

# TOWN OF FORT FRANCES

AGENDA - March 26, 2018

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 119) 5:30 PM

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1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
  - 4.1 The security of the Property of the municipality or local board: Governance Update
  - 4.2 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose: Potential Policy Implementation
  - 4.3 A proposed or pending acquisition or disposition of land by the municipality or local board: Land Inquiry
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
  - 6.1 Mayor Roy Avis - Verbal Update  
Councillor Doug Kitowski - Verbal Update  
Councillor Ken Perry - Verbal Update  
Councillor G. Paul Ryan - Verbal Update
7. **Consent Agenda:**
  - 7.1 FFHS Chem Free Grad Party Donation Request. 5 - 9  
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve a donation to the FFHS Chem Free Grad Committee in the amount of \$975.30 for the 2018 chem free grad event taking place at the Memorial Sports Centre.
  - 7.2 A. Werenko Late Vacancy Application Consideration Request. 10 - 14  
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to deny the request

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received from Mr. A. Werenko to consider a grace period for the late submission for his Application for Vacancy Rebate of property taxes.	
7.3   Lame Duck Council.	15
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to bring forward a by-law to delegate decision making authority for the four restricted matters of a Lame Duck Council to the CAO during the Lame Duck period which could begin on July 27th, 2018.	
7.4   Policy Update review - Volunteer Firefighter Employment.	16 - 22
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Volunteer Firefighter Employment Policy.	
7.5   2017 Capital Financing.	23 - 41
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to allocate Contributions to Capital from Reserve Funds in the amount of \$424,495.41 and Contributions to Capital in the amount of \$37,651.09 from the General Operating Fund to finance 2017 Capital Fund expenditures as outlined in the report.	
7.6   2017 Contributions to Reserve Funds.	42 - 52
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Waterworks & Sanitary Sewer Reserve Fund and that the General Operating surplus be transferred to Corporate Reserve Funds as outlined in the report.	
7.7   P.O.A. Audited Statements for the year ending December 31, 2017.	53 - 61
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to authorize acceptance of the Provincial Offences - Fort Frances Court Services Area Trust Fund audited financials for the year ended December 31, 2017 as prepared by BDO Canada LLP management, and further authorize payment for the invoice of \$3,988.67 for services.	
7.8   Airport Insurance April 1, 2018 to March 31, 2019.	62 - 64
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to award Gillon's Insurance with the Airport Insurance for the term April 1, 2018 to March 31, 2019.	
7.9   2018 Tax Ratios.	65 - 68

- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to authorize the use of the Revenue Neutral Tax Ratios for the 2018 Municipal Taxation as laid out in the report and further that a by-law be enacted, entitled a By-Law to Establish Tax Ratios for Prescribed Property Classes.

- 7.10 Sister Kennedy Centre Required to Waive Calendar Parking on Nelson Street. 69 - 70

- approval of this report will agree with the recommendation of the Planning and Development Executive Committee to authorize Calendar Parking be waived in the 400 and 500 blocks of Nelson Street during the Senior Games being held Tuesday, June 5th and Wednesday, June 6th, 2018

- 7.11 Award of Tender 18-OF-02 - Supply of Various Vehicles 71 - 73

- approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to award the purchase of one 1/2 ton crew cab four-wheel drive pickup truck to Sunset Country Ford at a cost of \$34,115.00 plus applicable taxes; the purchase of one 3/4 ton crew cab four-wheel drive pickup truck to Jim MacDonald Motors at a cost of \$38,601.00 plus applicable taxes; and one four-wheel drive SUV to Jim MacDonald Motors at a cost of \$27,317.00 plus applicable taxes, and further that Mayor and Clerk be authorized to enter into a purchase agreement with both vendors.

- 7.12 2018 Provincial General Election - Polling Location - Letter of Intent. 74

- approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the Mayor and Clerk to execute the formal lease agreement forthcoming from Elections Ontario.

- 7.13 Rainy Lake Market Square Recommendations. 75 - 76

- approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse the guidelines for the operations of the Rainy Lake Square for the 2018 season on a trial basis as outlined in the report and that the guidelines be assessed at the end of season prior for finalizing the 2019 user fees.

## 8. **Administration and Finance Division:**

- 8.1 Councillor Ken Perry - KDMA Annual General Meeting Per Diem Claim. 77 - 81

- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$480.00 as submitted by Councillor Ken Perry for

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his attendance at the Kenora District Municipal Association (KDMA) Annual General Meeting representing the Rainy River District Municipal Association held in Ear Falls, Ontario from February 1-3, 2018. Further that a letter be written to RRDMA for consideration of per diems for the President of their association to attend events on their behalf.	
<b>9.     <u>General:</u></b>	
9.1     AMO Conference - August 19-22, 2018 in Ottawa, ON (this matter was deferred from February 26, 2018 meeting so that all Members of Council would be in attendance)	82 - 88
<b>10.    <u>Information:</u></b>	
10.1    Rainy River District Social Services Administration Board 2018 - Approved Budget & 2018 Approved Levy.	89 - 90
10.2    Fort Frances Fire & Rescue Service - February 2018 Report.	91 - 93
10.3    Ontario Clean Water Agency Fort Frances Wastewater Treatment Facility - February 2018 Monthly Report.	94 - 103
10.4    Operations and Facilities Division Sewer & Water Data for 2018 - updated March 19, 2018.	104
10.5    Operations and Facilities Division - 2017 Tonnage at Landfill Site - updated March 19, 2018.	105
10.6    Council Remuneration for 2017.	106 - 111
10.7    Complaint Register - February 2018	
<b>11.    <u>Non-agenda items:</u></b>	
<b>12.    <u>ADJOURNMENT</u></b>	



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/41**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** March 22, 2018  
**SUBJECT:** FFHS Chem Free Grad Party Donation Request

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**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.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that a donation be approved for the 2018 FFHS Chem Free Grad Committee in the amount of \$975.30.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation to the FFHS Chem Free Grad Committee in the amount of \$975.30 for the 2018 chem free grad event taking place at the Memorial Sports Centre.



**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](mailto: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 Ends			
Day	Date	Event Begins	Duration	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
			<b>Current Balance</b>	<b>\$1,030.84</b>

### ▼ 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



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/42**

**TO:** Mayor Avis & Members of Council

**FROM:** Laurie Lindberg, Treasurer

**DATE:** March 22, 2018

**SUBJECT:** A. Werenko Late Vacancy Application Consideration Request

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**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 2<sup>st</sup> indicating that he completed his Vacancy Rebate application on March 1<sup>st</sup> and would be in Fort Frances the beginning of the following week. Mr. Werenko was informed at that time the filing deadline was February 28<sup>th</sup>. 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 28<sup>th</sup> 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.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Mr. A. Werenko's request to consider a grace period for the late submission of his Application for Vacancy Rebate of property taxes be denied.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to deny the request received from Mr. A. Werenko to consider a grace period for the late submission of his Application for Vacancy Rebate of property taxes.

TO MAYOR AND MEMBERS OF COUNCIL, TOWN OF FORT FRANCES

March 5, 2107

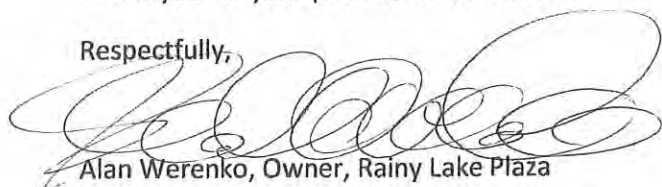
**Appeal - A Request For Consideration of Application for Rebate of Property Taxes**

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



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

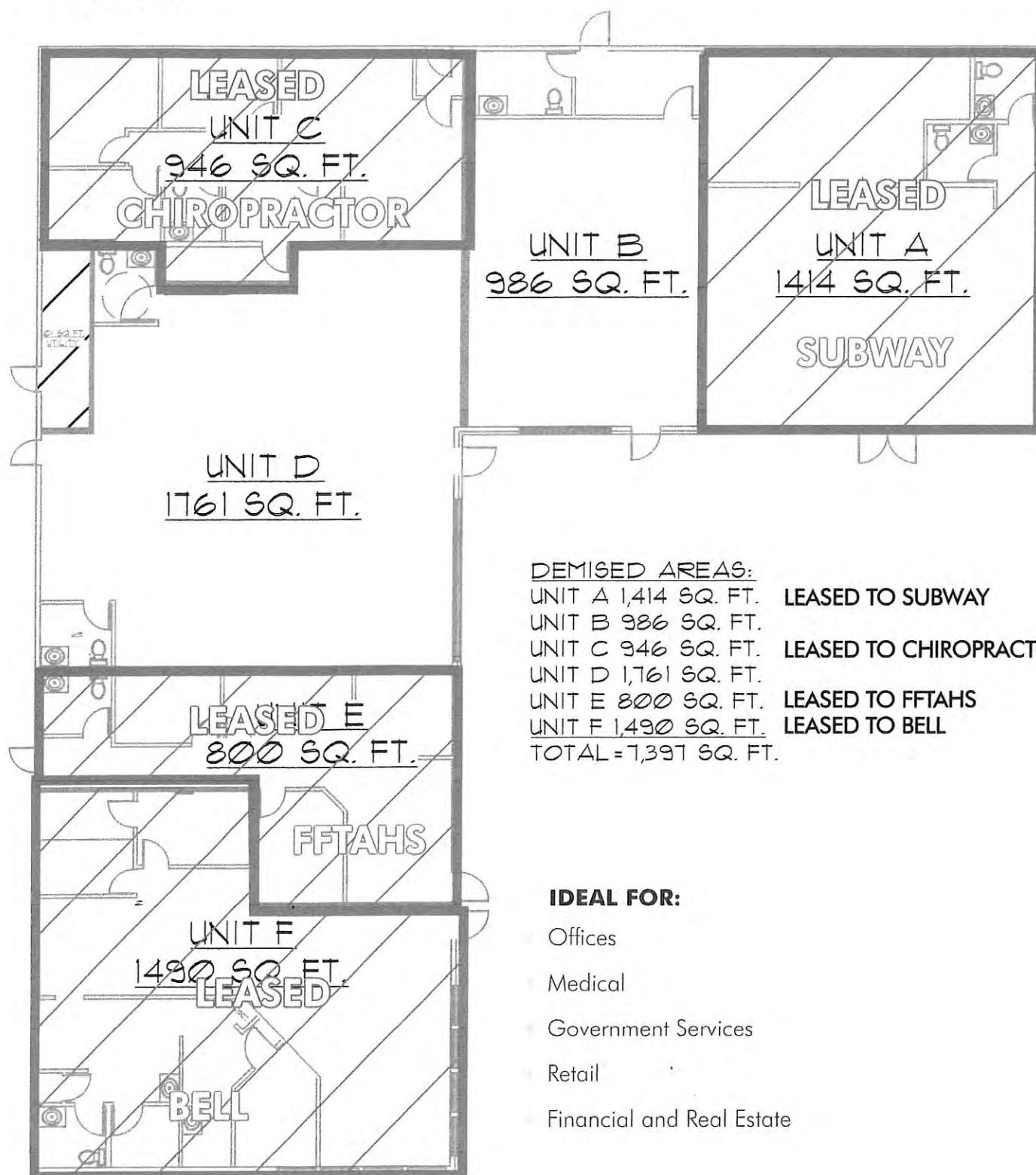
Elizabeth Skonke  
A Commissioner for taking of Affidavits

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****CBRE**

March 21, 2018

REPORT TO: Mayor & Council

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 27<sup>th</sup> or as late as election day October 22<sup>nd</sup>) 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).

#### RECOMMENDATION

The Administration & Finance Executive Committee considered this matter at their March 20, 2018 meeting and recommends that Council pass and enact a by-law which would delegate decision making authority for the above four actions to the CAO.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to bring forward a by-law to delegate decision making authority for the four restricted matters of a Lame Duck Council, to the CAO during the Lame Duck period which could begin on July 27, 2018.





## Administration & Finance Division

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**To:** Mayor & Council

**From:** Jordan Forbes, Human Resources Coordinator

**Date:** March 21, 2018

**Subject:** Volunteer Firefighter Employment Policy

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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.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Volunteer Firefighter Employment Policy.

