

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - November 7, 2017, 12:00 PM

MEETING - Civic Centre

Session #

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 58 dated October 17, 2017. 3 - 4
5. **In-Camera**
 - 5.1 Personnel Matter-Board Secretary
6. **New Business**
 - 6.1 Doug Brown, CAO - Purchase Card Expenses. 5 - 7
 - 6.2 Amended Property Assessment Notices re: 8 - 16
 - 535 Riverview Drive (2017)
 - 414 Scott Street (2017)
 - 1018 First Street East (2017)
 - 1020 First Street East (2017)
 - 6.3 357/358 Applications for Tax Adjustment 17 - 21
re: 602 Fourth Street West (2017).
 - 6.4 June 2014 Flood Event - ODRAP Audited Statement and Invoice. 22 - 33
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8. <u>Information</u>	
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8.2 Town of Fort Frances General Fund (Operating) Summary for the Ten Months ending Tuesday, October 31, 2017.	57 - 58
8.3 Town of Fort Frances Water & Sewer Fund (Operating) Summary for the Ten Months Ending Tuesday, October 31, 2017.	59
9. <u>Adjourn / Next Meeting Date - November 21st, 2017</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 58

October 17, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on October 17th, 2017 from 12:07 p.m. to 12:17 p.m.

PRESENT: Councillor K. Perry, Chair; Councillor W. Brunetta and Councillor G. P. Ryan

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer and K. Lawson, Secretary

REGRETS: Mayor R. Avis

1. **Call to Order - 12:07 p.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - None identified.**
3. **Disclosure of pecuniary interest and the general nature thereof - None identified.**
4. **Approval of Previous Committee Minutes**

4.1 Session No. 57 dated October 3rd, 2017.

Brunetta-Ryan: Approved as presented.

CARRIED

5. Items Referred from Council

- 5.1 CUPE Local 65 Retirement Dinner and Dance Request.
 - Committee approved recommending that the Town contribute promotional items for attendance draws to the Retirement Planning Committee for CUPE 65 for their annual Retirement Dinner and Dance - November 18th, 2017.
- 5.2 Royal Canadian Legion Manitoba/NW Ontario Command Advertising.
 - Committee approved recommending supporting the advertisement request from the Royal Canadian Legion Manitoba/NW Ontario Command by placing a 1/10m (Business Card) size advertisement in the "Military Service Recognition Book".

6. New Business

- 6.1 Consumer Price Index (CPI) Increase for 2018 User Fees.
 - Committee approved recommending that Division Managers be directed to affect a 1.5% user fee increase for 2018, reflective of the Ontario Consumer Price Index inflationary increase, for Executive Committee review the week of November 6th to 10th, 2017.
- 6.2 Request for Reconsideration Minutes of Settlement (M.O.S.) re: 412 Scott Street (2017; 509 Victoria Avenue (2017); 213 Second Street East (2017); and 1014 Scott Street (2017).
 - Committee approved recommending receiving the Minutes of Settlement for properties located at 412 Scott Street; 509 Victoria Avenue; 213 Second Street East and 1014 Scott Street for the 2017 taxation year.

7. Non-agenda Items - None identified.

8. Information

- 8.1 Town of Fort Frances General Fund (Operating) for the Nine Months Ending September 30, 2017.
- Committee received as information.
- 8.2 Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Nine Months Ending September 30, 2017.
- Committee received as information.
- 8.3 2017 Capital Budget vs Actual Financial Statement as at September 30, 2017.
- Committee received as information.

9. Adjourn 12:17 p.m. / Next Meeting Date - November 7, 2017

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: October 27, 2017
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Card expense of \$56.04 for vehicle gas to attend the Northern Ontario Municipal Association Conference held in Thunder Bay, Ontario on September 19 – 22, 2017 as submitted by Doug Brown, CAO.

VISA TRANSACTIONS TO OCTOBER 5/17

Transaction Date	Posting Date	Reference Number	Merchant Name	Merchant City	Province	Transaction Amount
2017-09-22	2017-09-26	74064497268920140610199	SHELL 4794 HWY 11 & 17	KAKABEKA FALL	ON	\$56.04
DOUG BROWN Total						\$56.04



Doug B

Oct 10/17

10-020-02641500-71531

SHELL CANADA PRODUCTS
4794 HIGHWAY 11 & 17
Kakabeka Falls, ON P0T 1W0
(807) 577-8767

(DUPLICATE RECEIPT)

Tax Description Qty Amount

H Bronze No1
45.973 L @ \$1.219/ L \$55.04
AIR MILES 1 \$0.00

Sub Total \$55.04
13.0% HST tax on \$0.00 \$0.00
5.0% HST-F tax on \$0.00 \$0.00
TOTAL \$55.04
VISA: \$55.04
Change \$0.00

Fuel Includes HST 13.0% \$5.45
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. 863700670RT0001

01 APPROVED - THANK YOU 001

VISA XXXXXXXXXXXX4124
TERMINAL No. 89221561
C

PURCHASE
INV No. 2215613946
APPROVAL No. 095699
VISA CREDIT
AID A0000000031010
TVR 0080008000
TSI E800

VERIFIED BY PIN

IMPORTANT
retain this copy for your records



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/110

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: October 27, 2017
SUBJECT: Amended Property Assessment Notices

RE:	535 Riverview Drive (2017)	Roll # 5912-010-002-11900-0000
	414 Scott Street (2017)	Roll # 5912-020-002-08100-0000
	1018 First Street E (2017)	Roll # 5912-030-005-04100-0000
	1020 First Street E (2017)	Roll # 5912-030-005-04200-0000

BACKGROUND

Attached are the Amended Property Assessment Notices received for the 2017 taxation year from MPAC with regard to the following property:

- **535 Riverview Drive - Commercial (CT) CVA of 8,906 reduced to (CT) CVA of 7,916 for 2017 taxation year resulting from the changing of phase-n assessment from 9,000 to 8,000 and a 10% reduction for signage not factored into omitted assessment**
- **414 Scott Street – Commercial (CT) CVA of 103,000 increased to Commercial (CT) CVA of 116,000 for 2017 taxation year**
- **1018 First Street E. – Residential (RT) CVA of 29,000 reduced to CVA of 0 for the 2017 taxation year resulting from deemed property**
- **1020 First Street E. – Residential (RT) CVA of 72,000 increase to Residential (RT) CVA of 90,000 for the 2017 taxation year resulting from deemed property.**

That total financial impact of the Amended Property Assessment Notices is \$320.60 consisting of a increase of municipal revenue of \$206.60 and education revenue of \$114.00 as listed in the attached 2017 Write-offs/Tax Account Adjustment worksheet.



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Amended Property Assessment Notice



DG10000403 32 1/2 9/17 PRAN

AHRENS SEAN FRANCIS
AHRENS EMILY RYAN
535 RIVERVIEW DR
FORT FRANCES ON P9A 2V8

Questions?

Please include your roll number with your enquiry.

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

Web www.mpac.ca

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

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

This Amended Property Assessment Notice is not a property tax bill.

Why you are receiving this Amended Property Assessment Notice

Earlier this year, MPAC issued a *Property Assessment Change Notice* when a change(s) was made to your property that was not part of your previous assessment. There was an error(s) in the assessment or classification that resulted from incorrect factual information about your property, and not from a change in opinion of current value. MPAC has the authority to correct these errors by issuing an *Amended Property Assessment Notice*.

This *Amended Property Assessment Notice* corrects the assessment(s) provided in a previously issued *Property Assessment Change Notice*.

These amended property assessments are also being provided to your municipality/local taxing authority. Upon being notified of these amendments, your municipality/local taxing authority will adjust your taxes accordingly. Please keep a copy of this Notice for your records.

Property summary

Roll number	59 12 010 002 11900 0000
Property location and description	535 RIVERVIEW DR PL SM 119 LOTS 59 TO 61 PT LOTS 37 38 58 TO 70 PT STREETS AND LANES PT RIVER PT MAPLE AVE AND RP RR336 PART 1 RP 48R4449 PART 1
Municipality/Local taxing authority	FORT FRANCES TOWN
Property type	Waterfront Dwelling
Property information	Frontage: 495.00 feet Lot area: 6.55 acres
Building - exterior square footage	1,920 square feet
Year of construction	2015

Assessment change for the 2017 property tax year

Assessments for the 2017 to 2020 property tax years are based on a legislated valuation date of January 1, 2016.

Under the *Assessment Act*, only an increase in assessed value between January 1, 2012 and January 1, 2016 is phased in over four years, from 2017 to 2020.

Effective date	January 1, 2017
Reason	Improvement to property
Property classification	Commercial
Increase in assessed value as of January 1, 2016	\$8,000
Increase in assessed value as of January 1, 2012	\$7,888
Difference in value	\$112

TAX YEAR	PHASED-IN ASSESSMENT INCREASE
2017	\$7,916

Please login to www.aboutmyproperty.ca to see a profile of your property and compare your property with similar properties in your area free-of-charge.

If you don't have an account, please register by entering:

Roll number: 59 12 010 002 11900 0000
Access key: 97E13 DA07E 00619

Or call MPAC at
1 866 296-MPAC (6722)

This assessment is subject to taxation by your municipality/local taxing authority.



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Amended Property Assessment Notice

Roll number: 59 12 010 002 11900 0000

DG10000403 32 2/2 9/17 PRAN

School support

2017 ASSESSMENT

\$7,916

SCHOOL SUPPORT

Not Applicable

This assessment change is in addition to your existing property assessment. To see the effect of the assessment change described above on your property's total assessed value, refer to the "Revised total assessed value of your property".

Revised total assessed value of your property

The revised total assessed value of your property shown below is as of January 1, 2017 and is for information purposes only. You will receive a *Property Assessment Notice* this Fall for your records.

Your property's revised value as of January 1, 2016 \$486,000
Your property's revised value as of January 1, 2012 \$401,888
Over this 4-year period, your property's value changed by \$84,112

Total assessed value of your property as of January 1, 2017

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEARS			
			2017	2018	2019	2020
Commercial	\$7,888	\$8,000	\$7,916	\$7,944	\$7,972	\$8,000
Exempt	\$30,300	\$38,800	\$32,425	\$34,550	\$36,675	\$38,800
Residential	\$363,700	\$439,200	\$382,575	\$401,450	\$420,325	\$439,200
Total	\$401,888	\$486,000	\$422,916	\$443,944	\$464,972	\$486,000

Have a question about this Notice?

MPAC will consider any new factual information that may affect your assessment. A Request for Reconsideration (RfR) may be filed with MPAC, at no charge, to review the effective date of the change, the property classification, or the assessed value of the change. If your property, or a portion of it, is in the residential, farm or managed forests property class, you must file a RfR with MPAC before you are eligible to file an Appeal with the Assessment Review Board (ARB). **The deadline for filing a RfR is February 1, 2018.** For more information about how to file a RfR with MPAC or an Appeal with the ARB, please see the enclosed insert. This Notice was issued on October 4, 2017.

and - changing phase-in from 9,000 to 8,000
- the reduction is for the 10% reduction for signage assessment not factored into the Omet.

2017 Supplemental - 8906 Assessment.



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Amended Property Assessment Notice for the 2017-2020 property tax years

Questions?

Please include your roll number with your enquiry.

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

Web www.mpac.ca

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

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

OG10000548 32 1/2 8/17 PRAN

TAYLOR DALTON LYLE
1021 THIRD ST E
FORT FRANCES ON P9A 1S3

This Amended Property Assessment Notice is not a property tax bill.

Why you are receiving this Amended Property Assessment Notice

You are receiving this Notice because the legal description of this property has changed and it is now assessed as a separate property. This change is effective for taxation beginning January 1, 2017.

The assessed value of your property is used as the basis for calculating your property taxes. MPAC's role is to accurately value and classify properties in Ontario. Your municipality/local taxing authority is responsible for setting property tax rates. For questions about your property taxes, contact your municipality/local taxing authority. To learn how MPAC assesses properties or for details about the Reconsideration and Appeal processes, see the enclosed insert. Please keep a copy of this Notice for your records.

