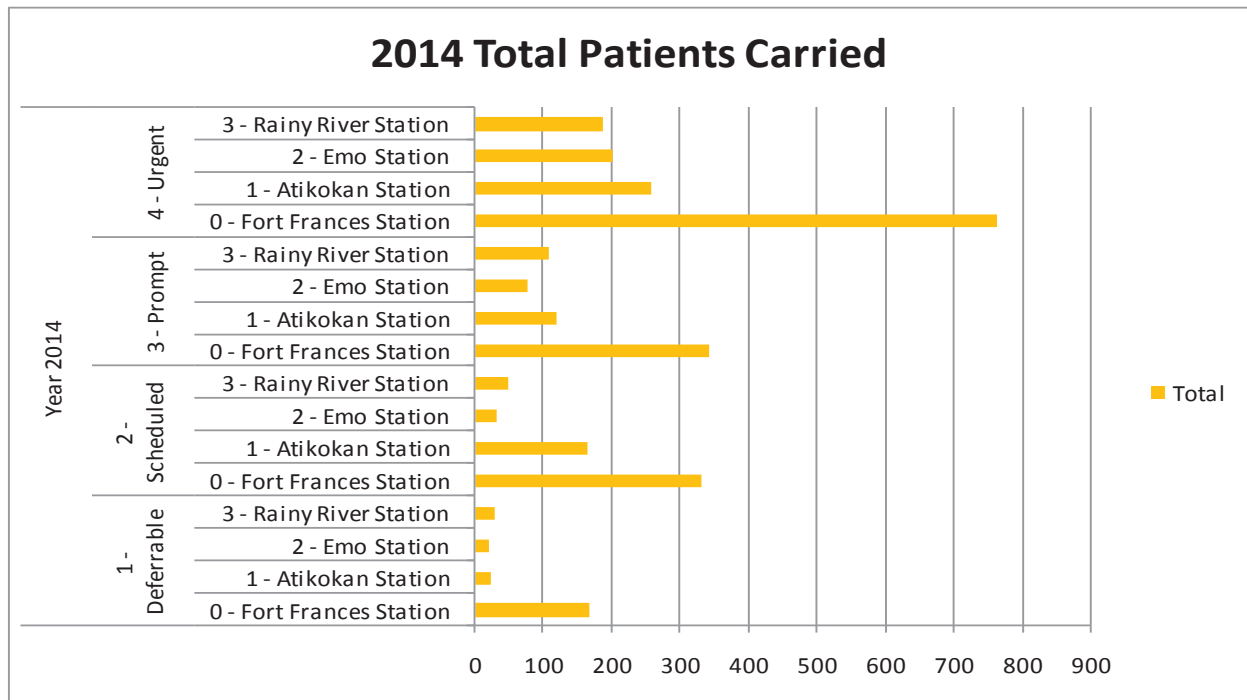


Chart 10.13

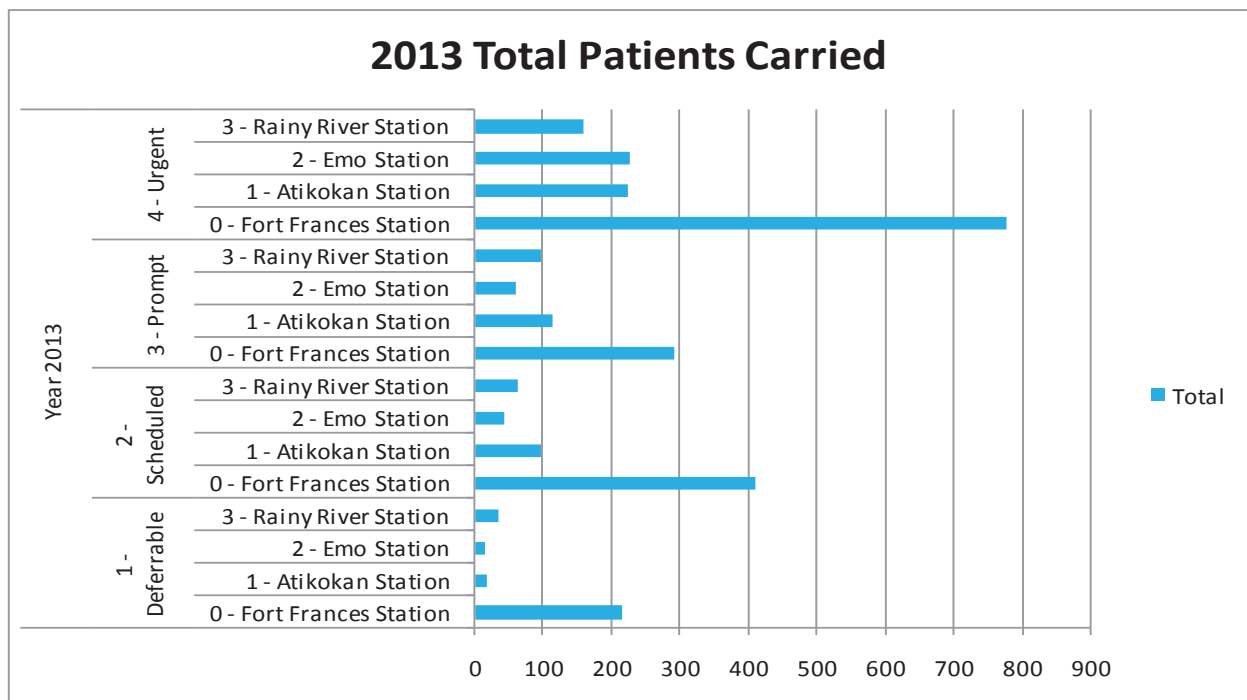


Chart 10.14

## 11.0 Personnel Activities – Prepared by Joanne Spence, Human Resources

Human Resource Activities in 2016		# of Employees
<u>New Hires:</u>		
• Maintenance, Atikokan		1
• Custodian (PPT), Atikokan		1
• Integrated Caseworker, Atikokan		1
• Casual Primary Care Paramedic		8
• PFT Primary Care Paramedic		1
• Finance Supervisor		1
• Summer Students (FF, RR, Atikokan)		3
<u>Leaves:</u>		
• Primary Care Paramedic (Mat Leave)		5
<u>Internal Transfers/Promotions and Interim Contracts:</u>		
• Community Paramedicine Coordinator		2
• Community Paramedicine Office Worker		2
• Primary Care Paramedic, PPT/Casual to PFT		9
• Office Worker		1
• Custodian		1
• Maintenance		2
• Van Driver, Atikokan		1
• On-Site Property Supervisor, Atikokan		1
• Custodian		1
• EMS Clerk, PPT to PFT		1
<u>Retirements:</u>		
• Maintenance, Atikokan		1
• Maintenance, Rainy River		1
• Primary Care Paramedic		1
<u>Resignations:</u>		
• Finance Supervisor		1
• Integrated Caseworker, Atikokan		1
<u>Terminated:</u>		
• Casual Custodian, Atikokan		1
• Contract Van Driver, Atikokan		1
• PFT Primary Care Paramedic		1

Chart 11.1

## 12.0 Occupational Health and Safety Trends Review – Prepared by Aynsley McKinnon, Human Resources

**Review Period:** January 2016 – December 2016

### Health & Safety Data:

- Employee Incident Reports
- Supervisor's Injury/Incident Analysis
- Supervisor's Corrective Action Form
- WSIB Injury/Illness Reports (Form 7: Employer's Report of Injury/Disease)
- RRDSSAB Exposure Reports

### Results of Review:

The focus of this review was on Employee Incident Reports.

#### A) Total Incident Results

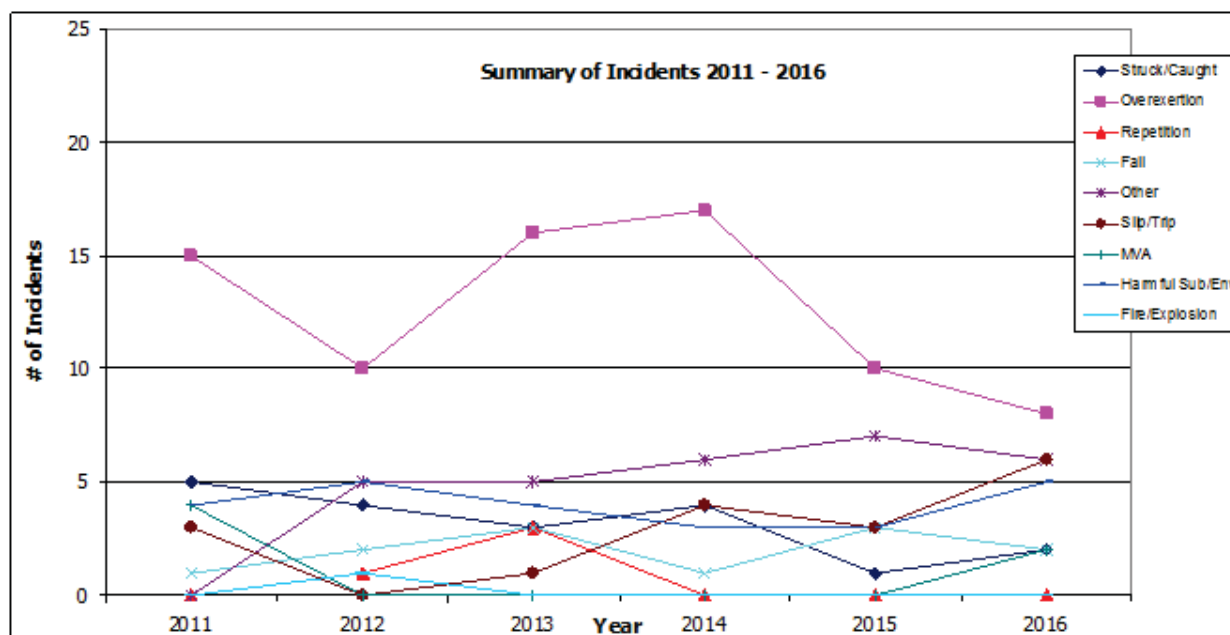


Chart 12.1

As there have been no incidences of assault reported during the reporting period, this statistic has been omitted.