# THE TOWN OF FORT FRANCES

## Section: Human Resources

### Policy: Volunteer Firefighter Employment

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

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#### 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**

Volunteers 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

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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: \_\_\_\_\_





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/40**

**TO:** Mayor Avis & Members of Council

**FROM:** Laurie Lindberg, Treasurer

**DATE:** March 22, 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 <sup>rd</sup> St -5 <sup>th</sup> 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>

### RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the additional Reserve Fund allocation to fund the remaining Capital expenditures in the amount of \$424,495.41 from Reserve Funds as indicated in this report and approve \$37,651.09 contributions from the General Revenue Fund (Operating) to complete the financing of the 2017 Capital purchases/projects as outlined in the attached report.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to allocate Contributions to Capital from Reserve Funds in the amount of \$424,495.41 and Contributions to Capital in the amount of \$37,651.09 from the General Operating Fund to finance 2017 Capital Fund expenditures outlined in this report and summarized as follows:

General Fund Contribution	\$ 37,651.09
And	
Corporate Building Reserve Fund	\$ 41,105.41
Corporate Vehicle/Equip Reserve Fund	\$ 245.37
Corporate Projects Reserve Fund	<u>\$ 383,144.63</u>
	<u>\$ 462,146.50</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)	
<b>Total Market Square Development</b>		<b>239,687.10</b>	<b>0.00</b>	<b>(239,687.10)</b>	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
<b>Total Administration</b>		<b>35,592.33</b>	<b>0.00</b>	<b>(35,592.33)</b>	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	
<b>Total Emergency Services</b>		<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>	

### 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	
<b>Total By-Law</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

#### 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	
<b>Total Building/Planning</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Planning &amp; Development</b>		<b>0</b>	<b>0</b>	<b>0</b>	

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		
<b>Total Transportation</b>		<b>160,346.38</b>	<b>0.00</b>	<b>(160,346.38)</b>		

**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)		
<b>Total Airport</b>		<b>8,051.71</b>	<b>0.00</b>	<b>(8,051.71)</b>	<b>8,051.71</b>	<b>Revenue Fund</b>

**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
<b>Total Parks</b>		0.00	0.00	(0.00)
<b>Landfill</b>				
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
<b>Total Public Works</b>		168,398.09	0.00	(168,398.09)
<b>LIONS MILLENIUM PARK</b>				
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)
<b>Total Lions Millenium Park</b>		0.00	0.00	0.00
<b>COMMUNITY SERVICES</b>				
<b>Sister Kennedy Centre</b>				
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
<b>Day Care</b>				
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
<b>MSC/Recreation</b>				
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
<b>HANDI-VAN</b>					
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	
<b>MULTI-USE TENNIS COURTS</b>					
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
<b>LIBRARY</b>					
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	
<b>MUSEUM</b>					
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
<b>Total Community Services</b>		18,468.98	0.00	(18,468.98)	
<b>SANITARY SEWER</b>					
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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Sanitary Sewer Tools & Equipment	20-080-0811-9105-71471
GIS Capital Upgrades	20-080-0811-9123-71471
Refurbish Manholes	20-080-0811-9138-71523
Design for Infrastructure Renewal Project for 2018 Construction Work	20-080-0811-9238-71523
Phair Ave. Reconstruction from 3rd to 5th	20-080-0811-9271-71523
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0811-9274-71523
Second Street E. Reconstruction from Mowat Ave & Portage Ave	20-080-0811-9275-71523
Colonization Rd. E. Reconstruction from Scott St. to WTP	20-080-0811-9277-71523
Sanitary Study - Church St Lift Station	20-080-0811-9281-71523
<b>Total Sanitary Sewer</b>	

Actual	Budget	Variance
15,341.26	12,000.00	(3,341.26)
910.40	1,530.00	619.60
9,590.88	50,000.00	40,409.12
37,508.10	37,500.00	(8.10)
4,275.71	0.00	(4,275.71)
209,805.06	184,476.00	(25,329.06)
215,820.35	267,883.00	52,062.65
3,346.24	0.00	(3,346.24)
9,893.48	0.00	(9,893.48)
0.00	0.00	0.00

#### SEWAGE TREATMENT PLANT

Provincial Grant	20-080-0812-0490-40412
Contribution From Reserves	20-080-0812-0490-40952
Contributions from Revenue Fund	20-080-0812-0490-40954
Misc. Capital Upgrades	20-080-0812-9105-71471
Honeywell Improvements at STP including Street lighting	20-080-0812-9280-71523
Sludge Watering Upgrades	20-080-0812-9290-71523
<b>Total Sewage Treatment Plant</b>	

(83,166.00)	(83,166.00)	0.00
	(103,102.00)	(103,102.00)
(209,245.83)	(384,138.00)	(174,892.17)
83,441.24	120,000.00	36,558.76
	50,406.00	50,406.00
208,970.59	400,000.00	191,029.41
0.00	0.00	0.00

#### WATER TREATMENT PLANT

Contributions from Revenue Fund	20-080-0831-0490-40954
Misc. Small Capital Equipment	20-080-0831-9105-71471
<b>Total Water Treatment Plant</b>	

(32,023.56)	(60,000.00)	(27,976.44)
32,023.56	60,000.00	27,976.44
0.00	0.00	0.00

#### WATERWORKS ADMINISTRATION

Federal Grant (CWWF)	20-080-0832-0490-40400
Provincial Grant	20-080-0832-0490-40412
Equipment Trade-In Value	20-080-0832-0490-40589
Contributions from Revenue Fund	20-080-0832-0490-40954
Miscellaneous Tools/Equipment	20-080-0832-9105-71471
Replace 1995 Large Wheeled Hyundai Excavator	20-080-0832-9107-71471
GIS Capital Upgrades	20-080-0832-9123-71471
Replacing Main Line Water Valves/Hydrants (to be included in Nelson St Tende	20-080-0832-9137-71523
Design for Infrastructure Renewal 2018 Construction Work	20-080-0832-9238-71523
Phair Ave. Reconstruction from 3rd to 5th	20-080-0832-9271-71523
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0832-9274-71523
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-080-0832-9275-71523
Colonization Rd. E. Reconstruction from Scott St. to WTP	20-080-0832-9277-71523
Water - Market Square Project	20-080-0832-9286-71523
Mill Road Overpass Reconstruction	20-080-0832-9303-71523
<b>Total Waterworks Administration</b>	

(81,297.98)	0.00	81,297.98
(40,648.99)	(181,132.00)	(140,483.01)
(32,000.00)		32,000.00
(680,698.04)	(982,156.00)	(301,457.96)
15,486.64	12,000.00	(3,486.64)
308,346.04	400,000.00	91,653.96
1,820.77	3,055.00	1,234.23
127,810.93	100,000.00	(27,810.93)
37,508.08	37,500.00	(8.08)
4,797.19	0.00	(4,797.19)
143,069.73	137,917.00	(5,152.73)
162,595.95	241,509.00	78,913.05
0.00	0.00	0.00
33,209.68		(33,209.68)
	231,307.00	231,307.00
0.00	0.00	0.00

Total Capital

<b>462,146.50</b>	-	-	<b>462,146.50</b>	462,146.50
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# 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)	
<b>Total Market Square Development</b>		<b>239,687.10</b>	<b>0.00</b>	<b>(239,687.10)</b>	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
<b>Total Administration</b>		<b>35,592.33</b>	<b>0.00</b>	<b>(35,592.33)</b>	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	
<b>Total Emergency Services</b>		<b>0.00</b>	<b>0.00</b>	<b>(0.00)</b>	

### 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	
<b>Total By-Law</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

#### 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	
<b>Total Building/Planning</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	
<b>Total Planning &amp; Development</b>		<b>0</b>	<b>0</b>	<b>0</b>	

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**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		
<b>Total Transportation</b>		<b>160,346.38</b>	<b>0.00</b>	<b>(160,346.38)</b>		

**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)		
<b>Total Airport</b>		<b>8,051.71</b>	<b>0.00</b>	<b>(8,051.71)</b>	<b>8,051.71</b>	<b>Revenue Fund</b>

**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
<b>Total Parks</b>		0.00	0.00	(0.00)
<b>Landfill</b>				
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
<b>Total Public Works</b>		168,398.09	0.00	(168,398.09)
<b>LIONS MILLENIUM PARK</b>				
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)
<b>Total Lions Millenium Park</b>		0.00	0.00	0.00
<b>COMMUNITY SERVICES</b>				
<b>Sister Kennedy Centre</b>				
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
<b>Day Care</b>				
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
<b>MSC/Recreation</b>				
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)

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		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
<b>HANDI-VAN</b>					
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	
<b>MULTI-USE TENNIS COURTS</b>					
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
<b>LIBRARY</b>					
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	
<b>MUSEUM</b>					
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
<b>Total Community Services</b>		18,468.98	0.00	(18,468.98)	
<b>SANITARY SEWER</b>					
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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Sanitary Sewer Tools & Equipment	20-080-0811-9105-71471
GIS Capital Upgrades	20-080-0811-9123-71471
Refurbish Manholes	20-080-0811-9138-71523
Design for Infrastructure Renewal Project for 2018 Construction Work	20-080-0811-9238-71523
Phair Ave. Reconstruction from 3rd to 5th	20-080-0811-9271-71523
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0811-9274-71523
Second Street E. Reconstruction from Mowat Ave & Portage Ave	20-080-0811-9275-71523
Colonization Rd. E. Reconstruction from Scott St. to WTP	20-080-0811-9277-71523
Sanitary Study - Church St Lift Station	20-080-0811-9281-71523
<b>Total Sanitary Sewer</b>	

Actual	Budget	Variance
15,341.26	12,000.00	(3,341.26)
910.40	1,530.00	619.60
9,590.88	50,000.00	40,409.12
37,508.10	37,500.00	(8.10)
4,275.71	0.00	(4,275.71)
209,805.06	184,476.00	(25,329.06)
215,820.35	267,883.00	52,062.65
3,346.24	0.00	(3,346.24)
9,893.48	0.00	(9,893.48)
0.00	0.00	0.00

#### SEWAGE TREATMENT PLANT

Provincial Grant	20-080-0812-0490-40412
Contribution From Reserves	20-080-0812-0490-40952
Contributions from Revenue Fund	20-080-0812-0490-40954
Misc. Capital Upgrades	20-080-0812-9105-71471
Honeywell Improvements at STP including Street lighting	20-080-0812-9280-71523
Sludge Watering Upgrades	20-080-0812-9290-71523
<b>Total Sewage Treatment Plant</b>	

(83,166.00)	(83,166.00)	0.00
	(103,102.00)	(103,102.00)
(209,245.83)	(384,138.00)	(174,892.17)
83,441.24	120,000.00	36,558.76
	50,406.00	50,406.00
208,970.59	400,000.00	191,029.41
0.00	0.00	0.00

#### WATER TREATMENT PLANT

Contributions from Revenue Fund	20-080-0831-0490-40954
Misc. Small Capital Equipment	20-080-0831-9105-71471
<b>Total Water Treatment Plant</b>	

(32,023.56)	(60,000.00)	(27,976.44)
32,023.56	60,000.00	27,976.44
0.00	0.00	0.00

#### WATERWORKS ADMINISTRATION

Federal Grant (CWWF)	20-080-0832-0490-40400
Provincial Grant	20-080-0832-0490-40412
Equipment Trade-In Value	20-080-0832-0490-40589
Contributions from Revenue Fund	20-080-0832-0490-40954
Miscellaneous Tools/Equipment	20-080-0832-9105-71471
Replace 1995 Large Wheeled Hyundai Excavator	20-080-0832-9107-71471
GIS Capital Upgrades	20-080-0832-9123-71471
Replacing Main Line Water Valves/Hydrants (to be included in Nelson St Tende	20-080-0832-9137-71523
Design for Infrastructure Renewal 2018 Construction Work	20-080-0832-9238-71523
Phair Ave. Reconstruction from 3rd to 5th	20-080-0832-9271-71523
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0832-9274-71523
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-080-0832-9275-71523
Colonization Rd. E. Reconstruction from Scott St. to WTP	20-080-0832-9277-71523
Water - Market Square Project	20-080-0832-9286-71523
Mill Road Overpass Reconstruction	20-080-0832-9303-71523

(81,297.98)	0.00	81,297.98
(40,648.99)	(181,132.00)	(140,483.01)
(32,000.00)		32,000.00
(680,698.04)	(982,156.00)	(301,457.96)
15,486.64	12,000.00	(3,486.64)
308,346.04	400,000.00	91,653.96
1,820.77	3,055.00	1,234.23
127,810.93	100,000.00	(27,810.93)
37,508.08	37,500.00	(8.08)
4,797.19	0.00	(4,797.19)
143,069.73	137,917.00	(5,152.73)
162,595.95	241,509.00	78,913.05
0.00	0.00	0.00
33,209.68		(33,209.68)
	231,307.00	231,307.00
0.00	0.00	0.00

#### Total Waterworks Administration

Total Capital

<b>462,146.50</b>	-	-	<b>462,146.50</b>	462,146.50
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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
<b>General Government</b>										
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	0.00	2,958.77	
<b>Civic Centre</b>										
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	75,627.75		(36,907.75)	
			83,170.00	129,492.90	17,771.80	83,170.00	28,551.10	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	0.00	(239,687.10)	
<b>Emergency Services</b>										
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	0.00	2,035.40	
<b>TRANSPORTATION</b>										
<b>General Misc.</b>										
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	0.00	(10,100.55)	
<b>Roads</b>										
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	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)	
<b>Connecting Link</b>										
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)	
<b>Sidewalks</b>										
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	
<b>Streetlight Pole Replacement</b>											
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	
<b>Airport</b>											
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	
<b>Waste Management System</b>											
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	
<b>Parks</b>											
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	
<b>Cemeteries</b>								0.00		0.00	
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	
<b>Fort Frances Children's Complex</b>											
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	
<b>Handi-Transit System</b>											
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	
<b>Memorial Sports Centre</b>											
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	
<b>Recreations</b>											
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				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
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					
<b>Museum</b>										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	1,610.55	1,610.55	0.00	(1,610.55)	
<b>Fort Frances Public Library</b>										
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	
<b>Planning &amp; Development</b>										
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	0.00	910.40	0.00	7,119.60	
<b>Environmental</b>										
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	424,495.41	2,672,825.60	37,651.09	56,244.40	

