

TOWN OF FORT FRANCES

AGENDA - Tuesday November 14, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 105) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 30th Annual Citizen of the Year
 - approval of this report will endorse the Citizen of the Year Committee's recommendation.
 - 4.2 Personal matters about an identifiable individual, including municipal or local board employees - Board Secretary
 - approval of this report will agree to the actions outlined in the report.
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Roy Avis - Verbal Update
Councillor John Albanese - Verbal Update
Councillor Wendy Brunetta - Verbal Update
Councillor June Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Doug Brown, CAO - Purchase Card Expenses 5 - 7
 - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expense in the total amount of \$56.04 as submitted by D. Brown, CAO for his attendance at the Northern Ontario Municipal Association conference held on September 19-22, 2017 in Thunder Bay, Ontario.
 - 7.2 Amended Property Assessment Notices 8 - 16
 - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the

	Page
Amended Property Assessment Notices for properties located at 535 Riverview Drive, 414 Scott Street, 1018 First Street East and 1020 First Street East in Fort Frances.	
7.3 Fort Frances Non-Profit Innovative Homes Inc. - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the dissolution of the Fort Frances Innovative Homes Inc. and that the Treasurer be identified as who will have custody of the Corporate documents and records for six years after the dissolution date.	17 - 18
7.4 Upcoming Committee & Council Meeting Dates for 2018 - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to proceed with the meeting dates as listed in this report.	19 - 20
7.5 Part 2 of Modernizing Ontario's Municipal Legislation Act (Bill 68) - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive this report and agree with the recommendations from the Clerk, further that work on amendments to the Procedural By-law be undertaken to be in effect by January 1, 2018.	21 - 22
7.6 iCompass - New Modules (CivicWeb Portal and Board Manager) - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to proceed with executing an updated agreement with iCompass which will include two new modules, further that the Mayor and Clerk are hereby authorized to execute said agreement.	23 - 24
7.7 Emergency Evacuation Centres Backup Power Initiative - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee which endorses the Fire Chief / CEMC to proceed with contacting key community partners related to having input in establishing Backup Power and Infrastructure at two Emergency Evacuation Centre(s) as well as at any other possible alternative sites.	25
7.8 Amendment to the Cemetery Fees Listed in the 2017 User Fee By-law 55/16 - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to revise the correct rates for lot purchases as well as columbarium niches and further that those who over paid in 2017 will be refunded the difference.	26 - 33

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7.9 Airport Property - Land Lease Private Aircraft Hangars	34 - 37
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure renewal of the hangar lot lease rate with 427112 Ontario Limited (Sky North Air) at \$1.79 per square meter for the next five years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the Corporation.	
7.10 Request from Royal Canadian Legion - Maintenance Services for the lane along the Legion	38 - 39
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that a maintenance agreement be drafted by the Town's Solicitor and presented to the Legion for the maintenance of the lane along the East side of their building at 250 Church Street.	
7.11 Management / Non-Union Benefits Policy	40 - 48
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Town's Management / Non-Union Benefits Policy as attached.	
8. <u>Administration and Finance Division:</u>	
8.1 June 2014 Flood Event - ODRAP Audited Statement and Invoice	49 - 60
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to accept the Ontario Disaster Relief Assistance Program audited report prepared by BDO Canada LLP for the period of June 10, 2014 to December 31, 2016, approve the payment of the invoice in the amount of \$5,390.10 inclusive of HST and that a request be forwarded to the Ministry of Municipal Affairs and Housing for reimbursement of said audit costs. Further that the Municipal Claim Forms 1-5 dated October 30, 2017 signed by the Treasurer be approved.	
8.2 Termination of the June 12, 2014 Declared Emergency	61 - 62
- approval of this report will agree to the recommendation of the Fire Chief/CEMC to bring forward a resolution to terminate the declared emergency in the Town of Fort Frances in accordance with the Emergency Management and Civic Protection Act, R.S.O. 1990, and to have Mayor Avis complete a Termination of Emergency document, which will be faxed to the Provincial Emergency Operations Centre Duty Officer upon completion.	
8.3 Appeal Minutes of Settlement re: 375 Scott Street (2013-2016)	63 - 72

- approval of this report will agree to the recommendation from Administration to approve the CAO to sign the Appeal Minutes of Settlement as received for the 2013, 2014, 2015 and 2016 taxation years for property located at 375 Scott Street.

9. Operations and Facilities Division:

9.1 Verbal Update on Capital Projects

10. General:

10.1 2018 User Fees

73 -
103

- Planning & Development Division

- Administration & Finance Division

- Fort Frances Fire & Rescue Services

- Community Services Division

- Operations & Facilities Division

- approval of these reports will agree to the recommendations of the various Executive Committees to approve the 2018 User Fees as presented and further that an authorizing by-law be brought forward.

11. Information:

11.1 Fort Frances Fire & Rescue Service - September and October 2017 Reports

104 -
106

11.2 General Fund (Operating) Summary for the period ending October 31, 2017

107 -
108

11.3 Water & Sewer Fund (Operating) for period ending October 31, 2017

109

11.4 Complaint Register - October 2017

12. Non-agenda items:

13. ADJOURNMENT



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/108**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: November 8, 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.

RECOMMENDATION

Administration recommends approval of the Purchase Card expense claim in the total amount of \$56.04 as submitted by Doug Brown, CAO for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay, Ontario on September 19 – 22, 2017.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee to approve the purchase card expense in the total amount of \$56.04 as submitted by Doug Brown, CAO for his attendance at the Northern Ontario Municipal Association Conference held on September 19 – 22, 2017 in Thunder Bay, Ontario.

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



Dary R

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
5.0% HST-F tax on	\$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: Mayor Avis & Members of Council

FROM: Laurie Lindberg, Treasurer

DATE: November 8, 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.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Amended Property Assessment Notices for 535 Riverview Drive, 414 Scott Street, 1018 First Street E. and 1020 First Street E.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Amended Property Assessment Notices for properties located at 535 Riverview Drive, 414 Scott Street, 1018 First Street E. and 1020 First Street E in Fort Frances.



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Amended Property Assessment Notice

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.

DG10000403 32 1/2 9/17 PRAN

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

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

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)
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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"/> <input type="button" value="v"/>	Show
Sep 22, 2017	PRAN - Consolidation	Jan 1, 2017	CT = 5,079.07	<input checked="" type="checkbox"/>	<input type="text" value="Not Processed"/> <input type="button" value="v"/>	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.



Ontario

MINISTRY OF FINANCE

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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

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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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														



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/112**

TO: Major Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: November 8, 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, 2008, 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,

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the dissolution of the Fort Frances Non-Profit Innovative Homes Inc. and that the Treasurer be identified as who will have custody of the Corporate documents and records for six years after the dissolution date.

Council Approval of This Report Will Authorize the dissolution of the Fort Frances Non-Profit Innovative Homes Inc. and that the Treasurer be identified as who will have custody of the Corporate documents and records for six years after the dissolution date.

November 7, 2017

REPORT TO: Mayor & Council
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.

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

The Administration & Finance Executive Committee considered the 2018 meeting dates and recommend approval of the following list.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to proceed with the meeting dates as listed in this report.
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TOWN OF FORT FRANCES

Committee of the Whole & Council Meeting Dates

(January 2018 to December 2018)

Scheduled Date

January 8, 2018

February 12, 2018

February 26, 2018

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)

August 13, 2018 (*summer schedule)

September 10, 2018

September 24, 2018

October 9, 2018 (Tuesday)

November 13, 2018 (Tuesday)

November 26, 2018

December 3, 2018 **this will be the Inaugural Meeting

December 10, 2018

November 7, 2017

REPORT TO: Mayor & Council

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.

The Administration & Finance Executive Committee considered this matter at the November 7th meeting and agrees with the recommendations from the Clerk.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive this report and agree with the recommendations from the Clerk, further that work on amendments to the Procedural By-law be undertaken to be in effect by January 1, 2018.

November 7, 2017

REPORT TO: Mayor & Council

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 approximately \$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 approximately \$10,000.00 per year plus taxes.

The Administration & Finance Executive Committee considered this report at its November 7th meeting and support proceeding.

<p>Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to proceed with executing an updated agreement with iCompass which will include two new modules (CivicWeb Portal and Board Manager), further that the Mayor and Clerk are hereby authorized to execute said agreement.</p>
--

November 8, 2017

Report To: Mayor and Council

From: Tyler Moffitt, Fire Chief/CEMC

Subject: Emergency Receiving Centre's Backup Power Initiative

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.

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.

The Administration & Finance Executive Committee recommends the following:

1. That council endorses 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.

Council's approval of this report will ensure the following:

That Council endorses 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.

November 8, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Amendment to the Cemetery Fees Listed in the 2017 User Fee By-Law 55/16

It was found that there was an error in the determination of the care and maintenance fees charges for a lot purchase as well as for a columbarium niche. The maximum fees for the care and maintenance is set out in the Funeral, Burial and Cremation Services Act and the discrepancy is outlined below.

Fee	2017 Fee	Maximum Allowed	REVISED 2017 Fee	Difference
Adult Single Lot	\$253.75	\$250.00	\$250.00	3.75
Adult Double Lot	\$253.75	\$250.00	\$250.00	3.75
Child	\$152.25	\$150.00	\$150.00	2.25
Cremation Lot	\$152.25	\$150.00	\$150.00	2.25
Columbarium Top Two Rows	\$177.82	15% of Purchase Price	\$179.67	-1.85
Columbarium Middle Four Rows	\$219.66	15% of Purchase Price	\$221.50	-1.84
Columbarium Bottom Two Rows	\$146.44	15% of Purchase Price	\$148.29	-1.85

During the determination of the 2017 User Fees all fees were inflated the 1.5% over 2016. In 2016 the Columbarium fees were inflated 1.5% instead of completing the 15% calculation as well. For those who have over paid, a refund will be issued, for those who have under paid, there will be no action taken.

Administration recommends the following:

1. That the 2017 User Fee By-Law be revised to reflect the correct rates for lot purchases as well as columbarium niches.
2. That those who have over paid in 2017 be refunded the difference

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure the following:

1. That the 2017 User Fee By-Law be revised to reflect the correct rates for lot purchases as well as columbarium niches.
2. That those who have over paid in 2017 be refunded the difference

Manager of Operations and Facilities

**TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "E"**

CEMETERY OPERATOR: TOWN OF FORT FRANCES

CURRENT PRICE LIST OF CEMETERY SUPPLIES & SERVICES - EFFECTIVE DATE January 1st, 2017

FOR TWO CEMETERIES: FORT FRANCES CEMETERY- 401 King's Hwy.

RIVERVIEW CEMETERY - 1319 COLONIZATION ROAD WEST

Contact telephone number 274-9893 Monday to Friday from 8:00 am to 4:00 pm- 900 Wright Avenue

Day to Day Operation contact: Travis Rob, Operations and Facilities Manager 274-9893 - 900 Wright Avenue

A. PRICE LIST PER LOT

A.1 Adult Single Lot

lot Size: 5' x 10' or 50 Square feet

Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')

And up to six (6) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

	2017	Revised 2017
Lot	\$268.78	\$268.78
Care & Maintenance	\$253.75	\$250.00
Sub-Total	\$522.53	\$518.78
HST	\$67.93	\$67.44
TOTAL	\$590.46	\$586.22

A.2 Adult Double Lot

lot Size: 10' x 10' or 100 Square feet

Four (4) Full Burials Allowed - Two (2) MUST be at extra depth (10')

And up to Twelve (12) cremations (depending on size of urn)

Markers to be installed in accordance with the cemetery by-law

Lot	\$534.86	\$534.86
Care & Maintenance	\$253.75	\$250.00
Sub-Total	\$788.61	\$784.86
HST	\$102.52	\$102.03
TOTAL	\$891.13	\$886.89

A.3 Child (8 years old or under)

lot Size: 3' x 2' or 6 Square feet

One (1) Full Burial Allowed plus two (2) cremations (depending on urn size)

side by side at foot only or One (1) cremation centred at head and up to

two (2) cremations (depending on urn size) side by side at foot only

Markers to be installed in accordance with the cemetery by-law

Lot	\$107.53		\$107.53
Care & Maintenance	\$152.25		\$150.00
Sub-Total	\$259.78		\$257.53
HST	\$33.77		\$33.48
TOTAL	\$293.55		\$291.01

A.4 Cremation lot

lot Size: 2' x 2' or 4 square feet
 Up to Two (2) cremations (depending on size of urn)
 Flat Markers only allowed on Cremation lots & No Flower Beds allowed due to size

Lot	\$80.62		\$80.62
Care & Maintenance	\$152.25		\$150.00
Sub-Total	\$232.87		\$230.62
HST	\$30.27		\$29.98
TOTAL	\$263.14		\$260.60

A.5 Veteran lot

lot Size: 5' x 10' or 50 square feet
 Two (2) Full Burials Allowed - One (1) MUST be at extra depth (10')
 or Two (2) cremations (depending on size of urn) MAXIMUM 2 INTERMENTS
 VETERAN AND SPOUSE ONLY

No charge for Veteran - Interment of Spouse will be the responsibility of the family

B. UNIT PRICE PER INTERMENT
B.1 SUMMER - May 1 to October 31

B.1.1 Adult Interment	\$753.57
HST	\$97.96
TOTAL	\$851.53

B.1.2 Adult with Vault	\$838.34
HST	\$108.98
TOTAL	\$947.32

B.1.3 Child (8 years old or under)	\$303.42
HST	\$39.44
TOTAL	\$342.86

B.1.4 Child (8 years old or under) with Vault	
HST	\$329.89
TOTAL	<u>\$42.89</u>
	<u>\$372.78</u>
B.1.5 Extra Depth 10 ft.	
HST	\$838.34
TOTAL	<u>\$108.98</u>
	<u>\$947.32</u>
B.1.6 Saturday (above rates +)	
HST	\$509.65
TOTAL	<u>\$66.25</u>
	<u>\$575.90</u>

NO CHANGE

B.1.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

B. UNIT PRICE PER INTERMENT
B.2 WINTER - November 1st - April 30th

B.2.1 Adult Interment	
HST	\$912.44
TOTAL	<u>\$118.62</u>
	<u>\$1,031.06</u>
B.2.2 Adult with Vault	
HST	\$997.16
TOTAL	<u>\$129.63</u>
	<u>\$1,126.79</u>
B.2.3 Child (8 years old or under)	
HST	\$435.83
TOTAL	<u>\$56.66</u>
	<u>\$492.49</u>
B.2.4 Child (8 years old or under) with Vault	
HST	\$520.55
TOTAL	<u>\$67.67</u>
	<u>\$588.22</u>
B.2.5 Extra Depth 10 ft.	
HST	\$1,086.38
	<u>\$141.23</u>

NO CHANGE

TOTAL	\$1,227.61
B.2.6 Saturday (above rates +)	\$509.65
HST	\$66.25
TOTAL	\$575.90

B.2.7 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering devices

B.3 UNIT PRICE PER INTERMENT FOR CREMATED REMAINS
May 1 to October 31- Only

B.3.1 Cremation < 12" in diameter to Max. 24 inches	\$276.96
HST	\$36.00
TOTAL	\$312.96
B.3.2. Saturday Cremains < 12" diameter to Max. 24 " in diameter	\$435.83
HST	\$56.66
TOTAL	\$492.49
B.3.3 Cremains Placed in Private Marker/Monument Base	\$87.08
HST	\$11.32
TOTAL	\$98.40
B.3.4 Cremains placed in the ground at the same time as full burial interment	\$54.64
HST	\$7.10
TOTAL	\$61.74
B.3.5 Cremains placed in Monument Niche	\$68.74
HST	\$8.94
TOTAL	\$77.68