Thirty-one (31) incidents occurred in 2016 across the corporation from January 1, 2016 to December 31, 2016.

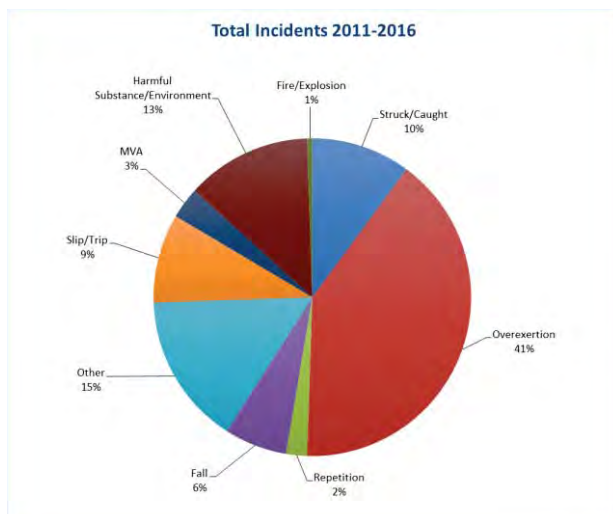


Chart 12.2

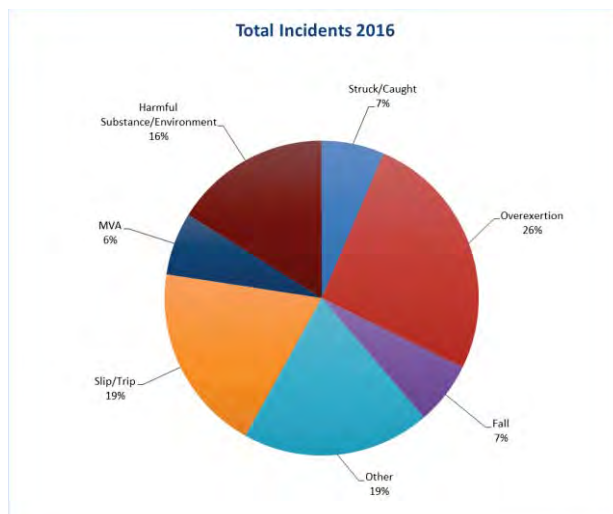


Chart 12.3

Out of the 31 total incidents reported in 2016:

- 18 incidents did not require any treatment;
- 10 incidents resulted in a WSIB claim being processed.
- 10 incidents required Health Care, and of these 10 incidents requiring Health Care, 7 resulted in Lost Time.

## B) Lost Time by Incident

There were a total of 8 lost time incidents for January 1, 2016 – December 31, 2016.

Of those 8 lost time incidents, 2 were due to overexertion, 2, were due to a motor vehicle accident, 1 was due to an exposure to a harmful substance, 1 was due to a fall, 1 was due to a slip/trip, and 1 was due to other factors such as stress.

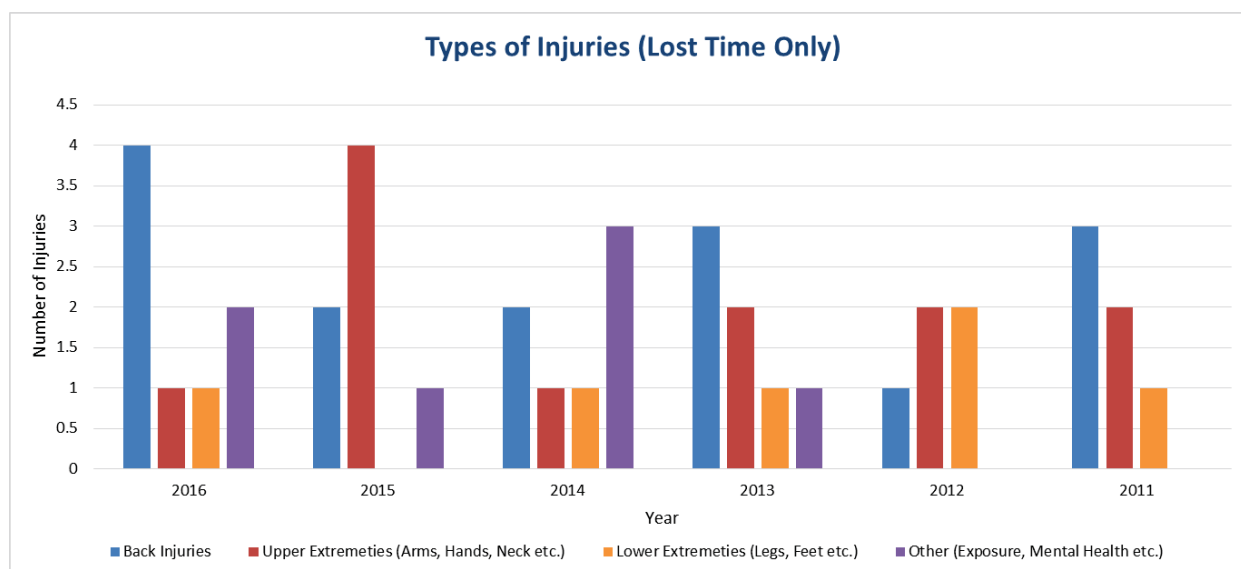


Chart 12.4

	Overexertion	Other	Slip/Trip	Harmful Sub. Environmental
<b>First Aid</b>	0	0	1	1
<b>Health Care</b>	3	1	2	1
<b>Lost Time (incidents)</b>	2	1	1	1
<b>Lost Time Days</b>	4 days	1 day	3 days	2 days

Chart 12.5

### C) Corporation: Top 4 Incident Types

Of the 31 incidents that occurred across the corporation from January 1, 2016 – December 31, 2016, it was found that the highest number of incidents were of the following type:

- Overexertion (8);
- Other (6);
- Slip/Trip (6); and
- Harmful Substance/Environmental (5).

These 4 types accounted for 25 out of the 31 incidents. (Refer to **Appendix A: Definitions** for Incident Types).

### Details of Incidents:

#### Overexertion (8)

- The total number of incidents is down by 2 from last year.
- Of the 8 incidents, 2 resulted in WSIB lost time.
- Neither of the lost time claims resulted in modified work plans. Modified work was not an option, due to the short duration of the lost time.
- Of the 8 incidents reported:
  - 6 resulted in back strains, 1 resulted in a shoulder strain and one result in a wrist strain.
  - 5 incidents involved some form of lifting, 1 involved shovelling, 1 involved stepping off a curb unexpectedly while walking backwards, and 1 involved placing a toughbook on a counter.

Contributing Factors (See **Appendix A: Definitions**):

- People (6); and

- Environment (2).

### **Other (6)**

- The total number of incidents is down from last year by 1.
- Of the 6 incidents, 1 resulted in WSIB lost time.
- Modified work was not an option for the above lost time incident due to the restrictions documented on the *Functional Abilities Form*.
- Of the 6 incidents reported:
  - 3 were a result of traumatic mental stress;
  - 2 were a result of an equipment malfunction; and
  - 1 was a result of an employee stopping to provide assistance to an individual on the highway.

Contributing Factors (See **Appendix A: Definitions**):

- People (4); and
- Equipment (2)

### **Slip/Trip (6)**

- The total number of incidents is up from last year by 3.
- Of the 6 incidents, 1 resulted in WSIB lost time, and 1 required *Health Care* resulting in a WSIB claim.
- Of the 6 incidents one resulted in a modified work plan.
- Two incidents involved slippery ice conditions.
- Of the 6 incidents reported:
  - 2 involved injuries to the ankle;
  - 1 involved injury to the head;
  - 1 involved injury to the back; and
  - 1 involved injury to the knee/elbow/hands.