	<b>Reserve Fund Allocated</b>	<b>CAPITAL BUDGET RESERVE FUNDS</b>	<b>Reserve Fund Actual to December 31, 2017</b>	<b>Approved Additional Required Reserve Funds</b>	<b>TOTAL 2017 Reserve Fund Financing Allocation</b>
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
					-
					-
		<b>\$151,270.00</b>	<b>\$149,107.65</b>	<b>\$41,105.41</b>	<b>\$190,213.06</b>

	<b>Reserve Fund Allocated</b>	<b>CAPITAL BUDGET RESERVE FUNDS</b>	<b>Reserve Fund Actual to December 31, 2017</b>	<b>Approved Additional Required Reserve Funds</b>	<b>TOTAL 2017 Reserve Fund Financing Allocation</b>
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
		<b>\$394,082.00</b>	<b>\$382,877.30</b>	<b>\$245.37</b>	<b>\$383,122.67</b>

	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
Planning & Development GIS Capital	Corporate Projects	1,530.00	910.40		910.40
					0.00
		<b>\$1,122,416.00</b>	<b>\$830,884.92</b>	<b>\$383,144.63</b>	<b>\$1,214,029.55</b>

**TOTAL Corporate Projects Reserve Fund**

	<b>Reserve Fund Allocated</b>	<b>CAPITAL BUDGET RESERVE FUNDS</b>	<b>Reserve Fund Actual to December 31, 2017</b>	<b>Approved for Additional Required Reserve Funds</b>	<b>TOTAL 2017 Reserve Fund Financing Allocation</b>
<b>Roads</b>					
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
					0.00
<b>Sidewalks</b>					
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
<b>Cemetery</b>					
2 Riding Lawn Mowers	Cemetery	11,000	10,173.96		10,173.96
		11,000.00	10,173.96	0.00	10,173.96
<b>Fort Frances Children's Complex</b>					
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
<b>Handi-Transit System</b>					
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
<b>Public Library</b>					
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
<b>Water &amp; Sanitary Sewer</b>					
Sludge Watering Upgrades	Waterworks/San Sewer	103,102.00	0.00		0.00
		103,102.00	0.00	0.00	0.00
		<b>\$1,061,302.00</b>	<b>\$885,460.32</b>	<b>\$0.00</b>	<b>\$885,460.32</b>



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/45**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** March 22, 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 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 accumulated surplus at the end of 2016 was \$171,343.41 and we are projecting a 2017 surplus as we work towards finalizing the 2017-year end.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the year-end contributions to the Reserve Funds as follows:

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

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Water & Sewer Fund surpluses transfer to the Waterworks & Sanitary Sewer Reserve Fund and that the General Operating surplus be transferred to Corporate Reserve Funds as follows Corporate Vehicle & Equipment Reserve Fund – 10% and Corporate Projects Reserve Fund – 90% for the 2017-year end. 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
<b>CORPORATE:</b>							
<b>REVENUE</b>							
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
	<b>(16,380,761.74)</b>	<b>(16,650,159.78)</b>	<b>(15,844,437)</b>	<b>(16,032,734.82)</b>	<b>(16,086,534)</b>	<b>(242,097)</b>	<b>1.53</b>
<b>EXPENDITURES</b>							
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)
	<b>7,200,396.05</b>	<b>6,796,764.82</b>	<b>6,903,127</b>	<b>6,951,225.12</b>	<b>6,806,567</b>	<b>(96,560)</b>	<b>(1.38)</b>
<b>Total Corporate</b>	<b>(9,180,365.69)</b>	<b>(9,853,394.96)</b>	<b>(8,941,310)</b>	<b>(9,081,509.70)</b>	<b>(9,279,967)</b>	<b>(338,657)</b>	<b>(3.74)</b>
<b>ADMINISTRATION &amp; FINANCE:</b>							
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
FFPS Administration	79,405.64	78,351.94	108,000	142,933.59	145,054	37,054	34.31
<b>Total A &amp; F</b>	<b>734,117.61</b>	<b>770,864.97</b>	<b>840,717</b>	<b>791,561.15</b>	<b>963,910</b>	<b>123,193</b>	<b>16.18</b>
<b>EMERGENCY SERVICES</b>							
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
<b>Total Emergency Services</b>	<b>3,536,394.49</b>	<b>3,255,062.75</b>	<b>3,013,020</b>	<b>2,944,110.76</b>	<b>3,053,848</b>	<b>40,828</b>	<b>1.36</b>

# 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
<b>COMMUNITY SERVICES:</b>							
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
<b>Total Community Services</b>	<b>1,530,033.59</b>	<b>1,696,808.39</b>	<b>1,758,910</b>	<b>1,646,665.07</b>	<b>1,825,615</b>	<b>66,705</b>	<b>3.91</b>
<b>OPERATIONS &amp; FACILITIES</b>							
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
<b>Total Operations and Facilities</b>	<b>2,560,745.03</b>	<b>3,173,965.01</b>	<b>2,988,304</b>	<b>2,685,423.13</b>	<b>3,155,450</b>	<b>167,146</b>	<b>5.75</b>
<b>PLANNING &amp; DEVELOPMENT</b>							
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
<b>Total Planning and Development</b>	<b>385,198.65</b>	<b>971,011.22</b>	<b>340,359</b>	<b>274,627.83</b>	<b>337,713</b>	<b>(2,646)</b>	<b>(0.78)</b>
<b>SUBTOTAL</b>	<b>(433,876.32)</b>	<b>14,317.38</b>	<b>0</b>	<b>(739,121.76)</b>	<b>56,569</b>	<b>56,569</b>	



# 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							
<b>Year End Sub-Total (Before PSAB Audit Adjustments)</b>	<b>(433,876.32)</b>	<b>14,317.45</b>	<b>0</b>	<b>(739,121.76)</b>	<b>56,569</b>		
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)			
<b>OPERATING FORECAST</b>	<b>(110,092.01)</b>	<b>(171,343.41)</b>	<b>0</b>	<b>(910,465.17)</b>	<b>56,569</b>		

**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
<b>REVENUE</b>								
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)
		<b>(2,600,804.64)</b>	<b>(2,734,385.10)</b>	<b>(2,738,279)</b>	<b>(2,813,701.55)</b>	<b>(2,797,219)</b>	<b>(58,940)</b>	<b>2.15</b>
<b>Water Works General</b>								
<b>EXPENDITURES</b>								
<b>Administration</b>								
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
Write-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
		<b>15,252.50</b>	<b>17,944.22</b>	<b>20,643</b>	<b>31,570.09</b>	<b>22,196</b>	<b>1,553</b>	<b>7.52</b>
<b>Water Distribution System Maintenance</b>								
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
		<b>218,639.12</b>	<b>234,403.21</b>	<b>234,197</b>	<b>259,638.57</b>	<b>240,388</b>	<b>6,191</b>	<b>2.64</b>
<b>Total Waterworks General</b>		<b>1,980,926.59</b>	<b>2,086,330.85</b>	<b>2,057,731</b>	<b>1,732,469.72</b>	<b>2,053,598</b>	<b>(4,133)</b>	<b>(0.20)</b>
<b>Water Treatment Plant</b>								
<b>Microfit Generation Revenue</b>	50-080-0831-0330-40320	<b>(12,409.54)</b>	<b>(10,766.24)</b>	<b>(11,000)</b>	<b>(11,168.57)</b>	<b>(11,000)</b>	<b>0</b>	<b>0.00</b>
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
		<b>520,142.11</b>	<b>549,377.14</b>	<b>567,442</b>	<b>708,661.46</b>	<b>628,958</b>	<b>61,516</b>	<b>10.84</b>
<b>Total Water Treatment Plant</b>		<b>507,732.57</b>	<b>538,610.90</b>	<b>556,442</b>	<b>697,492.89</b>	<b>617,958</b>	<b>61,516</b>	<b>11.06</b>
<b>Water Storage Facility</b>								
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
<b>Total Water Storage Facility</b>		<b>112,145.48</b>	<b>109,443.35</b>	<b>124,106</b>	<b>119,225.39</b>	<b>125,663</b>	<b>1,557</b>	<b>1.25</b>
<b>Total Expenditures</b>		<b>2,600,804.64</b>	<b>2,734,385.10</b>	<b>2,749,279</b>	<b>2,560,356.57</b>	<b>2,808,219</b>	<b>58,940</b>	<b>2.14</b>
<b>TOTAL WATER FUND (Surplus)/Deficit</b>		<b>0.00</b>	<b>0.00</b>	<b>0</b>	<b>(264,513.55)</b>	<b>0</b>	<b>0</b>	

# 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
<b>REVENUES</b>								
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						
<b>Total Revenues</b>		<b>(2,696,565.93)</b>	<b>(2,868,434.57)</b>	<b>(2,515,426)</b>	<b>(2,593,499.72)</b>	<b>(2,579,930)</b>	<b>(64,504)</b>	<b>2.56</b>
<b>EXPENDITURES</b>								
<b>Administration</b>								
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							
Debt - Interest	40-080-0811-1300-71301	18,019.42	10,548.86	4,019	3,564.50		(4,019)	(100.00)
Debt - 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)			
		<b>1,285,685.52</b>	<b>1,346,763.14</b>	<b>1,412,510</b>	<b>1,150,491.05</b>	<b>1,485,682</b>	<b>73,172</b>	<b>5.18</b>
<b>Sewer Mains</b>								
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
		<b>176,458.08</b>	<b>156,556.85</b>	<b>240,371</b>	<b>160,614.73</b>	<b>239,495</b>	<b>(876)</b>	<b>(0.36)</b>
<b>Service Connections</b>								
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
		<b>76,726.39</b>	<b>87,837.82</b>	<b>105,893</b>	<b>68,064.08</b>	<b>92,652</b>	<b>(13,241)</b>	<b>(12.50)</b>

**2018 DRAFT SEWER 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
<b>Emergency Measures</b>								
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				
		<b>311,635.07</b>	<b>394,706.03</b>	<b>0</b>	<b>3,119.04</b>	<b>0</b>	<b>0</b>	
<b>Sewage Treatment Plant</b>								
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	172.60	500	0	0.00
Natural Gas		40-080-0812-1240-71416	19,279.64	19,567.60	22,599.60	22,600	0	0.00
Electrical Power		40-080-0812-1240-71420	157,477.87	175,819.26	161,182.92	157,034	0	0.00
Grind and Fill Tipping Fees		40-080-0812-1400-71424	1,166.00	1,116.00	167.01	2,568	0	0.00
Taxes		40-080-0812-1240-71425	36,742.91	41,738.78	38,081	38,842	761	2.00
Materials		40-080-0812-1400-71471	2,224.48	2,331.66	2,500	2,000	(500)	(20.00)
Contracted Works - AWA/OCWA		40-080-0812-1500-71523	521,733.63	525,074.81	530,110	535,351	5,241	0.99
		<b>742,616.62</b>	<b>771,743.43</b>	<b>756,652</b>	<b>748,205.64</b>	<b>762,101</b>	<b>5,449</b>	<b>0.72</b>
<b>Total Expenditures</b>		<b>2,593,121.68</b>	<b>2,757,607.27</b>	<b>2,515,426.00</b>	<b>2,130,494.54</b>	<b>2,579,930</b>	<b>64,504</b>	<b>2.56</b>
<b>TOTAL SEWER FUND (Surplus)/Deficit</b>		<b>(103,444.25)</b>	<b>(110,827.30)</b>	<b>0</b>	<b>(463,005.18)</b>	<b>0</b>	<b>0</b>	





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

**TO: Mayor Avis & Members of Council**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: March 20, 2018**  
**SUBJECT: P.O.A. Audited Statements for the year ending December 31, 2017**

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**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.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council accept the Provincial Offences – Fort Frances Court Services Area Trust Fund audited financial statement as prepared by BDO Canada LLP for the fiscal year ending December 31, 2017 and authorize payment of the invoice in the amount of \$3,988.67 for the services.

Council Approval of This Report Will Authorize the acceptance of the Provincial Offences – Fort Frances Court Services Area Trust Fund audited financials for the year ended December 31, 2017 and authorize payment for the invoice in the amount of \$3,988.67 for the services.

**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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Statement of Financial Position	4
Statement of Receipts and Expenditures	5
Notes to Financial Statements	6



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 Fax: 807-274-5142  
 www.bdo.ca

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

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## Independent Auditor's Report

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### To the 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**

<b>December 31</b>	<b>2017</b>	<b>2016</b>
<b>Assets</b>		
<b>Current</b>		
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>
<b>Liabilities</b>		
<b>Current</b>		
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**

<b>For the year ended December 31</b>	<b>2017</b>	<b>2016</b>
<b>Receipts</b>		
Fines, costs and fees	\$ 418,749	\$ 477,009
Interest earned	423	782
	<u>419,172</u>	<u>477,791</u>
<b>Expenditures</b>		
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>
<b>Net receipts over expenditures</b>	<b>\$ -</b>	<b>\$ -</b>

---

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

**December 31, 2017**

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**1. Summary of Significant Accounting Policies**

<b>Nature of Trust Fund</b>	<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>
<b>Management's Responsibility</b>	<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>
<b>Accrual Basis of Accounting</b>	<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>
<b>Capital Assets</b>	<p>Capital assets are recorded as an expenditure on the Statement of Receipts and Expenditures in the year of acquisition.</p>
<b>Revenue Recognition</b>	<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>

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

**December 31, 2017**

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**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>





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 www.bdo.ca

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	<b>89279581</b>
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.	<b>\$3,330.00</b>
--	-------------------

Administration, technology and disbursement fee:	<u>199.80</u>
Our Fee	<b>\$3,529.80</b>
HST	<u>458.87</u>
Total	<b><u>\$3,988.67</u></b>

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 2018/47**

**TO: Mayor Avis & Members of Council**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: March 20, 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.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council award Gillon's Insurance with the Airport Insurance for the term April 1, 2018 to March 31, 2019.