NO CHANGE

B.3.6 Disinterment - above rates plus 150% and all applicable taxes

NOTE: All interments include the use of artificial grass and lowering equipment

C UNIT PRICE FOR A COLUMBARIUM NICHE

C.1 Top Two Rows	\$1,197.79
Care & Maintenance	177.82
Sub-Total	\$1,375.61

\$1,197.79 Purchase Price of Columbarium Niche includes
\$179.67 Purchase of Double Niche
\$1,377.46 Bronze Plaque and installation

HST	\$178.83	\$179.07	One Urn Placement or interment
TOTAL	\$1,554.44	\$1,556.53	
C.2 Middle Four Rows	\$1,476.96	\$1,499.11	Interior shelf space of a niche is 13" wide
Care & Maintenance	\$219.66	\$224.87	x 10" deep x 8" high, therefore urns to be
Sub-Total	\$1,696.62	\$1,723.98	placed in the columbarium can be no bigger
HST	\$220.56	\$224.12	than 6.5" wide x 10" deep x 8" high.
TOTAL	\$1,917.18	\$1,948.10	
C.3 Bottom Two Rows	\$988.60	\$988.60	
Care & Maintenance	\$146.44	\$148.29	
Sub-Total	\$1,135.04	\$1,136.89	
HST	\$147.56	\$147.80	
TOTAL	\$1,282.60	\$1,284.69	
C.4 2nd Urn Placement in Niche	\$149.56	NO CHANGE	
HST	\$19.44		
TOTAL	\$169.00		

D. UNIT PRICE FOR FLOWER CARE PER LOT

D.1 Special Care Single - Flowers	\$2,647.98	NO CHANGE	Single Special Care: The flower bed is centred to the monument 3 rows of 6 flowers - 18 flowers
HST	\$344.24		
TOTAL	\$2,992.22		
D.2 Special Care Double - Flowers	\$5,295.94		Double Special Care: is two (2) singles 2 single beds are planted 3 rows x 6 = 18 flowers - 2 x 18 = 36 flowers
HST	\$688.47		
TOTAL	\$5,984.41		
D.3 Annual Care - Adult -Flowers	\$211.85		Single Pillow: Exact same size as single but turned in such a way that the bed is wider across the base 3 rows x 6 = 18 flowers
HST	\$27.54		
TOTAL	\$239.39		Double Pillow: Is positioned along the base the same as a single pillow but is larger in in 4 rows x 6 = 24 flowers
D.4 Annual Care - Child - Flowers	\$79.43		Annual Care paid for and planted each year
HST	\$10.33		Special Care is paid for once and is planted every year
TOTAL	\$89.76		

E. UNIT PRICE FOR A FOUNDATION FOR A UPRIGHT MONUMENT (MARKER)

For the Supply, Installation and Inspection of Concrete Foundations for Upright Markers or Monuments	\$ 0.29 per square inch plus HST	Based on the exact size of the foundation. Where the square inches are calculated by adding 6 inches to both the width and length of the base of the Marker or Monument. The Town will only accepted foundation orders from June 15th to September 15th of each year.
--	----------------------------------	--

F. UNIT PRICE FOR A FOUNDATION FOR A FLAT MARKER

For the Supply, Installation and Inspection of Concrete Foundations for Flat Markers	\$ 0.27 per square inch plus HST	Based on the exact size of the foundation. Where the square inches are calculated by adding 6 inches to both the width and length of the base of the flat Marker . The Town will only accepted foundation orders from June 15th to September 15th of each year.
--	----------------------------------	--

G. CARE & MAINTENANCE FOR A FLAT MARKER OR UPRIGHT MONUMENT (MARKER)

G.1 Flat Markers that measure less than 1116.13 square centimetres or 173 sq. inches	<u>\$0.00</u>
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G.2 Flat Markers that measure at Least 1,116.13 square centimetres or 173 sq. inches	<u>\$50.00</u>
--	----------------

Schedule G to remain the same for 2017

G.3 Upright Monument that measure less than 1.22 meters or 4 feet in height and/or length including the base	<u>\$100.00</u>
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G.4 Upright Monument measuring more than 1.22 meters or 4 feet in height and/or length including the base	<u>\$200.00</u>
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H. MISCELLANEOUS CEMETERIES FEES

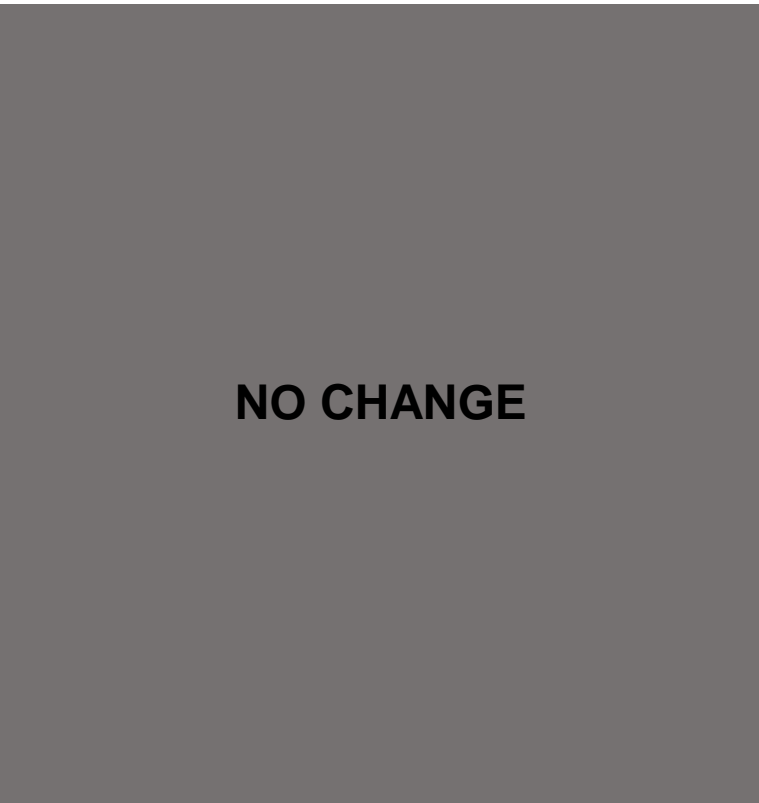
H.1 For non-residents customers the above list rates plus 40% mark-up and all applicable taxes	Note the only exception to applying the 40% increase for non-residents is care and maintenance fees for markers and lots, these rates are established under <i>the Funeral, Burial and Cremation Services Act, 2002</i> and regulations, as amended from time to time
--	---

H.2 Funeral Arriving before 9 am and after 3:00 pm	\$123.68
HST	\$16.08
TOTAL	\$139.76

H.3 Issue of new Interment Rights Certificate as a result of revisions to intended occupant(s) or ownership change	\$105.95
HST	\$13.77
TOTAL	\$119.72

H.4 Rental of Artificial Grass for off-site interments	\$10.61
HST	\$1.38
TOTAL	\$11.99

H.6 Hourly labour per cemetery worker	\$41.99
HST	\$5.46
TOTAL	\$47.45



per change

per off-site interment

General Notes:

- 1) Payment is due at the time of purchase - no financing options available
- 2) For any additional information or clarification , please feel free to contact the cemetery operator as per the contract information outlined at the top of each page of the current price list

November 8, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Airport Property – Land Lease Private Aircraft Hangers

Please find attached the report prepared by Tom Batiuk, Airport Supervisor, outlining the renewal of a private hangar lot lease with 427112 Ontario Limited (Sky North Air). The hangar lot lease agreement is for a 25 year term with the lease rate to be renegotiated every five (5) years. The Existing 2017 Rate for land lease for private hangar is \$1.79 per meter plus HST. 427112 Ontario Limited (Sky North Air) lot is 900 m².

It is recommended by the Operations and Facilities Executive Committee that Council renew the hangar lot lease rate with 427112 Ontario Limited (Sky North Air) at \$1.79 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure that Council renew the hangar lot lease rate with 427112 Ontario Limited (Sky North Air) at \$1.79 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease agreement on behalf of the corporation.

Manager of Operations and Facilities

2017NovSkyNorthLease



2017-10-13

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: 427112 Ontario Limited (Sky North Air)

Attached are the lease renewal documents for 427112 Ontario Limited (Sky North Air) . These lease documents are set to commence on June 1, 2017 and expire on May 31st 2022. Please review the attached documentation with my recommendation for approval by Town Council.

Kind Regards,

Tom Batiuk
Airport Supervisor

THIS AGREEMENT made this 1st day of June, Two Thousand and Seventeen

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES
(The “Town”)

-And-

427112 ONTARIO LIMITED
(SKYNORTH AIR)
(The “Tenant”)

WHEREAS:

- A. The Town and the Tenant hereinafter collectively referred to as the “Parties” entered into an agreement of lease (the “Lease”) dated May 15, 1987 with respect to the property (“Demised Premises”) described as: A hangar lot (30m x 30m) identified as Lot A of Development Drawing FF-1-D, at the Fort Frances Airport.
- B. The copy of the lease dated May 15, 1987, in each of the Parties possession forms Part of this Agreement as Schedule “A”.
- C. The term (the “Term”) of this lease and subsequent renewals is due to expire and end May 14, 2017.
- D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from June 1, 2017 to and including May 31, 2022 on substantially the same terms and conditions as set out in the Lease.

NOW THEREFORE the Parties agree as follows:

- 1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including June 1, 2017 to May 31, 2022.
- 2. The annual amount payable by the Tenant to the Town in respect of the Tenant’s lease of the Demised Premises for the Term June 1, 2017 to May 31, 2022 shall be the sum of \$2725.56, HST included, which amount shall be payable by the Tenant to the Town upon the signing of this agreement.
- 3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.

IN WITNESS WHEREOF the Parties have executed this Agreement.

For: The Corporation of the Town of Fort Frances:

Per: _____
Mayor

Per: _____
Clerk

For: 427112 Ontario Limited (SKYNORTH AIR)

Witness: Doreen Comack Per: [Signature]
President - 427112 Ont. Ltd.

“I have the authority to bind the corporation”

November 8, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request Dated September 8, 2017 from the Royal Canadian Legion – Maintenance Services for the lane along the Legion

On September 8, 2017 Council received a letter from the Royal Canadian Legion requesting for the Town to maintain the lane beside their building. This lane is on Legion property and forms part of their access for deliveries as well as access to their parking at the rear of their building and a fire lane for the Fire Department use. According to the Legion, in the Past the Town has graded, added gravel and even completed snow removal of this area, however there was never a formal agreement to complete this work.

In the letter, the Legion states that this lane is marked as a pedestrian walkway to access the Downtown businesses from those parked in the Municipal Lot on the south side of Church Street. Further apparently the has in the past graded and removed the snow form this lane upon request from the Legion. At the October 18th meeting of the Operations and Facilities Executive Committee, the matter was discussed with members of the Local Legion. At the completion of that meeting, the Legion as well as the Town were directed to take the matter to their respective insurance companies and determine the implications of striking a maintenance agreement for the care of that lane.

The Town's provider responded that there would not be any changes to the premium, however they would require a hold harmless clause in the agreement. In conversation with Mr. Ray Watson of the Legion, their coverage already includes public liability.

Given this information, it is the recommendation of Administration that a maintenance agreement be drafted by the Town's Solicitor and presented to the Legion for the maintenance of the lane along the east side of their building at 250 Church Street.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure that the that a maintenance agreement be drafted by the Town's Solicitor and presented to the Legion for the maintenance of the lane along the east side of their building at 250 Church Street.

Manager of Operations and Facilities



**FORT FRANCES BRANCH 29, MANITOBA AND NORTHWESTERN
ONTARIO COMMAND**
The Royal Canadian Legion
Box 819, 250 Church Street
Fort Frances, ON
P9A 3N1
Office Phone 807-274-0129 Lounge Phone 807-274-5462
Kitchen Phone 807-274-3772 Fax # 807-274-6740
e-mail: rcl29@bellnet.ca



Comrade Ray Watson
PRESIDENT

Veronica Davis
OFFICE MANAGER

September 8, 2017

Dear Mayor Avis and Council,

Due to the increased traffic volume in the alley running alongside of our building (due to closure of back alley running from Portage Ave to Church St.), we would like you to take over care and maintenance of the alley.

It is deteriorating at a rapid pace due to the volume of traffic and is becoming unsafe. We have limited funds available for that kind of maintenance.

As well this alley was marked and used as a fire lane. The alley was also marked as a walk way to provided access from the municipal parking lot on Church Street to the downtown business area.

Thank you for your consideration on this matter and hope it can be resolved to the satisfaction of both parties

Sincerely,

Ray Watson
President, Royal Canadian Legion Branch 29

Administration & Finance Division

To: Administration & Finance Executive Committee

From: Aaron Petrin, Human Resources Manager

Date: November 9, 2017

Subject: Management/Non-Union Benefits Policy

Background

This report is regarding proposed updates to the Town's Benefits Policy for management and non-union positions. It includes the following changes:

- An enhancement to the vacation grid for management/non-union positions at Point Bands 8 & 9;
- An enhancement to the vacation grid for management/non-union positions at Point Bands at and above Point Band 10;
- That management and non-union employees entitled to overtime be allowed the flexibility to receive pay for banked time, or to request time off in lieu of pay as per our current practice.

Finally, the policy update includes the following housekeeping items for benefits previously negotiated:

- One additional day of compassionate leave per year for all employees, as negotiated by CUPE;
- Up to two additional days of bereavement leave per year for all employees for the death of step-parents, step-children, and common law children, as negotiated by CUPE;
- Up to three days of bereavement leave per year for all employees for the death of common law grandparents, as negotiated by CUPE;
- Increases to the weekly/monthly maximums for short-term disability benefits entitled to positions scored at/above Point Band 9, from \$800 weekly to \$1200 weekly, as approved by Council;
- Increases to the weekly/monthly maximums for long-term disability benefits entitled to positions scored at/above Point Band 9, from \$3500 monthly to \$5200 monthly, as approved by Council.

Recommendation

On November 7, 2017, the Administration & Finance Executive Committee reviewed this proposal and recommended that it be forwarded to Council for consideration.

Council approval of this report will agree to the recommendation to approve the Town's Management/Non-Union Benefits Policy as attached.

THE TOWN OF FORT FRANCES

Section: Human Resources

Policy: Management/Non-Union Benefits

Creation Date:	January 1998
Revised Date:	2003, 2007, 2010, 2011, 2014, 2017
Resolution Number:	
Supersedes Resolution Number:	426
Policy Number:	3.10

1. Intent

To provide a competitive benefits package in a consistent and equitable manner for all permanent management and non-union employees.

2. Scope

Full-time, part-time and seasonal employees in the Management/Non-Union group, excluding interim and student employees.

3. Definitions

Regular Full-Time Employee

An employee who is continuously employed in a full-time position (35 hours or 40 hours per week) and who has completed the probationary period.

Regular Part-Time Employee

An employee who is continuously employed in a regular part-time position (less than 35 hours per week) and who has completed the probationary period.

Seasonal Employee

An employee (other than a student) who is employed on a short term 'as required' basis for a certain number of months per calendar year.

Student Employee

An employee who is a student at a secondary or post-secondary school, who is employed on an 'as required' basis for all or part of the calendar year.

Interim Employee

An employee who is hired on a temporary, casual, or as-required basis to provide coverage for regular full-time, regular part-time, or seasonal positions.

4. Public Holidays

All regular full-time and part-time employees (pro-rated based on hours worked prior to each holiday) are entitled the following holidays off with pay at their regular rate of pay. If required to work, payment will be made in accordance with applicable legislation. Seasonal employees are entitled to any holidays that occur during the period of their seasonal employment:

1. New Years Day
2. Family Day
3. Good Friday
4. Victoria Day
5. Canada Day
6. Civic Holiday
7. Labour Day
8. Thanksgiving Day
9. Remembrance Day
10. Half of Christmas Eve
11. Christmas Day
12. Boxing Day
13. Half of New Years Eve

And any paid public holidays as per legislation and on which the municipal offices are closed by direction of Council.