Contributing Factors (See **Appendix A: Definitions**):

- Environment (3);
- People (2); and
- Equipment (1).

### **Harmful Substance/Environmental (5)**

- The total number of incidents is up from last year by 2.
- Of the 5 incidents, 1 resulted in WSIB lost time.
- Modified work was not an option for the above lost time incident due to the short duration of the lost time.
- Of the 5 incidents reported:
  - 3 were a result of possible exposure to bodily fluids and/or a communicable disease; and
  - 1 was a result of exposure to a chemical.

Contributing Factors (See **Appendix A: Definitions**):

- People (4); and
- Equipment (1).

#### **D) Contributing Factors**

Of the top 5 incident types, the contributing factors for each incident were reviewed. The major contributing factor was People. (Refer to **Appendix A: Definitions** for Contributing Factors).

Type	Overexertion	Other	Slip/Trip	Harmful Substance/ Environmental
Environment	6	0	3	0
People	2	4	2	4
Equipment	0	2	1	1

Chart 12.6



## APPENDIX A: Definitions

### Types of Incidents

**Fall** - A fall on the same level on which a person was standing or walking, or when a person falls to below the level on which he/she was standing or walking.

**Harmful Substances/Environmental** - An incident is one in which the employee is exposed to harmful conditions (e.g., toxic gases, fumes or vapours; toxic airborne particles; extremes of heat or cold; oxygen deficient atmospheres; radioactive radiation; intense light brightness's, infectious diseases, blood/blood stained body fluids, moulds/spores).

**Slip/Trip** - The person either slips or trips but does not fall.

**Struck/Caught** - An incident in which a person has been struck abruptly or forcefully by some object in motion (e.g., box falls off shelf, employee jabs needle into finger, person pushing cart runs into someone) or a person is contacted non-forcefully by some substance or agent in motion that has an injury-upon-contact characteristic (such as being splashed by hot or corrosive solutions).

An incident in which a person strikes abruptly or forcefully some stationary object in his/her surroundings (e.g., nurse strikes his/her leg against the crank of a bed) or comes into contact, non-forcefully, with some stationary substance or agent that has an injury-upon-contact characteristic (such as electrical shock).

An incident in which a person is:

- a. trapped in some type of enclosure or a part of a person's body is caught in some type of opening (e.g., a person is caught in an elevator or locked in a refrigerated room)
- b. caught on some protruding object (e.g., a person's clothing gets hooked onto a handle or a person catches his/her hand on a sharp edge)
- c. pinched, crushed or otherwise caught between either a moving object or between two or more moving objectives (e.g., a person jams his/her fingers between a wheeled cart and doorway)

**Overexertion** – An incident is one in which a person puts excessive strain on some part of his/her body (e.g. an employee strains his/her back or some other part of the body).

**Assault** – An incident in which the employee is subjected to an untoward action by a patient or member of the public (e.g., a patient bites or strikes an employee).

**Repetition** – An incident that develops over a period of time, due to the repetitive nature of the task being carried out (e.g., pipetting, keyboarding).

***Fire/Explosion*** – An incident in which the employee is subjected to a fire or explosion in the workplace.

***Motor Vehicle Accidents*** – An incident in which the employee is involved in a motor vehicle accident during the course of his/her work activities.

### **Contributing Factors**

***People*** – The actions of people – the things they do and don't do.

***Equipment*** – Includes all the tools and machines that people work with and near. These include: fixed machines, vehicles, material handling devices, hand tools, protective equipment and personal gear. Some equipment has the potential to release harmful chemicals (such as carbon monoxide) or produce physical agents such as heat, noise, vibration or radiation during operation.

***Materials*** – Handling of materials, including raw materials, products, hazardous chemicals, and other substances workers use, work with, process, and handle. It is important to also look for property damage caused by materials that have spilled, corroded, burned or exploded.

***Environment*** – Refers to *every part* of your workplace, which includes: the condition of all surfaces on which people walk or where things are placed; unsafe or sub-standard conditions, such as over-crowding or poor ventilation; hazards caused by physical agents, such as light, temperature, and noise; product storage areas; housekeeping; and maintenance hazards, such as debris left on stairs or floors, as well as blocked exits.

***Process*** – Combines the other four (4) contributing factors in the production of goods and services, and includes *everything* in your workplace from its design and organization to the type of work being done.

**Rainy River District Social  
Services Administration Board  
Financial Statements  
For the year ended  
December 31, 2016**

**Rainy River District Social  
Services Administration Board  
Financial Statements  
For the year ended December 31, 2016**

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## Rainy River District Social Services Administration Board Management's Responsibility for the Financial Statements

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The accompanying financial statements of the Rainy River District Social Services Administration Board and all the information in this annual report are the responsibility of management and have been approved by the Board Chair and Director of Finance & Asset Management on behalf of the Board.

The financial statements have been prepared by management in accordance with Public Sector Accounting Principles. Financial statements are not precise since they include certain amounts based on estimates and judgments. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances, in order to ensure that the financial statements are presented fairly, in all material respects.


The Board maintains systems of internal accounting and administrative controls of high quality consistent with reasonable cost. Such systems are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and the Board's assets are appropriately accounted for and adequately safeguarded.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and is ultimately responsible for reviewing and approving the financial statements.

The Directors review the Board's financial statements and meet periodically with management, as well as the external auditors, to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, to satisfy themselves that each party is properly discharging their responsibilities, and to review the annual report, the financial statements and the external auditor's report.

The financial statements have been audited by BDO Canada LLP, independent external auditors appointed by the Board. The audit has been performed in accordance with Canadian generally accepted auditing standards. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Board's financial statements.

  
\_\_\_\_\_ Board Chair

  
\_\_\_\_\_ Director of Finance & Asset Management





Tel: 807 274 9848  
Fax: 807 274 5142  
www.bdo.ca

BDO Canada LLP  
607 Portage Avenue  
Fort Frances ON P9A 0A7 Canada

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## Independent Auditor's Report

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To the Board of Directors of  
Rainy River District Social Services Administration Board

We have audited the accompanying financial statements of Rainy River District Social Services Administration Board as at December 31, 2016, which comprise the Statement of Financial Position as at December 31, 2016, and the Statement of Operations and Accumulated Surplus, the Statement of Change in Net Financial Assets and the Statement of Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

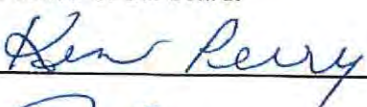

In our opinion, the financial statements present fairly in all material respects, the financial position of Rainy River District Social Services Administration Board as at December 31, 2016, and the results of its operations, change in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Fort Frances, Ontario  
May 18, 2017

## Rainy River District Social Services Administration Board Statement of Financial Position

December 31	2016	2015
<b>Financial assets</b>		
Cash and cash equivalents (Note 1)	\$ 3,398,411	\$ 3,009,713
Short-term deposits (Note 2)	3,150,000	3,081,174
Accounts receivable (Note 3)	1,359,678	1,431,521
	<u>7,908,089</u>	<u>7,522,408</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities (Note 4)	3,559,004	3,794,161
Deferred revenue (Note 5)	279,070	53,056
Long-term debt (Note 6)	1,316,940	1,548,945
Post-retirement benefits liability (Note 7)	465,400	417,200
	<u>5,620,414</u>	<u>5,813,362</u>
<b>Net financial assets</b>	<u>2,287,675</u>	<u>1,709,046</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 8)	15,681,681	16,232,380
Tangible capital assets under construction (Note 8)	96,819	-
Prepaid expenses	147,814	172,508
	<u>15,926,314</u>	<u>16,404,888</u>
<b>Accumulated surplus (Note 9)</b>	<u>\$ 18,213,989</u>	<u>\$ 18,113,934</u>
<b>Commitments (Note 14)</b>		
<b>Contingencies (Note 15)</b>		
On behalf of the Board:		
 _____	Director	
 _____	Director	