Property summary

Roll number	59 12 020 002 08100 0000
Property location and description	414 SCOTT ST PLAN SM126 LOTS 4 AND 5 AND RP 48R2139 PART 1
Municipality/Local taxing authority	FORT FRANCES TOWN
Property type	Small office building
Property Information	Frontage: 50.46 feet Depth: 116.00 feet Lot area: 5,853.36 square feet

Please login to
www.aboutmyproperty.ca
to see a profile of your property and
compare your property with similar
properties in your area free-of-charge.

If you don't have an account, please
register by entering:

Roll number: 59 12 020 002 08100 0000
Access key: 855F0 0EB2B 2DA28

Or call MPAC at
1 866 296-MPAC (6722)

Amended assessment information

Under the *Assessment Act*, an increase in the assessed value of each separately classified portion of your property between January 1, 2012 and January 1, 2016 is phased in over four years, from 2017 to 2020. If there is no change, or a decrease in the assessed value of any portion of the property, the assessed value of that portion remains the same and is effective for the remaining property tax years. The assessed values for each separately classified portion of your property are shown in the table below. The information in the table assumes your property characteristics stay the same for the remainder of the property tax years.

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEARS			
			2017	2018	2019	2020
Commercial	\$117,126	\$116,000	\$116,000	\$116,000	\$116,000	\$116,000
Total	\$117,126	\$116,000	\$116,000	\$116,000	\$116,000	\$116,000

School support

PROPERTY CLASSIFICATION	SCHOOL SUPPORT	2017 ASSESSMENT
Commercial	Not Applicable	\$116,000
Total		\$116,000

Have a question about this Notice?

MPAC will consider any new factual information that may affect your assessment. A Request for Reconsideration (RfR) may be filed with MPAC, at no charge, to review the information on this Notice. If your property, or a portion of it, is in the residential, farm or managed forests property class, you must file a RfR with MPAC before you are eligible to file an Appeal with the Assessment Review Board (ARB). The deadline for filing a RfR with MPAC is November 2, 2017. For any other property types, you can choose to either file a RfR with MPAC or file an Appeal with the ARB. If you choose to file with the ARB, the deadline to file your Appeal is November 2, 2017. For more information about the RfR and Appeal processes, see the enclosed insert. This Notice was issued on July 5, 2017.

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2017-2020 Phase-in Assessment Summary: 59-12-020-002-081-00

 Roll Number:

[2009](#) | [2010](#) | [2011](#) | [2012](#) | [2013](#) | [2014](#) | [2015](#) | [2016](#) | [2017](#) | [Next Roll](#) | [Done](#)

[See Tracking Detail](#)

Fort Frances Town, 59-12-020-002-081-00, 414 SCOTT ST, TAYLOR DALTON LYLE

2017-2020 Phase-in History:

Posted	Reason	Effective Date	Billable Taxes	Tax Adj. Summary	Municipal Flag	Details Show All
Jun 14, 2017	Complete 2017 Billing Details	Jan 1, 2017	CT = 4,509.86	<input checked="" type="checkbox"/>	<input type="text" value="Processed"/> ▾	Show
Sep 22, 2017	PRAN - Consolidation	Jan 1, 2017	CT = 5,079.07	<input checked="" type="checkbox"/>	<input type="text" value="Not Processed"/> ▾	Below

Posted: Sep 22, 2017 | Reason: PRAN - Consolidation Effective Date: Jan 1, 2017

	A		B		C = B - A if B - A is +ve otherwise C = 0		B - 75% * C	B - 50% * C	B - 25% * C	B			
RTC/Q	2012 Base Year CVA : Start Point	2012 Base Year CVA Change	2016 Base Year CVA : Destination	2016 Base Year CVA Change	Cumulative CVA Change for Phase-In	Tax Year CVA Change	2017 CVA	2018 CVA	2019 CVA	2020 CVA	CVA Tax	2017 Billable Taxes	Tax Adjustments

STARTING VALUE

Effective Date: Jan 1, 2017 Billable Days: 365

CT 104,000 103,000 0 **103,000** 103,000 103,000 103,000 4,509.86

PRAN - Consolidation

Effective Date: Jan 1, 2017 Billable Days: 365

CT 117,126 +13,126 116,000 +13,000 0 **+13,000 116,000** 116,000 116,000 116,000

2016 Rates	CT	2017 Rates	CT	
Education	0.01180000	Education	Low Band	High Band
General	0.03275463	General	0.01113172	0.01855286
Total	0.04455463	General	0.03265332	0.05442200
		Total	0.04378504	0.07297486

[See Tracking Detail](#)



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Amended Property Assessment Notice for the 2017-2020 property tax years

Questions?

Please include your roll number with your enquiry.

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

Web www.mpac.ca

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

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

DG10000500 32 1/1 7/17 PRAN

CHRISTIAN ANDY ROSS
CHRISTIAN TRUDY JANET
2320 WHITEHALL DR
THUNDER BAY ON P7K 1G5

This Amended Property Assessment Notice is not a property tax bill.

Why you are receiving this Amended Property Assessment Notice

You are receiving this Notice because the legal description of this property has changed and it is now assessed under another roll number(s). This change is effective for taxation beginning January 1, 2017.

The assessed value of your property is used as the basis for calculating your property taxes. MPAC's role is to accurately value and classify properties in Ontario. Your municipality/local taxing authority is responsible for setting property tax rates. For questions about your property taxes, contact your municipality/local taxing authority. To learn how MPAC assesses properties or for details about the Reconsideration and Appeal processes, see the enclosed Insert. Please keep a copy of this Notice for your records.

Property summary

Roll number 59 12 030 005 04100 0000
Property location and description 1018 FIRST ST E
PLAN SM48 LOT 69 PT LANE PCL 6591
Municipality/Local taxing authority FORT FRANCES TOWN

Previous assessment information

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEAR 2017
Residential	\$39,500	\$29,000	\$29,000
Total	\$39,500	\$29,000	\$29,000

Amended assessment information

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEARS			
			2017	2018	2019	2020
Residential	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0

Have a question about this Notice?

MPAC will consider any new factual information that may affect your assessment. A Request for Reconsideration (RfR) may be filed with MPAC, at no charge, to review the information on this Notice. If your property, or a portion of it, is in the residential, farm or managed forests property class, you must file a RfR with MPAC before you are eligible to file an Appeal with the Assessment Review Board (ARB). The deadline for filing a RfR with MPAC is December 1, 2017. For any other property types, you can choose to either file a RfR with MPAC or file an Appeal with the ARB. If you choose to file with the ARB, the deadline to file your Appeal is December 1, 2017. For more information about the RfR and Appeal processes, see the enclosed insert. This Notice was issued on August 3, 2017.



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2017-2020 Phase-in Assessment Summary: 59-12-030-005-041-00

Roll Number:

[2009](#) | [2010](#) | [2011](#) | [2012](#) | [2013](#) | [2014](#) | [2015](#) | [2016](#) | [2017](#) | [Next Roll](#) | [Done](#)

[See Tracking Detail](#)

Fort Frances Town, 59-12-030-005-041-00, 1018 FIRST ST E, CHRISTIAN TRUDY JANET

2017-2020 Phase-in History:

Posted	Reason	Effective Date	Billable Taxes	Tax Adj. Summary	Municipal Flag	Details Show All
Jun 14, 2017	Complete 2017 Billing Details	Jan 1, 2017	RT = 541.11	<input checked="" type="checkbox"/>	<input type="text" value="Processed"/> <input type="button" value="v"/>	Show
Sep 1, 2017	PRAN	Jan 1, 2017	RT = 0.00	<input checked="" type="checkbox"/>	<input type="text" value="Not Processed"/> <input type="button" value="v"/>	Below

[Tax Adj Summary](#)

[Customize Tax Adj Summary](#)

[Export](#)

[Save Flag Changes](#)

Posted: Sep 1, 2017 | Reason: PRAN Effective Date: Jan 1, 2017

	A		B		C = B - A if B - A is +ve otherwise C = 0		B - 75% * C	B - 50% * C	B - 25% * C	B			
RTC/Q	2012 Base Year CVA : Start Point	2012 Base Year CVA Change	2016 Base Year CVA : Destination	2016 Base Year CVA Change	Cumulative CVA Change for Phase-In	Tax Year CVA Change	2017 CVA	2018 CVA	2019 CVA	2020 CVA	CVA Tax	2017 Billable Taxes	Tax Adjustments

STARTING VALUE

Effective Date: Jan 1, 2017 Billable Days: 365

RT 39,500 29,000 0 29,000 29,000 29,000 29,000

PRAN

Effective Date: Jan 1, 2017 Billable Days: 365

RT 0 -39,500 0 -29,000 0 -29,000 0 0 0 0 0.00 0.00

2016 Rates	RT	2017 Rates	RT
Education	0.00188000	Education	0.00179000
General	0.01654275	General	0.01686886



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Amended Property Assessment Notice for the 2017-2020 property tax years

Questions?

Please include your roll number with your enquiry.

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

Web www.mpac.ca

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

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

DG10000501 32 1/2 7/17 PRAN

CHRISTIAN ANDY ROSS
CHRISTIAN TRUDY JANET
2320 WHITEHALL DR
THUNDER BAY ON P7K 1G5

This Amended Property Assessment Notice is not a property tax bill.

Why you are receiving this Amended Property Assessment Notice

You are receiving this Notice because the legal description of this property has changed and it is now assessed as a separate property. This change is effective for taxation beginning January 1, 2017.

The assessed value of your property is used as the basis for calculating your property taxes. MPAC's role is to accurately value and classify properties in Ontario. Your municipality/local taxing authority is responsible for setting property tax rates. For questions about your property taxes, contact your municipality/local taxing authority. To learn how MPAC assesses properties or for details about the Reconsideration and Appeal processes, see the enclosed insert. Please keep a copy of this Notice for your records.

Property summary

Roll number	59 12 030 005 04200 0000
Property location and description	1020 FIRST ST E PSM48 LOTS 69 TO 71 PT LANE PCL 6591 PCL 8293
Municipality/Local taxing authority	FORT FRANCES TOWN
Property type	Single Family Detached
Property information	Frontage: 107.26 feet Depth: 124.00 feet Lot area: 13,300.00 square feet
Building - exterior square footage	770 square feet
Year of construction	1924

Please login to
www.aboutmyproperty.ca
to see a profile of your property and
compare your property with similar
properties in your area free-of-charge.

If you don't have an account, please
register by entering:

Roll number: 59 12 030 005 04200 0000
Access key: AAF34 050EA DFF87

Or call MPAC at
1 866 296-MPAC (6722)

Amended assessment information

Under the *Assessment Act*, an increase in the assessed value of each separately classified portion of your property between January 1, 2012 and January 1, 2016 is phased in over four years, from 2017 to 2020. If there is no change, or a decrease in the assessed value of any portion of the property, the assessed value of that portion remains the same and is effective for the remaining property tax years. The assessed values for each separately classified portion of your property are shown in the table below. The information in the table assumes your property characteristics stay the same for the remainder of the property tax years.

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEARS			
			2017	2018	2019	2020
Residential	\$95,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
Total	\$95,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000

School support

PROPERTY CLASSIFICATION	SCHOOL SUPPORT	2017 ASSESSMENT
Residential	English-Public	\$90,000
Total		\$90,000

Original Returned Roll 72,000

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	1.2.119	-990	CT	0.03265332	0.01113172	-32.33					-11.02		-43.35
	2017	2.2.081	13,000	CT	0.03265332	0.01113172	424.49					144.71		569.20
	2017	3.5.041	-29,000	RTEP	0.01686886	0.00179000	-489.20	-51.91						-541.11
	2017	3.5.042	18,000	RTEP	0.01686886	0.00179000	303.64	32.22						335.86
							-185.56	-19.69	0.00	0.00	0.00	0.00	0.00	-205.25
							206.60	-19.69	0.00	0.00	0.00	133.69	0.00	320.60
Amended Property Assessment														

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: October 27, 2017
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 602 Fourth Street W. (2017) Roll# 5912-010-004-10800-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment for 2017 taxes for 602 Fourth Street W. resulting from a garage demolition.