Council Approval of This Report Will agree to the recommendation of the Administration and Finance Executive Committee to award Gillon's Insurance with the Airport Insurance for the term April 1, 2018 to March 31, 2019.
---

**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.

	<b>Aon Risk Solution</b>	<b>Gillon's Insurance</b>	<b>The MAGNES Group Inc.</b>
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 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.

\*General aggregate of \$100,000,000 on Premises and Operations Liability, Hangarkeeper's Liability, and Products Operations Liability.

**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.

	<b>Aon Risk Solution</b>	<b>Gillon's Insurance</b>	<b>The MAGNES Group Inc.</b>
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 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.

\*General aggregate of \$100,000,000 on Premises and Operations Liability, Hangarkeeper's Liability, and Products Operations Liability.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/48**

**TO:** Mayor Avis & Members of Council

**FROM:** Dawn Galusha, Deputy Treasurer

**DATE:** March 20, 2018

**SUBJECT:** 2018 Tax Ratios

**BACKGROUND**

At the March 19, 2018 Special Budget Meeting of Council, it was agreed to use the Revenue Neutral Tax Ratios as presented below for 2018 Municipal Taxation.

Residential/Farm	1.000000
New Multi-Residential	1.000000
Multi-residential	2.600119
Commercial Occupied	1.967217
Commercial Vacant/Excess	1.377052
Industrial Occupied	2.823341
Industrial Vacant/Excess	1.835172
Large Industrial Occupied	7.240504
Large Industrial Vacant/Excess	4.706328
Pipelines	2.574024
Farmland	0.250000
Managed Forests	0.250000

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council authorize the use of the Revenue Neutral Tax Ratios for the 2018 Municipal Taxation.

Council Approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to authorize the use of the Revenue Neutral Tax Ratios for the 2018 Municipal Taxation as follows, and further that a by-law be enacted, entitled A By-law to Establish Tax Ratios for Prescribed Property Classes.

Residential/Farm	1.000000
New Multi-residential	1.000000
Multi-residential	2.600119
Commercial Occupied	1.967217
Commercial Vacant/Excess	1.377052
Industrial Occupied	2.823341
Industrial Vacant/Excess	1.835172
Large Industrial Occupied	7.240504
Large Industrial Vacant/Excess	4.706328
Pipelines	2.574024
Farmland	0.250000
Managed Forests	0.250000

TOWN OF FORT FRANCES

BY-LAW NO. \_\_/18

(A By-Law to Establish Tax Ratios for Prescribed Property Classes).

**WHEREAS** the Corporation of the Town of Fort Frances is required to establish tax ratios pursuant to s.308 of the *Municipal Act*, 2001, as amended;

**AND WHEREAS** the tax ratios determine the relative amount of taxation to be borne by each property class;

**AND WHEREAS** the property classes have been prescribed pursuant to Section 7 of the *Assessment Act*, R.S.O. 1990, c.A.31, and Part II of O.Reg. 282/98 (optional large industrial class has been adopted);

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

- 1. That for the taxation year 2018, the tax ratio for property in:
  - a) the residential/farm property class is 1;
  - b) the new multi-residential property class is 1;
  - c) the multi-residential property class is 2.600119;
  - d) the commercial occupied property class is 1.967217;
  - e) the commercial vacant/excess property class is 1.377052;
  - f) the industrial occupied property class is 2.823341;
  - g) the industrial vacant/excess property class is 1.835172;
  - h) the large industrial occupied property class is 7.240504;
  - i) the large industrial vacant/excess property class is 4.706328;
  - j) the pipelines property class is 2.574024;
  - k) the farmlands property class is 0.250000;
  - l) the managed forests property class is 0.250000.

This By-Law shall come into force and take effect on final passing.

READ THREE TIMES and finally passed in open Council this 9th day of April, 2018.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

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[Tax Tools](#) | [Clear Parameters](#) | [See Parameters](#)

## Tax Tools, Set 2018 Tax Ratios

Using OPTA calculated rates on March 21, 2018 11:23AM EST.

Assessment Data Filter Option Used: No Limits, Include PIL Properties, Tax Ratios Used: 2018 Revenue Neutral Tax Ratios

### Fort Frances Town, 5912

This page allows you to perform the following activities:

1. Model alternative tax ratio scenarios;
2. Model alternative optional class tax ratios;
3. Test and select alternative assessment data filters for the calculation of revenue neutral ratios and notional rates;
4. Choose *Notional Tax Rate Calculation Adjustment* to remove in-year changes from previous year CVA for the calculation of revenue neutral ratios and rates; and
5. Accept the revenue neutral ratios as the transition ratios.

### Alternative Tax Ratios and Optional Classes

To change the default tax ratios displayed on the page, select one of the buttons below the tax ratios columns, use the "Switch to" buttons above the tax ratio columns or enter alternative tax ratios in the Alternative Tax Ratios column. The tax ratios you enter in the Alternative Tax Ratios column must be within the Flexibility displayed at the bottom of the page.

To change the default assessment data filters that OPTA uses in the calculation of the Revenue Neutral Ratios and the Notional Tax Rates, make your select Assessment Data Filter section. The default filters have been set to exclude properties with assessment decrease or increases between the 2012 and 2016 v base years that are greater than 25% and 100%, respectively. You can either turn the filters off or select values greater than 25% and 100%.

To view the calculation of the revenue neutral ratios and the tax shifts they produce, select the Worksheet 1 and Worksheet 2 buttons below. To accept the revenue neutral ratios as the transition ratios for the year select the Accept button at the bottom of Worksheet 1.

For municipalities with tax ratios above the provincial thresholds, the starting tax ratios have been recalculated in accordance to Part II of Ontario Regulation



	2018 Average Transition Ratio	2018 Starting Tax Ratio	2018 Tax Ratios	Revenue Neutral Ratios	Alternative Tax Ratios	
New Multi-residential		0.000000		0.000000	<input type="text" value="0.000000"/>	
Multi-residential		2.649658	2.600119	2.600119	<input type="text" value="2.600119"/>	Notification: Full levy restriction in effect if your adopted 2018 Tax Ratio is greater than 2.000000.
Commercial (Broad Class)	1.980000	1.980000	1.980000	1.967217	<input type="text" value="1.967217"/>	
Industrial (Broad Class)	5.932175	5.919496	5.919496	5.891495	<input type="text" value="5.891495"/>	Notification: Industrial Ratio above provincial threshold (2.630000), class restricted
Landfills		1.100000	1.100000	1.100000	<input type="text" value="1.100000"/>	
Pipelines		2.606431	2.606431	2.574024	<input type="text" value="2.574024"/>	
Farm		0.250000	0.250000	0.250000	<input type="text" value="0.250000"/>	
				<input checked="" type="radio"/>	<input type="radio"/>	

 Commercial Excess Land Reduction Factor (0.0-1.0): 

 Commercial Vacant Land Reduction Factor (0.0-1.0): 

 Industrial Excess Land Reduction Factor (0.0-1.0): 

 Industrial Vacant Land Reduction Factor (0.0-1.0): 

### Select Assessment Data Filter and In-year Adjustments for Calculation of Revenue Neutral Ratios and Notional Rates

The initial values of the filter in this section are those displayed in Step 2(b) of Tax Rate/Parameters Input. In two tier municipalities the upper tier is responsible for setting the filter for the year in Step 2(b).

#### Data Filters

Municipalities are permitted to (a) select the default % increase/decrease limits, (b) increase the % increase/decrease limits or (c) turn the filter off. If 'No Filter' is selected, no properties will be filtered or removed from the revenue neutral tax ratio and notional tax rate calculations. In addition, municipalities can either include or exclude PIL properties for the revenue neutral tax ratio and notional tax rate calculations by selecting the Filter PIL properties check box below.

The selection of the filter may also impact the Overall Levy Change and Clawback/Retained percentages that are used in the capping reports and the amount reported on the explanation portion of tax bills. See Step 2 of Tax Rates/Parameters Input for more information.

<input type="radio"/> Default Filter	<input type="radio"/> User Specified Filter	
Decrease Limit 25%	Decrease Limit 25 %	<input checked="" type="radio"/> No Filter
Increase Limit 100%	Increase Limit 100 %	

☐ Filter PIL properties

### Notional Tax Rate Calculation Adjustment

In addition to existing Filter options, municipalities may remove CVA adjustments for actual, previous year changes received by OPTA between previous year date to current year cut-off date. The magnitude of each CVA adjustment is subtracted from the total year-end CVAs accordingly. Furthermore, if Filters (Decrease Limit / Increase Limit) are also chosen, then Filtered properties are first removed and if a change exists for the remaining properties, then those adjustments are subtracted from the year-end CVA used in the calculation.

To obtain a report of the CVA adjustments and to see revised notional rates, check button below for *Remove Previous Year Adjustments*. Click *Close* (there is a wait period). In the *Reports* section in Tax Tools menu, select *Notional Tax Rates* report and press gray button, *Adjustments Removed from Calculations*.

☐ Remove Previous Year Adjustments

\* CVA adjustments for ANAs, ARBs, PRANs, Recons, SANs, and TIAs are removed from the previous year CVA used in the calculation of revenue neutral and notional tax rates when the change was the result of a correction. Adjustments are only made for changes where the 2012 Base Year CVA did not change. For Recons, adjustments will also be made where the 2012 Base Year CVA did change but there was also an ARB or Recon which changed the 2012 Base CVA in the 2016 tax year.

Click OK to see resulting revised Revenue Neutral Ratios.

To view the calculation of the revenue neutral ratios and the tax shifts they produce, select the Worksheet 1 and Worksheet 2 buttons below. To accept the revenue neutral ratios as the transition ratios for the year select the Accept button at the bottom of Worksheet 1. Please note that the desired filter options must be selected prior to accepting revenue neutral ratios in Worksheet 1 as the filter options cannot be changed after clicking accept.

Worksheet 1: Calculation of Revenue Neutral Ratios

Worksheet 2: Calculation Of Tax Shifts Under Revenue-Neutral Ratios

Ranges of Fairness and Range of Flexibility for tax ratios:

Class	Range of Fairness		Range of Flexibility	
	Low	High	Low	High
Residential	1.000000	1.000000	1.000000	1.000000
Multi-residential	1.000000	1.100000	1.000000	2.600119
Commercial	0.600000	1.100000	0.600000	1.967217
Industrial	0.600000	1.100000	0.600000	5.891495
Landfills	0.600000	1.100000	0.600000	1.100000
Pipelines	0.600000	0.700000	0.600000	2.574024
Farm	0.010000	0.250000	0.010000	0.250000
Managed Forests	0.250000	0.250000	0.250000	0.250000

Application Copyright: Reamined Systems Inc. All Rights Reserved



Date: March 19<sup>th</sup>, 2018

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Sister Kennedy Centre Request to Waive Calendar Parking on Nelson Street.

---

The By-Law Enforcement Department received a letter dated March 12<sup>th</sup>, 2018 from Senior Games Committee Member Irene Laing, in regards to waiving Calendar Parking in the 400 & 500 Blocks of Nelson Street on Tuesday June 5<sup>th</sup>, 2018 & Wednesday June 6<sup>th</sup>, 2018 for the facilitation of parking for patrons attending the Senior Games.

This office supports the waiving of Calendar Parking in the 400 & 500 Blocks of Nelson Street for the Senior Games that will be taking place on Tuesday June 5<sup>th</sup>, 2018 & Wednesday June 6<sup>th</sup>, 2018 as similar requests by the Senior Games Committee have been supported to assist with parking and access to the Centre.

The Planning & Development Executive Committee is recommending that Council authorize Calendar Parking to be waived in the 400 & 500 blocks of Nelson Street to accommodate the Senior Games being held Tuesday June 5<sup>th</sup>, 2018 & Wednesday June 6<sup>th</sup>, 2018.

Respectfully submitted,

Original Signed by

Patrick Briere  
By-Law Enforcement Officer

<p><b>Council approval of this report will:</b> authorize Calendar Parking be waived in the 400 &amp; 500 Blocks of Nelson Street during the Senior Games being held Tuesday June 5<sup>th</sup>, 2018 &amp; Wednesday June 6<sup>th</sup>, 2018</p>
--



DISTRICT 1A – FORT FRANCES  
401 NELSON STREET  
FORT FRANCES, ON P9A 3B5  
Phone: 807 274-7656

Mr. Patrick Briere  
By-Law Enforcement  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

March 12, 2018

Dear Mr. Briere:

The Fort Frances Senior Centre will be hosting the District 1A Senior Games on June 5 and 6 at the Centre. The event will run from 9 a.m. to 4 p.m. each day. As we anticipate attendance of 125 people parking will be a problem, especially since the Centre's parking lot will only hold a dozen or so cars.

