

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA -March 20, 2018 - NOON

MEETING - Committee Room, Civic Centre

Session # 066

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 65 dated March 6, 2018. 3 - 4
5. **In-Camera**
6. **Items Referred from Council**
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 - 6.2 A. Werenko Late Vacancy Application Consideration Request. 10 - 14
7. **New Business**
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8. **Non-agenda Items**
9. **Outstanding Items**
 - 9.1 Councillor Ken Perry - KDMA Annual General Meeting Per Diem Claim. 69 - 73

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10.2 Fort Frances Fire & Rescue Service - February 2018 Report.	76 - 78
11. <u>Adjourn / Next Meeting Date - April 3rd, 2018</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 65

March 6, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Council Chambers, Civic Centre on March 6, 2018 from 12:01 p.m. to 12:17 p.m.

PRESENT: Councillor K. Perry, Chair (12:01 p.m. to 12:10 p.m. and 12:16 p.m. to 12:17 p.m.); Mayor R. Avis, Councillor W. Brunetta

ALSO PRESENT: L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, L. Slomke, Clerk and K. Lawson, Secretary

REGRETS: Councillor G.P. Ryan and D. Brown, CAO

1. Call to Order 12:01 p.m.

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - None Identified

3. Disclosure of pecuniary interest and the general nature thereof

- 3.1 Councillor W. Brunetta disclosed an interest in agenda item 7.2 as the RRDMA and NOMA meeting per diems were hers. She did not participate in any discussion when the matter was considered.
- 3.2 Councillor K. Perry disclosed an interest in agenda item 9.2 as the KDMA Annual General Meeting Per Diem Claim was his. He turned the chair over to Councillor W. Brunetta and did not participate in any discussion when the matter was considered.

4. Approval of Previous Committee Minutes

- 4.1 Session No. 64 dated February 20, 2018.

Brunetta-Avis: Approved as presented.

CARRIED

5. In-Camera - None Identified

6. Items Referred from Council

- 6.1 Town of Essex Resolution - Offering School Property to Municipalities.
 - Committee recommended that Council support the resolution as passed by the Town of Essex that when school boards make a decision to close school(s), that they must then offer the property to the nearest municipality for \$1 (one) dollar.

7. New Business

- 7.1 Appeal Minutes of Settlement re: 1210 Olde Shambles Road (2017) Roll # 5912-010-005-02407-0000.
 - Committee recommended that the Minutes of Settlement for the 2017 taxation year for the property located at 1210 Olde Shambles Road be processed.
- 7.2 Councillor Wendy Brunetta RRDMA & NOMA Meeting Per Diem.
 - Committee recommended approval of the per diem claims in the total amount of \$320.00 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual Meeting held on January 13, 2018 in Fort Frances and the NOMA Executive Meeting held on February 14, 2018 in Thunder Bay.

8. Non-agenda Items - None Identified

9. Outstanding Items

- 9.1 Fort Frances and District Recruitment & Retention Committee Request.
 - Committee recommended receiving the request only with no further action being taken.
- 9.2 Councillor Ken Perry - KDMA Annual General Meeting Per Diem Claim.
 - Committee recommended deferring this item to a future meeting.

10. Information

- 10.1 Town of Fort Frances General Fund (Operating) Summary for the Two Months Ending February 28, 2018.
 - received as information.

11. Adjourn 12:17 p.m. / Next Meeting Date - March 20th, 2018

Executive Committee Chair

D. Brown, CAO

To: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: March 15, 2018
SUBJECT: FFHS Chem Free Grad Party Donation Request

BACKGROUND

At the March 12, 2018 Council Meeting the letter received from the FFHS Chem Free Grad Committee requesting a donation was referred to the Administration & Finance Executive Committee for their recommendation.

The Fort Frances High School graduation and chem free grad party will take place at the Memorial Sports Centre. As indicated in the attached letter, the FFHS Chem Free Grad Committee is requesting a donation equivalent to the cost of the rental fees for the arena and auditorium, totaling \$975.30.

In the past Council has approved financial donations to the FFHS to offset their cost of the arena and auditorium rental fees and the Rainy River District School Board submitted an HST rebate for the FFHS Chem Free Grad rental expense.



**FFHS Chem Free Grad
Fort Frances High School
c/o Brian Gustafson
440 McIrvine Road
Fort Frances, ON
P9A 3T8**



**Phone: 807-274-7747
Fax: 807-274-5171**

E-mail: brian.gustafson@mail.rrdsb.com

February 28, 2018

Fort Frances Mayor and Town Council
320 Portage Avenue
Fort Frances, ON
P9A 3M5

Dear Mayor and Council:

The arrival of spring means once again things are in motion for this year's FFHS Chem Free Grad party. We held our preliminary meeting two weeks ago and there is a dedicated group of parents starting the work to provide the best possible Chem Free Grad party for the graduates of Fort Frances High School. This will help guarantee a safe, alcohol and substance free environment in which to celebrate their children's high school accomplishments. As a committee, we rely on the support and generous contributions of the Fort Frances community and surrounding area. We thank the Town of Fort Frances for being one of these outstanding contributors year after year.

This year's FFHS Chem Free Grad Party will take place of Thursday, June 21, 2018. We are requesting a donation from the Town of Fort Frances equivalent to the cost of the rental fees for the arena and auditorium minus HST, totalling \$975.30. If there are specifics required regarding the Chem Free Grad Party in order to process this request, please contact me by e-mail, phone, or mail using the information given above.

We thank you for your time and consideration in this matter.

Respectfully yours,

Brian Gustafson
Staff Advisor – FFHS Chem Free Grad Committee

Permit Contract

Memorial Sports Centre - Fort Frances

740 Scott Street
 Fort Frances, ON P9A 1H8
 Phone: (807) 274-4561
 FAX: (807) 274-3799
 Email: sports@fort-frances.com

Permit #1179, Approved

Sep 1, 2017 12:43 PM

Company: Fort Frances High School

522 Second Street
 Fort Frances, ON P9A 1N4

Agent: Brian Gustafson

Email: bvgustafson@outlook.com



Customer Type: High School

Prepared By: Melissa Belluz

Home: (807) 274-7400

Charges	Taxes	Discounts	Total Charges	Deposits	Deposit Taxes	Total Payments	Refunds	Balance
\$975.30	\$55.54	\$0	\$1,030.84	\$0	\$0	\$0	\$0	\$1,030.84

▼ RESERVATIONS

Event	Resource	Center	Notes		
FFHS Chem Free Graduation Type: Event Attend/Qty: 299	Multiple Resources Requested	Memorial Sports Centre 740 Scott St Fort Frances, ON P9A 1H8 (807) 274-4561	--		
Days Requested		Event Begins	Duration	Event Ends	
Day	Date			Date	Time
Tuesday (52 Canadians Arena)	Jun 19, 2018	6:00 AM	16 hours	Jun 19, 2018	10:00 PM
Wednesday (52 Canadians Arena)	Jun 20, 2018	6:00 AM	16 hours	Jun 20, 2018	10:00 PM
Thursday (52 Canadians Arena)	Jun 21, 2018	6:00 AM	16 hours	Jun 21, 2018	10:00 PM
Thursday (Auditorium)	Jun 21, 2018	6:00 AM	24 hours	Jun 22, 2018	6:00 AM
Friday (52 Canadians Arena)	Jun 22, 2018	6:00 AM	16 hours	Jun 22, 2018	10:00 PM
Summary				Notes	
Total Number of Dates: 5				--	
Total Time: 88 hours					

▼ CHARGES

Description	Event / Resource	Unit Fee	Units	Tax	Charge
Auditorium Social/Wedding Res	FFHS Chem Free Graduation #1179 52 Canadians Arena Auditorium	\$427.20	1.00	HST: \$55.54	\$482.74
52 600 People No Liquor License Res	FFHS Chem Free Graduation #1179 52 Canadians Arena Auditorium	\$548.10	1.00	--	\$548.10

▼ Payment Schedule for Original Balance of \$1,030.84

Due Date	Amount Due	Amount Paid	Withdrawal Adjustment	Balance
Jun 19, 2018	\$1,030.84	\$0	\$0	\$1,030.84
Current Balance				\$1,030.84

▼ WAIVERS

Facilities Waiver

Due Date: Jun 19, 2018

General Waiver When Renting All Facilities

I understand that I am responsible for my group and/or parties actions and conduct during my reservation. My current and future reservation requests may be cancelled if the following should occur: Fighting; Unseemly conduct; Health Violations (spitting, smoking, etc.) abuse of staff or property. Full payment is required at the time of the booking. I must provide at least two weeks notice of cancellation of my booking. If cancelled prior to two weeks I will receive a refund minus 10% of total. After the two week deadline a refund will NOT be issued. Regular contract users will not be subject to the 10% surcharge. Contract changes/cancellations will only be accepted from the individual originally booking the facility(s). My group will assume responsibility for providing adequate supervision, facility cleanliness and general order while using the facility. Damage and/or destruction of the above named properties will result in repair and/or replacement fees billed directly to me. In all circumstances, the Town of Fort Frances retains full authority for final approval and denial of facility reservation request.

Signature: _____

TOFF Facility Rental Policy

Due Date: Jun 19, 2018

I have read and agree to the Town of Fort Frances Facility Rental Policy.

TOFF Facility Rental Policy

Signature: _____

Auditorium Checklist

Due Date: Jun 19, 2018

Rental Agreement Terms and Condition:

- 1) I have been provided with the Town of Fort Frances Smoking Policy. Alcohol Policy. Facility Rental Policy.
- 2) I understand and agree that in the case of a cancellation, two weeks notice is required at which time a refund request will be submitted minus a 10% administration fee.
- 3) I agree to be responsible for any wilful damage to the premise and report any damage to the Memorial Sports Centre staff immediately at (807) 274-4561.
- 4) I agree to leave the facility clean and in good condition.
- 5) I agree to indemnify and save harmless the Town of Fort Frances, its officers, servants, and agents from and against all claims, demands, costs, actions, causes, of action, expenses whatsoever which may be taken or made against them by or any of them for any loss, damage, or injury, including deaths, of any nature or kind whatsoever arising out of or in consequence of any act, neglect, or omission of the Municipality, her servants or agents in relation to the operation of Auditorium
- 6) I understand that I need Third Party Alcohol Liability Insurance; this program provides protection when lawsuits are brought against individuals, organizations or companies who host single/multi-day functions with alcohol service. A valid liquor permit or license must be in place for service of alcohol. The policy would be in the name of the individual or organization that has rented the facility, and has taken out the liquor permit.
- 7) I understand and agree to provide copies of Smart Serve Cards, Liquor License, and Third Party Liability Insurance to Melissa at least one week prior to my event. I understand that I will not be given keys until this is done.
- 8) I have provided Melissa with the room set up request.
- 9) I understand that Ice is provided but I must supply my own Pepsi products for my event.

I/We have read and agree to adhere to the terms and conditions of this agreement and its entire links with the Town of Fort Frances for the use of Auditorium.

Name

Date

Town of Fort Frances Alcohol Policy:

APPENDIX ?B? - AGREEMENT FORM FOR SPECIAL OCCASION PERMIT HOLDER

1. I have received and reviewed a copy of the Town of Fort Frances Alcohol Policy for Special Occasion Permit Holders.
2. I understand that I must adhere to the conditions of the Alcohol Policy and the Liquor Licence Act of Ontario.
3. I understand that if I or other individuals at the event fail to adhere to the Alcohol Policy, the Fort Frances staff will take the appropriate action. This action may include eviction, revoking of the Special Occasion Permit and the notification of local authorities.
4. I understand I can be held liable for injuries and damages arising from failure to adhere to the Liquor Licence Act of Ontario.

Name

Date

To: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: March 15, 2018
SUBJECT: A. Werenko Late Vacancy Application Consideration Request

BACKGROUND

At the March 12, 2018 Council Meeting the letter received from Alan Werenko, owner of the Rainy Lake Plaza to consider a late vacancy application request was referred to the Administration & Finance Executive Committee for their recommendation.

Mr. Werenko has made regular applications that date back to the 2010 taxation year and is well aware of the application deadline of the last day in February of the year following the taxation year as provided for in Section 364 (2) 5. of the *Municipal Act* for vacancy rebate applications. The attached vacancy rebate application indicates that Unit E was vacant for 90 days, which is the minimum vacancy eligibility requirement, from January 1/17 to March 31/17 and Units B & D were vacant from January 1/17 to August 31/17. Mr. Werenko's time frame to file a vacancy rebate application for the vacant units listed was any time between September 1, 2017 to February 28, 2018. The Town accepts applications in person as well as alternative transmittal via fax and e-mail.

Mr. Werenko e-mailed and spoke with the Tax Administrator on March 2st indicating that he completed his Vacancy Rebate application on March 1st and would be in Fort Frances the beginning of the following week. Mr. Werenko was informed at that time the filing deadline was February 28th. During the verbal telephone conversation, Mr. Werenko indicated to the Tax Administrator that he had been travelling for the reason of the late application.

Mr. Werenko came in person on March 5, 2018 to file the vacancy rebate application and to have the Clerk, a Commissioner for taking Affidavits, witness his signature on that date. The application completed by Mr. Werenko was back dated to February 28th however the actual date of submission was on March 5, 2018. The letter to Mayor and Council is to request consideration of giving him a grace period for his tax relief by way of accepting his late Vacancy Rebate Application.

Appeal - A Request For Consideration of Application for Rebate of Property Taxes

The reduced taxes (for vacant commercial units) is of assistance to owners who still have to carry a huge burden of taxes and utilities for vacant units. My application for tax rebate could not be accepted as it was a day late and due to circumstances of a personal nature I am sorry for that. Heather Hatch, Tax Administrator and Laurie Lindberg, Treasurer, understandably have no real authority to accept a Rebate Application even a day late and I appreciate that. They have advised me that my only recourse for a day's grace is to appeal to Mayor and Members of Council with a letter. I would respectfully request that the attached Application for Rebate of Property Taxes for the year 2017 be accepted by the Town of Fort Frances.

For completeness, I have included my email to Heather Hatch and Laurie Lindberg and a copy of my Application for Rebate of Property Taxes.

Thank you for your positive consideration.

Respectfully,



Alan Werenko, Owner, Rainy Lake Plaza

Attachment: Copy of Application for Rebate of Property Taxes

Attachment: email to Heather Hatch, Tax Administrator and Laurie Lindberg, Treasurer

Heather and Laurie ...

I know the Town needs to collect as many taxes as it can and I know I have certainly done more than my part over the last 30 years. At times especially recently it has been extremely extremely difficult having only two tenants out of six in the last few years.

In two of my largest units at Rainy Lake Plaza I was able to get two tenants on a short one year basis that started September 2017 but the units were still empty from January to September 1st.

A third unit was also empty January February and March and finally on April I was able to get it occupied also on a short one year lease which is expiring at the end of this month.

Unfortunately due to many circumstances of a personal nature I didn't get to complete the Vacancy Report until yesterday March 1st and I called first thing this morning to Heather. She advises that legislation does not allow any applications for vacancy reduction unless I get a letter from Council.

I am arriving in Fort Frances on Sunday for a week and will be giving a letter to Mayor and Members of Council requesting a day's Grace period. It is a significant amount of money for me.

I would sincerely request your support in this matter.

Thank you,

Alan Werenko

Owner, Rainy Lake Plaza

Application for Rebate of Property Taxes for Vacancies in Commercial and Industrial Buildings

Page 1

Taxation year for which the application is being made

MUNICIPAL USE ONLY
Application #

INSTRUCTIONS

- The deadline for submitting applications is February 28 of the year following the taxation year to which the application relates.
- Deliver this completed application to your local municipal office.

- Any person who knowingly makes a false or deceptive statement in this application is guilty of an offence and, upon conviction, is liable for a fine.
- To be eligible for a rebate, a building or portion of a building must satisfy the conditions described in Category 1 or Category 2 below.

ELIGIBILITY (Please check ☒ to confirm eligibility.)

Category 1 - Buildings that are Entirely Vacant

A whole commercial or industrial building will be eligible for a rebate if:

- ☐ the entire building was unused for at least 90 consecutive days.

Category 2 - Buildings that are Partially Vacant

A suite or unit within a commercial building will be eligible for a rebate if, for at least 90 consecutive days, it was:

- ☒ unused; and
- ☒ clearly delineated or physically separated from the used portions of the building; and
- ☒ either ☒ capable of being leased for immediate occupation, or
 - ☐ undergoing or in need of repairs or renovations that prevented it from being available for lease for immediate occupation, or
 - ☐ unfit for occupation.

A portion of an industrial building will be eligible for a rebate if, for at least 90 consecutive days, it was:

- ☐ unused; and
- ☐ clearly delineated or physically separated from the used portions of the building.

Exclusions

A building or portion of a building will not be eligible for a rebate if:

- it is used for commercial or industrial activity on a seasonal basis;
- during the period of vacancy it was subject to a lease, the term of which had commenced; or
- during the period of vacancy it was included in a sub-class for vacant land.

Note: For complete information about eligibility and application requirements, refer to section 442.5 of the *Municipal Act* and Ontario Regulation 325/01.

For general information about the rebate program, you may refer to the Ministry of Finance bulletin entitled "Property Tax Rebates for Vacant Commercial and Industrial Buildings." This bulletin is available on the Internet at www.gov.on.ca/FIN.

PROPERTY INFORMATION

Address (Number and Street)

540 KINGS HIGHWAY

City/Town/Municipality, etc. Province Postal Code

FORT FRANCES ON M2L2G6

Owner's Name P9A2T1

Alan Werenko

Mailing Address (Number and Street)

157 YORK ST.

City/Town/Municipality, etc. Province Postal Code

WATERLOO ON N2L1Z6

Phone Number () Fax Number ()

() ()

Roll Number (See your notice of property assessment or your property tax bill, or contact your local municipality.)

5911201000301490

Representative's/Agent's Name (if applicable)

Commercial Industrial	Description of Vacant Area (Include unit/suite number, floor number, building number. Attach sketch if necessary.)	Size of Vacant Area in Sq. Ft.	Period of Vacancy (Must be at least 90 consecutive days.)						MPAC USE ONLY Assessment	MUNICIPAL USE ONLY Amount of Tax Rebate
			FROM	TO	day	month	year	day	month	year
<input checked="" type="checkbox"/>	UNIT B (FORMERLY INSTALLATION)	986	01	10	11	17	31	10	18	17
<input checked="" type="checkbox"/>	UNIT D (FORMERLY SHOPPERS)	1761	01	10	11	17	31	10	18	17
<input checked="" type="checkbox"/>	UNIT E (FORMERLY SIMPLICITY)	800	01	10	11	17	31	10	18	17
<input type="checkbox"/>										
<input type="checkbox"/>										
<input type="checkbox"/>										

☐ List continued on Page 2

I certify that the information contained in all pages of this form and attachments is true and correct.

Name of Applicant (print)

Alan Werenko

Signature

Date

Feb 28/18

MPAC USE ONLY
Name of Assessor (print)

Signature

Date

MUNICIPAL USE ONLY

Name of Municipal Representative (print)

Signature

Date

Total from Page 2

GRAND TOTAL

The information on this form is collected under the authority of section 442.5 of the *Municipal Act* and Ontario Regulation 325/01 and it will be used only for the purposes of determining eligibility for a property tax rebate and the amount of the rebate in respect of vacant commercial and industrial buildings. Questions about the collection of personal information should be directed to your local municipal office.