5. Vacation

1. Vacation with pay for positions scored at or below Point Band 7 (or equivalent):

After 1 year of active service	2 weeks
After 3 years of active service	3 weeks
After 10 years of active service	4 weeks
After 17 years of active service	5 weeks
After 24 years of active service	6 weeks plus 1 day
After 25 years of active service	6 weeks plus 2 days
After 26 years of active service	6 weeks plus 3 days
After 27 years of active service	6 weeks plus 4 days
After 28 years of active service	7 weeks

2. Vacation with pay for positions scored at Point Bands 8 and 9 (or equivalent):

After 1 year of active service	3 weeks
--------------------------------	---------

After 5 years of active service	4 weeks
After 10 years of active service	5 weeks
After 11 years of active service	5 weeks plus 1 day
After 12 years of active service	5 weeks plus 2 days
After 13 years of active service	5 weeks plus 3 days
After 14 years of active service	5 weeks plus 4 days
After 15 years of active service	6 weeks
After 16 years of active service	6 weeks plus 1 day
After 17 years of active service	6 weeks plus 2 days
After 18 years of active service	6 weeks plus 3 days
After 19 years of active service	6 weeks plus 4 days
After 20 years of active service	7 weeks

With an additional floating holiday in the year an employee reaches 7 years of active service.

3. Vacation with pay shall be for positions scored at or above Point Band 10 (or equivalent):

After 1 year of active service	3 weeks
After 3 years of active service	4 weeks
After 5 years of active service	5 weeks
After 10 years of active service	6 weeks
After 11 years of active service	6 weeks plus 1 day
After 12 years of active service	6 weeks plus 2 days
After 13 years of active service	6 weeks plus 3 days
After 14 years of active service	6 weeks plus 4 days
After 15 years of active service	7 weeks

- With an additional floating holiday in the year an employee reaches 7 years of active service.
- An employee who is entitled to a vacation increment shall be entitled to it as of the beginning of the calendar year in which they would receive it.
- Vacation time earned up to December 31st of the first year of employment shall be pro-rated.
- Vacations shall be earned on a calendar year basis and must be taken according to the applicable legislation. Except in exceptional circumstances, there will be no allowance for the carryover of vacation days in excess of legislated minimum standards.
- A public holiday falling within a vacation period shall extend the time off by one extra day.
- In the event of the death of a family member during an employee's vacation period, said employee shall be able to access the bereavement leave provisions within this policy, and the period of vacation so displaced shall be deferred to a later mutually agreeable date.
- If an employee becomes ill or injured during his / her vacation period and is hospitalized because of such illness or injury, the period of hospitalization will be re-scheduled as a vacation period at a later mutually agreeable date.

- If an employee is absent from work on any leave of absence without pay (excluding legislated protected leaves) more than 90 calendar days, the employee's vacation and vacation pay will be pro-rated in accordance with actual time worked.
- Part-time and/or seasonal service will be credited on a pro-rated basis towards the calculation of vacation time that an employee receives upon promotion to a full-time position.
- Seasonal employees will receive vacation pay as per legislation.
- After completing three (3) months of active service, full-time employees are entitled to two (2) floating holidays available at the beginning each vacation year. For new hires, said floating holidays will be pro-rated based on their date of hire.
- If an employee is employed, but no longer actively working at the beginning of a calendar year, with the intention of backdating a resignation or retirement date that year using paid or unpaid leave, they shall not be entitled to any floating holidays unless actively at work in the new calendar year.
- Only actively working full-time employees are entitled to paid vacation and floating holidays as per this section of the policy.
- Part-time employees are entitled to paid vacation based on their years of service and hours worked relative to a full-time equivalent for their position.

6. Sick Benefits

Cumulative Sick Leave

Sick time shall accumulate only while an employee is actively at work. Sick leave days may only be used when an employee is unable to attend work due to sickness or injury. Balances on record are not vested and have no buy-out value upon termination of employment.

Full-Time Employees

Cumulative sick leave benefits for full-time employees shall accumulate at the rate of one half ($\frac{1}{2}$) of a regular work-day per month, to an absolute limit of six (6) days. Full-time employees are permitted to carry the unused portion of sick leave from year to year, to an absolute limit of six (6) days. Sick leave may be used to offset the waiting periods for short-term disability benefits.

Seasonal Employees

A seasonal employee who works at least thirty-five (35) hours per week shall accumulate cumulative sick leave credits at the rate of three and a half (3.5) hours per month of work during active seasonal employment. Seasonal employees are permitted to carry the unused portion of sick leave from year to year, to an absolute limit of thirty-five (35) days (245 hours).

Sick leave days used by seasonal employees shall be paid at the rate of one hundred percent (100%) of actual wages for the first three (3) days of absence due to illness or injury and seventy percent (70%) of actual wages after three (3) days of absence due to illness or injury. Sick leave payment will continue only until the end of the regular work season.

A seasonal employee promoted to a full-time position is entitled to transfer their sick leave credits to a maximum limit of six (6) days.

Part-Time Employees

Regular part-time employees shall accumulate cumulative sick leave credits at the rate of one half ($\frac{1}{2}$) day per month and shall be permitted to carry the unused portion of sick leave from year to year, to an absolute limit of twenty (20) days.

A regular part-time employee promoted to a full-time position is entitled to transfer their sick leave credits to a maximum limit of six (6) days.

New Employees

Unless required by law, new employees shall not be entitled to any sick leave credits until they have completed three (3) months of continuous employment, at which point sick leave credits shall be retroactive to the first day of employment.

7. Disability Insurance

The Corporation shall pay one hundred percent (100%) of premiums for disability insurance for full-time employees whose positions are scored below Point Band 9:

- A) Weekly indemnity insurance coverage of: 1st day hospital; 1st day accident; 4th day sickness; 70% of weekly earnings to a maximum of \$800 weekly; 17-week duration of 120 days; with the cost of premiums at the expense (100%) of the Corporation.
- B) Long Term Disability Insurance Coverage of: starts 121st day; 70% of weekly earnings to a maximum of \$3500 monthly; 2-year own occupation; primary CPP carve out only; payable to age 65 or earlier recovery; with the cost of premiums at the expense (100%) of the Corporation.

The Corporation shall pay one hundred percent (100%) of premiums for disability insurance for full-time employees whose positions are scored at/above Point Band 9:

- C) Weekly indemnity insurance coverage of: 1st day hospital; 1st day accident; 4th day sickness; 70% of weekly earnings to a maximum of \$1200 weekly; 17-week duration of 120 days; with the cost of premiums at the expense (100%) of the Corporation.
- D) Long Term Disability Insurance Coverage of: starts 121st day; 70% of weekly earnings to a maximum of \$5200 monthly; 2-year own occupation; primary CPP carve out only; payable to age 65 or earlier recovery; with the cost of premiums at the expense (100%) of the Corporation.

If a sick claim is disputed or under investigation, after fourteen days an employee may request to receive monies from the Corporation, not to exceed the insurable amount that the employee would be entitled to under the insured plan. If approved, the employee shall sign a waiver promising reimbursement to the Corporation once the dispute or investigation is concluded or monies received. It is also acknowledged that the payment of such benefits during a dispute with the insurer is not deemed to be an acknowledgement of entitlement or eligibility, as eligibility is at the discretion of the insurer.

The Corporation reserves the right to change the carrier of such disability plans provided that the levels of insured benefit coverage is not decreased. Notice of such change of carrier will be communicated to affected employees prior to any changes to such plans.

8. Health Insurance

The Corporation shall contribute one hundred per cent (100%) of the insurance premiums towards the following plans for regular full-time employees, for part-time employees on a pro-rated basis, and for seasonal employees who work at least thirty-five (35) hours per week during their seasonal employment, subject to the terms and conditions of such insured plans. The Corporation will pay such insurance premiums up to a 6-month period for absences due to illness or injury.

- a) Basic Dental Plan, level I (basic services), level II (supplementary basic Services i.e. scaling), level V (orthodontics).
 - Current fees guide
 - Dental recalls shall be every nine (9) months.
 - Orthodontics – 50% to a maximum of \$1500 per lifetime
- b) Manulife Financial Extended Health Care Plan (\$10-\$20 Annual deductible)
 - Generic drugs if available
 - \$0.35 per prescription deductible
 - Fertility drugs shall not be covered
 - Chiropractor, Osteopath, Chiropractist, Naturopath: \$300 per year;
 - Speech Therapy: \$200 per year
 - Massage Therapy: \$7 per visit to a maximum of 12 visits per year
 - Physiotherapy: \$12.20 per visit.
- c) Vision Care: Two hundred twenty-five (\$225) dollars every two (2) years per employee and dependent, and one eye exam every two (2) years. One hundred and fifty dollars (\$150.00) every twelve (12) months for dependents under age eighteen (18).
- d) Private Hospital Coverage and Deluxe Travel Coverage

Health insurance benefits apply to actively employed seasonal employees after having satisfied the waiting period for such plans, and for returning seasonal employees upon their return to active employment.. Overage dependants may be entitled to health insurance benefits up to age twenty-five (25), subject to the terms and conditions of such plans.

The Corporation's obligation to contribute premiums to the Medical and Hospital Insured plans and to the Group Life and AD&D Insurance Plan ceases when the employee is on unpaid

absence from work exceeding five (5) consecutive business days, subject to the terms and conditions of such plans.

Workplace Safety and Insurance Act

All group benefit insurance plans shall remain in force while an employee entitled to said benefits is absent due to workplace illness or injury and receiving payments under the Workplace Safety and Insurance Act for loss of earnings, for a period not to exceed twenty-four (24) consecutive months.

Group Life Insurance and Accidental Death & Dismemberment (AD&D)

The Corporation shall contribute for regular full-time employees, and part-time employees on a pro-rated basis, one hundred percent (100%) of the insurance premium towards a Life Insurance and AD&D Insurance Plan for life insurance coverage of \$80,000.00 and spouse \$5,000.00 and each child \$2,500.00, subject to the terms and conditions of such plans. If eligible, optional additional coverage may be available at the cost of the employee. The Corporation shall pay said premiums for up to twelve (12) months if an insured employee is absent from work due to illness or injury.

The Corporation reserves the right to change the carrier of any of the benefit plans provided that the level of benefit coverage is not decreased. Notice of said changes will be communicated prior to taking effect. If an employee encounters a coverage problem due to a carrier change, they shall immediately contact the Corporation or agent of record upon becoming aware of it which shall be investigated and resolved by the Corporation.

8. Bonus Upon Retirement

The Corporation agrees to pay the following bonus for employees who retire from full-time positions:

<u>Years of Service</u>	<u>Bonus Payable</u>
10-14	\$1000
15-19	\$1500
20-24	\$2000
25-29	\$2500
30-34	\$3000
Over 35	\$3500

9. Overtime

This benefit is in recognition of time spent in excess of the normal workday or workweek, including any unpaid additional hours required by a position as agreed to in an employment contract.

Overtime shall be kept to a minimum and should not form a regular part of the work schedule. Time spent at regularly scheduled Board / Committee / Council meetings shall not be considered overtime. Payment for overtime or lieu time shall be as follows:

- a) The Chief Administrative Officer and Division Managers shall not accrue overtime. In situations where unusual or exceptional circumstances occur, time off in lieu of overtime time may be granted by approval of the Chief Administrative Officer.

- b) All other full-time and part-time employees will accrue overtime at the following rate: Straight time for any hours worked in excess of their regular work-week (35 or 40) up to 44 hours per week. Any hours worked in excess of 44 hours per week will accumulate at the rate of 1.5 times hours worked.
- c) For full-time personnel, overtime will only accrue for time worked in excess of half ($\frac{1}{2}$) hour beyond the normal working day.
- d) An averaging agreement may be utilized in accordance with the appropriate legislation.
- e) Time may be banked to a maximum annual carry over of 60 hours.
- f) Such overtime, prior to being worked shall be pre-approved by an employee's supervisor.
- g) The usage of lieu time must occur at times which will not create undue hardship on the employee's department or division.
- h) Standby for Public Works Superintendents is equal to ($1\frac{1}{2}$) one and one-half days per week of stand-by duty performed. Such compensation may be taken as time off or as payment in addition to salary.

10. Bereavement Leave

All employees will be allowed up to five (5) working days off with pay in the event of the death of a spouse, common-law spouse, father, mother, step-father, step-mother, sister, brother, son, daughter, and step-children or common-law children.

All employees will be allowed up to three (3) working days off with pay in the event of the death of a grandparent, grandchildren, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, spouse's grandparents, common law in-laws and ex-spouse for care of children under thirteen (13) years of age.

An employee who attends the funeral of such deceased persons will be allowed up to two (2) additional days for travel time, if the funeral is held over 200 kilometres from Fort Frances.

One day off with pay shall be granted to an employee who is an active or honorary pallbearer.

10. Compassionate Leave

Up to three (3) paid days per calendar year may be granted by the Corporation to any employee to attend to the illness or injury of an immediate family member. Immediate family member includes spouse, son, daughter, mother and father. Calculations shall be done on an hourly basis and deductions shall be made from the accumulated sick leave credits.

11. Professional Fees

Where legislation or the employer requires membership to a professional association, the Corporation agrees to pay 100% of the associated fees.



ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2017/111

TO: Major Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: November 8, 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.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council accept the Town of Fort Frances Ontario Disaster Relief Assistance Program audited Schedule of Revenue and Expenditures as prepared by BDO Canada LLP for the period of June 10, 2014 to December 31, 2016, approve the payment of the invoice in the amount of \$5,390.10 inclusive of HST and forward a request to the Ministry of Municipal Affairs and Housing for reimbursement of audit costs. Further that the Municipal Claim Forms 1 to 5 dated October 30, 2017 and signed by the Treasurer be approved.

Council Approval of This Report Will Authorize the acceptance of the Town of Fort Frances Ontario Disaster Relief Assistance Program audited Schedule of Revenue and Expenditures as prepared by BDO Canada LLP for the period of June 10, 2014 to December 31, 2016, approve the payment of the invoice in the amount of \$5,390.10 inclusive of HST and that a request be forwarded to the Ministry of Municipal Affairs and Housing for reimbursement of the said audit costs. Further that the Municipal Claim Forms 1 to 5 dated October 30, 2017 and signed by the Treasurer be approved.

**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**

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Financial Information	
Schedule of Project Revenue and Expenditures	4
Note to the Schedule of Project Revenue and Expenditures	5



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

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

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

(please check one of the above)

Laurie A. Lindberg
 Name (Print)

Laurie A. Lindberg October 30/17
 Signature



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 Treasurer
Signature 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
--	---	---

November 6, 2017

Report To: Mayor and Council

From: Tyler Moffitt, Fire Chief/CEMC

Subject: Termination of the June 12, 2014 Declared Emergency

On **June 12th, 2014** Mayor Roy Avis declared an Emergency due to the flooding and damage to critical infrastructure and homes in The Town of Fort Frances.

Repairs to the damaged infrastructure are completed. As well, the final financial audit report has been completed.

Council's approval of this report will bring forward the resolution to terminate the declared emergency in The Town of Fort Frances in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990, and to have Mayor Roy Avis complete a Termination of Emergency Document, and have it faxed to the Provincial Emergency Operations Centre Duty Officer at: 416-314-0474 when completed.



Termination of Emergency

I, Mayor **Roy Avis** hereby declare that the emergency related to the **June 12th, 2014 Flooding and Damage to critical infrastructure and homes** is terminated, in accordance with the Emergency Management and Civil Protection Act, R.S.O. 1990.

