TOWN OF FORT FRANCES

AGENDA - January 14, 2019

COMMITTEE OF THE WHOLE MEETING
Committee Room and Council Chambers, Civic Centre
(Session No. 003) 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 Labour relations or employee negotiations: Personnel Matter

4.2 Personal matters about an identifiable individual, including municipal or local board employees: Appointment to Board/Committees

4.3 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board; more specifically Property Matter Verbal Update.

4.4 Litigation or Potential Litigation, including matters before administrative tribunals, affecting the municipality or local board: Agency One Matters

5. Public Session Resumes in Council Chambers:

6. Council Reports on Board & Committee Activity:

6.1 Mayor J. Caul - Verbal Update

Councillor D. Judson - Verbal Update

Councillor J. McTaggart - Verbal Update

Councillor R. Wiedenhoeft - Verbal Update

7. Consent Agenda:

7.1 Municipal Reporting Burden. 5 - 37

- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to continue to monitor that matter and to stay abreast of any reporting recommendations brought forward by the Ministry of Municipal Affairs and AMCTO.

7.2 Request from the Choraliers 38 - 39

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- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee and the Community Services Executive Committee to provide a $500.00 donation to the Choraliers for assistance with the costs of their Christmas performance.

7.3 Proposed New Intern Position in Information Technology Department. 40 - 41

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize securing of the necessary funding to hire a intern position in the Information Technology Department.

7.4 Policy Update - WHMIS Compliance - Policy 5.33 and 42 - 54

Policy Update - Critical Injury Reporting and Investigation - Policy 5.6.- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the updates to the WHMIS Compliance and Critical Injury Reporting and Investigation policies.

7.5 2019 Temporary Borrowing to Meet Current Expenditures 55 - 56

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the preparation of a by-law for temporary borrowing in the amount of $4,000,000.00 to meet 2019 expenditures.

7.6 Interim Tax Levy for 2019 57

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize that the Interim Tax Levy By-law for 2019 be brought forth.

7.7 Ontario Cannabis Retail. 58 - 64

- approval of this report will agree to the recommendation of the Planning and Development Executive Committee to:

1) pass a resolution allowing cannabis retail stores in the Town of Fort Frances and direct Administration to provide written notice to the AGCO notifying of the Municipalities decision to opt-in to allow retail cannabis stores by January 22, 2019 and

2) defer development of a Municipal Retail Sales Policy for Recreational Cannabis to a later date.

7.8 2019 Capital Purchase of Sidewalk Sanding Attachment. 65

- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to approve the tendering of the capital purchase of a sidewalk sander and sweeper attachment for the Trackless Sidewalk Machine in advance of the approval of the

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2019 Capital Budget at an estimated cost of $40,000.00.

7.9 Columbarium Construction at Riverview Cemetery. 66

- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure the following:

1. That the construction of a columbarium foundation as presented in the 2019 Capital Budget be given a high priority and the allocation increased to include the tendering of the stone structure;

2. That no niche pre-sales be entertained at least until the structure has been tendered and awarded.

7.10 November 2018 Drinking Water Systems Monthly Summary Report. 67 - 74

- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to accept the November 2018 report prior to it being made available to the general public.

7.11 Redundant Score Clock ('52 Arena). 75

- approval of this report will agree to the recommendation of the Community Services Executive Committee to declare the old ’52 Canadian scoreboard that is no longer in use as redundant to Town operations and endorse the procedure as laid out in the report for the removal and disposal of the asset.

8. Administration and Finance Division:

8.1 Councillor Douglas Judson Council Orientation Per Diem 76 - 77

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem claim in the amount of $400.00 as submitted by Councillor Judson for his attendance at the Council Orientation Session on November 21-23, 2018.

8.2 Councillor Rick Wiedenhoeft Council Orientation Per Diem 78 - 79

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem claim in the amount of $400.00 as submitted by Councillor Wiedenhoeft for his attendance at the Council Orientation Session on November 21-23, 2018.

9. Information:

9.1 Building Statistics - November & December 2018 80 - 81

9.2 Post-Election Accessibility Report 82 - 84

9.3 Fort Frances Fire & Rescue Service - November & December 2018 85 - 89

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9.4	Letter from Ministry of Finance re: High-tonnage tax rate for Railway Right-of-way	90 - 91
9.5	Financial Indicator Review & Municipal Financial Profiles (based on 2017 Financial Information Return)	92 - 99
9.6	Fort Frances Wastewater Treatment Facility - November 2018 Monthly Report.	100 - 106
9.7	Sewer and Water Data for 2018 - updated December 24, 2018.	107
9.8	Landfill Statistics as of December 24, 2018.	108
9.9	Airport Statistics - Airport Landings and Fuel Sales as January 4, 2019.	109 - 110

10. Non-agenda items:

11. ADJOURNMENT

January 9, 2019

Report To: Mayor and Council

From: Doug Brown, CAO

SUBJECT: Municipal Reporting Burden

The letter dated December 5th, 2018 from the Steve Clark, Honourable Minister of Municipal Affairs and Housing was referred by Council to the Administration & Finance Executive committee for review and recommendation. (See attached letter).

The following pertinent background information on the subject matter is provided for your consideration:

1) December 13, 2018 – AMCTO- Advocacy Update- Municipal Reporting Burden
2) 2016 AMCTO Report – Bearing the Burden – Overview of Municipal reporting to the Province.

Administration has taken the liberty of confirming which reports are completed and forwarded to the Province on a regular basis. The 12 page spreadsheet outlining the Municipal – Provincial Reporting Inventory is attached for your reference. Overall, Administration is of the opinion that modernization of the reporting regime is necessary, so that it becomes streamlined and less burdensome to our organization.

Respectfully submitted,

Doug Brown

Doug Brown, CAO

COUNCIL APPROVAL OF THIS REPORT WILL agree with the recommendation of the Administration and Finance Executive Committee that the Municipality continue to monitor the matter and to stay abreast of any reporting recommendations brought forward by the Ministry of Municipal Affairs and Housing and AMCTO.

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AMCTO
THE MUNICIPAL EXPERTS

December 13, 2018

AMCTO Advocacy Update – Municipal Reporting Burden

Last week, AMCTO was pleased that the Honourable Minister of Municipal Affairs & Housing Steve Clark committed to addressing the sector's reporting burden. A letter sent to all Ontario municipalities formalized his remarks from the 2018 AMO Conference where he echoed the concerns that AMCTO raised in its landmark 2017 report on municipal-provincial reporting; that municipal reporting is often onerous, excessive, fragmented, duplicative, and often a barrier to effective municipal service delivery.

AMCTO is pleased to see its recommendations being adopted as the Minister commits to convening a cross-government working group on their municipal reporting requirements. This group will be tasked with reducing reporting, ensuring the information collected is necessary for the province's work, eliminating duplicate reporting, and ensuring reporting requirements for small municipalities are appropriate.

To inform this process, a municipal stakeholder working group made up of key associations will be leveraged to provide an informed perspective as early as next week. AMCTO is pleased to work closely with our municipal partners on this group from AMO, MFOA and OMSSA to present a sector wide effort.

Background:

For the past several years, AMCTO has made the municipal reporting burden a key advocacy issue. These efforts began when research led to the release of the 'Bearing the Burden' report in early 2017. This prompted a series of activities that brought us to where we are today:

- Late in 2016, AMCTO staff shared a draft report with staff from the Ministry of Municipal Affairs for review and feedback.
- In late Spring of 2017, AMCTO staff were invited to brief the Secretary of the Cabinet, Steve Orsini on the reporting burden research along with briefing to the MARCO/LUMCO and Regional & Single Tier CAOs.
- During the summer of 2017, AMCTO staff briefed the then Municipal Affairs Critic and now Minister of Agriculture, Food & Rural Affairs Ernie Hardeman and his staff.
- Over 2017-18, AMCTO staff began to work with the previous government on reporting reduction related to the Human Services Integration portfolio.

While the above efforts raised the profile of the reporting burden, Minister Clark's commitment to the reporting burden file is a positive step to working toward improved municipal service delivery. We look forward to working with Minister Clark and his team on this issue.

For more:

Bearing the Burden: Summary Report

Bearing the Burden: Technical Report

Municipal-Provincial Reporting Inventory (as of early 2017)

AMCTO – The Municipal Experts
2680 Skymark Avenue Suite # 610, Mississauga ON L4W-5L6

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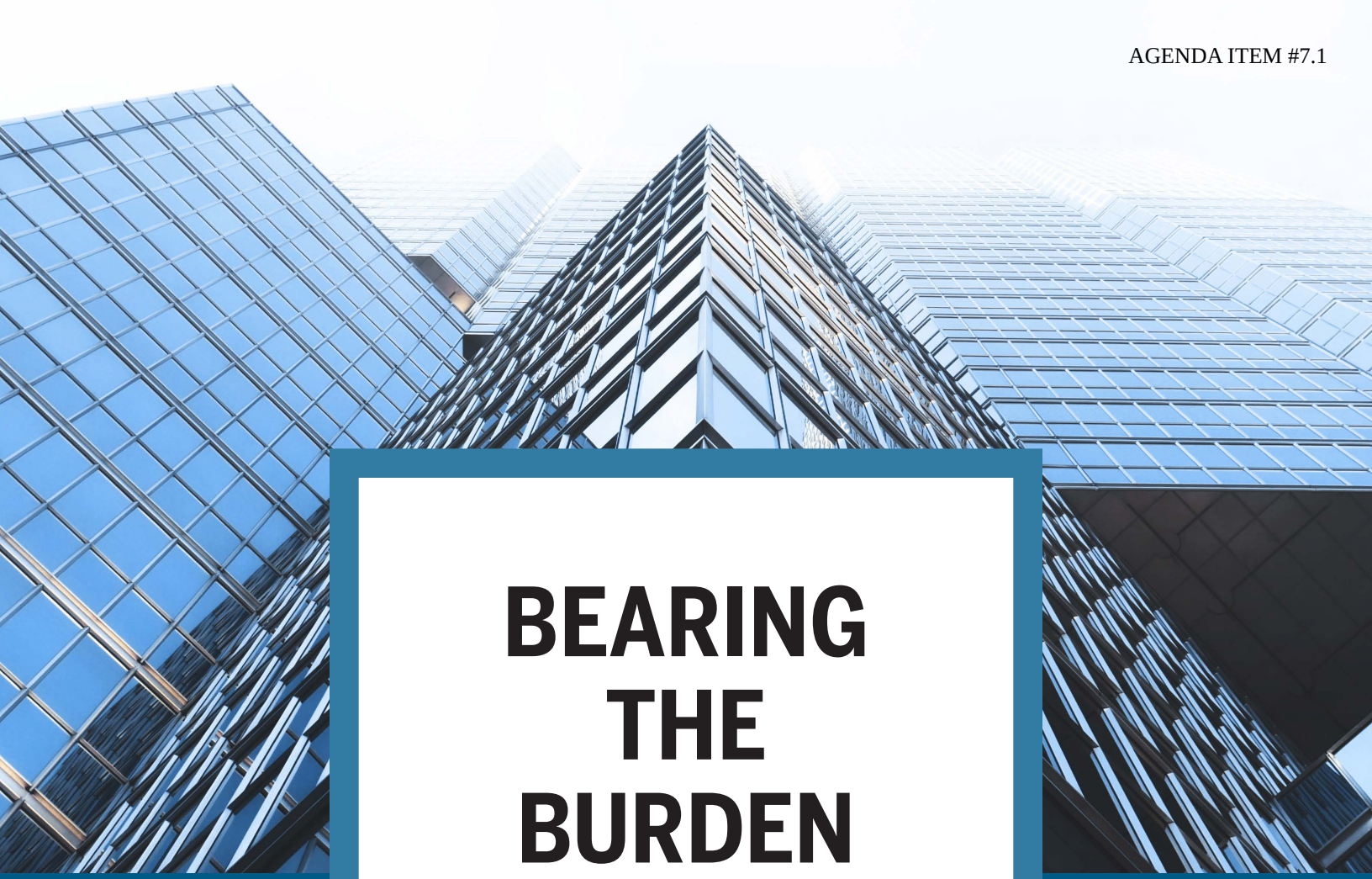

BEARING THE BURDEN

AN OVERVIEW OF MUNICIPAL REPORTING TO THE PROVINCE

AMCTO
THE MUNICIPAL EXPERTS

SUMMARY REPORT

Acknowledgements:

Lead Researcher
DEVAN LOBO

AMCTO would like to thank the following reviewers for providing their support and feedback for this research project.

JEFF ABRAMS,
City Clerk,
City of Vaughan

PETER LOEWEN,
Director at School of Public Policy & Governance and Associate Professor of Political Science,
University of Toronto

ZAC SPICER,
Assistant Professor of Political Science,
Brock University

We would also like to extend our sincere thanks to the public servants across the province who completed our survey, participated in interviews and focus groups. A special thanks to the following municipalities for helping to facilitate this research:

MUNICIPALITY OF BAYHAM
COUNTY OF GREY
CITY OF OSHAWA
TOWNSHIP OF PUSLINCH
MUNICIPALITY OF WAWA
REGIONAL MUNICIPALITY OF YORK

Please note that the conclusions, recommendations, and opinions expressed in this report belong to AMCTO and do not necessarily reflect the views of the individual reviewers or municipalities who participated in this research.

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INTRODUCTION

Every day in communities across Ontario local governments work hard to deliver crucial services to their citizens. Most of this is tangible and visible: garbage trucks collect trash, police officers patrol the streets, and road crews fix potholes. However, a key feature of municipal service delivery—municipal reporting to the province—is not visible to even well-informed citizens. Reporting is both important and necessary. It helps the province to ensure accountability, monitor performance of funded programs, and ensure that transferred money is being spent appropriately. However, over time municipal reporting has become unwieldy. New regulations, funding agreements and programs have made municipal-provincial relations more complex. As new requirements were added, too few were taken away. Steadily municipalities became deeply over regulated and burdened with requirements to report to the province on hundreds of programs and services.

Governments at all three levels in Canada have entered a period where evolution and change are imperative. Steep fiscal pressures, rapid technological and demographic change, globalization and the spread of populism have all dramatically altered the environment in which they deliver services and govern. Intergovernmental relationships must also evolve and adapt to the meet the changing demands of Ontarians.

> **“Accountability is essential, but we often treat that goal as an absolute good. Taxpayers expect excellent management and transparent procurement, but an exclusive focus on rigorous financial reporting and compliance requires a significant investment of time, energy and resources that is subject to diminishing returns.”**
>
> — DRUMMOND REPORT, 2012

Far from achieving the goals of good governance and accountability, municipal-provincial reporting in Ontario now hinders the ability of municipalities to function like responsible orders of government. Reporting threatens to weaken municipal productivity at a time when municipalities must modernize to face increasing demands. This report provides an overview of the municipal reporting burden. It’s based on interviews and focus groups with municipalities and municipal public servants from across the province. Its goal is to provoke a conversation about how to reimagine the reporting relationship between municipalities and the province.

PRECEDENTS FOR REFORM

While bringing meaningful change to the municipal reporting burden will be no easy task, over the past decade the government has demonstrated that it can tackle difficult challenges. Below are a few examples.

Open for Business: The government of Ontario has made a valuable contribution to reducing and streamlining regulation and reform for the private sector. In 2008 the government unveiled its Open for Business Strategy, which was designed to produce a regulatory environment more conducive to businesses. Open for Business is a government-wide burden reduction and service modernization effort, and includes the government's Red Tape Challenge, Regulatory Centre of Excellence, Regulatory Modernization Committee, Government Modernization Fund, and Regulatory Burden Reduction Team. According to the Ministry of Economic Development and Growth, the government has achieved 50% of its target to reduce the burden on businesses with $100 million in savings by 2017. In 2014 alone, five ministries worked together to help save $6 million and 150,000 hours for the businesses in Ontario. Similarly, in 2015, seventeen ministry initiatives saved $44 million and 2.3 million hours (Ministry of Economic Development and Trade, 2015).

TPAM: The Transfer Payment Administrative Modernization Initiative (TPAM), run by the Government of Ontario's Treasury Board Secretariat is designed to streamline and modernize the government's approach to managing its transfer payments. One of the elements of TPAM is a Transfer Payment Common Registration system (TPCR); a one-window, online portal that enables organizations that receive transfer payments to maintain a single profile and allows this information to be accessed and used by all ministries. One of the goals of TPAM is to allow transfer payment recipients, such as municipalities, to spend less time on administrative processes and more time on delivering services.

METHODOLOGY

The purpose of this report is to better understand the impact of municipal reporting to the province, and identify recommendations to streamline and improve the effectiveness of reporting. The findings are based on interviews and focus groups with 29 local government professionals throughout July and August of 2016. This qualitative data was supplemented by an online survey of municipal public servants from across the province, which received over 300 responses. Research respondents represented a wide cross-segment of Ontario's municipal sector, including a variety of population sizes, tiers, years of employment in the sector, and regions of the province.

LIMITATIONS

While this research project was designed to provide a wholesome picture of municipal-provincial reporting in Ontario, several limitations must be acknowledged. The interviews and focus groups conducted for this project were conducted in six municipalities.[1] While this qualitative research was supplemented by a survey of municipal public servants from across the province, the conclusions presented in this report may not necessarily be representative of the experience of every municipality.

In addition, while this project provides an overview of municipal reporting to the province, it does not cover reporting to the federal government (which is extensive). Nor does it cover the effect of regulations, either provincial or federal, on municipalities. These are both important topics in their own right.

1 The six municipalities included both upper and lower tier, small, medium, and large communities, and municipalities located in a number of regions of the province, including the north.