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

Section 357 (5) (b) of the *Municipal Act* states that the Municipality must notify the applicant(s) of the meeting by mail sent 14 days before the meeting. Notice of Hearing to consider this Section 357/358 application for 2017 was mailed to the applicant indicating notification that the public hearing is scheduled for Tuesday, November 14, 2017.

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

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



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

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

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

October 27, 2017

Allan B. Carter
Norma L. Carter
602 Fourth Street W.
Fort Frances, Ontario
P9A 3C3

Dear Mr. & Mrs. Carter:

Re: Hearing to Consider Section 357/358 Applications

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Tuesday, November 14, 2017 in the Council Chambers located at the Civic Centre, 320 Portage Avenue, Fort Frances. The Committee of the Whole begins at 5:30 p.m.

The Council of the Town of Fort Frances will be conducting the hearing to consider Section 357/358 Applications, including the application with regard to property located at 602 Fourth Street W. in Fort Frances.

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

Sincerely,

Laurie A. Lindberg, CMO
Treasurer

Enc.

SECTION 357/358 APPLICATION

Application/Appeal #

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year:

Municipality:

Property Address:

Owner Name:

Mailing Address:

Roll Number:

Applicant Name:

Contact Number:

Alternative Num:

Reason for Application: (Check one box only)

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

Details of Reason: OLD GARAGE DEMOLISHED

Effective from: (MM/DD/YY)

01.01.17 to 12.31.17

Applicant Signature: DRX

Date: 10.10.17 (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				ASSESSOR				
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/>		Assessment Report		School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other		
		Enter Revisions Below		<input type="checkbox"/> No Change in Assessment		<input type="checkbox"/> S357 Required for Next Year		
RTQ/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTQ/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
RTEP			801.750				213.250	
RTEP			32,691					
TOTAL			234,441					
Reason Original Assessment Revised:				Reason for Change (Assessor Comments):				

Assessor Name: Signature: Date: 1/1/17

TREASURER'S REPORT ON TAX LIABILITY

RTQ/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy
RTEP	- 21,191	.01865886	365	395 40	4,374 40

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount:

Comments:

Treasury Position: Treasurer

Signature: Laurie Lindberg

Date: 10.27.17

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): 11.14.17

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

Reason:

Appeared for Applicant: Appeared for Municipality:

Signature of Council/ARB Member: Name/Title:

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) CARTER, ALLAN BRUCE
CARTER, NORMA LORRAINE
Roll number 5912-010-004-10800-0000
Property location 602 FOURTH ST W
Property description PLAN SM167 BLK B PCL 17388
Municipality/Local taxing authority FORT FRANCES TOWN

Application number
Application reason Demolition/Razed by Fire
Received date October 11, 2017
Claim relief period From: January 01, 2017 - To: December 31, 2017
Taxation year 2017

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			2020
	Assessed Value	Assessed Value	2017	2018	2019	
OWNR RU R T	228,921	251,000	234,441	239,961	245,480	251,000
Total	228,921	251,000	234,441	239,961	245,480	251,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			2020
	Assessed Value	Assessed Value	2017	2018	2019	
OWNR RU R T	207,000	232,000	213,250	219,500	225,750	232,000
Total	207,000	232,000	213,250	219,500	225,750	232,000

MPAC Remarks

Value of garage demolished in 2016 removed for 2017 tax year.

MPAC Representative:
Date:

Mark Cawston
October 17, 2017

2017 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
357 Application	2017	1.4.10800	-21191	RTEP	0.01686886	0.00179000	-357.47	-37.93						-395.40
							-357.47	-37.93	0.00	0.00	0.00	0.00	0.00	-395.40

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: October 30, 2017
SUBJECT: June 2014 Flood Event – ODRAP Audited Statement and Invoice

BACKGROUND

Attached is the audited Statement of Revenue and Expenses for the 2014 flood event and invoice in relation to the Ontario Disaster Relief Assistance Program (ODRAP) for the period of June 10, 2014 to December 31, 2016 as provided by BDO Canada.

The Town of Fort Frances requested assistance under ODRAP for the municipality's eligible incremental or extraordinary costs incurred as a result of the extreme spring flooding which occurred in June 2014. The Audited Statement of Revenue and Expenses is a requirement of the ODRAP Agreement with her Majesty the Queen in Right of Ontario as represented by the Ministry of Municipal Affairs and Housing on or before December 31, 2017. The final financial report is required to be signed by the Treasurer and a supporting resolution of Council must be submitted to finalize the program as per the Agreement.

**The Corporation of the Town of Fort
Frances**

**Ontario Disaster Relief Assistance Program
(ODRAP)**

**Schedule of Project Revenue and Expenditures
For the period ended December 31, 2016**

	Contents
Independent Auditor's Report	2
Financial Information	
Schedule of Project Revenue and Expenditures	4
Note to the Schedule of Project Revenue and Expenditures	5

Independent Auditor's Report

To the Ministry of Municipal Affairs and Housing

We have audited the accompanying Schedule of Project Revenue and Expenditures of the Corporation of the Town of Fort Frances for the period June 10, 2014, to December 31, 2016. The Schedule has been prepared by management based on Section 6.3(c) of the Ontario Disaster Relief Assistance Program (ODRAP) public grant agreement, with the Ministry of Municipal Affairs and Housing, dated January 26, 2015.

Management's Responsibility for the Schedule

Management is responsible for the preparation of the Schedule in accordance with Section 6.3(c) of the ODRAP public grant agreement, with the Ministry of Municipal Affairs and Housing, dated January 26, 2015, and for such internal control as management determines is necessary to enable the preparation of the Schedule that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

An audit involves performing procedures to obtain evidence about the amounts and disclosures in the Schedule. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the Schedule, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, if any, as well as evaluating the overall presentation of the Schedule.

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

Opinion

In our opinion, the financial information in the Schedule of Project Revenue and Expenditures of the Corporation of the Town of Fort Frances for the period June 10, 2014, to December 31, 2016, is prepared, in all material respects, in accordance with Section 6.3(c) of the ODRAP public grant agreement, with the Ministry of Municipal Affairs and Housing, dated January 26, 2015.



Basis of Accounting and Restriction on Distribution and Use

Without modifying our opinion, we draw attention to the Note to the Schedule, which describes the basis of accounting. The Schedule is prepared to assist the Corporation of the Town of Fort Frances to meet the requirements of the Ministry of Municipal Affairs and Housing. As a result, the Schedule may not be suitable for another purpose. Our report is intended solely for the Corporation of the Town of Fort Frances and the Ministry of Municipal Affairs and Housing and should not be distributed to or used by parties other than the Corporation of the Town of Fort Frances or the Ministry of Municipal Affairs and Housing.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Fort Frances, Ontario
October 25, 2017

**The Corporation of the Town of Fort Frances
Schedule of Project Revenue and Expenditures**

For the period June 10, 2014, to December 31, 2016

Grant revenue	<u>\$ 1,293,824</u>
Expenditures	
Incremental salary costs	93,427
Incremental equipment costs	15,402
Professional fees	4,854
Materials and subcontractors	<u>1,180,141</u>
	<u>1,293,824</u>
Excess of revenue over expenditures	<u>\$ -</u>

The accompanying note is an integral part of this Schedule.

The Corporation of the Town of Fort Frances Note to the Schedule of Project Revenue and Expenditures

December 31, 2016

Significant Accounting Policies

This Schedule has been prepared using the accrual basis of accounting. The accrual basis of accounting recognizes revenues (funds available) as they become available and measurable; expenses (disbursements) are recognized as they are incurred and measurable as a result of receipts of goods and services and the creation of a legal obligation to pay.

Due to the nature of the program, expenses include items of a capital nature such as equipment costs, installation costs and construction costs.

This Schedule includes the accounts of the Corporation of the Town of Fort Frances related to the Ontario Disaster Relief Assistance Program public grant agreement only and, therefore, does not include all of the revenues and expenses of the Corporation of the Town of Fort Frances.



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

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

October 26, 2017

Town of Fort Frances
320 Portage Avenue
Fort Frances ON P9A 3P9

Attention: Ms. Laurie Lindberg

Invoice **89141924**
Electronic Banking Account No. **151360322599**
HST Registration No. **131585366RT0043**

For Professional Services

Preparing and auditing the Schedule of Project Revenue and Expenditures of the Corporation of the Town of Fort Frances for the period June 10, 2014 to December 31, 2016, in relation to the Ontario Disaster Relief Assistance Program (ODRAP).

\$4,500.00

Administration, technology and disbursement fee:

	270.00
Our Fee	\$4,770.00
HST	620.10
Total	<u>\$5,390.10</u>

Accounts are due when rendered

Interest at 1.00% per month (12.00% per annum) will be charged on accounts over 30 days

1825-KFF3035-10

Reporting Period : From June 10, 2014 to December 31, 2016

Reporting Period Category (check the appropriate box)

☐

Emergency from <date> to <date>

☐

Post Emergency

FINAL REPORT

Project/Item/Activity Description	O/T \$	Backfill \$	Temp \$	Benefits Expense \$	Employee Expenses \$	Total Cost \$
Municipal Employee Overtime Labour & Costs	63,825.51		15,279.29	8,442.14	5,880.00	93,426.94
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
Total	63,825.51	0.00	15,279.29	8,442.14	5,880.00	93,426.94

I certify that the costs and the information provided are accurate and the related records are available for audit upon request.

☐ Chief Administrative Officer or

☒ Delegate

(Please check one of the above)

Name (Print) Laurie A. Lindberg

Title

Signature

Date

Treasurer

Laurie A. Lindberg

October 30/17

Reporting Period : From June 10, 2014 to December 31, 2016

FINAL REPORT

Reporting Period Category (check the appropriate box)

☐

Emergency from <date> to <date>

☐

Post Emergency

Project/Item/Activity Description	Goods and Services Provided		Total Cost \$
	Supplies and Equipment	Services	
	(Goods) \$	\$	
Municipal Contracted Services & Materials	1,178,522.10	1,619.00	1,180,141.10
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
			0.00
Total	1,178,522.10	1,619.00	1,180,141.10

I certify that the costs and the information provided are accurate and that the related records are available for audit upon request.

Treasurer
Title

Chief Administrative Officer or

☒ Delegate

Laurie A. Lindberg
Name (Print)

Laurie A. Lindberg
Signature

October 30/17

(please check one of the above)



Claimant - owned Equipment
Town of Fort Frances
MUNICIPAL CLAIM (Form 3)

Reporting Period : From June 10, 2014 to December 31, 2016

FINAL REPORT

Reporting Period Category (check the appropriate box)

☐ Emergency from <date> to <date>

☐ Post Emergency

Project/Item/Activity Description	Option 1- Incremental Operating Costs				Complete either Option 1 or Option 2, whichever is applicable	Option 2 - 50% of OPSS 127 Rate
	Incremental Equipment Usage Costs ¹	Repairs ²	POL ³	Total		Total Claimable Costs
	\$	\$	\$	\$		\$
Municipal Equipment Costs						15,401.64
						0.00
						0.00
						0.00
						0.00
						0.00
Total Option 1	0.00	0.00	0.00	0.00	Total Option 2	15,401.64

I certify that the costs and information provided are accurate and that the related records are available for audit upon request

____ Chief Administrative Officer or

☒ Delegate

(Please check one of the above)

Laurie A. Lindberg
Name (Print)

Title

Signature

Treasurer
Laurie A. Lindberg

Date *October 30/17*

INSTRUCTIONS

For incremental equipment use costs, use either internal hourly equipment rates, or 50% of OPSS 127 Rate.

¹Option 1 covers rates for usage of claimant-owned equipment. The rates are hourly and do not include the cost of the operator.

The municipality may be asked to provide a copy of the municipality's by-law or policy that established the rates.