Would it be possible to waive the calendar parking restriction on the 400 and 500 blocks of Nelson Street on that day in order to facilitate parking for Fair participants?

Your cooperation on this matter would be greatly appreciated. Thanks for your assistance.

Sincerely

Irene Laing  
Senior Games Committee

March 21, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

**RE: Award of Tender 18-OF-02 – Supply of Various Vehicles**

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At the February 5 budget meeting the purchase of three vehicles was approved. On February 19, 2018 an advertisement was ran in the Fort Frances Times and on February 22, 2018 copies of the tender were hand delivered to Sunset Country Ford, Jim MacDonald Motors and West End Motors and placed on the Town of Fort Frances website. On Tuesday March 13, 2018 at 2:00pm in the afternoon tenders were opened publicly in the Committee Room of the Civic Centre.

Tenders were received from Sunset Country Ford and Jim MacDonald Motors. The table attached summarize the tenders received as well as the budget allocations

The ½ ton 4X4 Crew Cab truck is for the Airport and will require the runway reporting equipment to be moved from the old truck to the new truck. Additional funds were allocated in the budget for this work to be completed by the equipment vendor.

As the vehicle technology is changing our tender specifications has been evolving as well to ensure that all manufacturers can successfully bid. It is the obligation of administration to point out any areas where the vendors did not meet the specifications.

Sunset Country Ford:

- The ½ ton was specified to have at least a 5' 7" box. Ford is the only brand with a smaller box in the crew cab configuration at 5' 5.9". This difference is not material in nature and the next tender will be revised to account for this.
- The Tender Specified that the braking system be four-wheel ABS with mechanical parking brake. Ford no longer makes vehicles with mechanical parking brakes they are all electronic. This difference is not material in nature and the next tender will be revised to account for this.
- The Tender specifies that brochures are to be provided with the submission. Ford no longer makes print brochures and as such were unable to supply with the tender package. All specifications are available online. This difference is not material in nature and the next tender will be revised to account for this.

Jim MacDonald Motors

- Service/maintenance manuals were supposed to be supplied, these were unavailable. With a local dealer a service manual is not necessary. This difference is not material in nature.
- The SUV was specified to come with front and rear molded splash guards. Only rear are available on this model and the front are part of the body work. This difference is not material in nature.

Based on the above information administration recommends the Following:

1. That the purchase of one ½ ton crew cab four-wheel drive pickup truck be awarded to Sunset Country Ford at a cost of \$34,115.00 plus applicable taxes.
2. That the purchase of one ¾ ton crew cab four-wheel drive pickup truck be awarded to Jim MacDonald Motors at a cost of \$38,601.00 plus applicable taxes

3. That the purchase of one four-wheel drive SUV be awarded to Jim MacDonald Motors at a cost of \$27,317.00 plus applicable taxes.
4. That Mayor and Clerk be authorized to enter into a purchase agreement with both vendors.

Respectfully Submitted



Travis Rob, P.Eng  
Manager of Operations and Facilities

**Council approval of this report will ensure the following:**

1. That the purchase of one ½ ton crew cab four-wheel drive pickup truck be awarded to Sunset Country Ford at a cost of \$34,115.00 plus applicable taxes.
2. That the purchase of one ¾ ton crew cab four-wheel drive pickup truck be awarded to Jim MacDonald Motors at a cost of \$38,601.00 plus applicable taxes
3. That the purchase of one four-wheel drive SUV be awarded to Jim MacDonald Motors at a cost of \$27,317.00 plus applicable taxes.
4. That Mayor and Clerk be authorized to enter into a purchase agreement with both vendors.

2018Mar Truck Tender Award 18-OF-02

Vendor	1/2 Ton 4x4 Crew Cab			3/4 Ton 4x4 Crew Cab			4-Wheel Drive SUV		
	Model	Price	Price Incl Town's portion HST	Model	Price	Price Incl Town's portion HST	Model	Price	Price Incl Town's portion HST
Sunset Country Ford	F150	\$34,115.00	\$34,715.42	F250 Superduty	\$44,989.86	\$45,781.68	Escape	\$30,931.00	\$31,475.39
Jim MacDonald Motors	Silverado 1500	\$36,140.00	\$36,776.06	Silverado 2500	\$38,601.00	\$39,280.38	Equinox	\$27,317.00	\$27,797.78
2018 Budget			\$42,000.00			\$43,000.00			\$38,000.00



## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** March 16, 2018

**RE:** 2018 Provincial General Election - Polling Location - Letter of Intent

---

### Background

An email received on Tuesday, March 06, 2018 from Lori Sutinen, Regional Liaison Officer Northern Ontario – 07 outlines Elections Ontario's intention to use two Town facilities (Memorial Sports Centre & Sister Kennedy Centre) as polling locations on June 7, 2018 for the Provincial general election.

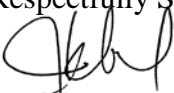
*The purpose of this email is to confirm Elections Ontario's intent to use your location for the upcoming 2018 Provincial General Election. Attached is a Letter of Intent and a Voting Location Details document for your review. We will be contacting you in May to complete a formal lease agreement. However if you need us to fill out a permit to lease the space, please advise.*

The Clerk, Lisa Slomke, and myself have made contact with Ms. Sutinen to confirm receipt of the Letter of Intent and also confirm that the facilities may be used pending the formal lease agreement that they will forward in May.

### Recommendation

The Community Services Executive Committee recommends to Mayor & Council to authorize the Mayor & Clerk to execute the formal lease agreement forthcoming from Elections Ontario in May 2018 for the Memorial Sports Centre and Fort Frances Senior Centre to be used as polling locations on June 7, 2018.

Respectfully Submitted,



Jason Kabel



## REPORT

**TO:** Mayor Avis & Council

**FROM:** Jason Kabel, Community Services Division Manager

**DATE:** March 16, 2018

**RE:** Rainy Lake Square Recommendations

---

### Preamble

At the March 12, 2018 regular meeting of Council, the attached report from Tannis Drysdale, RRFDC Economic Development Consultant was referred to the Community Services Executive Committee with input from the Planning & Development Executive Committee.

The report contains 4 recommendations in each of the following areas: Venue Reservations, Use of the Rainy Lake Square, Liquor Service, Smoking and as well a list of planned programming for 2018.

Below are the recommendations being proposed by RRFDC for consideration:

- 1) **Venue Reservations** - *The Rainy Lake Square will be reserved through the Memorial Sports Centre facility reservation system. The BIA and Economic Development office will have access to the system. The economic development office will assist with bookings, encouraging utilization by the community.*
- 2) **Use of the Rainy Lake Square** - *Council should allow all usage options for the first season of operation and revisit in early 2019 based on experience. Recommendation to develop a fee for uses C and D based on fees for the Memorial Sports Centre Auditorium at \$427.20 + HST for residents of Fort Frances; \$534.00 + HST for non-residents.*
- 3) **Liquor Service** - *Recommendation is to allow bar and restaurant businesses with Catering Endorsements to sell alcohol at events at the Rainy Lake Square.*
  1. *The Rainy Lake Square will not be staffed in the evenings.*
  2. *Allowing alcohol service from a Special Occasion Permit set-up will be competitive with businesses. The Rainy Lake Square is meant to encourage and grow local business. Allowing Catering Endorsement alcohol sales will support bar and restaurant businesses while allowing full service events.*
- 4) **Smoking** - *Recommendation is that smoking be prohibited in the Rainy Lake Square facility.*

Respectfully Submitted,



Jason Kabel

**Recommendation**

The Community Services Executive Committee recommends to Mayor and Council to endorse the following:

**Council approval of this report will endorse** the following guidelines for the operations of the Rainy Lake Square for the 2018 season on a trial basis and that these guidelines be assessed at the end of season prior to finalizing the 2019 user fees:

1. The Community Services Division Manager, or designate, be part of the RLS operational committee to ensure the present booking practices are adhered to and to provide input as required.
2. RLS bookings will be processed at the Memorial Sports Centre through the existing ActiveNet booking system. The BIA and RRFDC will have access to view the calendar of bookings.
3. There will not be charges to book the RLS for the following uses:
  - A) Casual use – no reservation (e.g. birthday parties and gatherings where the facility remains open to the public)
  - B) Non-profit – by reservation (e.g. fenced in ticketed events for community groups & charities)
4. User Fees will be set at \$433.60 +HST (resident) & \$542.00 +HST (non-resident) per event for the following usage:
  - A) Private events fenced in – by reservation – Invitation only – No public – not ticketed (e.g. weddings, social gatherings)
  - B) For profit – by reservation (e.g. trade shows, car shows)
5. Alcohol - RLS events involving the serving of alcohol will only utilize the catering endorsement method as prescribed by the Ontario Liquor License Act (Alcohol and Gaming Commission of Ontario). This will encourage the growth and retention of local businesses in the community. No alcohol will be served past 11:00 pm. The Town is in the process of amending its alcohol policy where these terms will be considered prior to finalizing the revised alcohol policy. Also, all applicable terms and conditions outlined in the Town's existing alcohol policy will be adhered to.
6. Smoking at the Rainy Lake Square will be prohibited with an update to the existing municipal bylaw.





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/44**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** March 22, 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’.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$480.00 as submitted by Councillor Ken Perry for his attendance at the Kenora District Municipal Association (KDMA) Annual General Meeting representing the Rainy River District Municipal Association held in Ear Falls, ON from February 1 - 3, 2018. Further that a letter be written to RRDMA for consideration of per diems for the President of their association to attend events on their behalf.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve Schedule “F” Travel Statement – Mayor/Council Honorarium per diem claim in the total amount of \$480.00 as submitted by Councillor Ken Perry for his attendance at the Kenora District Municipal Association (KDMA) Annual General Meeting representing the Rainy River District Municipal Association held in Ear Falls, ON from February 1 - 3, 2018. Further that a letter be written to RRDMA for consideration of per diems for the President of their association to attend events on their behalf.

**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. <sup>00</sup>	160. <sup>00</sup>	160. <sup>00</sup>		480. <sup>00</sup>

Name (Please Print) Ken Perry	Signature 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 13<sup>th</sup> 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	

## Kathy Lawson

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**From:** AMO Communications <communicate@amo.on.ca>  
**Sent:** February-12-18 7:09 PM  
**To:** Roy Avis  
**Subject:** AMO Conference Early Bird Deadline is March 2, 2018. Register today!  
**Attachments:** 18CONFRegAcc\_FinalEB.pdf

AMO is heading to Ottawa, August 19-22, 2018 for the 2018 AMO AGM and Annual Conference. Will you be there?

The 2018 AMO Conference, *In Conversation...*, promises to be a great opportunity to connect with your municipal colleagues from across Ontario. With expert keynotes, 18+ concurrent educational sessions, political leaders, over 120 industry exhibitors, and access to Provincial Ministers, the AMO Conference is your one-stop-shop for brushing up on current municipal issues and networking. This year we will be looking at:

- What are some of the public issues that will surface in the fall municipal election?
- How will a provincial election impact community priorities?
- What do trade agreements and cannabis have in common? They are both federal game changers that will hit every community in Ontario. Get the latest on both at the Conference.
- What will be the multi-year infrastructure programming landscape? How will it unfold in Ontario?
- Who will make up the AMO Board of Directors for the 2018-2020 term? Watch for the call for nominations in the spring.

Conference registration looks a little different this year - the new package system allows delegates to self select the best participation package for them. Please review the attached registration form carefully to ensure you choose the correct package for your educational needs. To assist you with your planning, please visit <http://www.amo.on.ca/Events/AMOCConference> for information on the program, hotels, travel discounts and more.

Don't miss out on early bird pricing - register before March 2, 2018 to take advantage.

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**DISCLAIMER:** Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

**OPT-OUT:** If you wish to opt-out of these email communications from AMO please [Click Here](#).



# in conversation

**AMO AGM and Annual Conference**  
**AUGUST 19 - 22, 2018**  **OTTAWA**

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## **EARLY BIRD CONFERENCE REGISTRATION**

Please note the Early Bird rates are only valid until **Friday, March 2, 2018 at 4:00 PM** at which time the Regular rate applies.

## **Contents**

Part A provides the general agenda

Part B describes the different types of packages available to delegates and their partners.

Part C is the registration form for your selections.

# Agenda.

This at a glance agenda is for reference only. Programming details will be posted at [amo.on.ca](http://amo.on.ca)  
Times are subject to change.