## Rainy River District Social Services Administration Board Statement of Operations and Accumulated Surplus

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>Revenues</b>			
Ontario Works general allowance	\$ 2,286,400	\$ 2,168,082	\$ 2,364,452
Community homelessness prevention initiative	166,660	166,645	164,674
Low income energy assistance program	6,700	3,058	4,190
Child care	2,807,100	2,980,463	2,797,668
Social housing	2,056,674	2,068,149	2,031,154
RRDSSAB housing	3,028,102	3,141,970	2,934,099
Ontario Works program administration, employment assistance and board administration	1,011,110	995,768	1,112,512
Land ambulance	7,264,537	6,927,507	6,524,848
Community para-medicine program	36,725	54,712	147,182
Investment in affordable housing - 8-plex	407,200	-	-
Social infrastructure fund program (SIF)	-	35,410	-
Investment in affordable housing (IAH) - Ontario renovates	-	60,420	94,225
Family resource centres	455,598	455,598	455,345
RRDSSAB administration	535,461	119,623	499,418
<b>Total revenues</b>	<b>20,062,267</b>	<b>19,177,405</b>	<b>19,129,767</b>
<b>Expenses</b>			
Ontario Works general allowance	2,286,400	2,152,368	2,358,372
Community homelessness prevention initiative	166,660	174,185	164,022
Low income energy assistance program	6,700	3,058	4,190
Child care	2,807,100	2,924,144	2,746,332
Social housing	2,056,674	2,000,074	2,022,137
RRDSSAB housing	3,028,102	2,916,484	2,809,918
Ontario Works program administration, employment assistance and board administration	1,011,110	949,678	927,942
Land ambulance	7,264,537	6,805,570	6,550,768
Community para-medicine program	36,725	54,712	147,182
Investment in affordable housing - 8-plex	407,200	6,811	-
Social infrastructure fund program (SIF)	-	35,410	-
Investment in affordable housing (IAH) - Ontario renovates	-	7,963	117,614
Family resource centres	455,598	455,363	453,740
RRDSSAB administration	535,461	591,530	493,126
<b>Total expenses</b>	<b>20,062,267</b>	<b>19,077,350</b>	<b>18,795,343</b>
<b>Annual surplus</b>	<b>-</b>	<b>100,055</b>	<b>334,424</b>
<b>Accumulated surplus, beginning of year</b>	<b>18,113,934</b>	<b>18,113,934</b>	<b>17,779,510</b>
<b>Accumulated surplus, end of year (Note 9)</b>	<b>\$ 18,113,934</b>	<b>\$ 18,213,989</b>	<b>\$ 18,113,934</b>

The accompanying summary of significant accounting policies, notes and program schedules are an integral part of these financial statements.

## Rainy River District Social Services Administration Board Statement of Change in Net Financial Assets

For the year ended December 31	Budget 2016	Actual 2016	2015
Annual surplus	\$ -	\$ 100,055	\$ 334,424
Acquisition of tangible capital assets	(458,105)	(215,672)	(629,846)
Amortization of tangible capital assets	780,870	766,371	704,989
Gain on disposal of tangible capital assets	-	(21,104)	(40,320)
Proceeds on sale of tangible capital assets	-	21,104	40,320
Acquisition of assets under construction	-	(96,819)	-
	322,765	553,935	409,567
Change in prepaid expenses	-	24,694	2,232
Net change in net financial assets	322,765	578,629	411,799
Net financial assets, beginning of year	1,709,046	1,709,046	1,297,247
Net financial assets, end of year	\$ 2,031,811	\$ 2,287,675	\$ 1,709,046

The accompanying summary of significant accounting policies, notes and program schedules are an integral part of these financial statements.

## Rainy River District Social Services Administration Board Statement of Cash Flows

For the year ended December 31	2016	2015
Cash provided by (used in)		
Operating transactions		
Annual surplus	\$ 100,055	\$ 334,424
Items not involving cash		
Amortization	766,371	704,989
Gain on disposal of tangible capital assets	(21,104)	(40,320)
Changes in non-cash operating balances		
Accounts receivable	71,842	(91,145)
Accounts payable and accrued liabilities	(235,156)	1,447,678
Deferred revenue	226,013	(157,787)
Post-retirement benefits	48,200	45,300
Prepaid expenses	24,695	2,232
	<u>980,916</u>	<u>2,245,371</u>
Capital transactions		
Acquisition of tangible capital assets	(312,491)	(629,846)
Proceeds on sale of tangible capital assets	21,104	40,320
	<u>(291,387)</u>	<u>(589,526)</u>
Investing transactions		
Acquisition of short-term deposits	(68,826)	(39,638)
Financing transactions		
Repayment of long-term debt	(232,005)	(217,218)
Increase in cash and cash equivalents during the year	388,698	1,398,989
Cash and cash equivalents, beginning of year	3,009,713	1,610,724
Cash and cash equivalents, end of year	<u>\$ 3,398,411</u>	<u>\$ 3,009,713</u>

The accompanying summary of significant accounting policies, notes and program schedules are an integral part of these financial statements.



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## Rainy River District Social Services Administration Board Summary of Significant Accounting Policies

December 31, 2016

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Nature of Business	<p>The Board is engaged in the provision of social services to residents of the Rainy River District and serves as a collection and administrative agent for social assistance, child care, social housing, land ambulance services and various government funded programs. The Board has been established under the District Social Services Administration Boards Act of the Province of Ontario. Its' members are the ten Municipalities in the District, plus representatives from three unincorporated areas in the District.</p>
Management's Responsibility	<p>The financial statements of Rainy River District Social Services Administration Board are representations of management. They have been prepared in accordance with Canadian Public Sector Accounting Standards.</p>
Basis of Accounting	<p>Revenues and expenditures are reported on the accrual basis of accounting.</p> <p>The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.</p>
Cash and Cash Equivalents	<p>Cash and cash equivalents consist of cash on hand, bank balances and investments in term deposits with maturities of three months or less.</p>
Short-Term Deposits	<p>Short-term deposits consists of investments in term deposits with maturities of more than three months.</p>
Revenue Recognition	<p>Government transfers are recognized as revenue in the financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. When transfer stipulations give rise to a liability, government transfers are recognized as deferred revenue and recognized as revenue when the stipulations are settled.</p> <p>Unrestricted investment income is recognized as revenue when earned.</p> <p>Rental revenue is recognized monthly when the units are occupied and if the amount to be received can be reasonably estimated and collection is reasonably assured.</p> <p>Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.</p>

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## Rainy River District Social Services Administration Board Summary of Significant Accounting Policies

**December 31, 2016**

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<b>Deferred Revenue</b>	Revenue restricted by legislation, regulation or agreement and not available for operating purposes is reported as deferred revenue on the statement of financial position. The revenue is reported on the statement of operations and accumulated surplus in the year in which it is used for the specified purpose.														
<b>Use of Estimates</b>	<p>The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting periods. Actual results could differ from management's best estimates as additional information becomes available in the future.</p> <p>The estimates used in preparation of these financial statements are the allowance for doubtful accounts receivable, the useful lives of the property, plant and equipment, and the present value of the Board's employee post-retirement benefits.</p>														
<b>Tangible Capital Assets</b>	<p>Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis commencing once the asset is available for productive use as follows:</p> <table><tr><td>Land improvements</td><td>15 to 25 years</td></tr><tr><td>Buildings</td><td>20 to 60 years</td></tr><tr><td>Ambulance equipment</td><td>5 years</td></tr><tr><td>Furniture and equipment</td><td>10 years</td></tr><tr><td>Vehicles</td><td>5 to 10 years</td></tr><tr><td>Computer hardware</td><td>5 years</td></tr><tr><td>Computer software</td><td>5 years</td></tr></table>	Land improvements	15 to 25 years	Buildings	20 to 60 years	Ambulance equipment	5 years	Furniture and equipment	10 years	Vehicles	5 to 10 years	Computer hardware	5 years	Computer software	5 years
Land improvements	15 to 25 years														
Buildings	20 to 60 years														
Ambulance equipment	5 years														
Furniture and equipment	10 years														
Vehicles	5 to 10 years														
Computer hardware	5 years														
Computer software	5 years														



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## Rainy River District Social Services Administration Board Summary of Significant Accounting Policies

December 31, 2016

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### Retirement Benefits and Other Employee Benefit Plans

Rainy River District Social Services Administration Board is an employer member of the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer, defined benefit pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of the benefits. The Board has adopted defined contribution plan accounting principles for this Plan because insufficient information is available to apply defined benefit plan accounting principles. The Board records as pension expense the current service cost, amortization of past service costs and interest costs related to the future employer contributions to the Plan for past employee service.

### Taxation Revenue

Taxation revenue consists of contributions from member Municipalities. Taxation revenue is recognized based on the member's proportionate share of program costs and is apportioned to each member Municipality based on the members weighted property tax assessment values.

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## Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

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### 1. Cash and Cash Equivalents

The balance of cash reported on the statement of financial position is made up of the following:

	<u>2016</u>	<u>2015</u>
Unrestricted cash and cash equivalents	\$ 2,552,253	\$ 2,603,626
Cash and cash equivalents restricted by Board resolution	<u>846,158</u>	<u>406,087</u>
	<u>\$ 3,398,411</u>	<u>\$ 3,009,713</u>

Certain surplus funds are set aside by Board resolution for specific purposes and referred to as reserve funds. Cash and cash equivalents restricted by Board resolution represents the assets that are maintained in respect of those reserve funds (Note 9).

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### 2. Short-Term Deposits

The balance of short-term deposits reported on the statement of financial position is made up of the following:

	<u>2016</u>	<u>2015</u>
Unrestricted term deposits, interest rate of 1.15% (2015 - 1.17%), maturing on June 26, 2017 (2015 - June 24, 2016).	\$ 1,350,000	\$ 1,294,986
Term deposits restricted by Board resolution, interest rate of 1.15% (2015 - 1.17%), maturing on June 26, 2017 (2015 - June 24, 2016).	<u>1,800,000</u>	<u>1,786,188</u>
	<u>\$ 3,150,000</u>	<u>\$ 3,081,174</u>

Certain surplus funds are set aside by Board resolution for specific purposes and referred to as reserve funds. Short term deposits restricted by Board resolution represents the assets that are maintained in respect of those reserve funds (Note 9).



## Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

### 3. Accounts Receivable

	2016	2015
Municipalities	\$ -	\$ 17,037
Provincial	1,104,935	966,519
Affordable housing program, extended affordable housing program and investment in affordable housing program	722,696	859,143
HST	196,970	218,082
Other	145,234	167,183
Allowance for doubtful accounts	(810,157)	(796,443)
	<u>\$ 1,359,678</u>	<u>\$ 1,431,521</u>

### 4. Accounts Payable and Accrued Liabilities

	2016	2015
Provincial	\$ 1,186,591	\$ 1,366,003
Affordable housing program, extended affordable housing program and investment in affordable housing program	722,696	859,143
Trade accounts payable	1,184,023	823,195
Accrued wages and benefits	465,694	745,820
	<u>\$ 3,559,004</u>	<u>\$ 3,794,161</u>

### 5. Deferred Revenue

	Opening balance	Contributions received	Revenue recognized	Ending balance
Ministry of Municipal Affairs and Housing	\$ -	\$ 158,775	\$ (35,410)	\$ 123,365
Ministry of Health and Long-Term Care	29,998	157,250	(54,713)	132,535
Prepaid tenant rents	19,909	17,079	(19,909)	17,079
Other	3,149	6,000	(3,058)	6,091
	<u>\$ 53,056</u>	<u>\$ 339,104</u>	<u>\$ (113,090)</u>	<u>\$ 279,070</u>

## Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

### 6. Long-term Debt

	2016	2015
Debentures payable to the Ministry, various interest rates (6.09% to 7.81%), and various maturity dates to January 1, 2024.	<u>\$ 1,316,940</u>	<u>\$ 1,548,945</u>

Repayments required on long-term debt for the next five years and thereafter are due as follows:

Year	Principal	Interest	Total
2017	\$ 240,547	\$ 86,832	\$ 327,379
2018	210,328	70,404	280,732
2019	224,490	56,241	280,731
2020	239,617	41,114	280,731
2021	164,915	24,956	189,871
Thereafter	237,043	22,297	259,340
	<u>\$ 1,316,940</u>	<u>\$ 301,844</u>	<u>\$ 1,618,784</u>

The gross interest relating to the above long-term liability was \$97,767 (2015 - \$112,554).

## Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

### 7. Post-Retirement Benefits Liability

Rainy River District Social Services Administration Board provides the following benefits to eligible full-time employees who are members of the Canadian Union of Public Employees (CUPE):

- Extended health care
- Semi-private hospital coverage
- Dental benefits

Post-Retirement Benefits Liability	2016	2015
Accrued post-retirement benefits obligation	\$ 465,400	\$ 417,200
Post-Retirement Benefits Expenditure	2016	2015
Current year benefit costs	\$ 33,300	\$ 31,100
Interest on accrued benefit obligation	19,100	18,700
Amortized actuarial (gains) losses	11,500	10,200
Employee contributions	(15,700)	(14,700)
Post-retirement benefits expenditure	\$ 48,200	\$ 45,300

The significant actuarial assumptions adopted and estimated for the calculation of the accrued benefit obligations are as follows:

	2016	2015
Discount on accrued benefit obligations	3.25%	3.50%
Dental cost trend rates	3.75%	3.75%
Extended health care trend rates	7.25%	7.5%

For December 31, 2016, extended health care trend rates are assumed to be 7.25%, decreasing by 0.25% per annum to an ultimate rate of 4.75% thereafter.



# Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

## 8. Tangible Capital Assets

	Land and Land Improvements	Buildings	Ambulance Equipment	Furniture and Equipment	Automotive - Ambulances	Automotive - Other	Computer Hardware	Computer Software	Total
Cost, beginning of year	\$ 1,263,503	\$21,966,055	\$ 483,602	\$ 131,061	\$ 1,909,851	\$ 129,659	\$ 218,067	\$ 256,744	\$26,358,542
Additions	-	85,019	123,328	7,325	-	-	-	-	215,672
Disposals	-	-	(86,382)	-	(156,964)	(38,063)	-	-	(281,409)
Cost, end of year	1,263,503	22,051,074	520,548	138,386	1,752,887	91,596	218,067	256,744	26,292,805
Accumulated amortization, beginning of year	7,100	8,028,776	134,354	81,133	1,417,342	78,431	175,612	203,414	10,126,162
Amortization	4,460	440,902	93,870	9,257	163,773	9,153	12,253	32,703	766,371
Disposals	-	-	(86,382)	-	(156,964)	(38,063)	-	-	(281,409)
Accumulated amortization, end of year	11,560	8,469,678	141,842	90,390	1,424,151	49,521	187,865	236,117	10,611,124
Net carrying amount, end of year	\$ 1,251,943	\$13,581,396	\$ 378,706	\$ 47,996	\$ 328,736	\$ 42,075	\$ 30,202	\$ 20,627	\$15,681,681





# Rainy River District Social Services Administration Board

## Notes to Financial Statements

December 31, 2016

### 9. Accumulated Surplus

The Board segregates its accumulated surplus in the following categories:

	2016	2015
Investment in tangible capital assets		
Tangible capital assets	\$ 15,778,500	\$ 16,232,380
Social housing debentures outstanding	(1,316,940)	(1,548,945)
Total investment in tangible capital assets	14,461,560	14,683,435
Unrestricted net assets		
Ontario Works General Allowance	7,382	(8,332)
Community Homelessness Prevention Initiative	20,458	27,998
Child Care	157,007	100,689
Social Housing	(50,880)	(120,236)
RRDSSAB Housing	739,618	515,874
Ontario Works Program Administration, Employment Assistance and Board Administration	295,370	249,279
Land Ambulance	65,050	(76,111)
Investment in affordable housing - 8-plex	(6,811)	-
Investment in affordable housing (IAH) - Ontario renovates	181,976	129,519
Family resource centres	22,961	22,725
RRDSSAB Administration	(674,173)	(459,558)
Total unrestricted net assets	757,958	381,847
Other allocated deficits		
Accrued stat/vacation/OT/sick time	(282,696)	(301,928)
Post-retirement benefits	(465,400)	(417,200)
Total other allocated deficits	(748,096)	(719,128)
Working fund reserves	934,649	1,684,649
Reserve funds		
Land Ambulance	1,082,164	1,043,676
Social Housing and RRDSSAB Housing	947,030	837,007
RRDSSAB Administration	778,724	202,448
Total reserve funds	2,807,918	2,083,131
	<u>\$ 18,213,989</u>	<u>\$ 18,113,934</u>

The investment in tangible capital assets represents amounts already spent and invested in infrastructure and non-financial assets.

Reserve funds represent funds set aside by Board resolution for specific purposes.

## Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

### 10. Government Transfers - Federal

	2016	2015
<b>Operating</b>		
Flow-through from Ministry of Municipal Affairs and Housing	\$ 1,655,064	\$ 1,594,848

### 11. Government Transfers - Provincial

	2016	2015
<b>Operating</b>		
Ministry of Municipal Affairs and Housing	\$ 233,368	\$ 263,785
Ministry of Health and Long-Term Care	2,913,787	2,756,806
Ministry of Community and Social Services	2,329,909	2,621,995
Ministry of Education	3,078,758	2,933,381
<b>Total provincial transfers</b>	<b>\$ 8,555,822</b>	<b>\$ 8,575,967</b>

### 12. Expenses by Object

	Budget 2016	Actual 2016	2015
Salaries and benefits	\$ 8,440,233	\$ 7,998,963	\$ 7,773,476
Long-term debt interest	97,767	97,767	112,554
Materials	2,112,084	2,047,159	1,909,861
Rents and financial expenses	1,531,638	1,186,703	1,056,177
External transfers	7,099,675	6,932,187	7,192,986
Amortization	780,870	766,371	704,989
Post-employment benefits	-	48,200	45,300
	<b>\$ 20,062,267</b>	<b>\$ 19,077,350</b>	<b>\$ 18,795,343</b>



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## Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

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### 13. Adequacy of Housing Providers' Capital Reserve Funds

RRDSSAB and certain non-profit housing providers are required to establish capital reserve funds for financing future major repairs and replacements.

RRDSSAB has used the Analysis of Building Condition Assessment and Reserve Funds for the RRDSSAB Study of the Stonewell Group Inc. and other information as available to evaluate the adequacy of annual contributions to the capital reserve funds of certain housing providers that receive funding from RRDSSAB.