² Repair costs include the cost of parts and labour to repair equipment where the breakdown occurs while engaged in emergency related activity. Incremental labour costs for the equipment operator (overtime) should be claimed on Form 1 (Labour and Related Expenses).

³ Petrol, Oil, Lube



PUBLIC FACILITIES AND INFRASTRUCTURE

Town of Fort Frances

MUNICIPAL CLAIM (Form 4)

Reporting Period : From June 10, 2014 to December 21, 2016

FINAL REPORT

Reporting Period Category (check the appropriate box)

☐

Emergency from <date> to <date>

☐

Post Emergency

*Project/Item/Activity/Description	**Nature of Damage	Nature of Repairs & Restoration	Total Cost \$
Total			0.00

I certify that the costs and the information provided are accurate and that the related records are available for audit upon request.

____ Chief Administrative Officer or

☒ Delegate
(please check one of the above)

Laure A. Lindberg
Name (Print)

Treasurer
Title

Laurie A. Lindberg
Signature

October 30/17
Date

*Public Facilities include but are not limited to municipal buildings, recreational facilities, parks, fences, drainage facilities. Public Infrastructure include roads, bridges and culverts.

** Number of kilometers of road, extent of damage to parks, type of damage to building



Summary Report
Town of Fort Frances
MUNICIPAL CLAIM (Form 5)

Reporting Period : From June 10, 2014 to December 31, 2016

FINAL REPORT

Reporting Period Category



Emergency from <date> to <date>



Post Emergency

Name of Report	Total Cost	Option 1	Option 2
Labour and Related Expenses	93,426.94		
Goods and Services	1,180,141.10		
Claimant-owned Equipment		0.00	15,401.64
Public Facilities and Infrastructure	0.00		
Total of Claim	1,273,568.04	0.00	15,401.64
	Total + Option 1	1,273,568.04	
		Total + Option 2	1,288,969.68

I certify that:

1. All of the expenditures above were expended by the municipality for disaster-related damages
2. All claimed costs and information are accurate and supported by attached receipts, invoices, overtime sheets or other documentation that verifies the expenditure or are available for audit upon request.
3. Records relating to this application will be maintained for 6 years from the date of this application
4. All costs reported herein are not eligible to be claimed under any insurance policy, nor are they the subject of litigation.
5. The expenses claimed herein have not been compensated through other conditional grants of the Province, federal government. Grant applications for this purpose which remain outstanding are listed separately.
- 6.. Should work for which claims have been submitted preclude the need for work that was budgeted by the municipality for the year in which the damage occurred, claims for that damage should be the net of the estimated cost of the budgeted work that was precluded.

____ Chief Administrative Officer or ____ Delegate (Please check one of the above)	<u>Laurie A. Lindberg</u> Name (Print) <u>Laurie A. Lindberg</u> Signature	<u>Treasurer</u> Title <u>October 30/17</u> Date
--	---	---

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: October 30, 2017
SUBJECT: Fort Frances Non-Profit Innovative Homes Inc.

BACKGROUND

The Fort Frances Non-Profit Innovative Homes Inc., letters patent on June 16, 1994, was created to facilitate a condominium housing construction project. In July 2001, the Town decided on the “River Walk” development along Front Street.

The first meeting of the Fort Frances Non-Profit Innovative Homes Inc. was on November 1, 2001. At that first meeting the Directors of Noreen Robertson, President, Elizabeth McLeod, Secretary, Betty Fontana, Treasurer, Glenn Witherspoon, Sharon Tibbs and Bill Naturkach were approved by resolution. The last meeting that held was on September 27, 2007. The President, Secretary and Treasurer for the non-profit organization has remained the same and are on record today along with Mayor Roy Avis, Mark McCaig (CAO) , and Laurie Witherspoon (Treasurer).

On October 2, 2018, the Town’s auditor, Jon Evans recommended that since there were no liabilities for the Fort Frances Non-Profit Innovative Homes, Inc, and no assets remained as the last of the 32 units was sold on July 29, 2005 and their bank account was closed on November 8, 2005, that no further audits were required. The Annual Corporation income tax returns are required and have been filed every year with the latest for the fiscal year ending July 31, 2017. The Town covers this yearly expense for the corporate tax filing (\$302.02 was the 2017 cost).

It has been ten (10) years since the last FFNPIHI directors meeting and Twelve (12) years since the completion of the River Walk project prompting administration is seek direction from Council if they wish to retain or to dissolve this non-profit corporation.

Directors of the Corporation can pass a resolution to authorize its dissolution. To obtain a Certificate of Dissolution, a completed and signed copy of Form 4017- Articles of Dissolution must be submitted to Corporations Canada. There is no filing fee. All dissolving corporations must indicate a person who will have custody of the corporate records for six (6) years after the dissolution date, Corporations Canada must be advised in writing,

October 26, 2017

REPORT TO: Administration & Finance Executive Committee
FROM: Elizabeth (Lisa) Slomke, Clerk
SUBJECT: Upcoming Committee & Council Meeting Dates for 2018

Committee of the Whole and Council meeting schedules on a yearly basis are quite busy, but add into that a Municipal Election and timelines and meeting dates become critical. Please consider the highlighted calendar distributed with your package for further discussion.

Having a year at a glance (similar to the budget timetable) provides Management the ability to plan their work projects and tender timelines accordingly.

TOWN OF FORT FRANCES

Committee of the Whole & Council Meeting Dates (January 2018 to December 2018)

Scheduled Date

January 8, 2018

January 22, 2018 **this conflicts with ROMA conference

February 12, 2018

February 26, 2018 **this conflicts with OGRA conference

March 12, 2018

March 26, 2018

April 9, 2018

April 23, 2018

May 14, 2018

May 28, 2018

June 11, 2018

June 25, 2018

July 9, 2018 (*summer schedule has been one meeting per month)

August 13, 2018 (*summer schedule has been one meeting per month)

September 10, 2018

September 24, 2018

October 9, 2018 (Tuesday)

October 22, 2018 **this is VOTING DAY, Council will not meet

November 13, 2018 (Tuesday)



November 26, 2018

December 3, 2018 **this will be Inaugural Meeting



December 10, 2018

December 24, 2018 (*Christmas Eve)

2018

 Cow/Council
 Exec. Cmtees

 Budget Mtgs.

 Conferences (Council)
 STAT

JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

ROMA

MAY

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

OGRA

JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

VOTING DAY

MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JULY

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AMO

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Inaugural Mtg

October 12, 2017

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Part 2 of Modernizing Ontario's Municipal Legislation Act (Bill 68)

BACKGROUND INFORMATION

In November 2016, the Province of Ontario tabled Bill 68, the Modernizing Ontario's Municipal Legislation Act, which introduced a series of reforms to the Municipal Act, Municipal Conflict of Interest Act, as well as several other pieces of municipally-relevant legislation. On May 30, 2017, Bill 68 received Royal Assent, with effective dates for many sections still to be announced.

In August 2017, I provided Council with a report which highlighted many changes to be implemented with the passage of Bill 68 including Code of Conduct, Integrity Commissioner and the definition of meeting. Council's approval of my report gave Administration the direction to further analyze Bill 68 with particular attention paid to the effective dates once they were provided by the Province.

While I attended the AMCTO Zone 9 conference, the effective dates for many items changing under Bill 68 were provided by the Province and are summarized below:

January 1, 2018

- Definition of Meeting
- Open Meeting Exceptions
- Electronic Meetings
- Meeting Investigator Reports Public

March 1, 2019

- Code of Conduct
- Integrity Commissioner & Responsibilities
- Section 270 Policies

NEXT STEPS

In light of the effective dates provided, I recommend that work on Code of Conduct and Integrity Commissioner be pushed back into 2018 and higher priority be placed on the

amendments needed to our Procedural By-law in order to reflect the updated meeting definition, provide for additional open meeting exceptions and to permit electronic meetings.

Work will begin immediately by Administration to research best practice and bring some recommendations back to this committee for further consideration.

October 19, 2017

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: iCompass – New Modules (CivicWeb Portal and Board Manager)

BACKGROUND

The Town of Fort Frances has been a customer of iCompass' since 2010 when we launched and implemented the Meeting Manager portion. Since that time many additions and changes have occurred including increased use by Town staff in the creation of agendas and minutes for Committee of the Whole, Council, four Executive Committees and numerous other committees. I scheduled a webinar with iCompass so that they could provide me with an overview of their suite of modules and I would like Council to consider the following two at this time.

INFORMATION FOR CONSIDERATION

The first module of interest is CivicWeb Portal (\$1,400.00/year plus taxes) which would work seamlessly with our website as a one stop shop for the public, council and municipal staff to easily access information. The CivicWeb Portal includes a meeting calendar section, quick access to agendas and minutes for past meetings and upcoming meetings. Additionally, the CivicWeb Portal would include information related to each member of Council including what Boards/Committees they serve on, an option to subscribe to receive specific agendas/minutes of interest to you, and it can be set up to include quick links to certain Council documents (i.e. Strategic Plan). This module is user friendly, responsive to multiple devices (i.e. smartphone, tablet, etc.) and conforms to established Provincial accessibility requirements.

The second new module of interest is Board Manager (\$1,500.00/year plus taxes). This module provides municipal staff, Council, committee members and the public with access to information about current board/committee members, visibility into upcoming vacancies and tracks board terms. We wouldn't need to maintain a multitude of spreadsheets and lists. This feature also includes an automated application system which would collect pertinent information in a template for consideration by the appropriate Executive Committee or the Committee of the Whole when a vacancy occurs.

At the end of the webinar, the facilitator went back to the Town's agreement with iCompass to verify what the pricing would be to add these two modules to our current agreement which we presently pay \$10,000.00 per year plus taxes. After inquiring with the finance department, he was able to advise me that our original agreement from 2010 is somewhat redundant and he suggests we enter into a new updated agreement with iCompass which will provide us with the same modules we presently enjoy, plus will include the two modules (CivicWeb Portal and

Board Manager) for the same overall price of \$9,800.00 per year plus taxes that we currently pay.

RECOMMENDATION

The benefits to implement additional modules to the existing Meeting Management solution is a win for the public, Council, Committee members and municipal staff. Many of the solutions offered by iCompass are forcing municipalities to update our processes and provide ease of access to information to residents. The need for municipalities to be Accountable and Transparent to our residents is always a consideration in the many recommendations brought forward by Administration.

I recommend that an updated agreement with iCompass is pursued which will include the addition of the two modules outlined in this report for the same price of \$9,800.00 per year plus taxes that we currently pay.

October 31, 2017

Report To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC

Subject: Emergency Receiving Centre's Backup Power Initiative

Background

Currently, our two **EMERGENCY RECEIVING CENTRE'S** in the Town of Fort Frances are the Fort Frances High School and the Memorial Sports Centre.

The Fort Frances High School does not have any type of backup power system. The Memorial Sports Centre does have a propane backup generator, which is small, and may only supply power to lighting and receptacle's in the 52 Canadian's Arena. Further investigation will continue to determine what the generator can power.

As of October 26, 2017 ... there were homes in the Kenora District without power; on October 30, 2017 ... many of these homes power was finally restored in the late morning.

In the event Fort Frances loses power for three or more days ... during a time when we are experiencing freezing temperatures ... our **EMERGENCY RECEIVING CENTRE'S** will really be of no use to our citizens and/or visitors.

The Fort Frances High School, and the Memorial Sports Centre along with the Fort Frances Public Library Technology Centre are key buildings, which need to have backup power for lighting and heating.

The Fort Frances Power Corporation, and the Rainy River District School Board need to be brought onboard so we can work together at establishing a Backup Power and Infrastructure Plan. As well, The Northwest Catholic District School Board may be another key partner to bring onboard, as they are in the process of building a new school.

Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to permit Tyler Moffitt, Fire Chief/CEMC to proceed with contacting the Key Community Partners related to having input in establishing a Backup Power and Infrastructure Plan at our Two Emergency Evacuation Centre(s), as well as at any other possible alternative sites.