APPENDIX A
to the
APPLICATION FOR REBATE OF PROPERTY TAXES FOR VACANCIES
IN COMMERCIAL AND INDUSTRIAL BUILDINGS

Property Address: 540 Kings Highway Roll No: 591201000301400
Name of Owner (please print): Alan W. Erenko

Additional questions to be answered:

1. Please state the reason for the vacancy (e.g. cessation of operations, termination of lease, etc.)
Units B, D, E - Businesses ceased operations
- leases expired (also vacant all 2015)
2. Is the vacancy due to the seasonal nature of the occupying business? _____
3. If this application is for part of a property, how is the vacant area separated from the area still in use?
Each unit is fully demised with full services
4. Is the vacant area normally leased to tenants? YES
5. Is the vacant area currently leased? NO YES
6. Has the area been leased again after the period of vacancy? YES
7. Is the area leased on short term (daily or monthly basis)? NO
8. Is the vacant area used by the owner for storage or any other purpose? NO
9. Is the space currently available for lease (if commercial space only)? How is the availability being advertised? Please provide contact name and number (e.g. Real Estate broker, if applicable).
NO, THEY ARE NOW LEASED
10. What event marked the start of the vacancy period? (e.g. renovation/retooling, line shutdown)
LEASES ENDED, TENANTS VACATED
11. When or by what event do you expect the vacancy to end? (e.g. completion of renovation/retooling (estimated date), sale of property (2-3 months), upturn of business (time indefinite)
UNITS ARE NOW LEASED

"I HEREBY CONFIRM THAT THE INFORMATION PROVIDED IN THE APPLICATION AND THIS APPENDIX IS TO THE BEST OF MY KNOWLEDGE ACCURATE, TRUTHFUL AND COMPLETE".

SWORN (or affirmed) before me at the

TOWN of FORT FRANCES

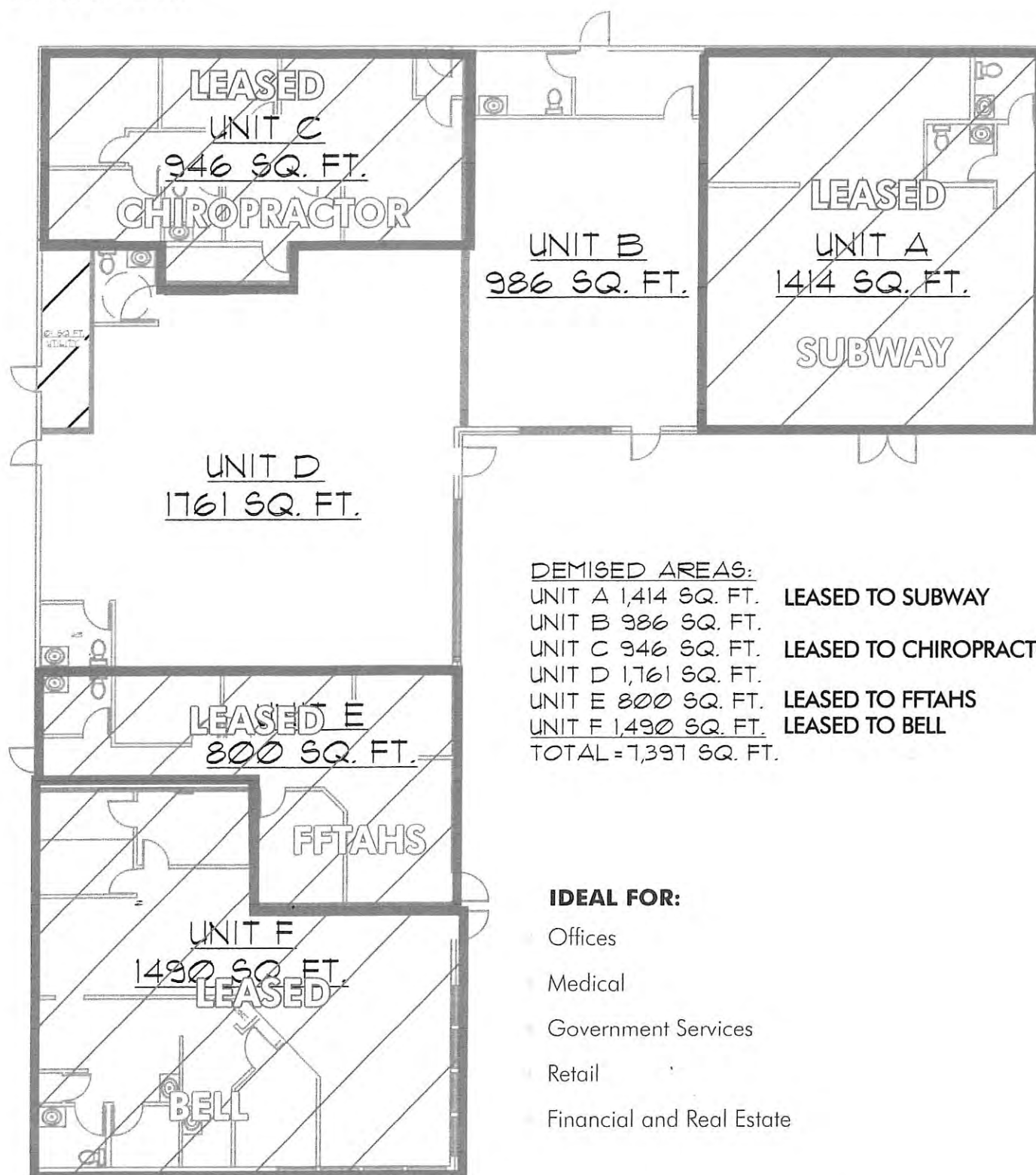
this 28 day of FEB, 2018

Elizabeth Skonke
A Commissioner for taking of Affidavits

Elizabeth Skonke, a Commissioner, etc.,
District of Rainy River, for the Corporation
of the Town of Fort Frances.

[Signature]
Signature of Applicant

* Signed before Commissioner March 5, 2018

**FLOOR PLAN**

March 14, 2018

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Lame Duck Council

The *Municipal Act, 2001*, Section 275 (3) restricts the acts of an outgoing council if certain conditions hold following Nomination Day in a municipal election year.

This section as it relates to our council provides as follows:

After the day (nomination day July 27th or as late as election day October 22nd) it is determined that a new council will include less than 75% of the members of the outgoing council, (5 is less than 75% of 7), the outgoing council shall not take any of the following actions:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of the disposal; and *
- d) Making any expenditure or incurring any liability which exceeds \$50,000. *

Please note: * c) and d) do not apply if the disposition or liability was included in the most recent budget adopted by the council before nomination day in the election year.

Nothing in this section of the Act prevents any authority of a municipality that has been delegated to a person prior to nomination day. In past elections, Council has elected to delegate authority for the above four matters to the Chief Administrative Officer during the lame duck period by passing a by-law (i.e. 28/14).

Restricted acts after Nomination Day in Ontario

MUNICIPAL WORLD Page 16 of 78

- five members of the old council are elected and two are defeated;
- four members are acclaimed to their old office and one of the three members running for mayor is elected, thus two are defeated; or
- five members are acclaimed and two have retired.

In these examples, it can be determined *with certainty* that less than 75 percent of the current members of council will be returning to sit on the new council. Thus, the test in paragraph 1 of subsection 275 (1) – that the new council *will* include less than 75 percent of the outgoing council – is satisfied. Thus, in these examples, the old council is a lame duck council from the date of the election to the end of the term, and its powers are therefore restricted.

Restricted Acts

Once the determination has been made with certainty that the council is lame duck for either or both time frames, then the four restrictions in subsection (3) will apply. These are:

- (a) the appointment or removal from office of any officer of the municipality;
- (b) the hiring or dismissal of any employee of the municipality;
- (c) the disposition of any real or personal property of the municipality that has a value exceeding \$50,000 at the time of disposal; and
- (d) making any expenditures or incurring any other liability that exceeds \$50,000.

This is the complete list. There are no other restrictions on a council's ability to make decisions or exercise powers.

The restriction on the hiring or firing of staff could cause real difficulties for a municipality, particularly as many will be

hiring for winter maintenance. Subsection 275 (6) provides that nothing in this section prevents a person or body from exercising authority delegated by council. Thus, if the power to hire employees has been delegated to staff, then the fact that council's powers are restricted during the lame duck period will not restrict staff from being hired or fired. Large municipalities have delegated to staff this authority to hire and fire, but it is important for smaller municipalities where councils often maintain control of the hiring process.

It is important to note that council cannot delegate during the election period. The delegation by council must be made before nomination day. Any delegation will require that council's delegation policy be amended. This could require special notice in accordance with council's notice policy.

There is another provision that lessens the impact of the restrictions on a lame duck council. Subsection 275 (4) provides that restrictions in clauses (c) and (d) do not apply if the disposition or liability was approved by council in the annual budget. The one condition is that council must have approved the budget before nomination day.

Thus, a contract could be awarded by a lame duck council for an amount in excess of \$50,000, so long as the amount was included in the annual budget. The lame duck council would not be able to award the contract, however, if the amount of the tenders or bids exceeded the amount included in the budget.

A frequently asked question is whether the municipality can close a real estate transaction during the lame duck period. The answer is "yes" – assuming that council passed a by-law approving the execution of the agreement of purchase

and sale in advance of the lame duck period.

In 2006, the province added a new subsection (4.1), which provides that nothing in section 275 prevents a municipality taking action in the event of an emergency. What constitutes an emergency? It does not mean merely urgent or inconvenient. The best definition for a council to apply is found in the *Emergency Management and Civil Protection Act*, in which "emergency" is defined to mean "a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise."

Conclusion

Council and staff should begin planning well in advance for the eventuality of a council whose powers are restricted during the election period.

Once nomination day arrives, the first step is for the clerk to do the 75 percent calculation; don't round up or down. Determine whether the council's powers will be limited during both the period between nomination and election day, and then again between election day and the end of the term of the old council. If it is a lame duck council, there are only four powers of council that are restricted.

The impact of these restrictions is reduced by the ability of council to exercise powers in those matters that have been previously approved in the annual budget. Also, council may delegate its powers before nomination day and the person to whom they have been delegated will be able to act. *MW*

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TOWN OF FORT FRANCES

BY-LAW NO. 28/14

(BEING a by-law to delegate certain authority to the Chief Administrative Officer - the *Municipal Act, 2001*, S.O. 2001, c.25, Section 270.)

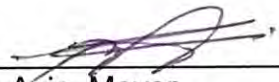
WHEREAS, on August 11, 2014, Council approved a report from the Deputy Town Clerk respecting the delegation of certain Council authority.

NOW THEREFORE Council for the Corporation of the Town of Fort Frances **HEREBY ENACTS** as follows:

1. That the following authority, not being legislative in nature, and where not already vested by virtue of any other continuing document or policy be hereby vested in the Chief Administrative Officer:
 - 1) The appointment or removal from office of any officer of the municipality;
 - 2) The hiring or dismissal of any employee of the municipality;
 - 3) The disposition of any real or personal property of the municipality, the value of which may exceed \$50,000 at the time of disposal;
 - 4) The making of any expenditures or incurring any other liability the value of which may exceed \$50,000.
2. The provisions of this by-law do not supercede any delegation of authority to the current Chief Administrative Officer through the provisions of any document or policy that had been entered into, approved or enacted by Council for the Town of Fort Frances prior to this by-law save and except Town of Fort Frances By-Law No. 50/10.
3. Section 1. of this by-law shall come into effect on September 12, 2014 only if the present Council is subject to the "Lame Duck" provisions at section 275 of the *Municipal Act, 2001*.
4. Town of Fort Frances By-Law No. 50/10 is hereby repealed.
5. The provisions of section 1. of this by-law shall not be in effect or extend beyond the date when Council for the term December 1, 2014 to November 30, 2018 is sworn into office.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 11th day of August 2014.



R. Avis, Mayor



K. Lawson, Deputy Clerk



TO: Administration and Finance Executive Committee
FROM: Jordan Forbes, Human Resources Coordinator
DATE: March 15, 2018
SUBJECT: For Review: Policy Update – Volunteer Firefighter Employment

The Volunteer Firefighter Employment Policy was last updated in August, 2017. However, based on input from Fire Chief Tyler Moffitt, we are submitting an updated version of the policy for your review.

The proposed changes to the policy include:

1. Newly hired volunteer firefighters who are certified to the NFPA 1001 Firefighter Level 1 standard would automatically become Level 2 volunteers.
2. Newly hired volunteer firefighters who are certified to the NFPA 1001 Firefighter Level 2 standard would automatically become Level 3 volunteers.
3. In the event that a volunteer firefighter who works for the Town of Fort Frances is pulled away from their regularly scheduled work hours to respond to an emergency incident, they shall be compensated at their usual rate, unless that rate is lower than their volunteer firefighter rate, in which case, they will receive their volunteer firefighter rate. Their time will be billed to the Fort Frances Fire and Rescue Service.
 - It should be noted that these events are rare.
 - This item was added to the policy to ensure that no employees suffer a loss in compensation or negative implications with their pensions.
 - This policy statement ensures that there is no disincentive for Town employees to provide assistance in the case of an emergency during work hours.

Enclosed, please find the proposed updated version of the Volunteer Firefighter Employment Policy for your review.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes".

Jordan Forbes
Human Resources Coordinator

THE TOWN OF FORT FRANCES

Section: Human Resources

Policy: Volunteer Firefighter Employment

Creation Date:	April 2017
Review Date:	August 2017
Resolution Number:	245 (consent)
Supersedes Resolution Number:	783 (consent)
Policy Number:	3.14

1. Intent

To govern the employment of volunteer firefighters employed by the Fire and Rescue Service.

2. Scope

This policy applies to all volunteer firefighters.

3. Compensation

Probationary Volunteers would be paid \$17.55 per hour until further notice. This is the entry-level class for volunteer positions. Once 70% of the 5th Class Firefighter rate has surpassed this amount, the rate would no longer be red-circled and all future rate increases would be linked to those of the MNU employee group.

Level 1 Volunteers would be paid \$20.06 per hour until further notice. This class of volunteer has successfully completed a minimum of one year of service and 100 hours of documented training during that time. Once 80% of the of the 5th Class Firefighter rate has surpassed the Level 1 rate, said rate would no longer be red-circled and all future rate increases would be linked to those of the MNU employee group.

Level 2 Volunteers would be paid \$22.56 per hour until further notice. This class of volunteer has successfully completed a minimum of one year of service as a Level 1 volunteer and 100 hours of documented training during that time. The volunteer must also be certified as per the NFPA 1001 Firefighter Level 1 standard. **Volunteer Firefighters who are newly hired, and currently certified to the NFPA 1001 Firefighter Level 1 Standard, would be paid the Level 2 Volunteers wage of \$22.56 per hour.** Once 90% of the 5th Class Firefighter rate

has surpassed the Level 2 rate, said rate would no longer be red-circled and all future rate increases would be linked to those of the MNU employee group.

Level 3 Volunteers would be paid \$25.07 per hour until further notice. This class of volunteer has successfully completed a minimum of one year of service as a Level 2 Volunteer and 100 hours of documented training during that time. The volunteer must also be certified as per the NFPA 1001 Firefighter Level 2 standard. *Volunteer Firefighters who are newly hired, and currently certified to the NFPA 1001 Firefighter Level 2 Standard, would be paid the Level 3 Volunteers wage of \$25.07 per hour.* Once 100% of the 5th Class Firefighter rate has surpassed the Level 3 rate, said rate would no longer be red-circled and all future rate increases would be linked to those of the MNU employee group.

Volunteer Firefighters who are employed by the Town of Fort Frances in another department, shall not lose any compensation, entitlement or benefit as a result of being called to attend an emergency incident during their scheduled work hours.

Therefore, employees shall receive their usual compensation for time spent on an emergency incident during scheduled work hours.

In the event that a Town employee's regular wage is lower than their applicable Volunteer Firefighter wage, the employee shall receive their volunteer firefighter wage.

Time for employees who are called to emergency incidents shall be billed to the Fort Frances Fire and Rescue Service.

4. WSIB Coverage

Volunteer firefighters are workers under the *Workplace Safety and Insurance Act*, and the WSIB considers the employers of these workers to be a municipal corporation. Volunteer firefighters are covered to the full extent of the WSIB Maximum Insurable Earnings Ceiling for each year.

Rules for coverage

Volunteer firefighters are also covered under this policy and considered to be in the course of employment when responding to an emergency call or alarm from their home, or from their regular employment, whether they are:

- travelling to the emergency or to the local emergency centre;
- carrying out their duties at the emergency;
- returning to the emergency centre or home after the emergency call or alarm, using the most direct or uninterrupted route.

Additional coverage rules for volunteer firefighters:

Volunteer firefighters are also covered while

- carrying out fire protection services as defined in the FPPA

- attending training programs required as a condition of employment, and/or
- participating in fire department training activities.

If required to travel away from the deemed employer's premises, volunteer firefighters may be covered if the criteria in WSIB Operational Policy 15-03-05 (Travelling) are met.

Determining Average Earnings (WSIB Operational Policy 18-02-05)

Where a worker is concurrently employed at the time of injury, the average earnings are the earnings from all employment at the time of injury.

5. Accident & Sickness Program – AIG Insurance Company of Canada & VFIS

All Fort Frances Fire & Rescue Volunteer Firefighters are enrolled in the Accident & Sickness Program offered by the AIG Insurance Company of Canada & VFIS.

All volunteer firefighters are required to complete a VFIS Beneficiary Designation For Accident & Sickness Policy Form, and submit the completed form to the Fire Chief/CEMC. As well, it is the responsibility of all volunteer members to inform the Fire Chief/CEMC of any changes to their insurance details.

6. Vehicle & Insurance Requirements

All volunteer firefighters must possess and maintain a minimum of a Valid G Ontario Driver's License (or equivalent), as well as have access to a vehicle; a copy of both the front and back of a volunteer firefighter's driver license must be submitted to the Fire Chief/CEMC for the purpose of record keeping.

As well, all volunteer firefighters must have valid insurance on any vehicle they utilize to respond to an emergency incident and/or other fire and rescue related activity/event.

It is the responsibilities of all volunteer firefighters to inform their insurer that they utilize their personal vehicle periodically to respond to emergency response calls as a member of the Fort Frances Fire & Rescue Service.

All volunteer firefighters must read and sign the Volunteer Firefighter Driver Pledge Form.

7. Orientation Policies and Online Training

All volunteer firefighters must attend and complete the Town of Fort Frances Orientation on the Town's policy manual, which includes the Employee Health and Safety Orientation Checklist. As well, all volunteer firefighters must complete any required online training as required by the Town of Fort Frances.

8. 40 Hour New Recruit Training Program

All volunteer firefighters must attend and complete the 40 Hour New Recruit Training Program before being issued a fire pager and put into the Fire & Rescue Service Division System.

9. Attendance for Training and Emergency Response Calls

In order to ensure an optimal level of safety for all personnel whether attending training or responding to an emergency response call, all volunteer firefighters shall be required to maintain an annual response level as follows:

Training:

Attend a minimum of 60% of the regular scheduled training per year. If a volunteer firefighter is absent/unavailable during a regular scheduled training session due to work, illness, out of town etc. it is their responsibility to contact the Captain of Training and arrange to get caught up on what training was missed.

Emergency Response Calls:

Respond to a minimum of 60% of the annual emergency response calls when requested.

Attendance records will be reviewed following each calendar year, with those members having attendance below the noted minimum levels being addressed on an individual basis by the Fire Chief/CEMC.

Personnel having annual attendance in either category which is below 60% will receive a letter from the Fire Chief/CEMC outlining options and requesting a meeting with the individual.

It is fully understandable that there may be instances where extenuating circumstances contribute to reduced levels of attendance and such instances can also be discussed on an individual basis to determine alternate arrangements.



Fort Frances Fire & Rescue Service

Appendix A: Volunteer Firefighter Driver Pledge Form & Waiver

I pledge that if I drive a personal vehicle to report to work as a member of the Town of Fort Frances Fire & Rescue Service, that adequate insurance will always be in force, and that I have made my insurer aware that I will be using my personal vehicle for said purpose.

I understand that as a Volunteer Firefighter with the Town of Fort Frances, the limits and coverage provided by my personal automobile insurance are applicable to any accidents or incidents that involve my personal vehicle, including those that occur while I am serving as a volunteer firefighter for the Town of Fort Frances.

I agree to release and discharge the Corporation of the Town of Fort Frances from all manners of action and claims due to any damage, loss or injury to person or property which may be sustained from using my personal vehicle in the course of my duties as a Volunteer Firefighter. This includes any claims (or portions thereof) not covered by my insurance policy and any applicable insurance deductibles.