Signed _____

Title **Mayor**

This _____ ***day of*** _____ ***2017 at*** _____ ***AM/PM***

In the Municipality of Fort Frances

Fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474 when completed



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/114**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: November 9, 2017
SUBJECT: Appeal Minutes of Settlement
Re: 375 Scott Street (2013 - 2016) Roll# 5912-010-004-10800-0000

BACKGROUND

On November 8th we received the attached Appeal Minutes of Settlement for Assessment made under Section 36 of the *Assessment Act* in the matter of appeals made pursuant to Section 40 of the *Assessment Act*, R.S.O. 1990 with respect to property located at 375 Scott Street for the 2013, 2014, 2015, and 2016 taxation years.

The Current Value Assessment in the Minutes of Settlement(MOS) documents reflect the settlement reached between the parties. When parties agree the Assessment Review Board orders will be made in accordance with this settlement. The assessed person acknowledges that the appeals for the taxation years are settled and no hearing is required. Steven DeRocco, MPAC Account Manager has asked that the MOS be returned by November 15, 2017.

That total financial impact of the Minutes of Settlement is \$2,9070.85 consisting of a reduction of municipal revenue of \$1,982.57, education revenue of \$719.40 and BIA revenue of \$268.88 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

Recommendation

Administration recommends that Council approve the CAO to sign the Appeal Minutes of Settlement for 375 Scott Street for the 2013, 2014, 2015 and 2016 taxation years as received.

Council Approval of This Report Will Agree to the Administration recommendation to approve the CAO to sign the Appeal Minutes of Settlement as received for the 2013, 2014, 2015 and 2016 taxation years for property located at 375 Scott Street.

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
	2013	2.2.04700	-6,000	CT	0.0330769	0.0126	-198.46					-75.60	-27.98	-302.04
	2014	2.2.04700	-12,000	CT	0.0334187	0.0122	-401.02					-146.40	-55.30	-602.72
	2015	2.2.04700	-18,000	CT	0.0331654	0.0119	-596.98					-214.20	-80.80	-891.98
	2016	2.2.04700	-24,000	CT	0.0327546	0.0118	-786.11					-283.20	-104.80	-1,174.11
			-60,000				-1,982.57	0.00	0.00	0.00	0.00	-719.40	-268.88	-2,970.85
Minutes of Settlement/ARB Shoppers Drug Mart														

Appeal Minutes of Settlement
Appeal No.: 2956427
Hearing No.:



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

MINUTES OF SETTLEMENT FOR ASSESSMENTS MADE UNDER
SECTION 36 OF THE ASSESSMENT ACT
IN THE MATTER OF Appeals Made Pursuant to Section 40 of the
Assessment Act, R.S.O. 1990, c. A31, as amended, with respect to:
Roll Number: 5912 020 002 04700
Location/Legal Description: 375 SCOTT ST
Taxation Years: 2013

Between:
TRIDENT HOLDINGS
Assessed Person(s)
Appellant

and

MUNICIPAL PROPERTY ASSESSMENT CORPORATION FIELD OFFICE NO.
32
Respondents

and

Town of Fort Frances
Municipality

The following reflects the settlement reached between the parties:

Appealed Property Assessment

Property Classification	Current Value Assessed	
	2008	2012
Commercial (CT)	\$528,000	\$586,000
Total	\$528,000	\$586,000

Property Classification	Phase-in Assessment for Taxation Years			
	2013	2014	2015	2016
Commercial (CT)	\$542,500	\$557,000	\$571,500	\$586,000
Total	\$542,500	\$557,000	\$571,500	\$586,000

Revised Property Assessment

Property Classification	Current Value Assessed	
	2008	2012
Commercial (CT)	\$528,000	\$562,000
Total	\$528,000	\$562,000

Property Classification	Phase-in Assessment for Taxation Years			
	2013	2014	2015	2016
Commercial (CT)	\$536,500	\$545,000	\$553,500	\$562,000
Total	\$536,500	\$545,000	\$553,500	\$562,000

1. The parties agree that orders of the Assessment Review Board will be made in accordance with this settlement. The assessed person hereby acknowledges that the appeals for the taxation year described above are settled and no hearing is required.

2. The parties certify that the Minutes of Settlement herein refer only to matters that are properly before the Assessment Review Board and that same contains all information which the parties wish the Board to incorporate into its order.

To complete your Appeal Minutes of Settlement, please sign and send a copy of both sides of this form to MPAC in one of the following ways:



Email: casemanagement@mpac.ca



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

On behalf of the Municipal Property Assessment Corporation <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017-10-18
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Assessed person's signature or authorized representative (Owner)	Print name	Date (yyyy/mm/dd)
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Assessed person's signature or authorized representative (Shoppers Drug Mart, Pocrnic Realty Advisors Professional Corp)	Print name	Date (yyyy/mm/dd)
---	------------	-------------------

On behalf of Municipality	Print name and title	Date (yyyy/mm/dd)
---------------------------	----------------------	-------------------

Appeal Number: 2956427

Roll Number: 5912 020 002 04700

Contact Us



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



Email: enquiry@mpac.ca



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

If you have any accessibility needs, please let our representatives know how we can assist you.

Appeal Minutes of Settlement
Appeal No.: 3030583
Hearing No.:



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

MINUTES OF SETTLEMENT FOR ASSESSMENTS MADE UNDER
SECTION 36 OF THE ASSESSMENT ACT
IN THE MATTER OF Appeals Made Pursuant to Section 40 of the
Assessment Act, R.S.O. 1990, c. A31, as amended, with respect to:
Roll Number: 5912 020 002 04700
Location/Legal Description: 375 SCOTT ST
Taxation Years: 2014

Between:
TRIDENT HOLDINGS
Assessed Person(s)
Appellant

and

MUNICIPAL PROPERTY ASSESSMENT CORPORATION FIELD OFFICE NO.
32
Respondents

and

Town of Fort Frances
Municipality

The following reflects the settlement reached between the parties:

Appealed Property Assessment

Property Classification	Current Value Assessed	
	2008	2012
Commercial (CT)	\$528,000	\$586,000
Total	\$528,000	\$586,000

Property Classification	Phase-in Assessment for Taxation Years		
	2014	2015	2016
Commercial (CT)	\$557,000	\$571,500	\$586,000
Total	\$557,000	\$571,500	\$586,000

Revised Property Assessment

Property Classification	Current Value Assessed	
	2008	2012
Commercial (CT)	\$528,000	\$562,000
Total	\$528,000	\$562,000

Property Classification	Phase-in Assessment for Taxation Years		
	2014	2015	2016
Commercial (CT)	\$545,000	\$553,500	\$562,000
Total	\$545,000	\$553,500	\$562,000

1. The parties agree that orders of the Assessment Review Board will be made in accordance with this settlement. The assessed person hereby acknowledges that the appeals for the taxation year described above are settled and no hearing is required.

2. The parties certify that the Minutes of Settlement herein refer only to matters that are properly before the Assessment Review Board and that same contains all information which the parties wish the Board to incorporate into its order.

To complete your Appeal Minutes of Settlement, please sign and send a copy of both sides of this form to MPAC in one of the following ways:



Email: casemanagement@mpac.ca



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

On behalf of the Municipal Property Assessment Corporation <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017-10-18
---	--	-------------------------------------

Assessed person's signature or authorized representative (Owner)	Print name	Date (yyyy/mm/dd)
--	------------	-------------------

Assessed person's signature or authorized representative (Shoppers Drug Mart, Pocrnic Realty Advisors Professional Corp)	Print name	Date (yyyy/mm/dd)
---	------------	-------------------

On behalf of Municipality	Print name and title	Date (yyyy/mm/dd)
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Appeal Number: 3030583

Roll Number: 5912 020 002 04700

Contact Us



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



Email: enquiry@mpac.ca



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

If you have any accessibility needs, please let our representatives know how we can assist you.

Appeal Minutes of Settlement
Appeal No.: 3093956
Hearing No.:



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

MINUTES OF SETTLEMENT FOR ASSESSMENTS MADE UNDER
SECTION 36 OF THE ASSESSMENT ACT
IN THE MATTER OF Appeals Made Pursuant to Section 40 of the
Assessment Act, R.S.O. 1990, c. A31, as amended, with respect to:
Roll Number: 5912 020 002 04700
Location/Legal Description: 375 SCOTT ST
Taxation Years: 2015

Between:
TRIDENT HOLDINGS
Assessed Person(s)
Appellant

and

MUNICIPAL PROPERTY ASSESSMENT CORPORATION FIELD OFFICE NO.
32
Respondents

and

Town of Fort Frances
Municipality

The following reflects the settlement reached between the parties:

Appealed Property Assessment

Property Classification	Current Value Assessed	
	2008	2012
Commercial (CT)	\$528,000	\$586,000
Total	\$528,000	\$586,000

Property Classification	Phase-in Assessment for Taxation Years	
	2015	2016
Commercial (CT)	\$571,500	\$586,000
Total	\$571,500	\$586,000

Revised Property Assessment

Property Classification	Current Value Assessed	
	2008	2012
Commercial (CT)	\$528,000	\$562,000
Total	\$528,000	\$562,000

Property Classification	Phase-in Assessment for Taxation Years	
	2015	2016
Commercial (CT)	\$553,500	\$562,000
Total	\$553,500	\$562,000

1. The parties agree that orders of the Assessment Review Board will be made in accordance with this settlement. The assessed person hereby acknowledges that the appeals for the taxation year described above are settled and no hearing is required.

2. The parties certify that the Minutes of Settlement herein refer only to matters that are properly before the Assessment Review Board and that same contains all information which the parties wish the Board to incorporate into its order.

To complete your Appeal Minutes of Settlement, please sign and send a copy of both sides of this form to MPAC in one of the following ways:



Email: casemanagement@mpac.ca



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

On behalf of the Municipal Property Assessment Corporation <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017-10-18
---	--	-------------------------------------

Assessed person's signature or authorized representative (Owner)	Print name	Date (yyyy/mm/dd)
--	------------	-------------------

Assessed person's signature or authorized representative (Shoppers Drug Mart, Pocrnic Realty Advisors Professional Corp)	Print name	Date (yyyy/mm/dd)
---	------------	-------------------

On behalf of Municipality	Print name and title	Date (yyyy/mm/dd)
---------------------------	----------------------	-------------------

Appeal Number: 3093956 Roll Number: 5912 020 002 04700

Contact Us



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



Email: enquiry@mpac.ca



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

If you have any accessibility needs, please let our representatives know how we can assist you.

Appeal Minutes of Settlement
Appeal No.: 3160638
Hearing No.:



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

MINUTES OF SETTLEMENT FOR ASSESSMENTS MADE UNDER
SECTION 36 OF THE ASSESSMENT ACT
IN THE MATTER OF Appeals Made Pursuant to Section 40 of the
Assessment Act, R.S.O. 1990, c. A31, as amended, with respect to:
Roll Number: 5912 020 002 04700
Location/Legal Description: 375 SCOTT ST
Taxation Years: 2016

Between:
TRIDENT HOLDINGS
Assessed Person(s)
Appellant

and

MUNICIPAL PROPERTY ASSESSMENT CORPORATION FIELD OFFICE NO.
32
Respondents

and

Town of Fort Frances
Municipality

The following reflects the settlement reached between the parties:

Appealed Property Assessment

Property Classification	Current Value Assessed	
	2008	2012
Commercial (CT)	\$528,000	\$586,000
Total	\$528,000	\$586,000

Property Classification	Phase-in Assessment for Taxation Years	
		2016
Commercial (CT)		\$586,000
Total		\$586,000

Revised Property Assessment

Property Classification	Current Value Assessed	
	2008	2012
Commercial (CT)	\$528,000	\$562,000
Total	\$528,000	\$562,000

Property Classification	Phase-in Assessment for Taxation Years	
		2016
Commercial (CT)		\$562,000
Total		\$562,000

- 1. The parties agree that orders of the Assessment Review Board will be made in accordance with this settlement. The assessed person hereby acknowledges that the appeals for the taxation year described above are settled and no hearing is required.

2. The parties certify that the Minutes of Settlement herein refer only to matters that are properly before the Assessment Review Board and that same contains all information which the parties wish the Board to incorporate into its order.

To complete your Appeal Minutes of Settlement, please sign and send a copy of both sides of this form to MPAC in one of the following ways:



Email: casemanagement@mpac.ca



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

On behalf of the Municipal Property Assessment Corporation <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017-10-18
---	--	-------------------------------------

Assessed person's signature or authorized representative (Owner)	Print name	Date (yyyy/mm/dd)
--	------------	-------------------

Assessed person's signature or authorized representative (Shoppers Drug Mart, Pocrnic Realty Advisors Professional Corp)	Print name	Date (yyyy/mm/dd)
---	------------	-------------------

On behalf of Municipality	Print name and title	Date (yyyy/mm/dd)
---------------------------	----------------------	-------------------

Appeal Number: 3160638

Roll Number: 5912 020 002 04700

Contact Us



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



Email: enquiry@mpac.ca



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

If you have any accessibility needs, please let our representatives know how we can assist you.

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

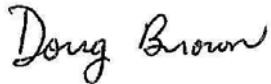
The forecasted increase in revenue is as follows for the Planning & Development Dept.;

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.

2017OctoberB&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

		Number of Units per year	Approved 2017	Proposed 2018		2018 Additional Revenue from increase to rates	Notes
2.18.15 2.18.16	Land Titles, Ontario Municipal Board, Planner's Fees, if applicable, excessive staff time		Cost Recovery Basis	Cost Recovery Basis			156.24
	Solicitor Fees incurred by the Municipality related to any Planning matter within Section 2.18		Cost Recovery Basis	Cost Recovery Basis			New Fee in 2017 Recommendation by Town Lawyer
2.18.17	Pre-consultation fee pertaining to 2.18.1, 2.18.2, 2.18.3, 2.18.4, 2.18.5		10% of applicable fee	10% of applicable fee			
2.18.18	"applied to applicable fee as noted upon receipt of completed application"						
	Assign Property Address	2	60.90		\$61.80	1.80	
		Total				316.18	316.18



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/113**

TO: Mayor Avis & Members of Council

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends that the Administration & Finance 2018 user fees be brought forward for approval.

Council Approval of this Report Will Agree with the Administration & Finance Executive Committee recommendation that the Administration & Finance 2018 user fees be approved.

**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	
							\$31.50
Lottery Licenses - For Each License Issued							
1.2.1 Raffle Prize Value to \$50,000		3% of Prize Value		3% of Prize Value			
1.2.2 Bingo Prize Value to \$5,500		3% of Prize Value		3% of Prize Value			
1.2.3 Break Open Ticket		3% of Prize Value		3% of Prize Value			
1.2.4 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	140	-	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							
	*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			

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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		
1.4.3	Regulatory Sub-Searches	123.60		125.45			
1.4.4	Processing of First Notice	188.15		191.00			
1.4.5	Processing of Treasurer's Statutory Declaration re: 1st Notice	123.60		125.45			
1.4.6	Registration of Statutory Declaration	123.60		125.45			
1.4.7	Processing of Cancellation Certificate	123.60		125.45			
1.4.8	Registration of Cancellation Certificate	123.60		125.45			
1.4.9	Processing of Extension Agreement	247.30		251.00			
1.4.10	Processing Final Notice	188.15		191.00			
1.4.11	Processing Treasurer's Statutory Declaration re: Final Notice	123.60		125.45			
1.4.12	Sale process	247.30		251.00			
1.4.13	Legal Fees as they apply to any process	Actual Costs		Actual Costs			
1.4.14	Mailing Costs as they apply to any process	Actual Costs		Actual Costs			
1.4.15	Tax Sale Process by Agency			Actual Costs			New for 2018

November 8, 2017

Report To: Mayor and Council

From: Tyler Moffitt, Fire Chief/CEMC

Subject: 2018 Emergency Services User Fees & Charges

Please find attached **Spreadsheet No. 1 Schedule of Fees For Emergency Services as of January 1, 2018** outlining the proposed 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.