Respectfully submitted,



Tyler Moffitt, Fire Chief/CEMC

October 30, 2017

Report To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC

Subject: 2018 Emergency Services User Fees & Charges

Background

Council has approved an increase of 1.5%, which will be reflective in the 2018 User Fees. Attached is spreadsheet No. 1 outlining the proposed 2018 user fees and charges for the Emergency Services. The 2017 rates were increased by 1.5% across the board with a few exceptions.

The exceptions are as follows and are shown highlighted in “green” on the spreadsheet;

Emergency Response to Motor Vehicle Crashes (MVC's) on Provincial Highways – fees are mandated by the MTO at: \$ 459.45 in 2017 per apparatus per first hour, and at: \$ 229.73 for each ½ hour of response. *MTO has advised me on October 18, 2017 ... if the rates change again for 2018 that will come into effect on November 1, 2017; at this point, they have not been advised of any rate increase.*

Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to approve the 2018 proposed user fees and charges for Emergency Services in principle with an increase of 1.5 % with a few exceptions as outlined on the attached spreadsheet.

Respectfully submitted,

A handwritten signature in cursive script that reads "Tyler Moffitt".

Tyler Moffitt, Fire Chief/CEMC

TOWN OF FORT FRANCES
Spreadsheet No. 1 - SCHEDULE OF FEES for Emergency Services as of January 1, 2018

			Includes 1.5 % increase on applicable charges		2018 Additional Revenue from increase in rates		Notes
3.17 Emergency Services - January 1, 2018 (Plus Applicable Taxes)	Units per year	2017	Proposed 2018				
3.17.1 Administration							
3.17.1.1	Copy of Fire Reports	0	70.55		71.68		\$0.00
3.17.1.2	Letter of Compliance or Approval for Properties	0	70.55		71.68		\$0.00
3.17.1.3	File Search, Written Report and Records on Properties	0	70.55		71.68		\$0.00
3.17.1.4	Written Response to written request relating to outstanding orders under the Ontario Fire Code or any Act, Regulation or By-Law with which the Fire Service has Authority or Jurisdiction	0	70.55		71.68		\$0.00
							\$0.00
							\$0.00
							\$0.00
3.17.2 Property Inspection Request - by Owner or Business Operator							
3.17.2.1	Private Home Day Care Facilities (5 or less)	0	70.55		71.68		\$0.00
3.17.2.2	Licensed Day Care Centres (more than 5)	0	91.95		93.36		\$0.00
3.17.2.3	Special Care and Group Homes (3 or less)	0	70.55		71.68		\$0.00
3.17.2.4	Special Care and Group Homes (more than 3)	0	91.95		93.36		\$0.00
3.17.2.5	Inspections required by/for LCBO Licensing	0	126.10		128.05		\$0.00
3.17.2.6	Lodging House	0	70.55		71.68		\$0.00
3.17.2.7	Occupancy Load Calculation and Posting	0	91.95		93.36		\$0.00
3.17.2.8	Private Nursing Homes	0	126.10		128.05		\$0.00
3.17.2.9	Fire Inspections of Educational Institutions	0	N/C		N/C		
3.17.2.9.1	Base Inspection	0	126.10		128.05		\$0.00
3.17.2.9.2	Each Classroom Additional	0	5.30		5.40		\$0.00
3.17.2.9.3	Portable Classrooms	0	70.55		71.68		\$0.00
3.17.2.10	Assembly Occupancies <60 persons	0	70.55		71.68		\$0.00
3.17.2.11	Assembly Occupancies >61 persons	0	70.55		71.68		\$0.00
3.17.2.12	Industrial/Commercial Single Tenant or Occupancy	0	126.10		128.05		\$0.00
3.17.2.13	Residential/Commercial - Multi Occupancy Complex	0	126.10		128.05		\$0.00
3.17.2.14	Residential/Apartment or Condominium Building	0	126.10		128.05		\$0.00
3.17.2.15	Office/Commercial Retrofit Inspections	0	126.10		128.05		\$0.00
3.17.2.16	Additional Inspection for incompletion or initial follow-up	0	126.10		128.05		\$0.00
3.17.2.17	Inspection - All Properties	0	70.55		71.68		\$0.00
							\$0.00
							\$0.00
3.17.3 Special Occasions Inspections							
3.17.3.1	Mandated Fire Code inspection (tents/marquee)	0	70.55		71.68		\$0.00
3.17.3.2	Mandated Fire Code inspection (fireworks permits)	0	126.10		128.05		\$0.00
3.17.3.3	Public Vendors - Commercial Establishments	0	70.55		71.68		\$0.00
3.17.3.4	Public Vendors - Vendors from Outside Municipality	0	244.80		248.50		\$0.00
3.17.3.5	Public Vendors - Service Clubs	0	N/C		N/C		
3.17.3.6	Misc. inspections not otherwise specified - per hour	0	70.55		71.68		\$0.00
		0					\$0.00
		0					\$0.00
3.17.4 Other Service Fees/Charges							
3.17.4.1	Burning Permits - Residential 7 day	5	13.15		13.36		\$1.05
3.17.4.2	Burning Permits - Commercial/Industrial - each burn	2	121.70		123.54		\$3.68
3.17.4.3	Open Air Burning Violations		As per Burning By-Law	As per Burning By-Law			
3.17.4.4	Extinguishing Fire were no permit obtained; out of control	0	459.45 for apparatus per hour plus wages plus 15% resident administration fee	459.45 for apparatus per hour plus wages plus 15% resident administration fee			Fees as Mandated from the MTO
3.17.4.5.1	Standby requests other than emergency response (per vehicle) For fire protection during shows, exhibitions, etc.)	0	459.45 for 1st hour then \$229.73 for every 1/2 hour thereafter	459.45 for 1st hour then \$229.73 for every 1/2 hour thereafter			Fees as Mandated from the MTO
3.17.4.5.2	Standby requests other than emergency response (per vehicle)	0	459.45 per hour	459.45	per hour	\$0.00	MTO Mandated
3.17.4.6	Training Services - per hour	0	70.55 plus costs	71.68	plus costs	\$0.00	
3.17.4.7	Air Bottle Refills - other Fire Services	400	13.35 per bottle	13.54	per bottle	\$76.00	Distric Fire Departments
3.17.4.8	Air Bottle Refills - Scuba, Private, Provincial, Industry	50	18.70 per bottle	19.03	per bottle	\$16.50	Norboard Mill etc.
3.17.4.9	Fire Service Training Outside Municipal Boundaries	0	70.55 per hour plus costs	71.68	per hour plus costs	\$0.00	
3.17.4.10	Fire Service Fire Prevention Programs Outside Municipal Boundaries	0	70.55 per hour plus costs	71.68	per hour plus costs	\$0.00	
3.17.4.11	Fire Service Administration Outside Municipal Boundaries	0	70.55 per hour plus costs	71.68	per hour plus costs	\$0.00	
3.17.4.12	Fire Protection Outside Municipal Boundaries	0					
3.17.4.13	Controlled Burns e.g. grass		As per Contract	As per Contract			
		0	Full cost recovery plus 15% resident administration fee	Full cost recovery plus 15% resident administration fee			
3.17.4.14	Boarding Up/Barricading Premises after Fire, costs per person, plus cost of public works (if used), plus cost of materials used plus 15% resident administration fee (if owner fails to comply within 24 hours the Fire Chief may authorize with all applicable costs.)	0	Full cost recovery plus 15% resident administration fee	Full cost recovery plus 15% resident administration fee			
						\$0.00	
						\$0.00	
3.17.5 Emergency Services Response Calls							
3.17.5.1	Fire Response to Structural Fires		N/C	N/C			
3.17.5.2	Emergency response to MVA on MTO Highways as per Province of Ontario rates plus any additional clean-up costs (Recovery through MTO)	5	459.45 per apparatus for first hour; 229.73 per apparatus for every 1/2 hr thereafter or part thereof; as per MTO Rates	459.45 per apparatus for first hour; 229.73 per apparatus for every 1/2 hr thereafter or part thereof; as per MTO Rates			Fees as Mandated from the MTO
3.17.5.3	Auto Extrication Services within the Rainy River District	0	459.45 per hour	459.47	per hour	\$0.00	MTO Mandated
3.17.5.4	Motorized Vehicle Fires		N/C	N/C			
3.17.5.5	False Alarms (1st & 2nd in a three month period)		N/C	N/C			
3.17.5.6	Third False Alarm (after 3-call outs in a calendar year)	0	459.45 per apparatus per hour	459.47 per apparatus per hour			Based on MTO Rates
3.17.5.7	For each Preceeding False Alarm (Within the Calendar Yr)	0	459.45 per apparatus per hour	459.47 per apparatus per hour			Based on MTO Rates
Total						\$97.23	

October 18, 2017

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: 2018 Planning & Development Dept. User Fees & Charges

Please find attached spreadsheet No. 1 outlining the proposed 2018 user fees and charges for the Planning & Development Dept. The 2017 rates were increased by 1.5% across the board with a few exceptions.

The exceptions are as follows and are shown highlighted in “yellow” on the spreadsheet;

1. **General Building Permit Fees** – Same as in 2017 as a result of being the highest among the larger communities in Northwestern Ontario.
2. **Animal Control Impound Fee** – Same as in 2017 as a result of the Enforcement Officers requiring exact change to deal with customers at the animal shelter.
3. **Parking meter rates same as in 2017**- \$2.00 for unreserved parking spaces daily & metered on-street parking fixed at \$1.00 per hour.
4. **Planning Fees** – some fees same as in 2017.

In addition, there are two new animal control fees linked with the new Animal Control By-law No. 50-17, which comes into effect on January 1st, 2018, and are highlighted in “Red”

- a) **Section 2.12.1.3 – Cat/Dog Lifetime Licence** set at a onetime fee of \$20.00 based on a survey of animal control fees of other Municipalities in Ontario.
- b) **Section 2.12.3 – Protective Care Fee per day** – set at \$20.00 per day based on a survey of animal control fees of other municipalities in Ontario

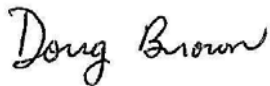
The forecasted increase in revenue is as follows for the Planning & Development Dept.;

Area	1.5% & adjustments
Building	\$ 29.03
Planning	\$ 156.24
Animal control	\$ 11.80
Parking/Enforcement	\$ 119.11
Total	<u>\$ 316.18</u>

The Planning & Development Executive Committee recommends the following:

- 1) That Council endorses the 2018 proposed user fees and charges for the Planning & Development Division, in principle with an increase of 1.5% with the exception of those highlighted fees as outlined on the attached spreadsheets and further recommends and that an authorizing by-law be prepared prior to January 1st, 2018.

Respectfully submitted,



Doug Brown, P. Eng.
CAO

Council approval of this report will ensure the following:

- 1) That Council endorses the 2018 proposed user fees and charges for the Planning & Development Dept. in principle with an increase of 1.5% with a few exceptions as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2018.