FINDINGS

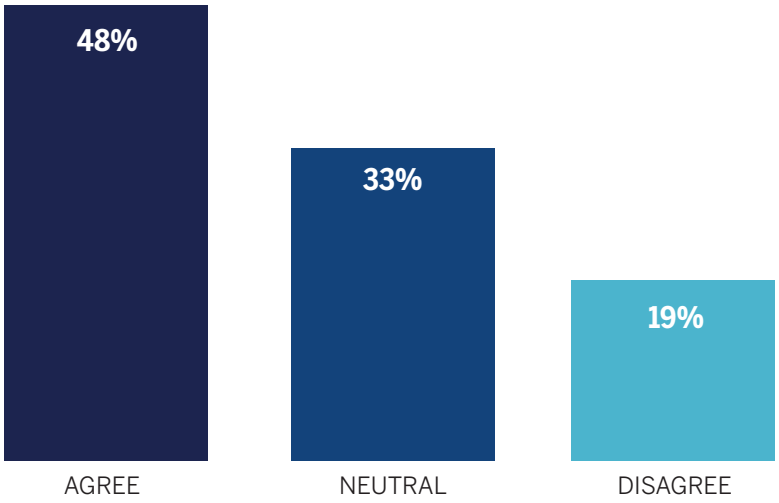
This section presents the key findings of this research project. Full research results, and a broader discussion of the context of municipal reporting can be found in the full technical report, which is located on the AMCTO website.

1. REPORTING NEGATIVELY IMPACTS SERVICE DELIVERY AND PREVENTS MUNICIPALITIES FROM INNOVATING AND PREPARING FOR THE FUTURE

The most alarming finding that emerged from this research is that reporting to the province is negatively impacting the ability of municipalities to effectively deliver services to the citizens of their communities, and to plan, prepare and innovate for the future. As seen in Figure 1, almost half of municipal public servants surveyed for this project agree that provincial reporting impacts their ability to effectively deliver services. This finding was validated by interview and focus group respondents who talked at length about how reporting obligations frequently draw them away from their service-delivery responsibilities.

> **"Time and resources are the biggest drawbacks for municipalities when they are complying with reporting. It takes staff away from working on service-delivery and improving municipal business."**
>
> – FOCUS GROUP PARTICIPANT

FIGURE 1: PROVINCIAL REPORTING REQUIREMENTS ARE IMPACTING MY ABILITY TO PRODUCTIVELY DELIVER SERVICES



> **“One of the main effects of reporting is that it sticks municipalities in a compliance, of-the- moment mentality, and prevents them from being proactive, and forward-looking.”**
>
> — FOCUS GROUP PARTICIPANT

Respondents noted that they are forced squeeze reporting into their already busy schedules. Their time is prioritized and primarily devoted to delivering services in the community, and they find it difficult to keep up with the reporting that they are responsible for. However, they recognize the need to fulfill reporting requirements, especially as they become increasingly linked to provincial funding agreements.

In many cases municipalities expend substantial resources to manage and complete reporting by the deadlines. They deal with this problem in a variety of ways, from working overtime to hiring consultants. Both solutions are financially costly, diverting scarce municipal resources away from core service delivery.

Focus group and interview participants also emphasized that the amount of time they spend on reporting carries a broader and more profound implication for their municipality. Over and over again municipal public servants emphasized that in the current system the amount of time that they spent in reporting is preventing them from being able to plan for the future, and look for ways to innovate and improve. A fairly clear conclusion from this research is that reporting is a barrier to innovation. Every hour that is spent filling out reports to be sent the province is an hour not spent analyzing service-level data, conducting program reviews or consulting with stakeholders in the community. Some municipalities, especially those located in smaller communities, are so bogged down by reporting that they are forced to simply operate through business as usual. They don't have the time to think of the future because they are constantly looking back.

2. REPORTING IS ONEROUS AND EXCESSIVE

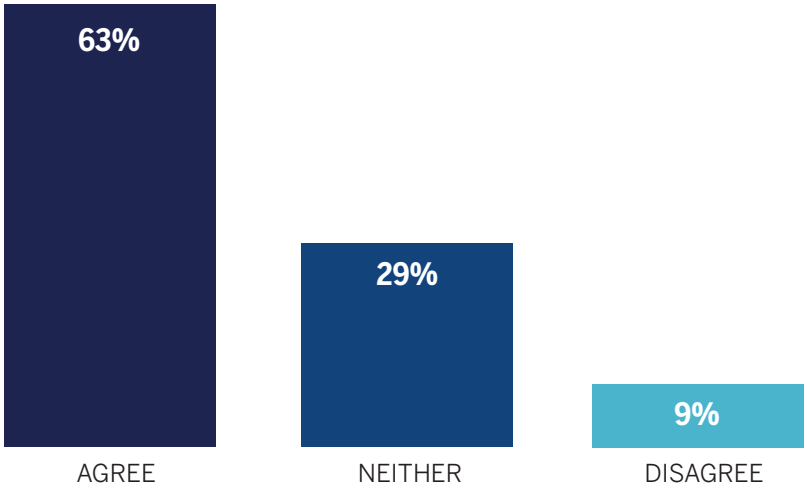
There was broad agreement amongst focus group, interview, and survey respondents that reporting is both onerous and excessive. Based on our research, we estimate that the province collects at least 422 reports from municipalities every year (225 separate reports, collected monthly, quarterly, biannually, and annually). We think that this is a conservative estimate. Consider that municipalities must complete reports for every environmental-related site, wastewater facility, or long-term care home in their jurisdiction. Moreover, this number doesn't include reports submitted on a unique frequency, like grant-based reporting. A full list of reports that we have collected can be found on the AMCTO website.

> **“We estimate that the province collects at least 422 reports from municipalities every year (225 separate reports, collected monthly, quarterly, biannually, and annually). We think that this is a conservative estimate.”**

While no single municipality is responsible for filling out all 422 reports in any given year, we know from other estimates that some municipalities complete more than 200. The amount of reporting a municipality completes generally depends on the set of services they are responsible for. Some are required to complete as few as 90 reports, while others complete more than 200. For instance, in 2012 the City of Toronto documented that they submit about 270 reports to 11 separate provincial ministries or agencies, not considering granted-based reporting or audits. Similarly, the Drummond Report identified that one Ontario municipality submits 287 reports to the province every year.

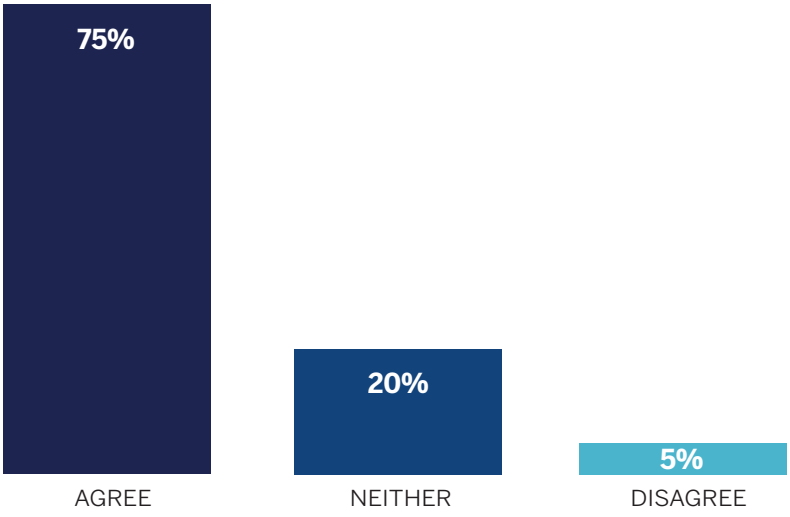
As seen in Figure 2, 63% of survey respondents agreed with the statement that there are too many provincial reporting requirements. Focus group and interview participants also agreed that there is more reporting now than 3-5 years ago, and that the trend seems to be for the province to consistently add new reporting requirements without taking many away. Reporting requirements are rarely if ever removed or streamlined. Even when reporting requirements are removed, there is usually a corresponding increase somewhere else. For instance, several respondents noted that when the Municipal Performance Measurement Program (MPMP) was removed, it didn't mitigate a corresponding increase in the difficultly of the Financial Information Return (FIR).

FIGURE 2: THERE ARE TOO MANY PROVINCIAL REPORTING REQUIREMENTS



Reporting is also time consuming. For example, the Long-Term Care Home Service Accountability Agreement takes municipalities anywhere from 21 to 45 days to complete for just one home. An overwhelming percentage of respondents believe provincial reporting takes too much time to complete, with 75% of survey respondents agreeing that provincial reporting is too time consuming (Figure 3).

FIGURE 3: PROVINCIAL REPORTING IS TOO TIME CONSUMING

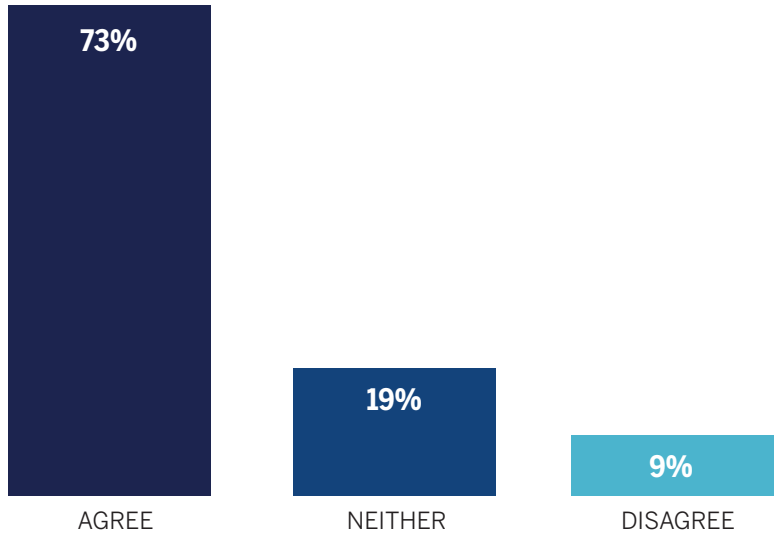


While the volume of reporting was a key area of concern, so too was the difficulty and complexity of some of the reporting. The process of reporting is considerably more complex than simply filling out a form or template. Reporting requires data gathering, data input, and record keeping. As seen in Figure 4, about 73% of survey respondents from all categories agree that complying with reporting requirements is onerous. Only 9% disagreed. Many respondents felt that the time and resources spent on reporting outweighed the benefit, or was not proportional to the program or service being reported on. Some described the report that they are responsible for as frustrating to complete, bringing them little or no added benefit, and taking time away from what they view as their actual job.

Some reporting requirements are described as straightforward and clear in terms of determining what is required. Others, however, are vague and leave crucial details up to a municipality's interpretation. For instance, respondents noted that compliance reporting for environmental assessments come with vague instructions, that ask for information based on what the municipality believes is "sufficient." In these cases, provincial staff are often not able to provide useful clarification. To mitigate this uncertainty, many municipalities go above and beyond what they think is necessary to ensure that they've met the require-

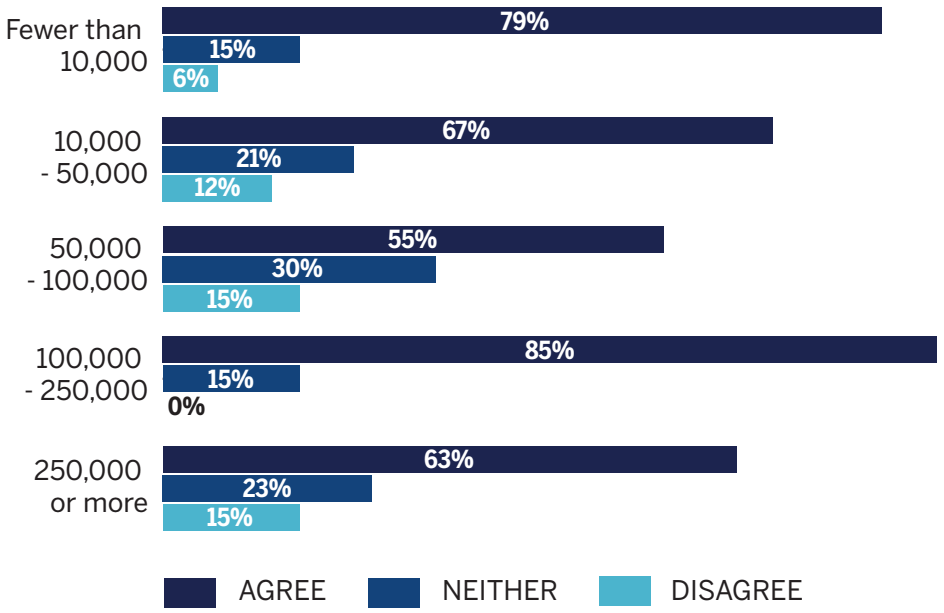
ments. One focus group respondent talked about sending huge stacks of binders to the province to ensure that all of their bases were covered. Should questions or problems arise with reporting, respondents said that when they seek clarification or support from provincial ministries or agencies the response is inconsistent. While some ministries and agencies are helpful, others were reported to be unreliable, slow and unhelpful. Some respondents indicated that it is common for municipal public servants to use their informal networks instead of official ministry contacts when they have questions about reporting.

FIGURE 4: COMPLYING WITH PROVINCIAL REPORTING REQUIREMENTS IS ONEROUS



As seen in Figure 5, every municipality faces its own unique challenges. Smaller municipalities have fewer coordination challenges but have less capacity and fewer resources to deal with reporting challenges. Conversely larger municipalities have greater staff capacity and resources but face more complex coordination challenges. Similar findings have been noted in the experience of provincial reporting to the federal government (Graefe et al., 2013, 76).

FIGURE 5: COMPLYING WITH PROVINCIAL REPORTING REQUIREMENTS IS ONEROUS, BY POPULATION SIZE



Respondents describe feeling frustrated with reporting, and note that it impacts their stress levels, mental health and ability to work effectively. As one senior municipal official noted, there are broader impacts to the health of municipal employees associated with being overworked. Several focus group respondents also reported that reporting has made it difficult for them to recruit qualified staff. Most public servants enter government to serve their community and work on programs and services that they think are important. They don't want to spend time filling out spreadsheets, or entering data into antiquated provincial portals.

> **"It is more the case that reporting to the province is done because it is mandatory, not because it generates value. If municipalities saw the value of the data they collect for reporting, they would be eager to coordinate, participate, and find the utility of the reporting."**
>
> — FOCUS GROUP PARTICIPANT

3. THE PURPOSE OF REPORTING IS OFTEN UNCLEAR

In addition to the excessive amount of reporting that municipalities are subject to, research respondents also frequently acknowledged that they often didn't know the purpose of reporting. While the process of reporting can help municipalities become aware of inefficiencies, measure their progress, inform program decisions, or learn more about potential problems with the programs and services they deliver, our research suggests that this is the exception rather than the rule. Respondents painted a clear picture: in most instances municipalities derive little benefit from the reporting that they do, rarely have a good sense of what it is being used for, and are deeply sceptical that the information is actually being used.

Respondents also voiced very clearly that they wish the information that they were reporting was useful for the work that they do. In fact, many respondents indicated that they would be more enthusiastic about reporting if there was mutual benefit for both the province and municipality. However, as seen in Figure 6, public servants consider reporting to bring little or no value to their work, with only 21% of respondents selecting affirmative options.

One of the reasons why reporting brings little value to municipalities, is that the information reported to the province is rarely shared back with them. Numerous respondents indicated that it would be really helpful for them if data that they report to the province was published or shared in some form, so that they could benchmark or compare themselves against other municipalities. Even in the limited number of circumstances where data is shared back with the sector, many municipal public servants feel that the data is inconsistent, preventing true "apples to apples" comparisons.

FIGURE 6: RATE THE VALUE THAT REPORTING GENERALLY BRINGS TO YOUR WORK

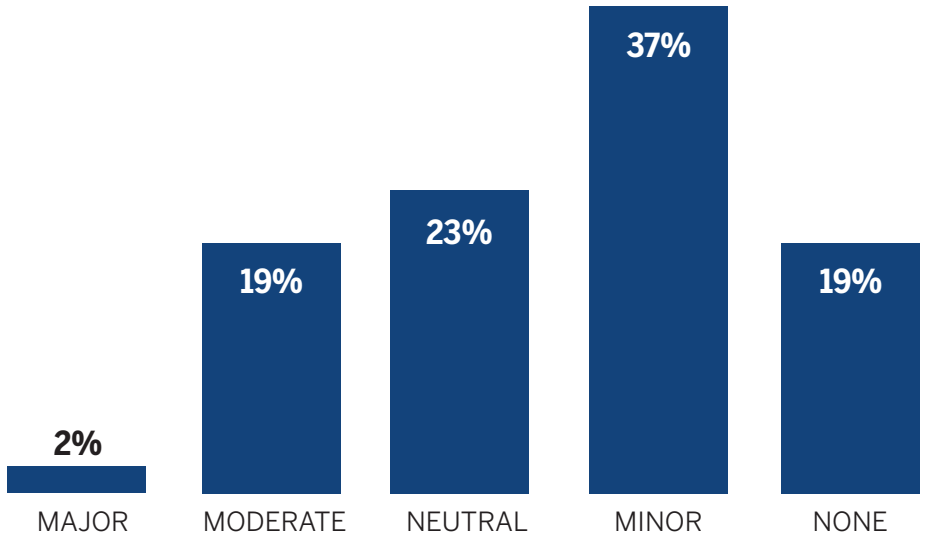
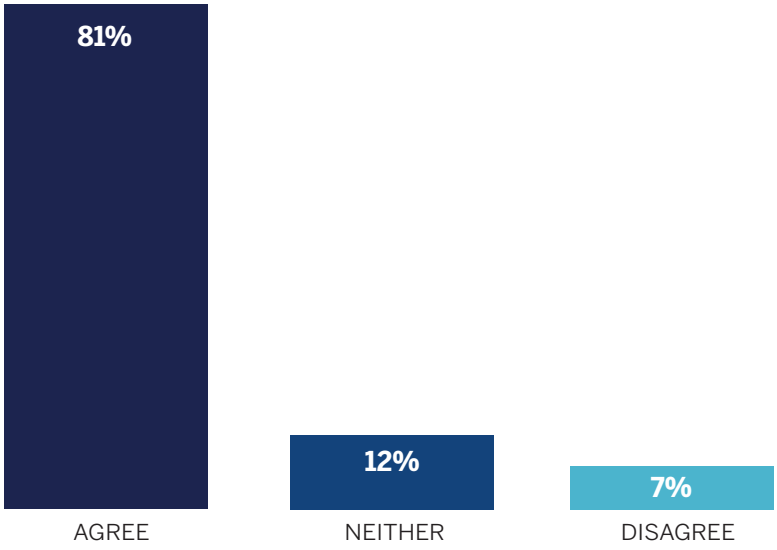


FIGURE 7: IT IS UNCLEAR HOW THE DATA I SUBMIT IS USED



However, perhaps a more significant problem underlying the municipal-provincial reporting relationship is that most municipal public servants don't know how the data the province is collecting is being used, or why it is being collected. This perception is confirmed by survey data, which shows that 81% of respondents agree that it is unclear how the data they submit as part of provincial reports is being used (Figure 7).