1. Extinguishing Fires where no permit obtained, out of control – fees are established by the MTO Rates for apparatus per hour, plus wages, plus 15% resident administration fee.
2. Standby requests other than emergency response (per vehicle) for fire protection during shows, exhibitions, etc.) – fees are established by the MTO Rate for apparatus per 1st hour, then MTO Rate for every ½ hour thereafter.
3. Standby requests other than emergency response (per vehicle) – fees are established by the MTO Rate per hour.
4. Emergency Response to MVA on MTO Highways as per Province of Ontario rates plus any additional clean-up (Recovery through MTO) – fees are established by the MTO Rate for apparatus per 1st hour, then MTO Rate for every ½ hour thereafter.
5. Auto Extrication Services within the Rainy River District – fees are established by the MTO Rate per hour.
6. Third False Alarm (after 3-call outs in a calendar year) – fees are established by the MTO Rate per hour.
7. For each Proceeding False Alarm (Within the Calendar Year) – fees are established by the MTO Rate per hour.

The Administration & Finance Executive Committee recommends the following:

1. That Council endorses the 2018 proposed user fees and charges for Emergency Services in principle with an increase of 1.5% with a few exceptions as outline on the attached spreadsheet.

Council’s approval of this report will ensure the following:

That Council endorses the 2018 proposed user fees and charges for Emergency Services in principle with an increase of 1.5% with a few exception as outlines on the attached spreadsheet.

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		Notes
3.17 Emergency Services - January 1, 2018 (Plus Applicable Taxes)			Units per year	2017	Proposed 2018	Additional Revenue from increase in rates	
3.17.1 Administration							
3.17.1.1	Copy of Fire Reports		4	70.55	71.60	\$4.20	
3.17.1.2	Letter of Compliance or Approval for Properties		4	70.55	71.60	\$4.20	
3.17.1.3	File Search, Written Report and Records on Properties		2	70.55	71.60	\$2.10	
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		71.60	\$0.00	
			0	70.55	71.60	\$0.00	
			0			\$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 incomplection 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	
3.17.3 Special Occasions Inspections							
3.17.3.1	Mandated Fire Code inspection (tents/marquee)		1	70.55	71.68	\$1.13	
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	
3.17.4 Other Service Fees/Charges							
3.17.4.1	Burning Permits - Residential 7 day		5	13.15	13.35	\$1.00	
3.17.4.2	Burning Permits - Commercial/Industrial - each burn		2	121.70	123.55	\$3.70	
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	As established by the M.T.O. Rate 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	As established by the M.T.O. Rate for apparatus per 1st hour; then M.T.O. Rate 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	M.T.O. Rate 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	
3.17.4.8	Air Bottle Refills - Scuba, Private, Provincial, Industry		50	18.70 per bottle	19.03 per bottle	\$16.50	from Mine site
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	As per Contract	As per Contract		
3.17.4.13	Controlled Burns e.g. grass		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	As established by the M.T.O. Rate for apparatus per 1st hour; then M.T.O. Rate for every 1/2 hour thereafter	\$0.00	Fees as Mandated from the MTO
3.17.5.3	Auto Extrication Services within the Rainy River District		0	459.45 per hour	M.T.O. Rate 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	M.T.O. Rate per apparatus per hour		MTO Mandated
3.17.5.7	For each Proceeding False Alarm (Within the Calendar Yr)		0	459.45 per apparatus per hour	M.T.O. Rate per apparatus per hour		MTO Mandated
Total						\$108.83	

**TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "A"**

			2017 Approved		2018 Proposed	
			<u>1st Child</u>	<u>2nd Child</u>	<u>Resident</u>	<u>2nd Child</u>
3.1 Fort Frances Children's Complex - Effective January 1st.						
3.1.1	Full Day Preschool (4 or more hours)		42.00	31.50	42.00	35.70
3.1.2	Full Day Toddler (4 or more hours)		43.00	32.25	43.00	36.55
	Hourly (2 hrs or less) Excludes school Age					
3.1.3	Children		7.00	5.25	7.00	5.95
3.1.4	Before School		10.00	7.50	10.00	8.50
3.1.5	After School		15.00	11.25	15.00	12.75
3.1.6	Before & After School		25.00	18.75	25.00	21.25
3.1.7	Full Day - Holidays / Summer School Age		39.30	29.50	39.90	33.90
3.1.8	No call fee for absentee		15.00		15.00	
3.1.9	Late pick up fee (per 15 minutes, starting at 0-15 minutes)		20.00		20.00	
	* First Child rate pertain to the youngest child enrolled in a Full Day Program					
	* Additional children will be the same as the 2nd child rate					
3.2 Fort Frances Memorial Arena - Effective June 1st. (Unless otherwise indicated)						
3.2.1 Rink Board/In-ice Advertising Rates						
3.2.1.1	One Rink		404.15		410.20	
3.2.1.2	Both Rinks		681.00		691.20	
3.2.1.3	In-Ice Advertising		1,015.00		1030.20	
3.2.1.3	Zamboni		1,129.45		1146.40	
3.2.2 Ice Surface Rentals						
	Prime Time - Opening to 8:00 A.M. Mon - Fri; 3:30 P.M. to Close. Mon - Fri; Opening to Close					
3.2.2.1	Youth		97.65	122.05	99.10	123.90
3.2.2.2	Adult		146.55	183.21	148.75	185.95
	*Non-Resident rate for hockey and figure skating programs			35.47		36.00
	Ice Surface Rentals					
	Non Prime Time - 8:00 A.M. to 3:30 P.M. Mon - Fri (Excluding Holidays, School Breaks &					
3.2.2.3	Youth January 1, 2017		67.65	84.55	68.65	85.80
3.2.2.4	Adult January 1, 2017		103.65	129.55	105.20	131.50
3.2.3 Summer Ice						
3.2.3.1	Youth		117.35	146.65	119.10	148.85
3.2.3.2	Adult		175.60	219.45	178.25	222.75
3.2.4 Tournament						
3.2.4.1	Youth		116.00	145.05	117.75	147.25
3.2.4.2	Adult		158.90	198.65	161.30	201.65

3.3 Pool/Fitness Centre - Memberships - Effective June 1st.**3.3.1 Adult**

		<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.3.1.1	Annual	487.65	609.55	494.95	618.70
3.3.1.2	Six Months	317.00	396.25	321.75	402.20
3.3.1.3	Three Months	171.75	214.65	174.35	217.85
3.3.1.4	One Month	74.40	92.95	75.50	94.35
3.3.1.5	Daily	7.10	8.90	7.20	9.05

3.3.2 Student

3.3.2.1	Annual	242.35	302.90	246.00	307.45
3.3.2.2	Six Months	163.80	204.80	166.25	207.85
3.3.2.3	Three Months	87.80	109.70	89.10	111.35
3.3.2.4	One Month	51.40	64.25	52.15	65.20
3.3.2.5	Daily	5.50	6.85	5.60	6.95

3.3.3 Child

3.3.3.1	Annual	77.00	96.15	78.15	97.60
3.3.3.0	Daily	4.00	5.00	4.05	5.05

3.3.4 Family - Annual

3.3.4.1	Adult	487.65	609.55	494.95	618.70
3.3.4.2	Spouse	406.35	507.95	412.45	515.55
3.3.4.3	Student	208.95	261.15	212.10	265.05
3.3.4.4	Child	64.90	81.15	65.85	82.35

3.3.5 Senior

(60 Years of Age or Older)

3.3.5.1	Annual	372.35	465.45	377.95	472.45
3.3.5.2	Six Month	242.10	302.55	245.75	307.10
3.3.5.3	Three Month	131.15	163.90	133.10	166.35
3.3.5.4	One Month	56.80	71.05	57.65	72.10
3.3.5.5	Daily	5.45	6.80	5.55	6.90

3.3.6 Locker Fees

3.3.6.1	Locker - 6 Months	43.75	54.70	44.40	55.50
3.3.6.2	Locker - Annual	65.65	82.05	66.65	83.30
3.3.6.3	Locker - 3 Months	29.80	37.25	30.25	37.80

3.4 Pool Rental Rates - Effective June 1st.**3.4.1**

	Non-Profit Group rate (per hour)	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
		97.90		99.35	

3.4.2

3.4.2.1	Swim Club - contracted	71.10		72.15	
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3.4.2.2	Additional Hours	83.15		84.40	
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3.4.3

	One Lane	26.25		26.65	
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3.4.4

	Lifeguard	19.70		20.00	
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3.4.5

3.4.5.1	One Guard Pool Rental	97.90	122.40	99.35	124.25
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3.4.5.2	Two Guard Pool Rental	117.35	146.65	119.10	148.85
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3.4.5.3	Three Guard Pool Rental	137.00	171.30	139.05	173.85
3.4.5.4	Four Guard Pool Rental	156.45	195.55	158.80	198.50
3.4.5.5	Five Guard Pool Rental	177.80	222.25	180.45	225.60
3.4.5.6	One Instructor	99.00		100.50	

3.5 Swimming Lesson Rates - June 1st.

		<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.5.1	Red Cross Lessons (9)	71.20	89.00	72.25	90.35
3.5.2	Private Lessons per time	19.55	24.40	19.85	24.75
3.5.3	Lifesaving	78.40	98.00	79.60	99.45
3.5.4	Combo Class	81.00	101.20	82.20	102.70
3.5.5	Bronze Star	83.15	103.95	84.40	105.50
	Bronze Medallion & Emergency First Aid				
3.5.6	Book	122.00	152.45	123.85	154.75
3.5.7	Bronze Cross & Standard First Aid	85.60	107.05	86.90	108.65
3.5.8	National Life Services	Market price	plus 25%	Market price	plus 25%
3.5.9	Board of Education - 10 Lessons	46.25	57.80	46.95	58.65
3.5.10	AquaFit & Aerobics (Per Class)	5.50	6.85	5.60	6.95
3.5.11	Senior AquaFit & Aerobics	4.65	5.85	4.70	5.95

3.6 Auditorium - June 1st.

3.6.1	Base Rate/event	195.00	243.75	197.90	247.40
3.6.2	Hourly	43.25	54.00	43.90	54.80
3.6.3	Social/Wedding (incl. Kitchen)	427.20	534.00	433.60	542.00
3.6.4	Tournament Rate	305.50	381.85	310.10	387.60
3.6.5	Contracted (72% of Base Rate)	31.10		31.55	
3.6.6	Kitchen Rate per Hour	43.25		43.90	

3.7 East End Hall - June 1st.

3.7.1	Base Rate	91.90	114.85	93.30	116.55
3.7.2	Socials/Weddings	201.00	251.25	204.00	255.00

3.8 MSC Conference Meeting Rooms - June 1st.

3.8.1	Meeting	18.65	23.25	18.95	23.60
3.8.2	Daily Rate (Tournament/Special Event)	61.80	77.25	62.75	148.75

3.9 Arena Floors (no Ice) - June 1st.

		<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.9.1	Ice for Kids (600 people)	609.35	761.65	618.50	773.05
3.9.2	Ice for Kids (600 people) with Liquor License	803.25	1,004.05	815.30	1,019.10
3.9.3	Ice for Kids (up to 1200 people)	755.65	944.55	767.00	958.70

3.9.4	Ice for Kids (up to 1200 people) with Liquor License	950.65	1,188.30	964.90	1,206.10
3.9.5	52 Canadians (up to 600 people)	548.10	684.85	556.30	695.10
3.9.6	52 Canadians (up to 600 people) with Liquor License	718.45	898.05	729.25	911.50
3.9.7	52 Canadians (up to 1200 people)	679.10	848.85	689.30	861.60
3.9.8	52 Canadians (up to 1200 people) with Liquor License	849.75	1,062.15	862.50	1,078.10
3.9.9	Both Floors (up to 1800 people)	990.05	1,237.55	1,004.90	1,256.10
3.9.10	Both Floors (up to 1800 people) with Liquor License	1,319.85	1,649.85	1,339.65	1,674.60
3.9.11	Both Floors (Maximum Capacity)	1,121.30	1,401.65	1,138.10	1,422.65
3.9.12	Both Floors (Maximum Capacity) with Liquor License	1,450.90	1,813.60	1,472.65	1,840.80

3.10 Ball Diamonds / Soccer Fields - April 1st.

		<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.10.1	Youth Soccer/ Baseball - Half field - Per Team	134.85	168.55	136.85	171.10
3.10.2	Youth Soccer - Full Field - Per Team	195.00	243.75	197.90	247.40
3.10.3	Adult Soccer - Per Team	317.00	396.25	321.75	402.20
3.10.4	Adult Slow Pitch - Per Team	365.65	457.10	371.15	463.95
3.10.5	Tournament - Youth - Per Team	37.20	46.50	37.75	47.20
3.10.6	Tournament - Adult - Per Team	48.95	61.20	49.70	62.10
3.10.7	Fastball	317.00		321.75	
Non Resident Fee for Soccer/Baseball*			17.70		17.95

3.11 Other Courses and Services - June 1st.

		<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.12.1	Babysitting Course	49.95	62.45	50.70	63.40
3.12.2	First Aid Course - 8 hour	96.25	120.35	97.70	122.15
3.12.3	First Aid Course - 13 hour	106.95	133.70	108.55	135.70
3.12.4	Manual	35.00	43.75	35.50	44.40
3.12.5	P.A. Day	35.95	44.95	36.50	45.60
3.12.6	P.A. Day Extra Child	31.60	39.55	32.05	40.15
3.12.7	Membership Cards Town	10.25		10.40	
3.12.8	Recreator Ads - Users	154.10		156.40	
3.12.9	Recreator Ads - Non Users	184.90		187.65	
3.12.10	Non-resident Fee Winter Programs		34.55		35.05

3.12 Sorting Gap Marina - May 1st.

	<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.12.1 Sorting Gap - Slip Rental - Per Season	399.15	500.30	405.15	507.80

3.12.2	River Front - Slip Rental - Per Season	303.35	380.00	307.90	385.70
3.12.3	Daily (overnight)	9.85	12.35	10.00	12.55
3.12.4	Weekly	48.70	60.95	49.45	61.85
3.12.5	Launch Fees: Daily	7.70	9.60	7.80	9.75
3.12.6	Launch Fees: Seasonal	54.80	68.40	55.60	69.45
3.12.7	Launch Fees: Commercial	183.60	229.40	186.35	232.85

3.13 Summer Youth Programs - June 1st.

		<u>Resident</u>	<u>Non-Resident</u>	<u>Resident</u>	<u>Non-Resident</u>
3.13.1	Rec-n-Crew				
3.13.1.1	Week	70.65	88.30	71.70	89.60
3.13.1.1.1	each additional child	64.60	80.80	65.55	82.00
3.13.1.1.2	early/late supervision 1st child	31.10	38.95	31.55	39.55
3.13.1.1.3	early/late supervision additional child	23.35	29.20	23.70	29.65
3.13.1.1.4	Extra Supervision - difficult child	31.10	38.95	31.55	39.55
3.13.1.2	Four Weeks	250.10	312.65	253.85	317.35
3.13.1.2.1	each additional child	243.80	304.75	247.45	309.30
3.13.1.3	Full Summer	500.00	624.95	507.50	634.30
3.13.1.3.1	each additional child	493.65	617.00	501.05	626.25
3.13.1.4	Sunny Cove 3 nights 4 days camp	158.00	197.45	160.35	200.40
3.13.1.4.1	each additional child	138.95	173.75	141.05	176.35
3.13.1.5	5 day camp	120.65	150.80	122.45	153.05
3.13.1.5.1	each additional child	114.85	143.55	116.55	145.70
3.13.1.6	4 day camp	83.85	104.80	85.10	106.35
3.13.1.6.1	each additional child	78.10	97.65	79.25	99.10