Name: _____

Signature: _____

Date: _____

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: March 15, 2018
SUBJECT: 2017 Capital Financing

BACKGROUND

The 2017 Capital Budget in total was \$7,568,731.00 with intended financing of \$2,729,070.00 from Corporate Reserve Funds (\$1,709,968), Cemetery Reserve Fund (\$11,000), Handi-Van MTO Gas Tax Reserve Fund (\$50,000), Library/Technology Reserve Fund (\$35,000), (Federal Gas Tax Reserve Funds (\$820,000) and Water & Sewer Reserve Funds (\$103,102) with balance funding from Federal & Provincial Grants and contributions from others.

The attached 2017 Capital & Reserve Fund Balancing report lists the budgeted reserve fund allocations for the individual projects/purchases, the Capital expense to December 31/17, other sources of revenue received, amount of reserve funds allocated to date, and the remaining funds required for financing the Capital Fund. The second-last column (light green column) is the difference between the Reserve Fund allocation as per approved Capital Fund budget and the total Reserve Funds to support the Capital Fund. This indicates that overall the Reserves Funds required to fund capital is \$59,164.57 less than the 2017 budgeted Reserve Fund allocation resulting from projects/purchases that were not completed, or the projects/purchases came in under the budget amount.

Reserve Funds allocated to finance 2017 Capital less Reserve Funds Actual to December 31, 2017 is \$2,248,330.19 and the additional Reserve Funds required to finance the balance of the projects/purchases for 2017 is \$412,575.44 and General Revenue Funding for Town employee salaries, benefits, stores and own equipment rental of \$37,651.09 for capital project as follows:

	<u>Amount</u>	<u>Reserve Fund</u>	<u>Revenue Fund</u>
Computer Upgrades/Server	\$ 7,041.23	Corporate Projects	
Civic Centre Walkway/Sidewalk	\$ 28,551.10	Corporate Building	
Rainy Lake Market Square Renovations	\$239,687.10	Corporate Projects	
Public Works Stores/Coffee Room	\$ 10,943.76	Corporate Buildings	
Bobcat with Track and Attachments	\$ 245.37	Corporate Vehicles/Equip	
Oakwood Road Surface Treatment	\$ 12,876.42	Corporate Projects	
Asset Management Plan			\$20,012.72
Nelson Street – Mosher Ave	\$ 42,426.72	Corporate Projects	
Phair Ave Reconstruction 3 rd St -5 th St	\$ 7,635.29	Corporate Projects	
Colonization Road E	\$ 62,919.30	Corporate Projects	
Kings Hwy – Wright to York	\$ 2,090.21	Corporate Projects	

	<u>Amount</u>	<u>Reserve Fund</u>	<u>Revenue Fund</u>
Waterfront Walkway Poles	\$ 1,196.59	Corporate Projects	
Airport Sanitary Holding Tank Installation			\$ 8,051.71
Sunny Cove Upgrades	\$ 555.12	Corporate Projects	
Multi-Use/Tennis Court Construction	\$ 6,716.65	Corporate Projects	\$ 9,586.66
Museum Roof Replacement	\$ 1,610.55	Corporate Building	
	<u>\$424,495.41</u>		<u>\$ 37,651.09</u>

TOWN OF FORT FRANCES

Capital Financial Statement as at December 31, 2017

March 12/18

MARKET SQUARE DEVELOPMENT

		Actual	Budget	Variance	
Federal Grant	20-020-0251-0490-40400	(\$451,976.21)	(\$455,400.00)	(3,423.79)	
Provincial Grant	20-020-0251-0490-40412	(703,855.51)	(708,811.00)	(4,955.49)	
Contribution from Others	20-020-0251-0490-40437	(116,361.73)	(100,000.00)	16,361.73	
Contribution From Reserves	20-020-0251-0490-40952	(273,425.00)	(273,425.00)	0.00	
Market Square Development	20-020-0251-9286-71523 + 20-080-	1,785,305.55	1,537,636.00	(247,669.55)	
Total Market Square Development		239,687.10	0.00	(239,687.10)	239,687.10 Corp Projects

ADMINISTRATION

Contribution from Others	20-020-0253-0490-40437	(17,771.80)	(22,330.00)	(4,558.20)	
Contribution From Reserves	20-020-0253-0490-40952	(83,170.00)	(93,170.00)	(10,000.00)	
Fibre Optic to Town Facilities	20-020-0253-9125-71523		10,000.00	10,000.00	
Mag Locks & Access Control - Main Entry	20-020-0253-9127-71471	9,153.85	10,000.00	846.15	
Main Entrances Remove and Replace Floor Tiles	20-020-0253-9127-71523	38,465.13	53,500.00	15,034.87	
Replace Front Walkway/Sidewalk	20-020-0253-9232-71523	81,873.92	42,000.00	(39,873.92)	
Contribution From Reserves	20-020-0265-0490-40952	(68,000.00)	(68,000.00)	0.00	
Folding/Inserter Machine Replacement	20-020-0265-9107-71471	12,108.42	18,000.00	5,891.58	
Computer Upgrades/Server/Switches	20-020-0265-9109-71471	55,231.79	35,000.00	(20,231.79)	
Financial Software Additions	20-020-0265-9109-71523	7,701.02	15,000.00	7,298.98	28,551.10 Corp Building
Total Administration		35,592.33	0.00	(35,592.33)	7,041.23 Corp Building

EMERGENCY SERVICES

Contribution From Reserves	20-040-0410-0490-40952	(49,286.28)	(50,390.00)	(1,103.72)	
SCBA & Air Cylinders	20-040-0410-9122-75363	3,603.71	3,900.00	296.29	
GIS Capital Upgrade	20-040-0410-9123-71471	606.93	1,020.00	413.07	
Fire Truck Replacement (2016 Carryover)	20-040-0410-9133-71471	36,639.40	36,470.00	(169.40)	
Fire Hose Replacement/Portable Air Monitor	20-040-0410-9239-71431	8,436.24	9,000.00	563.76	
Contribution From Reserves	20-040-0422-0490-40952	(4,898.32)	(5,830.00)	(931.68)	
Mobile Speed Sign	20-040-0422-9278-71471	4,898.32	5,830.00	931.68	
Total Emergency Services		0.00	0.00	(0.00)	

PLANNING & DEVELOPMENT

By-Law

Contribution From Reserves	20-040-0440-0490-40952	0.00	(6,500.00)	(6,500.00)	
Ticket Device for Issuing Parking Tickets	20-040-0440-9109-71471	0.00	6,500.00	6,500.00	
Total By-Law		0.00	0.00	0.00	

Building/Planning

Contribution From Reserves	20-180-1810-0490-40952	(910.40)	(1,530.00)	(619.60)	
GIS Capital	20-180-1810-9109-71471	910.40	1,530.00	619.60	
Total Building/Planning		0.00	0.00	0.00	
Total Planning & Development		0	0	0	

March 12/18

PUBLIC WORKS

Transporation

		Actual	Budget	Variance		
Federal Grant	20-060-0611-0490-40400	(259,328.84)	0.00	259,328.84		
Provincial Grant	20-060-0611-0490-40412	(360,209.57)	(911,974.00)	(551,764.43)		
Contribution from Others	20-060-0611-0490-40437	(14,966.31)	(15,550.00)	(583.69)		
Contribution From Reserves	20-060-0611-0490-40952	(207,413.01)	(262,437.00)	(55,023.99)		
Frog Creek Road - Surface Treatment Application	20-060-0611-9268-71523	29,474.07	44,750.00	15,275.93		
Phair Ave. Reconstruction from 3rd to 5th	20-060-0611-9271-71523	7,635.29	0.00	(7,635.29)		
Nelson Street Reconstruction from Mosher Ave west to mid block	20-060-0611-9274-71523	305,696.39	216,063.00	(89,633.39)		
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0611-9275-71523	518,657.68	898,048.00	379,390.32		
Oakwood Road - Surface Treatment Application	20-060-0611-9283-71523	43,392.73	31,100.00	(12,292.73)		
Federal Grant	20-060-0614-0490-40400	(137,251.60)	(155,250.00)	(17,998.40)	62,938.43	Corp Projects
Contribution From Reserves	20-060-0614-0490-40952	(61,931.02)	(62,400.00)	(468.98)		
Public Works Small Equipment	20-060-0614-9105-71471	7,976.50	8,000.00	23.50		
Asset Management Plan	20-060-0614-9115	157,264.32	155,250.00	(2,014.32)		
Stores / Coffee Room Renovations	20-060-0614-9127-71471	50,943.76	40,000.00	(10,943.76)	20,012.72	General Fund- Labourer
Public Works Landscaping & Drainage Repairs	20-060-0614-9129-71471	13,954.52	14,400.00	445.48	10,943.76	Corp Building
Federal Grant	20-060-0616-0490-40400	(383,724.00)	(383,724.00)	0.00		
Provincial Grant	20-060-0616-0490-40412	(15,633.60)	(15,635.00)	(1.40)		
Contribution From Reserves	20-060-0616-0490-40952	(80,324.57)	(80,324.00)	0.57		
Kings Hwy - Wright to York	20-060-0616-9273-71523	2,090.21	0.00	(2,090.21)		
Colonization Rd East from Scott to North of 5th St	20-060-0616-9277-71523	525,230.30	462,311.00	(62,919.30)		
Mill Road Overpass Reconstruction	20-060-0616-9303-71523	17,371.17	17,372.00	0.83	65,009.51	Corp Projects
Federal Grant	20-060-0617-0490-40400	(235,000.00)	(281,026.00)	(46,026.00)		
Provincial Grant	20-060-0617-0490-40412		(69,644.00)	(69,644.00)		
Contribution from Others	20-060-0617-0490-40437		(15,000.00)	(15,000.00)		
Contribution From Reserves	20-060-0617-0490-40952	(29,865.95)	(110,750.00)	(80,884.05)		
Phair Ave. Reconstruction from 3rd to 5th- Sidewalk	20-060-0617-9271-71523	943.54	0.00	(943.54)		
Nelson Street - Butler Ave. to Shevlin Ave.- Sidewalk	20-060-0617-9272-71523		0.00	0.00		
Nelson Street Reconstruction from Mosher Ave West to mid block	20-060-0617-9274-71523		22,811.00	22,811.00		
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0617-9275-71523		92,859.00	92,859.00		
Kings Hwy/McIrvine Sidewalk	20-060-0617-9276-71523		30,000.00	30,000.00		
Interlocking Bricks 200 Block of Scott Street (North & South sides)	20-060-0617-9299-71523	263,922.41	330,750.00	66,827.59	-	Corp Projects
Contribution From Reserves	20-060-0619-0490-40952	(116,800.00)	(116,800.00)	0.00		
Lg Equipment Bobcat with Track & Attachments	20-060-0619-9298-71471	117,045.37	116,800.00	(245.37)	245.37	Corp Veh/Equip
Contribution From Reserves	20-060-0623-0490-40952	(15,000.00)	(15,000.00)	0.00		
10 - Waterfront Walkway Poles	20-060-0623-9135-71471	16,196.59	15,000.00	(1,196.59)	1,196.59	Corp Projects
Contribution From Reserves	20-060-0624-0490-40952	(910.40)	(1,530.00)	(619.60)		
Engineering GIS Capital Upgrade	20-060-0624-9123-71471	910.40	1,530.00	619.60		
Total Transportation		160,346.38	0.00	(160,346.38)		

Airport

Contribution From Reserves	20-060-0660-0490-40952	(22,319.78)	(25,000.00)	(2,680.22)		
Sanitary Holding Tank installation	20-060-0660-9304 + 20-060-0660-9	30,371.49	25,000.00	(5,371.49)		
Total Airport		8,051.71	0.00	(8,051.71)	8,051.71	Revenue Fund

Parks

March 12/18

		Actual	Budget	Variance
Trade-In Value	20-160-1610-0490-40589	(9,000.00)	(11,000.00)	(2,000.00)
Cemetery Trust Donations	20-160-1610-0490-40632	(10,173.96)	(11,000.00)	(826.04)
Contribution From Reserves	20-160-1610-0490-40952	(47,355.88)	(58,500.00)	(11,144.12)
Small Equipment Replacement (Mowers & whipper snippers)	20-160-1610-9105-71471	5,728.79	5,500.00	(228.79)
Replace 1988 V406 - 3/4 ton 2WD Crew Cab Truck with 6'6" Box	20-160-1610-9133-71471	31,045.06	42,000.00	10,954.94
X730 Law Tractor c/w 60" mower deck (Trade in old X720 Tractor)	20-160-1610-9174-71471	29,755.99	33,000.00	3,244.01
Total Parks		0.00	0.00	(0.00)
Landfill				
Contribution From Reserves	20-080-0860-0490-40952	(1,386.48)	(75,000.00)	(73,613.52)
Landfill Site Expansion - 2017 RFP and 1st Phase Design activities	20-080-0860-9238-71523	1,386.48	75,000.00	73,613.52
Total Landfill		0.00	0.00	0.00
Total Public Works		168,398.09	0.00	(168,398.09)
LIONS MILLENIUM PARK				
Donations	20-160-1613-0430-40632	(2,105.00)	0.00	2,105.00
Contributions from Reserve Funds	20-160-1613-0490-40952	(1,421.84)		1,421.84
Contributions to Reserve Funds	20-160-1613-1620-75390	2,105.00		(2,105.00)
Contracted Works	20-160-1613-9232-71523	1,421.84	0.00	(1,421.84)
Total Lions Millenium Park		0.00	0.00	0.00
COMMUNITY SERVICES				
Sister Kennedy Centre				
Provincial Grant	20-120-1220-0490-40412	(7,849.95)	0.00	7,849.95
SKC Special Capital	20-120-1220-9105-71545	7,849.95	0.00	(7,849.95)
		0.00	0.00	0.00
Day Care				
Contribution From Reserves	20-120-1230-0490-40952	(69,559.89)	(77,200.00)	(7,640.11)
Roof Replacement	20-120-1230-9127-71523	39,973.76	42,200.00	2,226.24
Vehicle Replacement -AWD (2016 Carryover)	20-120-1230-9133-71471	29,586.13	35,000.00	5,413.87
Total Day Care		0.00	0.00	0.00
MSC/Recreation				
One Time Funding (Moffat Grant)	20-160-1614-0490-40448	(10,802.11)	0.00	10,802.11
Contribution From Reserves	20-160-1614-0490-40952	(8,000.00)	(8,000.00)	0.00
Small Capital Purchases (for Moffat Grant)	20-160-1614-9105-71471	10,802.11		(10,802.11)
Sunny Cove Upgrades (5-year Plan)	20-160-1614-9108-71523	8,892.60	8,000.00	(892.60)
Contribution From Reserves	20-160-1620-0490-40952	(8,779.25)	(10,000.00)	(1,220.75)
Fitness Equipment (annual)	20-160-1620-9624-71471	8,779.25	10,000.00	1,220.75
Contributions from Others	20-160-1634-0490-40437	(3,000.00)	0.00	3,000.00
Contribution From Reserves	20-160-1634-0490-40952	(112,600.93)	(166,345.00)	(53,744.07)
Small Capital Purchases	20-160-1634-9105-71471	2,662.52	0.00	(2,662.52)
Olympia Edger	20-160-1634-9107-71471	5,245.00	5,245.00	0.00
Ladies Sauna	20-160-1634-9127-71523	7,402.89	7,800.00	397.11
52 Canadian Rink North Dehumidifier (Carryover)	20-160-1634-9631-71471	34,000.00	23,000.00	(11,000.00)
IFK Compressor Rebuild	20-160-1634-9633-71471	31,059.61	40,000.00	8,940.39
52 Canadian Brine Pump Filter (Maintenance)	20-160-1634-9637-71471	9,542.60	8,000.00	(1,542.60)

March 12/18

		Actual	Budget	Variance	
52 Canadian Compressor Overhaul	20-160-1634-9637-71523	9,343.45	12,000.00	2,656.55	
52 Canadian Water Line Loop			50,000.00	50,000.00	
52 Ammonia Gas Dectector			3,000.00	3,000.00	
Auditorium Bar / Flooring	20-160-1634-9638-71523	16,007.38	17,300.00	1,292.62	
Total MSC/Recreation		555.12	0.00	(555.12)	555.12 Corp Projects - Sunny Cove
HANDI-VAN					
Federal Grant	20-060-0632-0490-40400	(43,832.80)	(23,775.00)	20,057.80	
Provincial Grant	20-060-0632-0490-40412	0.00	(23,776.00)	(23,776.00)	
Contribution From Reserves	20-060-0632-0490-40952	(130,136.47)	(131,067.00)	(930.53)	
Handivan Bus	20-060-0632-9133-71471	173,969.27	178,618.00	4,648.73	
Total Handi-Van		0.00	0.00	0.00	
MULTI-USE TENNIS COURTS					
Provincial Grant	20-160-1636-0490-40412	(15,000.00)	(15,000.00)	0.00	
Contribution from Others	20-160-1636-0490-40437	(52,180.00)	(53,785.00)	(1,605.00)	
Contribution From Reserves	20-160-1636-0490-40952	(60,770.00)	(60,770.00)	0.00	
Tennis Courts (Carryover)	20-160-1636-9294	144,253.31	129,555.00	(14,698.31)	
Total Multi-Use Tennis Courts		16,303.31	0.00	(16,303.31)	6,716.65 Corp Projects 9,586.66 Revenue Fund
LIBRARY					
Other Source Revenue	20-160-1640-0490-40437	(2,760.00)		2,760.00	
Contribution From Reserves	20-160-1640-0490-40952	(29,337.00)	(35,000.00)	(5,663.00)	
Contribution from Revenue Fund	20-160-1640-0490-40954	(3,162.43)		3,162.43	
Maker Space Equipment	20-160-1640-9105-71471	10,001.80	10,000.00	(1.80)	
Computer Upgrades	20-160-1640-9109-71471	14,292.05	20,000.00	5,707.95	
LED Light Project (32w to 11.5w LED Bulbs)	20-160-1640-9165-71471	5,922.43	0.00	(5,922.43)	
Surveillance Upgrade	20-160-1640-9220-71471	5,043.15	5,000.00	(43.15)	
Total Library		0.00	0.00	0.00	
MUSEUM					
Federal Grant	20-160-1645-0490-40400	(14,494.93)	(77,000.00)	(62,505.07)	
Provincial Grant	20-160-1645-0490-40412	(16,105.48)	(77,000.00)	(60,894.52)	
Donations	20-160-1645-0490-40632	(15,049.31)		15,049.31	
Contribution from Reserve Fund	20-160-1645-0490-40952			0.00	
Museum Computer - Materials	20-160-1645-9109-71471	1,282.27		(1,282.27)	
Interactive Programming-App Design	20-160-1645-9109-71523	9,767.04	0.00	(9,767.04)	
Owandem Project	20-160-1645-9116-71523	4,000.00	0.00	(4,000.00)	
Roof Replacement, Accessible Washroom, Front Entrance Ramp	20-160-1645-9127-71523	32,210.96	154,000.00	121,789.04	
Total Museum		1,610.55	0.00	(1,610.55)	1,610.55 Corporate Building - Roof
Total Community Services		18,468.98	0.00	(18,468.98)	
SANITARY SEWER					
Federal Grant (CWWF)	20-080-0811-0490-40400	(107,910.18)	0.00	107,910.18	
Provincial Grant	20-080-0811-0490-40412	(53,955.09)	(200,912.00)	(146,956.91)	
Contributions from Revenue Fund	20-080-0811-0490-40954	(344,626.21)	(352,477.00)	(7,850.79)	

