

TOWN OF FORT FRANCES

AGENDA - September 11, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 098) 5:30 PM

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. **In-Camera:**
 - 4.1 A proposed or pending acquisition or disposition of land by the municipality or local board: Industrial Park Property Inquiry
 - 4.2 A proposed or pending acquisition or disposition of land by the municipality or local board: Flinders Avenue Request
 - 4.3 A proposed or pending acquisition or disposition of land by the municipality or local board: Front Street Property Inquiry
(verbal update from the Clerk and Manager of Operations & Facilities)
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Roy Avis - Verbal Update
Councillor John Albanese - Verbal Update
Councillor Wendy Brunetta - Verbal Update
Councillor June Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Northwest Ontario's Sunset Country Travel Association 6
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the annual per capita request in the amount of \$2,187.63 plus HST.
 - 7.2 Northwestern Ontario Sports Hall of Fame and Museum Financial Request 7
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive this request

		Page
	with no further action taken.	
7.3	Amendment to Policy No. 6.2 - Sale of Town Lands - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee that revisions to the policy be approved and further that the Economic Development Advisory Committee be tasked with reviewing the Marketing Strategy for the Industrial Park and the Property Value Revitalization Program.	8 - 17
7.4	Request for Reconsideration - Minutes of Settlement for the 2017 taxation year (363 Church Street; 333 Third Street West; 335 Third Street West and 1151 River Road West) - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Minutes of settlement for the above listed properties located in Fort Frances for the 2017 taxation year.	18 - 28
7.5	New Multi-Residential Class - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to amend By-law 23/17 by adding a new line m. The New Multi-Residential property class is 1.0 and that the By-law 31/17 Schedule 'A' be amended by adding New Multi-Residential Education Tax Rate of 0.00179000 and General Tax Rate of 0.01686886.	29 - 33
7.6	Doug Brown, CAO - Purchase Card Expenses - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card travel expenses in the total amount of \$123.17 as submitted by D. Brown, CAO for his attendance at the Northwestern Ontario CAO's Group Meeting with MPAC and the Ministry of Municipal Affairs held on July 4 & 5, 2017 in Thunder Bay, Ontario.	34 - 36
7.7	Doug Brown, CAO - 2017 AMO Conference Travel Expense - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel Expense Claim in the amount of \$1,077.24 as submitted by D. Brown, CAO for his attendance at the 2017 AMO Conference in Ottawa, Ontario held August 12-17, 2017.	37 - 44
7.8	2018 Budget Timetable - approval of this report will agree to the recommendation of the	45 - 46

		Page
	Administration & Finance Executive Committee to approve the 2018 Budget Timetable as presented.	
7.9	Fort Frances High School Hockey Academy - approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the arrangement with the Fort Frances High School Hockey Academy to operate at the Memorial Sports Centre with a Memorandum of Understanding (MOU) forthcoming.	47
7.10	July 2017 Drinking Water Systems Monthly Summary Report - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the July 2017 report prior to it being made available to the general public.	48 - 53
7.11	Award of Tender 17-OF-11 - Purchase of new Wheeled Excavator - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award Tender 17-OF-11 to Nortrax Canada of Thunder Bay for a purchase price of \$295,924.40 after trade in and taxes, and further that the Mayor and Clerk be authorized to enter into a purchase agreement.	54 - 57
7.12	Official Plan Amendment & Zoning By-law Amendment (605 McIrvine Road) - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to allow adoption of a site specific polity to section 4.2.2 of the Official Plan as outlined in the report and further that the Mayor and Clerk be authorized to execute said amendments.	58
7.13	Rainy River District Social Services Administration Board (RRDSSAB) Site Plan Agreement for 1301 Elizabeth Street - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to finalize the Site Plan Agreement and further that the Mayor and Clerk be authorized to execute said agreement.	59
7.14	4 High Street Inc. - 850 King's Highway (Great Canadian Oil Change) Site Plan Agreement - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to finalize the Site Plan Agreement and further that the Mayor and Clerk be authorized to execute said agreement.	60

	Page
8. <u>Administration and Finance Division:</u>	
8.1 Mayor Avis - AMO Conference Per Diem & Travel Expense	61 - 69
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claims in the total amount of \$2,267.33 as submitted by Mayor Avis for his attendance at the AMO Conference held in Ottawa, ON from August 12-17, 2017.	
8.2 Council Paul Ryan - AMO Conference Per Diem & Travel Expense	70 - 81
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claims in the total amount of \$2,438.98 as submitted by Councillor Ryan for his attendance at the AMO Conference held in Ottawa, ON from August 12-17, 2017.	
9. <u>Planning and Development Division:</u>	
9.1 Deeming of properties located at 730 and 740 Sixth Street West	82 - 83
- approval of this report will agree to complete the application by passing the by-law for deeming of municipal addresses known as 730 and 740 Sixth Street West and further that the Mayor and Clerk be authorized to execute said by-law.	
10. <u>Operations and Facilities Division:</u>	
10.1 Verbal Update on Capital Projects	
11. <u>Information:</u>	
11.1 Fort Frances Fire & Rescue Service - July 2017 Statistical Report.	84
11.2 Town of Fort Frances Capital Financial Statements for the Eight Months Ending August 31, 2017.	85 - 91
11.3 Town of Fort Frances General Fund (Operating) Summary for the Eight Months Ending August 31, 2017.	92 - 93
11.4 Town of Fort Frances Water & Sewer Fund (Operating) Summary for the Eight Months Ending August 31, 2017.	94
11.5 Operations and Facilities Division - Public Works Area - Operations Statistics (May & June 2017)	95 - 102
11.6 Sewer & Water Data for 2017 (as of August 31, 2017)	103
11.7 2017 Tonnage at Landfill Site (as of August 31, 2017)	104
11.8 Aircraft Landings 2017 (as of September 1, 2017) and FF Airport Fuel	105 -

Sales (as of September 1, 2017)

12. **Non-agenda items:**
13. **ADJOURNMENT**



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/79**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 30, 2017
SUBJECT: Northwest Ontario's Sunset Country Travel Association

BACKGROUND

At the August 21st, 2017 Council Meeting, the annual per capita marketing contribution request received from Northwest Ontario's Sunset Country Travel Association was referred to the Administration & Finance Executive Committee for their recommendation.

The Northwest Ontario's Sunset Country Travel Association annual membership supports tourism marketing and promotional advertising activities funded through per capita membership contributions. The Town of Fort Frances has supported their marketing activities through per capita membership contributions since 2005. The 2017/18 membership request is for \$0.275 per capita for a total of \$2,187.63 plus HST based on the 2016 Ontario Municipal Directory population of 7,955.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the Northwest Ontario's Sunset Country Travel Association annual capita request in the amount of \$2,187.63 plus HST.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the Northwest Ontario's Sunset Country Travel Association annual capita request in the amount of \$2,187.63 plus HST.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/80**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 30, 2017
SUBJECT: Northwestern Ontario Sports Hall of Fame and Museum Financial Request

BACKGROUND

At the August 21st, 2017 Council Meeting, the request received from the Northwestern Ontario Sports Hall of Fame and Museum requesting advertising consideration for the 2017 inductees was referred to the Administration & Finance Executive Committee for their recommendation.

On September 30, 2017, the Northwestern Ontario Sports Hall of Fame will be inducting its newest Honoured Members at the Valhalla Inn in Thunder Bay and are in the process of putting together their 36th Annual Induction Dinner Souvenir Program.

In prior years, the Town has placed ½ page advertisements for congratulatory messages in the souvenir programs for the Northwestern Ontario Sports Hall of Fame and Museum for inductees that were Fort Frances natives.

RECOMMENDATION

The Administration and Finance Executive Committee recommend that Council receive the request.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the request from the Northwestern Ontario Sports Hall of Fame and Museum.

September 5, 2017

Report To: Mayor and Council

From: Doug Brown, CAO

SUBJECT: Amendment to Policy # 6.2 – Sale of Town lands

As a result of receiving a request from a local developer to purchase Town owned property in the Industrial Park, several members of Council and administration felt that a more definitive policy should be adopted respecting the processes for presenting requests for sales of town owned land to Council.

Administration is recommending that certain revisions to the existing Policy # 6.2 – Sale of Town Lands be adopted to reflect current practices and to provide more clarity going forward. Please find attached draft revisions of the proposed amendments to the policy for your review.

Back in November of 2015, the process of administering the sale of town owned lands or properties was transferred from the Municipal Planner position to the Clerk position. This realignment of duties was necessary in order to combine the f/t CBO position and the f/t Municipal Planner position into one position.

In this regard, the responsibility for reporting the marketing and the evaluation of the economic benefits respecting any sales of industrial park properties to Council will be assumed by the Rainy River Future Development Corporation (RRFDC). New members of administration were unaware of the role carried out by RRFDC in this matter. Please refer to the attached memo dated July 28, 2010 from Tannis Drysdale, RRFDC). These practices are reflected in the proposed amended policy.

The Administration and Finance Executive Committee recommends the following

- 1) THAT certain revisions to Policy 6.2 – Sale of Town lands be forwarded to Council for approval.
- 2) THAT the Economic Development Advisory Committee be tasked with reviewing and make recommendations to Council in regards to the existing Industrial Park Marketing Strategy and the Property Value Revitalization Program.

Respectfully submitted,

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, CAO

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

- 1) Policy 6.2 – Sale of Town lands – that attached revisions to the policy be approved.
- 2) That the Economic Development Advisory Committee be tasked with reviewing and make recommendations to Council in regards to the existing Industrial Park Marketing Strategy and the Property Value Revitalization Program.

THE TOWN OF FORT FRANCES	SECTION PLANNING AND DEVELOPMENT
<u>SALE OF TOWN LANDS</u>	REVISED September 2015
Resolution No. 12/12 (Consent)	Resolution No.
Policy Number 6.2	PAGE 1 of 8

1.0 POLICY STATEMENT

The Town will dispose of surplus *Land* in an open and transparent process to ensure that the consideration for such disposal is fair, reasonable and in the best interest of the Town.

2.0 AUTHORITY

Section 270(1) of The Municipal Act, 2001, requires that a municipality adopt and maintain policies with respect to the sale and other *disposition* of *Land*.

Section 5(3) of The Municipal Act, 2001, requires the municipality to adopt policies by by-law.

By-Law #23/95 was enacted by Council for the Town of Fort Frances on March 13, 1995 to establish procedures and provides options for the giving of notice governing the sale of real property.

3.0 APPLICATION

This policy applies to the sale or other disposal of *Land* by The Corporation of the Town of Fort Frances and is intended to augment and be read in consultation with By-Law #23/95, as may be amended from time to time.

It is the intent of this policy to focus on the management and dispersal of industrial, commercial and residential *Land* in order to make real property readily available for long term economic development, *Land* revitalization and residential development.

This policy and the sale of real property shall be administered through the office of the Municipal ~~Planner~~ Clerk.

4.0 DEFINITIONS

In this policy, the following terms shall have the meaning ascribed to them:

- 4.1 **Abutting** means *Land* adjoining another parcel having one (1) or more lot lines in common;
- 4.2 **As is** means without regard for state of repair, location of any and all structures, walls, retaining walls or fences (freestanding or otherwise) or encroachments by buildings or fences or otherwise, on the *Land* or *Abutting* properties or streets, and without warranty or representation as to use, environmental contamination, hazards or risks;
- 4.3 **Disposition** shall mean the sale, transfer, conveyance or exchange of the fee simple interest in *Land* or the granting of a lease for a term of twenty-one (21) years or longer, and does not

include the granting of an easement or right of way, and “disposal” shall have a similar meaning;

- 4.4 **Executive Committee** means the Planning and Development Executive Committee of the Town of Fort Frances.
- 4.5 **Industrial Park** means *Land* located in the municipality bounded on the south by the CNR Railway line, on the west by McIrvine Road, on the north by Eighth Street West and on the east by Webster Avenue and zoned Industrial in the Town of Fort Frances Zoning By-Law.
- 4.6 **Land** means real property and any improvements thereon owned by the Town, including highways which have been or may be stopped up and closed, but does not include any *Land* which Council has otherwise determined by resolution or by-law is not available for sale. Property has the same meaning as *Land*.
- 4.7 **Major Extensions of Services** means extension of services deemed by council to be significant either in terms of distance or cost.
- 4.8 **Person** means a legal entity, whether a corporation or individual, capable of purchasing property or otherwise entering into an agreement.
- 4.9 **Sale** and **Sell** shall not include:
- 4.9.1 a lease of less than twenty-one (21) years;
 - 4.9.2 transfers of easement or rights-of-way by the Town;
 - 4.9.3 releases of restrictive covenants by the Town; or
 - 4.9.4 releases of rights of first refusal by the Town.
- 4.10 **Services** means municipally piped water and sanitary sewer infrastructure.
- 4.11 **Serviced Land** means *Land* with services installed to the property line.
- 4.12 **Services Pending** means *Land* identified for future development but requiring *Major Extensions of Services* to accommodate it.
- 4.13 **Serviceable Land** means *Land* with immediate development potential because services are either located within the adjacent road allowance or *Major Extension of Services* are not required.
- 4.14 **Surplus** means property that the Town no longer requires to meet its current or future needs;
- 4.15 **Zoning By-Law** means a by-law enacted by the Corporation of the Town of Fort Frances in accordance with section 34 of *The Planning Act*.

5.0 PROCEDURES

The following procedures have been developed to ensure all departments have the opportunity to conduct an evaluation to identify and/or address any issues relative to the property prior to it being disposed of, and to ensure efficient and consistent administration is maintained throughout the process.

5.1 Expression of Interest/Offer to Purchase (Form A) received for *Land*

5.1.1 developed for and/or declared surplus for *disposition* with **no** deviations from approved conditions, sale price, etc., a covering report will be forwarded to Council for approval with an authorizing By-Law for enactment. This will enable the sale to be expedited directly to the municipal solicitors for the legal process.

5.1.2 developed for and/or declared surplus for *disposition* where there are deviations from approved conditions, sale price, etc., will be referred to the *Executive Committee* for support in principle with deviations and potential issues for consideration identified.

5.1.3 not developed for or declared surplus will be referred to the *Executive Committee* for support in principle.

5.2 Support in Principle – If the *Executive Committee* supports the proposal in principle, the process will continue. If not, a report with reasons is generated for council consideration with recommending no further action.

5.3 Circulation – A Property Disposition Checklist (Form B) is circulated to all departments through Division Managers/Supervisors including Fort Frances Power Corporation for evaluation as to whether *Land* is eligible for *disposition* (ie. required by municipality, conditions, etc.). The *Executive Committee* will consider all comments, conditions, etc. and a report with reasons generated to Council with recommendation as appropriate.

5.4 Council decision to declare surplus and dispose of Town owned land pursuant to By-Law #23/95 shall be referred to the Clerk for processing.

~~5.4.1 If road/lane allowance – referred to Clerk~~

~~5.4.2 If other – referred to Municipal Planner or otherwise.~~

6.0 PROPERTY CLASSIFICATIONS

Land will be classified as

Schedule “A” – Industrial Property

Schedule “B” – Commercial Property

Schedule “C” – Residential Property

Within each Property Classification, *Land* will be further categorized as

Class 1 – *Serviced*

Class 2 – *Serviceable*

Class 3 – *Services Pending*

7.0 MARKETING

Specific policies will be developed for each property class/category to govern marketing and other components of a property as follows:

- Appendix “A-1” – Industrial Property located in the *Industrial Park* that is *Serviced*
- Appendix “A-2” – Industrial Property located in the *Industrial Park* that is *Serviceable*
- Appendix “A-3” – Industrial Property located in the *Industrial Park* with *Services Pending*
- Appendix “A-4” – Industrial Property outside the *Industrial Park* that is *Serviced*
- Appendix “A-5” – Industrial Property outside the *Industrial Park* that is *Serviceable*
- Appendix “A-6” – Industrial Property outside the *Industrial Park* with *Services Pending*
- Appendix “B-1” – Commercial Property that is *Serviced*
- Appendix “B-2” – Commercial Property that is *Serviceable*
- Appendix “B-3” – Commercial Property with *Services Pending*
- Appendix “C-1” – Commercial Property that is *Serviced*
- Appendix “C-2” – Residential Property that is *Major*
- Appendix “C-3” – Residential Property with *Services Pending*

SCHEDULE “A”

Industrial

Application

The policies contained in this Schedule pertain to *Land* within the municipality that has been declared surplus to the needs of the municipality and is zoned Industrial.