3.14 Townshend Theatre - June 30th.

3.14.1	Town Recreation Program				
3.14.1.1	Set up & Rehearsal	N/C	N/C		
3.14.1.2	First show in Run	N/C + \$1.50 Surtax	N/C		+ \$1.50 Surtax
3.14.1.3	Second show same Day	N/C + \$1.50 Surtax	N/C		+ \$1.50 Surtax
3.14.1.4	Next show same Run	N/C + \$1.50 Surtax	N/C		+ \$1.50 Surtax
3.14.1.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C + \$1.50 Surtax	N/C		+ \$1.50 Surtax
3.14.1.6	*Cafeteria Rental with Performance	N/C	N/C		
3.14.2	Board of Education				
3.14.2.1	Set up & Rehearsal	N/C	N/C		
3.14.2.2	First show in Run	N/C + \$1.50 Surtax	N/C		+ \$1.50 Surtax

3.14.2.3	Second show same Day	N/C + \$1.50 Surtax	N/C	+ \$1.50 Surtax
3.14.2.4	Next show same Run	N/C + \$1.50 Surtax	N/C	+ \$1.50 Surtax
3.14.2.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	N/C + \$1.50 Surtax	N/C	+ \$1.50 Surtax
3.14.2.6	*Cafeteria Rental with Performance	N/C	N/C	
3.14.3	Community Theatre			
3.14.3.1	Set up & Rehearsal - 7 hours	145.15		147.35
3.14.3.2	First show in Run - 7 hours	284.90 + \$1.50 Surtax		289.15
3.14.3.3	Second show same Day - 12 hours	467.65 + \$1.50 Surtax		474.65
3.14.3.4	Next show same Run - 7 hours	284.90 + \$1.50 Surtax		289.15
3.14.3.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	1,155.70 + \$1.50 Surtax		1,173.05
3.14.3.6.1	**Cafeteria Rental with Performance	107.50		109.10
	**Cafeteria Rental with Performance - Alcohol served	215.05		218.30
3.14.3.6.2				
3.14.4	Community Use - Religious Groups, Charitable Non-Profit, Music Festivals			
3.14.4.1	Set up & Rehearsal - 7 hours	145.15		147.35
3.14.4.2	First show in Run - 7 hours	284.90 + \$1.50 Surtax		289.15
3.14.4.3	Second show same Day - 12 hours	467.65 + \$1.50 Surtax		474.65
3.14.4.4	Next show same Run - 7 hours	284.90 + \$1.50 Surtax		289.15
3.14.4.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	1,155.70 + \$1.50 Surtax		1,173.05
3.14.4.6	**Cafeteria Rental with Performance	107.50		109.10
	**Cafeteria Rental with Performance - Alcohol served	215.05		218.30
3.14.5	Commercial Use - Business, Dance Schools, Corporations, Political Rallies			0.00
3.14.5.1	Set up & Rehearsal - 7 hours	215.05		218.30
3.14.5.2	First show in Run - 7 hours	430.00 + \$1.50 Surtax		436.45
3.14.5.3	Second show same Day - 12 hours	671.95 + \$1.50 Surtax		682.05
3.14.5.4	Next show same Run - 7 hours	430.00 + \$1.50 Surtax		436.45
3.14.5.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	TBN		Delete
3.14.5.6	**Cafeteria Rental with Performance	TBN		
3.14.6	Non Resident Rate			
3.14.6.1	Set up & Rehearsal - 7 hours	349.40		354.65
3.14.6.2	First show in Run - 7 hours	Min. \$725.65 + \$2.50 Surtax or		736.55 +2.50 Surtax
3.14.6.3	Second show same Day - 12 hours	Min. \$1,155.70 + \$2.50 Surtax or		1173.05 +2.50 Surtax
3.14.6.4	Next show same Run - 7 hours	TBN		Delete
3.14.6.5	Weekly Rate - Sunday to Sunday 6:00 p.m.	TBN		Delete
3.14.6.6	**Cafeteria Rental with Performance	TBN		Delete
3.14.7	Tech Fee			

3.14.7.1.1	Tech Fee (0 - 3 hours event)	50.75	51.50
3.14.7.1.2	Tech Fee (3 - 8 hours event)	76.10	77.25
3.14.7.1.3	Tech Fee (8+ hours event)	101.50	103.00
3.14.7.2	Tech Weekend Fee (Hourly Rate plus 1hr before and 1hr after event time)	\$40.60/hr	41.20

3.15 Fort Frances Public Library Effective April 1st. (Plus Applicable Taxes)

3.15.1	3.15.1.1	Annual Non-Resident Fee	81.95	
	3.15.1.2	6-Month Non-Resident Fee per family	46.30	
3.15.2	3.15.2.1	Fines for Late Library Material	25 cents /day	Max \$25.00 per Family Library privileges will be suspended if fines reach a maximum of \$20/Card

	3.15.2.2	Late DVD's	1.10/ day	Max \$12.00 per DVD
	3.15.2.3	Late Video Games	3.50 / day	Max \$12.00 per video game
	Photocopying and Internet/Computer			
3.15.3	Printing Charges:			
	3.15.3.1	First 10 pages	0.25	each
	3.15.3.2	11 - 20 pages	0.20	each
	3.15.3.3	21 - 49 pages	0.15	each
	3.15.3.4	50 + pages	0.10	each
	3.15.3.5	Colour Photocopies (81/2 x 11)	0.80	each
	3.15.3.6	Colour Photocopies (81/2 x 14)	1.05	each
	3.15.3.7	Colour Photocopies (11 x 17)	1.60	each
3.15.4	Fax Sending Charges:			
	3.15.4.1	First Page	4.25	
	3.15.4.2	Each additional Page	1.05	
3.15.5	Fax Receiving Charges:			
	3.15.5.1	First Page	1.05	
	3.15.5.2	Each additional Page	0.25	
3.15.6	Shaw Community Hub Rental			

3.15.6.1	Non-Profit Groups - Meeting up to 4 hours	43.00	
3.15.6.2	Non-Profit Groups - Meeting up to 8 hours	86.00	
3.15.6.3	Non-Profit Groups - After Hours Fee	26.85	per hour
3.15.6.4	Profit Groups - Meeting up to 4 hours	53.75	
3.15.6.5	Profit Groups - Meeting up to 8 hours	107.50	
3.15.6.6	Profit Groups - After Hours Fee	26.85	per hour
3.15.6.7	Cancellation Fee	50% of Rental Fee per day	

3.16 Emergency Services - See Schedule "B"

3.17 Fort Frances Museum (Plus Applicable Taxes) - Effective January 1st.

3.17.1	Research			
	3.17.1.1	Access	9.70	9.85
	3.17.1.2	Staff - initial inquiry	15.75	16.00
	3.17.1.3	Additional time	39.30 per hour	39.90
3.17.2	Duplication			
	3.17.2.1	Handling	5.40	5.50
	3.17.2.2	Copying	0.65 per sheet	0.65
	3.17.2.3	Digital copy	8.35	8.50
	3.17.2.4	Copy right fee for commercial uses - Photographing Artefacts	39.60	40.20
3.17.3	Admission	Victoria Day to Thanksgiving (Peak Season)		
	3.17.3.1	Special Events - Adult	3.54 (\$4 including taxes)	3.54 (\$4 including taxes)
	3.17.3.2	Senior/Under 12 Fee	2.66 (\$3 including taxes)	2.66 (\$3 including taxes)
	3.17.3.3	Maximum Family Fee	10.62 (\$12 including taxes)	10.62 (\$12 including taxes)
	3.17.3.4	School/Public Activity Program	3.90	3.95
3.17.4	Rental			
	3.17.4.1	Per Day	27.65	28.05
	3.17.4.2	Per Evening	16.65	16.90
	3.17.4.3	Court Yard	16.65	16.90
Sunny Cove Camp - May 1st.				
	3.18.1	Daytime	574.80	583.40
	3.18.2	Overnight	1,037.80	1,053.35
	3.18.3	Meeting - Half day	77.05	78.20
	3.18.4	Meeting - Full Day	128.40	130.35
Sister Kennedy Centre - Effective January 1st.				
	3.19.1	Facility Rental Fee	41.10	41.70
	3.19.2	Fitness Class - 1 day/week	10.00	10.00 NEW
	3.19.3	Fitness Class - 2 days/week	20.00	10.00 NEW

November 8, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: 2018 Operations & Facilities Division User Fees & Charges

Please find attached spreadsheets outlining the proposed 2018 user fees and charges for the Operations & Facilities Division. 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 spreadsheets;

1. New for 2018 will be a fee for the scanning of large format documents. This is a common request and has never been properly captured.
2. No change to the environmental fee from \$5.00 set in 2017 of the price of bag tags for 2018
3. Landfill minimum charge for the landfill remains the same as 2017 at \$18.00
4. The minimum charge for providing services to unplug a blockage in a sanitary sewer service line remain the same for 2018
5. The equipment rates for the Airport equipment were increased to bring in line with those of Public Works.
6. The camping fees at the Pither’s Point Park were rounded up to the nearest 50 cents including all applicable taxes;
 - a. Full service camp site - \$35.00 (HST included) - \$0.50 increase compared to 2017
 - b. Tenting site - \$18.00 (HST included) - \$0.50 increase compared to 2017
 - c. Partial Service camp site - \$28.00 (HST included) - \$0.50 increase from 2017
7. All fees are rounded to the nearest \$0.05 or \$0.10

The Cemetery Price list will be reviewed and approved at the same time as reviewing all of the other user fees and charges for the Operations & Facilities Division. The 2017 Cemetery Price List doesn’t have to be approved by the Ministry of Consumer Services.

The forecasted increase in revenue is as follows for the Operations & Facilities Division;

Rate Increase	1.5% & adjustments
Public Works	\$ 2,245.26
Waste Management System	\$15,191.00
Parks	\$ 411.80
Cemetery Charges	\$ 2,241.01

Airport	\$ 3,936.63
Total	\$24,025.70

Water and Sewer fees are being reviewed in concert with these user fees and will be set prior to the first billing cycle in 2018.

The Operations & Facilities Executive Committee recommends the following:

- 1) That Council endorses the 2018 proposed user fees and charges for the Operations & Facilities Division in principle with an increase of 1.5 % with a few exceptions where the rate increase is other than 1.5% as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2018.
- 2) That Council endorses the proposed Cemetery Price List as outlined on the attached spreadsheet in principle with an increase of 1.5% and that it will go into effect on January 1st, 2018.

Respectfully submitted,



Travis Rob EIT.
Manager of Operations & Facilities

Council Approval of this report will ensure the following:

- 1) That Council endorses the 2018 proposed user fees and charges for the Operations & Facilities Division in principle with an increase of 1.5 % with a few exceptions where the rate increase is other than 1.5% as outlined on the attached spreadsheets and that a by-law be prepared prior to January 1st, 2018.**
- 2) That Council endorses the proposed Cemetery Price List as outlined on the attached spreadsheet in principle with an increase of 1.5% and that it will go into effect on January 1st, 2018.**

2017NovO&Fdivision2018userfeees&charges

Spreadsheet No. 1 - Operations & Facilities Fees and Service Charges								
PUBLIC WORKS - Updated on October 26, 2017 - effective January 1st, 2018								
Description	Units	# of Units	2014	2015	2016	2017	2018	Increase Revenue
			2013 + 1%	2014 + 2.6%	2015 + 1.2%	2016+1.5%	2017+1.5%	2017+1.5%
Private Work								
Labour								
Labour billed on hourly rate - regular hours	Hours	140	\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	\$179.52
Overtime Labour Rate			\$60.63	\$62.21	\$62.96	\$63.90	\$64.85	
Double Time Labour Rate (Statutory Holidays)			\$80.84	\$82.94	\$83.94	\$85.19	\$86.45	
Non-Residential Labour Rate								
Vehicle Rates								
Non-residential equipment & vehicle rates								
All 1/2 tons, 3/4 tons, crew cabs, compacts & van	Hours	29	\$21.01	\$21.56	\$21.82	\$22.15	\$22.50	\$19.74
V109 - Sand Truck			\$78.51	\$80.55	\$81.51	\$82.74	\$84.00	
V110 - Dump/Plow Truck			\$36.19	\$37.13	\$37.58	\$38.14	\$38.70	
V115 - Sander/Plow Truck			\$87.66	\$89.94	\$91.02	\$92.39	\$93.75	
V122 - Tandem Truck		18	\$78.51	\$80.55	\$81.51	\$82.74	\$84.00	\$44.74
V121 - Tandem Truck		19	\$78.51	\$80.55	\$81.51	\$82.74	\$84.00	\$47.23
Equipment Rates								
E205 & E207 Graders	Hours							
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Machine with wing			\$66.38	\$68.11	\$68.92	\$69.96	\$71.00	
Total per hour per grader			\$106.80	\$109.58	\$110.89	\$112.55	\$114.25	
E206 - Vacuum/Pressure Truck								
a) Labour - 2 men			\$80.84	\$82.94	\$83.94	\$85.19	\$86.50	
b) Truck			\$145.90	\$149.69	\$151.49	\$153.76	\$156.05	
Total per hour		24	\$226.74	\$232.63	\$235.42	\$238.95	\$242.55	\$171.07
E305 - Sidewalk machine c/w any attachment								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment with bucket			\$58.85	\$60.38	\$61.11	\$62.02	\$62.95	
Total per hour		8	\$99.27	\$101.85	\$103.07	\$104.62	\$106.20	\$25.00
E309 - Hyundai Backhoe								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment with bucket			\$81.41	\$83.53	\$84.53	\$85.80	\$87.10	
Total per hour		4	\$121.83	\$125.00	\$126.50	\$128.40	\$130.35	\$15.41
E313 - Large Snow Blower & Loader								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment			\$84.38	\$86.57	\$87.61	\$88.93	\$90.25	
Total per hour			\$124.80	\$128.04	\$129.58	\$131.52	\$133.50	
E318 - Cat 930H Loader								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment			\$50.43	\$51.75	\$52.37	\$53.15	\$53.95	
Total per hour		4	\$90.85	\$93.22	\$94.33	\$95.75	\$97.20	\$11.46
E315 - Loader Bobcat								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment with attachments			\$46.14	\$47.34	\$47.91	\$48.63	\$49.35	
Total per hour			\$86.56	\$88.81	\$89.88	\$91.23	\$92.60	
E317 - IT38 Cat Loader								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment			\$50.43	\$51.75	\$53.09	\$53.89	\$54.70	
Total per hour		4	\$90.85	\$93.22	\$95.06	\$96.48	\$97.95	\$11.55
E321 - Loader/Backhoe								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment			\$43.07	\$44.19	\$45.34	\$46.02	\$46.70	
Total per hour		4	\$83.49	\$85.66	\$87.31	\$88.62	\$89.95	\$10.56
E597 - Ingersoll Rand Packer								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment			\$70.17	\$71.99	\$73.87	\$74.97	\$76.10	
Total per hour			\$110.59	\$113.46	\$115.83	\$117.57	\$119.35	
E713 - Low Pressure Steamer								
a) Labour- 2 men			\$80.84	\$82.94	\$83.94	\$85.19	\$86.50	
b) Equipment			\$30.13	\$30.91	\$31.28	\$31.75	\$32.30	
c) Half Ton Truck			\$21.01	\$21.56	\$21.82	\$22.15	\$22.50	
Total per hour		8	\$131.98	\$135.41	\$137.04	\$139.09	\$141.30	\$34.11
E726 - Rigid Drain Cleaning Machine								
a) Labour - 2 Men	Plugged		\$80.84	\$82.94	\$83.94	\$85.19	\$86.50	
b) Equipment	Sewer		\$3.22	\$3.30	\$3.39	\$3.44	\$3.50	
c) Half Ton	Per Hour		\$21.01	\$21.56	\$22.12	\$22.45	\$22.50	
d) Total per hour		67	\$105.07	\$107.81	\$109.45	\$111.09	\$112.50	\$204.54