2017OcotherB&PDept.2018userfees&charges

TOWN OF FORT FRANCES
Spreadsheet No. 1 - SCHEDULE OF FEES- As of November 1st, 2017

		Number of Units per year	Approved 2017	Proposed 2018	2018 Additional Revenue from increase to rates	Notes
Resident						
2.0 Planning & Development (Plus applicable taxes) Effective January 1, 2018						
2.1 Building/Demolition Permits						
						same as in 2017 as highest building permit fees compared to larger Communities in Northwestern Ontario
2.1.1.1	Garages, Accessory Use Buildings, Covered Decks		0.42/sq.ft.	0.42/sq.ft.		
2.1.1.2	Uncovered Decks, Sheds, Temporary Structures		0.27/sq.ft.	0.27/sq.ft.		
2.1.1.3	Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures)					
2.1.1.3.1	Main Floor		0.83/sq.ft.	0.83/sq.ft.		
2.1.1.3.2	Basement		0.67/sq.ft.	0.67/sq.ft.		
2.1.1.3.3	Each Additional Floor		0.42/sq.ft.	0.42/sq.ft.		
2.1.2	All Other Construction Nor Conforming to the Above Fee Schedule					
2.1.2.1	1st \$1,000 of Value		56.65	56.65		
2.1.2.2	Each Additional \$1,000 of Value or Part Thereof		11.30	11.30		
2.1.2.3	Progress Reports	0	91.95	\$93.35		Extra time needed for these inspections
2.1.2.4	Conditional Permit	0	243.50	\$247.15		
2.1.2.5	Re-Inspection Fee	0	91.95	\$93.35		
2.1.2.6	Special Call Out Services					
		Applicable Rates (Time & OH)		Applicable Rates (Time & OH)		
Plumbing Inspection						
2.2	Fee					
2.2.1	Per Fixture		11.30	11.30		same as in 2017 as highest building permit fees compared to larger Communities in Northwestern Ontario
2.3	Change of Use		56.65	56.65		
2.4	Residential Demolition		56.65	56.65		
2.5	Administration Fee					
2.5.1	Construction/Demolition Commenced Prior to Issuance of Building Permit	2	150.00	\$152.25	4.50	
		Greater of \$150 or 10% of Building or Demolition Permit Fee				
2.6	Transfer of Permit Fee		56.65	56.65		same in 2017
2.7	Application for Deferral of Revocation		56.65	56.65		same in 2017
2.8	Refund of Fees					
2.8.1	Permit Issued but Construction Not Commenced		50%	50%		
2.8.2	Reduction of Refund for Each Field Inspection Performed After Issuance of Permit		5%	5%		
2.9	Moving Permit Fees					
2.9.1	Single Trip	4	91.95	\$93.35	5.60	
2.9.2	Single Short Term Job	0	121.85	\$123.70	0.00	
2.9.3	Single Job - 6 Months	0	243.65	\$247.30		
2.9.4	Annual Permit	1	487.25	\$494.60	7.35	
2.10	Sign Permit Fee					
2.10.1	Permanent Sign Fee	9	60.90	\$61.80	8.10	
2.10.2	Mobile Sign - 30 Day Permit	2	11.05	\$11.25	0.40	
2.10.3	Mobile Sign - 90 Day Permit	0	27.70	\$28.15		
2.10.4	Mobile Sign - 180 Day Permit	1	55.30	\$56.13	0.83	29.03
2.11	Swimming Pool Fencing Permit Fee	2	75.00	\$76.13	2.25	Pool Fence By-Law - Permit is for the fence around the pool for security. One time fee when constructing the pool fencing. Based on 1.5 hours for the CBO to review and issue permit.
2.12	Animal Control					
2.12.1	2.12.1.1 Cat/Dog License - Spayed/Neutered	29	24.35	\$24.70	10.15	11.80
	2.12.1.2 Cat/Dog License - Unspayed/Non-Neutered	3	35.80	\$36.35	1.65	
	2.12.1.3 Cat/Dog Lifetime Licence Spayed/Neutered/ Microchip/Tattoo			\$20.00		New fee for 2018
	2.12.1.4 Replacement for Lost Tag	0	17.75	\$18.00		
2.12.2	Impound Fee	4	80.00	\$80.00	0.00	This rate can increase but needs to be rounded number as enforcement officer take payment from customers at the shelter. In-line with similar size municipalities in Ontario
2.12.3	Protective Care Fee per day			\$20.00		New fee for 2018
2.13	Private Parking Spaces (Rented)					
2.13.1	Annual Fee Each	3	376.25	\$381.90	16.95	
2.14	Portage Avenue Municipal Parking Lot					
2.14.1	Rental of Reserved Parking Space 1st One Per Month	1	37.45	\$38.01	0.56	
	2.14.1.1 Each Additional Space per Month	5	18.75	\$19.03	1.40	
	2.14.1.2 Each Per Year	12	376.25	\$381.89	67.72	
2.14.2	Rental of Reserved Parking Space - Each Additional Space Per Month	0	1/2 cost of 1st Space	1/2 cost of 1st Space		This was added last year. Report to council by Clerk dated January 18, 2016
2.14.3	Unreserved Parking Spaces - Daily		2	\$2.00		Rates are fixed due to meter equipment
2.15	Metered On-Street Parking		1	\$1.00		Rates are fixed due to meter equipment
2.16	Loading Zone - Annual Fee Each	5	376.26	\$381.90	28.22	
2.17	Church Loading Zone - Annual Fee Each	4	70.75	\$71.81	4.26	119.11
2.18	Planning Fees					
2.18.1	Official Plan Amendment (Delegation of OPA approval January 1, 2016)	2	3,000.00	3,000.00	0.00	same as in 2017
2.18.2	Zoning By-Law Amendment	1	1,800.00	1,800.00	0.00	same as in 2017
2.18.3	Removal of "H" Symbol	1	1,200.00	1,200.00	0.00	same as in 2017
2.18.4	Temporary Use By-Law	0	1,200.00	1,200.00	0.00	same as in 2017
	2.18.4.1 Extension to Temporary Use By-Law		360.00	360.00	0.00	same as in 2017
2.18.5	Application for Subdivision/Condominium		3,000.00	3,000.00	0.00	same as in 2017
	2.18.5.1 Amendment to Subdivision/Condominium		600.00	600.00	0.00	same as in 2017
2.18.6	Consent (i.e. new lot, easement, lot addition, etc.)	5	549.20	\$557.45	41.25	
	2.18.6.1 Successive Applications (related property)		275.65	\$279.80	0.00	
	2.18.6.2 Additional Fee if easement, ROW included		275.65	\$279.80	0.00	
2.18.7	Minor Variance / Special Permission	8	304.50	\$309.10	36.80	
2.18.8	Acknowledgement, Undertaking & Indemnification		60.30	\$61.20	0.00	
2.18.9	Site Plan Agreement	3	976.40	\$991.05	43.94	
	2.18.9.1 Amendment to Site Plan Agreement		304.50	\$309.10		
2.18.10	Request for Property Information	32	60.90	\$61.80	28.80	
2.18.11	Encroachment Agreement or other land use agreement not listed elsewhere		365.40	\$370.88		
2.18.12	Validation of Title / Power of Sale		304.50	\$309.07		
2.18.13	Reschedule Public Meeting (at applicant's request) all planning applications		304.50	\$309.07		
2.18.14	Deeming By-Law (applies to second and successive lot)	4	60.90	\$61.81	3.65	

TOWN OF FORT FRANCES
Spreadsheet No. 1 - SCHEDULE OF FEES- As of November 1st, 2017

2.18.15 Land Titles, Ontario Municipal Board, Planner's Fees, if applicable,
2.18.16 excessive staff time

2.18.17 Solicitor Fees incurred by the Municipality related to any Planning matter
within Section 2.18

2.18.18 Pre-consultation fee pertaining to 2.18.1, 2.18.2, 2.18.3,
2.18.4, 2.18.5
"applied to applicable fee as noted upon receipt of completed application"

Assign Property Address

Number of Units per year	Approved 2017		Proposed 2018		2018 Additional Revenue from increase to rates	Notes
	Cost Recovery Basis		Cost Recovery Basis			156.24
	Cost Recovery Basis		Cost Recovery Basis			New Fee in 2017 Recommendation by Town Lawyer
	10% of applicable fee		10% of applicable fee			
2	60.90		\$61.80		1.80	
Total					316.18	316.18

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: November 1, 2017

SUBJECT: 2018 User Fee – Administration & Finance

BACKGROUND

On October 10, 2017, Council approved that division managers affect a 1.5% user fee increase for 2018, based on the Ontario Consumer Price Index inflationary increase. The Administration & Finance division has a mix of user fees that are legislated user fee rates, non-legislated user fee rates and rebates / revenue from external entities. Legislated user fees include the interest and penalties applied to accounts receivable and tax accounts, lottery license % fees and POA fines are out of the Town's control to affect user fee increases. Revenue from POA administration / management fees, rebates from external entities such as the natural gas rebate and purchase card rebate are also out of the Town's control to affect user fee increases.

Laurie Lindberg, Treasurer, surveyed the Northern Ontario Towns regarding their user fee for Tax Certificates. Of the six municipalities that responded, the low was \$30, three were \$50 and two were \$60. The Town of Fort Frances' rate for 2017 was \$61.75 and we propose to keep it constant for 2018.

The following are the estimated revenue increases resulting from the user fee increase as presented on the attached schedule:

1.	Dishonoured Cheques	-	\$ 20
2.	Business Licenses	-	\$ 531
3.	Civil Marriages	-	\$ 64
4.	Commissioning Oaths & Affidavits	-	<u>\$ 19</u>
	Total Estimated Revenue Increase		\$ 634

**TOWN OF FORT FRANCES
SCHEDULE OF FEES**

			Number of Units per Year	2017 Approved		2018 Proposed		2018 Additional Revenue	Notes/ Total Additional Revenue
				Resident	Non-Resident	Resident	Non-Resident		
1.0	Administration and Finance Division								
	Effective January 1, 2017 (Plus Applicable Taxes)								
1.1	Licenses - Annual Fees (unless otherwise noted)								
1.1.1	Public Halls								
	1.1.1.1	Public Halls - Limited	1	38.95		39.55		0.60	
	1.1.1.2	Public Halls - Transfer of License - One Time Fee		19.55		19.85			
1.1.2	Taxi Driver			31.60		32.05			
1.1.3	Taxi/Chauffeur Operator's I.D. Card (New or Replacement)			14.35		14.60			
1.1.4	Taxi Owner's License								
	1.1.4.1	For Each On-Street Taxi-Cab		390.80		396.65			
	1.1.4.2	For Each Off-Street Taxi-Cab		145.55		147.75			
	1.1.4.3	For Each Transfer of License - One Time		61.70		62.65			
1.1.5	Taxi Owner Business Licence			45.00		45.70			
1.1.6	Limousine Owner's License								
	1.1.6.1	For Each Vehicle		123.40		125.25			
1.1.8	Business Licenses								
	1.1.8.1	Adult Live Entertainment Parlours	1	442.85		449.50		6.65	
	1.1.8.2	Auctioneer		45.00	159.65	45.70	162.04		
	1.1.8.3	Billiard Hall or Pool Tables (each Table)	4	45.00		45.70		2.80	
	1.1.8.4	Bowling Alley (each Lane)	1	45.00		45.70		0.70	
	1.1.8.5	Community Events		190.00		192.85		-	
	1.1.8.6	Eating Establishments						-	
	1.1.8.6.1	Restaurants	22	45.00		45.70		15.40	
	1.1.8.6.2	Food Shops		45.00		45.70		-	
	1.1.8.6.3	Groceries	11	45.00		45.70		7.70	
	1.1.8.6.4	Bakery	6	45.00		45.70		4.20	
	1.1.8.6.5	Meat Vendor	4	45.00		45.70		2.80	
	1.1.8.6.6	Deli		45.00		45.70		-	
	1.1.8.7	Hairstyling Shops	4	45.00		45.70		2.80	
	1.1.8.8	Local Retailers (Retail Sales)	60	45.00		45.70		42.00	
	1.1.8.9	Hawker & Peddler						-	
	1.1.8.9.1	Hawker & Peddler Class 1 (day sales)	1	165.70		168.20		2.50	
	1.1.8.9.2	Hawker & Peddler Class 1 - Each Additional Day		75.50		76.65		-	
	1.1.8.9.3	Hawker & Peddler Class 2 (seasonal sales)	1	45.00	159.65	45.70	162.05	0.70	
	1.1.8.9.4	Hawker & Peddler Class 3 (door to door sales)		57.20	159.65	58.05	162.05	-	
	1.1.8.9.5	Hawker & Peddler Class 4 (door to door sales person)	3	57.20	159.65	58.05	162.05	2.55	
	1.1.8.9.6	Hawker & Peddler Class 5 (antique/collectible)	1	45.00	159.65	58.05	162.05	13.05	
	1.1.8.9.7	Hawker & Peddler Class 6 (craft shows)	1	45.00	159.65	58.05	162.05	13.05	