## Day 1: Sunday, August 19, 2018

8:30 AM Registration Opens  
 10:00 AM Pre-Conference Clinics  
 (please note these sessions are add-ons to your Conference Registration)  
 2:00 PM Trade Show Opens  
 3:00 PM Conference Educational Programming  
 6:00 PM AMO Kick-Off Reception  
 8:00 PM City of Ottawa Welcome Reception

## Day 2: Monday, August 20, 2018

7:30 AM Registration Opens  
 8:00 AM Conference Educational Programming  
 12:00 PM AMO Caucus Lunches  
 1:45 PM Conference Educational Programming  
 5:00 PM AMO Power Down Reception  
 6:00 PM Networking Events hosted by Program Partners

## Day 3: Tuesday, August 21, 2018

Election of 2018 - 2020 AMO President and Board of Directors

7:30 AM Registration Opens  
 8:00 AM Insight Breakfast hosted by Program Partners  
 9:00 AM Conference Educational Programming  
 12:00 PM Learning Lunches  
 1:30 PM Conference Educational Programming  
 5:00 PM Networking Events hosted by Program Partners  
 6:30 PM AMO Tuesday Evening Social (off-site event)

## Day 4: Wednesday, August 22, 2018

7:30 AM Registration Opens  
 8:00 AM Insight Breakfast hosted by Program Partners  
 9:00 AM Conference Educational Programming  
 11:30 AM Conference Adjourns

Please note Conference Educational Programming includes:

- Keynote Speakers
- Plenary Sessions
- Concurrent Sessions
- Learning Lounge Sessions

**Elections for the AMO President, Secretary-Treasurer and members of its six caucuses that form the AMO Board of Directors will take place over Monday and Tuesday.**



# Part B: Delegate Packages.

AGENDA ITEM #9.1

**Register Today!**

200 University Ave, Ste 801. Toronto, ON, M5H3C6  
events.amo.on.ca  
fax 416.971.6191

## Delegate Package A: Full Conference

This package includes:

- Access to all scheduled conference educational programming on Monday, Tuesday and Wednesday
- Access to all scheduled conference networking events and receptions on Sunday, Monday and Tuesday
- One ticket to the Tuesday evening social event (off-site)
- A Monday Lunch Ticket
- A Tuesday lunch ticket, you will be asked to pre-select the lunch topic you wish to attend, 60 days prior to the Conference
- Access to the Tuesday and Wednesday Insight Breakfasts
- Access to all the presentations post-Conference

## Delegate Package B: Education +

(Full Conference, not including the Tuesday Evening Social)

This package includes:

- Access to all scheduled conference educational programming on Monday, Tuesday and Wednesday
- Access to all scheduled conference networking events and receptions on Sunday, Monday and Tuesday
- A Monday Lunch Ticket
- A Tuesday lunch ticket, you will be asked to pre-select the lunch topic you wish to attend, 60 days prior to the Conference
- Access to the Tuesday and Wednesday Insight Breakfasts
- Access to all the presentations post-Conference

## Delegates Package C: Day Rate

This package includes:

- Access to all scheduled conference educational programming and networking events on the day of your choosing
- If you choose Monday, a Lunch will be assigned
- If attending Tuesday, you will be asked to pre-select the lunch topic you wish to attend, 60 days prior to the Conference
- Access to the Tuesday or Wednesday Insight Breakfasts

## Package A: Full Conference Rates

	Early Bird (before March 2, 2018)	Regular (after March 2, 2018)
Members	\$ 760.00	\$ 830.00
Non Members	\$ 965.00	\$ 1,025.00
Students*	\$ 435.00	\$ 465.00

## Package B: Education +

	Early Bird (before March 2, 2018)	Regular (after March 2, 2018)
Members	\$ 710.00	\$ 780.00
Non Members	\$ 900.00	\$ 950.00
Students*	\$ 400.00	\$ 430.00

## Package C: Day Rate

This is a per day rate. If you wish to attend one or two days please choose this option on the registration form. To attend Monday, Tuesday and Wednesday, please select either Package A or B for the best rates.

	Early Bird (before March 2, 2018)	Regular (after March 2, 2018)
Members	\$ 525.00	\$ 550.00
Non Members	\$ 610.00	\$ 650.00
Students*	\$ 285.00	\$ 300.00

\* In order to be eligible for a student rate, please provide a copy of your current student i.d. at time of registration. This rate is open to all full-time secondary and post-secondary students.

# Part B: Partner Package & Add-Ons.

AGENDA ITEM #9.1

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fax 416.971.6191

## Conference Social Pass:

AMO is once again offering a Social Pass for Partners. These passes provide partners access to the social and networking events that are part of the scheduled Conference programming. AMO offers two options:

### 1. Social Pass A. This pass includes:

- Access to all scheduled conference networking events and receptions on Sunday, Monday and Tuesday
- One ticket to the Tuesday evening social event (off-site)
- Access to the trade show on Sunday

### 2. Social Pass B. This pass includes:

- Access to all scheduled conference networking events and receptions on Sunday, Monday and Tuesday
- Access to the trade show on Sunday

## Conference Social Pass Rates:

Please note partners must attend with a registered delegate.

	Conference Social Pass Rate
Social Pass A	\$ 125.00
Social Pass B	\$ 50.00

If you are purchasing a social pass for a partner please ensure that the pass purchased matches the Delegate Package purchased. For example Social Pass A provides the same social access as Delegate Package A, and Social Pass B provides the same social access as Delegate Package B.

## Pre-Conference Clinics:

These two-hour clinics are available to purchase as part of your Conference experience. These sessions will run concurrently on Sunday, August 19, 2018 from 10:00 am to Noon.

### 1. Social Media Clinic

This is a hands-on, practical social media training workshop that will be available for delegates attending the 2018 AMO Conference. The focus will be on how to create compelling content, manage the risks, and maximize the rewards. It will also cover developing social media policies and plans that reflect current social media and traditional media environments.

### 2. Codes of Conduct Clinic

Code of conducts serve a number of purposes. One is to help establish and clearly communicate the sort of behaviors prioritized in your municipal workplace. This 2-hour clinic looks at what your code of conduct must include and what you should have. Bring your current codes to fully participate in this interactive session.

## Pre-Conference Clinics Rate:

	Clinic Rate
Members	\$ 145.00
Non Members	\$ 180.00

## Part C

## Registration.

**Register Today!**

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events.amo.on.ca

fax 416.971.6191

**Delegate Contact Information:** All information below needs to be the registered delegate, even if someone else is completing the registration form.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Full Mailing Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Special Needs (e.g. accessibility, diet): \_\_\_\_\_

**Registration Selections:** Please select the delegates package and add-ons. Rates do not include HST.

Early Bird Rates in effect until March 2, 2018

1. **Delegate Registration**

		Early Bird			Regular		
		Members	Non Members	Student	Members	Non Members	Student
<input type="checkbox"/>	Package A	\$ 760.00	\$ 965.00	\$ 435.00	\$ 830.00	\$ 1,025.00	\$ 465.00
<input type="checkbox"/>	Package B	\$ 710.00	\$ 900.00	\$ 400.00	\$ 780.00	\$ 950.00	\$ 430.00
<input type="checkbox"/>	Monday	\$ 525.00	\$ 610.00	\$ 285.00	\$ 560.00	\$ 650.00	\$ 300.00
<input type="checkbox"/>	Tuesday	\$ 525.00	\$ 610.00	\$ 285.00	\$ 560.00	\$ 650.00	\$ 300.00
<input type="checkbox"/>	Wednesday	\$ 525.00	\$ 610.00	\$ 285.00	\$ 560.00	\$ 650.00	\$ 300.00

2. **Conference Social Pass for Partners**

		Rate
<input type="checkbox"/>	Social Pass A	\$ 125.00
<input type="checkbox"/>	Social Pass B	\$ 50.00

3. **AMO Caucus Selection:** To vote in the 2018 AMO Board Elections, elected officials from AMO's 2018 Municipal Membership **must** identify which Caucus they wish to vote in at time of registration. Please consider carefully prior to selection. SELECTION IS REQUIRED.

☐ County    ☐ Large Urban    ☐ Northern    ☐ Regional and Single Tier    ☐ Rural    ☐ Small Urban

4. **Tuesday Lunch:** Please indicate if you wish to attend lunch on Tuesday. If you select yes, you will be asked to pre-select the lunch topic you wish to attend, 60 days prior to the Conference. If you select no, you will not have access to a lunch on Tuesday.

☐ Yes    ☐ No

5. **Add-Ons:** Please indicate what, if any, pre-conference clinics you wish to purchase for Sunday, August 19 from 10:00 am to Noon.

		Members	Non Members
<input type="checkbox"/>	Social Media	\$ 145.00	\$ 180.00
<input type="checkbox"/>	Codes of Conduct	\$ 145.00	\$ 180.00

# Part C Registration Payment.

AGENDA ITEM #9.1

**Register Today!**

200 University Ave, Ste 801. Toronto, ON, M5H3C6  
events.amo.on.ca  
fax 416.971.6191

**Remittance:** Please note rates listed on previous page do not include HST.

	\$
1. Delegate Package	
2. Partner Pass	
5. Add On	
HST (13%)	
TOTAL TO BE REMITTED:	0

**Payment Method:**

☐ Visa

☐ MasterCard

☐ Cheque payable to Association of Municipalities of Ontario

Card Number

Please provide contact information for the cardholder if different from the delegate registered. This information will only be used if any issues arise in payment.

Expiry Date

Name on Card

Phone Number

Signature

E-mail Address

## Please note:

- A confirmation notice will be sent to the delegate e-mail for all registration, modifications or cancellations. Review your confirmation carefully for accuracy.
- Payments by cheque must be postmarked before March 2, 2018 in order to receive early bird pricing. Registrations received after March 2, 2018 at 4:00 pm will be processed at the regular rate.
- All cancellations must be submitted in writing to the Association of Municipalities of Ontario via e-mail at events@amo.on.ca. Cancellations received prior to 4:00 pm ET, July 6, 2018 will be eligible for a refund less \$95.00 (plus HST) administration fee. Cancellations made after 4:00 pm are non-refundable. An alternate attendee name may be substituted at any time.
- Please note that registrations received after July 6, 2018 are not guaranteed their first choices for lunches due to space constraints, AMO will do its best to accommodate.
- Registration forms that are not complete will not be processed, please ensure the details you have provided are correct and complete.
- Registration inquiries can be directed to events@amo.on.ca or by calling 416.971.9856.

**CLICK HERE TO SUBMIT VIA E-MAIL**

or email to events@amo.on.ca  
or fax to 416.971.6191  
or mail to: 200 University Avenue, Suite 801  
Toronto, ON., M5V 4B2

For AMO use  
HST #106732944

Notes:

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

TOTAL LAMB TWOMO 1,742,533.83

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

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



**OPERATING BUDGET**  
**2018 Approved Budget**

	BUDGET 2018	BUDGET 2017	UNAUDITED ACTUAL TO DATE 2017	BUDGET VARIANCE	BUDGET VARIANCE %
<b>REVENUES</b>					
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%
<b>TOTAL REVENUES</b>	<b>22,218,228.00</b>	<b>19,807,240.00</b>	<b>20,554,753.10</b>	<b>2,410,988.00</b>	<b>12.17%</b>
<b>EXPENDITURES</b>					
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%
<b>TOTAL EXPENDITURES</b>	<b>22,948,750.00</b>	<b>20,518,368.00</b>	<b>19,652,919.26</b>	<b>2,430,382.00</b>	<b>11.84%</b>
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	
<b>BALANCE</b>	<b>-</b>	<b>-</b>	<b>1,597,171.12</b>	<b>-</b>	

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



# 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 10<sup>th</sup>** 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





Fort Frances WPCP  
200 McIrvine Rd  
Fort Frances, Ontario  
P9A 3S3  
Tel: 807-274-3121  
Fax: 807-274-8381

March 14, 2018

Town of Fort Frances  
320 Portage Avenue  
Fort Frances Ontario  
P9A 3M5

Attention: Mr. Doug Herr  
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility  
February 2018 Monthly Report**

As per the operating agreement, the attached document is the February 2018 monthly report for the Fort Frances Wastewater Treatment Facility.

The report highlights the influent and effluent quality and the process parameters. Additionally, the routine operation and maintenance activities conducted by the operators are summarized.

If you have any questions regarding this report do not hesitate to contact Mr. Larry Wachter – Sr. Operations Manager.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Kelly C', is positioned above the printed name of the sender.

Kelly Cunningham  
Team Lead

For Larry Wachter  
Sr. Operations Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
February 2018 Monthly Operations Report**

## **INTRODUCTION**

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of February 2018; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

## **DESCRIPTION OF WORKS**

Capacity of Works	9000 m <sup>3</sup> /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

The Fort Frances Sewage Treatment Plant operates under *Environmental Compliance Approval Number 6786-A44PWG*. The ECA outlines the terms and conditions, and the report captures these terms and conditions in the following sections.

## **LABORATORY**

ALS Laboratory Group – Thunder Bay is contracted to conduct the required analytical tests of the influent (raw) and effluent samples; weekly requirement.

## FEBRUARY 2018 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD <sub>5</sub>	2.5 mg/L	25 mg/L	15 mg/L	13.0 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	6.2 mg/L	25 mg/L	15 mg/L	32.5 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.17 mg/L	1.0 mg/L	0.9 mg/L	0.87 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	11.1 mg/L 3.49 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		14.1 count/100 ml (geometric mean )		200 count/100ml (geometric mean )		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.1 to 7.8; average pH was 7.3		
Temperature degrees C				Temperatures ranged from 8.0 to 8.5 C; average temperature of effluent was 8.0 C		

Compliance criteria are mandatory requirements of the ECA and performance objectives are a goal to be achieved using best reasonable efforts.

### WASTEWATER LIQUID PROCESS

The average daily flow for February was 5267.8 m<sup>3</sup>/day. This represents 59% of the design average flow. Total treated flow for the month was 147497 m<sup>3</sup>.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Environmental Compliance Approval.

\*\*The Town of Fort Frances accepted an additional 81.8 m<sup>3</sup> of untested sewage from the New Gold mine site into the collection system in February.

## INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	980 +/- @ 8.0% +3x205 L @ 12%	Liters
Alum	12.0 +/- @ 55 %	Cubic meters
Polymer	4 x 205 L drums	Liters

## MAINTENANCE

The operators performed the routine operations and maintenance at the treatment plant and pumping stations. The activities are highlighted as follows and a summary will be included:

### Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Monthly inspection of spiral screen access hatch, removed wrapped debris
- Weekly manifold wash on the Fournier press
- Cleaned DO probes
- Drained and inspected teacup and snail
- Removed ice from manhole 8 grating
- Thawed frozen sump line in aeration channel
- Replaced missing linkage from polymer water proportioning valve

### Pump Stations:

- Ran gensets
- Changed seal water strainers
- Pulled and cleaned Pump 1 at Central Avenue lift station
- Cleaned the drywell at Central Avenue lift station
- Fuel tank was filled at Central Avenue lift station
- Sent out pump 2 from Central Avenue lift station for repair
- Replaced the generator batteries at Central Avenue lift station

## **PROCESS AND OPTIMIZATION ISSUES**

We would like a Fournier press technician to come back to complete optimization as the polymer water booster pump has been installed and 18% TS was not met.

## **SLUDGE SUMMARY**

Asselin Storage and Transportation Limited hauled a calculated total of 108.3 m<sup>3</sup> (11 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.8 % TS for the month which is under the 18% guideline and slump test results from the landfill have not been provided.

## **COMPLAINTS**

There were no complaints during the report period.

## **BYPASS/OVERFLOW REPORT(S)**

There were no bypass or overflow events during the reporting period.

## **COMMENTS**

Plant power consumption for the month was 566 (x 180 multiplier) kWh.  
The Town has asked Associated Engineering to arrange for a Fournier press technician to come back to complete optimization as the polymer water booster pump has been installed and 18% TS was not met.

## **REPORTS**

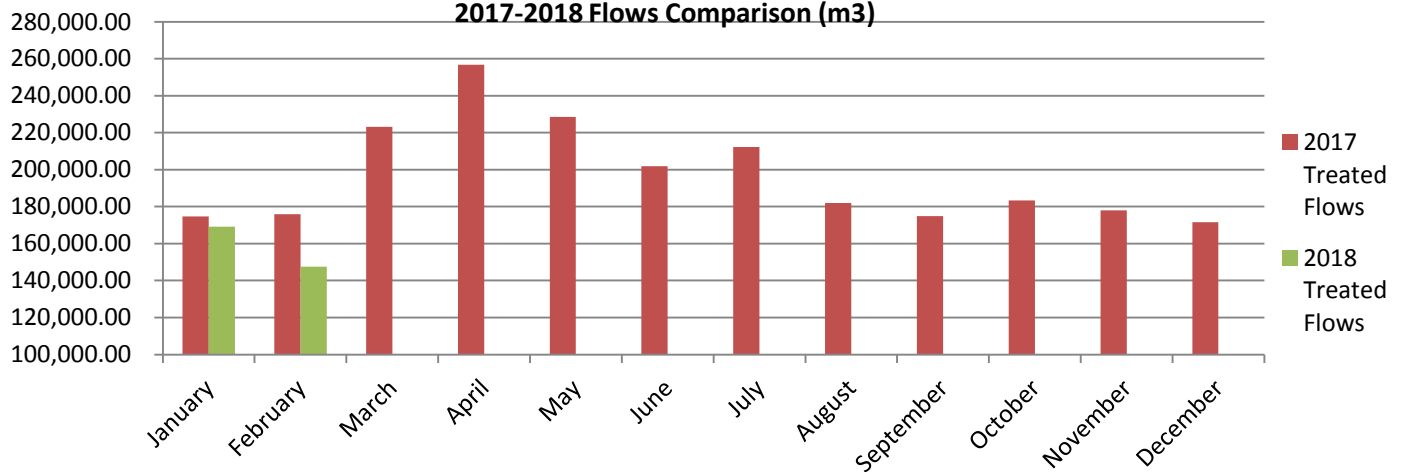
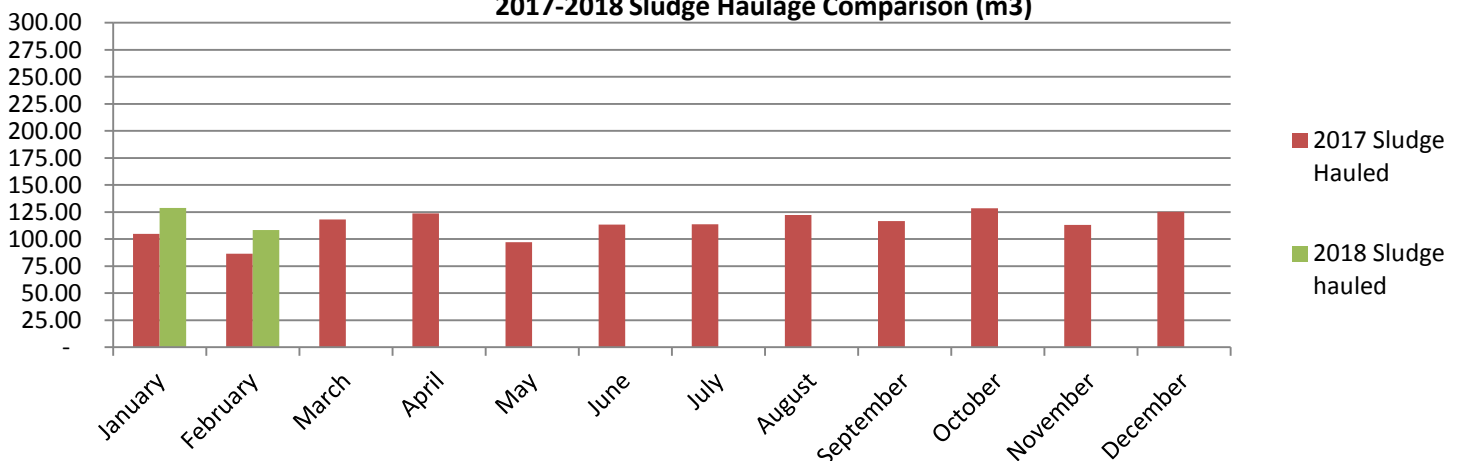
ALS – Environmental Analytical Reports (on-file at plant)  
Fort Frances WPCP Equipment Run Time Report (on-file at plant)  
Bypass Report (on-file at plant as per occurrence)  
Incident Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2018					Usage	Calculated	Sludge	Removal Efficiency	
	Avg. Day	Max Day	Total	Total	Total	% Plant	Volume	Bins	CBOD5 0.972972973	
	Flow	Flow	Treated	ByPass	Volume	Capacity	Hauled	Hauled	Suspended Solids 0.959744409	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus 0.928571429	
January	5458.1	5955	169201		169201	61%	128.9	13		
February	5267.8	5685	147497		147497	59%	108.3			
March						0%				
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	316698		237.2	13		
Average	5363		158349		158349	60%	118.6	13.0		
Max		5955	169201		169201			13		
C of A	9000	18000								

	BOD5/CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli
	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Avg. Load	Avg. Raw	Avg. Eff.	Geo Mean
Month	BOD	CBOD	CBOD	S.S	S.S	S.S	T.P	T.P	T.P	TKN	Total N	Counts
	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	(kg/day)	(mg/L)	(mg/L)	/100ml
January	102.6	3.3	18.1	155.8	6.4	34.8	2.64	0.22	1.19	19.4	8.1	69.5
February	112.0	2.5	13.0	157.2	6.2	32.5	2.82	0.17	0.87	21.8	11.1	14.1
March												
April												
May												
June												
July												
August												
September												
October												
November												
December												
Average	107.3	2.9	15.6	156.5	6.3	33.7	2.7	0.20	1.03	20.6	9.6	41.8
Max	112	3.3	18.1	157.2	6.4	34.8	2.8	0.22	1.19	21.8	11.1	69.5
C of A		25	225		25	225		1.0	9.0	200	6.0	200

**2017-2018 Comparison Chart**

Month	2017 Treated Sewage	2018 Treated Sewage	% Variance 2017 to 2018	2017 Hauled Sludge	2018 Hauled Sludge	% Variance 2017 to 2018
	m3	m3	m3	m3 (calculated)	m3 (calculated)	m3
January	174,745.00	169,201.00	-3%	104.90	128.90	23%
February	175,956.00	147,497.00	-19%	86.50	108.30	25%
March	223,183.00			118.10		
April	256,759.00			123.70		
May	228,551.00			97.20		
June	201,914.00			113.50		
July	212,264.00			113.80		
August	181,956.00			122.20		
September	174,796.00			116.50		
October	183,450.00			128.50		
November	177,999.00			113.10		
December	171,598.00			125.10		
<b>Totals</b>	<b>2,363,171.00</b>	<b>316,698.00</b>	<b>-646%</b>	<b>1,363.10</b>	<b>237.20</b>	<b>-83%</b>

**2017-2018 Flows Comparison (m3)****2017-2018 Sludge Haulage Comparison (m3)**



Workorder Summary Report

Report Start Date: Feb 1, 2018 12:00 AM

Report End Date: Feb 28, 2018 11:59 PM

Location: 1103\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">664493</a>	0000227429	PUMP CENT VERTICAL NON CLOG SEWAGE #3 P3 FIFTH ST	1103, 5th St. Pumping Station, Process	CALL	REFURBISH/REPLACE/REPAIR	0		Fifth Street Pump Fail Alarm 1103	COMP		2/21/18 10:15 PM	2/22/18 02:15 AM	Fifth Street Pump Fail Alarm -I arrived at the lift station to find no issues so I reset the main beakers and pump resets. I then pumped all three pumps on hand and watched one cycle. All was good.
<a href="#">664577</a>	0000227429	PUMP CENT VERTICAL NON CLOG SEWAGE #3 P3 FIFTH ST	1103, 5th St. Pumping Station, Process	CALL	REFURBISH/REPLACE/REPAIR	0		Fifth Street Pump Fail Alarm 1103	COMP		2/22/18 08:45 PM	2/22/18 09:45 PM	Fifth Street Pump Fail Alarm -I arrived at the lift station to find all pumps to be functioning fine. I reset all pumps then pumped each on hand to find all to be normal. I then powered down the PLC for a reboot and repowered after one minute and it repowered fine. After returning to the plant and watching a few pump cycles and looking at SCADA trending nothing stood out .

Workorder Summary Report

Report Start Date: Feb 1, 2018 12:00 AM

Report End Date: Feb 28, 2018 11:59 PM

Location: 1103\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">664677</a>			1103, Fort Frances WPCP, Facility, Power Distribution	CAP	REFURBISH/ REPLACE/ REPAIR	0		Plant power failure call in	COMP		2/25/18 02:50 AM	2/25/18 06:00 AM	Plant power failure call in - I was called by the auto dialer for a plant power failure at 0250 hours. I called communique Action and drove to the plant, arriving at 0335. I reset the phase loss protection, reset power and brought all equipment back on line. While monitoring plant process and acknowledging alarms I noted that the generator at Central Avenue lift station was still running. I drove to the station to check on the situation and found that a Fort Frances Power Corporation crew and the fire department were onsite as there had been a fire on the pole feeding power to the station. After speaking to the crew it became obvious that it could be many hours before power was restored so I called our fuel supplier to top up the generator fuel tank. I left messages with Doug Herr from the town and Larry Wachter and also spoke to Brad McMahon about the power situation. Power was restored by end of normal day shift.
<a href="#">658018</a>			1103, Fort Frances WPCP	OPER	COMPLIANCE	1	MONTHS	WISKI Review (1m) 1103	COMP	2/1/18 12:00 AM	3/9/18 08:17 AM	3/9/18 08:17 AM	
<a href="#">657982</a>	0000227376	PANEL ALARM/ DIALER	1103, Fort Frances WPCP, Process, Process Control & Monitoring	PM	INSPECTION	1	MONTHS	Critical Alarm/Dialer Testing (1m) 1103	COMP	2/1/18 12:00 AM	2/19/18 10:00 AM	2/19/18 11:21 AM	We test alarm daily -We test alarm daily.
<a href="#">657986</a>			1103, Fort Frances WPCP	PM	REFURBISH/ REPLACE/ REPAIR	1	MONTHS	Diesel Gensets Inspection/ Functional Tests (1m) 1103	COMP	2/1/18 12:00 AM	2/16/18 08:48 AM	2/16/18 08:48 AM	Diesel Gensets Inspection/ Functional Tests (1m) 1103 -Exercised gensets. Fluids good.
<a href="#">658002</a>			1103, Fort Frances WPCP	PM	HEALTH AND SAFETY	1	MONTHS	Health And Safety Inspection (1m) 1103	COMP	2/1/18 12:00 AM	2/19/18 08:30 AM	2/19/18 09:30 AM	Monthly H&S -Still outstanding construction issues.
<a href="#">658013</a>			1103, Fort Frances WPCP	PM	INSPECTION	1	MONTHS	TPM Inspection/Maintenance (1m) 1103	COMP	2/1/18 12:00 AM	3/5/18 07:56 AM	3/5/18 07:56 AM	

Workorder Summary Report

Report Start Date: Feb 1, 2018 12:00 AM

Report End Date: Feb 28, 2018 11:59 PM

Location: 1103\*

Work Order Type: ADMIN,CALL,CAP,CORR,EMER,OPER,PM

Work Order Class:

				WorkOrder		PM Schedule		Workorder Details					
WO #	Asset ID	Asset Description	Location Description	Type	Class	FEQ	Units	Work Order Description	Status	Schedule Start	Actual Start	Actual Finsh	WorkLog Detail
<a href="#">658387</a>			1103, Fort Frances WPCP	PM	INSPECTION	1	MONTHS	Blowers/Motors Inspection/Service (1m/3m) 1103	COMP	2/1/18 12:00 AM	2/18/18 12:15 PM	2/18/18 01:15 PM	Monthly Blowers -Changed oil in blowers 3 & 4 and checked air filters.
<a href="#">658395</a>	0000246402	CENTRIFUGE GS2-2-1 TEACUP/ GRIT SNAIL	1103, Fort Frances WPCP, Process, Primary Treatment, Primary Sludge Degritting	PM	INSPECTION	1	MONTHS	Teacup Centrifuge Inspection/ Service (1m/3m/1y) 1103	COMP	2/1/18 12:00 AM	3/5/18 07:47 AM	3/5/18 07:47 AM	Drain/Inspect teacup and snail -There was no debris in the snail when inspected. Lubrication and tensioning of drive chain was completed on February 16th.