One interview participant noted that while there are circumstances where it seems like data the province collects is being used for program decisions, in other circumstances reporting seems to be used more for "surveillance" and accountability. The Drummond Report reached a similar conclusion, noting that "information reported is often not used at the other end to influence changes in policy or service delivery" (Drummond et al., 2012, 127).

> **"One major struggle is that municipalities don't always know what the data is used for, and the province doesn't communicate about the value of the information that is being collected."**
>
> — FOCUS GROUP PARTICIPANT

4. MUNICIPAL-PROVINCIAL REPORTING IS HIGHLY FRAGMENTED

One possible reason why the province has been unable to communicate the value of reporting is that it is so fragmented that the even the province doesn't have a clear picture of the scale and scope of municipal reporting. Municipalities submit reports to at least 34 different ministries and agencies. Many ministries and agencies approach reporting in different ways, sometimes resulting in redundant requests for the same information. For example, data required for reporting on long-term care homes is duplicated in the Ontario Healthcare Reporting Standards and the Long-Term Care Service Accountability agreement, or simply in the quarterly and then annual reports on the same program. This is just one example of many, where municipalities submit the same data to different ministries, or to the same ministry in different reports.

The features of each report can also differ greatly making reporting even more onerous for municipalities. Reports are submitted to different provincial ministries or agencies at different points in time, some monthly, some quarterly, some bi-annually, and others annually or a combination. Provincial bodies do not appear to coordinate or create common standards for reporting results. Respondents described a picture where the government's left hand often doesn't know what the right hand is doing. The reporting architecture is so fragmented that municipal staff spend time seeking clarification from various agencies and ministries, reporting the same data multiple times, and constantly grappling with new and inconsistent reporting formats. Simply glancing at the list of reports that we have assembled paints a clear picture of how expansive and fragmented reporting has become.

The way that municipalities handle their reporting requirements is also highly varied. Every municipality handles municipal reporting in a slightly different way. Their response largely depends on their size, organizational structure, capacity, knowledge and skills, technological capacity, and annual revenue. In the interviews and focus groups conducted for this report, we discovered that in small municipalities reporting is usually completed by a smaller number of staff, though they still likely have to collect data from other departments. At the other end of the spectrum, larger municipalities used a more decentralized approach to reporting where individual departments were responsible for reporting in their own areas. One commonality was that in more technical areas (such as wastewater), those with the relevant technical experience were most likely to be completing reporting requirements.

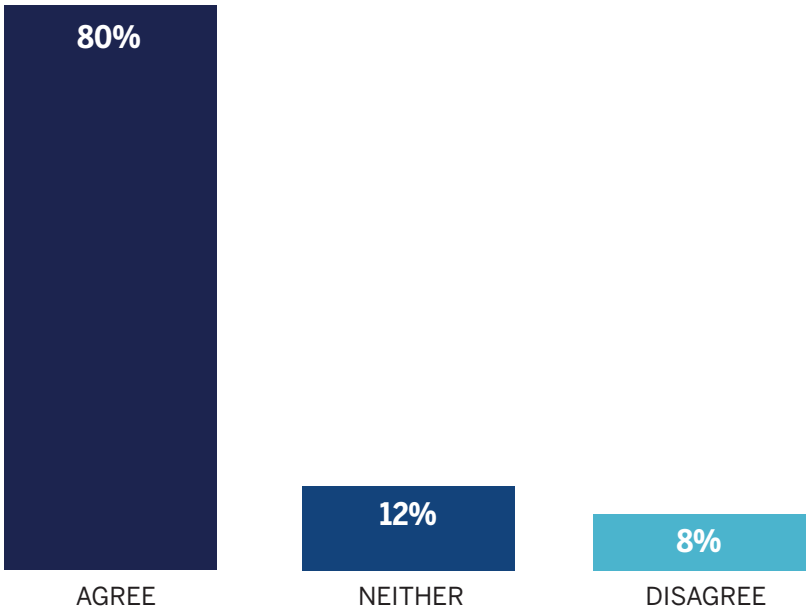
5. MUNICIPALITIES THINK REPORTING IS IMPORTANT

Finally, despite all the concerns that respondents expressed, and all the issues currently associated with reporting, there is a strong belief amongst municipal public servants that reporting is important. As seen in Figure 8, 80% of survey respondents agree that reporting is important; only 8% disagree. This message was confirmed in interviews and focus group conversations.

Respondents frequently expressed a recognition that certain reporting requirements are important and necessary, and that as a principle, reporting is an important component of intergovernmental arrangements. Respondents were able to identify a number of reporting processes that offered them opportunities to improve their core business. However, the elements of reporting that are useful are vastly overshadowed by the elements that are illogical and deeply frustrating to municipal officials.

There is no debate about whether or not reporting is important. The question is really to what extent is it useful and productive, and to what extent does it actually lead to worse outcomes for municipalities and the citizens that they serve. As noted by one focus group participant, "most public servants want to serve their communities, not fill out reports." The important challenge going forward is to identify and preserve the important and productive elements of reporting, and look for opportunities to streamline and improve the duplication and waste.

FIGURE 8: COMPLYING WITH PROVINCIAL REPORTING IS IMPORTANT



RECOMMENDATIONS

The focus of this research project was to better understand the municipal reporting problem in Ontario. Throughout several months of research and conversations with municipal officials, we were also able to identify a series of recommendations that we believe can begin to move this issue forward.

FOR THE PROVINCE:

1. Establish and maintain a comprehensive list of provincially required reporting for municipalities. The key to solving any problem is to first understand it. To that end, the province should work towards creating a cross-ministry list that catalogues all the reports that provincial ministries require municipalities to submit. We think that the Treasury Board Policy Suite's Inventory and Schedule of reports that the federal government is required to produce would be a good model to follow.[2]

> **"Best system would be for the province to have a centralized system for data that is reported, and then disseminated from ministry-to-ministry based on their need. This would allow municipalities to only report information once, rather than a number of times to different bodies."**
>
> — INTERVIEW PARTICIPANT

2. Explore more effective forms of reporting. There are a number of ways that the government could ensure that it is accomplishing its goals of monitoring policy progress, compliance and accountability at the local level, while not requiring municipalities to fill out an endless number of reports. For example, one option would be to establish a list of priority indicators that municipalities report on, allowing the multiple provincial ministries and external stakeholders to easily access data, and removing the requirement for municipalities to report the same data multiple times to multiple ministries. In the United Kingdom, a single data list exists naming the datasets and each indicator that local governments are required to submit to the central government. Having the list allowed the government to eliminate 81 reporting requirements since summer 2010, and scale down another 34 requirements.[3] Another option, is a central data portal, similar to what is being used for TPAM, where municipalities report important data that could then be accessed by provincial ministries.

3. Recognize the burden and look for opportunities to streamline and reduce the regulatory and reporting regime for Ontario's municipalities. The province needs to demonstrate that any new reporting requirements are necessary, and recognize that reporting imposes a heavy burden on municipalities. We urge the government to strike a working group or committee to review and reduce the number of municipal reporting requirements. Ontario should also look to the United Kingdom, where the government developed a New Burden Doctrine, setting out a process for assessing new burdens and ensuring any new burden is fully funded.[4]

The government should also increase the extent to which it consults with the municipal sector, and approach municipal-provincial reporting as a partnership between two levels of government working at a common purpose. The province

2 For Inventory, see http://www.tbs-sct.gc.ca/ip-pi/trans/cal-eng.asp

3 Department for Communities and Local Government, "2010 to 2015 Government Policy: Local Council Transparency and Accountability," UK Government, 2015, Appendix 5

4 Department for Communities and Local Government, "New Burdens Doctrine: Guidance for Government Departments," UK Government, 2011, 4

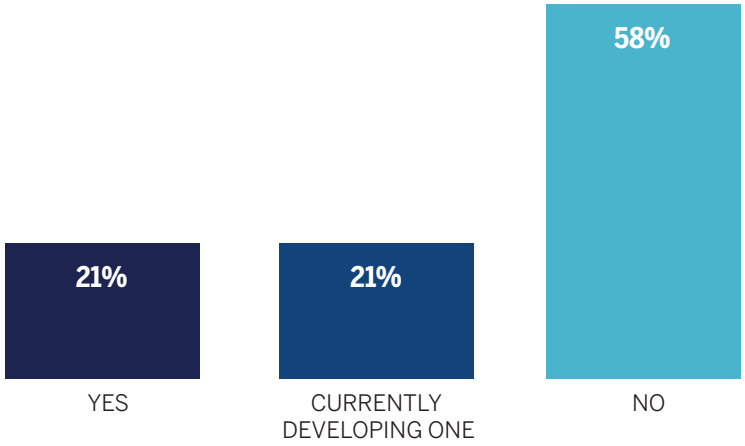
and municipalities should conduct open discussions surrounding current reporting requirements, upcoming changes or the introduction of any new reporting requirements. The government should also develop a review mechanism for any new reporting requirements that it plans to assign municipalities.

4. Communicate the purpose and value of reporting and look for opportunities to share aggregated reporting data with municipalities. For reporting to be successful, both the province and especially municipalities need to understand why data is being collected, or what it is going to be used for. Simply sharing with municipalities what the data is used for and its importance may provide a reporting incentive, helping encourage municipalities to complete reporting on-time and with accuracy. We also heard repeatedly from municipal officials throughout the course of this research that the best way to create buy-in for reporting is to make the data useful for them. One way to do this, is to share an aggregated version of some of the data that is being reported so that municipalities can use it to get a better sense of where they stand compared to other municipalities in the province, and look for opportunities to share best-practices. Municipalities are looking for a joint benefit in reporting, but it is up to the province to create it.

FOR MUNICIPALITIES:

1. Work to understand your municipality's reporting obligations and practices. If they have not already, municipalities should learn more about and assess their internal reporting responsibilities and practices. While working with the province to improve the nature of municipal reporting, municipalities should also assess their own goals and strengths and look for ways to be more effective in the way that they approach reporting. The research conducted for this study revealed that reporting in most municipalities is decentralized across the organization. While this may make practical sense for the organization, it likely also means that senior municipal officials don't have a clear picture about how reporting is affecting their community. Municipalities should try and get a comprehensive sense of their reporting systems and practices. Doing so will allow them to look for ways to optimize, and have better conversations with the province about the amount of reporting that they as a municipality are doing.

FIGURE 9: DOES YOUR MUNICIPALITY HAVE A CENTRAL APPROACH FOR DATA MANAGEMENT?



2. Develop data management approaches to improve quantitative records and optimize qualitative inputs within reporting requirements. Only about 19% of municipalities surveyed for this project indicated that they have a central data management system, while 51% do not (see Figure 9). Those municipalities that have invested in a rigorous centralized data management system find reporting relatively less onerous and program level data easier to obtain than those without one. In addition, staff from municipalities with centralized data management approaches express relatively less agreement with the statement that provincially required reporting impacts their ability to productively deliver services.

It seems clear from our survey results that more municipalities need to think about the way that they manage and operationalize data. One small Ontario municipality reports that they worked to save and find money in their budget to purchase a central software system. The system allows municipal staff to share and access data, which saved them a significant percentage of their budget and now reporting is less burdensome and they can more easily fulfill reporting requirements. A record management and data management system can help municipal staff quickly and easily share reporting data. Systems may be expensive and require planning and investment, but will likely see cost savings from better coordination and access to needed data.

CONCLUSION

Understanding the characteristics of provincial-municipal reporting presented in this report is an important step towards a modernized reporting regime. This report reveals that municipalities view reporting as negatively impacting service delivery, onerous, burdensome, fragmented, without a clearly defined or communicated purpose, but nevertheless important.

Recognizing and making changes to improve municipal reporting will not automatically solve the bigger policy issues that municipalities are tasked with, but it will give them the opportunity to mitigate barriers to effective service delivery. It will allow them to move away from focusing on historic activities and free up staff time and resources to develop innovative solutions that improve the lives of their citizens.

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ABOUT AMCTO:

AMCTO represents excellence in local government management and leadership. AMCTO has provided education, accreditation, leadership and implementation expertise for Ontario's municipal professionals for over 75 years.

With approximately 2,200 members working in 98 per cent of municipalities across Ontario, AMCTO is Canada's largest voluntary association of local government professionals, and the leading professional development organization for municipal administrative staff.

Our mission is to provide management and leadership service to municipal professionals through continuous learning opportunities, member support, and legislative advocacy.

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	Program (e.g.. Strong Communities Rent	Name of Report (e.g. Service Manager Annual	Provincial Ministry/Agency (e.g. Ministry of	Reporting Frequency				Method of Submission			Estimated Business Days to Complete	Internal Certification Requirement				Audit Certification		
				Monthly	Quarterly	Annually	Other	Electronic	Hardcopy	Both		Division Manager	City Manager	CFO	Other	External Auditor	Provincial Auditor	
1	Accessibility	Accessibility Compliance Report	Accessibility Directorate of Ontario			x		x			0.5				x			HR Manager
	Addiction Services Initiative	Addiction Services Initiative Budget Package	Ministry of Community & Social Services		x	x				x	5				x	x		
	Affordable Housing	Annual Buildings Report	Ministry of Municipal Affairs & Housing			x		x			0.5				x			
	Affordable Housing Program (AHP) Development - Annual Reports	Annual Reports	Ministry of Municipal Affairs & Housing			x		x				x					x	
	Affordable Housing Program (AHP) Mortgage Renewals	Mortgage Renewals	Ministry of Municipal Affairs & Housing				x	x				x					x	
	AIDS Bureau	Program Plan	Ministry of Health & Long-Term Care			x				x	1	x						
	AIDS Bureau	Year End Financial Submission	Ministry of Health & Long-Term Care			x				x	2	x			x	x		
	AIDS Bureau	Financial Projection Report Report	Ministry of Health & Long-Term Care			x				x	0.5							
	Air Emissions	Air Emissions	Ministry of Environment & Climate Change			x		x			1	x						
	Anonymous HIV Testing Program and HIV/IDU Outreach Project	Annual Reconciliation Report and Audited Financial Statement	Ministry of Health & Long-Term Care			x		x	x		3				x	x		
	Anonymous HIV Testing Program and HIV/IDU Outreach Project	Budget Submission	Ministry of Health & Long-Term Care			x		x			3				x			
	Anonymous HIV Testing Program and HIV/IDU Outreach Project	Financial Projections Report (Quarterly Report)	Ministry of Health & Long-Term Care		x	x	x	x			2				x			
2	Asset Management Plan	Asset Management Plan	Ministry of Infrastructure				x	x										O&F Manager
	Bail Safety	Billing Statement	Ministry of Attorney General				x		x			x						
	Blind Low Vision Early Intervention Program	Request for funding Schedule	Ministry of Children & Youth Services			x				x	1	x						
	Blind Low Vision Early Intervention Program	Settlement Forms	Ministry of Children & Youth Services			x				x	7	x				x		
	Blind Low Vision Early Intervention Program	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	1				x			
	Capital Development	Environmental Activity and Sector Registry (EASR) construction dewatering	Ministry of Environment & Climate Change			x		x										
3	Cemeteries License	Cemetery License	Bereavement Authority of Ontario			x				x	5		x					TREASURER
4	Certificate of Approval	Certificate of Approval	Ministry of Environment & Climate Change			x		x			1	x						O&F Manager
	Chemical, Biological, Radiological, and Nuclear (CBRN)	Claim for Office of the Fire Marshal Funds	Ministry of Community Safety & Correctional Services			x	x		x		1	x			x		x	

5 Monthly Statistics Fire & Rescue — Office of Fire Marshal — Ministry of Community Safety & Correctional Services

Fire chief / CEMC

Child & Adolescent Services	Annual Reconciliation Report and Audited Financial Statement	Ministry of Community & Social Services			x		x	x		3.5				x	x		
Child & Adolescent Services	Transfer Payment Budget Package Submission	Ministry of Community & Social Services			x		x			3				x			
Child & Adolescent Services	Year-To-Date Report	Ministry of Community & Social Services		x			x			3.5				x			
Child Care	Estimates	Ministry of Education			x				x	7				x			
Child Care - Family Support Program	Revised Estimates	Ministry of Education			x				x	0.5				x			
Child Care - Family Support Program	Financial Information Submission (year end)	Ministry of Education			x				x	1				x	x		
Child Care Actual Expenditures & Analysis	Education Financial Information System (EFIS)	Ministry of Education			x	x			x	12	x			x			
Child Care Subsidies	Transfer Payment Annual Reconciliation Report (TPAR)	Ministry of Children & Youth Services			x		x			2	x			x	X		
6 Child Care Subsidies	Year to Date Quarterly Reporting	Ministry of Children & Youth Services		x					x	1	x						C.S. Manage to RRDS 3+13
7 Child Care Subsidies	Service Contract - Setting annual Service Targets	Ministry of Education			x					7	x			x			CS manage to RRDS 3+13
8 Child Care Subsidies	Year End Financials	Ministry of Education			x				x	7	x			x	x		" "
9 Clean Water Act	Risk Management Annual Report	Ministry of Environment & Climate Change			x		x										O&F Manage
10 Collector Trunk Sewer Environmental Assessment (EA)	Compliance Report	Ministry of Environment & Climate Change			x				x					x			O&F Manage
Collector Trunk Sewer Environmental Assessment (EA)	Performance Management Plan Report	Ministry of Environment & Climate Change			x				x					x			
Collector Trunk Sewer Environmental Assessment (EA)	Ambient Air Monitoring Report	Ministry of Environment & Climate Change			x				x					x			
Collector Trunk Sewer Environmental Assessment (EA)	Odour Monitoring and Mitigation Report	Ministry of Environment & Climate Change				x			x					x			
Community Capacity Building - Choices & Changes	Annual Reconciliation Report and Audited Financial Statement	Ministry of Children & Youth Services			x		x	x		3				x	x		
Community Capacity Building - Choices & Changes	Transfer Payment Budget Package Submission	Ministry of Children & Youth Services			x		x			3				x			
Community Capacity Building - Choices & Changes	Year-To-Date Report	Ministry of Children & Youth Services		x			x			3				x			
Community Homelessness Prevention Initiative (CHPI)	French Language Service Plan	Ministry of Municipal Affairs & Housing			x					3	x			x			