Disposition

All Industrial *Land* being disposed of will be governed by the following Disposition Guidelines:

The basis of *Land* sales is to generate economic development **whereby Rainy River Future Development Corporation (RRFDC) is responsible for marketing of those properties. RRFDC may be the first point of contact and will provide a report outlining all available economic benefits as a result of the proposed property development.**

- 1) *Land* will be priced by the acre.
- 2) Prices established are for the *Land* only. The cost of services connections to the property from the main and culverts, etc. will be priced separately.
- 3) *Land* is sold “as is”.
- 4) Prices for municipal services, culverts, etc. will be reviewed and/or established annually based on a recommendation from the Rainy River Future Development Corporation (RRFDC) in consultation with the Economic Advisory Committee (EDAC) and based on information provided by the Operations & Facilities Division.

- 5) Notwithstanding costing established in #5 above, servicing costs will be calculated at the time services are requisitioned by the purchaser and/or installed.
- 6) The purchaser will be responsible for payment of the Town's legal fees and disbursements associated with the transaction. The purchaser will be responsible for survey or other costs associated with the transaction. Every effort will be made to mitigate the costs incurred on behalf of the Town.
- 7) Conditions may be imposed to ensure development of the property. Conditions, if any are identified in the Marketing Strategy.

Schedule "A" "Appendix "A-2" Industrial Property in the Industrial Park Class 2 – Serviceable

A. PROPERTIES:

The following are considered Class 2 properties:

- Sixth Street – Plan 48M-353 lots 26, 27, 28, 29
- Webster Avenue/Wright Avenue – Plan 48M-353 Lots 41, 42, 43 and 44
- Fifth Street lots – Plan 48R-3880, Parts 1, 2, 3, 4, 5 and 10
- Plan 48M-357 Lots 15, 16, 17, 18 (part) and 7th Street West – stopped up and closed

B. PRICING

1. The price of *Land* is established at \$3,500 per acre.

C. MARKETING STRATEGY

1. A Development Guarantee in the sum of \$10,000 per acre shall be added to the purchase price as a mechanism to ensure the *Land* being sold is developed.
2. With exception of *Land* purchased for non-taxable purposes, the Development Guarantee will be refunded to the purchaser provided the following conditions have been satisfied within two years of the date of sale:
 - a. The construction, and completion, of a building having a minimum value of \$40,000, based on value calculated building permit purposes; and
 - b. Installation of services to the property.

Schedule "A" Appendix "A-3" Industrial Property in the Industrial Park Class 3 – Services Pending

A. PROPERTIES

The following are considered Class 3 properties:

- Webster Avenue/Wright Avenue – Plan 48M-353 Lots 38, 39, 40, 45, 46, 47, 48 and 49

B. PRICING

2. The price of *Land* is established at \$3,500 per acre.

C. MARKETING STRATEGY –

Based on development proposed

NOT YET DEVELOPED

Schedule "A" - Industrial Property

- Appendix "A-1" – Industrial *Land* located in the *Industrial Park* that is Serviced
- Appendix "A-4" – Industrial *Land* outside the *Industrial Park* that is Serviced
- Appendix "A-5" – Industrial *Land* outside the *Industrial Park* that is Serviceable
- Appendix "A-6" – Industrial *Land* outside the *Industrial Park* with Services Pending

Schedule "B" – Commercial Property

- Appendix "B-1" – Commercial *Land* that is Serviced
- Appendix "B-2" – Commercial *Land* that is Serviceable
- Appendix "B-3" – Commercial *Land* with Services Pending

Schedule "C" – Residential Property

- Appendix "C-1" – Residential *Land* that is Serviced
- Appendix "C-2" – Residential *Land* that is Serviceable
- Appendix "C-3" – Residential *Land* with Services Pending

SCHEDULE "C" **Residential**

Application

The policies contained in this Schedule pertain to *Land* within the municipality that has been developed and/or declared surplus to the needs of the municipality and is zoned Residential.

Disposition

Land being disposed of will be governed by specific pricing strategies as set out in Appendix to this Schedule attached hereto.

Schedule "C" Appendix "C-1" Residential Property Class 1 – Serviced

A. PROPERTIES

The following are considered Class 1 properties:

- 822 to 844 Williams Avenue (Lots 1 to 5 Plan 48M-382)

- 820 to 844 Huffman Court (Lots 7 to 16 Plan 48M-382)

B. PRICING

1. The price of *Land* is established as follows: - Lots
1 to 5 - \$39,900
 - Lots 7 to 9 and 14 to 16 - \$41,500 -
Lots 10 and 13 - \$49,500
 - Lots 11 and 12 - \$65,000

C. MARKETING STRATEGY –

Not Yet Developed (Strat Plan Initiative #28)



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/82**

TO: Mayor Avis & Members of Council

FROM: Laurie Lindberg, Treasurer

DATE: September 5, 2017

SUBJECT: Request for Reconsideration M.O.S.

RE:	363 Church Street (2017)	Roll #5912-020-001-06500-0000
	333 Third Street W (2017)	5912-010-001-02200-0000
	335 Third Street W (2017)	5912-010-001-02300-0000
	1151 River Road W (2017)	5912-010-005-02300-0000

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:

363 Church Street – Commercial (CT) CVA of 235,000 reduced to CVA of 147,250 for 2017 taxation year resulting from updated Commercial building value and condition of structure.

333 Third Street W – Residential (RT) CVA of 54,000 reduced to CVA of 31,000 for 2017 taxation year resulting from changed value due to condition of structure.

335 Third Street W – Residential (RT) CVA of 49,625 reduced to CVA of 29,000 for 2017 taxation year resulting from changed value due to condition of structure.

1151 River Road W – Residential (RT) CVA of 300,750 reduced to CVA of 288,000 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 November 18, 2017 as noted on the Minutes of Settlement for each property.

That total financial impact of the Minutes of Settlement is \$4,894.03 consisting of a reduction of municipal revenue of \$3,816.31 and education revenue of \$1,077.72 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for properties located at 363 Church Street, 333 third Street W, 335 Third Street W, and 1151 River Road W in Fort Frances for the 2017 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for properties located at 363 Church Street, 333 Third Street W, 335 Third Street W and 1151 River Road W in Fort Frances for the 2017 taxation year.

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	2.1.065	-87,750	CT	0.03265332	0.01113172	-2,865.33					-976.81		-3,842.14
	2017	1.1.022	-23,000	RTEP	0.01686886	0.00179	-387.98	-41.17						-429.15
	2017	1.1.023	-20,625	RTEP	0.01686886	0.00179	-347.92	-36.92						-384.84
	2017	1.5.023	-12,750	RTEP	0.01686886	0.00179	-215.08	-22.82						-237.90
Minutes of Settlement							-3,816.31	-100.91	0.00	0.00	0.00	-976.81	0.00	-4,894.03

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



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

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

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-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)	FORT FRANCES COMMUNITY CLINIC INC
Roll number	59-12-020-001-06500-0000
Property location and description	363 CHURCH ST ALBERTON TOWN PLOT PT LOTS 239 AND 240 RR181 PARTS 1 & 2 PCL 18709
Municipality/Local taxing Authority	Town of Fort Frances

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
Commercial (CT)	\$243,000	\$235,000	\$235,000	\$235,000	\$235,000	\$235,000
Total	\$243,000	\$235,000	\$235,000	\$235,000	\$235,000	\$235,000

RECOMMENDED Property Assessment

Effective date: January 01, 2017

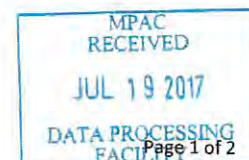
Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Commercial (CT)	\$143,000	\$160,000	\$147,250	\$151,500	\$155,750	\$160,000
Total	\$143,000	\$160,000	\$147,250	\$151,500	\$155,750	\$160,000

Why your property assessment changed

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

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

-87,750



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 October 02, 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 August 18, 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 MARLIS BREWER	Date (yyyy/mm/dd) 2017/07/13
--	-----------------------------	---------------------------------

Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/07/04
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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: November 16, 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: 59-12-020-001-06500-0000

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



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

DAVID WADE PETSNIK
ANGELA HELENE PETSNIK
1345 EMO RD SUITE A
FORT FRANCES ON P9A 2V6

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)	DAVID WADE PETSNIK ANGELA HELENE PETSNIK
Roll number	59-12-010-001-02200-0000
Property location and description	333 THIRD ST W PLAN SM29 E25FT LOT 62 PCL 62-2 SAE & EXCEPT PT 4 48R3794
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)	\$56,000	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000
Total	\$56,000	\$54,000	\$54,000	\$54,000	\$54,000	\$54,000

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)	\$56,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000
Total	\$56,000	\$31,000	\$31,000	\$31,000	\$31,000	\$31,000

Why your property assessment changed

- Changed value due to condition of structure(s)

-23,000

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:

☒ 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 September 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 August 04, 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 DAVID PETRUCCI	Date (yyyy/mm/dd) 2017/08/04
--	------------------------------	---------------------------------

Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/06/20
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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: November 16, 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: 59-12-010-001-02200-0000

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



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

ANGELA HELENE PETSNIK
DAVID WADE PETSNIK
1345 EMO RD SUITE A
FORT FRANCES ON P9A 2V6

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)	ANGELA HELENE PETSNIK DAVID WADE PETSNIK
Roll number	59-12-010-001-02300-0000
Property location and description	335 THIRD ST W PLAN SM29 W1/2 LOT 62 PCL 62-1 SAVE & EXCEPT PART 3 48R3794
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)	\$49,500	\$50,000	\$49,625	\$49,750	\$49,875	\$50,000
Total	\$49,500	\$50,000	\$49,625	\$49,750	\$49,875	\$50,000

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)	\$49,500	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000
Total	\$49,500	\$29,000	\$29,000	\$29,000	\$29,000	\$29,000

Why your property assessment changed

- Changed value due to condition of structure(s)

- 20,625

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:

☒ 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 September 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 August 04, 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 DAVID PETNICK	Date (yyyy/mm/dd) 2017/08/04
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Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/08/20
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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:

November 16, 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: 59-12-010-001-02300-0000

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



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

TAMARA MICHELLE DEGAGNE
DALE LONNY DEGAGNE
1151 RIVER RD W
FORT FRANCES ON P9A 2V3

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) TAMARA MICHELLE DEGAGNE
DALE LONNY DEGAGNE

Roll number 59-12-010-005-02300-0000

Property location and description 1151 RIVER RD W
PLAN SM59 LOT 2 PT LOT 3 PCL 2-3

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)	\$267,000	\$402,000	\$300,750	\$334,500	\$368,250	\$402,000
Total	\$267,000	\$402,000	\$300,750	\$334,500	\$368,250	\$402,000

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)	\$267,000	\$351,000	\$288,000	\$309,000	\$330,000	\$351,000
Total	\$267,000	\$351,000	\$288,000	\$309,000	\$330,000	\$351,000

Why your property assessment changed

- Adjustment based on similar properties

- 12,750

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:

☒ 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 October 02, 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 August 18, 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 DALE DEGANGE	Date (yyyy/mm/dd) 2017/07/14
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Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/07/04
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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: November 16, 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: 59-12-010-005-02300-0000





**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/84**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 5, 2017
SUBJECT: New Multi-Residential Class

BACKGROUND

In accordance with the recent Fair Housing Plan, the Province has created the New Multi-Residential property class mandatory province-wide to ensure that municipalities tax the new multi-residential buildings at a similar rate as other residential properties.

Ontario Regulation 261/17 made under the Education Act added the definition of the new multi-residential property class, Ontario Regulation 262/17 under the Municipal Act sets out the 2017 transition ratio for the new multi-residential property class is 1.0 and Ontario Regulation 264/17 made under the Assessment Act sets out the parameters of when property in the new multi-residential property class comes into effect. All of three Ontario Regulation came into effect on July 5, 2017 when they were filed.

The New Multi-Residential class will have a RTC/RTQ of NT. Only properties with a building permit date of April 20, 2017 or later would receive this new coding by MPAC.

In consideration of the filed Ontario Regulations, Administration recommends that By-Law No 23/17 to establish Tax Ratios for prescribed property classes be amended to add a new line m. The New Multi-Residential property class is 1.0 and that the By-Law No 31/17 Schedule "A" be amended by adding New Multi-Residential Education Tax Rate of 0.00179000 and General Tax Rate of 0.01686886 (total municipal & education tax rate of .01865886 the same as residential).

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve that By-Law No 23/17 to establish Tax Ratios for prescribed property classes be amended to add a new line m. The New Multi-Residential property class is 1.0 and that the By-Law No 31/17 Schedule "A" be amended by adding New Multi-Residential (NT) Education Tax Rate of 0.00179000 and General Tax Rate of 0.01686886 (total municipal & education tax rate of .01865886 the same as residential).

Council Approval of This Report Will Agree to Administration & Finance Executive Committee recommendation to amend By-Law 23/17 by adding a new line m. The New Multi-Residential property class is 1.0 and that the By-Law No 31/17 Schedule "A" be amended by adding New Multi-Residential Education Tax Rate of 0.00179000 and General Tax Rate of 0.01686886.

[HOME PAGE](#) / [LAWS](#)

/ O. REG. 261/17: TAX MATTERS - DEFINITION OF BUSINESS PROPERTY AND RESIDENTIAL PROPERTY



[Français](#)

ONTARIO REGULATION 261/17

made under the

EDUCATION ACT

Made: July 5, 2017

Filed: July 5, 2017

Published on e-Laws: July 5, 2017

Printed in The Ontario Gazette: July 22, 2017

AMENDING O. REG. 394/98

(TAX MATTERS - DEFINITION OF BUSINESS PROPERTY AND RESIDENTIAL PROPERTY)

1. Section 2 of Ontario Regulation 394/98 is amended by adding the following paragraph:

2. The new multi-residential property class prescribed under the *Assessment Act*.

Commencement

2. This Regulation comes into force on the day it is filed.

Made by:

Pris par :

Le ministre des Finances,

CHARLES SOUSA

Minister of Finance

Date made: July 5, 2017

Pris le : 5 juillet 2017

[HOME PAGE](#) / [LAWS](#) / O. REG. 262/17: TAX MATTERS - TRANSITION RATIOS AND AVERAGE TRANSITION RATIOS



[Français](#)

ONTARIO REGULATION 262/17

made under the

MUNICIPAL ACT, 2001

Made: July 5, 2017

Filed: July 5, 2017

Published on e-Laws: July 5, 2017

Printed in The Ontario Gazette: July 22, 2017

AMENDING O. REG. 385/98

(TAX MATTERS - TRANSITION RATIOS AND AVERAGE TRANSITION RATIOS)

1. Section 10 of Ontario Regulation 385/98 is revoked and the following substituted:

10. For the 2017 taxation year, the transition ratio for the new multi-residential property class in a municipality is 1.0.

2. Section 10.1 of the Regulation is revoked.

3. Paragraph 1 of section 11 of the Regulation is amended by striking out "section 10.2" and substituting "sections 10 and 10.2".

Commencement

4. This Regulation comes into force on the day it is filed.

Made by:

Pris par :

Le ministre des Finances,

CHARLES SOUSA

Minister of Finance

[HOME PAGE](#) / [LAWS](#) / O. REG. 264/17: GENERAL



[Français](#)

ONTARIO REGULATION 264/17

made under the

ASSESSMENT ACT

Made: July 5, 2017

Filed: July 5, 2017

Published on e-Laws: July 5, 2017

Printed in The Ontario Gazette: July 22, 2017

AMENDING O. REG. 282/98

(GENERAL)

1. (1) Subsection 10 (1) of Ontario Regulation 282/98 is revoked.