Spreadsheet No. 1 - Operations & Facilities Fees and Service Charges								
PUBLIC WORKS - Updated on October 26, 2017 - effective January 1st, 2018								
Description	Units	# of Units	2014	2015	2016	2017	2018	Increase Revenue
			2013 + 1%	2014 + 2.6%	2015 + 1.2%	2016+1.5%	2017+1.5%	2017+1.5%
E816 - Street Sweeper								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment			\$84.06	\$86.24	\$87.28	\$88.59	\$89.90	
Total per hour		40	\$124.48	\$127.71	\$129.24	\$131.18	\$133.15	\$156.23
E830 - DBH Thawing Machine								
a) Labour 2 Men			\$80.84	\$82.94	\$83.94	\$85.19	\$86.50	
b) Equipment			\$53.43	\$54.82	\$56.25	\$57.09	\$57.95	
c) 3/4 Ton			\$21.01	\$21.56	\$22.12	\$22.45	\$22.50	
Total per hour		7	\$155.28	\$159.32	\$162.30	\$164.74	\$166.95	\$32.51
E830 - Pulse De-icer (Thawing) Machine								
a) Labour 2 Men			\$80.84	\$82.94	\$83.94	\$85.19	\$86.50	
b) Equipment			\$14.59	\$14.97	\$15.36	\$15.59	\$15.85	
c) 3/4 Ton			\$21.01	\$21.56	\$22.12	\$22.45	\$22.50	
Total per hour		1	\$116.45	\$119.47	\$121.42	\$123.24	\$124.85	\$3.43
E838 - Air Compressor								
a) Labour			\$40.42	\$41.47	\$41.97	\$42.60	\$43.25	
b) Equipment			\$29.18	\$29.94	\$30.72	\$31.18	\$31.65	
c) 3/4 Ton			\$21.01	\$21.56	\$22.12	\$22.45	\$22.50	
Total per hour			\$90.61	\$92.97	\$94.81	\$96.23	\$97.40	
Private Concrete Crossing or Replacement of Sidewalk for private crossing								
Removal, Supply & installation of concrete driveway	Square Feet	1100	\$17.53	\$17.98	\$18.20	\$18.47	\$18.75	\$605.01
Private Crossing - Culvert	Feet	54	\$156.39	\$160.46	\$164.63	\$167.10	\$169.60	\$268.28
Removal of concrete driveway crossing			\$5.78	\$5.93	\$6.08	\$6.17	\$6.25	
Removal of highback concrete curb & gutter and replace with low back concrete curb & gutter for new driveway crossing installation	Linear Ft	16	\$36.73	\$37.69	\$38.14	\$38.71	\$39.30	\$18.56
Removal of highback concrete curb & gutter and replace with low back concrete curb & gutter for new driveway crossing installation	Linear Ft		\$36.73	\$37.69	\$38.14	\$38.71	\$39.30	
Engineering Services								
Engineering Services Minimum One Hour								
Televising Customer Sewer at their request on regular hours	Per Hour	8	\$180.45	\$185.15	\$187.37	\$190.18	\$193.05	\$45.46
Televising Customer Sewer at their request on overtime hours			\$360.91	\$370.29	\$374.74	\$380.36	\$186.05	
Tracing Customer Water & Sewers at their request on regular hours		7	\$120.30	\$123.43	\$124.91	\$126.79	\$128.70	\$26.52
Tracing Customer Water & Sewers at their request on overtime hours			\$240.61	\$246.86	\$249.82	\$253.57	\$257.35	
Setting Lot Grades only - regular hours	Per Lot Grade	23	\$108.51	\$111.33	\$112.67	\$114.36	\$116.05	\$77.84
Copying Blue Prints	Each		\$12.97	\$13.31	\$13.47	\$13.67	\$13.90	
Scanning Blue Prints (data storage not included)	Each							
New for 2018 - 1 to 15 pages							\$5.00	
New for 2018 - 16 to 30 pages							\$4.00	
New for 2018 - 31 pages or more							\$3.00	
GIS Drawings or Maps- Hardcopy								
size- 8.5" by 11"			\$5.45	\$5.59	\$5.66	\$5.74	\$5.85	
size- 11" by 17"			\$10.90	\$11.18	\$11.32	\$11.49	\$11.65	
size - 24" by 36"			\$27.25	\$27.96	\$28.29	\$28.72	\$29.15	
Digital Aerial Photography - .ecw format only			\$1,089.94	\$1,118.27	\$1,131.69	\$1,148.67	\$1,165.90	
GIS Shapefiles- per infrastructure layer			\$272.48	\$279.57	\$282.92	\$287.17	\$291.50	
GIS Shapefiles- base map -property lines and addresses			\$272.49	\$279.57	\$282.92	\$287.16	\$291.50	
Landfill Tipping Fees (NO TAXES)								
0-250 kgs		5700	\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	\$0.00
251-500 kgs								
251-1,000 kgs		5988	\$66.31	\$68.03	\$68.85	\$69.88	\$70.95	\$12,593.75

Spreadsheet No. 1 - Operations & Facilities Fees and Service Charges								
PUBLIC WORKS - Updated on October 26, 2017 - effective January 1st, 2018								
Description	Units	# of Units	2014	2015	2016	2017	2018	Increase Revenue
			2013 + 1%	2014 + 2.6%	2015 + 1.2%	2016+1.5%	2017+1.5%	2017+1.5%
Flate rate period when scales are not in operation.								
Passenger Vehicles- minivans, SUV & Cars			\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	
Single Axle Trailers pulled by truck			\$28.23	\$28.97	\$29.31	\$29.75	\$30.20	
Half-ton Trucks- 3/4 ton & compact			\$19.84	\$20.35	\$20.60	\$20.91	\$21.20	
Single Axle Trucks			\$91.55	\$93.94	\$95.06	\$96.49	\$97.95	
Tandem Trucks and Trailers			\$228.89	\$234.84	\$237.66	\$241.22	\$244.85	
Garbage Trucks, Containerized Hauling Units & Tanker Trucks			\$274.66	\$281.81	\$285.19	\$289.47	\$293.80	
Fees to be used when scales are in operation.								
Minimum Charge			\$18.00	\$18.00	\$18.00	\$18.00	\$18.00	
Rate per Tonne			\$66.31	\$68.03	\$68.85	\$69.88	\$70.95	
Weighing Vehicle Only			\$29.76	\$30.53	\$30.90	\$31.36	\$31.85	
Contaminated Soil Suitable for Cover Material - per tonne			\$3.65	\$3.75	\$3.79	\$3.85	\$3.90	
Car Tires - each			\$8.01	\$8.22	\$8.32	\$8.44	\$8.60	
Truck Tires - up to and including 18 wheelers			\$18.69	\$19.18	\$19.41	\$19.70	\$20.00	
Off Road Tires (anything over 18 wheeler			\$93.46	\$95.89	\$97.04	\$98.50	\$100.00	
Tires by the Tonne			\$466.93	\$479.07	\$484.82	\$492.09	\$499.50	
Refrigeration Unit - containing Refrigerant or no notification sticker affixed to the unit			\$38.91	\$39.92	\$40.40	\$41.01	\$41.60	
Sale of Blue Boxes								
Sale of Composters								
Sale of Bag Tags		12000	\$2.25	\$2.25	\$2.25	\$2.25	\$2.25	\$0.00
Monthly Environmental Fee per water account		3463	\$4.00	\$4.00	\$4.25	\$5.00	\$5.00	\$2,597.25
Water and Sewer (NO Taxes)								
If sewer and water are in separate trenches	Per Trench							
If sewer and water are in the same trench								
Termination of Water and Sewer								
If sewer and water are in separate trenches	Per Trench							
If sewer and water are in the same trench								
Termination of Services								
Inspecting the termination prior to backfilling	Inspection	6	\$42.50	\$43.75	\$44.28	\$44.94	\$45.60	\$7.95
Reconnection of Services								
Inspecting the reconnection prior to backfilling			\$42.50	\$43.75	\$44.28	\$44.94	\$45.60	\$0.00
Regular request to turn water on or off (maintenance)	Per Turn	127	\$42.50	\$43.75	\$44.28	\$44.94	\$45.60	\$168.28
Non-maintenance shut off for delinquent accounts		8	\$120.30	\$123.50	\$124.98	\$126.86	\$128.75	\$30.14
Non-maintenance turn on for delinquent accounts		8	\$120.30	\$123.50	\$124.98	\$126.86	\$128.75	\$30.14
Sale and Installation of Water Meters								
3/4" Water Meter								
1" Water Meter								
1 1/2" Water Meter								
2" Water Meter								
Testing of Backflow Device								
Stores- (Applicable Taxes Extra)								
Sale of all items to private sector	Per Item							
				Total				\$17,436.27
				WMS				\$15,191.00
				Other PW				\$2,245.26

**TOWN OF FORT FRANCES
SCHEDULE OF FEES
SCHEDULE "D"**

	<u>2017 Approved</u>	<u>2018 Proposed</u>
4.3 Sewer & Water Installation - Effective January 1, 2017 - plus Applicable Taxes		
4.3.1 Installation and Termination - Per Trench		
4.3.1.1 If water and sewer are in separate trenches or same trenches	Cost Plus + 10% + Road Restoration	Cost Plus + 10% + Road Restoration
4.3.2 Terminations of Services		
4.3.2.1 Inspecting the termination prior to backfilling	44.96	45.65
4.3.3 Reconnection of Services		
4.3.3.1 Inspecting the reconnection prior to backfilling	44.96	45.65
4.3.3.2 Regular request to turn water on or off (maintenance)	44.96	45.65
4.3.3.3 Non-Maintenance Shut off for delinquent accounts - no HST	126.88	128.80
4.3.3.4 Non-Maintenance Turn on for delinquent accounts - no HST	126.88	128.80
4.3.4 Sale and Installation of Water Meters		
4.3.4.1 Any Size Meter	Cost Plus + 10%	Cost Plus + 10%
4.3.5 Testing Backflow Devices		
5.0 Water & Sewer User Rates - Effective January 1, 2017		
5.1 Water User Rates - Monthly		
5.1.1 Flat Residential (un-metered)	40.17	
5.1.2 Metered Non-Residential	2.77 cu meter	
5.1.3 Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or Minimum Bill for metered ICI accounts	54.45	
5.1.3.1 10 cu. meters included in the minimum monthly bill for ICI		
5.1.4 Metered - Industry/Commercial	1.52 cu meter	
5.1.5 Metered - Institutional	1.75 cu meter	
5.1.6 Private (Re: Dedicated) Hydrants	53.40 per unit	
5.1.7 Private Sprinkler System	16.75 per system	
5.1.8 Sale of Water from Fire Hydrant	26.18 cu meter	
5.1.9 Water Meter Replacement		
5.1.9.1 ¾ inch or 20 mm diameter water meter	3.00 per meter	3.00
5.1.9.2 1 inch or 25.4 mm diameter water meter	3.25 per meter	3.25
5.1.9.3 1.5 inch or 38.1 mm diameter water meter	5.00 per meter	4.00
5.1.9.4 2 inch or 50.8 mm diameter water meter	15.00 per meter	15.00
5.1.9.5 3 inch or 76.2 mm diameter water meter	17.00 per meter	17.00
5.1.9.6 4 inch or 101.6 mm diameter water meter	22.50 per meter	22.50
5.1.9.7 6 inch or 152.4 mm diameter water meter	42.00 per meter	42.00
5.1.9.8 10 inch or 254 mm diameter water meter	70.00 per meter	70.00
5.2 Sewer User Rates - Monthly		
5.2.1 Flat Residential (un-metered)		
5.2.2 Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or Minimum Bill for metered ICI accounts	50.85	
5.2.2.1 10 cu. meters included in the minimum monthly bill for ICI		
5.2.3 Metered Non-Resident	2.58 cu meter	
5.2.5 Metered - Industry/Commercial	1.51 cu meter	
5.2.6 Metered - Institutional	1.73 cu meter	
5.3 Minimum Rate to Unplug Blockage in Sanitary Sewer Line		
5.3.1 During regular business hours (7:30 a.m. to 4:00 p.m. Monday thru Friday)	25.50	25.50
5.3.2 Overtime Hours	38.00	38.00
5.3.3 Statutory Holiday	50.50	50.50

Spreadsheet No. 1 - Airport - Updated October 26, 2017
Fees and Service Charges -
As of January 1st, 2018

Fee
Office/square meter- Plus applicable taxes
Counter/square meter- Plus applicable taxes
Rental of Heated Garage Bay
Aviation Fuels - Plus applicable taxes
100LL
Jet-A

Aviation Oils

Aircraft Landing Fees for Domestic Flights - No applicable taxes
Piston Aircraft
Medivac & All Government Aircrafts
Turbine Aircraft Minimum Fee
 <21,000 kgs. - Gross Weight X
 21,000 - 45,000 kgs. - Gross Weight X

Aircraft Landing Fees for International Flights - No applicable taxes
Piston Aircraft
Turbine Aircraft Minimum Fee
 <21,000 kgs. - Gross Weight X
 21,000 - 45,000 kgs. - Gross Weight X

Airport Parking Fees
 <4,999 kgs/day
 <4,999 kgs/month
 5 - 9,999 kgs/day
 5 - 9,999 kgs/month
 10,000-29000 kgs/day
 10,000-29000 kgs/month

Plug-ins
Ground Power Starts
 Ground Power Starts Bearskin
 Ground Power Starts other Aircrafts

Aircraft De-icing
 Bearskin Airlines
 Other Aircraft *Plus Cost of Fluid

General Terminal Fees
 0 - 9 seats
 10 - 15 seats
 16 - 25 seats

Passenger Facility Charge - Plus applicable taxes
Per Person Embarking

Airport Improvement Fee - levied to outbound charters per passenger embarking

Unit	# Of Units	2014 Approved 2013 + 1% or more	2015 Proposed 2014 + 2.6%	2016 Proposed 2015 + 1.2%	2017 Proposed 2016+1.5%	2018 Proposed 2017 + 1.5%	Increase Revenue 2017 to 2016 2016 + 1.5%
	31.8	\$358.20	\$367.51	\$371.92	\$377.50	\$383.15	\$179.72
		\$358.20	\$367.51	\$371.92	\$377.50	\$383.15	
day			\$100.60	\$101.81	\$103.33	\$104.90	
	25,000	adjusted quarterly	adjusted quarterly	adjusted quarterly	adjusted quarterly	adjusted quarterly	
	14,000	adjusted quarterly	adjusted quarterly	adjusted quarterly	adjusted quarterly	adjusted quarterly	
		cost + 45%	Cost + 45%	Cost + 45%	Cost + 45%	Cost + 45	
	500	\$13.00	\$13.34	\$13.50	\$13.70	\$13.90	\$99.74
	500	\$202.00	\$207.25	\$209.74	\$212.89	\$216.10	\$1,607.45
	200	\$13.00	\$13.34	\$13.50	\$13.70	\$13.90	\$39.89
	1200	\$3.77	\$3.87	\$3.91	\$3.97	\$4.05	\$95.63
		\$3.77	\$3.87	\$3.91	\$3.97	\$4.05	
	127	\$33.00	\$33.86	\$34.26	\$34.78	\$35.30	\$66.25
	262	\$33.00	\$33.86	\$34.26	\$34.78	\$35.30	\$136.68
		\$8.08	\$8.29	\$8.39	\$8.52	\$8.65	
		\$8.08	\$8.29	\$8.39	\$8.52	\$8.65	
Days	170	\$11.00	\$11.29	\$11.42	\$11.59	\$11.75	\$26.73
		\$83.43	\$85.60	\$86.62	\$87.92	\$89.25	
		\$17.44	\$17.90	\$18.11	\$18.38	\$18.65	
		\$336.85	\$345.61	\$349.75	\$355.00	\$360.30	
		\$31.28	\$32.09	\$32.48	\$32.96	\$33.45	
		\$625.57	\$641.83	\$649.54	\$659.28	\$669.15	
Day/Heater		\$6.02	\$6.17	\$6.25	\$6.34	\$6.45	
Starts	1100	\$43.36	\$44.49	\$45.02	\$45.70	\$46.40	\$771.79
Start		\$54.14	\$55.54	\$56.21	\$57.05	\$57.90	
Aircraft		\$42.11	\$43.20	\$43.72	\$44.37	\$45.05	
Aircraft		\$60.15	\$61.72	\$62.46	\$63.39	\$64.35	
		\$16.84	\$17.28	\$17.49	\$17.75	\$18.00	
Flights	0	\$19.25	\$19.75	\$19.99	\$20.29	\$20.60	
Flights	1050	\$30.08	\$30.86	\$31.23	\$31.70	\$32.15	\$476.29
Passengers	1700	\$10.47	\$10.74	\$10.87	\$11.03	\$11.20	\$290.83
	640	\$10.46	\$10.74	\$10.87	\$11.03	\$11.20	\$105.92