The Study was completed in 2004 and indicated that, based on a capital reserve funding level of \$116,441 annually over a 30 year period, the aggregate of the capital reserve funds for the provincial reformed, urban native, and Section 95 non-profit providers that receive funding from RRDSSAB would be deficient. The Study recommended annual funding of \$314,000 or a one-time top up of \$4.13 million in order to avoid future deficiencies in the reserve funds of these housing providers.

The capital reserve funds of housing providers were evaluated on the basis of expected repair and replacement costs and life expectancy of the building projects. Such evaluation is based on numerous assumptions and future events.

A Building Condition Assessment and Reserve Fund Study has been completed on the housing units owned and operated by RRDSSAB by FIRM Associates Inc. in 2008, and the future deficiency of the reserve fund for these housing units has been estimated at \$9,402,000.

The study indicated that, over the next 20 year period the fund would require \$463,000 annually to avoid future deficiencies in the reserve fund.

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## Rainy River District Social Services Administration Board

### Notes to Financial Statements

December 31, 2016

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#### 14. Commitments

The Board is party to an operating lease for its Land Ambulance building premises in Atikokan, Ontario, at \$2,067 per month for 2016, under a lease expiring December 31, 2016. A new lease was entered into effective January 1, 2017, until December 31, 2021, with 1.50% annual increases.

The minimum annual lease payment for the next five years is as follows:

Year	Amount
2017	\$25,170
2018	\$25,548
2019	\$25,931
2020	\$26,320
2021	\$26,715

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#### 15. Contingencies

Various claims have been filed against the Board for incidents which arose in the ordinary course of business. At December 31, 2016, the amounts and likelihood of success for those claims was undeterminable. In the event that claims are successful or settled, management believes that such claims are not expected to have a material effect on the Board's financial position. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

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#### 16. Pension Agreements

OMERS provides pension services to more than 470,000 active and retired members and approximately 1,000 employers. Each year an independent actuary determines the funding status of OMERS Primary Pension Plan (the Plan) by comparing the actuarial value of invested assets to the estimated present value of all pension benefits that members have earned to date. The most recent actuarial valuation of the Plan was conducted at December 31, 2015. The results of this valuation disclosed total actuarial liabilities of \$82,369 million in respect of benefits accrued for service with actuarial assets at that date of \$75,392 million indicating an actuarial deficit of \$6,977 million. Because OMERS is a multi-employer plan, any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Board does not recognize any share of the OMERS pension surplus or deficit. Contributions made by the Board to OMERS for 2016 were \$566,340 (2015 - \$568,530) for current services.



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## Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

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### 17. Segmented Information

The Board is a diversified para-municipal organization engaged in the provision of social services to residents of Rainy River District Social Services Administration Board and serves as a collection and administrative agent for social assistance, child care, social housing, land ambulance services and various government funded programs. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

#### **General Government**

General government consists of the revenue and expense that relate to the administrative and board costs of Rainy River District Social Services Administration Board.

#### **Health - Ambulance Services**

Health services are represented by ambulance services. The ambulance services provide emergency medical care to those in distress and transportation services to the injured.

#### **Social Services - General Assistance**

Social services - general assistance is comprised of social assistance provided to help individuals and families in need.

#### **Social Services - Child Care**

The Board provides assistance to help families with the cost of child care and youth programs.

#### **Social Housing**

Social housing is provided to help shelter families and elderly in need.

# **Rainy River District Social Services Administration Board** **Notes to Financial Statements**

December 31, 2016

## **17. Segmented Information (continued)**

For the year ended December 31, 2016	General Government	Health - Ambulance Services	Social Services - General Assistance	Social Services - Child Care	Social Housing	2016 Total
<b>Revenues</b>						
Grants	\$ 8,164	\$ 2,913,787	\$ 2,496,021	\$ 3,078,758	\$ 1,714,156	\$ 10,210,886
Municipalities	(501,461)	4,034,848	518,141	349,304	2,045,475	6,446,307
Rents	210,384	-	-	-	1,245,817	1,456,201
Interest	55,752	-	-	-	-	55,752
Other	397,836	33,584	275,970	7,999	292,870	1,008,259
<b>Total revenues</b>	<b>170,675</b>	<b>6,982,219</b>	<b>3,290,132</b>	<b>3,436,061</b>	<b>5,298,318</b>	<b>19,177,405</b>
<b>Expenses</b>						
Salaries, wages and benefits	222,915	5,729,207	686,720	211,719	1,148,402	7,998,963
Long-term debt charges	-	-	-	-	97,767	97,767
Materials	318,215	484,244	40,160	38,387	1,166,153	2,047,159
Contracted services	-	-	-	-	-	-
Rents and financial expenses	12,405	326,211	160,333	64,934	622,820	1,186,703
External transfers	-	-	2,382,210	3,064,468	1,485,509	6,932,187
Post-employment benefits	-	48,200	-	-	-	48,200
Amortization	95,858	272,419	2,186	-	395,908	766,371
<b>Total expenses</b>	<b>649,393</b>	<b>6,860,281</b>	<b>3,271,609</b>	<b>3,379,508</b>	<b>4,916,559</b>	<b>19,077,350</b>
<b>Net surplus (deficit)</b>	<b>\$ (478,718)</b>	<b>\$ 121,938</b>	<b>\$ 18,523</b>	<b>\$ 56,553</b>	<b>\$ 381,759</b>	<b>\$ 100,055</b>

# Rainy River District Social Services Administration Board Notes to Financial Statements

December 31, 2016

## 17. Segmented Information (continued)

For the year ended December 31, 2015	General Government	Health - Ambulance Services	Social Services - General Assistance	Social Services - Child Care	Social Housing	2015 Total
<b>Revenues</b>						
Grants	\$ 16,188	\$ 2,756,806	\$ 2,845,234	\$ 2,933,381	\$ 1,619,206	\$ 10,170,815
Municipalities	(94,012)	3,836,176	546,259	316,409	1,886,829	6,491,661
Rents	213,984	-	-	-	1,181,754	1,395,738
Interest	34,712	14,526	-	-	10,483	59,721
Other	382,713	64,522	274,920	3,222	286,455	1,011,832
<b>Total revenues</b>	<b>553,585</b>	<b>6,672,030</b>	<b>3,666,413</b>	<b>3,253,012</b>	<b>4,984,727</b>	<b>19,129,767</b>
<b>Expenses</b>						
Salaries, wages and benefits	181,390	5,646,297	650,335	203,860	1,091,594	7,773,476
Long-term debt charges	-	-	-	-	112,554	112,554
Materials	277,115	446,968	60,504	37,413	1,087,861	1,909,861
Contracted services	-	-	-	-	-	-
Rents and financial expenses	3,263	340,251	158,960	59,528	494,175	1,056,177
External transfers	-	-	2,636,000	2,899,272	1,657,714	7,192,986
Post-employment benefits	-	45,300	-	-	-	45,300
Amortization	95,514	219,132	2,186	-	388,157	704,989
<b>Total expenses</b>	<b>557,282</b>	<b>6,697,948</b>	<b>3,507,985</b>	<b>3,200,073</b>	<b>4,832,055</b>	<b>18,795,343</b>
<b>Net surplus (deficit)</b>	<b>\$ (3,697)\$</b>	<b>(25,918)\$</b>	<b>158,428 \$</b>	<b>52,939 \$</b>	<b>152,672 \$</b>	<b>334,424</b>



## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>Ontario Works General Allowance</b>			
<b>Revenue</b>			
Provincial	\$ 1,955,030	\$ 1,777,755	\$ 1,932,598
Municipal	120,370	120,370	166,580
Client income	160,000	211,328	202,896
Repayments	20,000	20,720	30,683
Reimbursements	31,000	37,909	31,695
	<u>2,286,400</u>	<u>2,168,082</u>	<u>2,364,452</u>
<b>Expenses</b>			
General assistance			
Basic needs	912,150	821,403	931,949
Basic shelter	1,173,500	1,164,112	1,238,400
Board and lodging	33,400	26,087	34,153
Special diet	24,900	28,487	26,440
Temporary care	5,600	8,727	6,153
Advanced age	250	-	193
Up front costs	1,000	43	-
Transitional child benefit	19,000	10,532	18,495
Employment startup	14,600	17,168	13,094
Personal needs	9,500	15,152	10,406
Full-time employment	3,000	1,887	753
Dental and eye care	3,000	2,594	8,830
Special assistance			
Travel and transportation	500	130	-
Funerals	25,000	16,060	15,231
Dental services	10,500	11,185	6,189
Prosthetic and eye glasses	2,000	2,894	1,886
Other	12,000	4,902	10,068
Special needs			
Surgical supplies	1,500	2,494	1,464
Medical transportation	35,000	18,511	33,620
Training	-	-	1,048
	<u>2,286,400</u>	<u>2,152,368</u>	<u>2,358,372</u>
<b>Net change in program for the year</b>	<b>\$ -</b>	<b>\$ 15,714</b>	<b>\$ 6,080</b>