Community Homelessness Prevention Initiative (CHPI)	Annual Budget, Mid year, 3rd quarter and Annual reporting of Actual Expenditures	Ministry of Municipal Affairs & Housing		x	x		x			15				x			
Community Homelessness Prevention Initiative (CHPI)	Performance Indicators	Ministry of Municipal Affairs & Housing			x				x	5				x			
Community Mental Health Promotion Program	3 Year Budget Submission	Ministry of Health & Long-Term Care				x	x			7				x			
Community Mental Health Promotion Program	Annual Reconciliation Report and Audited Financial Statement	Ministry of Health & Long-Term Care			x		x	x		7				x	x		
Community Mental Health Promotion Program	Trial balance and Year-To-Date Reports	Ministry of Health & Long-Term Care				x	x			6							
Community Mental Health Promotion Program	Yearly Budget Revision Submission	Ministry of Health & Long-Term Care			x		x			5				x			
Community Paramedicine	Community Paramedicine Year-End Report Submission	Ministry of Health & Long-Term Care			x		x			2				x			
Community Paramedicine Initiative	Status Reports by Quarter	Ministry of Health & Long-Term Care		x			x							x			
Community Policing Partnerships (CPP) Program	Interim and Final reports	Ministry of Community Safety & Correctional Services			x			x			x						
Community Support Services	Supplemental CAT (Community Analysis Tool) Report - Actual: Financial and Statistics	Local Health Integration Network		x			x				x			x			
Community Support Services	CAPS Supplemental - Community Accountability Planning Submission	Local Health Integration Network				x	x				x			x			
Community Support Services	Annual Reconciliation Report	Ministry of Health & Long-Term Care and Local Health Integration Network			x				x	21				x	x		
Community Support Services - Financial Branch	Multi-Sector Service Accountability Agreement	Ministry of Health & Long-Term Care															
11 Corporate Energy	Broader public sector energy reporting	Ministry of Energy			x		x							x			
12 Council Remuneration	Annual Report	Ministry of Municipal Affairs & Housing															
13 Court Operations	Provincial Offences Act (POA) Municipal Partner Annual Report-Administration	Ministry of Attorney General		x				x				x					
14 Court Security and Prisoner Transport (CSPT)	Annual Financial Report	Ministry of Community Safety & Correctional Services			x		x			1	x						
Court Services	Provincial Offences Act (POA) Court Administration/Prosecution Incident Report	Ministry of Attorney General				x	x				x						

*HR. Work on Remuneration

O&F Manager
TREASURER
POA officer
TREASURER

	Critical Care Transport	Preliminary Budget Request - Critical Care Transport Unit	ORNGE			x		x			0.5	x						
	Critical Care Transport	In-Year Projection - Critical Care Transport Unit	ORNGE			x		x			0.5	x						
	Critical Care Transport	Year End Financial Report - Critical Care Transport Unit	ORNGE			x		x			0.5	x						
	Critical Care Transport	Request for Vehicle and Equipment - Critical Care Transport Unit Funding	ORNGE				x	x			0.5	x						
15	Dedicated Gas Tax Funds for Public Transportation Program	Dedicated Gas Tax Funds for Public Transportation Reporting	Ministry of Transportation			x			x		5			x	x		x	C.S Manager/ TREASURER
	Development Charges Reporting	Annual report	Ministry of Municipal Affairs & Housing			x		x			4				x	x		
	Diabetes	Diabetes Budget	Ministry of Health & Long-Term Care				x			x	3	x						
	Diabetes	Diabetes Annual Settlement	Ministry of Health & Long-Term Care			x				x	2	x						
	Diabetes	Diabetes In-Year Reports	Ministry of Health & Long-Term Care		x					x	1				x			
	Diesel Fuel Tax Refund	Tax Refund for Power Takeoff Equipment	Ministry of Finance			x				x	10	x					x	
16	Drinking Water	Drinking Water Quality Management Standard (DWQMS) / Integrated Management System (IMS) Financial Plan	Ministry of Environment & Climate Change				x			x					x			O&F Manager
17	Drinking Water	Drinking Water Quality Management Standard (DWQMS) / Integrated Management System (IMS) Operational Plan	Ministry of Environment & Climate Change			x		x				x				x	x	O&F Manager
18	Drinking Water	Drinking Water System Schedule 22 Summary Report	Ministry of Environment & Climate Change			x				x		x				x		O&F Manager
19	Drinking Water	Annual Water Quality Report	Ministry of Environment & Climate Change			x				x		x				x		O&F Manager
20	Drinking Water	Permit to Take Water (PTTW) Report (XML Reporting)	Ministry of Environment & Climate Change			x		x							x	x		O&F Manager
	Drinking Water	Intra-basin Transfer Volume Report	Ministry of Environment and Climate Change and Ministry of Natural Resources and Forestry			x				x					x			
21	Economic Development Strategic Plan	Annual Reports; Final Report; Community Economic Development Strategic Plan	Northern Ontario Heritage Fund Corporation			x			x			x						RRFDC
22	Elderly Person Centre Funding	Maintenance and Operating Fund Summary	Ministry of Citizenship and Immigration			x		x			1	x						C.S manager/ TREASURER
23	Elderly Persons Centre	Elderly Persons Centre Final Report	Ontario Seniors Secretariat			x		x			7	x			x			C.S. manager/ TREASURER

	Emergency Health Services Branch	Preliminary Budget Request - Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x				x	1				x			
	Emergency Health Services Branch	In-Year Statement - Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x				x	1				x			
	Emergency Health Services Branch	Year End Financial Report Submission for Central Ambulance Communication Centres	Ministry of Health & Long-Term Care			x			x		15	x				x		
	Emergency Health Services Branch	Land Ambulance Services - In-Year Projection/Budget Request Report	Ministry of Health & Long-Term Care			x				x	5				x			
	Emergency Health Services Branch	Land Ambulance Services Year End Financial Report	Ministry of Health & Long-Term Care			x			x		0.5		x					
	Emergency Health Services Branch	Land Ambulance Services - Apportionment Report	Ministry of Health & Long-Term Care			x				x	0.007				x			
	Emergency Health Services Branch	Annual Budget Request - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x				x	1	x						
	Emergency Health Services Branch	In-Year Report - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x				x	1.5	x						
	Emergency Health Services Branch	Year End Financial Report - Dedicated Nurses Program	Ministry of Health & Long-Term Care			x				x	0.5	x						
24	Employer Health Tax (EHT)	Employer Health Tax (EHT) Annual Return	Ministry of Finance			x												TREASURER
	Energy Centre	Annual Diversion Report	Ministry of Environment & Climate Change			x				x		x				x		
	Energy Reporting	Energy Consumption and Demand Management	Ministry of Energy	x		x		x			12							
25	Financial and statistical data collection	Financial Statements	Ministry of Municipal Affairs & Housing			x		x			30		x			x		TREASURER
	Fire Protection Program	Fire Protection & Prevention Act	Ministry of Community Safety & Correctional Services			x		x			3				x			
26	Freedom of Information	Information and Privacy Commission				x		x			1	x						CLERK
	Funeral, Burial and Cremation Services Act	Report on Care and Maintenance Fund Account	Bereavement Authority of Ontario			x			x		1	x						
	Funeral, Burial and Cremation Services Act	List of Cemetery/Crematorium Sites	Bereavement Authority of Ontario			x			x		1	x						
	Gasoline Fuel Tax Refund	Gasoline Used in Unlicensed Business Equipment	Ministry of Finance			x				x	10	x					x	
27	Green Energy Act OREG 397/11	Energy Consumptions and Green House Gas Emissions Reporting	Ministry of Energy			x		x			1	x						O&F Manager
28	TAX RATES RATIOS		MMAH															TREASURER
29	BUDGET REPORTING O. Reg 284/09		MMAH															TREASURER
30	Audited Statements		MMAH / MOF															TREASURER

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Growing Great Generations	Reconciliation Template	Ministry of Children & Youth Services			x		x			0.25				x			
31 Hazardous Waste Information Network Registration	Hazardous Waste Information Network registration	Ministry of Environment & Climate Change			x												O&F Manager
Health Data Branch Ontario Healthcare Reporting Standards/ Management Information System	Ontario Healthcare Reporting Standards Management Information System	Ministry of Health & Long-Term Care				x	x			6				x			
Health Quality Ontario	Quality Improvement Plans (QIP)	Health Quality Ontario				x	x			7				x			
Healthy Babies/ Healthy Children	Request for Funding Schedule (Budget Submission)	Ministry of Children & Youth Services			x				x	3	x						
Healthy Babies/ Healthy Children	Settlement and Audited Financial Statements	Ministry of Children & Youth Services			x				x	20	x			x	x		
Healthy Babies/ Healthy Children	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	4				x			
Healthy Communities Fund	Program Budget	Ministry of Health & Long-Term Care			x				x	1	x						
Healthy Communities Fund	Program Settlement	Ministry of Health & Long-Term Care			x				x	1	x						
Healthy Communities Fund	In-year Reports	Ministry of Health & Long-Term Care		x					x	1				x			
Healthy Kids Community Challenge	Financial Reports (quarterly); Project Activity Reports (semi- annual); Annual Reconciliation Report; Audited Financial Report	Ministry of Health & Long-Term Care		x	x	x			x		x				x		
Healthy Kids Community Challenge	Request For Funding (Budget Submission)	Ministry of Health & Long-Term Care			x		x			2				x			
Heavy Urban Search and Rescue (HUSAR)	Claim for Office of the Fire Marshal Funds	Ministry of Community Safety & Correctional Services			x	x		x		3	x			x		x	
High Intensity Needs	High Intensity Needs Claims Reports	Ministry of Health & Long-Term Care		x			x			8				x			
Homemakers & Nurses Services	Homemakers & Nurses Services Claims	Ministry of Health & Long-Term Care	x					x		3				x			
32 Household Hazardous Waste (HHW)	Household Hazardous Waste Annual Report	Ministry of Environment & Climate Change			x			x						x			O&F Manager
33 HST\RST	HST\RST	Ministry of Finance	x				x							x			TREASURER
Immigration workshop, video	Expense Summary Report	Ministry of Citizenship and Immigration				x		x			x						
Incorporation Documentation	Initial return notice of change	Ministry of Government and Consumer Services			x		x			1	x						
34 Industrial, Commercial and Institutional Water Usage - O. Reg. 450/07	Charges for Indautrial & Commercial Water Users	Ministry of Environment & Climate Change			x		x										O&F Director O&F Manager

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Infant Hearing	Request for funding Schedule	Ministry of Children & Youth Services			x				x	2	x					
Infant Hearing	Settlement Forms	Ministry of Children & Youth Services			x				x	7	x				x	
Infant Hearing	In-Year Financial Reports	Ministry of Children & Youth Services		x					x	1				x		
Integrated Pest Management	Integrated Pest Management Report	Ministry of Environment & Climate Change			x		x			10						
Interchange Reconstruction	Cost Sharing Agreement	Ministry of Transportation														
Internet Luring aka Cyber Crime project	Financial Expenditures Reports (monthly); Progress Reports (annual) and Statistical Reports (monthly, as available)	Ministry of Community Safety & Correctional Services	x		x			x			x					
Investment in Affordable Housing (IAH)	Annual Occupancy Reports, Rental Housing Construction	Ministry of Municipal Affairs & Housing			x									x		
Investment in Affordable Housing (IAH)	Housing Allowance, Program Delivery and Fiscal Plan (PDFP) updates	Ministry of Municipal Affairs & Housing		x	x	x	x			10	X			x		
Investment in Affordable Housing (IAH)	Provincial Fiscal Delivery Plan	Ministry of Municipal Affairs & Housing		x			x			2				x		
Investment in Affordable Housing (IAH) - Capital Component	Quarterly Report	Ministry of Municipal Affairs & Housing		x			x			0.5				x		
Investment in Affordable Housing (IAH) - Capital Component	Project Information Form (PIF)	Ministry of Municipal Affairs & Housing		x			x			1				x		
Investment in Affordable Housing (IAH) - Extension	Provincial Fiscal Delivery Plan	Ministry of Municipal Affairs & Housing		x			x			2				x		
Investment in Affordable Housing (IAH) - Homeownership Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Investment in Affordable Housing (IAH) - 'Name of Municipality' Renovates Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Investment in Affordable Housing (IAH) - Rental Component	Affordable Housing Information Management System (AIMS)	Ministry of Municipal Affairs & Housing			x	x			x	20						x
Lab Claims	Lab Claim Submissions	Ministry of Health & Long-Term Care		x			x			2				x		
Land Ambulance	Planning Form	Ministry of Health & Long-Term Care			x				x				x			
Library operations and pay equity	Annual Survey of Library Uses	Ministry of Tourism, Culture & Sport			x		x									

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LIBRARY CEO
C.S. manager

	Literacy Program	Budget and 4 quarterly reports	Ministry of Children & Youth Services		x	x				x	10	x			x	x		
	Long Term Water Conservation Strategy	Annual Program Report	Ministry of Environment & Climate Change			x				x					x			
	Long-Term Care Home and Services	Quarterly Physio Therapy Report	Ministry of Health & Long-Term Care		x		x				1				x			
	Long-Term Care Home and Services	Quarterly Exercise Report	Ministry of Health & Long-Term Care		x		x				1				x			
	Long-Term Care Home and Services	Staffing Survey Report	Ministry of Health & Long-Term Care			x	x				2				x			
	Long-Term Care Home and Services	Revenue/Occupancy Report	Ministry of Health & Long-Term Care			x	x				2				x			
	Long-Term Care Homes & Services	Short Stay Application	Ministry of Health & Long-Term Care and Local Health Integration Network			x	x				2	x			x			
	Long-Term Care Homes & Services	Outbreak Days	Ministry of Health & Long-Term Care			x		x			2	x			x			
	Long-Term Care Homes & Services	Accreditation Report	Ministry of Health & Long-Term Care and Local Health Integration Network			x			x		3	x			x			
36	Lottery Licensing	Municipal Lottery Licence Report	Alcohol and Gaming Commission of Ontario		x			x			1	x						CLERK
	Methadone Works	Annual Budget	Local Health Integration Network			x	x				1				x			
	Methadone Works	Annual Reconciliation Report	Local Health Integration Network			x	x				1	x				x		
	Methadone Works	Quarterly Forecast	Local Health Integration Network		x		x				1				x			
	Ministry of Health and Long term care-Compliance Branch	Critical Incidents	Ministry of Health & Long-Term Care			x	x								x			
	Ministry of Health and Long-term Care Cost-shared and Related Program Based Funding	Reconciliation Report (Certificate of Settlement)	Ministry of Health & Long-Term Care			x			x			x			x	x		
	Monitoring wells		Ministry of Environment & Climate Change			x	x				1	x						
	Monthly Process Reporting	R1 and R2 reporting systems	Ministry of Environment & Climate Change	x			x				1	x						
37	Municipal Hazards and Special Waste (MHSW) Funding	Municipal Hazards and Special Waste Financial/Tonnage Datacall	Waste Diversion Ontario			x			x		20	x			x			O&F Manager
	Municipal Property Assessment Corporation	Property Income and Expense Return	Municipal Property Assessment Corporation			x	x				1				x			
38	MPAC	ISSUED/CLOSED BUILDING PERMITS DATA (MONTLY)	MPAC															CBO/PLANNER

	Municipal Property Assessment Corporation (MPAC)	Rental Data Request	Municipal Property Assessment Corporation			x	x			1							
	Name of Municipality' - Habitat Subsidy	Year end & Annual Reconciliation Report	Ministry of Health & Long-Term Care			x			x	4				x			
	New Grad/Late Career	New Grad/Late Career	Health Force Ontario			x			x	2				x			
	Northern Fire Protection Program (NFPP)	Profile Update/Community Contacts	Ontario Fire Marshal			x											
	Northern Ontario School of Architecture	Annual Reports; Final Report; Feasibility Study/Business Plan	Northern Ontario Heritage Fund Corporation			x		x			x						
39	Ontario Community Infrastructure Fund (OCIF)	Annual Project Information Uptdate	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x							x			
40	Ontario Community Infrastructure Fund (OCIF)	Proposed Project Reporting Table	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x							x			
41	Ontario Community Infrastructure Fund (OCIF)	Copy of Asset Management Plan and Updates	Ministry of Municipal Affairs & Housing			x											
42	Ontario Community Infrastructure Fund (OCIF)	Annual Financial Report - Formula Reporting	Ontario Ministry of Agriculture, Food & Rural Affairs			x		x		2		x					
43	Ontario Community Infrastructure Fund (OCIF) Formula Based Funding	Project Reports	Ontario Ministry of Agriculture, Food & Rural Affairs			x	x			1							
44	Ontario Libraries Capacity Fund	Expenditure Report	Ministry of Tourism, Culture & Sport				x				x						
	Ontario Lottery & Gaming - Slots	Host Funding Expensiture Report	Ontario Lottery & Gaming Commission			x		x		0.5	x						
	Ontario Tire Stewardship - Used Tire Program	Rebates under the Used Tire Program	Ministry of Environment & Climate Change														
	Ontario Works (OW) Discritionary Benefits	Tracking sheet	Ministry of Community & Social Services	x			x										
	Ontario Works (OW) Financial Assistance	FORM V	Ministry of Community & Social Services	x			x						x	x			
	Ontario Works (OW) including CHPI Funding	Financial Statement and Reconciliation reports	Ministry of Community & Social Services			x			x						x		
	Ontario Works Admin - Time-Limited Projects	Consolidated Ontario Works Budget Package - Year to Date Quarterly Reports	Ministry of Community & Social Services		x	x		x		2	x			x			
	Ontario Works Cost of Administration and Employment Assistance Upload Funding	Consolidated Ontario Works Budget Package - Year to Date Quarterly Reports	Ministry of Community & Social Services		x	x x		x		3	x			x			
	Ontario Works Financial Assistance	Application for Monthly Payment of provincial Subsidy for Assistance	Ministry of Community & Social Services	x			x							x			
	Parking Tags	Authorized Requestor Agreement - Schedule E	Ministry of Transportation	x				x		1	x		x				