Call-outs- plus applicable taxes
Overtime labour Rate
Double time labour rate
Loader plus labour
Snow Blower or Sweeper attachment plus labour
Sander/Plow truck plus labour
Winter Control Sand

Aviation Charts- plus applicable taxes

Car Parking Fees/day- plus applicable taxes

Yearly Parking Stall
Daily Parking
Monthly parking stall

Land Lease Rates - Unserved- plus applicable taxes

Private - per square meter- plus applicable taxes
Commercial - per square meter

Advertising Signs- plus applicable taxes

Small signs per year
Large signs per year
Commercial Character Ramp Fee per Aircraft

total net increase

		\$151.56	\$155.50	\$157.36	\$159.72	\$162.10	
			\$62.21	\$62.96	\$63.90	\$64.86	
			\$82.94	\$83.94	\$85.19	\$86.47	
			\$51.75	\$52.37	\$53.16	\$97.90	
			\$34.82	\$35.24	\$35.77	\$36.30	
			\$48.47	\$49.05	\$49.79	\$93.80	
cu. yd			\$25.15	\$25.45	\$25.83	\$26.20	
		cost + 40%	cost + 40%	cost + 40%	Cost + 40	Cost + 40	
Year		\$1,100.00	\$1,128.60	\$1,142.14	\$1,159.28	\$1,176.66	\$0.00
Days	335	\$7.50	\$7.70	\$7.79	\$7.90	\$8.02	\$39.72
		\$100.00	\$102.60	\$103.83	\$105.39	\$106.97	\$0.00
		\$1.70	\$1.74	\$1.76	\$1.79	\$1.82	\$0.00
		\$2.55	\$2.61	\$2.64	\$2.68	\$2.72	\$0.00
		\$106.15	\$108.91	\$110.22	\$111.87	\$113.55	\$0.00
		\$117.94	\$121.01	\$122.46	\$124.30	\$126.16	\$0.00
		\$13.40	\$13.75	\$13.92	\$14.12	\$14.34	\$0.00

\$3,936.63

Fees and Services Charges - all applicable taxes included unless otherwise expressed

							Revenue
							Increase
			#Units	2014	2015	2016	2017
					2014+2.6%	2015+1.2%	2016+1.5%
						2017+1.5%	2018
							2017+1.5%

Cemeteries							
4.6.1	SALE OF LOTS - Plus applicable taxes						
	4.6.1.1	Adult Single	11	\$505.04	\$511.67	\$514.81	\$522.53
	4.6.1.2	Adult Double	10	\$757.52	\$770.72	\$776.92	\$788.57
	4.6.1.3	Child Single	1	\$252.03	\$254.65	\$255.94	\$259.78
	4.6.1.4	Cremation	1	\$226.50	\$228.49	\$229.43	\$232.87
	4.6.1.5	Non-residents					
	4.6.1.6	Care and Maintenance Fund Contribution included in sale price -					
		8 years old or under					
4.6.2	SALE OF COLUMBARIUM NICHES - Plus applicable taxes						
			10				
		Sale price per Niche					
		Includes One (1)					
		Interment					
		Second					
		Interment					
	4.6.2.1	Top 2 Rows	2	\$1,293.57	\$1,327.22	\$1,355.28	\$1,375.61
	4.6.2.2	Middle 4 Rows	5	\$1,597.92	\$1,639.46	\$1,671.27	\$1,696.34
	4.6.2.3	Bottom 2 Rows	3	\$1,065.28	\$1,093.02	\$1,118.27	\$1,135.04

Each Niche is classified as a double and will hold two cremated remains.

The Price Above includes:

- Purchase of Double Niche
- Bronze Plaque and Installation
- One Interment
- Required contribution to the care and maintenance fund

The second interment into the double niche will have an additional charge of \$137.42

4.6.2.4 Non-residents

4.6.3	INTERMENTS - Plus applicable taxes						
	May 1st to October 31 Interment Rates						
	4.6.3.1	Adult	27	\$714.07	\$732.64	\$753.57	\$764.88
	4.6.3.2	Adult with Vault	6	\$795.68	\$816.40	\$838.34	\$850.92
	4.6.3.3	Child	0	\$280.53	\$287.82	\$303.42	\$307.97
	4.6.3.4	Child with Vault (8 years old or under)	1	\$306.03	\$313.98	\$329.88	\$334.83
	4.6.3.5	Extra Depth (10 Feet)	0	\$795.68	\$816.40	\$834.34	\$846.86
	4.6.3.6	Saturday - No Holiday Burials					
		* Above Rates Plus	4	\$490.83	\$503.60	\$509.65	\$517.29
		Sunday/Holiday - Above Rates Plus					
	4.6.3.7	Cremated Remains (Cremains)	42	\$255.03	\$261.67	\$276.96	\$281.11
		* At a Size No Larger Than Twelve Inches (12") in diameter					

Fees and Services Charges - all applicable taxes included unless otherwise expressed

Spreadsheet No. 1 - Updated October 26, 2017 - Parks & Cemeteries 2018 Proposed Fees - January 1st, 2018							Revenue
Fees and Services Charges - all applicable taxes included unless otherwise expressed							Increase
	#Units	2014	2015 2014+2.6%	2016 2015+1.2%	2017 2016+1.5%	2018 2017+1.5%	2018 2017+1.5%

4.6.3.8	Cremated Remains (Cremains) * At a Size of Thirteen Inches (13") to Twenty-Four Inches (24") in Diameter - Maximum Allowable Size							
	Saturday Cremains							
4.6.3.9	At a Size No Larger Than Twelve Inches (12") in diameter	2	\$255.03	\$255.03	\$276.96	\$281.11	\$285.31	\$8.40
	Saturday Cremains							
4.6.3.10	At a Size of Thirteen Inches (13") to Twenty-Four Inches (24") in Diameter - Maximum Allowable Size		\$408.04	\$418.66	\$435.83	\$442.37	\$448.98	
4.6.3.11	Cremains - Place into Monument Base		\$72.18	\$74.05	\$87.08	\$88.39	\$89.74	
4.6.3.12	Cremains at same time as casket interment * with no disinterment of cremains		\$40.91	\$41.99	\$54.64	\$55.46	\$56.28	
4.6.3.13	Non-residents							
4.6.3.14	Disinterment							
4.6.3.15	Funeral reaching cemetery outside of the hours of 9:00 a.m. and 3:00 p.m.		\$119.10	\$122.22	\$123.68	\$125.54	\$127.44	
4.6.3.16	Cremated Remains placed in monument with niche		\$54.49	\$55.93	\$68.74	\$69.77	\$70.80	

4.6.3 November 1st to April 30 Interment Rates

4.6.3.1	Adult	9	\$867.09	\$889.63	\$912.45	\$926.14	\$940.00	\$124.78
4.6.3.2	Adult with Vault	7	\$948.69	\$973.34	\$997.16	\$1,012.12	\$1,027.30	\$106.26
4.6.3.3	Child		\$408.04	\$418.66	\$435.83	\$442.37	\$448.98	
4.6.3.4	Child with Vault		\$489.65	\$502.38	\$520.55	\$528.36	\$536.29	
4.6.3.5	Extra Depth (10 Feet)	1	\$1,034.60	\$1,061.50	\$1,086.38	\$1,102.68	\$1,119.20	\$16.52
4.6.3.6	Saturday - No Holiday Burials							
	* Above Rates Plus	2	\$490.83	\$503.60	\$509.65	\$517.29	\$525.04	\$15.49
	Sunday/Holiday - Above Rates Plus							
4.6.3.7	Cremated Remains (Cremains) * At a Size No Larger Than Twelve Inches (12") in diameter							
4.6.3.8	Cremated Remains (Cremains) * At a Size of Thirteen Inches (13") to Twenty-Four Inches (24") in Diameter - Maximum Allowable Size							
	Saturday Cremains							
	At a Size No Larger Than Twelve Inches (12") in diameter							
	Saturday Cremains							
4.6.3.10	At a Size of Thirteen Inches (13") to Twenty-Four Inches (24") in Diameter - Maximum Allowable Size							
4.6.3.11	Cremains - Place into Monument Base							
4.6.3.12	Cremains at same time as casket interment							

Fees and Services Charges - all applicable taxes included unless otherwise expressed

							Revenue
							Increase
		#Units	2014	2015 2014+2.6%	2016 2015+1.2%	2017 2016+1.5%	2018 2017+1.5%
							2018 2017+1.5%

* with no disinterment of cremains

4.6.3.13	Non-residents						
4.6.3.14	Disinterment						
4.6.3.15	Funeral reaching cemetery outside of the hours of 9:00 a.m. and 3:00 p.m.		\$119.10	\$122.20	\$123.66	\$125.52	\$127.40
4.6.3.16	Cremated Remains placed in monument with niche		\$54.49	\$55.91	\$68.72	\$69.75	\$70.80
4.6.4	SPECIAL CARE - Plus applicable taxes						
4.6.4.1	Single	20	\$2,550.25	\$2,616.58	\$2,647.98	\$2,687.70	\$2,728.02
4.6.4.2	Double	3	\$5,100.50	\$5,233.14	\$5,295.94	\$5,375.38	\$5,456.01
4.6.4.3	Non-residents	2					\$241.90
4.6.5	ANNUAL CARE - Plus applicable taxes						
4.6.5.1	Adult	10	\$204.02	\$209.33	\$211.85	\$215.03	\$218.26
4.6.5.2	Child	6	\$76.51	\$78.49	\$79.43	\$80.62	\$81.83
4.6.5.3	Non-residents						\$7.26
4.6.5.4	ONTARIO LICENSING FEE - Plus applicable taxes						
4.6.7	UPRIGHT MEMORIALS - Plus applicable taxes						
4.6.6.1	Foundation size per square inch	21	\$0.27	\$0.28	\$0.29	\$0.29	\$0.30
4.6.6.2	Non-Residential fee above rate plus 40%						\$0.09
4.6.8	FLAT MARKERS - Plus applicable taxes						
4.6.7.1	Foundation size per square inch	27	\$0.25	\$0.26	\$0.27	\$0.27	\$0.28
4.6.7.2	Non-Residential fee above rate plus 40%						\$0.11
FOUNDATION ORDERS WILL ONLY BE ACCEPTED FROM 15TH JUNE TO 15 SEPTEMBER EACH YEAR.							
4.6.9	CARE AND MAINTENANCE FUND CONTRIBUTION - Plus applicable taxes						
4.6.9.1	Flat Markers measuring less than 173 sq. inches			\$0.00			
4.6.9.2	Flat Markers measuring at least 173 sq. inches			\$50.00			
4.6.9.3	Upright Monuments measuring 4 feet or less in height & length			\$100.00			
4.6.9.4	Upright Monuments measuring more than 4 feet in height or length including base			\$200.00			

4.7 PARKS

Non-residential labour, equipment, vehicles rate

Labour Cost not included in the following:

Fees and Services Charges - all applicable taxes included unless otherwise expressed

Fees and Services Charges - all applicable taxes included unless otherwise expressed								Revenue Increase			
	#Units	2014	2015 2014+2.6%	2016 2015+1.2%	2017 2016+1.5%	2018 2017+1.5%	2018 2017+1.5%				
4.7.1.1	Mower, Riding	14	\$15.04	\$15.43	\$15.61	\$15.85	\$16.09	\$3.33			
4.7.1.2	Portable Generator		\$7.22	\$7.41	\$7.49	\$7.61	\$7.72				
4.7.1.3	Power Saw		\$7.22	\$7.41	\$7.49	\$7.61	\$7.72				
4.7.1.4	Trailer - Large		\$12.03	\$12.34	\$12.49	\$12.68	\$12.87				
4.7.1.5	Cement Mixer		\$12.03	\$12.34	\$12.49	\$12.68	\$12.87				
Labour Cost are included in the following:											
4.7.2	4.7.2.1	Backhoe	0	\$72.18	\$74.06	\$74.95	\$76.07	\$77.21			
	4.7.2.2	4200 Tractor & Sweeper		\$50.53	\$51.84	\$52.46	\$53.25	\$54.05			
	4.7.2.3	Stumper (Chipper)	8	\$79.40	\$81.46	\$82.44	\$83.68	\$84.93	\$10.04		
	4.7.2.4	Snowplow - Dodge		\$45.72	\$46.90	\$47.47	\$48.18	\$48.90			
4.7.3	Point Park Camping Rates - Plus Applicable Taxes -			Adjust for HST				2018 Rate + HST	2017 rate increase		
	Full Hook-up - Water, Hydro										
4.7.3.1	& Sewage Dump Station		670	\$28.32	\$29.20	\$30.09	\$30.53	\$30.97	\$294.80	\$35.00	1.44%
4.7.3.2			16	\$145.12	\$148.67	\$150.45	\$152.71	\$154.87	\$34.55	\$175.00	1.41%
4.7.3.3			5	\$557.08	\$571.68	\$578.54	\$587.22	\$596.46	\$46.21	\$674.00	1.57%
4.7.3.4	Tenting Sites		52	\$15.04	\$15.04	\$15.04	\$15.49	\$15.93	\$22.88	\$18.00	2.84%
4.7.3.5			0	\$78.25	\$79.65	\$80.61	\$81.81	\$83.19	\$94.00		1.68%
4.7.3.6			0	\$299.20	\$309.74	\$313.46	\$318.15	\$323.01	\$365.00		1.53%
	Partial Hook-up - Hydro & Sewage Dump Station, but										
4.7.3.7	no Water service			\$23.00	\$23.89	\$24.18	\$24.34	\$24.78	\$28.00		1.81%
4.7.3.8				\$116.09	\$120.35	\$121.79	\$123.60	\$125.66	\$142.00		1.67%
4.7.3.9				\$445.67	\$463.72	\$469.28	\$476.30	\$483.19	\$546.00		1.45%
4.7.3.10	Cost for Utilities per day- 4 Native Band Members			\$7.07	\$7.08	\$7.16	\$7.27	\$7.08	\$8.22		-2.65%
Total Point Park Parks Cemeteries								\$2,652.81 \$375.56 \$411.80 \$2,241.01			



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>