(2) Subsection 10 (2) of the Regulation is revoked and the following substituted:

(2) The new multi-residential property class consists of land described in paragraph 1 of subsection 4 (1) whose units have been built, or converted from a non-residential use, pursuant to a building permit issued,

(a) on or after April 20, 2017; or

(b) before April 20, 2017, if, at the time at which the permit was issued, a by-law was in force that opted to have the property class apply in the municipality, in accordance with subsection (1) of this section as it read immediately before it was revoked by O. Reg. 264/17.

(3) Subsection 10 (2.1) of the Regulation is amended by striking out "paragraph 1 of".

(4) Subsection 10 (3) of the Regulation is revoked and the following substituted:

(3) Despite subsection (2), after being included in the new multi-residential property class for 35 taxation years, land ceases to be included in that class and is instead included in the multi-residential property class for subsequent taxation years.

(5) Subsection 10 (4) of the Regulation is revoked and the following substituted:

(4) Despite subsections (2) and (3), land that ceased to be included in the new multi-residential property class under this subsection, as it read immediately before O. Reg. 264/17 came into force, remains excluded from the new multi-residential property class.

(6) Subsections 10 (5) to (7) of the Regulation are revoked.

Commencement

2. This Regulation comes into force on the day it is filed.

Made by:

Pris par :

Le ministre des Finances,

CHARLES SOUSA

Minister of Finance

Date made: July 5, 2017

Pris le : 5 juillet 2017

Français



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/75**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 30, 2017
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Card expense of \$123.17 for one night hotel related to attending the Northwestern Ontario CAO's Group Meeting with MPAC and the Ministry of Municipal Affairs meeting held on July 4 & 5, 2017 in Thunder Bay, Ontario as submitted by Doug Brown, CAO.

The travel expenses are in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

Administration recommends approval of the Purchase Card expense claim in the total amount of \$123.17 as submitted by Doug Brown, CAO for his attendance at the Northwestern Ontario CAO's Group Meeting with MPAC and the Ministry of Municipal Affairs meeting held on July 4 & 5, 2017 in Thunder Bay, Ontario

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee to approve the purchase card travel expenses in the total amount of \$123.17 as submitted by Doug Brown, CAO for his attendance at the Northwestern Ontario CAO's Group Meeting with MPAC and the Ministry of Municipal Affairs meeting held on July 4 & 5, 2017 in Thunder Bay, Ontario

DOUG BROWN

CREDITS
\$0.00PURCHASES
\$123.17CASH ADV
\$0.00TOTAL ACTIVITY
\$123.17

AGENDA ITEM #7.6

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-10	07-05	74529007187910403610709	VALHALLA INN THUNDER BAY ON	123.17

10-020-0264-1500-71531

Doug R

Aug 18/17





MR. Douglas Brown
320 Portage Ave
Fort Frances, On P9A 3T9
Canada

Room No. 146
Arrival : 07/04/17
Departure : 07/05/17
Invoice No. :
Conf. No. : 317502
Cashier No. : 53
Purchase :
Order :
A/R No. :

Group Name: Municipality of Red Lake

INVOICE

HST No.: RT 895695716

Date	Description	Charges	Credits
07/04/17	Room Charge	109.00	
07/04/17	Harmonized Sales Tax	14.17	
07/05/17	Visa - Front Desk		123.17

10-020-0264-1500-71531

Day 2

Aug 18/17

Total Charges	123.17	
Total Credits		123.17
Balance		0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com

Page 56 of 106



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/76**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 30, 2017
Subject: CAO Doug Brown 2017 AMO Conference Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Claim in the amount of \$1,077.24 to attend the 2017 AMO Conference in Ottawa, Ontario August 12-17, 2017 as submitted by Doug Brown, CAO.

Travel Claim Summary

1. Meals	\$365.00
2. Taxi	40.00
3. Per Diem	50.00
4. Air Fare and Baggage	<u>622.24</u>
Total	<u>\$1,077.24</u>

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense Claim in the amount of \$1,077.24 as submitted by Doug Brown, CAO for his attendance at the 2017 AMO Conference in Ottawa, Ontario August 12-17, 2017.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense Claim in the amount of \$1,077.24 as submitted by Doug Brown, CAO for his attendance at the 2017 AMO Conference in Ottawa, Ontario August 12-17, 2017.

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

1. Attendee	Doug Brown							
2. Conference/Seminar Attended	2017 AMO Conference							
Location (Facility and City)	Ottawa (Winnipeg) Westin Hotel Shaw Center							
Dates	Aug 12 to 17, 2017							
	13	14	15	16	17		12	
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation	429.48 ^K	429.48 ^K	429.48 ^K	278.17 ^K	0	0	131.25	1697.86
Transportation	622.24 ^D	Doug (AIR FARE)					12.95 ^{USA}	635.19
Breakfast	20.00	0	0	0	20.00		0	40.00
Lunch	25.00	0	25.00	25.00	25.00		0	100.00
Dinner	45.00	45.00	45.00	45.00	0		45.00	225.00
Per Diem	10.00	10.00	10.00	10.00	5.00		5.00	50.00
Other Taxi	40.00 ^D				36.61 ^T			76.61
PARKING		10.00	10.00	10.00	11.30			45.20 ^K
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
	685.00 ^K		635.19 ^(NIA)		0		685.00	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved	Total Expenses							3554.86
	Advance Received							0
	Balance Claimed							1077.24
	Balance Refunded							1077.24

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 Aug 18/ 2017

Employee Signature Doug B.

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

		10-020-0264-1500-71531	
Date	Treasurer	A / P	Cashier



Dy 2

eTicket Receipt

Prepared For
BROWN/DOUG D MR [ADT]

RESERVATION CODE	CSYPUA
ISSUE DATE	29Jun17
TICKET NUMBER	8382127197294
ISSUING AIRLINE	WESTJET
ISSUING AGENT	WestJet/SSW

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
13Aug17	WESTJET WS 520	WINNIPEG MB, CANADA Time 5:10am	TORONTO ON, CANADA Time 8:30am Terminal TERMINAL 3	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC21K Not Valid Before 13AUG17 Not Valid After 13AUG17
13Aug17	WESTJET WS 3464 Operated by: WESTJET ENCORE	TORONTO ON, CANADA Time 12:00pm Terminal TERMINAL 3	OTTAWAON, CANADA Time 1:07pm	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC21K Not Valid Before 13AUG17 Not Valid After 13AUG17
17Aug17	WESTJET WS 357	OTTAWAON, CANADA Time 7:00am	TORONTO ON, CANADA Time 8:02am Terminal TERMINAL 3	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC21UK Not Valid Before 17AUG17 Not Valid After 17AUG17
17Aug17	WESTJET WS 521	TORONTO ON, CANADA Time 9:00am Terminal TERMINAL 3	WINNIPEG MB, CANADA Time 10:34am	Fare Family Econo Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status OK TO FLY Fare Basis XC21UK Not Valid Before 17AUG17 Not Valid After 17AUG17

Allowances

Baggage Allowance

YWG to YOW - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YOW to YWG - 0 Pieces WESTJET

Prices of additional baggage pieces:

1. 25.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

2. 35.00 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YWG to YYZ , YYZ to YOW , YOW to YYZ , YYZ to YWG - 1 Piece (WS - WESTJET)

Carry On Charges

YWG to YYZ , YYZ to YOW , YOW to YYZ , YYZ to YWG - (WS - WESTJET)

Payment/Fare Details

Form of Payment	CREDIT CARD - VISA : XXXXXXXXXXXXX 3059
Fare Calculation Line	YWG WS X/YTO WS YOW192.00WS X/YTO WS YWG162.00CAD354.00END
Fare	CAD 354.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA1 (AIR TRAVELLERS SECURITY CHARGE)
	CAD 21.96 XG (GOODS AND SERVICES TAX (GST))
	CAD 4.03 RC1 (HARMONIZED SALES TAX (HST))
	CAD 56.00 SQ (AIRPORT IMPROVEMENT FEE (AIF))
	CAD 46.00 YQI (OTHER AIR TRANSPORTATION CHARGES)
Total Fare	CAD 496.24

Positive identification required for airport check in

Notice:

Travel info

QST # 1202807956TQ0001 GST # 866112535

For details about flying with Westjet, print [the important flight information package](#) or browse our travel info:

- [Baggage fees](#) (\$25-\$118 per bag; additional \$75-\$88.50 per bag for overweight or oversize)
- [Baggage allowances](#) (Carry-on, checked, sporting goods, restricted items)
- [Children, infants and expectant mothers](#)
- [Fare options](#) (Econo, Flex, Plus, and Member Exclusive)
- [Guests with special needs](#)
- [ID requirements](#)
- [Inflight services](#) (Inflight entertainment and buy-on-board menu)
- [Seat selection](#) (Seat maps, seats in Plus)

WESTJET

PAYMENT RECEIPT/RECU DE PAIEMENT

114

Name / Nom
BROWN/DOUG DPNR
CSYPUADate
17AUG17Time/Heure
5:37AM

Description		Fee/Frais (CAD)	GST/TPS	Total (CAD)
FIRST BAG	8382605401351	\$25.00	1.25	26.25
SECOND BAG	8382605401351	\$35.00	1.75	36.75
		\$60.00	3.00	63.00

Total (CAD)
BROWN/DOUG D
\$60.00 \$3.00

10-020-0264-1500-71531

RECEIPT/RECU 1/1
VI XXXXXXXXXXXXX3059 0420
AUTH 02089I

GST/TPS No. 866112535
QST/TVQ No. 1202807956 TQ000

KIOSK ID
YOWCK470

WESTJET

PAYMENT RECEIPT/RECU DE PAIEMENT

114

Name / Nom
BROWN/DOUG DPNR
CSYPUADate
13AUG17Time/Heure
4:05AM

Description		Fee/Frais (CAD)	GST/TPS	Total (CAD)
FIRST BAG	8382605339014	\$25.00	1.25	26.25
SECOND BAG	8382605339014	\$35.00	1.75	36.75
		\$60.00	3.00	63.00

Total (CAD)
BROWN/DOUG D
\$60.00 \$3.00

10-020-0264-1500-71531

RECEIPT/RECU 1/1
VI XXXXXXXXXXXXX3059 0420
AUTH 08496I

GST/TPS No. 866112535
QST/TVQ No. 1202807956 TQ0001

KIOSK ID
YWGCUSS10

MY

TOWN

Town

CAPITAL TAXI
(613) 744 - 3333

BLUE LINE TAXI
(613) 238 - 1111

TERMINAL ID: 324-335-776
MERCHANT ID: 4325878A
VEHICLE ID: 6041
DRIVER ID: 00052190
TRIP NUMBER: 0225
PASSENGERS: 1
08/13/2017
START: 13:31
END: 13:32
FARE AMOUNT: \$ 40.00

TERMINAL ID: 324-301-315
MERCHANT ID: 43257364
VEHICLE ID: 1537
DRIVER ID: 00054413
TRIP NUMBER: 5363
PASSENGERS: 1
08/17/2017
START: 05:32
END: 06:33

FARE AMOUNT: \$ 31.61

TIP AMOUNT: \$ 5.00

TOTAL : \$ 36.61

VISA SALE: XXXX4129

APPROVAL NUMBER: 011543

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB

PASSENGER COPY

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Holiday Stationstore
Shop the Difference
Store # 342
901 N. State St
Warroad, MN
56763
218-386-1700
CREDIT CARD SALE
Holiday
08/12/17 TIME: 17:05
Store#:0342
Terminal#:0001
VC
XXXXXXXXXXXX4124

Unleaded
Pump #: 06
Gallons: 5.397
Price/Gal: \$2.399
Total Fuel: \$12.95
Total Sale: \$12.95
Iran Seq #: 568681

I AGREE TO PAY THE
ABOVE TOTAL AMOUNT
ACCORDING TO THE
CARDHOLDER AGREEMENT

INV#: 170520001
APPROVAL: 086627

BROWN/DOUG
Visit us at

holidaystationstores.com

10-020-0264-1500-71531

Dy

Kathy



BEST WESTERN PLUS Winnipeg Airport Hotel

Mr Doug Brown
Canada

Arrival : 08-12-17
Departure : 08-13-17
Room No. : 622
Invoice No. :
Conf. No. : 139339
Page : 1 of 1

GST 896932449 R0001
PST 896932449 MT0001

Date	Description	Charges	Payments
08-12-17	Guest Parking Fee	40.00	
	park and fly 4 nights		
08-12-17	GST	2.00	
08-12-17	PST	3.20	
08-12-17	Room Individual	110.99	
08-12-17	Accommodation Tax	5.55	
08-12-17	GST	5.83	
08-12-17	PST	8.88	
08-13-17	Visa		176.45
	471516XXXXXX8250 06/18		
Total		176.45	176.45
Balance			0.00

1715 Wellington Avenue, Winnipeg, Manitoba, R3H 0G1, Canada
Telephone: (204) 775-9889 Fax: (204) 775-4576

10-020-0264-1500-71531

AGENDA ITEM #7.7

Kathy

Doug M



LORD ELGIN

Doug Brown

Canada

Company Name:

Group Name:

H.S.T: 102094604RT

INFORMATION INVOICE

Room No. : 0702
 Arrival : 08-13-17
 Departure : 08-17-17
 Folio No. :
 Conf. No. : 384686
 Cashier No. : 98
 I.D.

Date	Description	Charges	Credits
08-13-17	Room Charge	369.00	
08-13-17	Destination Marketing Fee	11.07	
08-13-17	Room HST	49.41	
08-14-17	Room Charge	369.00	
08-14-17	Destination Marketing Fee	11.07	
08-14-17	Room HST	49.41	
08-15-17	Room Charge	369.00	
08-15-17	Destination Marketing Fee	11.07	
08-15-17	Room HST	49.41	
08-16-17	Room Charge	239.00	
08-16-17	Destination Marketing Fee	7.17	
08-16-17	Room HST	32.00	
08-17-17	Visa		1,566.61
Total Charges		1,566.61	
Total Credits			1,566.61
Balance			0.00

Page No. 1 of 1



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/83**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 31, 2017
SUBJECT: 2018 Budget Timetable

BACKGROUND

Early preparation and planning are critical components of an effective budget process. The budget timetable provides a logical process and ensures that all information is available when required. The attached proposed 2018 Budget Timetable has been prepared based on time lines and experience of previous years.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the 2018 Budget Timetable as presented.

Council Approval of This Report Will Agree to Administration & Finance Executive Committee recommendation to approve the 2018 Budget Timetable as presented.
--

**TOWN OF FORT FRANCES
2018 BUDGET TIMETABLE**

DATE	RESPONSIBILITY	PURPOSE
September 11, 2017	Council	Approval of Timetable
September 25, 2017	Council	Public Meeting
October 2 - 6, 2017	Executive Committees	Review Information received at Public Meeting
November 20 - 24, 2017	Executive Committees	Review of Division Budgets and Recommendations
December 15, 2017	Administration	Documents to Deputy Treasurer
December 30, 2017	Deputy Treasurer	Consolidate Budget
January 2-4, 2018	Administration	Review
January 8, 2018	Committee of the Whole	Receive Preliminary Budget
January 23, 2018	Administration	Review
February 5, 2018	Special Committee of the Whole	Review/Revisions
February 6, 2018	Administration	Review
February 20, 2018	Special Committee of the Whole	Review/Revisions
February 21, 2018	Administration	Review
March 5, 2018	Special Committee of the Whole	Review/Revisions
March 6, 2018	Administration	Review
March 19, 2018	Special Committee of the Whole	Review/Revisions
March 20, 2018	Administration	Review
April 2, 2018	Special Committee of the Whole	Ratification
April 23, 2018	Council	Public Meeting
April 23, 2018	Council	Anticipated Passage



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: August 31, 2017

RE: Fort Frances High School Hockey Academy

Background

It has been previously reported to the Community Services Executive that the Fort Frances High School was endeavouring to commence a new program at the Memorial Sports Centre in the fall of 2017 for grade 7 & 8 students attending the high school, that being Hockey Academy.