TREASURER
O&F Manager
TREASURER
O&F Manager
TREASURER
O&F Manager
TREASURER
O&F Manager
TREASURER
O&F Manager
C.S. Manager
LIBRARY CEO

45 Northern Ontario Heritage Fund (NOHF) — INTERNSHIP EMPLOYMENT GRANTS — TREASURER, DEPT. MANAGERS, DIVISION MANAGERS

46 ONTARIO TRILLIUM GRANT (MUSEUM) 2018 — ONTARIO TRILLIUM ORGANIZATION — TREASURER

Police Services internship: Appraisal Developer	Request for Reimbursement; Statement of Account; Final Report	Northern Ontario Heritage Fund Corporation			x		x			x					
Police Services internship: Training Videographer	Request for Reimbursement; Statement of Account; Final Report	Northern Ontario Heritage Fund Corporation			x		x			x					
Polychlorinated Biphenyl Chemicals (PCB) Program	Polychlorinated Biphenyl Chemicals Annual Report	Ministry of Environment & Climate Change			x		x						x		
Preschool Speech & Language	Request for funding Schedule	Ministry of Children & Youth Services			x			x	2	x					
Preschool Speech & Language	Settlement Forms	Ministry of Children & Youth Services			x			x	15	x				x	
Preschool Speech & Language	In-Year Financial Reports	Ministry of Children & Youth Services		x				x	4				x		
Proceeds of Crime (POC) Front Line Policing (FLP)	Interim and Final Progress reports	Ministry of Community Safety & Correctional Services			x		x			x					
Program-Based Grants (PBG) - Mandatory & Related Programs	Program-Based Grants Request (Budget Submission)	Ministry of Health & Long-Term Care			x	x			13				x		
Program-Based Grants (PBG) - Mandatory & Related Programs	Quarterly Reports	Ministry of Health & Long-Term Care		x		x			3				x		
Prosecutions	Provincial Offences Act (POA) Municipal Partner Annual Report-Prosecution	Ministry of Attorney General			x								x		
Provincial Anti-Violence Intervention Strategy (PAVIS)	Financial Reporting and Final Evaluation Report	Ministry of Community Safety & Correctional Services			x		x			x					
Public Sector Salary Disclosure	Public Sector Salary Disclosure	Ministry of Municipal Affairs & Housing			x	x			0.5						
Reduce Impaired Driving Everywhere (RIDE) Program Funding	Annual Statistical Report	Ministry of Community Safety & Correctional Services			x	x			1	x					
Reduce Impaired Driving Everywhere (RIDE) Program Funding	Final Report	Ministry of Community Safety & Correctional Services			x	x			1	x					
Retail Sales Tax Rebate	Sales Tax Rebate	Ministry of Finance		x		x			1	x					
Safer Communities - 1,000 Officers Program	1,000 Officers Program Interim and Final Reports	Ministry of Community Safety & Correctional Services			x		x			x					
Service Agreement (Long-Term Care Home Service Accountability Agreement - (LAPS)	Long-Term Care Accountability Planning Submission (LAPS)	Local Health Integration Network			x			x	3				x		
Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Long-term Care Home Service Accountability Agreeement (L-SAA)	Local Health Integration Network			x			x	45				x		
Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Long-term Care Home Service Accountability Agreeement (L-SAA) Indicators	Local Health Integration Network	x			x			0.5				x		

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TREASURER

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Service Agreement (Long-Term Care Home Service Accountability Agreement - (L-SAA))	Declaration of Compliance	Local Health Integration Network			x		x		60				x		
Single Use Battery Incentive	Reimbursement for eligible costs incurred in respect of the proper management of selected household hazardous waste	Ministry of Environment & Climate Change													
Small Business Enterprise Centre (SBEC) Core Funding	Audit Report	Ministry of Research, Innovation & Science			x x	x			1	x					
Small Business Enterprise Centre (SBEC) Core Funding	Annual Full Financial Report	Ministry of Research, Innovation & Science			x	x			2	x					
Small Business Enterprise Centre (SBEC) Core Funding	Interim Financial Report	Ministry of Research, Innovation & Science			x	x			2	x					
Small Business Enterprise Centre (SBEC) Core Funding	Monthly Enterprise Centre Report	Ministry of Research, Innovation & Science	x			x				x					
Social Assistance Restructuring Reinvestment Ontario Child Benefit (OCB)	Social Assistance Restructuring Reinvestment Quarterly Monitoring and Year-end Reporting	Ministry of Community & Social services		x	x	x			2				x		
Social Housing Renovation and Retrofit Program (SHRRP)	Annual report	Ministry of Municipal Affairs & Housing			x	x			2				x		
Social Services Homemakers & Nurses	Application for Reimbursement	Ministry of Health & Long-Term Care		x				x		x					
Source Protection	Annual Source Protection report	Conservation Authorities			x			x					x		
Steward Ontario Transportation and Processing Incentive Program	Reimbursement for eligible costs incurred in respect of the proper management of selected household hazardous waste	Ministry of Environment & Climate Change													
Strong Communities Rent Supplement	Report and Forecast	Ministry of Municipal Affairs & Housing			x	x			0.5				x		
Investment in Affordable Housing	Service Manager Annual Information Return (SMAIR)	Ministry of Municipal Affairs & Housing			x	x		x	5 Days	x			x		x
The Joint Emergency Preparedness Program (JEPP)	Claim for Joint Emergency Preparedness Program funding	Ministry of Community Safety & Correctional Services			x x		x		7	x			x		x
Tires Funding	Tires Datacall	Waste Diversion Ontario			x			x	20	x			x		
Transitional Housing Support Programme	Transitional Housing Support Programme Housing Referral Agreements	Ministry of Community & Social Services			x	x			3				x		
Vector Borne Disease	In-Year Financial Reports	Ministry of Health & Long-Term Care		x				x					x		

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O&F Manager

	Violent Crime Linkage Analysis System (ViCLAS)		Ontario Provincial Police														
	Waste Electrical and Electronic Equipment (WEEE) Funding	Waste Electrical and Electronic Equipment Financial/Tonnage Datacall	Waste Diversion Ontario						x	20	x			x			
49	Waste Management Facilities	Annual reports for each site	Ministry of Environment & Climate Change					x							x		O&F Manager
50	Waster Diversion Ontario (WDO) Funding	Waster Diversion Ontario Financial/Tonnage Datacall	Waste Diversion Ontario			x			x	20	x			x			O&F Manager
51	Wastewater	Annual Wastewater Reports	Ministry of Environment & Climate Change			x	x							x	x		O&F Manager with OCWA
	Wastewater	Quarterly Municipal Utility Monitoring Program (MUMPS)	Ministry of Environment & Climate Change		x		x							x	x		
52	Water Taking - O.Reg 387/04	Permit to Take Water (Surface Water)	Ministry of Environment & Climate Change			x	x										O&F DWISW
53	Water/Wastewater- Water Opportunities Act	Water/Wastewater Financial Plan (for each system)	Ministry of Environment & Climate Change and Ministry of Municipal Affairs & Housing.			x											O&F DWISW
	Young Offenders Assessment	Annual Reconciliation Report and Audited Financial Statement	Ministry of Children & Youth Services			x	x	x		3				x	x		
	Young Offenders Assessment	Transfer Payment Budget Package Submission	Ministry of Children & Youth Services			x	x			3				x			
	Young Offenders Assessment	Year-To-Date Report	Ministry of Children & Youth Services		x		x			3				x			
54	Financial Information Return (FIR)	Financial Information Return (FIR)	Ministry of Municipal Affairs & Housing			x	x							x			TREASURER
	Affordable Housing	Demolition & Conversion of Rental Housing Approvals	Ministry of Municipal Affairs & Housing			x		x		2	x			x			
55	Federal GAX TAX		AMO														TREASURER
56	MTO Connecting Link Hwy Funding		MTO														TREASURER O&F MANAGER
57	Annual Compliance Report	Emergency Management	Ministry of Safety & Correctional Services														Fire Chief/CEMC

FORTFRANCES
BOUNDLESS

ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/05

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

FROM: **Dawn Galusha, Treasurer**

DATE: **January 8, 2019**

SUBJECT: **The Choraliers Request**

BACKGROUND

At the December 10, 2018 Council Meeting, the attached letter of financial support dated December 6, 2018 from Diane Maxey, Choir Director of the Choraliers, was referred to the Administration and Finance Committee for recommendation.

As noted in the letter, the Choraliers were presenting their Christmas performance at the Townshend Theatre on Sunday, December 16. The cost to rent the facility was $1,419.85 and they only collect goodwill donations at the door. They are looking for any donation that the Town is willing to make.

RECOMMENDATION

The Administration & Finance Executive Committee agrees to the recommendation of the Community Services Executive Committee to provide a $500 donation to the Choraliers for assistance with the costs of their Christmas performance.

Council Approval of This Report Will Agree to the recommendation of the Community Services Executive Committee and Administration & Finance Executive Committee to provide a $500 donation to the Choraliers for assistance with the costs of their Christmas performance.

321 Kerr Place,
Fort Frances, ON
Dec. 6, 2018

Dear Mayor + Council,

The Christmas season is upon us and this year, the Fort Frances Choraliers will be performing our Christmas Cantata entitled "Good News from Home" on Dec. 9th at Zion Lutheran Church in International Falls and Dec. 16th at our Townshend Theatre in Fort Frances. As you know, we are a non-profit community choir and solely depend upon donations to sustain our performances.

I am requesting, on behalf of the choir, any financial assistance that you might be able to provide to help with our rental of Townshend. Your previous support was very much appreciated.

Thanking you in advance for considering our request.

Sincerely,
Diane Matery
(Choir Director)

FORTFRANCES
BOUNDLESS

Administration & Finance Division

To: **Mayor and Council**

From: **Jordan Forbes, Human Resources Manager, Shane Freamo, Information Technology Manager**

Date: **January 9, 2019**

Subject: **Proposed new intern position in Information Technology Department**

Our Information Technology (IT) department is in the process of undertaking several major initiatives with the goal of providing a robust, secure IT platform that supports our operations, and helps us provide the level of service that our residents, and other stakeholders expect.

As the Town of Fort Frances has over 150 employees, and only one dedicated information technology staff member, it has proven to be challenging to bring our servers, network infrastructure, workstations, and software licensing up to date, while at the same time providing day to day support and ensuring that we are protected from ongoing cyber attacks, which occur continually.

In recent months, other Municipalities in Ontario have recently been victims of ransomware attacks which crippled their operations for a fairly significant period of time, and cost them several hundred thousand dollars. In order to reduce our risk level, and potential exposure, we are recommending that we prioritize bringing our Information Technology systems up to date, and ensuring our systems are secure, as soon as possible.

Pursuing funding for an intern position which would support our IT operations will help us achieve this goal. We believe that this proposed solution is optimal at the present time for the following reasons:

1. The vast majority of the cost will be covered by the funding agency. We plan to apply to the Northern Ontario Heritage Fund Corporation (NOHFC) for funding, and they will cover up to $31,500.00 of the expected $45,500 in wages. If the NOHFC is not able to fund the position, then we plan to apply to FedNor. Both the NOHFC and FedNor have indicated that the position is likely eligible.

2. Given that there isn't a significant cost difference between an intern and a student position. The intern position is preferable to a student position because it is a full year position versus a 16 week position. In addition, the intern will be a post secondary graduate. From a training perspective, the intern will become more fluent working with our systems, and can provide a true backup when our Information Technology Manager is away from the office.

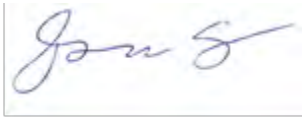
3. While, a full-time employee is preferable to an intern in the long term, we feel that it is premature to move to a second full time employee in the Information Technology Department at this point. The internship offers the opportunity to provide additional support with completing a variety of projects, while helping to further identify an appropriate scope of work for a potential full time position. If the intern were to prove competent, our organizational direction supported it, and the

financial means were available to support the position in the future, then we could potentially look at hiring the intern to a full time position, at that point.

4. Given the highly technical, and specific skill set required to manage our IT systems, we don't feel that training someone internally is feasible. Only a full time, fully trained IT staff member would provide the level of fluency required to provide true backup services, that wouldn't require our IT Manager to essentially fix the issue themselves. It should be noted that while the Technology Coordinator at the Library has the required skillsets to potentially provide backup support, he has full time responsibilities at the Library, and the time required to train, and then to provide backup services would greatly impact the Library operations when he is away. As such, this option was not considered.

Thank you for your consideration.

Sincerely,



Jordan Forbes
Human Resources Manager

Shane Freamo
Information Technology Manager

Council Approval of this Report will approve the recommendation of the Administration and Finance Executive Committee to apply to secure the funding necessary to hire an intern.

FORT FRANCES
BOUNDLESS

Administration & Finance Division

To: **Mayor and Council**

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

Date: **January 9, 2019**

Subject: **Policy Update: WHMIS Compliance – Policy 5.33**
Policy Update: Critical Injury Reporting and Investigation – Policy 5.6

Attached, for your review, please find copies of the proposed updates to our WHMIS Compliance, and Critical Injury Reporting and Investigation Policies.

The WHMIS Compliance policy has been updated to reflect the change from MSDS to SDS effective December 1, 2018.

The Critical Injury Reporting and Investigation Policy has been updated with current contact information.

It should be noted that neither of these updates create a material change to the policies, or how they are implemented. I have attached the proposed updates to assist with your review.

Thank you for your consideration.

Sincerely,

Jordan Forbes
Human Resources Manager

Council Approval of this Report will approve the updates to the WHMIS Compliance, and Critical Injury Reporting and Investigation policies, as recommended by the Administration and Finance Executive Committee.

THE TOWN OF FORT FRANCES

Section: Health & Safety

Policy: Critical Injury Reporting & Investigation

Creation Date:	August 2004
Revised Date:	November 2007, March 2016, February 2018, January 2019
Resolution Number:	121 (consent)
Supersedes Resolution Number:	406 (consent)
Policy Number:	5.6

1. Intent

Where a worker or any other person is critically injured or dies at a Town of Fort Frances workplace or facility as a consequence of the workplace, the Corporation shall ensure that prompt medical attention is provided, that a thorough investigation to identify causes is completed, and the appropriate corrective measures are implemented. The Corporation shall also ensure that proper notifications are made in a timely fashion.

These guidelines are intended to ensure that in the event of a Critical Injury or Death as a consequence of The Town of Fort Frances workplace or facility the Critical Injury or Death Reporting and Investigation Policy is adhered to.

2. Objectives

A. To ensure an injured worker or person is immediately provided the necessary medical care.
B. To ensure notification of family occurs in a timely and discrete manner.
C. To ensure compliance with the notification requirements of the Occupational Health and Safety Act.
D. To ensure that all safety hazards are identified and promptly corrected.

3. Definitions

A critical injury as defined by Ontario Regulation 834 under the Occupational Health and Safety Act is an injury of a serious nature that:

A. Places life in jeopardy;
B. Produces unconsciousness;
C. Results in substantial loss of blood;
D. Involves the fracture of a leg or arm but not a finger or toe;
E. Involves the amputation of a leg or arm, hand or foot, but not a finger or toe.
F. Consists of burns to a major portion of the body; or
G. Causes the loss of sight in an eye.

4. Post-Accident Procedures

A. The first Town of Fort Frances employee to arrive on the scene shall call for an emergency service to respond to provide health care and shall secure the area to prevent further injury if necessary. They must then immediately notify their supervisor of the accident. If their supervisor is not available, then the employee must notify their Division Manager, or Human Resources Manager.
B. The first Town of Fort Frances employee who is qualified to administer First Aid to arrive on the scene should provide first aid to the injured person. The first consideration should always be the well-being of the injured person as well as to the safety of the responding employee (in preventing any additional injuries).

5. Notification Procedure

<u>Legislated</u>

A. If a person (Corporation employee, visitor, etc.) dies or is critically injured as a consequence of a Corporation workplace or facility, or while working for the Corporation, the supervisor with authority over the workplace in which the accident occurred shall immediately notify their immediate supervisor, Division Manager, and the Human Resources Manager.
B. Where there is doubt as to whether the accident occurred as a consequence of a Town of Fort Frances workplace the supervisor shall proceed with the requirements of these guidelines.
C. The Division Manager shall notify all the parties identified below in accordance with procedures attached in Appendix A. Notifications will be by telephone, fax or other direct means. Contact numbers are listed in Appendix B:
    i. Ministry of Labour
    ii. Chief Administrative Officer
    iii. Human Resources Manager
    iv. Designated worker representative from Joint Health and Safety Committee.
    v. President of appropriate Union Local/Association
    vi. Fort Frances O.P.P. Detachment

D. The Division Manager shall complete the Notification Form (Appendix A) including the date and time at which the initial report of injury was received, the name of the supervisor reporting the occurrence and any other relevant details. The Division Manager will also record the date, time and name of the persons notified in accordance with the notification listing (Appendix B).

Notification of Family

Where an employee dies or is critically injured at work the Division Manager with authority over the work place or Chief Administrative Officer or designate will notify the injured employee's immediate family or other persons if so directed by the injured employee. Where required the Division Manager or designate may request the assistance of a co-worker, Police Officer, clergyperson, employee's supervisor, union representative etc.

Maintenance of Emergency Notification Contact Numbers

The Joint Health and Safety Committee shall review and revise, as needed the contact numbers on a regular basis but at least annually. Divisions are expected to notify the Joint Health and Safety Committee of any changes needed at any time.

6. Accident Investigation

Supervisor's Responsibility

The most senior supervisor in attendance at the death or critical injury scene shall be responsible to cordon off the area, ensure that, no person interferes with, disturbs, destroys, alters or carries away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by a Ministry of Labour Inspector.

The supervisor with authority over the workplace shall immediately commence an accident investigation. The investigation shall be performed in accordance with the ***Town of Fort Frances Accident Investigation Policy.***

The provisions of *Notification* may be disregarded only where required for the purpose of:

A. Saving life or relieving human suffering.
B. Maintaining an essential public utility service or a public transportation system; or
C. Preventing unnecessary damage to equipment or other property.

7. Health and Safety Committee Investigation

A designated worker representative from the Joint Heath and Safety Committee has the right to inspect the place where an accident has occurred in which a Town of Fort Frances employee is killed or critically injured.