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		Actual	Budget	Variance	
Sanitary Sewer Tools & Equipment	20-080-0811-9105-71471	15,341.26	12,000.00	(3,341.26)	
GIS Capital Upgrades	20-080-0811-9123-71471	910.40	1,530.00	619.60	
Refurbish Manholes	20-080-0811-9138-71523	9,590.88	50,000.00	40,409.12	
Design for Infrastructure Renewal Project for 2018 Construction Work	20-080-0811-9238-71523	37,508.10	37,500.00	(8.10)	
Phair Ave. Reconstruction from 3rd to 5th	20-080-0811-9271-71523	4,275.71	0.00	(4,275.71)	
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0811-9274-71523	209,805.06	184,476.00	(25,329.06)	
Second Street E. Reconstruction from Mowat Ave & Portage Ave	20-080-0811-9275-71523	215,820.35	267,883.00	52,062.65	
Colonization Rd. E. Reconstruction from Scott St. to WTP	20-080-0811-9277-71523	3,346.24	0.00	(3,346.24)	
Sanitary Study - Church St Lift Station	20-080-0811-9281-71523	9,893.48	0.00	(9,893.48)	
Total Sanitary Sewer		0.00	0.00	0.00	
SEWAGE TREATMENT PLANT					
Provincial Grant	20-080-0812-0490-40412	(83,166.00)	(83,166.00)	0.00	
Contribution From Reserves	20-080-0812-0490-40952		(103,102.00)	(103,102.00)	
Contributions from Revenue Fund	20-080-0812-0490-40954	(209,245.83)	(384,138.00)	(174,892.17)	
Misc. Capital Upgrades	20-080-0812-9105-71471	83,441.24	120,000.00	36,558.76	
Honeywell Improvements at STP including Street lighting	20-080-0812-9280-71523		50,406.00	50,406.00	
Sludge Watering Upgrades	20-080-0812-9290-71523	208,970.59	400,000.00	191,029.41	
Total Sewage Treatment Plant		0.00	0.00	0.00	
WATER TREATMENT PLANT					
Contributions from Revenue Fund	20-080-0831-0490-40954	(32,023.56)	(60,000.00)	(27,976.44)	
Misc. Small Capital Equipment	20-080-0831-9105-71471	32,023.56	60,000.00	27,976.44	
Total Water Treatment Plant		0.00	0.00	0.00	
WATERWORKS ADMINISTRATION					
Federal Grant (CWWF)	20-080-0832-0490-40400	(81,297.98)	0.00	81,297.98	
Provincial Grant	20-080-0832-0490-40412	(40,648.99)	(181,132.00)	(140,483.01)	
Equipment Trade-In Value	20-080-0832-0490-40589	(32,000.00)		32,000.00	
Contributions from Revenue Fund	20-080-0832-0490-40954	(680,698.04)	(982,156.00)	(301,457.96)	
Miscellaneous Tools/Equipment	20-080-0832-9105-71471	15,486.64	12,000.00	(3,486.64)	
Replace 1995 Large Wheeled Hyundai Excavator	20-080-0832-9107-71471	308,346.04	400,000.00	91,653.96	
GIS Capital Upgrades	20-080-0832-9123-71471	1,820.77	3,055.00	1,234.23	
Replacing Main Line Water Valves/Hydrants (to be included in Nelson St Tende	20-080-0832-9137-71523	127,810.93	100,000.00	(27,810.93)	
Design for Infrastructure Renewal 2018 Construction Work	20-080-0832-9238-71523	37,508.08	37,500.00	(8.08)	
Phair Ave. Reconstruction from 3rd to 5th	20-080-0832-9271-71523	4,797.19	0.00	(4,797.19)	
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0832-9274-71523	143,069.73	137,917.00	(5,152.73)	
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-080-0832-9275-71523	162,595.95	241,509.00	78,913.05	
Colonization Rd. E. Reconstruction from Scott St. to WTP	20-080-0832-9277-71523	0.00	0.00	0.00	
Water - Market Square Project	20-080-0832-9286-71523	33,209.68		(33,209.68)	
Mill Road Overpass Reconstruction	20-080-0832-9303-71523		231,307.00	231,307.00	
Total Waterworks Administration		0.00	0.00	0.00	
Total Capital		462,146.50	-	- 462,146.50	462,146.50

2017 CAPITAL & RESERVE FUND BALANCING

		REVENUE SOURCES									
	CAPITAL G/L #	Reserve Fund Allocated	RESERVE FUNDS as per CAPITAL BUDGET	Capital Expense to December 31/17	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2017	Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	Notes
General Government											
Folding/Inserter Machine Replacement	20-020-0265-9107-71471	Corporate Projects	18,000.00	12,108.42		12,108.42		12,108.42		5,891.58	
Computer Upgrades/Server/Switches	20-020-0265-9109-71471	Corporate Projects	35,000.00	55,231.79		48,190.56	7,041.23	55,231.79		(20,231.79)	
Financial Software Additions	20-020-0265-9109-71523	Corporate Projects	15,000.00	7,701.02		7,701.02		7,701.02		7,298.98	
Fibre Optic to Town Facilities	20-020-0253-9125-71523	Corporate Projects	10,000.00	0.00		0.00		0.00		10,000.00	
			78,000.00	75,041.23	0.00	68,000.00	7,041.23	75,041.23	0.00	2,958.77	
Civic Centre											
Mag Locks & Access Control - Main Entry	20-020-0253-9127-71471	Corporate Building	7,000.00	9,153.85	2,712.74	6,441.11		6,441.11		558.89	
Main Entrances Remove and Replace Floor Tiles	20-020-0253-9127-71523	Corporate Building	37,450.00	38,465.13	8,766.80	29,652.24		29,652.24		7,797.76	
Replace Front Walkway/Sidewalk	20-020-0253-9232-71523	Corporate Building	38,720.00	81,873.92	6,292.26	47,076.65	28,551.10	75,627.75		(36,907.75)	
			83,170.00	129,492.90	17,771.80	83,170.00	28,551.10	111,721.10	0.00	(28,551.10)	
Market Square Development	20-020-0251-9286-71523	Corporate Projects	273,425.00	1,785,305.55	1,272,193.45	273,425.00	239,687.10	513,112.10		(239,687.10)	
			273,425.00	1,785,305.55	1,272,193.45	273,425.00	239,687.10	513,112.10	0.00	(239,687.10)	
Emergency Services											
SCBA & Air Cylinders	20-040-0410-9122-75363	Corporate Projects	3,900.00	3,603.71		3,603.71		3,603.71		296.29	
GIS Capital Upgrade	20-040-0410-9123-71471	Corporate Projects	1,020.00	606.93		606.93		606.93		413.07	
Fire Truck Replacement (2016 Carryover)	20-040-0410-9133-71471	Corporate Vehicle/Equip	36,470.00	36,639.40		36,639.40		36,639.40		(169.40)	
Fire Hose Replacement/Portable Air Monitor	20-040-0410-9239-71431	Corporate Projects	9,000.00	8,436.24		8,436.24		8,436.24		563.76	
Mobile Speed Sign	20-040-0422-9278-71471	Corporate Projects	5,830.00	4,898.32		4,898.32		4,898.32		931.68	
			56,220.00	54,184.60	0.00	54,184.60	0.00	54,184.60	0.00	2,035.40	
TRANSPORTATION											
General Misc.											
Stores / Coffee Room Renovations	20-060-0614-9127-71471	Corporate Building	40,000.00	50,943.76		40,000.00	10,943.76	50,943.76		(10,943.76)	
Public Works Landscaping & Drainage Repairs	20-060-0614-9129-71471	Corporate Projects	14,400.00	13,954.52		13,954.52		13,954.52		445.48	
Public Works Small Equipment	20-060-0614-9105-71471	Corporate Vehicle/Equip	8,000.00	7,976.50		7,976.50		7,976.50		23.50	
Engineering GIS Capital Upgrade	20-060-0624-9123-71471	Corporate Projects	1,530.00	910.40		910.40		910.40		619.60	
Lg Equipment Bobcat with Track & Attachments	20-060-0619-9298-71471	Corporate Vehicle/Equip	116,800.00	117,045.37		116,800.00	245.37	117,045.37		(245.37)	
			180,730.00	190,830.55	0.00	179,641.42	11,189.13	190,830.55	0.00	(10,100.55)	
Roads											
Asset Management Plan	20-060-0614-9115	Federal Gas Tax	155,250.00	157,264.32		137,251.60		137,251.60	20,012.72	17,998.40	Contribution from General Fund
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0611-9275-71523	Corporate Projects	224,512.00	518,657.68	388,993.26	129,664.42		129,664.42		94,847.58	
Oakwood Road - Surface Treatment Application	20-060-0611-9283-71523	Corporate Projects	15,550.00	43,392.73	14,966.31	15,550.00	12,876.42	28,426.42		(12,876.42)	
Frog Creek Road - Surface Treatment Application	20-060-0611-9268-71523	Corporate Projects	22,375.00	29,474.07	14,482.15	14,991.92		14,991.92		7,383.08	
Nelson Street Reconstruction from Mosher Ave west to mid block	20-060-0611-9274-71523	Corporate Projects		305,696.39	216,063.00	47,206.67	42,426.72	89,633.39		(89,633.39)	
Phair Ave. Reconstruction from 3rd to 5th	20-060-0611-9271-71523	Corporate Projects		7,635.29			7,635.29	7,635.29		(7,635.29)	
Connecting Link											
Colonization Rd East from Scott to North of 5th St	20-060-0616-9277-71523	Federal Gas Tax	383,724.00	383,724.00		383,724.00		383,724.00		0.00	
Colonization Rd East from Scott to North of 5th St	20-060-0616-9277-71523	Corporate Projects	78,587.00	141,506.30		78,587.00	62,919.30	141,506.30		(62,919.30)	
Mill Road Overpass Reconstruction	20-060-0616-9303-71523	Corporate Projects	1,737.00	17,371.17	15,633.60	1,737.57		1,737.57		(0.57)	
Kings Hwy - Wright to York	20-060-0616-9273-71523	Corporate Projects		2,090.21			2,090.21	2,090.21		(2,090.21)	
Sidewalks											
Phair Ave Reconstruction from 3rd to 5th- Sidewalk	20-060-0617-9271-71523	Corporate Projects	0.00	943.54		943.54		943.54		(943.54)	

		REVENUE SOURCES									
	CAPITAL G/L #	Reserve Fund Allocated	RESERVE FUNDS as per CAPITAL BUDGET	Capital Expense to December 31/17	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2017	Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	Notes
Nelson Street Reconstruction from Mosher Ave West to mid block	20-060-0617-9274-71523	Federal Gas Tax	22,811.00	0.00		0.00		0.00		22,811.00	
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0617-9275-71523	Federal Gas Tax	23,215.00	0.00		0.00		0.00		23,215.00	
Kings Hwy/McIrvine Sidewalk	20-060-0617-9276-71523	Corporate Projects	15,000.00	0.00		0.00		0.00		15,000.00	
Interlocking Bricks 200 Block of Scott Street (North & South sides)	20-060-0617-9299-71523	Federal Gas Tax	235,000.00	235,000.00		235,000.00		235,000.00		0.00	
Interlocking Bricks 200 Block of Scott Street (North & South sides)	20-060-0617-9299-71523	Corporate Projects	95,750.00	28,922.41		28,922.41		28,922.41		66,827.59	
			1,273,511.00	1,871,678.11	650,138.32	1,073,579.13	127,947.94	1,201,527.07	20,012.72	71,983.93	
Streetlight Pole Replacement											
10 - Waterfront Walkway Poles	20-060-0623-9135-71471	Corporate Projects	15,000.00	16,196.59		15,000.00	1,196.59	16,196.59		(1,196.59)	
			15,000.00	16,196.59	0.00	15,000.00	1,196.59	16,196.59	0.00	-1,196.59	
Airport											
Sanitary Holding Tank installation	20-060-0660-9304 + 20-0	Corporate Projects	25,000.00	30,371.49		22,319.78	0.00	22,319.78	8,051.71	2,680.22	
			25,000.00	30,371.49	0.00	22,319.78	0.00	22,319.78	8,051.71	2,680.22	
Waste Management System											
Landfill Site Expansion - 2017 RFP and 1st Phase Design activities	20-080-0860-9238-71523	Corporate Projects	75,000.00	1,386.48		1,386.48		1,386.48		73,613.52	
			75,000.00	1,386.48	0.00	1,386.48	0.00	1,386.48	0.00	73,613.52	
Parks											
Small Equipment Replacement (Mowers & whipper snippers)	20-160-1610-9105-71471	Corporate Vehicle/Equip	5,500.00	5,728.79		5,728.79		5,728.79		(228.79)	
Replace 1988 V406 - 3/4 ton 2WD Crew Cab Truck with 6'6" Box	20-160-1610-9133-71471	Corporate Vehicle/Equip	42,000.00	31,045.06		31,045.06		31,045.06		10,954.94	
X730 Law Tractor c/w 60" mower deck	20-160-1610-9174-71471	Corporate Vehicle/Equip	11,000.00	15,582.03	5,000.00	10,582.03		10,582.03		417.97	
Cemeteries											
Law Tractor c/w 48" mower deck	20-160-1610-9174-71471	Cemetery - Donation	11,000.00	14,173.96	4,000.00	10,173.96		10,173.96		826.04	
			69,500.00	66,529.84	9,000.00	57,529.84	0.00	57,529.84	0.00	11,970.16	
Fort Frances Children's Complex											
Roof Replacement	20-120-1230-9127-71523	Daycare Reserve	42,200.00	39,973.76		39,973.76		39,973.76		2,226.24	
Vehicle Replacement -AWD (2016 Carryover)	20-120-1230-9133-71471	Corporate Vehicle/Equip	35,000.00	29,586.13		29,586.13		29,586.13		5,413.87	
			77,200.00	69,559.89	0.00	69,559.89	0.00	69,559.89	0.00	7,640.11	
Handi-Transit System											
Handivan Bus	20-060-0632-9133-71471	Handi-Transit MTO Gas Tax	50,000.00	50,000.00		50,000.00	0.00	50,000.00		0.00	
Handivan Bus	20-060-0632-9133-71471	Corporate Vehicle/Equip	81,067.00	123,969.27	43,832.80	80,136.47	0.00	80,136.47		930.53	
			131,067.00	173,969.27	43,832.80	130,136.47	0.00	130,136.47		930.53	
Memorial Sports Centre											
IFK Compressor Rebuild	20-160-1634-9633-71471	Corporate Projects	40,000.00	31,059.61		31,059.61	0.00	31,059.61		8,940.39	
52 Canadian Rink North Dehumidifier (Carryover)	20-160-1634-9631-71471	Corporate Vehicle/Equip	23,000.00	34,000.00		34,000.00	0.00	34,000.00		(11,000.00)	
52 Canadian Brine Pump Filter (Maintenance)	20-160-1634-9637-71471	Corporate Vehicle/Equip	5,000.00	3,675.00		3,675.00	0.00	3,675.00		1,325.00	
52 Canadian Ammonia Gas Detector		Corporate Vehicle/Equip	3,000.00	5,867.60		5,867.60	0.00	5,867.60		(2,867.60)	
52 Canadian Compressor Overhaul		Corporate Vehicle/Equip	12,000.00	6,816.07		6,816.07	0.00	6,816.07		5,183.93	
52 Canadian Water Line Loop		Corporate Projects	50,000.00	0.00			0.00	0.00		50,000.00	
52 Canadian Meeting Room Windows		Corporate Building	3,000.00	2,527.38		2,527.38	0.00	2,527.38		472.62	
Olympia Edger		Corporate Vehicle/Equip	5,245.00	5,245.00		5,245.00	0.00	5,245.00		0.00	
Auditorium Bar Renovations		Corporate Building	17,300.00	16,007.38		16,007.38	0.00	16,007.38		1,292.62	
Ladies Sauna		Corporate Building	7,800.00	7,402.89		7,402.89	0.00	7,402.89		397.11	
Recreations											
Sunny Cove Upgrades (5-year Plan)	20-160-1614-9108-71523	Corporate Projects	8,000.00	8,892.60	337.48	8,000.00	555.12	8,555.12		(555.12)	
Fitness Equipment (annual)	20-160-1620-9624-71471	Corporate Vehicle/Equip	10,000.00	8,779.25		8,779.25	0.00	8,779.25		1,220.75	
Tennis Courts (Carryover)	20-160-1636-9294-71523	Corporate Projects	60,770.00	144,253.31	67,180.00	60,770.00	6,716.65	67,486.65	9,586.66	(6,716.65)	
			245,115.00	274,526.09	67,517.48	190,150.18	7,271.77	197,421.95	9,586.66	47,693.05	

						REVENUE SOURCES					Notes
CAPITAL G/L #		Reserve Fund Allocated	RESERVE FUNDS as per CAPITAL BUDGET	Capital Expense to December 31/17	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2017	Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	
Museum											Library Board Approval
Roof Replacement, Accessible Washroom, Front Entrance Ramp		20-160-1645-9127-71523	Corporate Building	0.00	32,210.96	30,600.41		1,610.55	1,610.55	(1,610.55)	
				0.00	32,210.96	30,600.41	0.00	1,610.55	1,610.55	(1,610.55)	
Fort Frances Public Library											
Computer Upgrades		20-160-1640-9109-71471	Library Reserve	20,000.00	14,292.05	14,292.05	0.00	14,292.05		5,707.95	
Maker Space Equipment		20-160-1640-9105-71471	Library Reserve	10,000.00	10,001.80	10,001.80	0.00	10,001.80		(1.80)	
Surveillance Upgrade		20-160-1640-9220-71471	Library Reserve	5,000.00	5,043.15	5,043.15	0.00	5,043.15		(43.15)	
				35,000.00	29,337.00	0.00	29,337.00	29,337.00	0.00	5,663.00	
Planning & Development											
Ticket Device for Issuing Parking Tickets		20-040-0440-9109-71471	Corporate Projects	6,500.00	0.00	0.00	0.00			6,500.00	
GIS Capital		20-180-1810-9109-71471	Corporate Projects	1,530.00	910.40	910.40	0.00	910.40		619.60	
				8,030.00	910.40	0.00	910.40	910.40	0.00	7,119.60	
Environmental											
Sludge Watering Upgrades		20-080-0812-9290-71523	Waterworks/San Sewer	103,102.00	208,970.59	208,970.59	0.00	0.00		103,102.00	
				103,102.00	208,970.59	208,970.59	0.00	0.00	0.00	103,102.00	
TOTAL CAPITAL				2,729,070.00	5,010,501.54	2,300,024.85	2,248,330.19	424,495.41	2,672,825.60	37,651.09	56,244.40

	Reserve Fund Allocated	CAPITAL BUDGET RESERVE FUNDS	Reserve Fund Actual to December 31, 2017	Approved Additional Required Reserve Funds	TOTAL 2017 Reserve Fund Financing Allocation
Mag Locks & Access Control - Main Entry	Corporate Building	7,000.00	6,441.11		6,441.11
Main Entrances Remove and Replace Floor Tiles	Corporate Building	37,450.00	29,652.24		29,652.24
Replace Front Walkway/Sidewalk	Corporate Building	38,720.00	47,076.65	28,551.10	75,627.75
Stores / Coffee Room Renovations	Corporate Building	40,000.00	40,000.00	10,943.76	50,943.76
52 Canadian Meeting Room Windows	Corporate Building	3,000.00	2,527.38		2,527.38
Auditorium Bar Renovations	Corporate Building	17,300.00	16,007.38		16,007.38
Ladies Sauna	Corporate Building	7,800.00	7,402.89		7,402.89
Museum Roof Replacement, Accessible Washroom, Front Entrance Ramp	Corporate Building	0.00		1,610.55	1,610.55
					-
					-
		\$151,270.00	\$149,107.65	\$41,105.41	\$190,213.06