For the 2017-18 season it will include ice rental from 8:45 a.m. – 9:45 a.m. every Tuesday and Thursday on both ice surfaces (Ice For Kids & '52 Canadians) from October 3, 2017 to March 8, 2018 (user fee rate \$67.65/hr x 2 rinks).

Through discussions in preparation for the imminent new program it became important logistically to be able to store the student hockey equipment at the arena to run a successful program with minimal disturbance to families. It was necessary to arrange for equipment access and transportation when student hockey equipment was not being used for the program itself. After contemplating various options, placing lockers in the IFK dressing room hallway that is sufficiently wide enough to accommodate the depth of lockers without being an impediment to egress from the building for evacuation considerations seemed to be the best choice.

The cost of 30 lockers for the registered hockey academy participants was quoted at \$13,000 + tax. The Rainy River District School Board (RRDSB) has proposed to bear the cost of purchasing & installing the lockers to forego the need to charge families to use them for the program (if the MSC were to consider furnishing them). RRDSB also proposed that the MSC is free to use the lockers for facility purposes when Hockey Academy is not in session.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the arrangement with the Fort Frances High School Hockey Academy to operate at Memorial Sports Centre with a Memorandum of Understanding (MOU) forthcoming.

Respectfully Submitted,

Jason Kabel

August 16, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: July 2017 Drinking Water Systems Monthly Summary Report

Please find attached the July 2017 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the July report as presented.

Respectfully submitted,
Operations & Facilities Division

Travis Rob, E.I.T.
Manager of Operations & Facilities

Council approval of this report will accept the July 2017 report prior to it being made available to the general public.

c.c. – Doug Herr, Environmental & Facilities Supt.
Randy White, Senior WTP Operator

03CouncilwaterreportMarch 2015

July, 2017

**Monthly Summary Report
Water Systems**

**Prepared by: Randy White, ORO
Senior Water Treatment Plant Operator**

Dated: August 15, 2017

1) Introduction:

This report contains the major maintenance activities and operational events that occurred during the month of July 2017 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 26002736. This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

2) Flow Data:

Water Treatment Plant: See attached spreadsheet. No flow data for Airport groundwater well.

3) Microbiological (Health Related) Water Analysis– Main Water System # 220000978:

Water Treatment Plant (treated): 5 samples taken no adverse results

Water Treatment Plant (raw): 5 samples taken no adverse results

Water Distribution System: 20 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

- | | | | |
|-----------------------|------------------------|----------------------|--------------|
| 1. 740 Scott St. | 2. 1150 Portage Ave. | 3. 901 Wright Ave. | 4. W. Tower |
| 5. 1036 Victoria Ave. | 6. 901 Wright Ave. | 7. 122 Scott St. | 8. W. Tower |
| 9. 1104 Church St. | 10. 1111 First St. E. | 11. 1324 King's Hwy. | 12. W. Tower |
| 13. 1111 First St. E. | 14. 1150 Portage Ave. | 15. 410 King's Hwy. | 16. W. Tower |
| 17. 740 Scott St. | 18. 1036 Victoria Ave. | 19. 901 Wright Ave. | 20. W. Tower |

4) Microbiological (Health Related) Water Analysis– Airport Groundwater Well # 26002736:

No samples taken.

The Airport has signs posted in the men's and women's washroom stating that the water has not been tested or treated for drinking purpose in accordance with the Health Protection and Promotion Act – Section 7 of the Small Drinking Water Systems Regulation, O. Reg. 318/08 (*Amended to Safe Drinking Water Act, 2002 - Section 6 of Ontario Regulation 252/05*). The operators do a visual inspection of the

warning notices at a minimum of once per week to ensure that they are legible and comply with Ontario Regulation 318/08, Section 7(5).

5) Free Available Chlorine Residual (FAC) – Main Water System – # 220000978:

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine residual (FAC) – Airport Groundwater Well System # 26002736:

Signs posted, exempt from testing.

7) Maintenance Activities at the WTP:

July 05th - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.

July 13th - calibrated chlorine Distribution Analyzer.

July 14th - greased chains, bearings and gears for both clarifiers.

July 17th - took grab samples off filters.

July 18th - worked on Filter No. 4 backwash valve.

July 25th - worked on bucket elevator (Soda Ash).

July 26th - worked on bucket elevator (Soda Ash).

July 27th - installed a new bucket elevator for the soda ash hopper.

July 31st - ran standby generator for one (1) hour.

8) Water Complaints:

- Poor Pressure – 0 complaint:
- Water quality – 0 complaints:

9) Other Miscellaneous Information:

July 04th - took weekly routine micro samples.

July 10th - took weekly routine micro samples.

July 11th - micro samples taken at Sunny Cove.

July 12th - received a load of Alum.

July 13th - received a shipment of Fluoride (barrels).

July 17th - took weekly routine micro samples.

July 24th - took weekly routine micro samples.
- construction samples: Butler Ave/Nelson St. and Mosher Ave. - 1st set.

July 25th - construction samples: Butler Ave/Nelson St. and Mosher Ave. - 2nd set.

July 26th - new water main - Nelson St. - micro samples - 1st set.

July 27th - new water main - Nelson St. - micro samples - 2nd set.

July 31st - took weekly routine micro samples.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Randy White, ORO, Senior WTP Operator: _____
- Doug Herr, Environmental & Facilities Supt.: _____
- Travis Rob, Manager of Operations & Facilities: _____
- Doug Brown, CAO: _____
- Paul Ryan, Chair O& F Exec Committee: _____
- Roy Avis, Mayor: _____
- June Caul, Councillor: _____
- John Albanese, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Kitowski, Councillor: _____
- Ken Perry, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Randy White, Senior WTP Operator at 274-2325.

Monthly Report July 2017

September 6, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 17-OF-11 - Purchase of new Wheeled Excavator

In the 2017 Capital Budget Council approved the replacement of the 1995 Wheeled Hyundai Excavator in the Operations and Facilities Division. Attached is a report from Milt Strachan, Transportation Superintendent outlining the bids received. There were five (5) bids received whereby three (3) bids did not meet the tender specifications. The Attached Table summarizes the deficiencies.

Make	Model	Supplier	Bid Compliance
Caterpillar	M322F	Toromont Cat	Yes
John Deere	2306	Nortrax	Yes
Hyundai	HW210	Hood Equipment	Non-Compliant – 4 areas
Volvo	EW210D	Strongco	Non-Compliant – 5 areas
Doosan	DX210W-5	Stratton Equipment	Non-Compliant – 15 areas

Nortrax Canada was the lowest compliant bidder at \$295,924.40 after trade in of the old machine and taxes. The Capital Budget allocation for this purchase was \$400,000.00, therefore the lowest compliant bid was, after taxes and trade in, \$104,075.60 under budget.

Administration recommends the following:

1. To award tender 17-OF-11 to Nortrax Canada of Thunder Bay for a purchase price of \$295,924.40 after trade in and taxes.
2. That the mayor and Clerk be authorized to enter into a purchase agreement.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure

1. To award tender 17-OF-11 to Nortrax Canada of Thunder Bay for a purchase price of \$295,924.40 after trade in and taxes.
2. That the mayor and Clerk be authorized to enter into a purchase agreement.

Manager of Operations and Facilities



Report To: Travis Rob, Manager of Operations and Facilities

From: Milt Strachan, Transportation Superintendent

Re: Tender No. 17-OF-11 – New Wheeled Excavator

The tender closed on August 15, 2017 with five (5) bids received:

- 1) Toromont Cat
Make: Caterpillar
Model: M322F

The Caterpillar wheeled excavator meets all of the required specifications.

- 2) Nortrax
Make: John Deere
Model: 230G

The John Deere wheeled excavator meets all of the required specifications.

- 3) Hood Equipment
Make: Hyundai
Model: HW210

There are four (4) areas of concern. Three of these are minor differences in design. The one area of concern is that this excavator is 1,350 lbs lighter than the specified weight. For this amount of weight the difference could be made up with additional counter weight, as the engine meets the horse power specification and the hydraulic system could easily handle the additional weight.

The Hyundai wheeled excavator can meet the specifications, but the additional counterweight would add to the price.

4) Strongo Equipment

Make: Volvo

Model: EW210D

There are five (5) areas of concern where this excavator did not meet the specifications. Two of these are minor differences in design and acceptable. This machine is 950 lbs under the required specification. This could be made up with additional counterweight, however, two areas of major concern are that this excavator does not meet the specification for digging force, a major reason why we went to a larger excavator.

5) Stratton Equipment

Make: Doosan

Model: DX210W-5

There are fifteen (15) areas of concern where this excavator did not meet the specifications. Six of these are minor differences in design. Nine of these are of major concern. This excavator does not meet the required specifications in the arm of force, digging force and is two feet shorter in reach and over a foot shorter in digging depth. These are major reasons that we went to a larger machine. The Doosan is 5,278 lbs under the specified weight. This machine does not meet the specifications in the Tender document. It should be noted that all of the other four bidders could have bid a smaller excavator that is in this weight class.

In discussions with the Operations and Facilities Management Team prior to putting the tender together, the goal was to get the largest most powerful machine on wheels with as much reach as possible to enhance our abilities in sewer and water repairs, road repairs, brush cuttings, etc., as the machine we presently have comes up short at times especially with the size of our brush cutter and moving of frozen material during winter maintenance.

Of the five bids that were received two of the wheeled excavators meet all of the specifications, the Caterpillar M322F and the John Deere 230G.

It is my recommendation that the Town of Fort Frances purchase the John Deere 230G from Nortrax as they are the low bid at \$295,924.40 including all taxes and after trade in value.

Sincerely,

Milt Strachan

Transportation Superintendent

**Spreadsheet #1 - Tender No. 17-OF-11 - Results - New Wheeled Excavator
September 1, 2017**

Equipment Description	A NORTRAX Equipment	B Toromont CAT	C HOOD Equipment	D STRONGCO Equipment	E STRATTON Equipment
Manufacturer	John Deere	Caterpillar	Hyundai	Volvo	Doosan
Model	230 G	M322F	HW210	EW210D	DX210W-5
New Wheeled Excavator	\$293,880.00	\$366,700.00	\$283,000.00	\$299,500.00	\$234,870.90
Trade in of 1995 Hyundai	(\$32,000.00)	(\$25,000.00)	(\$20,000.00)	(\$12,000.00)	(\$20,000.00)
Subtotal	\$261,880.00	\$341,700.00	\$263,000.00	\$287,500.00	\$214,870.90
HST	\$34,044.40	\$44,421.00	\$34,190.00	\$37,375.00	\$27,933.22
Total Price (includes all taxes)	\$295,924.40	\$386,121.00	\$297,190.00	\$324,875.00	\$242,804.12
Net Cost to the Town New Loader	\$266,489.09	\$347,713.92	\$267,628.80	\$292,560.00	\$218,652.63
2015 Budgeted Amount	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00	\$400,000.00
Over/ Under Budget By	(\$133,510.91)	(\$52,286.08)	(\$132,371.20)	(\$107,440.00)	(\$181,347.37)
Difference from Low bidder	\$0.00	\$80,085.12	\$1,139.71	Does not meet Spec	Does not meet Spec
Delivery Date from date of Purchase Order	180 days	90 days	40 days	120 to 150 days	90 to 120 days

Date: September 7, 2017

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Official Plan Amendment and Zoning By-Law Amendment
(605 McIrvine Road)**

Council will recall at the regular Council meeting August 25, 2017, a report was given by the Planning and Development Department with an application for an Official Plan Amendment and Zoning By-Law Amendment at 605 McIrvine Road. Council accepted the OP Amendment and Zoning Amendment which allowed these documents to be drafted and final By-Laws be brought forward to Council to accept.

Respectfully submitted,

Original Signed By

Tyson Dennis
Chief Building Official/Municipal Planner

Council approval of this report will: will allow adoption from Council for a Site-Specific Policy to be added to Section 4.2.2 of the Official Plan to allow a place of worship as a permitted use on the site, in addition to other employment-generating uses; and to allow a zoning change from Enterprise to Institutional at 605 McIrvine Road and further that the Mayor and Clerk be authorized to execute said agreement.

Date: September 7, 2017

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Rainy River District Social Services Administrative Board Site Plan Control Agreement of 1301 Elizabeth Development of an 8-Plex**

Council will recall at the regular Council meeting July 5, 2017, a report was given by the Planning and Development Department with an application for Site Plan Agreement at 1301 Elizabeth Street East for the development of an 8-plex apartment. Council accepted the Site Plan Control Agreement Application and allowed for the agreement to be drafted and final By-Law be brought forward to Council to accept.

Attached is a By-Law for Council to review and accept. The adoption of this By-Law will complete the Site Plan Agreement for the development of this property.

Respectfully submitted,

Original Signed By

Tyson Dennis

Chief Building Official/Municipal Planner

Council approval of this report will: allow Rainy River District Social Services Administrative Board, to finalize the Site Plan Agreement with The Town of Fort Frances and further that the Mayor and Clerk be authorized to execute said agreement.

Date: September 7, 2017

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **4 High Street INC 002309510, Ontario 850 Kings HWY Great Canadian Oil Change Site Plan Control Agreement**

Council will recall at the regular Council meeting July 5, 2017, a report was given by the Planning and Development Department with an application for Site Plan Agreement at 850 King's Hwy for a new Great Canadian Oil Change Franchise. Council accepted the Site Plan Control Agreement Application and allowed for the agreement to be drafted and final By-Law be brought forward to Council to accept.

Attached is a By-Law for Council to review and accept. The adoption of this By-Law will complete the Site Plan Agreement for the development of this property.

Respectfully submitted,

Original Signed By

Tyson Dennis

Chief Building Official/Municipal Planner

<p>Council approval of this report will: allow 4 High Street INC 002309510, to finalize the Site Plan Agreement with The Town of Fort Frances and further that the Mayor and Clerk be authorized to execute said agreement.</p>
--



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/77**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 30, 2017
Subject: Mayor Avis AMO Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$880.00 and Travel Expense Claim in the amount of \$1,387.33 to attend the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017 as submitted by Mayor Roy Avis.