8. Statements to Authorities

Employees of the Corporation are expected to co-operate fully with any police, Ministry of Labour, or other authority investigating when questioned.

9. Statements to the Media

All media inquiries are to be directed to the CAO’s Office. The CAO or their designate shall be responsible for all media inquiries.

Under no circumstance shall any employee of the Corporation make any statement(s) to the media, unless they have been authorized to do so.

10. Employer Report of Occurrence

The Division Manager or designate shall ensure that the Notice of Critical Injury or Death report is completed and forwarded to the Human Resources Manager within twenty-four (24) hours of the occurrence (see Appendix C).

The Notice of Critical Injury or Death report as outlined in the Occupational Health and Safety Act, contains the following information:

A. Name and address of the employer (Corporation of the Town of Fort Frances) and constructor (if appropriate).
B. The nature and circumstances of the occurrence and the bodily injury sustained;
C. A description of the machinery or equipment involved.
D. The time and place of the occurrence;
E. The name and address of the person who died or was critically injured.
F. The names and addresses of all witnesses to the occurrence.
G. The name and address of the physician or surgeon, if any by whom the person was or is being attended for the injury.

Members of the Joint Health and Safety Committee are available to assist in the completion of the report, as required.

The Human Resources Manager shall review the report for accuracy and completeness and forward it to the appropriate Director, Ministry of Labour, Head Office, Toronto, within **forty-eight (48) hours** of the critical injury or death. If for any reason, the Human Resources Manager is unavailable to provide the report to the Ministry of Labour within the timeframe specified, the Division Manager will forward the report to the Ministry of Labour within the specified timeframe.

The Human Resources Manager, or designate, shall also provide notification to the Workplace Safety and Insurance Board (WSIB) in accordance with the Workplace Safety and Insurance Act (WSIA).

CORPORATION OF THE TOWN OF FORT FRANCES
CRITICAL INJURY OR DEATH REPORTING PROCEDURE

APPENDIX A

In the event that a critical injury or death is sustained at a Town of Fort Frances workplace / facility (excluding the Fort Frances O.P.P. Detachment), the following procedures are to be followed:

1. The Division Manager receives a telephone call from a supervisor advising that there has been a critical injury at a Town of Fort Frances workplace or facility. The Division Manager will contact the Human Resources Manager and the Chief Administrative Officer.
2. The Human Resources Manager, or designate, will work in conjunction with the Division Manager to ensure that all of the following steps are completed.
3. The Division Manager determines if the police and ambulance have been notified (if required). If they have not, they are to be notified immediately by the Division Manager. Once they are notified this should be recorded on Form B. The Division Manager ensures that the reporting supervisor provides all information outlined in Form A.
4. The Division Manager contacts all parties listed on Form B if the accident occurs during regular working hours (8:30 a.m. to 4:30 p.m.)
5. If the accident occurs after working hours (4:30 p.m. to 8:30 a.m. the Supervisor with authority over the workplace will notify those persons listed on Form B.
6. The following information will be provided to the contact person by the Division Manager:
    a. A person has been critically injured or has died at a Town of Fort Frances workplace/facility
    b. Name of the victim
    c. Exact location of incident
    d. Date and time of incident
    e. Nature of injury as provided by supervisor who called in report (do not speculate or assume)
    f. Advise the person contacted that they may contact the supervisor who reported the incident for further information.
7. The Division Manager will log the name of the person contacted as well as the date and time. Should the designated contact person be unavailable, a message will be left with an alternate person whose name they will document. The Manager will make a minimum of three attempts, (over the course of one hour) to contact the designated person or to leave a message.
8. After the initial telephone contact is made, the Division Manager will send a copy of Form A to the attention of each contact person. This must be CONFIDENTIAL.
9. The Chief Administrative Officer will be kept informed at all stages of the process.

FORM A

CORPORATION OF THE TOWN OF FORT FRANCES

CRITICAL INJURY OR DEATH NOTIFICATION

Date:	Time:
Reporting Supervisor and Work Location Phone #	
Division	
Name of Injured Employee	
Location of Incident	
Date and Time of Incident	
Details (nature of Injury, witnesses, Etc.	

FORM B

CORPORATION OF THE TOWN OF FORT FRANCES

CRITICAL INJURY OR DEATH NOTIFICATION

Notification List	Date	Time	Contact Person
Police Department			
Ambulance			
Chief Administrative Officer			
Ministry of Labour Regional Office			
Human Resources Manager			
Certified Worker Representative			
Union Steward / Association			

Division Manager or Designate	Date

CORPORATION OF THE TOWN OF FORT FRANCES

CRITICAL INJURY OR DEATH EMERGENCY NOTIFICATION NUMBERS

APPENDIX B

Contact	**Primary Number**	**Alternate Number**
Police Services	911	1-888-310-1122
Ambulance	911	274-0077
Ministry of Labour	1-800-465-5016	
Chief Administrative Officer	274-5323 (work)	
JHSC Worker Representatives		
Trevor McKinnon, Parks and Cemeteries	274-5502	276-5761 (mobile)
David Martin – Public Works	274-9893	
Chad Hanson – Public Works	274-9893	
Bob Green– Memorial Sports Centre	274-4561	
Marilyn Ogden – Children's Complex	274-5457	274-6918
Doug Wright – Fire Department	274-9841	
Patrick Briere – Civic Centre	274-5323	
Cara Yellowega – Civic Centre	274-5323	
Jeremy Hughes – Library	274-9879	
JHSC Management Representatives		
Jordan Forbes - Human Resources Manager	274-5323	
Jason Kabel - Memorial Sports Centre	274-4561	
Alicia Gattoni - Children's Complex	274-5457	274-6918
Travis Rob – Public Works & Parks	274-9893	275-9757 (mobile)
Milt Strachan – Public Works & Parks	274-9893	
Craig Miller – Public Works	274-9893	
Tyler Moffitt – Fire Chief	274-9841	271-0766 (mobile)
Caroline Goulding – Library	274-9879	
Tyson Dennis – Civic Centre	274-5323	271-3057 (mobile)

FORTFRANCES
BOUNDLESS

CORPORATION OF THE TOWN OF FORT FRANCES

CRITICAL INJURY OR DEATH REPORTING NOTICE

APPENDIX C

This report is to be completed by the Division Manager or designate within 24 hours of occurrence.

Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Contractor Name and Address (if applicable):

Describe the nature and circumstances of the occurrence and the bodily injury sustained:

Describe the machinery or equipment involved:

Time of the Occurrence: _____a.m./p.m.

Exact Location of Occurrence:

Person Killed or Critically Injured:

Name and Address:

Witnesses:

Witness #l Name and Address:

Witness #2 Name and Address:

Treating Physician Name and Address:

Name of person completing the report:_____ Date:_____

This report should be forwarded to the Human Resources Coordinator within 24 hours of occurrence. For any questions refer to the Critical Injury Reporting and Investigation Policy and Guidelines.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: WHMIS Compliance

Creation Date:	2007
Revised Date:	January 2019
Resolution Number:	**TBD**
Supersedes Resolution Number:	406 (consent)
Policy Number:	5.33

PURPOSE

To ensure the establishment of a standard for the purchase and use of hazardous products in the workplace so that all the requirements of the Workplace Hazardous Materials Information System (WHMIS) regulation are met.

PROCEDURES

The following procedures shall be followed regarding hazardous materials:

1. If a controlled product is currently on site, ensure there is an up-to-date Safety Data Sheet (SDS) available, if not, one shall be requested.
2. If the product is not currently on site, determine whether it is a controlled product. If it is, ensure the supplier provides a copy of the SDS prior to purchasing.
3. If the product has a high hazard rating, determine whether a less hazardous material can be used.
4. If no alternative is available, review the SDS to determine the risks, protective equipment needed, special storage requirements, etc.
5. When a controlled product is delivered, ensure that it is properly labeled and has the appropriate SDS. If the product is not properly labeled, either apply a workplace label, or send the product back to the supplier.
6. The supervisor shall inform workers working with the product of the hazards and what precautions are to be taken for safe handling of this product.
7. The SDS shall be placed in a location where all workers have easy access to it.
8. The supervisor and, if possible, the Joint Health and Safety Committee and/or Health and Safety representative, should be consulted prior to purchasing any hazardous product.

TRAINING

1. All Municipal workers who use or may be exposed to a hazardous product shall be given generic and workplace specific WHMIS training within a reasonable period of time from when they are employed by the Town.
2. The supervisor shall ensure all workers working with specific hazardous products have been informed of the hazards, and on how to work safely with these products
3. The Joint Health and Safety Committee and/or Health and Safety Representative shall review the WHMIS training program on an annual basis to determine whether or not the training provided is up-to-date and adequate to protect workers.

LABELLING

1. All hazardous products shall be labeled with either a supplier label or a workplace label as defined by WHMIS regulations.
2. All bulk containers and pipes containing hazardous products shall be labeled according to the WHMIS regulations.

SAFETY DATA SHEETS

1. An SDS shall be easily accessible for all WHMIS controlled products.
2. Copies of all SDS shall be made available to emergency personnel in case of fire.
3. All SDS shall be less than three (3) years old.

WORKPLACE SURVEY / INVENTORY

1. Each worksite must be inspected and all hazardous products shall be identified and noted on an inventory sheet.
2. The inventory shall be reviewed and updated annually.

FORTFRANCES
BOUNDLESS

ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/01

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

FROM: **Dawn Galusha, Treasurer**

DATE: **January 8, 2019**

SUBJECT: **2019 Temporary Borrowing to Meet Current Expenditures**

BACKGROUND

Section 407 of the Municipal Act authorizes the Town to provide for temporary borrowing, until taxes are collected and other revenue is received, necessary to meet the current expenditures of the municipality for the year. Pursuant to the Act, the total amount borrowed at any one time plus any outstanding principal borrowed and accrued interest shall not exceed 50 per cent of the total estimated revenues of the municipality from January 1 to September 30 and 25 per cent of the total estimated revenues of the municipality from October 1 to December 31 for the year.

Attached is the CIBC required documentation for borrowing for the 2019 fiscal year. An authorizing by-law must be passed.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council authorize the preparation of a by-law for temporary borrowing in the amount of $4,000,000 to meet 2019 expenditures.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to authorize the preparation of an authorizing By-Law for temporary borrowing in the amount of $4,000,000.00 to meet 2019 expenditures.

CIBC

100–04/03
Ontario

By-Law No. _____

A by-law authorizing the borrowing of money to meet current expenditures of the council of _____ (the "Municipality")

A. In accordance with subsection 407(1) of the Ontario *Municipal Act*, S.O. 2001, c.25 (the "Act"), the Municipality considers it necessary to borrow the amount of $_____ to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year.

B. Pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this by-law together with the total of any similar borrowings is not to exceed the limits set forth in that subsection or other relevant sections of the Act and if so required under subsection 407(2), the Municipality shall have obtained the approval of the Ontario Municipal Board.

Therefore, the Council of the Municipality enacts as follows:

1. The Head and the Treasurer are authorized on behalf of the Municipality to borrow from time to time from **Canadian Imperial Bank of Commerce** ("CIBC") a sum or sums not exceeding in the aggregate $ 4,000,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year pursuant to subsection 407(1) of the Act, and to execute any documents that are required in connection with the borrowing of the above sum, plus interest, at a rate to be agreed upon from time to time with CIBC, in addition to any reasonable charges of CIBC associated with this borrowing.

2. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.

3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.

4. The Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.

Passed this _____ day of _____, _____.

SEAL

_____
Head of the Municipality

_____
Clerk

I hereby certify that the foregoing is a true and complete copy of the By-law numbered above of the Municipality in the Province of Ontario, duly passed at a meeting of the Council of the Municipality and that this By-law is in full force and effect.

Dated this _____ day of _____, _____.

Witness the corporate seal

SEAL

_____
Clerk

FORTFRANCES
BOUNDLESS

ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/02

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

FROM: **Dawn Galusha, Treasurer**

DATE: **January 2, 2019**

SUBJECT: **Interim Tax Levy for 2019**

BACKGROUND

Section 317 of the *Municipal Act* authorizes the municipality to pass a by-law to provide for an interim tax levy. The levy cannot exceed 50% of the total amount of taxes for municipal and school purposes levied on the property for the previous year, however does provide the authority to make adjustments if the amount that would be raised is extreme for any reason.

It is in the best interest of the municipality to begin the collection of taxes each year in a timely manner to reduce borrowing costs. The traditional due dates for interim taxes are the last working day in February 2019 (February 28th) and the last working day in March 2019 (March 29th).

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve this report and that a by-law be brought forward to authorize a 2019 interim tax levy in accordance with the *Municipal Act* and that the due dates be set for February 28, 2019 and March 29, 2019.

Council Approval of This Report Will Approve the Administration & Finance Executive Committee recommendation to authorize that the Interim Tax Levy By-Law for 2019 be brought forth.

Date: January 8th, 2019

Report To: Mayor & Council.

From: T. Dennis, CBO/Municipal Planner & Patrick Briere, By-Law Enforcement Officer.

Re: Ontario Cannabis Retail.

As you may recall Mayor & Council at their regular scheduled meeting on December 10th, 2018, discussed a report from D. Brown, CAO regarding the legislative requirements surrounding recreational cannabis retail stores in Ontario and the options available to Municipalities. The report was referred to the Planning & Development Executive Committee for further consideration and recommendation.

The Planning & Development Executive Committee at their meeting on January 7th, 2019 received a report from Administration outlining a background of all of the information known to date regarding Recreational Cannabis and the process for the initial phase in of retail stores in Ontario for April 1, 2019. It was also recommended that the draft policy statement regarding the locations of retail cannabis stores be deferred until a later date, as the initial phase in of stores will not directly affect us and will allow ample time to review and gather more information from other Municipalities. Please find attached a copy of the report that was presented to the Planning & Development Executive Committee for your reference.

The Planning & Development Executive Committee is recommending that Council:

1) pass a resolution allowing cannabis retail stores in the Town of Fort Frances and direct Administration to provide written notice to AGCO notifying of the Municipalities decision to opt-in to allow retail cannabis stores by January 22, 2019.
2) defer development of a Municipal Retail Sales Policy for Recreational Cannabis to a later date.

Respectfully submitted,

Original Signed By

T. Dennis, CBO/Municipal Planner P. Briere, By-Law Enforcement Officer

Council approval of this report will: 1) pass a resolution allowing cannabis retail stores in the Town of Fort Frances and direct Administration to provide written notice to AGCO notifying of the Municipalities decision to opt-in to allow retail cannabis stores by January 22, 2019. 2) defer development of a Municipal Retail Sales Policy for Recreational Cannabis to a later date.

January 2nd, 2019

To: Planning & Development Executive Committee

From: T. Dennis, CBO/Planner & P. Briere, By-Law Enforcement Officer.

Re: Ontario Cannabis Retail.

As you may recall Mayor & Council at their regular scheduled meeting on December 10th, 2018, discussed a report from D. Brown, CAO regarding the legislative requirements surrounding recreational cannabis retail stores in Ontario and the options available to Municipalities. The report was referred to the Planning & Development Executive Committee for further consideration and recommendation.

With this stated, below you will find a background of all of the information known to date regarding Recreational Cannabis.

Background:
Recreational cannabis was legalized on October 17, 2018 by the Federal Government. Ontario now has laws in place about how, where and who can buy and possess cannabis in the province. Ontario has also passed the Cannabis Statute Law Amendment Act, 2018 which sets out the legal structure for private cannabis retail in Ontario and gives the Alcohol and Gaming Commission of Ontario (AGCO) the authority to license, regulate and enforce the sale of recreational cannabis through privately run stores in communities where municipal governments have not opted out. Approved cannabis retail stores will be subject to the following regulations;

- Minimum distance of 150 metres (approximately 500 feet) between cannabis retail stores and schools, including private and federally-funded First Nation schools off-reserve. No buffers from any other use has been specified by the regulations.
- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores. This approach and other regulations were developed to address the risk of youth exposure to the cannabis retail market.
- Specific instances in which applicants will be denied a license, including cannabis-related criminal offences. Notably, illegal cannabis retailers who were operating after October 17, 2018 are not eligible for Ontario cannabis sales licenses.
- A prohibition on the issuance of a license to any individual or organization who has an association with organized crime.
- Requirement that individuals or entities applying for an operator license demonstrate their tax compliance status to show that they are in good standing with the government.

- A requirement for all private recreational cannabis retail storefronts to be stand-alone stores only. These stores have to be located in areas zoned for retail and cannot be located in unorganized territories.
- Individuals with a store authorization, cannabis retail managers and all retail employees will be required to complete the approved training to ensure that any individual who works in the cannabis retail market is trained in the responsible sale of cannabis.
- License and Authorization Fees;
    - Retail Operator License - $6,000 2-year term, $2,000 renewal
    - Retail Store Authorization - $4,000 2-year term, $3,500 renewal
    - Cannabis Retail Manager License - $750 2-year term, $500 renewal

AGCO Licensing:

AGCO licensing process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The licensing regime will have three parts; operator approval, retail site location approval, and store management licensing.

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, the municipal government will not be provided pre-notification of the application but can make comments about whether the proposal is in the public interest as described by regulation.

The AGCO will have a 15-day window for public and municipal government comments for each store site proposed by an approved operator. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined in the regulation. **In the regulation, public interest is defined as public health or safety, protecting youth and eliminating the illegal market.**

AGCO announced on December 13th, 2018 that it will be utilizing a lottery system (which will be overseen by KPMG) to determine who can apply for the initial round of twenty-five (25) licenses for Cannabis Retail Stores. According to the regulation, no applicant shall be granted more than one license during this initial phase. The AGCO will start accepting expression of interest for storefronts from persons wishing to participate in the lottery between January 7-9, 2019. Following this process, the expression of interest that are received will be placed into the lottery pool for a draw which will take place on January 11, 2019. The results of the lottery will be posted to the AGCO website within twenty-four (24) hours of the draw.