	Reserve Fund Allocated	CAPITAL BUDGET RESERVE FUNDS	Reserve Fund Actual to December 31, 2017	Approved Additional Required Reserve Funds	TOTAL 2017 Reserve Fund Financing Allocation
Fire Truck Replacement	Corporate Vehicle/Equipment	36,470.00	36,639.40		36,639.40
Public Works Small Equipment	Corporate Vehicle/Equipment	8,000.00	7,976.50		7,976.50
Lg Equipment Bobcat with Track & Attachments	Corporate Vehicle/Equipment	116,800.00	116,800.00	245.37	117,045.37
Small Equipment Replacement (Mowers & whipper snippers) - Parks	Corporate Vehicle/Equipment	5,500.00	5,728.79		5,728.79
Replace 1988 V406 - 3/4 ton 2WD Crew Cab Truck with 6'6" Box - Parks	Corporate Vehicle/Equipment	42,000.00	31,045.06		31,045.06
X730 Law Tractor c/w 60" mower deck - Parks	Corporate Vehicle/Equipment	11,000.00	10,582.03		10,582.03
Children's Complex Vehicle Replacement -AWD	Corporate Vehicle/Equipment	35,000.00	29,586.13		29,586.13
Handivan Bus	Corporate Vehicle/Equipment	81,067.00	80,136.47		80,136.47
52 Canadian Rink North Dehumidifier	Corporate Vehicle/Equipment	23,000.00	34,000.00		34,000.00
52 Canadian Brine Pump Filter (Maintenance)	Corporate Vehicle/Equipment	5,000.00	3,675.00		3,675.00
52 Canadian Ammonia Gas Detector	Corporate Vehicle/Equipment	3,000.00	5,867.60		5,867.60
52 Canadian Compressor Overhaul	Corporate Vehicle/Equipment	12,000.00	6,816.07		6,816.07
MSC - Olympia Edger	Corporate Vehicle/Equipment	5,245.00	5,245.00		5,245.00
MSC - Fitness Equipment	Corporate Vehicle/Equipment	10,000.00	8,779.25		8,779.25
		\$394,082.00	\$382,877.30	\$245.37	\$383,122.67

	Reserve Fund Allocated	CAPITAL BUDGET RESERVE FUNDS	Reserve Fund Actual to December 31, 2017	Approved Additional Required Reserve Funds	TOTAL 2017 Reserve Fund Financing Allocation
Folding/Inserter Machine Replacement	Corporate Projects	18,000.00	12,108.42		12,108.42
Computer Upgrades/Server/Switches	Corporate Projects	35,000.00	48,190.56	7,041.23	55,231.79
Financial Software Additions	Corporate Projects	15,000.00	7,701.02		7,701.02
Fibre Optic to Town Facilities	Corporate Projects	10,000.00	0.00		0.00
Market Square Development	Corporate Projects	273,425.00	273,425.00	239,687.10	513,112.10
SCBA & Air Cylinders	Corporate Projects	3,900.00	3,603.71		3,603.71
GIS Capital Upgrade	Corporate Projects	1,020.00	606.93		606.93
Fire Hose Replacement/Portable Air Monitor	Corporate Projects	9,000.00	8,436.24		8,436.24
Mobile Speed Sign	Corporate Projects	5,830.00	4,898.32		4,898.32
Public Works Landscaping & Drainage Repairs	Corporate Projects	14,400.00	13,954.52		13,954.52
Engineering GIS Capital Upgrade	Corporate Projects	1,530.00	910.40		910.40
Second Street E. Reconstruction between Mowat Ave & Portage Ave	Corporate Projects	224,512.00	129,664.42		129,664.42
Oakwood Road - Surface Treatment Application	Corporate Projects	15,550.00	15,550.00	12,876.42	28,426.42
Frog Creek Road - Surface Treatment Application	Corporate Projects	22,375.00	14,991.92		14,991.92
Nelson Street Reconstruction from Mosher Ave west to mid block	Corporate Projects		47,206.67	42,426.72	89,633.39
Phair Ave. Reconstruction from 3rd to 5th	Corporate Projects			7,635.29	7,635.29
Colonization Rd East from Scott to North of 5th St	Corporate Projects	78,587.00	78,587.00	62,919.30	141,506.30
Mill Road Overpass Reconstruction	Corporate Projects	1,737.00	1,737.57		1,737.57
Kings Hwy - Wright to York	Corporate Projects			2,090.21	2,090.21
Phair Ave. Reconstruction from 3rd to 5th- Sidewalk	Corporate Projects	0.00	943.54		943.54
Kings Hwy/McIrvine Sidewalk	Corporate Projects	15,000.00			0.00
Interlocking Bricks 200 Block of Scott Street (North & South sides)	Corporate Projects	95,750.00	28,922.41		28,922.41
Streetlights 10 - Waterfront Walkway Poles	Corporate Projects	15,000.00	15,000.00	1,196.59	16,196.59
Airport Sanitary Holding Tank installation	Corporate Projects	25,000.00	22,319.78		22,319.78
Landfill Site Expansion - 2017 RFP and 1st Phase Design activities	Corporate Projects	75,000.00	1,386.48		1,386.48
IFK Compressor Rebuild	Corporate Projects	40,000.00	31,059.61		31,059.61
52 Canadian Water Line Loop	Corporate Projects	50,000.00			0.00
Sunny Cove Upgrades (5-year Plan)	Corporate Projects	8,000.00	8,000.00	555.12	8,555.12
Tennis Courts (Carryover)	Corporate Projects	60,770.00	60,770.00	6,716.65	67,486.65
By-Law Ticket Device for Issuing Parking Tickets	Corporate Projects	6,500.00			0.00
Plannig & Development GIS Capital	Corporate Projects	1,530.00	910.40		910.40
					0.00
		\$1,122,416.00	\$830,884.92	\$383,144.63	\$1,214,029.55

TOTAL Corporate Projects Reserve Fund

	Reserve Fund Allocated	CAPITAL BUDGET RESERVE FUNDS	Reserve Fund Actual to December 31, 2017	Approved for Additional Required Reserve Funds	TOTAL 2017 Reserve Fund Financing Allocation
Roads					
Asset Management Plan	Federal Gas Tax	155,250.00	137,251.60		137,251.60
Colonization Rd East from Scott to North of 5th St	Federal Gas Tax	383,724.00	383,724.00		383,724.00
Sidewalks					0.00
Nelson Street Reconstruction from Mosher Ave West to mid block	Federal Gas Tax	22,811.00	0.00		0.00
Second Street E. Reconstruction between Mowat Ave & Portage Ave	Federal Gas Tax	23,215.00	0.00		0.00
Interlocking Bricks 200 Block of Scott Street (North & South sides)	Federal Gas Tax	235,000.00	235,000.00		235,000.00
		820,000.00	755,975.60	0.00	755,975.60
Cemetery					
2 Riding Lawn Mowers	Cemetery	11,000	10,173.96		10,173.96
		11,000.00	10,173.96	0.00	10,173.96
Fort Frances Children's Complex					
Roof Replacement	Children's Complex Projects	42,200.00	39,973.76		39,973.76
		42,200.00	39,973.76	0.00	39,973.76
Handi-Transit System					
Handi-Van	MTO/Gas Tax	50,000.00	50,000.00	0.00	50,000.00
		50,000.00	50,000.00	0.00	50,000.00
Public Library					
Computer Upgrades	Library Reserve	20,000.00	14,292.05		14,292.05
Maker Space Equipment	Library Reserve	10,000.00	10,001.80		10,001.80
Surveillance Upgrade	Library Reserve	5,000.00	5,043.15		5,043.15
		35,000.00	29,337.00	0.00	29,337.00
Water & Sanitary Sewer					
Sludge Watering Upgrades	Waterworks/San Sewer	103,102.00	0.00		0.00
		103,102.00	0.00	0.00	0.00
		\$1,061,302.00	\$885,460.32	\$0.00	\$885,460.32

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: March 15, 2018
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 740 Sixth Street W. (2017 & 2018) Roll# 5912-010-004-11901-00000

BACKGROUND

Attached is the 357/358 Applications for reconsideration of assessment and adjustment for 2017 & 2018 taxes for 740 Sixth Street W. resulting from the commercial building destroyed by fire, for the period of November 11, 2017 to December 31, 2017 and January 1, 2018 to December 31, 2018. The assessment class changed from Commercial occupied to vacant Industrial.

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

Section 357 (5) (b) of the *Municipal Act* states that the Municipality must notify the applicant(s) of the meeting by mail sent 14 days before the meeting. Notice of Hearing to consider this Section 357/358 applications for 2017 and 2018 were delivered to the applicant indicating notification that the public hearing is scheduled for Monday, March 26, 2018.

The 2018 Section 357/358 Application will not be considered at this time as MPAC noted that the property has had a PRAN (Post Roll Amendment Notice) issued prior to receiving the attached application for the 2018 tax year, therefore no change is required. The financial impact for the 2017 application is a reduction of \$1,185.89 being municipal taxes of \$879.41 and education of \$306.48.

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

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



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

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

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

March 5, 2018

Jeff Morton
70798 Manitoba Ltd
71045 Manitoba Ltd
P.O. Box 543 ST Main
Winnipeg, MB
R3C 2P7

Dear Mr. Morton

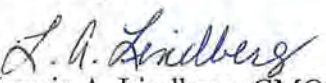
Re: Hearing to Consider Section 357/358 Application - Roll # 5912-010-004-11901-0000

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, March 26, 2018 in the Council Chambers located at the Civic Centre, 320 Portage Avenue, Fort Frances. The Committee of the Whole begins at 5:30 p.m.

The Council of the Town of Fort Frances will be conducting the hearing to consider Section 357/358 Applications, including the application with regard to property located at 740 Sixth Street W. in Fort Frances.

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

Sincerely,


Laurie A. Lindberg, CMO
Treasurer

Enc.

Application/Appeal

Taxation Year: 2017

Reason for Application: (Check one box only)

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

Details of Reason: RAZED BY FIRE TO BE RESULTS IN A 98% S

ASSESSMENT REPORT:		ASSESSOR	
Assessment Roll As Returned	Municipality Revised Since Roll Return <input type="checkbox"/> Enter Revisions Below	Assessment Report <input type="checkbox"/> No Change in Assessment	School Bld: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other <input type="checkbox"/> \$357 Required for Next Year

Assessor Name: _____ Signature: _____ Date: ____/____/____

Recommended : ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount \$1,185.89

Comments: _____

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): 03/26/18

Reason: _____

Appeared for Applicant _____ Appeared for Municipality _____
 Signature of Council/ARB Member _____ Name/Title _____

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

MPAC's RESPONSE

Owner name(s) 70798 MANITOBA LTD
71045 MANITOBA LTD
Roll number 5912-010-004-11901-0000
Property location 740 SIXTH ST W
Property description PLAN 48M353 LOT 34 PCL 34-1 SEC 48M353
Municipality/Local taxing authority FORT FRANCES TOWN

Application number
Application reason Demolition/Razed by Fire
Received date February 05, 2018
Claim relief period From: November 11, 2017 - To: December 31, 2017
Taxation year 2017

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR COM C T	211,000	207,000	207,000	207,000	207,000	207,000
Total	211,000	207,000	207,000	207,000	207,000	207,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR VL I X	14,419	16,600	14,964	15,510	16,055	16,600
Total	14,419	16,600	14,964	15,510	16,055	16,600

MPAC Remarks

MPAC has processed the property to vacant industrial land via a PRAN for the 2018 tax year due to the Nov 11/17 fire destroying the building.

MPAC Representative:
Date:

Mark Cawston
February 07, 2018

SECTION 357/358 APPLICATION

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #

Taxation Year:

Municipality: TWENTY FIVE PARISH Roll Number: 54-12-DIC-004-119-01
 Property Address: 740 GLEN ST W Applicant Name: 7078 MANITOBA LTD
 Owner Name: 7078 MANITOBA LTD Contact Number: 304-789-1770
 Mailing Address: 600 WALL ST PO Box 343 Alternative Num: ATTN: JEFF MERTON
WINNIPEG, MB

Reason for Application: (Check one box only)

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

Details of Reason: RAZED BY FIRE TO BE REBUILT IN 2018

Effective from: 2/1/18 to 12/31/18 Applicant Signature: [Signature] Date: 02/02/2018
 (MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				ASSESSOR				
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/>		Assessment Report		School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other		
		Enter Revisions Below		<input type="checkbox"/> No Change in Assessment		<input type="checkbox"/> S357 Required for Next Year		
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>GEN</u>			<u>517,000</u>					
Revised:				Reason for Change (Assessor Comments):				
Reason Original Assessment Revised:								

Assessor Name: _____ Signature: _____ Date: 1/1/18

TREASURER'S REPORT ON TAXABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount: 60.00

Comments:

Treasury Position: Treasurer Signature: [Signature] Date: 03/05/18

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): 1/1/18

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

Reason:

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

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

MPAC's RESPONSE

Owner name(s)	70798 MANITOBA LTD 71045 MANITOBA LTD
Roll number	5912-010-004-11901-0000
Property location	740 SIXTH ST W
Property description	PLAN 48M353 LOT 34 PCL 34-1 SEC 48M353
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Demolition/Razed by Fire
Received date	February 05, 2018
Claim relief period	From: January 01, 2018 - To: December 31, 2018
Taxation year	2018

No change in Assessment as a result of this Tax Application.

MPAC Remarks

Property has had a PRAN issued prior to receiving the tax application for the 2018 tax year, no change required due to tax app.

MPAC Representative:
Date:

Mark Cawston
February 07, 2018

2018 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
51 Days	2017	1.4.11901	-207,000	CT	0.0326533	0.0111317	-944.44					-321.97		-1,266.41
	2017	1.4.11901	14,964	IX	0.0311044	0.00741000	65.03					15.49		80.52
			-142,036				-879.41	0.00	0.00	0.00	0.00	-306.48	0.00	-1,185.89
357/358 Application														

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: March 15, 2018
SUBJECT: 2017 Contributions to Reserve Funds

BACKGROUND

We are nearing the end of our year-end preparation for the fiscal period ending December 31, 2017. In accordance with our Long-Term Capital Financial Plan, Policy No. 1.19, being a plan to help align short-term actions with long-term financial management strategy and that identifies, that with Council approval, that Operating Surplus be transferred to the Corporate Reserve Funds, and that Water & Sewer Fund surpluses be transferred to Waterworks & Sanitary Sewer Reserve Fund at year end.

The Water Fund and Sewer Fund surplus amount transferred to the Waterworks & Sanitary Sewer Reserve Fund amount is \$727,518.73 for the 2017 fiscal year end at this point in time.

The General Operating Fund is realizing a surplus due mostly to under spending of Corporate legal fees budgeted, supplemental ambulance budget unspent, Tourist Information Centre funding, Treasury salary & benefits for new hire unspent, fire department wages & benefits underspent combined with additional revenue, winter operations underspent due to favorable weather conditions, Community Services division overall under budget and Building Official combination of increased revenue and budget underspent. The General Fund accumulated surplus at the end of 2016 was \$171,343.41 and we are projecting a 2017 surplus as we work towards finalizing year end.

RECOMMENDATION

Administration recommends approval of the year-end contributions to the Reserve Funds as follows:

Waterworks & Sanitary Sewer	-	100% of Water & Sewer Operating Surplus
Corporate Vehicle/Equipment	-	10% of General Operating Surplus
Corporate Projects	-	90% of General Operating Surplus

Further that the actual transfer amounts be reported to Council when the amounts are known.

2018 DRAFT GENERAL FUND BUDGET

	Actual to December 31/15	Actual to December 31/16	2017 OPERATING FORECAST	Actual to December 31/17 (at March 14/18)	2018 OPERATING FORECAST	Variance 2017 to 2018	% Variance 2017 to 2018
CORPORATE:							
REVENUE							
Municipal Levy	(10,358,549.68)	(10,195,925.22)	(10,369,193)	(10,403,339.55)	(10,369,193)	0	0.00
School Board Levy	(1,708,578.86)	(1,701,248.19)	(1,578,840)	(1,523,090.80)	(1,578,840)	0	0.00
Payments-In-Lieu	(787,523.86)	(797,355.99)	(789,904)	(796,954.47)	(796,401)	(6,497)	0.82
Contribution From Contingency Reserve Fund	0.00	00.00	0	0.00	0	0	
Sale of Land/Gain on Sale of Land	(93,705.34)	(584,791.50)	0	(202,850.00)	0	0	
Other Grant (In-Lieu of taxation)	0.00	00.00	0	0.00	0	0	
Tax Rate Stabilization Reserve Fund Contribution	(448,804)	(436,738.88)	0	0.00	0	0	
Surplus from Prior Years	-	00.00	0	0.00	0	0	
OMPF (CRF) Funding	(2,983,600.00)	(2,934,100.00)	(3,106,500)	(3,106,500.00)	(3,342,100)	(235,600)	7.58
	(16,380,761.74)	(16,650,159.78)	(15,844,437)	(16,032,734.82)	(16,086,534)	(242,097)	1.53
EXPENDITURES							
Election	213.70	00.00	0	0.00	34,750	34,750	
Council	319,859.39	318,451.07	719,600	609,057.63	742,045	22,445	3.12
Contribution to Reserve/Reserve Funds	2,350,000.00	2,223,885.98	1,375,000	1,664,850.00	1,400,000	25,000	1.82
Uncontrollable Costs	2,534,704.88	2,321,399.93	2,435,316	2,368,710.17	2,391,529	(43,787)	(1.84)
Economic Development	183,976.37	132,791.63	167,768	163,751.36	167,268	(500)	(0.30)
Travel Information Centre	(4,060.35)	14,845.13	19,000	4,197.62	2,870	(16,130)	(149.77)
Solar Panels	(24,092.99)	(15,558.43)	(25,625)	(15,625.08)	(17,619)	8,006	(31.68)
School Board Requisition	1,708,578.86	1,701,248.19	1,578,840	1,523,090.80	1,578,840	0	0.00
Long Term Debt	131,216.19	99,701.32	633,228	633,192.62	506,884	(126,344)	(19.74)
	7,200,396.05	6,796,764.82	6,903,127	6,951,225.12	6,806,567	(96,560)	(1.38)
Total Corporate	(9,180,365.69)	(9,853,394.96)	(8,941,310)	(9,081,509.70)	(9,279,967)	(338,657)	(3.74)
ADMINISTRATION & FINANCE:							
Admin. Revenue	(612,516.07)	(668,683.56)	(612,195)	(615,879.18)	(593,876)	18,319	(2.99)
Administration Department	504,819.49	582,215.68	507,625	522,413.90	564,782	57,157	11.26
Clerk's Department	188,022.57	205,488.53	214,660	215,104.10	216,820	2,160	1.01
Treasury Department	574,385.98	573,492.38	622,627	526,988.74	631,130	8,503	1.37
FFPC Administration	79,405.64	78,351.94	108,000	142,933.59	145,054	37,054	34.31
Total A & F	734,117.61	770,864.97	840,717	791,561.15	963,910	123,193	16.18
EMERGENCY SERVICES							
Fire Emergency Services	913,587.95	922,833.52	977,545	908,006.89	1,019,176	41,631	4.26
911 Dispatch Services	10,952.03	9,482.21	11,800	8,881.97	8,420	(3,380)	(28.64)
Police Services	2,611,854.51	2,322,747.02	2,023,675	2,027,221.90	2,026,252	2,577	0.13
Total Emergency Services	3,536,394.49	3,255,062.75	3,013,020	2,944,110.76	3,053,848	40,828	1.36