Travel Expense Summary

1. Accommodation	\$ 217.84
2. Gasoline (Own Vehicle)	115.49
3. Meals	387.00
4. Taxi	45.00
5. Travel in Lieu of Airfare	622.00
6. Per Diem (5 ½ Days)	<u>880.00</u>
Total	<u>\$2,267.33</u>

The registration fee of \$697.06 and hotel accommodations of \$1,566.61 were paid by the Town resulting in the total cost of \$4,531.00 to attend the AMO Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$880.00 and Travel Expense Claim in the amount of \$1,387.33 as submitted by Mayor Avis for his attendance at the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$2,267.33 as submitted by Mayor Avis for his attendance at the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017

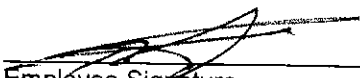
**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

1. Attendee	Roy Avlis							
2. Conference/Seminar Attended	AMC							
Location (Facility and City)	OTTAWA							
Dates	August 12, 13, 14, 15, 16, 17 12 & 17 TRAVEL DAYS							
3.	Sun. 13	Mon. 14	Tues. 15	Wed. 16	Thurs.	Fri.	Sat. 12	Total
Accommodation	KATHY'S CREDIT CARD EXCEPT SATURDAY						217.84	217.84
Transportation Fuel					85.45		30.04	115.49
Breakfast	20.00		20.00	20.00	20.00			80.00
Lunch	25.00		25.00	25.00	17.00			92.00
Dinner	45.00	45.00	45.00	45.00			35.00	215.00
Other TAXI		20.00		25.00				45.00
Other TRAVEL (IN LIEU OF AIR FARE)								622.00
"ROAD WITH DOUG BROWN TO AIRPORT IN OTTAWA"								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	<input checked="" type="checkbox"/> NO	Reason		IN USE FUEL ONLY		Total	
Mileage Claimed	KM x CRA rate =							
6. Approved					Total Expenses		1387.33	
					Advance Received			
					Balance Claimed			
					Balance Refunded			

The agenda must be attached to process payment

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

Date August 11 2017


Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A/P	Cashier

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

Attendee	<i>Roy Avis</i>
Conference / Seminar Attended	<i>AMO</i>
Location	<i>OTTAWA</i>
Dates	<i>AUGUST 13 14 15 16</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	<i>AUGUST 14</i>	<i>AUGUST 15</i>	<i>AUGUST 16</i>	<i>AUGUST 17</i>		<i>AUGUST 12</i>	<i>AUGUST 13</i>	
Amount	<i>160.00</i>	<i>160.00</i>	<i>160.00</i>	<i>160.00</i>		<i>80.00</i>	<i>160.00</i>	<i>880.00</i>

Name (Please Print)	Signature
<i>Roy Avis</i>	<i>[Signature]</i>
Approved	Date
	<i>AUGUST 18 2017</i>

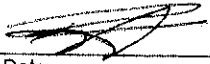
To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES - SCHEDULE "E" **TRAVEL WAIVER OF LIABILITY FORM**

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>ROY AVIS</i>	Signature 
Approved	Date <i>AUGUST 11 2017</i>

Holiday Stationstore
 Shop the Difference
 Store # 212
 109 Main St. E
 Baudette, MN

56623
 218-634-2210
 CREDIT CARD SALE
 Holiday
 08/17/17 TIME: 17:04
 Store#:0212
 Terminal#:0001
 VC
 XXXXXXXXXXXX9549

Supra
 Pump #: 01
 Gallons: 25.895
 Price/Gal: \$2.599
 Total Fuel: \$67.30
 Total Sale: \$67.30
 Tran Seq # 869480

85.45 CANADIAN

I AGREE TO PAY THE
 ABOVE TOTAL AMOUNT
 ACCORDING TO THE
 CARDHOLDER AGREEMENT

INV#: 170423001
 APPROVAL: 095687

AVIS/ROY
 Visit us at

holidaystationstores.com

17 AUG 14

BLUELINE

Job # _____

RECEIPT FOR CAB FARE





Amount \$10.00 Date _____

From _____

To _____

Cab No. _____ Driver _____

H.S.T. Included in meter fare

BLUE LINE TAXI
(613) 258-1111

TERMINAL ID: 324-355-115
VEHICLE ID: 1315
DRIVER ID: 00052980

TRIP NUMBER: 7111
PASSENGERS: 1

08-14-2017
START: 18:59 END: 18:59

FARE AMOUNT: \$ 10.00

BLUELINE

Job # _____

RECEIPT FOR CAB FARE





Amount 15.00 Date Aug 16

From _____

To _____

Cab No. 642 Driver [Signature]

H.S.T. Included in meter fare

TOTAL: \$ 10.00

TIP AMOUNT: \$ _____

GRAND TOTAL: \$ _____

CASH RECEIPT

CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXITAB.COM
TAXITAB



Aug 16

THE BEST WAY TAXI

011206 00
06137 224 0001

TERM ID: B6590282
EMPLOYEE ID: 4510

BATCH#: 076
SHIFT#: 003

Cash Sale

Total: CAD\$ 10.00

16-Aug-17 19:15:16

011206 00
1101
2493

Safeway
417 Scott Street
Fort Frances, ON
P9A1H3

STORE NO: 4809
GST/HST: 831536503

Inv#: 9034756
Trans: Pre-Auth
Completion
*****8498
/
PROXIMITY
VISA
AID: A0000000031010
Seq#: 734001001003
Terminal ID: S4809C08
Auth No: 066301
ACI/ISO: 001/00
Date: 20/08/2017
Time: 11:43:34 AM
APPROVED

Pump #: 8-Midgrade
Vol: 25.920 L
Price/L: \$1.159
Total: \$30.04

Fuel Includes:
GST/HST(13%): \$3.46

GROCERY COUPON

Save \$0.91 on your
next grocery purchase
at Safeway!
Offer valid until
10/19/2017.

Coupon cannot be
exchanged for cash.

Some exclusions
apply.

See Customer Service
for full details.

TOWNEPLACE SUITES® BELLEVILLE
400 Bell Blvd • Belleville On K8p 5h8
613.779.1212 • townplacesuites.com

add life to longer stays:

R. Avis

Room: 204
Room Type: STDO
Number of Guests: 2
Rate: \$189.00 Clerk:

Arrive: 11Aug17 Time: 03:50PM Depart: 13Aug17 Time: Folio Number: 77224

Rewards Account # XXXXX9354. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

As requested, a final copy of your bill will be emailed to you at: RXXXXX@JAM21.NET. See "Internet Privacy Statement" on Marriott.com.



LORD ELGIN

Roy Avis

Canada

Company Name:

Group Name:

H.S.T: 102094604RT

INFORMATION INVOICE

Room No. : 0201
 Arrival : 08-13-17
 Departure : 08-17-17
 Folio No. :
 Conf. No. : 384685
 Cashier No. : 98
 I.D.

Date	Description	Charges	Credits
08-13-17	Room Charge	369.00	
08-13-17	Destination Marketing Fee	11.07	
08-13-17	Room HST	49.41	
08-14-17	Room Charge	369.00	
08-14-17	Destination Marketing Fee	11.07	
08-14-17	Room HST	49.41	
08-15-17	Room Charge	369.00	
08-15-17	Destination Marketing Fee	11.07	
08-15-17	Room HST	49.41	
08-16-17	Room Charge	239.00	
08-16-17	Destination Marketing Fee	7.17	
08-16-17	Room HST	32.00	
08-17-17	Visa		1,566.61
		Total Charges	1,566.61
		Total Credits	1,566.61
		Balance	0.00

— PAID ON KATITY'S CREDIT CARD —

Page No. 1 of 1



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/78**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: August 30, 2017
Subject: Councillor Ryan's AMO Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$880.00 and Travel Expense Claim in the amount of \$1,345.40 to attend the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017 as submitted by Councillor Paul Ryan.

Travel Expense Summary

1. Accommodation	\$ 213.57
2. Mileage (Own Vehicle)	388.80
3. Meals	388.00
4. Taxi	77.00
5. Airfare, Baggage, and Parking at Airport	491.60
6. Per Diem (5 ½ Days)	<u>880.00</u>
Total	<u>\$2,438.97</u>

The registration fee of \$697.06 and hotel accommodations of \$1,547.98 were paid by the Town resulting in the total cost of \$4,684.01 to attend the AMO Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$880.00 and Travel Expense Claim in the amount of \$1,558.97 as submitted by Councillor Paul Ryan for his attendance at the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$2,438.97 as submitted by Councillor Ryan for his attendance at the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017

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

1.	Attendee	PAUL RYAN							
2.	Conference/Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 118th ANNUAL CONFERENCE AND AGM							
	Location (Facility and City)	SHAW CONVENTION CENTRE, OTTAWA ONTARIO							
	Dates	August 12, 13, 14, 15, 16, 17 / 2017							
3.	2017 - August	Sun. 13 th	Mon. 14 th	Tues. 15 th	Wed. 16 th	Thurs. 17 th	Fri.	Sat. 12 th	Total
	Accommodation							213.57	213.57
	Transportation								
	Breakfast	13.00	/	20.00	20.00	20.00		/	73.00
	Lunch	25.00	/	25.00	25.00	25.00		/	100.00
	Dinner	45.00	45.00	45.00	45.00	/		35.00	215.00
	Air Travel - T. Bay to Ottawa + Return								390.13
	Air Canada Baggage Charge = 2 Flights @ 28.25 each (Tax Incl.)								56.50
	Parking Fees - Personal Vehicle @ Avis Airport Thunder Bay - 5 Days								44.97
4.	Prepaid Expenses	Registration		Air Travel			Other		Total
		Yes		No					
5.	Town Used Vehicle	Yes	(No)	Reason	Not Available				Total
	Mileage Claimed	720	KM x \$0.54 = 388.80						388.80
	Taxi - OTTAWA Airport + Return (= 40.00 + 37.00) Aug 13 & Aug 17 / 17								77.00
6.	Approved				Total Expenses	1558.97		1558.97	1558.97
					Advance Received			0	0
					Balance Claimed			0	0
					Balance Refunded	1558.97		1558.97	1558.97

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.

August 21 / 2017
Date

Paul Ryan
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

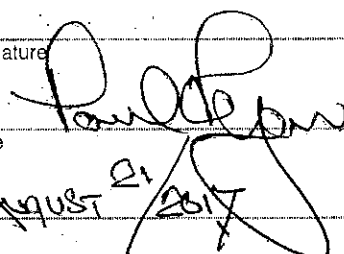
Date	Treasurer	A / P	Cashier
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TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	PAUL RYAN
Conference / Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 118 TH ANNUAL CONFERENCE & AGM.
Location	SHAW CONVENTION CENTRE, OTTAWA ON
Dates	AUGUST 12 - 17 TH / 2017

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date 2017	AUG 14	AUG 15	AUG 16	AUG 17		AUG 12	AUG 13	
Amount	160.00	160.00	160.00	160.00		80.00	160.00	880.00

Name (Please Print) PAUL RYAN	Signature 
Approved	Date AUGUST 21 / 2017

To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES - SCHEDULE "E" TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <div style="font-size: 1.2em; font-family: cursive;">G. PAUL RYAN</div>	Signature <div style="font-size: 1.2em; font-family: cursive;">G. Paul Ryan</div>
Approved 	Date <div style="font-size: 1.2em; font-family: cursive;">August 21 / 2017</div>

INTERNATIONAL TRAVEL 539647 ONTARIO LTD
 265 SCOTT ST
 FORT FRANCES ONT P9A 1G8
 807 274 9895 OR 1800 465 7795
 EMAIL ADDRESS IS PHERR SHAW CA

SALES PERSON: PH ITINERARY/INVOICE NO. 0049655
 DUPLICATE YODUJW

DATE: 23 JUN 17
 PAGE: 01

TO: 1226 FIFTH ST E FORT FRANCES ON P9A1V9
 807 274 9195

FOR: RYAN/GORDON PAUL MR

13 AUG 17 - SUNDAY

AIR AIR CANADA FLT:8532 ECONOMY
 OPERATED BY /AIR CANADA EXPRESS - JAZZ
 LV THUNDER BAY ON 0720

EQP: DH4
 01HR 55MIN
 NON-STOP
 REF: QXSW7Z

AR TORONTO ON 0915
 ARRIVE: TERMINAL 1
 AIR AIR CANADA FLT:446 ECONOMY
 LV TORONTO ON 1010
 DEPART: TERMINAL 1
 AR OTTAWA ON 1111

EQP: E90
 01HR 01MIN
 NON-STOP
 REF: QXSW7Z

18 AUG 17 - FRIDAY

AIR AIR CANADA FLT:445 ECONOMY
 LV OTTAWA ON 0900

EQP: E90
 01HR 03MIN
 NON-STOP
 REF: QXSW7Z

AR TORONTO ON 1003
 ARRIVE: TERMINAL 1
 AIR AIR CANADA FLT:8535 ECONOMY
 OPERATED BY /AIR CANADA EXPRESS - JAZZ
 LV TORONTO ON 1150
 DEPART: TERMINAL 1
 AR THUNDER BAY ON 1353

EQP: DH4
 02HR 03MIN
 NON-STOP
 REF: QXSW7Z

AIR TICKET AC4939755667
 ELEC TKT

RYAN GORDON PAUL MR
 BILLED TO CAXXXXXXXXXXXXXX:
 39.68 G.S.T./H.S.T.

305.25*
 39.68*

CONTINUED ON PAGE 2

INTERNATIONAL TRAVEL 539647 ONTARIO LTD
 265 SCOTT ST
 FORT FRANCES ONT P9A 1G8
 807 274 9895 OR 1800 465 7795
 EMAIL ADDRESS IS PHERR SHAW CA

SALES PERSON: PH ITINERARY/INVOICE NO. 0049655
 DUPLICATE YODUJW

DATE: 23 JUN 17
 PAGE: 02

TO: 1226 FIFTH ST E FORT FRANCES ON P9A1V9
 807 274 9195

FOR: RYAN/GORDON PAUL MR

18 AUG 17 - FRIDAY

SUB TOTAL	305.25
TOTAL G.S.T./H.S.T.	39.68
NET CC BILLING	344.93*
TOTAL AMOUNT DUE	0.00

THANK YOU FOR BOOKING WITH INTERNATIONAL TRAVEL.
 ALL TIMES LOCAL AND SUBJECT TO CHANGE.
 ENSURE VALID PASSPORT IN YOUR POSSESSION.
 TRIP CANCELLATION/OUT OF CANADA MEDICAL INSURANCE
 HAS BEEN DECLINED OR STATED
 OTHERWISE. LIVING STANDARDS AND PRACTICES AT THE DESTINATION
 MAY DIFFER FROM THOSE IN CANADA. ENTRY TO ANOTHER COUNTRY MAY
 BE REFUSED EVEN WITH COMPLETED TRAVEL DOCUMENTS. HAVE A SAFE
 AND ENJOYABLE TRIP. ANY QUESTIONS PLEASE CALL ABOVE NUMBER.
 HST REGISTRATION R106346745
 TICO REGISTARATION 2392278

C/C +45.²⁰
 Total = 390.¹³_{xx}

PHONE (807) 274-9895
FAX (807) 274-2908



265 SCOTT STREET
HST#R106346745

AGENDA ITEM #8.2

international travel services (fort frances) Ltd.

FORT FRANCES, ONTARIO 22 JUNE 2017
NAME RYAN/Paul (GORDON Paul)
ADDRESS _____
POSTAL CODE _____

QUANTITY	DESCRIPTION	PRICE	AMOUNT
	T. Bay - Ottawa		
	13-18 August		344 93
	Iata AIR SERVICE Fee		45 20
	Total HST = 44188		
	- OUR TRAVEL # 49655		

CLERK	CASH	C.O.D.	CHARGE	ON ACCT.	MOSE. RET.	PAID OUT	TAX
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
I HAVE RECEIVED THE ABOVE IN GOOD ORDER.							TOTAL 390 13

8407

TERMS 15TH OF MONTH FOLLOWING PURCHASE
SERVICE CHARGE 24% PER YEAR APPLICABLE ON ALL ACCOUNTS OVERDUE (MINIMUM \$.50)

Fee Receipt**PASSENGER
SELECT****FLIGHT
INFORMATION****BAGGAGE****ADDITIONAL TRAVEL
INFORMATION****PRINT
DOCUMENTS**

Your fees have been successfully collected.

Departure Date: **2017-08-13**

Passenger: **GORDONPAUL RYAN**
Departure city: **THUNDER BAY YQT**

Destination city: **OTTAWA YOW**

Fee Breakdown:

Baggage fee 25.00 CAD
HST 3.25 CAD

Total CAD: 28.25 CAD

Form of payment used:

Please Note: This fee is non refundable.
RC - HARMONIZED SALES TAX -CANADA NO. 100092287 RT0001

Please enter your email address if you wish to have this receipt emailed to you.

Fee Receipt

PASSENGER SELECT	FLIGHT INFORMATION	BAGGAGE	ADDITIONAL TRAVEL INFORMATION	PRINT DOCUMENTS
---------------------	-----------------------	---------	----------------------------------	--------------------

Your fees have been successfully collected.

Departure Date: **2017-08-18**

Passenger: **GORDONPAUL RYAN**

Departure city: **OTTAWA YOW**

Destination city: **THUNDER BAY YQT**

Fee Breakdown:

Baggage fee	25.00 CAD
HST	3.25 CAD

Total CAD: 28.25 CAD

Form of payment used:

Please Note: This fee is non refundable.
RC - HARMONIZED SALES TAX -CANADA NO. 100092287 RT0001

Please enter your email address if you wish to have this receipt emailed to you.

add life to longer stays'

550 Harbour Expressway • Thunder Bay, ON P7B 6P4
807.346.9000 • towneplacesuites.com

Room: 505
Room Type: STQQ
Number of Guests: 1
Rate: \$189.00 Clerk:

Arrive: 12Aug17 Time: 04:46PM Depart: 13Aug17 Time: Folio Number: 66271

Rewards Account # Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

As requested, a final copy of your bill will be emailed to you at: GXXXXXXX@HOTMAIL.COM. See "Internet Privacy Statement" on Marriott.com.