Ontario Cannabis Legalization Implementation Fund (OCLIF):

Attached to this report is the Minister of Finance's letter to AMO outlining the details of the funding approach to help municipal governments offset implementation costs. The highlights of this letter are;

- In early January, all municipalities will receive a portion of a $15 million payment based on a per household basis with the minimum payment being at least $5,000. Funding is intended to aid with planned legalization activities.
- A second $15 million will be made following the January 22 deadline to opt out;
    - Municipalities that haven't opted out receive a portion based on a per household basis with the minimum payment being at least $5,000. Funding is intended to support initial costs related to hosting retail storefronts.
    - Municipalities that have opted out will receive only a second $5,000 payment each.
- $10 million of the municipal funding is set aside to address costs from unforeseen circumstances. Priority for funding is given to municipalities that haven't opted out.
- If Ontario's portion of the federal excise duty on cannabis over the first two years of legalization exceeds $100 million, the Province provides 50% of the surplus only to municipalities that have not opted out as of January 22, 2019.

Municipalities must use this funding to address the implementation costs that directly relate to the legalization of cannabis. Examples of the permitted costs include:

- Increased enforcement (police, public health, by-law enforcement, court administration, litigation);
- Increased response to public inquires;
- Increased paramedic and fire services; and
- By-law/policy development

Building, Planning and Business Licensing:

Zoning amendments related to permitted use in a zone under the current legislation is NOT under Municipal authority as per section 42(2) of the Cannabis Act 2018. Therefore, any existing or new by-laws passed is deemed to be of no effect. The AGCO will be responsible for licensing, and together with the local law enforcement agencies, will be responsible for inspections and enforcement of the Act as it is currently stipulated.

Buffers or minimum separation distances and the establishment of this between any cannabis related facility and sensitive land uses are stipulated by AGCO. The municipality

is unable to enforce further restrictions in this regard but can provide input through the 15-day window during the consideration of retail licensing.

Signage and lighting requirements will have to comply with any current regulations and by-laws.

It is the intention of the Building and Planning Department to ensure a consistent level of care in monitoring building code compliance through the permitting and inspection process. With the legalization of cannabis, inspections could include the following:

- change of use i.e. from one specific use to a retail store and/or resulting occupant load change.
- construction required or needed to accommodate an area for a secure storage of product to adhere to licensing requirements.
- ensuring possible requirements such as security system installation and fire alarm and suppression installation.
- construction changes such as window glass to be vandal and/or shatter resistant.
- parking considerations that may require zoning amendment.
- ensuring all means of gaining unauthorized access to premises shall be eliminated, such as a licensed premise located in a building with other tenants. This licensed premise, in this case, must be secured from other tenant spaces through crawl spaces, ceiling spaces and ventilation systems.
- Adequacy of odor control and mechanical ventilations systems.

A Town of Fort Frances business license is required for all retail store front operations within Municipal boundaries. The business licensing process will include verification of all required permits and licenses from all regulatory bodies such as the AGCO, Building Official, Fire Department, etc.

Discussion:

Municipal governments have the one-time opportunity to opt out of allowing retail cannabis stores in their communities. The decision to opt out must be made by January 22, 2019. Unless a municipal government opts out as per Ontario Regulation 468/18 s. 22, they opt in to recreational cannabis retail sale by default.

<u>Opting Out of Retail Cannabis Stores:</u>

Municipalities opting out of having cannabis retail stores within their jurisdiction are required, as per the Cannabis License Act, 2018, to pass a resolution to that effect by January 22, 2019.

The municipality's Clerk, CAO or Mayor must notify the AGCO of their decision to opt out by sending the AGCO Registrar written notification that the municipality has passed a

resolution prohibiting cannabis retail stores. This written notification must be sent by email to municipal@agco.ca and received by the AGCO no later than midnight, January 22, 2019. The notification must include:

1. The official name of the municipality, and;
2. The date the resolution was passed.

Once received, the AGCO will acknowledge receipt by email.

A municipality that decides to prohibit cannabis retail stores may later reverse its decision; however, under the Cannabis License Act, 2018, a decision by a municipality to allow cannabis retail stores is final and may not be subsequently reversed.

If the AGCO has not received written notification from a municipality within the process described above, by January 22, 2019, then, by default, private cannabis retail stores will be allowed within this jurisdiction beginning April 1, 2019, providing all other eligibility criteria have been met.

Opting In to Allow Retail Cannabis Stores:

If at any time before January 22, 2019, a municipality decides it will allow cannabis retail stores within its jurisdiction, they are encouraged to notify the AGCO as soon as possible. This will allow the AGCO to process retail store applications, complete the public notice process and, provide more time for stores to set up their operations. Early notification to the AGCO, using the municipal@agco.ca email, will not change the date that licensed retail stores may open, which remains April 1, 2019 at the earliest.

If a municipality opts in, AMO suggests that a 'Municipal Cannabis Retail Policy Statement' be adopted by council. Such a policy statement could address what council sees as significant local sensitive uses. This would give municipal staff direction in responding to the 15-day window during the AGCO licensing process. For example, a policy statement may identify specific sensitive uses and express some parameters to consider proximity to these sensitive areas or may set out concerns regarding store concentration in certain areas of their communities. Examples of sensitive areas may be; licensed daycares, public recreational facilities, libraries, and places of worship.

Allowing cannabis retail stores within the municipal boundaries could result in economic benefits such as business and employment growth and additional consumer traffic from our catchment area already being serviced by the Town.

Staff have consulted with Ontario Provincial Police regarding allowing cannabis retail stores in the Municipality. Ontario Provincial Police's assessment is that they don't anticipate any significant impacts, but they are recommending that the Town's Smoking By-Law be reviewed and updated to encompass the legalization of cannabis. Staff agree

with this recommendation and have begun reviewing this By-Law and preparing a Draft By-Law for this Committee's review and recommendation for Council.

Staff have also consulted with Canada Border Services (CBSA) with regards to allowing cannabis retail stores in the Municipality. CBSA has advised that they don't anticipate any significant impacts to their operations or have any concerns with the potential future implementation of retail stores in proximity to the International Border.

Attachments (Reference Material):
Draft Municipal Cannabis Policy with Map Displaying 150m Buffer Zones around all facilities/properties that have children at regularly.
Recommendation:

We are asking the Planning & Development Executive Committee to provide direction to Administration to do one of the following:

provide direction to Administration to prepare a resolution prohibiting cannabis retail stores in the Town of Fort Frances by January 22, 2019 and provide written notice to AGCO once the said resolution has passed;

OR

provide direction to Administration to prepare a resolution allowing cannabis retail stores in the Town of Fort Frances and written notice to AGCO be completed by January 22, 2019 and, THAT direction to Administration to bring forward a 'Municipal Cannabis Retail Policy, with Map Displaying 150m Buffer Zones around all facilities/properties that have children at regularly to be adopted by Council before January 22, 2019.
then, by default, private cannabis retail stores will be allowed beginning April 1, 2019;

Respectfully submitted,

Original Signed by

T. Dennis, CBO/Municipal Planner P. Briere, By-Law Enforcement Officer

January 9, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: 2019 Capital Purchase of Sidewalk Sanding Attachment

With the changes to the Minimum Maintenance Standards for Municipal Highways passed into legislation in May of 2018, new requirements for sidewalk maintenance were introduced. These changes resulted in an increase of one full time Public Works Labourer and one seasonal labourer to ensure suitable coverage for winter control activities. At this time the Town operates two sidewalk machines, a 2012 Trackless blower with boom mower and a 2003 Holder blower with sweeper attachment. The Holder had a spreader for it, however due to years of salt exposure and little use, this spreader is no longer operational.

Since the changes to the Minimum Maintenance Standards, the Town has been looking to add a spreader to the Trackless and is looking for a pull behind trailer type of spreader for the larger capacity alleviating the need to re-fill frequently. Typically, our sidewalks, other than the underpass, do not get icy until the spring time once melt starts. In addition, the increase in sand application to sidewalks is going to result in a need to do more sweeping to clean up the sand in the spring time. Currently we only sweep certain sidewalks in close proximity to roadways where a lot of de-icing materials are used and the riverfront.

The 2019 Capital Budget includes a pull behind spreader trailer for the Trackless Sidewalk Machine and sweeper attachment. Approval is being sought to purchase this equipment immediately so that this important equipment can be ordered and be delivered prior to the spring melt season.

It is the recommendation of the Operations and Facilities Executive Committee to approve the capital purchase of a sidewalk sander and sweeper attachment for the Trackless Sidewalk Machine in advance of the approval of the 2019 Capital Budget at an estimated cost of $40,000.00.

Respectfully Submitted

Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to approve the tendering of the capital purchase of a sidewalk sander and sweeper attachment for the Trackless Sidewalk Machine in advance of the approval of the 2019 Capital Budget at an estimated cost of $40,000.00.

2019Jan Capital Approval Sidewalk Sanding

January 9, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Dated November 26, 2018 – RE: Columbarium Construction at Riverview Cemetery

At the December 10, 2018 meeting of Council a letter from John Myers regarding the construction of a third columbarium at the Riverview Cemetery was referred to the Operations and Facilities Executive Committee.

Members of Council will note that the construction of a columbarium foundation is included in the 2019 Operations and Facilities Capital Budget as a carry over from 2018. The construction of a columbarium has typically been a phased construction whereby the foundation is constructed in one year, with the superstructure erected the following year. In 2018 the plan was to utilize our newly hired tradesperson and some Parks and Cemeteries labour coupled with a less complicated foundation design to get the foundation in the ground late in summer, however with our tradesperson leaving unexpectedly and being one person short in Parks for most of the season, construction did not get started. Construction of the foundation will commence this year late in the summer once the Cemeteries have been fully planted and resources can be allocated to this work. In 2020 the superstructure will be installed on the new foundation. Construction was delayed after the last unit was filled as it was hoped that, without spots available in Riverview Cemetery, the Columbarium in Fort Frances Cemetery would be better utilized. This has not been the case.

In Respect to Mr. Myers letter, the Town has not historically pre-sold niches in a columbarium that is not constructed as this would be very difficult to complete as, at this point, the Town is not sure on the final orientation and layout of the columbarium. It is the recommendation of the Operations and Facilities Executive Committee that pre-sale of niches be opened up once the supply of a structure has been tendered and awarded and the layout and rates have been finalized. It is suggested that no list be kept of interested parties as this opens up the Town to too much risk of error. It is further recommended that the tendering of the columbarium structure in 2019 as opposed to 2020 be considered in the 2019 Capital Budget opening the structure up for sales sooner than later.

Respectfully Submitted

Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will ensure the following:
1. That the construction of a columbarium foundation as presented in the 2019 Capital Budget be given a high priority and the allocation increased to include the tendering of the stone structure.

2. That no niche pre-sales be entertained at least until the structure has been tendered and awarded

2019Jan Riverview Columbarium Myers Request

January 2, 2019

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: November 2018 Drinking Water Systems Monthly Summary Report

Please find attached the November 2018 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the November 2018 report as presented.

Respectfully submitted,
Operations & Facilities Division

Travis Rob, P. Eng.
Manager of Operations & Facilities

Council approval of this report will accept the November 2018 report prior to it being made available to the general public.

c.c. – Craig Miller, Environmental & Facilities Supt.
Randy White, Senior WTP Operator

03CouncilwaterreportMarch 2015

November 2018

Monthly Summary Report
Water Systems

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

Dated: December 6, 2018

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of November 2018 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act. The water treatment plant falls under the requirements of Ontario Regulation 170/03 – Drinking Water Systems.

The Airport Small Drinking Water System, System No. 849N7DGE0, was put into service August 01, 2017. The system falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems.

2) **Flow Data:**

Water Treatment Plant: See attached spreadsheet.

Airport Groundwater Well :

Estimated Daily Usage	0.21 m3
Estimated November Usage	6.3 m3

3) **Microbiological (Health Related) Water Analysis - Main Water System No. 220000978:**

Water Treatment Plant (treated): 4 samples taken no adverse results
Water Treatment Plant (raw): 4 samples taken no adverse results
Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

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

Water distribution samples taken at the following locations:

1. 1111 First St. E.	2. 1104 Church St	3. 901 Wright Ave.	4. W. Tower
5. 740 Scott St.	6. 1036 Victoria Ave.	7. 901 Wright Ave.	8. W. Tower
9. 740 Scott St.	10. 320 Portage Ave.	11. 901 Wright Ave.	12. W. Tower
13.1111 First St. E.	14. 1104 Church St.	15. 740 Scott St.	16. W. Tower

4) **Microbiological (Health Related) Water Analysis - Airport Groundwater Well No. 849N7DGE0:**

New drinking water system put on line August 01, 2017. No treatment required as the Airport groundwater tested negative for bacteria.

The Airport drinking water system is to be sampled and tested for bacteria once every three (3) months in accordance with Section 25 – Microbiological Sampling and Testing of the Small Drinking Water Systems Regulation, O. Reg. 319/08.

Water distribution sample taken April 10, 2018 – no adverse results.

5) **Free Available Chlorine Residual (FAC) - Main Water System No. 220000978:**

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

6) **Free Available Chlorine Residual (FAC) - Airport Groundwater Well System No. 849N7DGE0:**

New drinking water system put on line August 01, 2017. No treatment required as the Airport groundwater well tested negative for bacteria.

7) **Maintenance Activities at the WTP:**

Nov 1st Cleaned top and bottom tanks on poly unit
Cleaned all 4 check valves on the poly unit

Nov 2nd Ran a new poly line to clarifier No. 1

Nov 6th Calibrated distribution chlorine analyzer

Nov 8th Installed a recirculating pump on the boiler

Nov 9th Worked on getting heat in the building

Nov 22nd Calibrated the distribution chlorine analyzer

Nov 23rd Contractors worked on heating system

Nov 27th Greased both clarifier's chains, bearings and gears

Nov 27th Installed new filtered water sample pump

Nov 27th Repaired compressor No. 1

Nov 28th Flush poly lines to the clarifiers

Nov 28th Ran standby generator for 1 hour

Nov 28th Painted pipe stands in the lower level

Nov 29th Cleaned top and bottom tanks on the poly unit

Nov 29th Cleaned all 4 check valves on the poly unit

Nov 29th Rebuilt 2 sample pumps

Nov 30th Flushed the Alum line

Nov 30th Flushed the poly lines to the clarifier

8) **Water Complaints:**

- Poor Pressure – 0 complaints.
- Water quality – 0 complaints.

9) **Other Miscellaneous Information:**

Nov 5th Routine micro samples collection

Nov 9th Took grab samples off the filters

Nov 13th Routine micro sample collection

Nov 19th Routine micro sample collection

Nov 20th External QMS audit

Nov 21st ESA Inspection (Electrical Safety Authority)

Nov 21st New mayor and council tour

Nov 22nd Landfill site samples taken

Nov 26th Routine micro sample collection

Oct 30th took DWSP samples

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

- Randy White, ORO, Senior WTP Operator: _____
- Craig Miller, Environmental Superintendent: _____
- Travis Rob, Manager of Operations & Facilities: _____
- Doug Brown, CAO: _____
- Rick Wiedenhoeft, Chair O & F Exec Committee: _____
- June Caul, Mayor: _____
- John McTaggart, Councillor: _____
- Mike Behan, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Judson, Councillor: _____
- Andrew Hallikas, Councillor: _____