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## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>Community Homelessness Prevention Initiative</b>			
<b>Revenue</b>			
Provincial	\$ 166,660	\$ 166,645	\$ 164,674
<b>Expenses</b>			
Program	150,000	159,686	147,281
Salaries and wages	16,660	14,499	16,741
	<u>166,660</u>	<u>174,185</u>	<u>164,022</u>
<b>Net change in program for the year</b>	<u>\$ -</u>	<u>\$ (7,540)</u>	<u>\$ 652</u>



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**Rainy River District Social Services Administration Board  
Program Schedules**

<u>For the year ended December 31</u>	<u>Budget 2016</u>	<u>Actual 2016</u>	<u>Actual 2015</u>
<b>Low Income Energy Assistance Program</b>			
Revenue			
Other revenue	\$ 6,700	\$ 3,058	\$ 4,190
Expenses			
Program	6,700	3,058	4,190
<b>Net change in program for the year</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>Child Care</b>			
<b>Revenue</b>			
Provincial	\$ 2,540,996	\$ 2,709,000	\$ 2,563,998
Municipal	263,464	263,464	230,570
Miscellaneous	2,640	7,999	3,100
	<u>2,807,100</u>	<u>2,980,463</u>	<u>2,797,668</u>
<b>Expenses</b>			
Allocated administration costs	42,888	42,888	38,697
Building maintenance and rent	12,936	13,800	13,388
Program administration costs	11,090	11,158	10,447
Service provider payments	2,499,105	2,635,264	2,470,986
Travel and training	8,000	9,315	8,954
Wages and benefits	233,081	211,719	203,860
	<u>2,807,100</u>	<u>2,924,144</u>	<u>2,746,332</u>
<b>Net change in program for the year</b>	<b>\$ -</b>	<b>\$ 56,319</b>	<b>\$ 51,336</b>

## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>Social Housing</b>			
<b>Revenue</b>			
Municipal	\$ 793,524	\$ 793,524	\$ 749,466
Federal	1,216,818	1,216,818	1,217,518
RGI calculation and administration fees	46,332	51,583	58,449
Miscellaneous	-	6,224	5,721
	<u>2,056,674</u>	<u>2,068,149</u>	<u>2,031,154</u>
<b>Expenses</b>			
Service provider payments	1,605,472	1,430,066	1,596,471
Allocated administration costs	53,954	53,954	48,203
Amortization	1,280	1,282	1,282
Building maintenance and rent	16,273	16,273	16,676
Program administration costs	47,935	146,688	22,474
Wages and benefits	331,760	351,811	337,031
	<u>2,056,674</u>	<u>2,000,074</u>	<u>2,022,137</u>
<b>Net change in program for the year</b>	<u>\$ -</u>	<u>\$ 68,075</u>	<u>\$ 9,017</u>

## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>RRDSSAB Housing</b>			
<b>Revenue</b>			
Rent	\$ 1,162,500	\$ 1,245,817	\$ 1,181,754
Municipal	1,251,951	1,251,951	1,137,363
Federal	438,202	438,246	377,330
Provincial - SCRS	29,040	23,682	24,357
Provincial - student grants	1,100	-	-
Administration and other revenue	145,309	182,274	213,295
	<u>3,028,102</u>	<u>3,141,970</u>	<u>2,934,099</u>
<b>Expenses</b>			
Allocated administration	67,437	67,437	59,314
Amortization	398,010	394,626	386,875
Equipment and repairs	40,650	28,484	17,722
General operating expenses	400,400	429,947	385,780
Insurance	60,100	55,371	61,422
Interest on long-term debt	102,635	97,767	112,554
Information technology costs	26,200	20,910	28,419
Other expenses	56,544	66,327	61,557
Property taxes	274,000	274,858	268,714
Rent - administrative office	20,340	20,340	20,520
Rent supplement	75,000	55,443	61,339
Repairs and maintenance	-	-	29,033
Salaries and wages	904,536	796,591	754,563
Telephone	27,000	20,073	19,729
Travel and training	13,750	8,979	11,472
Utilities	561,500	579,331	530,905
	<u>3,028,102</u>	<u>2,916,484</u>	<u>2,809,918</u>
<b>Net change in program for the year</b>	<b>\$ -</b>	<b>\$ 225,486</b>	<b>\$ 124,181</b>



## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>Ontario Works Program Administration, Employment Assistance and Board Administration</b>			
<b>Revenue</b>			
Provincial	\$ 570,451	\$ 552,154	\$ 689,397
Municipal	440,659	440,660	417,659
Other income	-	2,954	5,456
	<u>1,011,110</u>	<u>995,768</u>	<u>1,112,512</u>
<b>Expenses</b>			
Advertising	1,100	78	321
Allocated administration	99,696	99,696	89,048
Amortization	2,180	2,186	2,186
Audit	5,190	5,190	6,812
Bank charges	150	448	133
Computer maintenance	3,450	3,582	12,843
Contracts - miscellaneous	500	-	-
Equipment leases	1,800	1,584	1,264
Equipment and supplies	250	-	267
Insurance	12,150	11,710	10,315
Meetings	2,000	1,536	2,302
Miscellaneous	1,200	1,632	1,046
Office supplies and expenses	2,700	418	2,424
Postage	5,000	3,995	6,085
Program related expenses	57,500	26,784	22,373
Repairs and maintenance	1,500	2,008	1,165
Rent - administrative office	45,921	45,058	45,590
Telephone	3,300	3,537	3,207
Travel and training	40,850	33,678	43,394
Wages and benefits	724,673	706,558	677,167
	<u>1,011,110</u>	<u>949,678</u>	<u>927,942</u>
<b>Net change in program for the year</b>	<u>\$ -</u>	<u>\$ 46,090</u>	<u>\$ 184,570</u>

## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>Land Ambulance</b>			
<b>Revenue</b>			
Provincial	\$ 3,105,363	\$ 2,859,075	\$ 2,609,624
Municipal	4,159,174	4,034,848	3,836,176
Miscellaneous revenue	-	12,939	38,728
Gain on disposal of tangible capital assets	-	20,645	40,320
	<u>7,264,537</u>	<u>6,927,507</u>	<u>6,524,848</u>
<b>Expenses</b>			
Allocated administration	70,226	70,226	66,511
Ambulance base leases and office rent	147,809	147,608	149,010
Amortization	282,065	272,419	219,132
Computer maintenance and supplies	57,750	74,536	75,712
Equipment	47,600	19,903	10,511
Insurance	86,600	82,196	74,790
Licences	1,750	1,271	1,200
Laundry and uniforms	53,000	48,715	48,209
Medical supplies	90,000	57,806	55,961
Program expenses	81,590	49,629	67,065
Repairs and maintenance - base and vehicles	196,350	153,398	142,443
Telephone and communications	21,920	25,653	22,313
Travel and training	51,550	45,083	29,041
Utilities	30,100	31,491	30,544
Wages and benefits	6,046,227	5,725,636	5,558,326
	<u>7,264,537</u>	<u>6,805,570</u>	<u>6,550,768</u>
<b>Net change in program for the year</b>	<u>\$ -</u>	<u>\$ 121,937</u>	<u>\$ (25,920)</u>

## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>Community Para-Medicine Program</b>			
<b>Revenue</b>			
Provincial	\$ 36,725	\$ 54,712	\$ 147,182
<b>Expenses</b>			
Public relations	1,550	256	2,681
Vehicle costs	-	464	811
Supplies	-	264	2,559
Training	1,475	1,956	7,859
Wages and benefits	33,700	51,772	133,272
	<u>36,725</u>	<u>54,712</u>	<u>147,182</u>
<b>Net change in program for the year</b>	\$ -	\$ -	\$ -



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## Rainy River District Social Services Administration Board Program Schedules

<u>For the year ended December 31</u>	<u>Budget 2016</u>	<u>Actual 2016</u>	<u>Actual 2015</u>
<b>Investment in Affordable Housing - 8-Plex</b>			
Revenue			
Provincial	\$ 407,200	\$ -	\$ -
Expenses			
Program expenses	407,200	6,811	-
<b>Net change in program for the year</b>	<b>\$ -</b>	<b>\$ (6,811)</b>	<b>\$ -</b>

## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
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### Social Infrastructure Fund Program

Revenue					
Provincial	\$	-	\$	35,410	\$ -
<hr/>					
Expenses					
Program		-		35,410	-
<hr/>					
Net change in program for the year	\$	-	\$	-	\$ -

### Investment in Affordable Housing (IAH) - Ontario Renovates


Revenue					
Provincial	\$	-	\$	7,631	\$ 74,754
Other		-		52,789	19,471
<hr/>					
		-		60,420	94,225
<hr/>					
Expenses					
Program		-		7,963	117,614
<hr/>					
Net change in program for the year	\$	-	\$	52,457	\$ (23,389)