2018 DRAFT GENERAL FUND BUDGET

	Actual to December 31/15	Actual to December 31/16	2017 OPERATING FORECAST	Actual to December 31/17 (at March 14/18)	2018 OPERATING FORECAST	Variance 2017 to 2018	% Variance 2017 to 2018
COMMUNITY SERVICES:							
Sister Betty Kennedy Centre	31,235.79	45,229.02	43,053	38,881.52	54,291	11,238	26.10
Children's Day Care	(33,824.75)	38,653.02	51,358	70,069.47	33,932	(17,426)	(33.93)
Best Start Hub	(0.00)	1,710.72	0	(19,343.04)	7,562	7,562	
Day Care Resource Centre	926.78	1,418.30	0	(19,852.90)	0	0	
Handi Transit Services	97,048.82	107,447.64	103,377	99,176.60	102,989	(388)	(0.38)
Townshend Theatre	(6,526.71)	(5,101.69)	0	(5,177.22)	0	0	
Recreation Facilities	574,548.86	626,582.36	602,187	662,578.86	634,627	32,440	5.39
Recreation Programs	80,402.37	88,621.01	138,656	35,498.50	145,396	6,740	4.86
Community Services	114,105.21	116,182.87	133,742	114,959.04	136,385	2,643	1.98
Sunny Cove Camp	8,146.58	15,128.77	23,705	26,163.77	22,117	(1,588)	(6.70)
Public Library	485,975.00	482,038.77	480,749	494,715.97	496,712	15,963	3.32
Library Co-op		0.00		0.00		0	
Museum	136,845.59	139,081.01	144,027	120,949.83	152,617	8,590	5.96
Waterfront (Sorting Gap)	41,150.05	39,816.59	38,056	28,044.67	38,987	931	2.45
Total Community Services	1,530,033.59	1,696,808.39	1,758,910	1,646,665.07	1,825,615	66,705	3.91
OPERATIONS & FACILITIES							
Public Works	629,395.36	518,192.56	492,153	295,048.23	537,702	45,549	9.26
Roads	1,001,910.10	1,578,987.65	1,399,893	1,304,462.81	1,429,746	29,853	2.13
Sidewalks	75,442.15	90,404.98	101,671	65,269.13	103,334	1,663	1.64
Stores Operations	83,481.17	89,077.03	93,640	92,300.85	93,300	(340)	(0.36)
Traffic Signal Maint	13,508.44	7,983.26	8,735	8,705.44	9,053	318	3.64
Streetlighting Maint	65,286.04	74,722.05	75,496	123,669.43	103,197	27,701	36.69
Waste Management Services	(3,558.52)	39,883.13	0	2,723.00	0	0	
Airport	20,518.52	43,499.55	81,449	19,748.03	67,020	(14,429)	(17.72)
Parks & Cemeteries Admin	164,643.49	191,811.98	163,466	175,300.12	183,880	20,414	12.49
Cemeteries	256,320.53	229,633.20	265,216	299,724.33	317,628	52,412	19.76
Parks	253,797.75	309,769.62	306,585	298,471.76	310,590	4,005	1.31
Total Operations and Facilities	2,560,745.03	3,173,965.01	2,988,304	2,685,423.13	3,155,450	167,146	5.75
PLANNING & DEVELOPMENT							
By-Law Enforcement	166,700.82	143,314.34	155,745	137,670.13	159,592	3,847	2.47
Fight The Blight		32,413.76				0	
Building Official Department	(2,071.99)	39,612.99	21,776	(16,758.13)	6,532	(15,244)	(70.00)
Planning Department	147,164.27	672,639.09	48,120	44,734.74	54,964	6,844	14.22
Civic Centre	73,405.55	83,031.04	114,718	108,981.09	116,625	1,907	1.66
Total Planning and Development	385,198.65	971,011.22	340,359	274,627.83	337,713	(2,646)	(0.78)
SUBTOTAL	(433,876.32)	14,317.38	0	(739,121.76)	56,569	56,569	

SUBTOTAL

2018 DRAFT GENERAL FUND BUDGET

	Actual to December 31/15	Actual to December 31/16	2017 OPERATING FORECAST	Actual to December 31/17 (at March 14/18)	2018 OPERATING FORECAST	Variance 2017 to 2018	% Variance 2017 to 2018
YE Auditor's (Capital Fund Adj & Prior Yr Surplus diff.)		0.07					
Less: Amortization							
Year End Sub-Total (Before PSAB Audit Adjustments)	(433,876.32)	14,317.45	0	(739,121.76)	56,569		
LT Debt Principal Payments	489,298.98	507,436.47					
Closing Transfers to Reserve Funds							
Increase in Landfill Closure Liability	(23,358.86)	(23,359.87)					
Increase in Employee Future Benefits	3,591.00	15,237.00					
Cost of Lots sold	(41,814.08)	(567,042.45)					
Capital - Funded by Operations	(1,972.44)						
Opening Surplus from Prior Year	(101,960.29)	(117,932.01)		(171,343.41)			
OPERATING FORECAST	(110,092.01)	(171,343.41)	0	(910,465.17)	56,569		

2018 DRAFT WATER FUND BUDGET

NEW G/L ACCOUNT		Actual to December 31/15	Actual to December 31/16	2017 OPERATING FORECAST	Actual to December 31/17 (at March 14/18)	2018 OPERATING FORECAST	Variance 2017 to 2018	% Variance 2017 to 2018
REVENUE								
Expense Recovery	50-080-0832-0330-40589				(75.00)			
Rents & Leases	50-080-0832-0330-40592	(9,277.20)	(9,212.20)	(9,277)	(9,277.20)	(9,277)	0	0.00
Private Work Charges	50-080-0832-0330-40595	(721.93)						
Sale of Rain Barrels	50-080-0832-0330-40782	(230.08)	(64.62)	(65)	(115.04)	(65)	0	0.00
Expense Recovery			(74.46)					
Private Work Charges	50-080-0832-0430-40595	(21,138.46)	(10,099.34)	(8,000)	(16,140.01)	(8,000)	0	0.00
Reconnect Charges	50-080-0832-0430-40618	(494.00)	(750.00)	(1,200)	(1,776.32)	(1,200)	0	0.00
New Connection Charges	50-080-0832-0430-40619	(15,436.91)	(8,919.23)	(7,500)	(97,512.36)	(7,500)	0	0.00
Late Payment Charges	50-080-0832-0430-40682	(8,100.53)	(14,196.59)	(7,500)	(7,794.96)	(7,500)	0	0.00
Sale of Water	50-080-0832-0430-40685	(2,508,047.13)	(2,639,893.34)	(2,670,755)	(2,648,582.27)	(2,740,195)	(69,440)	2.60
Special Water Rates	50-080-0832-0430-40687	(16,505.30)	(18,750.00)		(1,571.07)			
Sale of Water Meters/Backflow Prevention	50-080-0832-0430-40943	(2,231.65)	(14,259.85)	(5,000)	(12,710.28)	(5,500)	(500)	10.00
Water Meter Replacement	50-080-0832-0430-40946	(17,981.71)	(18,165.47)	(17,982)	(18,147.04)	(17,982)	0	0.00
Private Works Charges - HST Exempt at POS	50-080-0832-0530-40595	(639.74)		(11,000)			11,000	(100.00)
		(2,600,804.64)	(2,734,385.10)	(2,738,279)	(2,813,701.55)	(2,797,219)	(58,940)	2.15
Water Works General								
EXPENDITURES								
Administration								
Distributed Salaries/Wages		(308,227.53)	(309,353.92)					
Distributed Benefits		(98,734.40)	(99,264.79)					
Overtime & Lieu Time	50-080-0832-1101-60013	32,382.17	28,358.49		(14,755.10)			
Paid Leave		32,601.70	36,082.05					
Vac, Floaters, Stats, Holidays		60,879.24	64,316.74					
Hourly Full Time	50-080-0832-1101-60010	330,567.66	339,359.41	73,489	44,736.10	82,039	8,550	11.63
Disability ST/LTD		13,527.60	14,361.52					
WSIB	50-080-0832-1101-60055	5,250.93	5,402.16	3,946	1,430.16	1,717	(2,229)	(56.49)
Canada Pension Plan	50-080-0832-1101-60025	17,497.89	19,065.76	2,132	2,901.19	905	(1,227)	(57.55)
Employment Insurance	50-080-0832-1101-60030	8,168.35	8,765.03	1,397	1,215.66	194	(1,203)	(86.11)
Dental, Vision, Extended Health		28,419.86	32,204.26					
OMERS	50-080-0832-1101-60035	42,997.46	46,931.11	10,458	9,767.67	7,216	(3,242)	(31.00)
Life Insurance		2,229.99	2,425.05					
Employer Health Tax	50-080-0832-1101-60040	8,993.06	9,658.43	1,574	1,589.31	487	(1,087)	(69.06)
Employer Benefits	50-080-0832-1101-60050				7,244.42	9,564	9,564	
Summer Staff & Part-time Staff	50-080-0832-1101-60020	10,504.00	10,066.26	475	10.54	2,880	2,405	506.32
Accounting/Allocated Admin	50-080-0832-1200-71221	192,066.00	195,907.00	198,845	198,845.00	202,822	3,977	2.00
Communications	50-080-0832-1200-71251	2,499.16	4,124.48	3,000	3,111.16	3,000	0	0.00
Postage, Freight, Courier	50-080-0832-1200-71252	11,999.06	11,911.31	11,613	12,959.14	11,673	60	0.52
Legal	50-080-0832-1200-71253	32,145.21	5,932.49	5,000	45,141.72	5,000	0	0.00
Memberships	50-080-0832-1200-71260	726.05	550.27	1,000	900.00	1,000	0	0.00
Writing Offs	50-080-0832-1210-74515	31.43		2,000	3.96	2,000	0	0.00

2018 DRAFT WATER FUND BUDGET

		Actual to	Actual to	2017 OPERATING	Actual to	2018 OPERATING	Variance 2017	% Variance
NEW G/L ACCOUNT		December 31/15	December 31/16	FORECAST	December 31/17 (at March 14/18)	FORECAST	to 2018	2017 to 2018
Office Supplies	50-080-0832-1400-71410	2,438.23	2,558.68	750	906.90	1,772	1,022	136.27
Stores Charge	50-080-0832-1400-71433	10,300.00	10,300.00	10,300	12,000.86	10,300	0	0.00
Rain Barrel Expenses	50-080-0832-1400-71443	161.91						
Annual Software Support	50-080-0832-1500-71501			1,404		1,404	0	0.00
Computer Maintenance (H&S)	50-080-0832-1500-71502	2,526.67	2,619.79	6,672	5,241.60	3,700	(2,972)	(44.54)
Custom Software Charges	50-080-0832-1500-71503			1,000		1,000	0	0.00
GIS Material	50-080-0832-1500-71507	9,947.40	9,081.03	12,670	10,120.19	13,432	762	6.01
Contracted Works	50-080-0832-1500-71523	1,352.56		1,000	1,729.92	1,000	0	0.00
Conference & Courses	50-080-0832-1500-71531	13,797.54	12,527.28	20,000	21,320.39	25,000	5,000	25.00
Insurance	50-080-0832-1500-71580	38,366.14	32,247.99	33,626	33,997.27	33,945	319	0.95
Insurance Deductible	50-080-0832-1500-71581		1,017.60	10,000		10,000	0	0.00
Advertising & Public Notices	50-080-0832-1500-71591	506.15	417.99	500		500	0	0.00
Contribution to Capital Fund	50-080-0832-1510-75350	1,027,867.00	1,030,970.00	1,042,156	712,721.60	1,216,259	174,103	16.71
Transfer to Reserve Fund (Water Meter Replac	50-080-0832-1620-75390	17,981.71	18,165.47	17,982	192,861.04	17,982	0	0.00
Contribution to Reserve Fund	50-080-0832-1620-75390	62,136.25	166,094.45	174,714			(174,714)	(100.00)
Inventory Adjustments	50-080-0832-1700-72505	620.61	(788.38)		(3,252.10)			
		1,614,527.06	1,712,015.01	1,647,703	1,302,748.60	1,666,791	19,088	1.16
Water Service Connections								
Distributed Salaries/Wages		63,397.73	55,315.01					
Distributed Benefits		19,227.47	16,499.30					
Hourly Full Time	50-080-0832-1962-60010			71,440	31,926.75	50,000	(21,440)	(30.01)
Overtime	50-080-0832-1962-60013			7,500	2,122.75	7,500	0	0.00
Hourly Part Time	50-080-0832-1962-60020			3,560	1,885.30	3,614	54	1.52
Employer CPP	50-080-0832-1962-60025			3,278	1,470.86	2,195	(1,083)	(33.04)
Employer EI	50-080-0832-1962-60030			1,395	631.25	910	(485)	(34.77)
Employer OMERS	50-080-0832-1962-60035			6,757	3,201.33	4,927	(1,830)	(27.08)
Employer EHT	50-080-0832-1962-60040			1,455	667.46	1,043	(412)	(28.32)
Employer Benefits	50-080-0832-1962-60050			7,530	3,422.90	5,262	(2,268)	(30.12)
Employer WSIB	50-080-0832-1962-60055			2,273	736.71	772	(1,501)	(66.04)
Materials	50-080-0832-1962-71471	16,008.21	18,729.47	14,000	4,987.00	12,000	(2,000)	(14.29)
Contracted Works	50-080-0832-1962-71523	11,986.13	11,544.50	14,000	78,825.67	14,000	0	0.00
Equipment Rentals - Owned	50-080-0832-1962-71540	21,888.37	19,880.13	22,000	8,634.48	22,000	0	0.00
		132,507.91	121,968.41	155,188	138,512.46	124,223	(30,965)	(19.95)
Water Meter Maintenance								
Distributed Salaries/Wages		3,051.86	2,787.23					
Distributed Benefits		1,007.06	902.26					
Hourly Full Time	50-080-0832-1963-60010			3,000	6,875.93	4,500	1,500	50.00
Overtime	50-080-0832-1963-60013							
Employer CPP	50-080-0832-1963-60025			604	261.62	184	(420)	(69.54)
Employer EI	50-080-0832-1963-60030			257	112.21	76	(181)	(70.43)
Employer OMERS	50-080-0832-1963-60035			257	655.13	386	129	50.19

2018 DRAFT WATER FUND BUDGET

		Actual to	Actual to	2017 OPERATING	Actual to	2018 OPERATING	Variance 2017	% Variance
NEW G/L ACCOUNT		December 31/15	December 31/16	FORECAST	December 31/17 (at March 14/18)	FORECAST	to 2018	2017 to 2018
Employer EHT	50-080-0832-1963-60040			268	129.09	88	(180)	(67.16)
Employer Benefits	50-080-0832-1963-60050			316	836.77	474	158	50.00
Employer WSIB	50-080-0832-1963-60055			419	74.62	65	(354)	(84.49)
Materials	50-080-0832-1963-71471	3,465.19	1,739.73	3,500	4,470.68	3,500	0	0.00
Contracted Works	50-080-0832-1963-71523	6,857.19	11,577.50	11,522	16,429.04	11,874	352	3.06
Equipment Rentals - Owned	50-080-0832-1963-71540	871.20	937.50	500	1,725.00	1,049	549	109.80
		15,252.50	17,944.22	20,643	31,570.09	22,196	1,553	7.52
Water Distribution System Maintenance								
Distributed Salaries/Wages		91,275.74	108,067.25					
Distributed Benefits		28,467.03	33,635.84					
Hourly Full Time	50-080-0832-1964-60010			82,505	116,056.91	91,000	8,495	10.30
Overtime	50-080-0832-1964-60013			7,500	7,860.81	7,500	0	0.00
Hourly Part Time	50-080-0832-1964-60020			9,495	7,706.06	9,637	142	1.50
Employer CPP	50-080-0832-1964-60025			3,910	5,933.55	4,120	210	5.37
Employer EI	50-080-0832-1964-60030			1,535	2,592.72	1,708	173	11.27
Employer OMERS	50-080-0832-1964-60035			7,704	11,361.73	8,441	737	9.57
Employer EHT	50-080-0832-1964-60040			1,601	2,447.30	1,957	356	22.24
Employer Benefits	50-080-0832-1964-60050			8,696	16,781.95	9,576	880	10.12
Employer WSIB	50-080-0832-1964-60055			1,251	2,338.62	1,449	198	15.83
Materials	50-080-0832-1964-71471	26,325.27	32,223.97	35,000	28,074.92	35,000	0	0.00
Contracted Works	50-080-0832-1964-71523	42,607.62	27,030.92	40,000	19,635.73	35,000	(5,000)	(12.50)
Equipment Rentals - Owned	50-080-0832-1964-71540	29,963.46	33,445.23	35,000	38,848.27	35,000	0	0.00
		218,639.12	234,403.21	234,197	259,638.57	240,388	6,191	2.64
Total Waterworks General		1,980,926.59	2,086,330.85	2,057,731	1,732,469.72	2,053,598	(4,133)	(0.20)
Water Treatment Plant								
Microfit Generation Revenue	50-080-0831-0330-40320	(12,409.54)	(10,766.24)	(11,000)	(11,168.57)	(11,000)	0	0.00
Distributed Salaries/Wages		141,645.79	148,322.63					
Distributed Benefits		46,640.96	48,946.41					
Hourly Full Time	50-080-0831-1101-60010			160,433	276,488.25	202,603	42,170	26.29
Overtime	50-080-0831-1101-60013			4,000	9,687.48	4,000	0	0.00
Employer CPP	50-080-0831-1101-60025			6,818	8,033.16	8,295	1,477	21.66
Employer EI	50-080-0831-1101-60030			2,984	3,349.82	3,439	455	15.25
Employer OMERS	50-080-0831-1101-60035			14,075	20,596.41	17,705	3,630	25.79
Employer EHT	50-080-0831-1101-60040			3,112	3,597.54	3,941	829	26.64
Employer Benefits	50-080-0831-1101-60050			16,910	21,411.18	21,321	4,411	26.09
Employer WSIB	50-080-0831-1101-60055			2,182	2,335.31	2,917	735	33.68
Equipment Rentals - Owned	50-080-0831-1101-71540	1,818.75	3,762.50	2,000	1,337.50	2,200	200	10.00
Communications	50-080-0831-1200-71251	6,603.12	5,083.98	6,000	5,680.52	6,000	0	0.00
Lab Fees - Water Testing	50-080-0831-1200-71270	15,380.68	19,949.82	15,000	27,416.34	16,000	1,000	6.67

2018 DRAFT WATER FUND BUDGET

		Actual to	Actual to	2017 OPERATING	Actual to	2018 OPERATING	Variance 2017	% Variance
NEW G/L ACCOUNT		December 31/15	December 31/16	FORECAST	December 31/17 (at March 14/18)	FORECAST	to 2018	2017 to 2018
Office Supplies	50-080-0831-1400-71410		816.06		42.26	500	500	
Natural Gas	50-080-0831-1240-71416	18,479.12	19,868.67	30,697	31,990.97	30,697	0	0.00
Diesel Fuel	50-080-0831-1240-71417	2,822.22	.00	1,000	1,931.56	1,000	0	0.00
Electrical Power	50-080-0831-1240-71420	70,011.32	73,432.28	76,641	77,636.09	76,641	0	0.00
Water & Sewer	50-080-0831-1240-71421	1,236.72	1,276.20	1,193	5,061.20	1,224	31	2.60
Taxes	50-080-0831-1240-71425	51,363.23	51,237.82	51,392	46,149.43	52,420	1,028	2.00
Chlorine	50-080-0831-1400-71434	10,584.76	15,596.49	13,650	14,542.55	17,700	4,050	29.67
Soda Ash	50-080-0831-1400-71435	30,972.39	44,807.07	42,000	34,037.74	42,000	0	0.00
Aluminium Sulphate	50-080-0831-1400-71436	38,311.97	35,141.36	39,000	50,107.11	40,000	1,000	2.56
Fluorides	50-080-0831-1400-71437	4,744.07	12,106.13	10,000	13,049.30	10,000	0	0.00
Miscellaneous Chemicals	50-080-0831-1400-71438	20,264.56	10,336.08	12,000	16,937.47	12,000	0	0.00
Materials	50-080-0831-1400-71471	16,503.04	14,333.42	20,000	6,598.14	20,000	0	0.00
Contracted Services	50-080-0831-1500-71523	42,759.41	44,360.22	36,355	30,644.13	36,355	0	0.00
		520,142.11	549,377.14	567,442	708,661.46	628,958	61,516	10.84
Total Water Treatment Plant		507,732.57	538,610.90	556,442	697,492.89	617,958	61,516	11.06
Water Storage Facility								
Distributed Salaries/Wages		8,467.65	6,668.38					
Distributed Benefits		2,794.42	2,200.58					
Hourly Full Time	50-080-0831-1965-60010			7,500	7,056.31	7,500	0	0.00
Overtime	50-080-0831-1965-60013			1,000		1,000	0	0.00
Employer CPP	50-080-0831-1965-60025			319	261.81	307	(12)	(3.76)
Employer EI	50-080-0831-1965-60030			140	109.86	127	(13)	(9.29)
Employer OMERS	50-080-0831-1965-60035			728	745.59	728	0	0.00
Employer EHT	50-080-0831-1965-60040			146	122.91	146	0	0.00
Employer Benefits	50-080-0831-1965-60050			790	723.50	789	(1)	(0.13)
Employer WSIB	50-080-0831-1965-60055			102	80.42	108	6	5.88
Equipment Rentals - Own	50-080-0831-1965-71540	1,962.50	1,762.50	2,200	1,650.00	2,000	(200)	(9.09)
Communications	50-080-0831-1965-71251	418.21	504.33	800	733.55	800	0	0.00
Natural Gas	50-080-0831-1965-71416	8,225.65	5,848.01	15,000	9,434.59	15,000	0	0.00
Electrical Power	50-080-0831-1965-71420	3,945.81	4,567.54	3,526	3,371.45	3,526	0	0.00
Taxes	50-080-0831-1965-71425	85,733.45	86,266.67	88,855	85,443.22	90,632	1,777	2.00
Materials	50-080-0831-1965-71471	32.11	1,019.80	500	132.46	500	0	0.00
Contracted Works	50-080-0831-1965-71523	565.68	605.54	2,500	9,359.72	2,500	0	0.00
Total Water Storage Facility		112,145.48	109,443.35	124,106	119,225.39	125,663	1,557	1.25
Total Expenditures		2,600,804.64	2,734,385.10	2,749,279	2,560,356.57	2,808,219	58,940	2.14
TOTAL WATER FUND (Surplus)/Deficit		0.00	0.00	0	(264,513.55)	0	0	