Sewer & Water Data for 2018  
up-dated March 19, 2018

Month	Days per month	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018	2018-2017	2018-2017	2018	2018
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	daily average
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP		
		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily		cu. meters monthly	cu. meters daily	cu. meters monthly	cu. meters daily					
January	31	169201	5458.10	10220	329.68	6.04%	119180.0	3844.5	8275.0	266.9	6.94%	4630.0	-5544.0	50021.0	1613.6
February	28	147497	5267.75	8365	298.75	5.67%	107410.0	3836.1	8275.0	295.5	7.70%	3730.0	-27459.0	40087.0	1431.7
March	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-113560.0	-223183.0	0.0	0.0
April	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-108330.0	-256759.0	0.0	0.0
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-116990.0	-228551.0	0.0	0.0
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-114210.0	-201914.0	0.0	0.0
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-126300.0	-212264.0	0.0	0.0
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-123420.0	-181956.0	0.0	0.0
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-107620.0	-174796.0	0.0	0.0
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-109480.0	-183450.0	0.0	0.0
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-102850.0	-177999.0	0.0	0.0
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-105970.0	-171598.0	0.0	0.0
Total	365	316698		18585			226590.0		16550.0			-1141150.0	-2147880.0	90108.0	246.9
Monthly Average		158349	893.82	9292.5	52.37		113295.0	640.0	8275.0	46.9		-93364.2	-170456.1	7509.0	253.8

2017 - Tonnage at Landfill Site - updated March 19, 2018

2017 - Tonnage at Landfill Site - updated March 19, 2018												2017	2018			
MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2017	Average last 10 years	2018	Total Fees	Average last 10 years	Total Fees	2018-2017 Tonnes	2017-2016 Fees	
								Total Tonne	Total Tonne	Total Tonne		Fees 2008 to 2017				
JAN	139.64	28.17	345.27	69.65	10.78	2.17	0.00	450.85	360.13	495.69	\$26,266.82	\$17,849.10	\$30,177.28	44.84	\$3,910.46	
FEB	125.00	30.75	272.44	67.03	9.02	2.22	0.00	349.66	306.73	406.46	\$20,191.04	\$15,355.62	\$23,347.65	56.80	\$3,156.61	
MAR		#DIV/0!		#DIV/0!		#DIV/0!		466.01	411.69	0.00	\$28,951.58	\$21,321.44		-466.01	-\$28,951.58	
APRIL		#DIV/0!		#DIV/0!		#DIV/0!		630.91	574.04	0.00	\$40,385.84	\$30,505.60		-630.91	-\$40,385.84	
MAY		#DIV/0!		#DIV/0!		#DIV/0!		741.59	719.34	0.00	\$43,112.32	\$36,978.61		-741.59	-\$43,112.32	
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		663.02	846.85	0.00	\$40,162.52	\$38,270.35		-663.02	-\$40,162.52	
JULY		#DIV/0!		#DIV/0!		#DIV/0!		588.46	673.76	0.00	\$37,823.17	\$37,267.74		-588.46	-\$37,823.17	
AUG		#DIV/0!		#DIV/0!		#DIV/0!		671.06	657.07	0.00	\$39,355.84	\$34,723.56		-671.06	-\$39,355.84	
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		637.12	651.51	0.00	\$41,057.14	\$34,879.94		-637.12	-\$41,057.14	
OCT		#DIV/0!		#DIV/0!		#DIV/0!		655.43	803.03	0.00	\$40,341.88	\$40,187.03		-655.43	-\$40,341.88	
NOV		#DIV/0!		#DIV/0!		#DIV/0!		370.13	569.91	0.00	\$24,926.28	\$29,432.34		-370.13	-\$24,926.28	
DEC		#DIV/0!		#DIV/0!		#DIV/0!		330.97	416.38	0.00	\$19,868.57	\$21,716.47		-330.97	-\$19,868.57	
Average per monthly	132.32	29.46	308.86	68.34	9.90	2.20	0.00	546.27	582.54	75.18	\$33,536.92	\$29,873.98	\$26,762.47	-995.28	-145,545.19	
Total	264.64		617.71		19.80		0.00	6555.20	6990.45	902.15	\$402,443.00	\$358,487.81	\$53,524.93	-5653.05	-\$348,918.07	
Town of Fort Frances Tonnage											\$402,443.00	Actual	\$53,524.93			
	882.35										\$391,084.00	Budget	\$396,950.00			
Total Tonnage	902.15										\$402,443.00	Forecasted	\$321,149.58			
Residential Tonnage	264.64	29.33%														
ICI Tonnage	617.71	68.47%														
Coverage material	0.00															

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TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURER'S MEMO

**TO:** MAYOR ROY AVIS  
COUNCILLOR JOHN ALBANESE  
COUNCILLOR WENDY BRUNETTA  
COUNCILLOR JUNE CAUL  
COUNCILLOR DOUG KITOWSKI  
COUNCILLOR KEN PERRY  
COUNCILLOR PAUL RYAN

**FROM:** LAURIE LINDBERG, TREASURER

**DATE:** 2018 03 21

**SUBJECT:** COUNCIL REMUNERATION AND EXPENSES

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**As per *The Municipal Act*, c. 25, Section 284, S.O. 2001, attached please find an itemized statement of the remuneration and expenses paid to each member of Council in respect to services as a member of Council.**

/dl

TOWN OF FORT FRANCES  
Council Remuneration & Expenses  
2017

1 Council Remuneration

(The Municipal Act, c. 25, Section 283(1), S.O. 2001; By-Law 12/03, Town of Fort Frances)

NAME	BASE SALARY	GROSS SALARY
Albanese, John	12,179.96	
Police Services	1,850.00	14,029.96
Avis Roy	23,344.88	
per diems	1,920.00	
Police Services	1,850.00	
Power Corporation	4,802.20	31,917.08
Brunetta, Wendy	12,179.96	
per diems	1,840.00	14,019.96
Caul, June	12,179.96	
per diems	400.00	12,579.96
Kitowski, Doug	12,179.96	
per diems	1,120.00	13,299.96
Perry, Ken	12,179.96	
per diems	2,720.00	14,899.96
Ryan, Paul	12,179.96	
per diems	2,000.00	14,179.96
		\$ 114,926.84

TOWN OF FORT FRANCES  
Council Remuneration & Expenses  
2017

2 Expenses - Members of Council  
(The Municipal Act, c. 25, Section 283(2), S.O. 2001)

NAME	DATE	PURPOSE	AMOUNT
Albanese John			0.00
	25-Jan-17	Mileage - MPAC mtg. - Thunder Bay	109.19
Avis, Roy	Apr 26 - 28, 2017	AMO Conf. - Thunder Bay	706.08
	Aug 12 - 17, 2017	AMO Conference - Ottawa	3,651.00
	Sep 20 - 22, 2017	NOMA Regional Conference - Thunder Bay	702.48
			5,168.75
Brunetta, Wendy	Jan 28 - 31, 2017	OGRA/ROMA Conf. Toronto	1,950.80
	02-Feb-17	Reimbursement of Train re 2016 AMO conference	116.39
	Apr 25 - 28, 2017	NOMA Conference - Thunder Bay	807.02
	12-Aug-17	Tickets to Sports Hall of Fame Dinner - FF	70.00
	Sep 19 - 22, 2017	NOMA Regional Conference - Thunder Bay	757.02
			3,701.23
Caul, June	02-Feb-17	Reimbursement of Train re 2016 AMO conference	116.39
	Aug 12- 17, 2017	AMO Conference - Ottawa	1,545.38
	Sep 20 - 22, 2017	NOMA Conference - Thunder Bay	815.02
			2,476.79
Kitowski, Doug	Apr 25 - 28, 2017	NOMA Regional Conference - Thunder Bay	934.47
	Sep 19 - 22, 2017	NOMA Conf - Thunder Bay	872.09
			1,806.56
Perry, Ken	Jan 28 - 31, 2017	OGRA/ROMA - Toronto	1,902.55
	Apr 25 - 28, 2017	NOMA Conference - Thunder Bay	795.02
	14-Jun-17	MPAC strategic planning mtg and NOMA Board	17.00
	Sep 19-22, 2017	NOMA Reg. Conf. - Thunder Bay	754.02
			3,468.59
Ryan, Paul	Apr 25 - 28, 2017	NOMA Conference - Thunder Bay	807.02
	Aug 12 - 17, 2017	AMO Conference - Ottawa	3,804.01
	Sep 19 - 22, 2017	NOMA Regional Conference - Thunder Bay	772.02
			5,383.05



TOWN OF FORT FRANCES  
Council Remuneration & Expenses  
2017

NAME	BASE SALARY	GROSS SALARY	CONFERENCE EXPENSES	TOTAL EXPENSE & REMUNERATION
Albanese, John	12,179.96			
Police Services	1,850.00	14,029.96		14,029.96
Avis, Roy	23,344.88			
per diems	1,920.00			
Police Services	1,850.00			
Power Corporation	4,802.20	31,917.08	5,168.75	37,085.83
Brunetta, Wendy	12,179.96			
per diems	1,840.00	14,019.96	3,701.23	17,721.19
Caul, June	12,179.96			
per diems	400.00	12,579.96	2,476.79	15,056.75
Kitowksi, Doug	12,179.96			
per diems	1,120.00	13,299.96	1,806.56	15,106.52
Perry, Ken	12,179.96			
per diems	2,720.00	14,899.96	3,468.59	18,368.55
Ryan, Paul	12,179.96			
per diems	2,000.00	14,179.96	5,383.05	19,563.01
<b>Total</b>		<b>114,926.84</b>	<b>22,004.97</b>	<b>136,931.81</b>



## Rainy River District Social Services Administration Board

450 Scott Street  
Fort Frances, ON  
P9A 1H2

Ph: (807) 274-5349  
Fax: (807) 274-0678  
Toll Free: 1-800-265-5349

• Children's Services • Land Ambulance • Ontario Works • Social Housing

March 15, 2018



Ms. Laurie Lindberg  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Laurie,

### RE: 2017 Remuneration of Board Member

Please find below an itemized Statement of Remuneration and Expenses for the board member representing your Municipality on the Rainy River District Social Services Administration Board:

Board Member: **Kenneth Perry**

Honorarium	\$4,200.00
Per Diem	1,425.00
Travel & Training	3,591.83
Mileage	<u>0.00</u>

Total Remuneration \$9,216.83

If you have any questions regarding this statement, please do not hesitate to contact me at 807-274-5349 extension 245 or by e-mail at [leluik@rrdssab.on.ca](mailto:leluik@rrdssab.on.ca).

Sincerely,

Leanne Eluik, CPA, CGA  
Director of Finance & Asset Management

/jp

cc. Board Files

**Laurie Lindberg**

---

**From:** Lisa Slomke  
**Sent:** Saturday, March 3, 2018 10:22 AM  
**To:** Laurie Lindberg; Dawn Galusha  
**Subject:** Fwd: 2017 councilor remuneration

Fyi

Sent from my iPhone

Begin forwarded message:

**From:** Vicki Wyder <[vwyder@nwhu.on.ca](mailto:vwyder@nwhu.on.ca)>  
**Date:** March 3, 2018 at 9:37:23 AM CST  
**To:** "lslomke@fort-frances.com" <[lslomke@fort-frances.com](mailto:lslomke@fort-frances.com)>  
**Subject:** 2017 councilor remuneration

Hello,

As required under the Municipal Act, please note the following 2017 expenses paid directly to Councilor Paul Ryan regarding his service on the Board of Health for the Northwestern Health Unit as your municipal representative.

• MILEAGE	4,524.58
• TRAVEL GENERAL	3,225.46
• HONORARIUMS	<u>7,092.50</u>
<b>Total Paid in 2017</b>	<b>14,842.54</b>

If you have any questions, please feel free to contact me directly.

Thank you,

**Vicki Wyder**  
 Accounts Officer  
 Northwestern Health Unit  
 210 1<sup>st</sup> Street North  
 Kenora, ON P9N 2K4  
 (807) 468-3147 ext.3252  
[www.nwhu.on.ca](http://www.nwhu.on.ca)

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

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