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			Number of Units per Year	2017 Approved		2018 Proposed		2018 Additional Revenue	Notes/ Total Additional Revenue
				Resident	Non-Resident	Resident	Non-Resident		
1.1.8.9.8	Hawker & Peddler Class 7 (trade shows)			165.70		168.20		-	
1.1.8.9.9	Hawker & Peddler Class 7 - Each Additional Day			75.50		76.65		-	
1.1.8.9.10	Hawker & Peddler Class 8 (flea markets)			45.00	159.65	45.70	162.05	-	
1.1.8.9.11	Hawker & Peddler Class 9 (general not including above)	2		45.00	159.65	45.70	162.05	1.40	
1.1.8.10	Motor Vehicle Towing	0		45.00	159.65	45.70	162.05	-	
1.1.8.11	Photographer	5		45.00	159.65	45.70	162.05	3.50	
1.1.8.12	Places of Amusement	1		45.00		45.70		0.70	
1.1.8.13	Plumbing Contractors & Plumbers	8		45.00	443.55	45.70	450.20	5.60	
1.1.8.14	Public Garage (automotive rental, sales, & service)							-	
1.1.8.14.1	Motor Vehicle Service Station	11		45.00		45.70		7.70	
1.1.8.14.2	Public Garage (see classes 1 - 7)	3		45.00		45.70		2.10	
1.1.8.15	Refreshment Vehicles			57.20	159.65	58.05	162.05	-	
1.1.8.16	Mobile Food Vending	4		190.00		192.85		11.40	
1.1.8.17	Second Hand Dealers or Salvage Yard Operators	3		45.00	159.65	45.70	162.05	2.10	
1.1.8.18	Tattoo Parlour, Body Piercing, Electrolysis	2		45.00	159.65	45.70	162.05	1.40	
1.1.8.19	Laundries and Laundromats	2		45.00		45.70		1.40	
1.1.8.20	Newspapers and Magazines			165.70		168.20		-	
1.1.8.21	Old Gold and Silver Dealers			45.00		45.70		-	
1.1.8.22	Trades and Occupations	46/34		45.00	443.55	45.70	450.20	258.30	
1.1.8.24	Pawnbroker	1		45.00		45.70		0.70	
1.1.8.25	Wholesale Fruit, Vegetables, etc.	1		45.00	177.85	45.70	180.50	0.70	
1.1.8.25.1	Ontario Residents	1		45.00	177.85	45.70	180.50	0.70	
1.1.8.26	Professions	138		45.00	159.65	45.70	162.05	96.60	
1.1.8.27	Transient Traders				631.55	-	641.00	-	
1.1.8.28	Transportation including bussing but excluding taxis	2		45.00	159.65	45.70	162.05	1.40	
1.1.8.29	Hotel/Motel			45.00		45.70		-	Tracked elsewhere
1.1.8.30	Business Licence Transfer Fee			25.70		26.10		-	
1.1.8.31	Show, Carnival, Circus, Etc.								
1.1.8.31.1	One Day or Less	6		157.50		159.85		14.10	
1.1.8.31.2	Each Additional Day			71.80		72.90		-	
1.1.8.32	Tobacconist	6		45.00		45.70		4.20	
								531.50	
enses - For Each License Issued									
Raffle Prize Value to \$50,000			3% of Prize Value		3% of Prize Value				
Bingo Prize Value to \$5,500			3% of Prize Value		3% of Prize Value				
Break Open Ticket			3% of Prize Value		3% of Prize Value				
Bazaars - per license			5.00		5.00				
1.2.4.1	Bazaar - up to 3 wheels of fortune			10.00 per wheel		10.00 per wheel			
1.2.4.2	Bazaar Bingo Prize Value to \$500			3% of Prize Value		3% of Prize Value			
1.2.4.3	Bazaar Raffle Prize Value to \$500			3% of Prize Value		3% of Prize Value			

		Number of Units per Year	2017 Approved		2018 Proposed		2018 Additional Revenue	Notes/ Total Additional Revenue
			Resident	Non-Resident	Resident	Non-Resident		
1.3 Other Charges								
1.3.1	Tax Certificate - Each One	220	61.75		61.75		-	Freeze for 2017
1.3.2	Duplicated Receipts - Each One		6.45		6.55			
1.3.3	History of Account Transactions		Actual Costs					
1.3.4	Dishonoured Cheques - Each	41	31.90		32.40		20.50	
1.3.5	Photocopies							
1.3.5.1	Letter and Legal Size		0.56		0.60			
1.3.5.2	11" x 17"		1.05		1.10			
1.3.5.3	Certified as True Copy (per signature)	20	5.85		5.93	plus HST	1.60	
1.3.6	Fax - Send/Receive							
1.3.6.1	First Page		2.40		2.45			
1.3.6.2	Each Additional		1.05		1.10			
1.3.7	Commissioning Oaths & Affidavits (plus HST)							
1.3.7.1	Completed Documents - One Signature	73/5	11.75	14.70	11.95	14.91	15.65	
1.3.7.2	Per Signature/Initial where more than one signature is requested	16/3	5.85	7.30	5.93	7.43	1.67	18.92
1.3.8	Utility Bill Inserts		.08/item		.08/item			
1.3.9	Vital Statistics Administration Fee							
1.3.9.1	Still Birth Registration		32.00	42.00	32.00	42.00	-	Freeze to end of term
1.3.9.2	Death Registration		32.00	42.00	32.00	42.00	-	Freeze to end of term
1.3.10	Marriage Licence/Ceremony							
1.3.10.1	Marriage Licence		140.00	140.00	140.00	140.00	-	Freeze to end of term
1.3.10.2	Civil Marriage Ceremony	9/1	332.25	415.35	337.26	421.59	51.33	
1.3.10.3	Civil Marriage Ceremony (After Office Hours at Civic Centre)	1/1	387.55	484.40	393.36	491.68	13.09	
1.3.10.4	Civil Marriage Ceremony (Weekends other than at Civic Centre)		387.55	484.40	393.36	491.68		
1.3.10.5	Marriage Ceremony Outside of Town * See Below		542.60	542.60	550.75	550.75		
1.3.10.6	Attendance at Wedding Rehearsal * See Below		53.70	67.15	54.51	68.19		64.42
			Same fee as marriage services above less \$50.00		Same fee as marriage services above less \$50.00			
1.3.10.7	Renewal of Wedding Vows * See Below		\$50.00		\$50.00			
	*Plus, where applicable, travel time and distance charges on a return basis as per Town Travel Policy							
1.3.11	Application for Closure of							
1.3.11.1	Road or Lane - Deposit		619.15		628.45			
1.3.11.2	On Completion of Closure		Actual Costs less Deposit 1.00/sq. ft. or as directed by council otherwise		Actual Costs less Deposit 1.00/sq. ft. or as directed by council otherwise			
1.3.11.3	Sale of Lane or Roadway Closed							
1.3.12	Utility Arrears Letter		32.75		33.25			
1.3.13	Committee Room Rental (External Groups)		55.80		56.65			
1.4 Tax Sale - Administrative Charges								
1.4.1	File Preparation, Searches, to completion tax arrears certificate		247.30		251.00			
1.4.2	Preparation & Registration of Tax Arrears Certificate		247.30		251.00			

Number of Units per Year						2018 Additional Revenue	Notes/ Total Additional Revenue
2017 Approved		2018 Proposed					
Resident	Non-Resident	Resident	Non-Resident				
123.60		125.45					
188.15		191.00					
123.60		125.45					
123.60		125.45					
123.60		125.45					
123.60		125.45					
247.30		251.00					
188.15		191.00					
123.60		125.45					
247.30		251.00					
Actual Costs		Actual Costs					
Actual Costs		Actual Costs					
		Actual Costs					New for 2018



FIRE & RESCUE SERVICE

September 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:
28.75	5	1	16	0	6	1	\$0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Critical Incident Stress Debriefs:
4	4	0	1	0	0	3	0

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 19 EMERGENCY RESPONSE CALLS DURING SEPTEMBER 2017.

Total Hours: A total of **13.75 Hours** were spent on responding to emergency incidents, and a total of **15 Hours** were spent on training. **Time of Day:** During this month **42%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **58%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Public Fire Safety Education / Public Events / Fire Drills: I attended a meeting with the Safe Communities Committee, and shared some fire and life safety tips, as well as emergency preparedness tips. As well, preparations are under way to prepare for an enhanced level of public fire safety education in the month of October.

Fire Prevention Inspections / Re-inspections: **16 (sixteen)** inspections / re-inspections were completed. This brings our total to **119** Fire Safety Inspections / Re-Inspections completed for this year.

Emergency Medicals Service (EMS) Response Calls: There were **6 (six)** Emergency Medical Service (EMS) requests; however, **2 (two)** of the calls were cancelled, so we actually actioned only **4 (four)** EMS calls.

Fire Response Calls: There was **1 (one) Fire Response Call:** The fire was in an oven fire, which resulted in a melted kitchen utensil; there was no dollar loss. **Pre- Fire Response Calls / Alarm Calls:** There were **4 (four)** False Alarm Calls.

MVC's (Motor Vehicle Crashes): There were **4 (four) MVC's**. One MVC accounted for almost 3-hours of time on scene due to a broken Hydro One Power Pole on 5th Street West and Keating Avenue North; our team had to wait for Hydro One to arrive so they could secure and stabilize the pole. As well, another MVC accounted for just over 3-hours due to the fact it was up Hwy 502.

(CO) Carbon Monoxide / Gas Leak Calls: We responded to **1 (one)** gas leak, which involved someone striking a gas line with a shovel.

Flood: We responded to a fire alarm call at a local financial institution after a thunder storm went through the area, and found a roof drain/piping had come apart at a mechanical joint, which resulted in extensive flooding. Our team's response prevented more ongoing flooding and they need to be commended for their actions; well done!

Training in September: The Fire Chief/CEMC and two other fulltime firefighters attended a **Fire Scene Assessment** course in Thunder Bay. Fire Practices resumed with two fire practices per month; two weekend training sessions were held out at our airport training site on September 30th and October 1st. As well, the six new recruits continued with their ongoing training program.

Updates: September represented the end of the 3rd Quarter. To date, we have responded to **304 emergency calls**, and had a total of **6 (six) fires** with a total estimated loss of \$24,500. **Note:** One fire in January attributed to **\$21,000** of the total estimated losses. Fires are rare in our town; however, we **NEED** to strive for **ZERO FIRES!** The fact that we rarely attend fires in our town is due to the **enhanced fire safety prevention inspection program**, along with our **public fire safety education program**, which sees us engaging with the general public whenever possible. As well, the people of Fort Frances are **taking responsibility for their own safety**. There are countless times throughout the week where fire safety discussions are held with the people of Fort Frances. Our team is **committed** to the **protection of lives, property, and the environment** in the **Town of Fort Frances**.



FIRE & RESCUE SERVICE

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



Total Hours: Incidents; Training; Public Fire Safety Education	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:
73	6	6	22	0	2	2	\$0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Critical Incident Stress Debriefs:
9	2	0	1	0	0	0	0

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO **16 EMERGENCY RESPONSE CALLS** DURING OCTOBER 2017.

Total Hours: A total of **11.27 Hours** were spent on responding to emergency incidents; a total of **22 Hours** were spent on training; and a total of **39.7 Hours** were spent on **Public Fire Safety Education Activities**.

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

Public Fire Safety Education / Public Events / Fire Drills / Highlights: **39.7 Hours.** One of our team members delivered a fire safety presentation to approximately **100 seniors at the Sister Kennedy Centre**, which included kitchen and cooking fire safety. Many of the seniors had numerous questions for Wayne Riches, our Captain of Fire Prevention and Education.