2018 DRAFT SEWER FUND BUDGET

		Actual to	Actual to	2017 OPERATING	Actual to	2018 OPERATING	Variance	
NEW G/L ACCOUNT		December 31/15	December 31/16	FORECAST	December 31/17 (at March 14/18)	FORECAST	2017 to 2018	% Variance 2017 to 2018
REVENUES								
Private Work Charges	40-080-0811-0330-40595		(5,000.00)		(16,461.29)			
ODRAP - Provincial Flood Exp Recovery	40-080-0811-0430-40409	(315,158.55)	(363,923.41)		10,927.09			
Private Work Charges	40-080-0811-0430-40595	(27,484.28)	(33,000.36)	(19,000)	(13,102.26)	(19,000)	0	0.00
New Connection Charges	40-080-0811-0430-40619	(20,213.15)	(3,498.08)	(8,500)	(110,074.17)	(8,500)	0	0.00
Penalty on Late Payments	40-080-0811-0430-40682	(7,778.32)	(12,616.19)	(7,000)	(7,136.58)	(7,000)	0	0.00
Sewer Service/Disposal	40-080-0811-0430-40760	(2,326,102.31)	(2,450,396.53)	(2,480,926)	(2,457,652.51)	(2,545,430)	(64,504)	2.60
Expense Recoveries	40-080-0812-0430-40589	170.68						
Total Revenues		(2,696,565.93)	(2,868,434.57)	(2,515,426)	(2,593,499.72)	(2,579,930)	(64,504)	2.56
EXPENDITURES								
Administration								
Distributed Salaries/Wages		39,592.43	41,589.30					
Distributed Benefits		11,530.47	12,177.13					
Hourly Full Time	40-080-0811-1101-60010			53,038	56,263.06	60,321	7,283	13.73
Overtime	40-080-0811-1101-60013							
Hourly Part Time	40-080-0811-1101-60020							
Employer CPP	40-080-0811-1101-60025			2,006	1,720.05	4,512	2,506	124.93
Employer EI	40-080-0811-1101-60030			824	726.62	1,849	1,025	124.39
Employer OMERS	40-080-0811-1101-60035			6,876	6,208.48	7,009	133	1.93
Employer EHT	40-080-0811-1101-60040			1,191	971.34	2,387	1,196	100.42
Employer Benefits	40-080-0811-1101-60050			6,126	4,826.28	12,968	6,842	111.69
Employer WSIB	40-080-0811-1101-60055			6,169	1,152.58	3,682	(2,487)	(40.31)
Allocated Admin	40-080-0811-1200-71221	152,184.00	155,228.00	157,555	157,555.00	159,918	2,363	1.50
Postage, Freight, Courier	40-080-0811-1200-71252	12,223.04	11,440.30	11,444	12,674.88	11,673	229	2.00
Legal	40-080-0811-1200-71253	32,982.59	27,729.62	10,000	22,989.37	10,000	0	0.00
Memberships	40-080-0811-1200-71260							
Write Offs	40-080-0811-1210-74515							
Debenture - Interest	40-080-0811-1300-71301	18,019.42	10,548.86	4,019	3,564.50		(4,019)	(100.00)
Debenture - Principal	40-080-0811-1300-71311			84,617	84,616.72		(84,617)	(100.00)
Office Supplies	40-080-0811-1400-71410	1,538.90	921.35	750	229.64	750	0	0.00
Taxes	40-080-0811-1400-71425	4,410.77		4,910	4,431.05	5,009	99	2.02
Stores Charge	40-080-0811-1400-71433	8,700.00	8,831.06	8,700	8,951.69	8,700	0	0.00
Annual Software Support	40-080-0811-1500-71501			1,500		1,500	0	0.00
Computer Maintenance (H & S)	40-080-0811-1500-71502	2,526.68	2,619.79	6,672	5,241.59	3,700	(2,972)	(44.54)
GIS Material	40-080-0811-1500-71507	4,890.05	4,683.89	6,335	5,134.65	6,716	381	6.01
Contracted Works	40-080-0811-1500-71523	15,114.11		1,000		1,000	0	0.00
Conferences & Courses	40-080-0811-1500-71531	330.00	1,364.44	4,000	2,191.68	4,000	0	0.00
Insurance	40-080-0811-1500-71580	30,635.73	26,382.40	27,157	27,107.01	27,402	245	0.90
Insurance Deductible	40-080-0811-1500-71581	2,153.43	790.00	10,000	3,880.17	10,000	0	0.00

2018 DRAFT SEWER FUND BUDGET

		Actual to	Actual to	2017 OPERATING	Actual to	2018 OPERATING	Variance	
	NEW G/L ACCOUNT	December 31/15	December 31/16	FORECAST	December 31/17 (at March 14/18)	FORECAST	2017 to 2018	% Variance 2017 to 2018
Advertising & Public Notices	40-080-0811-1500-71591			500		500	0	0.00
Contributions to Capital	40-080-0811-1510-75350	886,221.87	779,787.43	736,615	480,263.78	1,142,086	405,471	55.05
Contribution to Reserve Funds	40-080-0811-1620-75390			260,506	260,506.00		(260,506)	(100.00)
Contribution to Reserve Funds (Yr End)	40-080-0811-1620-75390	62,609.69	263,187.08					
Inventory Adjustments	40-080-0811-1700-72505	22.34	(517.51)		(715.09)			
		1,285,685.52	1,346,763.14	1,412,510	1,150,491.05	1,485,682	73,172	5.18
Sewer Mains								
Distributed Salaries/Wages		45,771.03	24,833.95					
Distributed Benefits		14,946.94	8,029.15					
Hourly Full Time	40-080-0811-1711-60010			48,220	37,800.97	48,220	0	0.00
Overtime	40-080-0811-1711-60013			4,000	1,143.23	4,000	0	0.00
Hourly Part Time	40-080-0811-1711-60020			1,780	433.76	2,108	328	18.43
Employer CPP	40-080-0811-1711-60025			2,404	1,786.37	2,060	(344)	(14.31)
Employer EI	40-080-0811-1711-60030			930	728.37	854	(76)	(8.17)
Employer OMERS	40-080-0811-1711-60035			4,470	3,568.42	4,475	5	0.11
Employer EHT	40-080-0811-1711-60040			970	734.50	979	9	0.93
Employer Benefits	40-080-0811-1711-60050			5,082	4,801.37	5,074	(8)	(0.16)
Employer WSIB	40-080-0811-1711-60055			1,515	928.37	725	(790)	(52.15)
Materials	40-080-0811-1711-71471	8,408.93	8,370.90	10,000	3,149.02	10,000	0	0.00
Contracted Service	40-080-0811-1711-71523	62,174.29	90,522.06	125,000	67,671.18	125,000	0	0.00
Equipment Rentals - Own	40-080-0811-1711-71540	45,156.89	24,800.79	36,000	37,869.17	36,000	0	0.00
		176,458.08	156,556.85	240,371	160,614.73	239,495	(876)	(0.36)
Service Connections								
Distributed Salaries/Wages		43,338.76	42,019.68					
Distributed Benefits		13,430.87	13,288.22					
Hourly Full Time	40-080-0811-1712-60010			47,626	26,246.19	40,000	(7,626)	(16.01)
Overtime	40-080-0811-1712-60013			4,500	10,097.38	4,500	0	0.00
Hourly Part Time	40-080-0811-1712-60020			2,185	1,767.43	2,710	525	24.03
Employer CPP	40-080-0811-1712-60025			2,185	1,544.28	1,749	(436)	(19.95)
Employer EI	40-080-0811-1712-60030			930	657.02	725	(205)	(22.04)
Employer OMERS	40-080-0811-1712-60035			4,462	3,421.39	3,813	(649)	(14.55)
Employer EHT	40-080-0811-1712-60040			970	701.55	831	(139)	(14.33)
Employer Benefits	40-080-0811-1712-60050			5,020	3,233.32	4,209	(811)	(16.16)
Employer WSIB	40-080-0811-1712-60055			1,515	816.53	615	(900)	(59.41)
Materials	40-080-0811-1712-71471	6,281.70	13,926.44	6,500	6,965.61	6,500	0	0.00
Contracted Services	40-080-0811-1712-71523	1,488.35	7,474.40	15,000	4,785.33	12,000	(3,000)	(20.00)
Equipment Rentals - Own	40-080-0811-1712-71540	12,186.71	11,129.08	15,000	7,828.05	15,000	0	0.00
		76,726.39	87,837.82	105,893	68,064.08	92,652	(13,241)	(12.50)

2018 DRAFT SEWER FUND BUDGET

		Actual to	Actual to	2017 OPERATING	Actual to	2018 OPERATING	Variance	
NEW G/L ACCOUNT		December 31/15	December 31/16	FORECAST	December 31/17 (at March 14/18)	FORECAST	2017 to 2018	% Variance 2017 to 2018
Emergency Measures								
Distributed Salaries/Wages		36,130.67	736.70					
Distributed Benefits		9,861.37	243.10					
Salaries Full Time	40-080-0811-1720-60010							
Overtime	40-080-0811-1720-60013							
Hourly Full Time	40-080-0811-1720-60015							
Hourly Part Time	40-080-0811-1720-60020							
Employer CPP	40-080-0811-1720-60025							
Employer EI	40-080-0811-1720-60030							
Employer OMERS	40-080-0811-1720-60035							
Employer EHT	40-080-0811-1720-60040							
Employer Benefits	40-080-0811-1720-60050							
Employer WSIB	40-080-0811-1720-60055							
Materials	40-080-0811-1720-71471	23,191.14	299.17		72.42			
Contracted Services	40-080-0811-1720-71523	238,031.55	393,389.56		3,046.62			
Equipment Rentals - Own	40-080-0811-1720-71540	4,420.34	37.50					
		311,635.07	394,706.03	0	3,119.04	0	0	
Sewage Treatment Plant								
Distributed Salaries/Wages		2,246.21	3,764.06					
Distributed Benefits		741.23	1,242.14					
Hourly Full Time	40-080-0812-1101-60010			2,500	674.16	2,500	0	0.00
Overtime	40-080-0812-1101-60013							
Hourly Part Time	40-080-0812-1101-60020							
Employer CPP	40-080-0812-1101-60025			109	28.35	102	(7)	(6.42)
Employer EI	40-080-0812-1101-60030			47	11.76	42	(5)	(10.64)
Employer OMERS	40-080-0812-1101-60035			214	53.85	214	0	0.00
Employer EHT	40-080-0812-1101-60040			49	11.82	49	0	0.00
Employer Benefits	40-080-0812-1101-60050			264	46.45	263	(1)	(0.38)
Employer WSIB	40-080-0812-1101-60055			76	12.64	36	(40)	(52.63)
Equipment Rentals - Own	40-080-0812-1101-71540	1,004.65	1,089.12	500	172.60	500	0	0.00
Natural Gas	40-080-0812-1240-71416	19,279.64	19,567.60	22,600	22,599.60	22,600	0	0.00
Electrical Power	40-080-0812-1240-71420	157,477.87	175,819.26	157,034	161,182.92	157,034	0	0.00
Grit Landfill Tipping Fees	40-080-0812-1400-71424	1,166.00	1,116.00	2,568	167.01	2,568	0	0.00
Taxes	40-080-0812-1240-71425	36,742.91	41,738.78	38,081	36,618.52	38,842	761	2.00
Materials	40-080-0812-1400-71471	2,224.48	2,331.66	2,500	381.88	2,000	(500)	(20.00)
Contracted Works - AWA/OCWA	40-080-0812-1500-71523	521,733.63	525,074.81	530,110	526,244.08	535,351	5,241	0.99
		742,616.62	771,743.43	756,652	748,205.64	762,101	5,449	0.72
Total Expenditures		2,593,121.68	2,757,607.27	2,515,426.00	2,130,494.54	2,579,930	64,504	2.56
TOTAL SEWER FUND (Surplus)/Deficit		(103,444.25)	(110,827.30)	0	(463,005.18)	0	0	

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 15, 2018
SUBJECT: P.O.A. Audited Statements for the year ending December 31, 2017

BACKGROUND

Attached is the Provincial Offences (P.O.A.) Fort Frances Court Services Area audited financial statement for the year ended December 31, 2017 as provided by BDO Canada LLP and the corresponding invoice.

The Auditor's report of Statement of Financial Position and Statement of Receipts and Expenditures for the Provincial Offences – Fort Frances Court Services Area Trust Fund, as at December 31, 2017 was prepared by BDO Canada LLP management. The invoice for the services is in the amount of \$3,988.67.

**The Corporation of the Town
of Fort Frances
Provincial Offences -
Fort Frances Court Services Area
Trust Fund
Financial Statements
For the year ended December 31, 2017**

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Notes to Financial Statements	6

Independent Auditor's Report

To the Ministry of the Attorney General of Ontario

We have audited the accompanying statement of financial position of the Provincial Offences - Fort Frances Court Services Area Trust Fund, as at December 31, 2017, the statement of receipts and expenditures for the year then ended and a summary of significant accounting policies and other explanatory information (together "the financial statements"). The financial statements have been prepared by management based on the basis of accounting described in Note 1.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting as described in Note 1; this includes determining that the described basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Basis for Qualified Opinion

The financial records of the Provincial Offences - Fort Frances Court Services Area Trust Fund are maintained and generated using the ICON system provided by the Province of Ontario. The scope of our audit did not include a review of the controls over this system nor was a service auditor's report made available to us. Therefore, we were not able to determine whether any adjustments might be necessary to fines, costs and fees revenue and net receipts over expenditures for the years ended December 31, 2017, and 2016, current assets as at December 31, 2017, and 2016, and net assets as at January 1 and December 31 for both the 2017 and 2016 years. Our audit opinion on the financial statements for the year ended December 31, 2017, was modified accordingly because of the possible effects of this limitation in scope.



Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of the Provincial Offences - Fort Frances Court Services Area Trust Fund as at December 31, 2017, and its receipts and expenditures for the year then ended in accordance with the basis of accounting described in Note 1.

Basis of Accounting and Restrictions on Use

Without modifying our opinion, we draw attention to the significant accounting policies section of the financial statements which describes the basis of accounting. The financial statements are prepared to assist the Provincial Offences - Fort Frances Court Services Area Trust Fund to comply with the reporting requirements of the Ministry of the Attorney General of Ontario. As a result, the financial statements may not be suitable for another purpose. Our report is intended solely for the management of the Provincial Offences - Fort Frances Court Services Area Trust Fund and the Ministry of the Attorney General of Ontario and should not be used by parties other than the management of the Provincial Offences - Fort Frances Court Services Area Trust Fund and the Ministry of the Attorney General of Ontario.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants

Fort Frances, Ontario
March 12, 2018

**The Corporation of the Town of Fort Frances
Provincial Offences - Fort Frances Court Services Area
Trust Fund
Statement of Financial Position**

December 31	2017	2016
Assets		
Current		
Cash	\$ 207,651	\$ 45,871
Accounts receivable (Note 2)	7,154	6,784
Prepaid expenses	339	339
	<u>\$ 215,144</u>	<u>\$ 52,994</u>

Liabilities

Current		
Accounts payable (Note 3)	\$ 215,144	\$ 52,994

On behalf of the Board:

_____ Director

_____ Director

**The Corporation of the Town of Fort Frances
Provincial Offences - Fort Frances Court Services Area
Trust Fund
Statement of Receipts and Expenditures**

For the year ended December 31	2017	2016
Receipts		
Fines, costs and fees	\$ 418,749	\$ 477,009
Interest earned	423	782
	<u>419,172</u>	<u>477,791</u>
Expenditures		
Administration	113,336	101,974
Remitted to Municipalities	196,437	264,119
Salaries and benefits	109,399	111,698
	<u>419,172</u>	<u>477,791</u>
Net receipts over expenditures	\$ -	\$ -

**The Corporation of the Town of Fort Frances
Provincial Offences - Fort Frances Court Services Area
Trust Fund
Notes to Financial Statements**

December 31, 2017

1. Summary of Significant Accounting Policies

Nature of Trust Fund	<p>The Provincial Offences - Fort Frances Court Services Area Trust Fund is unincorporated and is exempt from tax.</p> <p>The trust fund administers and collects fines incurred under the Provincial Offences Act.</p>
Management's Responsibility	<p>The financial statements of the Provincial Offences - Fort Frances Court Services Area Trust Fund are the representation of management and have been prepared in accordance with accrual based accounting principles. Precise determination of some assets and liabilities may be dependent upon future events and estimates and approximations. These estimates and approximations have been based upon the available information, using careful judgement and review.</p>
Accrual Basis of Accounting	<p>Sources of financing and expenditures are reported on the accrual basis of accounting.</p> <p>The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.</p>
Capital Assets	<p>Capital assets are recorded as an expenditure on the Statement of Receipts and Expenditures in the year of acquisition.</p>
Revenue Recognition	<p>Revenue is generated from fines and penalties billed to offenders. The information regarding these fines and penalties is provided by the Province of Ontario ICON tracking system. The revenue is recorded when the amount can be reasonably estimated and collection is reasonably assured. These two items are satisfied when cash is collected. As a result, revenue is recognized on a cash basis.</p>

**The Corporation of the Town of Fort Frances
Provincial Offences - Fort Frances Court Services Area
Trust Fund
Notes to Financial Statements**

December 31, 2017

2. Accounts Receivable

	<u>2017</u>	<u>2016</u>
Due from Municipalities	\$ 3,265	\$ 6,294
Due from Province	<u>3,889</u>	<u>490</u>
	<u>\$ 7,154</u>	<u>\$ 6,784</u>

3. Accounts Payable

	<u>2017</u>	<u>2016</u>
Due to own Municipality	\$ 73,593	\$ 6,444
Due to other Municipalities	82,772	15,418
Due to Provincial Court	<u>58,779</u>	<u>31,132</u>
	<u>\$ 215,144</u>	<u>\$ 52,994</u>



Tel: 807-274-9848
Fax: 807-274-5142
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BDO Canada LLP
607 Portage Avenue
Fort Frances ON P9A 0A7 Canada

March 14, 2018

Provincial Offences - Fort Frances Court Services Area
320 Portage Avenue
Fort Frances ON P9A 3P9

Attention: Ms. Laurie Lindberg

Invoice	89279581
Electronic Banking Account No.	151360637178
HST Registration No.	131585366RT0043

For Professional Services

Examining the books and records of Provincial Offences for the year ended
December 31, 2017.