## Rainy River District Social Services Administration Board Program Schedules

<u>For the year ended December 31</u>	<u>Budget 2016</u>	<u>Actual 2016</u>	<u>Actual 2015</u>
<b>Family Resource Centres</b>			
<b>Revenue</b>			
Provincial	\$ 369,758	\$ 369,758	\$ 369,383
Municipal	85,840	85,840	85,840
Other revenue	-	-	122
	<u>455,598</u>	<u>455,598</u>	<u>455,345</u>
<b>Expenses</b>			
Planning and development	26,400	26,159	25,454
Service provider payments	429,198	429,204	428,286
	<u>455,598</u>	<u>455,363</u>	<u>453,740</u>
<b>Net change in program for the year</b>	<u>\$ -</u>	<u>\$ 235</u>	<u>\$ 1,605</u>

## Rainy River District Social Services Administration Board Program Schedules

For the year ended December 31	Budget 2016	Actual 2016	Actual 2015
<b>RRDSSAB Administration</b>			
<b>Revenue</b>			
Administration fees	\$ 334,201	\$ 334,201	\$ 301,773
Rental income	210,384	210,384	213,984
Interest income	27,500	55,752	34,712
Other income	57,725	63,635	80,941
Municipal recovery	(94,349)	(544,349)	(131,992)
	<u>535,461</u>	<u>119,623</u>	<u>499,418</u>
<b>Expenses</b>			
Amortization	97,335	95,858	95,514
Bank charges	3,000	4,909	9,132
Computer maintenance	88,550	93,097	83,114
Consulting and contracts	1,000	1,298	-
Fees and memberships	13,600	14,452	13,430
Other administration expenses	42,875	35,847	34,577
Professional fees	8,350	3,218	908
Repairs and maintenance	56,105	65,514	49,408
Telephone and internet	28,700	30,549	28,697
Travel and training	30,200	40,692	25,220
Utilities	14,650	15,959	14,708
Wages and benefits	151,096	190,137	138,418
	<u>535,461</u>	<u>591,530</u>	<u>493,126</u>
<b>Net change in program for the year</b>	<b>\$ -</b>	<b>\$ (471,907)</b>	<b>\$ 6,292</b>

 <b>FORTFRANCES</b> <b>BOUNDLESS</b> Fire & Rescue Service May 2017 Report	Total Hours: Incidents & Training;	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:	Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide & Hazmat Calls:	High Angle Rescue / CS Calls:	Mutual Aid Calls:	Critical Incident Stress Debriefs:
<b>Number of Events</b>	<b>14.8 hrs.</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>20</b>	<b>3</b>	<b>\$0</b>	<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### Highlights from: Tyler Moffitt - Fire Chief/CEMC

»**CALLS FOR EMERGENCY SERVICE:** THE FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 32 **EMERGENCY CALLS** FOR SERVICE DURING MAY 2017.

»**Total Hours:** A total of 10.8 Hours were spent on responding to emergency incidents. As well, there were two (2- hour Fire Practices) for a total of 4 hours.

»**Time of Day:** During this month 75% of our calls for service occurred on the Day Shift between 07:00 & 19:00 and 25% of our calls for service occurred during the Night Shift between 19:00 & 07:00.

»**Public Fire Safety Education / Public Events:** We had a front page article in the Fort Frances Times for promoting Emergency Preparedness Week. As well, on May 27th we hosted an Open House at the Fire Hall promoting Emergency Preparedness. As well, we

»**Fire Prevention Inspections:** Our Captain of Fire Prevention & Education completed 6 (six) re-inspections. I strongly guarantee you will see the increase in inspections increase with having our Captain of Fire Prevention & Education going on straight days.

»**Emergency Medicals Service (EMS) Response Calls:** There were 20 (twenty) Emergency Medical Service (EMS) requests, which accounted for 62% of our calls, with 60% of them occurring on the Day Shift between 07:00 & 19:00 and 40% of them occurring during the Night Shift between 19:00 & 07:00. As well, these EMS calls accounted for a total of 6.5 hours, which is half the time from last month.

**Note:** 6 (six) or 19% of our EMS calls were "LEVEL ZERO CALLS" ... known as "FIRST RESPONSE CALLS." These are calls where our Fire & Rescue Service were on scene in advance of the Paramedic Service, because they were unavailable at the time of the call.

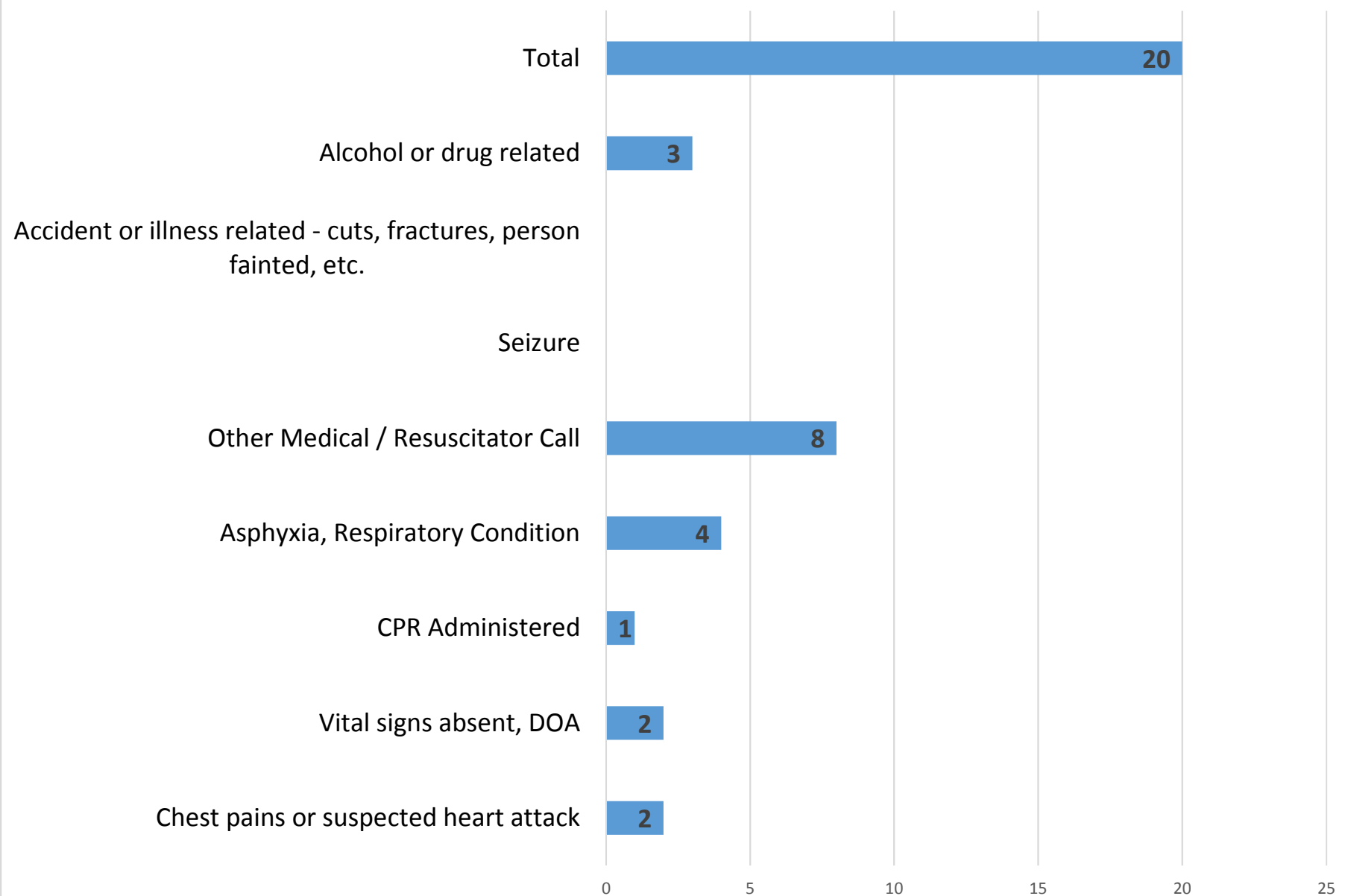
»**Fire Response Calls:** There were 2 (Two ) actual Fire Response Calls; 1 (one) of the fires was a pile of brush, which was started by unknown people. Another fire was a stove fire, which was put out by the owner. Another fire was at the local jail, which was started by an inmate; **no fire response** was needed.

»**Pre- Fire Response Calls / Alarm Calls:** There were 7 (Seven) Pre-Fire Response Calls / Alarm Calls, which involved cooking.

»**Motor Vehicle Crashes (MVC's) Response Calls:** There was 2 (Two) Motor Vehicle Crash attended by our service.



## Fort Frances Fire & Rescue Service EMS Calls May 2017



## EMS Calls May 2017

Category	
Chest pains or suspected heart attack	2
Vital signs absent, DOA	2
CPR Administered	1
Asphyxia, Respiratory Condition	4
Other Medical / Resuscitator Call	8
Seizure	
Accident or illness related - cuts, fractures, person fainted, etc.	
Alcohol or drug related	3
<b>Total</b>	<b>20</b>