LORD ELGIN

Paul Ryan

Canada

Company Name:

Group Name:

H.S.T: 102094604RT

INVOICE

Room No. : 0208
 Arrival : 08-13-17
 Departure : 08-18-17
 Follo No. : 190551
 Conf. No. : 384688
 Cashier No. : 38
 I.D.

Date	Description	Charges	Credits
08-13-17	Room Charge	365.00	
08-13-17	Destination Marketing Fee	10.95	
08-13-17	Room HST	48.87	
08-14-17	Room Charge	365.00	
08-14-17	Destination Marketing Fee	10.95	
08-14-17	Room HST	48.87	
08-15-17	Room Charge	365.00	
08-15-17	Destination Marketing Fee	10.95	
08-15-17	Room HST	48.87	
08-16-17	Room Charge	235.00	
08-16-17	Destination Marketing Fee	7.05	
08-16-17	Room HST	31.47	
08-18-17	Visa		1,547.98
		Total Charges	1,547.98
		Total Credits	1,547.98
		Balance	0.00

Page No. 1 of 1

*PAID IN ADVANCE
 BY TOWN OF FORT FRANCES*

Job #

RECEIPT FOR CAB FARE




Amount \$40.00 Date 13 Aug 2017

From

To

Cab No. 764 Driver MR

H.S.T. included in meter fare
Le prix inclus la T.V.H.

Job #

RECEIPT FOR CAB FARE





Amount \$37.00 Date 18-08-17


From

To

Cab No. Driver

H.S.T. included in meter fare

 **Avis**
Airpark
Thunder Bay, ON

08/18/2017 2:13PM 01
000000#1695 CLERK01

COPY

Reg. Park	6 @ \$7.96
SUBTOTAL	\$47.76
MDSE ST	\$53.97
H. S. T.	\$47.76
	\$6.21

ITEMS	6Q
***TOTAL	\$53.97
CASH	\$60.00
CHANGE	5 Days \$6.03
	= 44.97 (tax incl)

**THE CORPORATION OF THE TOWN OF FORT FRANCES
(the "Municipality")**

BY-LAW *****

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

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

AND WHEREAS plan of subdivision Plan 48M-353 has been registered for eight years or more;

AND WHEREAS the Council of the Municipality desires to designate and deem part of Plan 48M-353, namely, Lot 33 and Lot 34 thereon (Lot 33 and Lot 34 are in this By-law sometimes referred to collectively as the "Lots"), not to be a registered plan of subdivision for purposes of s. 50(3) of the Act.

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

1. Part of Plan 48M-353, namely, the Lots, shall be and are hereby designated under s. 50(4) of the Act, and such part of Plan 48M-353 (namely, the Lots) shall be deemed not to be a registered plan of subdivision for the purposes of s. 50(3) of the Act.
2. This By-law shall take effect upon the passing thereof subject to s. 50(28) of the Act.

READ THREE TIMES AND FINALLY PASSED in open Council this 11th day of September, 2017.

per: _____
R. Avis, Mayor

per: _____
E. Slomke, Clerk

Date: September 7, 2017

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Deeming of properties located at 730 and 740 Sixth Street West.**

On August 25, 2017, a report was brought forward to Council with recommendation from the Planning and Development Executive Committee as well as the Chief Building Official / Municipal Planner, to accept the application for the deeming of the two properties.

Attached is the By-Law for Council to review and pass on September 11, 2017.

Respectfully submitted,

Original Signed By

Tyson Dennis
Chief Building Official/Municipal Planner

Council approval of this report will: complete the application by passing the By-Law for the deeming of municipal addresses known as 730 and 740 Sixth Street West and further that the Mayor and Clerk be authorized to execute said By-Law.

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FIRE & RESCUE SERVICE

JULY 2017 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents and Training	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:
10.3	0	2	14	0	18	2	\$2,000
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide & Hazmat Calls:	High Angle Rescue / CS Calls:	Mutual Aid Calls:	Other Calls:	Critical Incident Stress Debriefs:
6	1	0	2	0	0	0	0

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 29 EMERGENCY RESPONSE CALLS DURING JULY 2017.

Total Hours: A total of **10.3 Hours** were spent on responding to emergency incidents.

Time of Day: During this month **65%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **35%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Public Fire Safety Education / Public Events / Fire Drills: The MNR Rangers, which is a group of young adults came to our fire hall for a tour, and took part in some fire safety education with members of our team. As well, our team members went to the Fort Frances Day Care to promote fire safety education.

Fire Prevention Inspections / Re-inspections: 14 (Fourteen) inspections / re-inspections were completed, which was down from the previous month due to staff members taking vacation.

Emergency Medicals Service (EMS) Response Calls: There were **18 (Eighteen)** Emergency Medical Service (EMS) requests, which accounted for **62%** of our calls, with **61%** of them occurring on the Day Shift between 07:00 & 19:00 and **39%** of them occurring during the Night Shift between 19:00 & 07:00.

As well, these EMS calls accounted for a total of **5.6 hours**. Note: **5 (Five)** or **28%** of our EMS calls were "FIRST RESPONSE CALLS."

NOTE: THIS IS THE LEAST AMOUNT OF EMS RESPONSE CALLS IN A MONTH SINCE I BECAME FIRE CHIEF/CEMC. THIS IS DUE IN PART OF THE NEW TIERED RESPONSE AGREEMENT SIGNED ON JULY 13, 2017.

Fire Response Calls: There were **2 (Two)** Fire Response Calls:

One of the fires involved a Garbage Bin near the Memorial Sports Centre; this fire was put out by a Memorial Sports Centre staff member. The scene was handed over to the OPP, as it was a suspected incendiary fire.

Another fire involved a detached garage; it was confirmed to be a suspected incendiary fire, and was handed over to the OPP. Fire Loss in Dollars was estimated at: \$2,000

Pre- Fire Response Calls / Alarm Calls: There were **6 (Six)** False Alarm Calls.

Carbon Monoxide (CO) & Hazardous Material (Hazmat) Response Calls: There were **2 (Two)** CO Calls this month; both calls were false alarms.

TOWN OF FORT FRANCES
Capital Financial Statements
For the Eight Months Ending Thursday, August 31, 2017

	Actual	Budget	Variance	% Variance
MARKET SQUARE DEVELOPMENT				
Federal Grant	(\$108,465.21)	(\$455,400.00)	(\$346,934.79)	23.82%
Provincial Grant	-	(708,811.00)	(708,811.00)	0.00%
Contribution from Others	(16,361.73)	(100,000.00)	(83,638.27)	16.36%
Contribution From Reserves	-	(273,425.00)	(273,425.00)	0.00%
Market Square Development (2016 Carryover)	416,322.82	1,537,636.00	1,121,313.18	27.08%
Total Market Square Development	291,495.88	-	(291,495.88)	0.00%
ADMINISTRATION				
Contribution from Others	-	(22,330.00)	(22,330.00)	0.00%
Contribution From Reserves	-	(93,170.00)	(93,170.00)	0.00%
Fibre Optic to Town Facilities	-	10,000.00	10,000.00	0.00%
Mag Locks & Access Control - Main Entry	9,201.60	10,000.00	798.40	92.02%
Main Entrances Remove and Replace Floor Tiles	58.40	53,500.00	53,441.60	0.11%
Replace Front Walkway/Sidewalk	95,321.78	42,000.00	(53,321.78)	226.96%
Contribution From Reserves	-	(68,000.00)	(68,000.00)	0.00%
Folding/Inserter Machine Replacement (approx. 100,000/yr.)	12,108.42	18,000.00	5,891.58	67.27%
Computer Upgrades/Server/Switches	40,669.97	35,000.00	(5,669.97)	116.20%
Financial Software Additions	-	15,000.00	15,000.00	0.00%
Total Administration	157,360.17	-	(157,360.17)	0.00%
EMERGENCY SERVICES				
Contribution From Reserves	-	(50,390.00)	(50,390.00)	0.00%
SCBA & Air Cylinders	-	3,900.00	3,900.00	0.00%
GIS Capital Upgrade	505.17	1,020.00	514.83	49.53%
Fire Truck Replacement (2016 Carryover)	36,639.40	36,470.00	(169.40)	100.46%
Fire Hose Replacement/Portable Air Monitor	6,890.45	9,000.00	2,109.55	76.56%
Contribution From Reserves	-	(5,830.00)	(5,830.00)	0.00%
Mobile Speed Sign	4,898.32	5,830.00	931.68	84.02%
Total Emergency Services	48,933.34	-	(48,933.34)	0.00%

TOWN OF FORT FRANCES
Capital Financial Statements
For the Eight Months Ending Thursday, August 31, 2017

	Actual	Budget	Variance	% Variance
PLANNING & DEVELOPMENT				
By-Law				
Contribution From Reserves	-	(6,500.00)	(6,500.00)	0.00%
Ticket Device for Issuing Parking Tickets	-	6,500.00	6,500.00	0.00%
Total By-Law	-	-	-	0.00%
Building/Planning				
Contribution From Reserves	-	(1,530.00)	(1,530.00)	0.00%
GIS Capital	757.76	1,530.00	772.24	49.53%
Total Building/Planning	757.76	-	(757.76)	0.00%
Total Planning & Development	757.76	-	(757.76)	0.00%
PUBLIC WORKS				
Transporation				
Provincial Grant	-	(911,974.00)	(911,974.00)	0.00%
Contribution from Others	-	(15,550.00)	(15,550.00)	0.00%
Contribution From Reserves	-	(262,437.00)	(262,437.00)	0.00%
Frog Creek Road - Surface Treatment Application	-	44,750.00	44,750.00	0.00%
Phair Ave. Reconstruction from 3rd to 5th	1,996.86	-	(1,996.86)	0.00%
Nelson Street Reconstruction from Mosher Ave west to mid block	65,653.43	216,063.00	150,409.57	30.39%
Second Street E. Reconstruction between Mowat Ave & Portage Ave	39,110.32	898,048.00	858,937.68	4.36%
Oakwood Road - Surface Treatment Application	-	31,100.00	31,100.00	0.00%
Federal Grant	-	(155,250.00)	(155,250.00)	0.00%
Contribution From Reserves	-	(62,400.00)	(62,400.00)	0.00%
Public Works Small Equipment	1,014.35	8,000.00	6,985.65	12.68%
Asset Management Plan	95,800.79	155,250.00	59,449.21	61.71%
Stores / Coffee Room Renovations	44,551.00	40,000.00	(4,551.00)	111.38%
Public Works Landscaping & Drainage Repairs	6,952.83	14,400.00	7,447.17	48.28%
Federal Grant	-	(46,231.00)	(46,231.00)	0.00%
Provincial Grant	(15,633.60)	(431,715.00)	(416,081.40)	3.62%
Contribution From Reserves	-	(1,737.00)	(1,737.00)	0.00%
Colonization Rd East from Scott to North of 5th St	458,986.68	462,311.00	3,324.32	99.28%

2 of 7

TOWN OF FORT FRANCES
Capital Financial Statements
For the Eight Months Ending Thursday, August 31, 2017

	Actual	Budget	Variance	% Variance
Mill Road Overpass Reconstruction	17,371.17	17,372.00	0.83	100.00%
Federal Grant	-	(281,026.00)	(281,026.00)	0.00%
Provincial Grant	-	(69,644.00)	(69,644.00)	0.00%
Contribution from Others	-	(15,000.00)	(15,000.00)	0.00%
Contribution From Reserves	-	(110,750.00)	(110,750.00)	0.00%
Phair Ave. Reconstruction from 3rd to 5th- Sidewalk	278.69	-	(278.69)	0.00%
Nelson Street - Butler Ave. to Shevlin Ave.- Sidewalk	-	-	-	0.00%
Nelson Street Reconstruction from Mosher Ave West to mid block	-	22,811.00	22,811.00	0.00%
Second Street E. Reconstruction between Mowat Ave & Portage Ave	-	92,859.00	92,859.00	0.00%
Kings Hwy/McIrvine Sidewalk	-	30,000.00	30,000.00	0.00%
Interlocking Bricks 200 Blocks of Scott Street (North & South sides)	23,463.07	330,750.00	307,286.93	7.09%
Contribution From Reserves	-	(116,800.00)	(116,800.00)	0.00%
Lg Equipment Bobcat with Track & Attachments	117,045.37	116,800.00	(245.37)	100.21%
Contribution From Reserves	-	(15,000.00)	(15,000.00)	0.00%
10 - Waterfront Walkway Poles	16,116.15	15,000.00	(1,116.15)	107.44%
Contribution From Reserves	-	(1,530.00)	(1,530.00)	0.00%
Engineering GIS Capital Upgrade	757.76	1,530.00	772.24	49.53%
Total Transportation	<u>873,464.87</u>	<u>-</u>	<u>(873,464.87)</u>	<u>0.00%</u>
Airport				
Contribution From Reserves	-	(25,000.00)	(25,000.00)	0.00%
Sanitary Holding Tank installation	21,347.43	25,000.00	3,652.57	85.39%
Total Airport	<u>21,347.43</u>	<u>-</u>	<u>(21,347.43)</u>	<u>0.00%</u>
Parks				
Trade-In Value	-	(11,000.00)	(11,000.00)	0.00%
Cemetery Trust Donations	-	(11,000.00)	(11,000.00)	0.00%
Contribution From Reserves	-	(58,500.00)	(58,500.00)	0.00%
Small Equipment Replacement (Mowers & whipper snippers)	4,522.13	5,500.00	977.87	82.22%
Replace 1988 V406 - 3/4 ton 2WD Crew Cab Truck with 6'6" Box	31,045.06	42,000.00	10,954.94	73.92%
X730 Law Tractor c/w 60" mower deck (Trade in old X720 Tractor)	20,755.99	33,000.00	12,244.01	62.90%
Total Parks	<u>56,323.18</u>	<u>-</u>	<u>(56,323.18)</u>	<u>0.00%</u>

3 of 7

TOWN OF FORT FRANCES
Capital Financial Statements
For the Eight Months Ending Thursday, August 31, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Landfill				
Contribution From Reserves	-	(75,000.00)	(75,000.00)	0.00%
Landfill Site Expansion - 2017 RFP and 1st Phase Design activities	-	75,000.00	75,000.00	0.00%
Total Landfill	-	-	-	0.00%
Total Public Works	951,135.48	-	(951,135.48)	0.00%
 LIONS MILLENIUM PARK				
Donations	(1,600.00)	-	1,600.00	0.00%
Contracted Works	1,421.84	-	(1,421.84)	0.00%
Total Lions Millenium Park	(178.16)	-	178.16	0.00%
 COMMUNITY SERVICES				
Day Care				
Contribution From Reserves	-	(77,200.00)	(77,200.00)	0.00%
Roof Replacement	58.39	42,200.00	42,141.61	0.14%
Vehicle Replacement -AWD (2016 Carryover)	29,586.13	35,000.00	5,413.87	84.53%
Total Day Care	29,644.52	-	(29,644.52)	0.00%
 MSC/Recreation				
Contribution From Reserves	-	(8,000.00)	(8,000.00)	0.00%
Sunny Cove Upgrades (5-year Plan)	57.97	8,000.00	7,942.03	0.72%
Contribution From Reserves	-	(10,000.00)	(10,000.00)	0.00%
Fitness Equipment (annual)	-	10,000.00	10,000.00	0.00%
Contributions from Others	(3,000.00)	-	3,000.00	0.00%
Contribution From Reserves	-	(166,345.00)	(166,345.00)	0.00%
Small Capital Purchases	66.52	-	(66.52)	0.00%
Olympia Edger	7,841.00	5,245.00	(2,596.00)	149.49%
Ladies Sauna	6,668.34	7,800.00	1,131.66	85.49%
52 Canadian Rink North Dehumidifier (Carryover)	17,500.00	23,000.00	5,500.00	76.09%
IFK Compressor Rebuild	16,414.61	40,000.00	23,585.39	41.04%