- **Fall Fire Safety Day** was put on at Canadian Tire where we had displays, information booths, and apparatus on scene; approximately **300-plus people** attended.
- **Fire Prevention Week (Oct 8-14)** saw schools visits for **JK to grade 3** at our local schools, with fire safety presentations geared to grade level. **660-PLUS** students and teachers/classroom aids attended these fire safety presentations.
- Our team canvassed the town with a Home Fire Safety Mailbox Drop Initiative, as well as handed out Home Fire Safety information uptown, as well as at the Memorial Sports Centre. Even after Fire Prevention Week was over our team continued onward with the Home Fire Safety Mailbox Drop Initiative throughout the month of October.
- During the week of Oct 8-14 the **Fort Frances Times** ran multiple **Fire Safety awareness news in their paper**, as well as we had community booster's sponsor a **full page ad** in the Wednesday Times on October 11th.
- Our day shift crew, myself, and one volunteer firefighter participated in the **Trunk or Treat Halloween** event; it was a huge success, which saw hundreds and hundreds of children attend along with their parents/caregivers.



FIRE & RESCUE SERVICE

October 2017 REPORT

FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



- In November we will be starting a **52 week per year educational Public Fire Safety Campaign** in the **Fort Frances Times - Thursday Bulletin**, which all households in our town will receive on a weekly basis. As well, we have some local community businesses (community booster's) who will be funding this campaign.

Fire Prevention Inspections / Re-inspections: **22 (twenty-two)** inspections / re-inspections were completed. This brings our total to **141** Fire Safety Inspections / Re-Inspections completed for this year. All the schools and manors were inspected, which are generally more time consuming to fully complete a detailed inspection.

Emergency Medicals Service (EMS) Response Calls: There were **2 (two)** Emergency Medical Service (EMS) requests.

Fire Response Calls: There was **1 (one) Fire Response Call:** Our team responded to an **out-of-control outdoor deep-fryer fire**, which was near a house. The night shift on duty fire officer responded and extinguished the fully involved fire with a fire extinguisher before myself and other firefighters could respond. The quick response of our on duty fire officer prevented the fire from spreading to the home; there was no dollar loss.

Pre- Fire Response Calls / Alarm Calls: There were **1 (one)** False Alarm Calls. Our two day shift fire officers responded to a call where sparks were coming out of an electrical outlet; there was no dollar loss.

MVC (Motor Vehicle Crashes): There were **2 (two) MVC's**. One of the MVC's our team responded to came in as a vehicle roll over with 3 people trapped east of the Great Bear Store. Our team found the scene of the event 2 kms East of Windy Point Bridge, but no persons or vehicles were at this location. Apparently, all persons and vehicle including tow truck had departed for town.

Our team responded to another MVC, which was a serious single vehicle MVC located in the vicinity of Turtle River Road on HWY 11, with one occupant trapped. Upon arrival on scene, our team found a car in a ditch and on its roof with one person who was badly trapped. Our team utilized our Hurst eDRAULIC Combination Tool, Large Hydraulic Cutters, Large Hydraulic Spreaders, as well as Hydraulic Rams to successfully extricate the patient.

Fire Alarms: There were **9 (nine)** False Fire Alarm calls this month.

(CO) Carbon Monoxide / Gas Leak Calls: We responded to **1 (one)** report of a smell of natural gas at a local business; it was found that the natural gas heating equipment was not correctly vented.

Scheduled Training in October: Two regular fire practices were held, and two special training sessions for our new recruits. As well, two weekend training sessions were held out at our airport training site on September 30th and October 1st, which saw our new volunteer firefighters recruits and other volunteers firefighters, along with fulltime staff complete multiple live fire training exercises. These live fire training exercises are held at least annually and are essential needed training for our Fire & Rescue Service Team.

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Ten Months Ending Tuesday, October 31, 2017

	<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	(44,458.79)	-	44,458.79	0.00%
Supp/Omit Education Tax Levy	(8,908.02)	-	8,908.02	0.00%
W/O Municipal	33,281.63	226,140.00	192,858.37	14.72%
W/O Education	83,849.11	21,007.00	(62,842.11)	399.15%
OMPF	(3,106,500.00)	(3,106,500.00)	-	100.00%
Payments-in-Lieu	(742,439.11)	(789,904.00)	(47,464.89)	93.99%
Sale of Land	(202,850.00)	-	202,850.00	0.00%
Mayor & Council	397,466.12	719,600.00	322,133.88	55.23%
Contribution to Reserves & Reserve Funds	-	1,375,000.00	1,375,000.00	0.00%
Long Term Debt	424,732.74	633,228.00	208,495.26	67.07%
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	1,598,029.49	1,991,502.00	393,472.51	80.24%
Northwestern Health Unit	338,078.95	368,814.00	30,735.05	91.67%
Economic Development	107,748.31	167,768.00	60,019.69	64.22%
Travel Information Centre	23,661.93	19,000.00	(4,661.93)	124.54%
Solar Panel Project	(11,341.24)	(25,625.00)	(14,283.76)	44.26%
English Public School Board	994,544.41	1,308,908.00	314,363.59	75.98%
English Separate School Board	202,020.34	265,764.00	63,743.66	76.01%
French Public School Board	991.51	1,322.00	330.49	75.00%
French Separate School Board	2,134.93	2,846.00	711.07	75.02%
Total Corporate	<u>(12,036,357.84)</u>	<u>(8,941,310.00)</u>	<u>3,095,047.84</u>	<u>134.62%</u>
ADMINISTRATION AND FINANCE				
Other Unassigned Revenue	(217,135.73)	(319,195.00)	(102,059.27)	68.03%
Administration	288,175.23	382,295.00	94,119.77	75.38%
Admin Vehicle	4,803.79	3,330.00	(1,473.79)	144.26%
Municipal Buildings	9,070.99	11,830.00	2,759.01	76.68%
HR Department	55,387.13	58,500.00	3,112.87	94.68%
Clerk	193,164.28	198,660.00	5,495.72	97.23%
Treasury	225,752.14	397,297.00	171,544.86	56.82%
FFPC Administration	114,352.75	108,000.00	(6,352.75)	105.88%
Total Administration and Finance	<u>673,570.58</u>	<u>840,717.00</u>	<u>167,146.42</u>	<u>80.12%</u>
EMERGENCY SERVICES				
Emergency Services	717,076.55	963,438.00	246,361.45	74.43%
Emergency Measures	3,839.48	14,107.00	10,267.52	27.22%
911 Service	19,454.58	11,800.00	(7,654.58)	164.87%
Police Revenue	(20,235.74)	(24,000.00)	(3,764.26)	84.32%
Police Services Board	9,727.15	17,670.00	7,942.85	55.05%
Police Administration	1,671,049.18	2,030,005.00	358,955.82	82.32%
Total Emergency Services	<u>2,400,911.20</u>	<u>3,013,020.00</u>	<u>612,108.80</u>	<u>79.68%</u>
COMMUNITY SERVICES				
Sister Kennedy Centre	28,758.35	43,053.00	14,294.65	66.80%
Fort Frances Children's Complex	59,128.74	51,358.00	(7,770.74)	115.13%
Best Start Hub	(33,994.53)	-	33,994.53	0.00%
Day Care Resource Teachers	(23,865.09)	-	23,865.09	0.00%
Handi-Transit System	82,059.40	103,377.00	21,317.60	79.38%
Townshend Theatre	(10,119.93)	-	10,119.93	0.00%
Recreation Facilities	495,873.90	602,187.00	106,313.10	82.35%
Recreation Programs	(1,081.12)	138,656.00	139,737.12	(0.78%)
Community Services	96,769.62	133,742.00	36,972.38	72.36%
Sunny Cove Camp	(4,779.04)	23,705.00	28,484.04	(20.16%)

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TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Ten Months Ending Tuesday, October 31, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Fort Frances Public Library	403,535.47	480,749.00	77,213.53	83.94%
Museum	108,256.98	144,027.00	35,770.02	75.16%
Waterfront Development/Marina	23,423.26	38,056.00	14,632.74	61.55%
Total Community Services	<u>1,223,966.01</u>	<u>1,758,910.00</u>	<u>534,943.99</u>	<u>69.59%</u>

OPERATIONS AND FACILITIES

PW Administration	(107,883.51)	(198,059.00)	(90,175.49)	54.47%
PW Buildings & Yards	97,893.39	119,380.00	21,486.61	82.00%
Municipal Roads	1,015,460.89	1,382,899.00	367,438.11	73.43%
Public Parking Lots	3,020.84	16,994.00	13,973.16	17.78%
Sidewalks	41,852.23	101,671.00	59,818.77	41.16%
Private Works Charges	16,391.86	47,060.00	30,668.14	34.83%
Private Crossing Charges	36,104.23	16,678.00	(19,426.23)	216.48%
PW Vehicles	137,494.16	230,462.00	92,967.84	59.66%
PW Equipment	153,868.76	264,141.00	110,272.24	58.25%
PW Stores	70,586.14	72,336.00	1,749.86	97.58%
Traffic Signal Maintenance	12,489.69	8,735.00	(3,754.69)	142.98%
Streetlight Maintenance	54,632.89	75,496.00	20,863.11	72.37%
Garbage Collection	(126,123.92)	(208,376.00)	(82,252.08)	60.53%
Recycling Services	92,416.00	213,649.00	121,233.00	43.26%
Sanitary Landfill	(154,190.36)	(5,273.00)	148,917.36	2924.15%
Engineering	30,495.72	33,795.00	3,299.28	90.24%
Airport	(73,897.20)	(28,880.00)	45,017.20	255.88%
Airport Building Maintenance	28,751.15	46,625.00	17,873.85	61.66%
Airport Grounds Maintenance	25,602.49	63,704.00	38,101.51	40.19%
Parks & Cemeteries Maintenance	161,956.71	163,466.00	1,509.29	99.08%
Fort Frances Cemetery	111,659.27	78,580.00	(33,079.27)	142.10%
Riverview Cemetery	173,959.58	186,636.00	12,676.42	93.21%
Point Park	(13,637.21)	30,111.00	43,748.21	(45.29%)
Parks - Outdoor Facilities	251,035.57	266,840.00	15,804.43	94.08%
Lions Millennium Park	8,205.12	9,634.00	1,428.88	85.17%
Total Operations and Facilities	<u>2,048,144.49</u>	<u>2,988,304.00</u>	<u>940,159.51</u>	<u>68.54%</u>

PLANNING AND DEVELOPMENT

Civic Centre	69,759.04	114,718.00	44,958.96	60.81%
By-Law Enforcement	113,632.57	146,640.00	33,007.43	77.49%
Animal Shelter	3,776.43	9,105.00	5,328.57	41.48%
Building Official	(25,758.03)	21,776.00	47,534.03	(118.29%)
Planning & Zoning	31,482.31	48,120.00	16,637.69	65.42%
Total Planning and Development	<u>192,892.32</u>	<u>340,359.00</u>	<u>147,466.68</u>	<u>56.67%</u>

Sub-Total General Fund (Operating)	<u>(5,496,873.24)</u>	<u>-</u>	<u>5,496,873.24</u>	<u>0.00%</u>
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TOTAL BUDGET- Revenue	(20,792,888.64)	(21,739,787.00)	(946,898.36)	95.64%
TOTAL BUDGET- Expenditures	<u>15,296,015.40</u>	<u>21,739,787.00</u>	<u>6,443,771.60</u>	<u>70.36%</u>
	<u>(5,496,873.24)</u>	<u>-</u>	<u>5,496,873.24</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Water and Sewer Fund (Operating) Summary
For the Ten Months Ending Tuesday, October 31, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$1,141,270.10)	(\$680,548.00)	\$460,722.10	167.70%
Water Treatment Plant	508,838.42	556,442.00	47,603.58	91.45%
Water Storage Facility	105,986.35	124,106.00	18,119.65	85.40%
	<u>(526,445.33)</u>		<u>526,445.33</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(1,184,256.79)	(756,652.00)	427,604.79	156.51%
Sewage Treatment Plant	577,145.56	756,652.00	179,506.44	76.28%
	<u>(607,111.23)</u>		<u>607,111.23</u>	<u>0.00%</u>