Preparing financial statements in accordance with Canadian Auditing Standards
- CAS 805 - together with any necessary supporting schedules for the year
ended December 31, 2017.

Reporting to you in connection with your financial statements.	\$3,330.00
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Administration, technology and disbursement fee:	199.80
Our Fee	\$3,529.80
HST	458.87
Total	<u>\$3,988.67</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-KFF1992-3



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/46**

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 15, 2018
SUBJECT: Airport Insurance April 1, 2018 to March 31, 2019

BACKGROUND

Attached is the quote comparison for the upcoming term of Airport Insurance covering April 1, 2018 to March 31, 2019. As all three quotes are comparable in coverage, we have always awarded the low bidder.

Airport Insurance April 1, 2018 to March 31, 2019

Our current insurer for Airport Insurance is Lloyd's of London per XL Catlin with JTL. Three quotes have been received for this term of insurance from April 1, 2018 to March 31, 2019.

	Aon Risk Solution	Gillon's Insurance	The MAGNES Group Inc.
Total Cost	\$4,016.52	\$3,402.00	\$3,450.60
Premises and Operations Liability	\$100,000,000	\$100,000,000	\$100,000,000
Hangarkeepers' Liability	\$100,000,000 any one occurrence	\$100,000,000 any one occurrence	\$100,000,000 each aircraft, \$25,000,000 each occurrence
Products Liability	\$25,000,000 any one offense and in the aggregate.	\$100,000,000 combined limit bodily injury and property damage, each occurrence in the annual aggregate	\$100,000,000 each occurrence and aggregate Combined Limit, Bodily Injury and Property Damage
Deductible: Property Damage	\$1,000	\$1,000	\$1,000
Deductible: Property Damage to jet aircraft or turboprop of 20 seats or more.	\$10,000	\$10,000	\$10,000

Since all three have essentially quoted on the same terms, the direction would be to proceed with the lowest bidder, being Gillon's Insurance.

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: March 15, 2018
SUBJECT: Councillor Ken Perry – KDMA Annual General Meeting Per Diem Claim

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$480.00 to attend the Kenora District Municipal Association (KDMA) Meeting from February 1 - 3, 2018 representing the Rainy River District Municipal Association held in Ear Falls, ON as re-submitted by Councillor Ken Perry.

Attached to this report is a copy of the Town of Fort Frances By-Law No 02/10-D inclusive of Schedule ‘A’ for your reference.

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

Attendee	Ken Perry
Conference / Seminar Attended	KDMA AGM
Location	Bar Falls On. Region
Dates	Feb 1, 2, 3

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Feb			1	2	3		
Amount				160. ⁰⁰	160. ⁰⁰	160. ⁰⁰		480. ⁰⁰

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

Attended KDMA AGM representing
 RRDMA

To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES

BY-LAW NO. 02/10 - D

(Being a by-law to amend By-Law No. 02/10 - C a by-law for the purpose of fixing remuneration and benefits for elected officials.)

WHEREAS on January 23, 2017, Council approved a report dated January 18, 2017 from the Town Clerk pertaining to per diem allowances and annual remuneration for members of Council.

NOW THEREFORE Council for the Corporation of the Town of Fort Frances
HEREBY ENACTS as follows:

1. That Schedule "A" to By-Law No. 02/10 - C be struck out and replaced with Schedule "A" attached hereto and forming part of this by-law.

This by-law shall come into full force and take effect on final passing hereof.

READ THREE TIMES and finally passed in open Council this 13th day of February 2017.

Original signed by G. P. Ryan

G. P. Ryan, Deputy-Mayor

Original signed by E. Slomke

E. Slomke, Clerk

**TOWN OF FORT FRANCES BY-LAW NO. 02/10-D
SCHEDULE 'A'**

It is recognized that becoming a member of council requires dedication and a significant time commitment in order to fulfill the role. It is this time commitment that may be a deterrent to attracting members of the community who are employed and who may have to take time off of work in order to fulfill their commitment as an elected official. Below is an outline of the terms and conditions regarding Councilor Remuneration.

1. REMUNERATION

Starting January 1, 2017 members of Council shall receive the following annual remuneration:

Mayor:	$\$23,000 + 1.5\% = \$23,345.00$
Councilor:	$\$12,000 + 1.5\% = \$12,180.00$
Deputy Mayor	$\$13,500 + 1.5\% = \$13,702.50$

Council will receive additional increases that match the Management/Non-Union Salary Administration Policy.

Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of council.

Pursuant to Section 255(2) of the Municipal Act as amended, one-third (1/3) of the monthly remuneration of Council members as authorized during each term of Council shall be deemed as expenses incident to the discharge of their duties as members of Council.

2. BENEFITS

The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.

In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

By-Law No. 53/86 authorizes participation in the Ontario Municipal Employees Retirement System by Members of Council.

3. TRAVEL ALLOWANCE

Members of Council will follow the Corporate Travel Policy and the meal allowance rates as outlined within. Under the policy, the meal allowance is payable without receipts. However, there may be circumstances where costs exceed the daily rate. Therefore, members of council (and Administration if traveling with members of Council) may claim additional reimbursement. If more than the *daily rate* is claimed by members of Council attending a full day of Municipal business, then receipts for the entire day must be submitted.

4. PER DIEM ALLOWANCE

Time spent as an appointed member of a Board / Committee / or for Council meetings is within the scope of duties of a member of Council and therefore the per diem is not applicable. In order to clarify and ensure consistency, the per diem will be allocated as stipulated below:

1. Attendance at meetings, conferences, conventions, training courses, school or seminars, including travel time to / from destination (if applicable) for which attendance has been duly authorized, or;
2. Additional time spent in the performance of Council business outside the regular duties of a member of Council (regular duties also include those duties as an appointed member of a Board / Committee / and Council meetings) and that attendance and per diem has been duly authorized by resolution of Council or Board;

3. The per diem payment is to be made in the amount of \$160 for a full day (5 hours or greater) or \$80 for a half day (1 hour or more but less than 5 hours).

Individuals appointed, elected, or otherwise, who are serving on District Boards or similar organizations and whom the Town has sanctioned, shall utilize the policy of such organizations.

For clarification, below is a list of boards and committees and whether or not the Town's per diem allowance would apply to members of Council attending such meetings.

APPLICATION OF PER DIEMS FOR ATTENDANCE AT MEETINGS		
	YES	NO
REGULAR COUNCIL and SPECIAL COUNCIL		X
SPECIAL COUNCIL – BY RESOLUTION	X	
REGULAR COMMITTEE OF THE WHOLE and SPECIAL COMMITTEE OF THE WHOLE		X
SPECIAL COMMITTEE OF THE WHOLE – BY RESOLUTION	X	
EXECUTIVE COMMITTEES		X
BIA BOARD OF MANAGEMENT		X
CITIZEN OF THE YEAR		X
COMMUNITIES IN BLOOM		X
COURT OF REVISION		X
CUPE NEGOTIATING COMMITTEE		X
ECONOMIC DEVELOPMENT ADVISORY		X
DOWNTOWN CORE COMMITTEE		X
REGIONAL VALUE ADDED FORESTRY		X
CHAMBER OF COMMERCE BOARD OF DIRECTORS		X
PUBLIC LIBRARY BOARD		X
FORT FRANCES MUNICIPAL NON PROFIT HOUSING		X
FORT FRANCES POLICE SERVICES BOARD		X
FIRE FIGHTERS ASSOCIATION NEGOTIATION COMMITTEE		X
FORT FRANCES VOLUNTEER BUREAU		X
HIRING COMMITTEE		X
MOFFAT FAMILY TRUST STEERING		X
MUNICIPAL CONTROL GROUP		X
MUSEUM & CULTURAL CENTRE ADVISORY		X
NOMA CROWN LAND DEVELOPMENT		X
NORTHWESTERN HEALTH UNIT		X
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BD.		X
SALARY STRUCTURE & ADMINISTRATION PRACTICES CMT.		X
SISTER KENNEDY CENTRE BOARD OF MANAGEMENT		X
ST FRANCIS SPORTS FIELD MANAGEMENT		X
SUGGESTIONS AWARDS		X
THEATRE MANAGEMENT ADVISORY		X
FIRST NATIONS RELATIONS ADVISORY		X
FORT FRANCES POWER CORPORATION		X
RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (AGM & EXECUTIVE MTGS ONLY)	X	
KIWANIS SUNNY COVE CAMP ADVISORY		X
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE	X	
DOCTOR RECRUITMENT		X
FORT FRANCES COMMUNITY CLINIC INC.		X
NOMA (ANNUAL MEETING, EXECUTIVE MEETING, REGIONAL FALL CONFERENCE)	X	
OTHER SPECIAL FUNCTIONS AS APPROVED BY RESOLUTION	X	

	BUDGET 2018	BUDGET 2017	UNAUDITED ACTUAL TO DATE 2017	BUDGET VARIANCE	BUDGET VARIANCE %
REVENUES					
Federal/Provincial	13,078,533.00	11,281,995.00	11,762,546.99	1,796,538.00	15.92%
TWOMO	2,452,391.00	2,384,267.00	2,416,422.00	68,124.00	2.86%
Municipal Levy	4,904,781.00	4,413,746.00	4,413,737.71	491,035.00	11.13%
Other Revenue	1,782,523.00	1,727,232.00	1,962,046.40	55,291.00	3.20%
TOTAL REVENUES	22,218,228.00	19,807,240.00	20,554,753.10	2,410,988.00	12.17%
EXPENDITURES					
Salaries & Benefits	8,900,251.00	8,601,582.00	8,289,848.95	298,669.00	3.47%
Central Administration	376,451.00	379,919.00	379,918.92	(3,468.00)	(0.91%)
Program Administration	427,184.00	392,497.00	369,087.00	34,687.00	8.84%
Health & Safety	26,800.00	26,800.00	12,674.03	-	0.00%
Professional Services	304,810.00	275,910.00	287,986.35	28,900.00	10.47%
Occupancy	442,777.00	436,400.00	435,059.46	6,377.00	1.46%
Travel & Training	198,143.00	160,400.00	149,578.86	37,743.00	23.53%
Vehicle	225,775.00	219,185.00	313,160.45	6,590.00	3.01%
Program & Client Expenses	11,278,818.00	9,294,025.00	8,690,634.55	1,984,793.00	21.36%
Amortization	767,741.00	731,650.00	724,970.69	36,091.00	4.93%
TOTAL EXPENDITURES	22,948,750.00	20,518,368.00	19,652,919.26	2,430,382.00	11.84%
Amounts to be Recovered	(730,522.00)	(711,128.00)	901,833.84	(19,394.00)	
Amounts Recovered from Other Programs	730,522.00	711,128.00	695,337.28	19,394.00	
BALANCE	-	-	1,597,171.12	-	

Leanne Eluik, CPA, CGA, Director of Finance & Asset Management
16-Jan-18

2018 APPROVED Levy

(Based on Weighted Assessment including P-I-L's using Municipal Tax Ratios for Municipalities and Weighted Average Tax Ratio for Unincorporated Areas)

	Assessment	Cost %	**Board Admin	OW Admin	Employment Assistance	Ont Works Assistance	Children's Services	Social Housing	Land Ambulance	DSSAB Admin	Annual Total	Monthly Allocation	LAMB Supplemental	Adjusted Total	Monthly Allocation
Alberton	93948021	4.4800	-	16,858.01	-	-	12,361.97	95,077.12	145,050.56	(6,920.79)	262,426.86	21,868.91	7,509.72	269,936.58	22,494.72
Atikokan	257257263	12.2677	-	46,162.17	-	-	33,850.69	260,349.08	397,191.02	(18,951.16)	718,601.80	59,883.48	20,563.81	739,165.61	61,597.13
Chapple	90319925	4.3070	-	16,206.98	-	-	11,884.57	91,405.42	139,448.98	(6,653.52)	252,292.43	21,024.37	7,219.71	259,512.14	21,626.01
Dawson	53652376	2.5585	-	9,627.37	-	-	7,059.74	54,297.19	82,836.31	(3,952.37)	149,868.24	12,489.02	4,288.69	154,156.94	12,846.41
Emo	107474282	5.1251	-	19,285.15	-	-	14,141.79	108,765.95	165,934.36	(7,917.22)	300,210.04	25,017.50	8,590.94	308,800.98	25,733.41
Fort Frances	698350063	33.3018	-	125,311.73	-	-	91,891.03	706,743.10	1,078,213.97	(51,444.79)	1,950,715.05	162,559.59	55,822.48	2,006,537.53	167,211.46
Lake of the Woods	112161287	5.3486	-	20,126.19	-	-	14,758.52	113,509.28	173,170.84	(8,262.49)	313,302.34	26,108.53	8,965.59	322,267.93	26,855.66
LaVallee	70841306	3.3782	-	12,711.74	-	-	9,321.51	71,692.70	109,375.07	(5,218.61)	197,882.42	16,490.20	5,662.69	203,545.11	16,962.09
Morley	45783689	2.1833	-	8,215.41	-	-	6,024.36	46,333.94	70,687.49	(3,372.71)	127,888.48	10,657.37	3,659.71	131,548.20	10,962.35
Rainy River	30710547	1.4645	-	5,510.69	-	-	4,040.99	31,079.64	47,415.39	(2,262.33)	85,784.38	7,148.70	2,454.84	88,239.22	7,353.27
Unincorporated*	536534291	25.5854	-	96,275.56	-	-	70,598.82	542,982.57	1,656,758.01	-	2,366,614.95	197,217.91	85,775.82	2,452,390.77	204,365.90
	2097033049	100.0000	-	376,291.00	-	-	275,934.00	2,122,236.00	4,066,082.00	(114,956.00)	6,725,587.00	560,465.58	210,514.00	6,936,101.00	578,008.42

*NOTE: Unincorporated Share of Land Ambulance Shown at 100% Ministry of Health Share

TOTAL LAMB TWOMO1,742,533.83
145,211.15 monthly

Children's Services	SPLIT		proof
	CCARE	FRC	
12,361.97	8,516.30	3,845.67	12,361.97
33,850.69	23,320.12	10,530.57	33,850.69
11,884.57	8,187.41	3,697.16	11,884.57
7,059.74	4,863.54	2,196.21	7,059.74
14,141.79	9,742.44	4,399.35	14,141.79
91,891.03	63,304.75	28,586.28	91,891.03
14,758.52	10,167.31	4,591.21	14,758.52
9,321.51	6,421.70	2,899.82	9,321.51
6,024.36	4,150.25	1,874.11	6,024.36
4,040.99	2,783.88	1,257.11	4,040.99
70,598.82	48,636.31	21,962.51	70,598.82
275,934.00	190,094.00	85,840.00	275,934.00

Social Housing	SPLIT		proof
	SHSG	DHSG	
95,077.12	38,481.70	56,595.42	95,077.12
260,349.08	105,374.20	154,974.88	260,349.08
91,405.42	36,995.61	54,409.81	91,405.42
54,297.19	21,976.35	32,320.84	54,297.19
108,765.95	44,022.15	64,743.80	108,765.95
706,743.10	286,048.60	420,694.50	706,743.10
113,509.28	45,941.97	67,567.31	113,509.28
71,692.70	29,017.05	42,675.66	71,692.70
46,333.94	18,753.29	27,580.65	46,333.94
31,079.64	12,579.23	18,500.40	31,079.64
542,982.57	219,767.84	323,214.73	542,982.57
2,122,236.00	858,958.00	1,263,278.00	2,122,236.00

** Board Administration for 2017 is included as part of DSSAB Administration



FIRE & RESCUE SERVICE

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



February 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
98.8	11	0	10	0	4	3	92,500
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
3	2	0	0	0	0	1	1

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 13 EMERGENCY RESPONSE CALLS DURING FEBRUARY 2018.

Total Hours:

A total of **9.8 Hours** was spent on responding to emergency incidents; a total of **89 Hours** was spent on training.

Time of Day:

During this month, **69%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **31%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Public Fire Safety Education / Public Events / Public Service/ Highlights:

All six of our Fire & Rescue Service Vehicles stationed inside our firehall now have a permanent Fire Safety Tip located on both sides. Anytime one of our Fire & Rescue Service Vehicles is out in our community ... the following Fire Safety Tip will be visible to the public.





FIRE & RESCUE SERVICE

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



February 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Our year-round educational Public Fire Safety Campaign in the *Fort Frances Times - Thursday Bulletin* continues. Meanwhile, our team will be raising awareness about the importance of testing smoke and carbon monoxide alarms at **Safeway** on **Saturday, March 10th** from **10:00am to 2:00pm**.

Fire Prevention Inspections / Re-inspections:

10 (ten) inspections / re-inspections were completed. All three of our Vulnerable Occupancies were inspected, which took a lengthy time to complete. As well, during another inspection ... it was observed that a smoke alarm had been disabled; a ticket was issued to an offending tenant who disabled a smoke alarm.

This is a prime example **WHY** we need to continue onward ... to have an aggressive **Fire Safety Education** and **Fire Safety Inspection Program**; we **INSPECT TO CORRECT!**

Meanwhile, on two occasions, I have had the honour to talk with Ross Nichols; he is our provinces Fire Marshal. He is one of the many leaders who will tell you that we need to continue our aggressive efforts towards **Public Fire Safety Education**, as well as enhancing **Fire Safety Inspection Programs**.

As our towns Fire Chief/CEMC, I applaud our teams efforts; we cannot neglect our responsibility to protect the people of Fort Frances, as well as visitors to our community. As a team, we need to continual improve our efforts with rigor, and an organized structure towards **Public Fire Safety Education** and our **Fire Safety Inspection Program**. As a team, we need to continue with educating ourselves, and train to known standards, as well as set the bar high ... our citizens of Fort Frances, and visitors deserve nothing less!

Emergency Medicals Service (EMS) Response Calls:

There were **4 (four)** Emergency Medical Service (EMS) requests.

Fire Response Calls:

There was **3 (three) Fire Response Calls**. On February 15th, shortly after 5:00 pm ... our team members responded to the Copper River Inn for a fully involved vehicle fire, which was parked on the southside of the hotel.

Wayne Riches and Doug Wright responded in our 11-1 Pumper Truck, while I responded in our 11-6 Rescue Truck. As well, 8 other team members responded. Due to the immediate and rapid response from our firehall, as well as the deployment of a hose line ... our team managed to keep the fire from spreading into a hotel room window, which only had one cracked pane of glass left.

As well, the second story hotel room above ... its window was also cracked. Our team utilized a Foam Line to extinguish the fire.

We could not determine a source of ignition due to extensive damage; the cause of this fire was listed as undetermined. The estimated fire loss was \$92,500, which involved damage to two vehicles, as well as to the outside of the hotel.



FIRE & RESCUE SERVICE

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



February 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Another Fire Response Call had our Team Member responding to a burning hydro pole.

As well, our Team Members also responded to the Skyview Apartments, which involved a burning pot on a stove. On our arrival, the fire alarms were sounding, and the tenants were outside.

Fire Alarms:

There were **3 (three)** False Fire Alarm calls this month.

Other Calls:

One of our calls in February involved someone reporting that there was thick black smoke coming from a house. It turned out to be smoke from a pellet stove coming out of a vent.

MVC (Motor Vehicle Crashes):

There were **2 (two)** MVC calls, which were in the Town of Fort Frances.

On February 5, 2018, we responded to a two vehicle Motor Vehicle Crash located at the main entrance of our Health Care Facility.

Team Member Doug Wright utilized a **Hurst eDRAULIC Combination Tool** to open a heavily damaged door and provide patient access for the paramedics. Doug Wright along with Wayne Riches then assisted our local **Rainy River District EMS members**.

Doug Wright is a Fulltime member of the Fort Frances Fire & Rescue Service, and was recognized by **HURST JAWS OF LIFE**, and awarded the **World-Renowned Green Cross Award**, which acknowledged his success with a **HURST JAWS OF LIFE RESCUE TOOL**.

Left to right: Tyler Moffitt (Fire Chief/CEMC) and Doug Wright