TOWN OF FORT FRANCES
Capital Financial Statements
For the Eight Months Ending Thursday, August 31, 2017

	Actual	Budget	Variance	% Variance
52 Canadian Brine Pump Filter (Maintenance)	9,542.60	8,000.00	(1,542.60)	119.28%
52 Canadian Compressor Overhaul	9,343.45	65,000.00	55,656.55	14.37%
Auditorium Flooring	57.38	17,300.00	17,242.62	0.33%
Total MSC/Recreation	<u>64,491.87</u>	<u>-</u>	<u>(64,491.87)</u>	<u>0.00%</u>
HANDI-VAN				
Federal Grant	-	(23,775.00)	(23,775.00)	0.00%
Provincial Grant	-	(23,776.00)	(23,776.00)	0.00%
Contribution From Reserves	-	(131,067.00)	(131,067.00)	0.00%
Handivan Bus (2016 Carry Over)	<u>-</u>	<u>178,618.00</u>	<u>178,618.00</u>	<u>0.00%</u>
Total Handi-Van	<u>-</u>	<u>-</u>	<u>-</u>	<u>0.00%</u>
MULTI-USE TENNIS COURTS				
Provincial Grant	-	(15,000.00)	(15,000.00)	0.00%
Contribution from Others	-	(53,785.00)	(53,785.00)	0.00%
Contribution From Reserves	-	(60,770.00)	(60,770.00)	0.00%
Tennis Courts (Carryover)	<u>12,214.09</u>	<u>129,555.00</u>	<u>117,340.91</u>	<u>9.43%</u>
Total Multi-Use Tennis Courts	<u>12,214.09</u>	<u>-</u>	<u>(12,214.09)</u>	<u>0.00%</u>
LIBRARY				
Contribution From Reserves	-	(35,000.00)	(35,000.00)	0.00%
Maker Space Equipment	-	10,000.00	10,000.00	0.00%
Computer Upgrades	296.60	20,000.00	19,703.40	1.48%
New Library- Capital	5,922.43	-	(5,922.43)	0.00%
Surveillance Upgrade	<u>2,497.19</u>	<u>5,000.00</u>	<u>2,502.81</u>	<u>49.94%</u>
Total Library	<u>8,716.22</u>	<u>-</u>	<u>(8,716.22)</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Capital Financial Statements
For the Eight Months Ending Thursday, August 31, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
MUSEUM				
Federal Grant	(69,300.00)	(77,000.00)	(7,700.00)	90.00%
Provincial Grant	-	(77,000.00)	(77,000.00)	0.00%
Roof Replacement, Accessible Washroom, Front Entrance Ramp	583.95	154,000.00	153,416.05	0.38%
Interactive Programming-App Design	3,000.00	-	(3,000.00)	0.00%
Total Museum	<u>(65,716.05)</u>	<u>-</u>	<u>65,716.05</u>	<u>0.00%</u>
Total Community Services	<u>49,350.65</u>	<u>-</u>	<u>(49,350.65)</u>	<u>0.00%</u>
 SANITARY SEWER				
Provincial Grant	-	(200,912.00)	(200,912.00)	0.00%
Contributions from Revenue Fund	-	(352,477.00)	(352,477.00)	0.00%
Sanitary Sewer Tools & Equipment	6,204.50	12,000.00	5,795.50	51.70%
GIS Capital Upgrades	757.76	1,530.00	772.24	49.53%
Refurbish Manholes	-	50,000.00	50,000.00	0.00%
Design for Infrastructure Renewal Project for 2018 Construction Work	36,477.78	37,500.00	1,022.22	97.27%
Phair Ave. Reconstruction from 3rd to 5th	1,291.22	-	(1,291.22)	0.00%
Nelson Street Reconstruction from Mosher Ave west to mid block	168,032.00	184,476.00	16,444.00	91.09%
Second Street E. Reconstruction from Mowat Ave & Portage Ave	15,421.82	267,883.00	252,461.18	5.76%
Colonization Rd. E. Reconstruction from Scott St. to WTP	19.36	-	(19.36)	0.00%
Total Sanitary Sewer	<u>228,204.44</u>	<u>-</u>	<u>(228,204.44)</u>	<u>0.00%</u>
 SEWAGE TREATMENT PLANT				
Provincial Grant	(55,418.71)	(83,166.00)	(27,747.29)	66.64%
Contribution From Reserves	-	(103,102.00)	(103,102.00)	0.00%
Contributions from Revenue Fund	-	(384,138.00)	(384,138.00)	0.00%
Misc. Capital Upgrades	39,850.03	120,000.00	80,149.97	33.21%
Honeywell Improvements at STP including Street lighting	-	50,406.00	50,406.00	0.00%
Sludge Watering Upgrades	76,424.56	400,000.00	323,575.44	19.11%
Total Sewage Treatment Plant	<u>60,855.88</u>	<u>-</u>	<u>(60,855.88)</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Capital Financial Statements
For the Eight Months Ending Thursday, August 31, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
WATER TREATMENT PLANT				
Contributions from Revenue Fund	-	(60,000.00)	(60,000.00)	0.00%
Misc. Small Capital Equipment	11,565.78	60,000.00	48,434.22	19.28%
Total Water Treatment Plant	<u>11,565.78</u>	<u>-</u>	<u>(11,565.78)</u>	<u>0.00%</u>
WATERWORKS ADMINISTRATION				
Provincial Grant	(143,976.29)	(181,132.00)	(37,155.71)	79.49%
Contributions from Revenue Fund	-	(982,156.00)	(982,156.00)	0.00%
Miscellaneous Tools/Equipment	8,274.77	12,000.00	3,725.23	68.96%
Replace 1995 Large Wheeled Hyundai Excavator	-	400,000.00	400,000.00	0.00%
GIS Capital Upgrades	1,515.49	3,055.00	1,539.51	49.61%
Replacing Main Line Water Valves/Hydrants (to be included in Nelson St Tender)	46,637.62	100,000.00	53,362.38	46.64%
Design for Infrastructure Renewal 2018 Construction Work	36,477.76	37,500.00	1,022.24	97.27%
Phair Ave. Reconstruction from 3rd to 5th	1,416.91	-	(1,416.91)	0.00%
Nelson Street Reconstruction from Mosher Ave west to mid block	99,742.37	137,917.00	38,174.63	72.32%
Second Street E. Reconstruction between Mowat Ave & Portage Ave	11,175.16	241,509.00	230,333.84	4.63%
Colonization Rd. E. Reconstruction from Scott St. to WTP	141.24	-	(141.24)	0.00%
Mill Road Overpass Reconstruction	-	231,307.00	231,307.00	0.00%
Total Waterworks Administration	<u>61,405.03</u>	<u>-</u>	<u>(61,405.03)</u>	<u>0.00%</u>
Total Capital	<u>1,860,886.25</u>	<u>-</u>	<u>(1,860,886.25)</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Eight Months Ending August-31-17

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
CORPORATE				
Municipal Tax Levy	(\$10,595,331.05)	(\$10,595,333.00)	(\$1.95)	100.00%
Education Tax Levy	(1,599,069.10)	(1,599,847.00)	(777.90)	99.95%
Supp/Omit Municipal Tax Levy	(22,781.95)	-	22,781.95	0.00%
Supp/Omit Education Tax Levy	(2,947.21)	-	2,947.21	0.00%
W/O Municipal	16,798.15	226,140.00	209,341.85	7.43%
W/O Education	78,994.27	21,007.00	(57,987.27)	376.04%
OMPF	(2,329,875.00)	(3,106,500.00)	(776,625.00)	75.00%
Payments-in-Lieu	(718,328.92)	(789,904.00)	(71,575.08)	90.94%
Sale of Land	(161,850.00)	-	161,850.00	0.00%
Mayor & Council	328,213.55	719,600.00	391,386.45	45.61%
Contribution to Reserves & Reserve Funds	-	1,375,000.00	1,375,000.00	0.00%
Long Term Debt	341,473.08	633,228.00	291,754.92	53.93%
Riverside Health Care/Dr Recruitment	68,000.00	68,000.00	-	100.00%
Clinic Financing Interest	-	7,000.00	7,000.00	0.00%
RR DSSAB	1,275,407.27	1,991,502.00	716,094.73	64.04%
Northwestern Health Unit	276,610.05	368,814.00	92,203.95	75.00%
Economic Development	82,425.44	167,768.00	85,342.56	49.13%
Travel Information Centre	32,777.15	19,000.00	(13,777.15)	172.51%
Solar Panel Project	(10,005.35)	(25,625.00)	(15,619.65)	39.05%
English Public School Board	663,136.90	1,308,908.00	645,771.10	50.66%
English Separate School Board	134,702.73	265,764.00	131,061.27	50.69%
French Public School Board	661.01	1,322.00	660.99	50.00%
French Separate School Board	1,423.29	2,846.00	1,422.71	50.01%
Total Corporate	<u>(12,139,565.69)</u>	<u>(8,941,310.00)</u>	<u>3,198,255.69</u>	<u>135.77%</u>
ADMINISTRATION AND FINANCE				
Other Unassigned Revenue	(167,518.33)	(319,195.00)	(151,676.67)	52.48%
Administration	236,410.80	382,295.00	145,884.20	61.84%
Admin Vehicle	4,255.87	3,330.00	(925.87)	127.80%
Municipal Buildings	7,014.18	11,830.00	4,815.82	59.29%
HR Department	47,509.39	58,500.00	10,990.61	81.21%
Clerk	163,471.21	198,660.00	35,188.79	82.29%
Treasury	352,996.81	397,297.00	44,300.19	88.85%
FFPC Administration	91,739.14	108,000.00	16,260.86	84.94%
Total Administration and Finance	<u>735,879.07</u>	<u>840,717.00</u>	<u>104,837.93</u>	<u>87.53%</u>
EMERGENCY SERVICES				
Emergency Services	591,945.97	963,438.00	371,492.03	61.44%
Emergency Measures	3,663.04	14,107.00	10,443.96	25.97%
911 Service	15,534.58	11,800.00	(3,734.58)	131.65%
Police Revenue	(18,033.30)	(24,000.00)	(5,966.70)	75.14%
Police Services Board	9,157.03	17,670.00	8,512.97	51.82%
Police Administration	1,400,051.37	2,030,005.00	629,953.63	68.97%
Total Emergency Services	<u>2,002,318.69</u>	<u>3,013,020.00</u>	<u>1,010,701.31</u>	<u>66.46%</u>
COMMUNITY SERVICES				
Sister Kennedy Centre	15,636.08	43,053.00	27,416.92	36.32%
Fort Frances Children's Complex	78,219.50	51,358.00	(26,861.50)	152.30%
Best Start Hub	(34,377.10)	-	34,377.10	0.00%
Day Care Resource Teachers	(18,496.45)	-	18,496.45	0.00%
Handi-Transit System	35,890.79	103,377.00	67,486.21	34.72%
Townshend Theatre	(8,580.98)	-	8,580.98	0.00%
Recreation Facilities	462,174.91	602,187.00	140,012.09	76.75%
Recreation Programs	(12,030.68)	138,656.00	150,686.68	(8.68%)
Community Services	94,582.96	133,742.00	39,159.04	70.72%

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1 of 2

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Eight Months Ending August-31-17

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Sunny Cove Camp	(12,079.71)	23,705.00	35,784.71	(50.96%)
Fort Frances Public Library	330,298.42	480,749.00	150,450.58	68.70%
Museum	107,094.02	144,027.00	36,932.98	74.36%
Waterfront Development/Marina	12,218.67	38,056.00	25,837.33	32.11%
Total Community Services	<u>1,050,550.43</u>	<u>1,758,910.00</u>	<u>708,359.57</u>	<u>59.73%</u>

OPERATIONS AND FACILITIES

PW Administration	(26,422.83)	(198,059.00)	(171,636.17)	13.34%
PW Buildings & Yards	85,535.63	119,380.00	33,844.37	71.65%
Municipal Roads	781,391.78	1,382,899.00	601,507.22	56.50%
Public Parking Lots	3,020.84	16,994.00	13,973.16	17.78%
Sidewalks	38,421.34	101,671.00	63,249.66	37.79%
Private Works Charges	12,344.62	47,060.00	34,715.38	26.23%
Private Crossing Charges	18,384.01	16,678.00	(1,706.01)	110.23%
PW Vehicles	113,422.70	230,462.00	117,039.30	49.22%
PW Equipment	110,999.97	264,141.00	153,141.03	42.02%
PW Stores	51,798.67	72,336.00	20,537.33	71.61%
Traffic Signal Maintenance	4,261.29	8,735.00	4,473.71	48.78%
Streetlight Maintenance	50,412.66	75,496.00	25,083.34	66.78%
Garbage Collection	(97,656.24)	(208,376.00)	(110,719.76)	46.87%
Recycling Services	81,024.81	213,649.00	132,624.19	37.92%
Sanitary Landfill	(113,511.03)	(5,273.00)	108,238.03	2152.68%
Engineering	24,559.62	33,795.00	9,235.38	72.67%
Airport	(16,413.34)	(28,880.00)	(12,466.66)	56.83%
Airport Building Maintenance	27,391.81	46,625.00	19,233.19	58.75%
Airport Grounds Maintenance	22,497.01	63,704.00	41,206.99	35.31%
Parks & Cemeteries Maintenance	126,516.28	163,466.00	36,949.72	77.40%
Fort Frances Cemetery	93,865.21	78,580.00	(15,285.21)	119.45%
Riverview Cemetery	133,257.76	186,636.00	53,378.24	71.40%
Point Park	(13,482.42)	30,111.00	43,593.42	(44.78%)
Parks - Outdoor Facilities	185,188.59	266,840.00	81,651.41	69.40%
Lions Millennium Park	5,983.41	9,634.00	3,650.59	62.11%
Total Operations and Facilities	<u>1,702,792.15</u>	<u>2,988,304.00</u>	<u>1,285,511.85</u>	<u>56.98%</u>

PLANNING AND DEVELOPMENT

Civic Centre	65,554.91	114,718.00	49,163.09	57.14%
By-Law Enforcement	102,165.33	146,640.00	44,474.67	69.67%
Animal Shelter	2,750.90	9,105.00	6,354.10	30.21%
Building Official	3,212.96	21,776.00	18,563.04	14.75%
Planning & Zoning	6,330.05	48,120.00	41,789.95	13.15%
Total Planning and Development	<u>180,014.15</u>	<u>340,359.00</u>	<u>160,344.85</u>	<u>52.89%</u>

Sub-Total General Fund (Operating)	<u>(6,468,011.20)</u>	<u>-</u>	<u>6,468,011.20</u>	<u>0.00%</u>
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TOTAL BUDGET- Revenue	<u>(18,918,984.85)</u>	<u>(21,739,787.00)</u>	<u>(2,820,802.15)</u>	<u>87.02%</u>
TOTAL BUDGET- Expenditures	<u>12,450,973.65</u>	<u>21,739,787.00</u>	<u>9,288,813.35</u>	<u>57.27%</u>
	<u>(6,468,011.20)</u>	<u>-</u>	<u>6,468,011.20</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Water and Sewer Fund (Operating) Summary
For the Eight Months Ending August-31-17

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$887,861.80)	(\$680,548.00)	\$207,313.80	130.46%
Water Treatment Plant	428,643.61	556,442.00	127,798.39	77.03%
Water Storage Facility	102,005.56	124,106.00	22,100.44	82.19%
	<u>(357,212.63)</u>		<u>357,212.63</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(891,248.26)	(756,652.00)	134,596.26	117.79%
Sewage Treatment Plant	394,056.76	756,652.00	362,595.24	52.08%
	<u>(497,191.50)</u>		<u>497,191.50</u>	<u>0.00%</u>

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
May 2017

STAFFING

The following table is a breakdown of lost man shifts during the month:

	2016	2017
WSIB	0.00	0.00
WI/LTD	5.00	2.00
SICK DAYS	6.25	10.81
COMPASSIONATE LEAVE	1.00	0.00
FLOATERS	3.00	4.00
VACATION	19.00	28.50
BANKED TIME USED	11.69	5.81
OFF	1.25	0.50
STATUTORY HOLIDAYS	27.00	28.00
TOTAL	74.19	79.62

OVERTIME HOURS

Equivalent Straight Time Hours:

	2016	2017	2016	2017
	May	May	Year To	Year To
			Date	Date
FIGHT THE BLIGH(ADMIN)	142.50	0.00	142.50	0.00
TRAVEL	0.00	11.50	2.50	14.00
ENGINEERING	4.00	0.00	8.00	0.00
INTERDEPARTMENTAL	0.00	10.50	9.00	10.50
PRIVATE WORK	0.00	0.00	8.00	5.25
RECYCLE/GARBAGE	0.00	4.75	21.50	18.00
ROADS	0.00	0.00	166.75	176.25
SEWER COLLECTION	18.25	1.50	142.50	68.00
SIDEWALKS	0.00	0.00	3.00	42.00
STORES	0.00	0.00	30.00	16.75
VEHICLE & EQUIPMENT	0.00	0.00	4.00	4.00
WATER TREATMENT PLANT	30.50	4.00	192.25	33.75
WATER DISTRIBUTION	62.50	4.50	296.25	81.50
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	0.00	2.25
TOTAL	257.75	36.75	1026.25	472.25

TRANSPORTATION REPORT

May 2017

ROADS:

Storm Water Management – Urban:

- Repaired a leak in the Storm Sewer at 402 Williams Avenue

Storm Water Management - Rural:

- Cleaned out culvert ends to get water moving
- Repaired a culvert at 186 Eighth Street West

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Started replacing curb and gutter at utility repair locations from the winter
- Completed initial sweep of all streets on May 26th

Loose Top Maintenance:

- Graded loose top roads twice
- Graded lanes as required.

Roadside Maintenance:

- Cleaned up debris along boulevards and ditches at Town entrances
- Landscaped several areas along boulevards and sidewalks damaged by winter plows
- Picked up garbage along back roads and ditches throughout Town
- Cut grass at all dead ends and CN crossings

Winter Control:

- Repaired a fence damaged by the snow plow at 1111 Christie Avenue North.

Traffic Operations:

- Repaired and replaced signs as required.
- Replaced signs that failed reflectivity testing.

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Cut grass at Public Works Building and all yards
- Constructed walls for new shelter in north yard
- Repaired door on storage building

Private Work:**Sidewalks – Winter:****Sidewalks – Summer:****Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.

Public Relations:

- Installed flower pots on islands

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Flushed/cleaned sanitary sewer mains

Interdepartmental:

- Replaced some damaged paving stones at Civic Centre
- Swept out corners of Day Care parking lot by hand and then swept the lot with the Street Sweeper
- Prepared Sorting Gap Marina for summer operations on May 11.
- Assisted FFPC in removing banners along International Bridge
- Cut grass at Animal Shelter
- Supplied loader and operator to install compressor at Memorial Sports Centre on May 30th
- Scott Gosman supplied coverage for vacation at the Airport from May 19th to May 31st.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Cleaned up recycling yard as required.

Training:.**Health & Safety:**

- Safety Orientation Training for students was held on May 1st and 2nd
- A Health and Safety Tailgate Talk was held on May 31, 2017 in the Public Works Shop area
- A Workplace Inspection was done at the Public Works Building on May 24th.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
June 2017

STAFFING

The following table is a breakdown of lost man shifts during the month:

	2016	2017
WSIB	0.00	0.00
WI/LTD	0.00	14.00
SICK DAYS	7.78	10.44
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	3.00	2.00
VACATION	36.00	46.00
BANKED TIME USED	7.00	4.25
OFF	8.25	3.75
STATUTORY HOLIDAYS	0.00	0.50
TOTAL	62.03	80.94

OVERTIME HOURS

Equivalent Straight Time Hours:

	2016	2017	2016	2017
	June	June	Year To	Year To
			Date	Date
FIGHT THE BLIGHT (ADMIN)	0.00	0.00	142.50	0.00
TRAVEL	0.00	0.00	2.50	14.00
ENGINEERING	0.00	6.00	0.00	6.00
INTERDEPARTMENTAL	8.00	6.00	8.00	16.50
PRIVATE WORK	0.00	1.50	8.00	6.75
RECYCLE/GARBAGE	0.00	4.00	8.00	22.00
ROADS	12.00	85.50	21.50	261.75
SEWER COLLECTION	54.25	23.75	178.75	91.75
SIDEWALKS	0.00	3.75	196.75	45.75
STORES	0.00	0.00	3.00	16.75
VEHICLE & EQUIPMENT	0.00	0.00	30.00	4.00
WATER TREATMENT PLANT	16.00	23.00	4.00	56.75
WATER DISTRIBUTION	131.00	37.25	208.25	118.75
WATER TOWER	0.00	0.00	427.25	0.00
TRAINING	0.00	0.00	0.00	2.25
TOTAL	221.25	190.75	1238.50	663.00

TRANSPORTATION REPORT

June 2017

ROADS:

Storm Water Management – Urban:

- Repaired catchbasins identified for repairs or replacement

Storm Water Management - Rural:

- Flushed/cleaned culverts to get water moving
- Installed a new culvert on Calder Drive
- Flushed storm sewer laterals and cleaned catchbasin sumps
- Cut brush along ditches with new skid steer.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown area and Front Street done once weekly
- Continued with curb and gutter repairs

Loose Top Maintenance:

- Graded all loose top roads twice
- Graded lanes as required.

Roadside Maintenance:

- Cleaned up trees, branches and debris from high winds on June 14th and June 15th
- Cut grass along Town entrances

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required.
- Continued replacing signs that failed reflectivity testing
- Did a traffic count at three (3) intersections with traffic control signals
- Started painting crosswalks, lines, parking stalls and no parking areas in the Downtown area on June 26th.

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Cut grass at Public Works Building and all yards
- Started moving material from Stores area for remodeling

Private Work:

- Installed a private crossing at 601 Church Street
- Installed a culvert for a private crossing at 650 Sixth Street West (TBay Tel)
- Installed a private crossing at 826 Huffman Court
- Installed two (2) cement pads for Memorial Benches along the waterfront
- Installed a private crossing at 934 Fourth Street East

Sidewalks – Winter**Sidewalks – Summer:****Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.
- Flushed sanitary sewer mains

Public Relations:

- Delivered barricades for July 1st parade
- Delivered barricades for July 1st fireworks
- Delivered load of sand and the skid steer to Seven Oaks for July 1st fireworks

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

Interdepartmental:

- Hauled old mattresses from Sunny Cove to the Landfill Site
- Removed the sprinkler system at the Civic Centre so sidewalks could be replaced on June 19th
- Removed concrete furniture and slab at Civic Centre so that new sidewalk could be installed
- Groomed beach at Point Park with new landscaper attachment.
- Scott Gosman supplied coverage for vacation at the Airport June 1st, 9th and 10th and from June 27th to June 30th.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded commercial recycling bins as required
- Emptied bins from “drop off centre” as required.

Training:

- Dave Martin, Bryan Henttonen, Dale Gill, Paul LeMesurier and Greg Wiedenhoeft attended “Working from Heights Training” on June 14th, 2017 at LaPlace Rendezvous.

Health & Safety:

- A Joint Health and Safety Committee Meeting was held on June 13, 2017.
- A Workplace Inspection was done at the Public Works Building on June 28th.

Milt Strachan,
Superintendent of Transportation

Sewer & Water Data for 2017

up-dated August 31, 2017

Month	Days per month	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017-2016	2017-2016	2017	2017
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP		
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily					
January	31	174745	5636.94	13111	422.94	7.50%	114550.0	3695.2	10605.0	342.1	9.26%	-3560.0	-1965.0	60195.0	1941.8
February	28	174956	6248.43	13811	493.25	7.89%	103680.0	3702.9	10605.0	378.8	10.23%	-6570.0	17839.0	71276.0	2545.6
March	31	223183	7199.45	15572	502.32	6.98%	113560.0	3663.2	10785.0	347.9	9.50%	-4500.0	-8182.0	109623.0	3536.2
April	30	256759	8558.63	15613	520.43	6.08%	108330.0	3611.0	10785.0	359.5	9.96%	1590.0	2888.0	148429.0	4947.6
May	31	228551	7372.61	14312	461.68	6.26%	116990.0	3773.9	9850.0	317.7	8.42%	-1590.0	18298.0	111561.0	3598.7
June	30	201914	6730.47	13005	433.50	6.44%	114210.0	3807.0	9850.0	328.3	8.62%	-5980.0	-72302.0	87704.0	2923.5
July	31	212264	6847.23	14818	478.00	6.98%	126300.0	4074.2		0.0	0.00%	270.0	-40152.0	85964.0	2773.0
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-137500.0	-190658.0	0.0	0.0
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-104260.0	-180285.0	0.0	0.0
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-103050.0	-181205.0	0.0	0.0
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-96940.0	-169075.0	0.0	0.0
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-108030.0	-187407.0	0.0	0.0
Total	365	1472372		100242			797620.0		62480			-570120.0	-992206.0	674752.0	1848.6
Monthly Average												-47510.0	-82683.8	56229.3	1855.5
daily Average															

2017 - tonnage at Landfill Site - updated August 31, 2017

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2016	Average last 10 years	2017	2016	Average last 10 years	2017		
								Total	Total	Total	Total	Total	Total	2017-2016 Tonnes	2017-2016 Fees
								Tonne	Tonne	Tonne	Fees	Fees	Fees		
												2007 to 2016			
JAN	137.74	30.55	304.18	67.47	8.93	1.98	0.00	369.18	360.75	450.85	\$20,490.00	\$17,849.10	\$26,266.82	81.67	\$5,776.82
FEB	111.80	31.97	230.26	65.85	7.60	2.17	0.00	314.92	306.73	349.66	\$17,474.70	\$15,355.62	\$20,191.04	34.74	\$2,716.34
MAR	149.38	32.06	309.46	66.41	7.17	1.54	0.00	395.39	411.69	466.01	\$23,164.20	\$21,321.44	\$28,951.58	70.62	\$5,787.38
APRIL	217.26	34.44	405.17	64.22	8.48	1.34	20.73	573.09	574.04	630.91	\$34,152.50	\$30,505.60	\$40,385.84	57.82	\$6,233.34
MAY	243.32	32.81	491.78	66.31	6.49	0.88	0.00	641.69	719.34	741.59	\$34,655.80	\$36,978.61	\$43,112.32	99.90	\$8,456.52
JUNE	314.60	47.45	341.84	51.56	6.58	0.99	159.94	1,246.89	846.85	663.02	\$37,412.30	\$38,270.35	\$40,162.52	-583.87	\$2,750.22
JULY	209.92	35.67	369.29	62.76	9.25	1.57	1099.92	618.23	673.76	588.46	\$37,556.30	\$37,267.74	\$37,823.17	-29.77	\$266.87
AUG		#DIV/0!		#DIV/0!		#DIV/0!		897.44	657.07	0.00	\$43,194.40	\$34,723.56		-897.44	-\$43,194.40
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		695.10	651.51	0.00	\$42,510.30	\$34,879.94		-695.10	-\$42,510.30
OCT		#DIV/0!		#DIV/0!		#DIV/0!		686.35	803.03	0.00	\$36,305.40	\$40,187.03		-686.35	-\$36,305.40
NOV		#DIV/0!		#DIV/0!		#DIV/0!		615.60	569.91	0.00	\$37,603.60	\$29,432.34		-615.60	-\$37,603.60
DEC		#DIV/0!		#DIV/0!		#DIV/0!		587.46	416.38	0.00	\$21,415.30	\$21,716.47		-587.46	-\$21,415.30
Average per monthly	197.72	32.25	350.28	65.99	7.79	1.76	182.94	636.78	582.59	324.21	\$32,161.23	\$29,873.98	\$33,841.90	244.85	31,720.62
Total	1384.03		2451.97		54.50		1280.59	7641.34	6991.06	3890.50	\$385,934.80	\$358,487.81	\$236,893.29	-3750.84	-\$149,041.51
Town of Fort Frances Tonnage	3836.00										\$385,934.80 Actual		\$236,893.29		
											\$384,888.00 Budget		\$391,084.00		
								Includes 603.005t associated with the Fight the Blight Campaign							
Total Tonnage	3890.50										\$385,934.80 Forecasted		\$406,102.78		
Residential Tonnage	1384.03	35.57%													
ICI Tonnage	2451.97	63.02%													
Coverage material	1280.59														

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

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017-2016
January	76	70	76	308	261	256	0	1	6	2	3	6	42	30	43	4	3	4	48	36	42	172	143	177	29
February	80	69	67	334	233	241	1	1	2	1	1	7	32	35	36	0	1	3	39	49	40	153	156	155	-3
March	90	69	78	336	199	341	10	0	5	4	17	30	50	34	36	14	3	5	51	55	38	219	178	192	41
1/4 Total	246	208	221	978	693	838	11	2	13	7	21	43	124	99	115	18	7	12	138	140	120	544	477	524	67
April	67	81	81	289	288	330	0	7	1	18	8	23	40	47	41	3	3	2	41	40	53	169	186	201	-17
May	87	88	82	389	309	365	8	4	1	8	9	28	50	37	37	33	32	34	54	59	77	240	229	259	11
June	82	76	80	324	273	322	10	0	11	16	30	36	38	38	31	87	77	74	63	52	96	296	273	328	23
1/2 Total	482	453	464	1980	1563	1855	29	13	26	49	68	130	252	221	224	141	119	122	296	291	346	1249	1165	1312	84
July	70	72	81	224	221	297	3	2	8	26	48	40	52	51	35	76	66	83	54	47	77	281	286	324	-5
August	82	84	79	292	256	297	4	6	4	27	42	39	46	66	31	80	71	73	50	53	87	289	322	313	-33
September		78	76		277	328		1	0		15	17		40	36		45	44		51	76	0	230	249	-230
3/4 Total	634	687	700	2496	2317	2777	36	22	38	102	173	226	350	378	326	297	301	322	400	442	586	1819	2003	2198	-184
October		85	83		357	309		2	4		10	20		41	47		18	9		47	51	0	203	214	-203
November		72	68		328	260		3	0		20	9		28	30		7	1		38	38	0	168	146	-168
December		64	68		231	200		0	0		0	4		29	31		0	2		29	34	0	122	139	-122
Total	634	908	919	2496	3233	3546	36	27	42	102	203	259	350	476	434	297	326	334	400	556	709	1819	2496	2697	-677

Fort Frances Airport- Page 2/2 - Fuel Sales - As of September 1, 2017																			
Fuel Sales Recap - 2017									2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	Variance 2017-
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	per	9 year
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	month	Average
									2015 to										2016
									2007										per month
									month										month
January	8,175	8,175	17,500	17,500	0	0	25,675	25,675	7,528	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,002
February	8,377	16,552	4,126	21,626	0	0	12,503	38,178	11,904	11,231	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,316
March	4,574	21,126	16,954	38,580	200	200	21,728	59,906	13,255	17,795	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,235
April	4,322	25,448	8,780	47,360	0	200	13,102	73,008	8,592	13,219	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	13,505
May	3,044	28,492	18,318	65,678	0	200	21,362	94,370	24,681	16,161	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	26,824
June	6,882	35,374	20,498	86,176	0	200	27,380	121,750	26,015	45,698	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	28,416
July	4,236	39,610	20,406	106,582	0	200	24,642	146,392	29,002	28,150	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,566
August	5,171	44,781	17,858	124,440	0	200	23,029	169,421	21,119	36,638	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	28,566
September		44,781		124,440		200	0	169,421	21,325	24,238	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	22,730
October		44,781		124,440		200	0	169,421	30,655	8,216	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	18,358
November		44,781		124,440		200	0	169,421	22,349	11,616	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	12,582
December		44,781		124,440		200	0	169,421	13,797	7,592	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	8,484
Total	44,781		124,440		200		169,421		230,222	229,246	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	224,583
								Jan to Aug	142,096	177,584	138,165	110,386	143,611	112,783	173,854	149,015	240,810	251,142	162,429
																			-60,801
																			27,325

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month