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

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
November 2018

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
		or Range																																
Flow rates																																		
Raw Water	10^3 M^3	17	5.36	5.04	5.16	5.33	5.17	4.95	5.26	4.98	4.97	4.99	4.93	4.96	5.22	4.87	5.30	4.77	5.52	5.13	4.95	5.12	5.13	5.09	5.35	5.06	5.15	5.01	5.11	5.29	5.27	5.05	153.49	5.12
Peak Instantaneous - Raw Water	L/s	n/a	60.12	**60.06**	60.06	59.74	59.59	59.51	59.51	59.83	58.75	58.70	58.58	58.43	58.37	59.38	59.83	59.82	59.79	59.92	59.82	60.04	60.16	60.08	60.04	60.06	60.02	60.04	59.97	60.44	**60.59**	60.48	1791.73	59.72
Treated Water	10^3 M^3	17	3.36	3.12	3.40	3.43	3.31	3.19	3.47	3.19	3.11	3.39	3.15	3.26	3.56	3.36	3.38	3.02	3.52	3.31	3.09	3.61	3.27	3.12	3.67	3.29	3.12	4.26	4.35	3.72	3.26	3.14	101.43	3.38
Peak Instantaneous - Treated Water	L/s	n/a	80.79	79.16	81.51	81.78	83.45	81.43	81.28	77.77	80.48	80.10	80.36	80.93	79.79	80.96	80.57	79.80	81.60	79.49	79.24	80.69	78.87	86.23	80.15	80.59	81.45	87.83	**125.47**	83.11	81.46	80.49	2476.83	82.56
BackWash Water	10^3 M^3	n/a	0.239	0.286	0.260	0.000	0.243	0.287	0.264	0.000	0.278	0.261	0.288	0.000	0.000	0.270	0.491	0.265	0.243	0.280	0.264	0.227	0.000	0.285	0.263	0.285	0.000	0.267	0.000	0.245	0.287	0.267	6.345	0.212
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.76	0.76	0.71	0.69	0.68	0.66	0.67	0.67	0.66	0.65	0.68	0.67	0.68	0.74	0.75	0.75	0.72	0.71	0.75	0.73	0.73	0.73	0.69	0.75	0.75	0.75	0.75	0.75	0.76	0.77	21.52	0.72
Turbidity Information																																		
Raw Water	NTU	n/a	1.40	1.43	1.51	1.41	1.37	1.54	1.41	1.36	1.41	1.36	1.32	1.33	1.30	1.34	1.40	1.33	1.37	1.40	1.37	1.32	1.41	1.37	1.34	1.40	1.42	1.33	1.36	1.30	1.39	1.26	41.26	1.38
Settled Water	NTU	n/a	0.12	0.13	0.12	0.12	0.11	0.10	0.10	0.09	0.10	0.1	0.11	0.10	0.11	0.11	0.11	0.10	0.09	0.08	0.11	0.11	0.10	0.11	0.10	0.11	0.11	0.10	0.11	0.11	0.11	0.10	3.18	0.11
Treated Water	NTU	1	0.07	0.06	0.06	0.06	0.06	0.04	0.06	0.05	0.04	0.03	0.05	0.05	0.07	0.06	0.06	0.07	0.06	0.06	0.08	0.07	0.07	0.06	0.06	0.07	0.06	0.06	0.05	0.06	0.06	0.04	1.75	0.06
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.13	7.15	7.07	7.16	7.15	7.08	7.18	7.22	7.26	7.22	7.04	7.07	7.12	7.10	7.17	7.15	7.12	7.15	7.17	7.18	7.17	7.16	7.17	7.15	7.16	7.15	7.13	7.16	7.16	7.20	214.50	7.15
pH - Settled water	no units	n/a	6.07	6.11	6.09	6.07	6.09	6.06	6.11	6.00	6.04	6.01	5.97	6.00	6.09	6.08	6.00	6.07	6.10	6.12	6.03	6.09	6.16	6.09	5.97	6.01	6.08	6.12	6.13	6.12	6.16	6.11	182.15	6.07
pH - Raw Water	no units	n/a	7.01	7.04	6.92	7.06	7.01	7.09	7.11	7.06	7.07	7.07	7.14	7.12	7.07	6.98	7.04	7.09	7.12	7.01	7.10	7.00	6.98	7.01	6.97	6.90	7.09	7.02	7.06	7.03	7.01	7.07	211.25	7.04
FAC - Treated Water	mg/l	0.2 to 4	2.20	2.17	2.20	2.22	2.26	2.28	2.22	2.16	2.08	2.06	2.38	2.36	2.28	2.34	2.22	2.21	2.17	2.12	2.11	2.17	2.21	2.32	2.26	2.24	2.32	2.38	2.42	2.44	2.22	2.21	67.23	2.24
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.56	2.52	2.48	2.54	2.50	2.56	2.52	2.38	2.22	2.26	2.66	2.54	2.56	2.62	2.50	2.42	2.32	2.26	2.28	2.52	2.60	2.64	2.58	2.54	2.50	2.58	2.62	2.64	2.46	2.48	74.86	2.50
Temperature	C	15	7.0	7.0	7.0	7.0	7.0	6.0	6.0	5.0	4.0	4.0	4.0	4.0	3.0	3.0	3.0	3.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	110.0	3.7
Fluoride used (Total Daily Consumption)	kg	n/a	18.0	18.0	17.0	18.0	18.0	17.0	21.0	20.0	20.0	19.0	20.0	19.0	20.0	19.0	20.0	18.0	20.0	18.0	18.0	18.0	18.0	18.0	18.0	18.0	17.0	17.0	17.0	19.0	21.0	20.0	559.0	18.6
Chlorine used (Total Daily Consumption)	kg	n/a	24.0	22.0	23.0	24.0	23.0	22.0	23.0	22.0	22.0	19.0	20.0	22.0	21.0	21.0	22.0	19.0	23.0	22.0	19.0	22.0	21.0	21.0	23.0	21.0	21.0	21.0	22.0	22.0	21.0	20.0	648.0	21.6
Soda ash (Total Daily Consumption)	kg	n/a	187.6	176.4	180.6	186.6	181.0	173.3	184.1	174.3	174.0	174.7	172.6	173.6	182.7	170.5	185.5	167.0	193.2	179.6	173.3	179.2	179.6	178.2	187.3	177.1	180.3	175.4	178.9	185.2	184.5	176.8	5372.2	179.1
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1050.0	35.0
Alum residual - (Total Daily Consumption)	kg	n/a	187.6	176.4	180.6	186.6	181.0	173.3	184.1	174.3	174.0	174.7	172.6	173.6	182.7	170.5	185.5	167.0	193.2	179.6	173.3	179.2	179.6	178.2	187.3	177.1	180.3	175.4	178.9	185.2	184.5	176.8	5372.2	179.1
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1050.0	35.0
Alum residual - Treated Water	mg/l	0.1	0.02	0.02	0.02	0.01	0.03	0.02	0.02	0.01	0.01	0.02	0.01	0.02	0.01	0.02	0.03	0.02	0.02	0.01	0.01	0.03	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.02	0.04	0.58	0.02
Poly bags added (25 kg bags)	kg			1.0				0.5			0.5				0.5								0.5		0.5				0.5				100.0	

Town of Fort Frances - WTP - 220000978
November 2016 v 2017 v 2018
Flow and Operating Data

Flow Data November	2016		2017		2018	
	Day of the Month		Day of the Month		Day of the Month	
Total Raw Water		165660		162010		153490
Raw Maximum Day	Friday 12th	5820	Sunday 05th	5720	Saturday 17th	5520
Raw Minimum Day	Wednesday 17th	5340	Thursday 30th	4760	Friday 16th	4770
Raw Average Daily Consumption		5520		5400		5120
Total Treated Water		96940		102850		101430
Treated Water Maximim Day Consumption	Friday 26th	3520	Monday 13th	4000	Thursday 27th	4350
Treated Water Minimim Day Consumption	Friday 19th	2900	Thursday 16th	3040	Friday 16th	3020
Treated Water Average Day Consumption		3230		3430		3380
Daily Average Per Household Consumption Rate		0.854		0.907		0.893
* Daily Average Per Person Consumption Rate		0.404		0.430		0.423
Monthly Averages - Operating Parameters WTP:						
FAC Residual - Treated Water		2.24		2.18		2.24
Total Chlorine Residual - Treated Water		2.49		2.42		2.50
Aluminum Sulphate - Raw Water		35.00		35.00		35.00
Aluminum Sulphate - Treated Water Residual		0.03		0.03		0.02
Fluoride - Treated Water		0.57		0.56		0.72
Soda Ash - Raw Water		35.00		35.00		35.00
PH - Adjusted		7.18		7.28		7.15
Temperature		6.70		3.60		3.70
Quantity of Chemical Used:						
Aluminum Sulphate		5798.10		5670.40		5372.20
Polyelectrolyte		75.00		75.00		100.00
Chlorine Gas		711.00		674.00		648.00
Soda Ash - Used for PH Adjustment		5798.10		5670.40		5372.20
Fluoride		545.00		545.00		559.00

* The Canadian Average is 450 Litres (0.45 m^3) per day.
* Population is 7986
* Number of Households is 3783

FORTFRANCES
BOUNDLESS

REPORT

TO: Mayor Caul & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: January 3, 2019

RE: **Redundant Score Clock ('52 Arena)**

The Community Services Division has been approached by a local citizen with interest in removing the old score clock at the South end of the '52 Canadians rink that has not been in operation for almost 2 decades.

The process is for Council to declare surplus any that is deemed redundant by each department. Once declared surplus, the following procedure will be utilized to dispose of the item:

1) Advertise in the Fort Frances Times
2) The item will be posted on the Town's website for the public to view.
3) Interested parties can visit the MSC to get a closer inspection of the item.
4) Individuals can submit bids by the deadline to be determined in February. Forms will be available at the Town Hall and the Memorial Sports Centre in advance of the sale.
5) The bids will be publicly opened in the committee room.
6) Payment will be due prior to removing the item from the Town's property.
7) Successful bidders will have to strictly observe Health & Safety procedures with the removal of the scoreboard that will be done completely at their own cost. The bidder must also leave the premises aesthetically pleasing to the satisfaction of management that may include painting and/or some other coverage of the location on the wall.

Recommendation
The Community Services Executive Committee recommends to Mayor and Council to declare the old '52 Canadian scoreboard that is no longer in use, redundant to Town operations and endorse the above procedure for the removal & disposal of the asset.

Respectfully Submitted,

Jason Kabel

FORTFRANCES
BOUNDLESS

ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/03

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

FROM: **Dawn Galusha, Treasurer**

DATE: **January 8, 2019**

SUBJECT: **Councillor Douglas Judson Councillor Orientation Per Diem**

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/ Council Honorarium per diem in the amount of $400.00 to attend the Council Orientation Session on November 21-23, 2018 as submitted by Councillor Douglas Judson.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-D Schedule 'A' as Other Special Functions as Approved by Resolution.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of $400.00 as submitted by Councillor Douglas Judson for his attendance at the Council Orientation Session on November 21-23, 2018.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of $400.00 as submitted by Councillor Douglas Judson for his attendance at the Council Orientation Session on November 21-23, 2018.

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

Attendee	Douglas Judson
Conference / Seminar Attended	Council Orientation
Location	Civic Centre, Fort Frances
Dates	Nov 21-23, 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Nov 21	Nov 22	Nov 23			
Amount			$160	$160	$80			$400

Name (Please Print) DOUGLAS W. JUDSON	Signature
Approved	Date

To be submitted to Payroll for processing when approved by Council

FORTFRANCES
BOUNDLESS

ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/04

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

FROM: **Dawn Galusha, Treasurer**

DATE: **January 8, 2019**

SUBJECT: **Councillor Rick Wiedenhoeft Council Orientation Per Diem**

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/ Council Honorarium per diem in the amount of $400.00 to attend the Council Orientation Session on November 21-23, 2018 as submitted by Councillor Rick Wiedenhoeft.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-D Schedule 'A' as Other Special Functions as Approved by Resolution.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of $400.00 as submitted by Councillor Rick Wiedenhoeft for his attendance at the Council Orientation Session on November 21-23, 2018.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of $400.00 as submitted by Councillor Rick Wiedenhoeft for his attendance at the Council Orientation Session on November 21-23, 2018.

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

Attendee	Rick Wiedenhoeft
Conference / Seminar Attended	Councillor Training
Location	Civic Centre.
Dates	Nov.

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Nov. 21	Nov 22	Nov 23			
Amount			160.00	160.00	80.00			400.00

Name (Please Print) Rick Wiedenhoeft	Signature R. Wiedenhoeft
Approved	Date December 4, 2018

To be submitted to Payroll for processing when approved by Council

Stats Canada Report -TOWN OF FORT FRANCES 2018-November

Permit #	Roll #	Contractor	Property Address	Work Description	Building Code	Work Code	Units/Area	Value
2018-0101	591202000500600.00	Precision Construction	524 FIRST ST E, FORT FRANCES	Install tin on the house. Strip shingles, place tyvek, strap and tin. Ice dam over A/C unit, and neighbouring property.	110, 130, 115	03, 01, 02	250.00 Sq. Ft	$1,000.00
2018-0102	591202000502900.00		702 ARMIT AV, FORT FRANCES	NEW EXTERIOR INSULATION, VAPOUR BARRIER, WINDOWS AND DOORS, REPLACE KITCHEN, REPLACE SUPPORTING POST	110	03, 01, 02	1,200.00 Sq. Ft	$5,000.00
2018-0103	591202000213700.00		426 VICTORIA AV, FORT FRANCES	Work to be completed on front sidewalk, demolition of front eave, installation of duct work for bathrooms, open and repair damaged walls from water damage.		2	1,200.00 Sq. Ft	$13,800.00
2018-0104	591202000503300.00		714 ARMIT AV, FORT FRANCES	Renovate building to include exterior insulation, siding, troughs, solid fuel buring appliances, egress doors, vapour barrier and structural beam replacement,		2	3,500.00 Sq. Ft	$51,000.00
2018-0105	591201000413351.00	SUNSET DYNASTY CONSTRUCTION LTD	950 MCIRVINE RD N, FORT FRANCES	Renovate showroom area into storage and construct area above for maintenance room		2	450.00 Sq. Ft	$5,000.00

Stats Canada Report -TOWN OF FORT FRANCES 2018-December

Permit #	Roll #	Contractor	Property Address	Work Description	Building Code	Work Code	Units/Area	Value
2018-0106	591202000204200.00	777714 ONTARIO LIMITED	335 SCOTT ST, FORT FRANCES	Demolition as per demolition permit supplied but Saulteaux Engineering of 335 Scott Street. Removal of water and sewer services as well. Removal of services and meter to be inspected by Public Works, 807-274-9893			4,200.00 Sq. Ft	$15,000.00
2018-0107	591202000804000.00		211 THIRD ST E, FORT FRANCES	Compelete repairs to living room and kitchen area. Remove non-load bearing wall, reinsulate exteror wall, drywall, kitchen sink plumbing and alter HVAC system.	110	02, 03, 01	416.00 Sq. Ft	$4,000.00
2018-0108	591201000700701.00		104 FIFTH ST E, FORT FRANCES	Replace tubs and bathroom ficture due to leaking.	110	3	100.00 Sq. Ft	$1,000.00
2018-0109	591201000614050.00	Ryan Mason	1533 KINGS HW, FORT FRANCES	Contruct roof over original roof and install venting. Tin roof strcture.		2	4,160.00 Sq. Ft	$30,000.00

POST-ELECTION ACCESSIBILITY REPORT

December 31, 2018

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Accessibility – 2018 Municipal Elections

INTRODUCTION

The Town of Fort Frances committed to making the 2018 Municipal Election accessible by working to accommodate the needs of electors to remove barriers to vote for persons with disabilities.

The purpose of this report is to review and evaluate the accessible services offered to all electors and candidates in the 2018 Municipal Election and contains details related to the actions taken during the course of the 2018 Municipal Election regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

By choosing Telephone/Internet Voting, the intention is to:

- Provide easy access for voters to cast their ballot
- Have the vote results calculated and available quickly
- Have results that are accurate
- Allow qualified electors to vote anywhere, and anytime during the voting period
- Eliminate traditional advance voting
- Reduce staffing requirements
- Eliminate proxy voting.

The “vote anywhere, anytime” perspective allows voters to cast their ballot when convenient.

In accordance with section 12.1(3) of the Municipal Elections Act, 1996, the Clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public. This report will be made available to the public by being posted on the Town’s website.

The Accessibility Standards for Customer Service, Regulation 429/07 requires municipalities to provide for:

- Electors with service animals and support staff
- Notice of temporary disruptions of service
- Accessibility training for all election staff
- Procedures for responding to feedback
- Notice of availability of documents.

The Town of Fort Frances policy on Accessibility, approved by Council in June 2009, addresses these issues. (It is important to remember that the Municipality is obligated by law, when requested by a member of the public, to provide any document pertaining to the Municipal Elections in a format that shall take into account the person's disability.)

ACTIONS TAKEN

- Telephone/Internet Voting provided the electors with the ability to vote from anywhere at any time. This allowed increased rights of privacy to electors with disabilities whom may find voting at traditional paper-based locations more difficult as they had the ability to vote with little or no assistance required from others.

- Election Officials made electors aware of the availability of assistance for person requiring same. Elections Officials were positioned to greet electors as they came in to the Voting Centre and assist them as may be necessary.

- Election information was communicated through various channels and alternative formats including e-mails, social media, newspaper and radio. For election related inquiries, all residents were able to contact the Clerk/Returning Officer or other election staff via telephone or through a designated e-mail address.

- Election staff ensured that all information was made available to candidates in alternate formats upon request. No such requests were received. All relevant election information was posted to the Town website which includes an option that allows the font size to be adjusted.

- Voterview was available leading up to the election as an online platform for electors to search the Voters' List from their personal device to determine whether they were on the list and add their information.

- Voting Centre was established in Council Chambers at the Civic Centre during daytime hours for electors who required assistance to be added to the list or to vote. The Voting Centre is barrier free with no obstructions at the entrance, includes handi-cap parking at grade, entrances equipped with automatic door openers, doorway width accommodates mobility devices and seats available for those that need a rest.

- Big Button Phones and a magnifier were available at the Voting Centre. No requests were received to use either the phones or magnifier. Election Officials were present to provide assistance upon the completion of an 'Oath of a Friend'.

- Arrangements were made with Long Term Care facility and the local hospital to arrange mutually convenient dates to attend their facility to provide residents the ability to be added to the voters list, obtain a Voter Information letter and vote using laptop. The following was

provided.

Date	Time	Location	# of Election Officials
October 15, 2018 (Monday)	1:00 to 3:00 p.m.	Rainycrest Long Term Care Home 550 Osborne Street	2
October 17, 2018 (Wednesday)	1:00 to 3:00 p.m.	LaVerendrye General Hospital (Extended Care Wing) 110 Victoria Avenue	2
October 18, 2018 (Thursday)	1:00 to 3:00 p.m.	Columbus Place 425 Nelson Street	2

This report is prepared by the Clerk as per requirements of the Municipal Elections Act, 1996, section 12.1(3) and is being provided to Council as information only. The report will be posted on the Town website for the public.

No further action is required by Council.

FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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

NOVEMBER 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:
41.6	5	2	13	1	1	2	$ 0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
6	2	0	2	0	0	0	0

TEAM MEMBERS RESPONDED TO 13 EMERGENCY RESPONSE CALLS DURING NOVEMBER 2018.

Total Hours:

7.8 Hours was spent on responding to emergency incidents, **1.75 Hours** was spent on public service, **28 Hours** was spent on training, and **4 Hours** was spent on **Public Fire Safety Education.**

Time of Day:

During this month, **77%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **23%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

13 (thirteen) inspections / re-inspections were completed in November, which brings our total to **176** inspections / re-inspections completed since January 1st, of this year.

Emergency Medicals Service (EMS) Response Calls:

There were **1 (one)** Emergency Medical Service (EMS) requests.

Fire Response Calls:

There were **2 (two)** Fire Response Calls. 1 (one) fire was an oven fire, and another fire was a burning mattress, which was outside.

Fire Alarms:

There were **6 (six)** False Fire Alarm calls this month.

Fire Drills:

Our team members participated in **1 (one)** Fire Drill this month.

FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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

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

MVC (Motor Vehicle Crashes):
There were **2 (two)** MVC Calls.

(CO) Carbon Monoxide / Gas Leak Calls:
There was **1 (one)** False (CO) Carbon Monoxide call, and **1 (one)** actual (CO) Carbon Monoxide call this month.

Public Fire Safety Education / Public Events / Public Service / Highlights:
Weekly Fire Safety Tips continues in the Thursday edition of the Fort Frances Bulletin. As well, Fire & Life Safety Tips on our towns official Facebook Page continues onward.

For November, Fire Prevention activities included Fire Safety Education presentations to all the students at St. Michael's School (approx. 200 students and 23 teachers/aids), as well as to a Grade 9 class at the Fort Frances High School.

Training:
Doug Wright, Gavin Payne, and Tyler Moffitt attended a Court Room Procedures course in Fort Frances, which was instructed by Tim Irish of the OFMEM (Office of the Fire Marshal and Emergency Management).

As well, Doug Wright who attended the NFPA 1521 Incident Safety Officer course back in September of this year … was successful in attaining his certification. Well done Doug!

HISTORICAL ACCOMPLISHMENT:
November 11th, 2018 was Remembrance Day … a day everyone should remember.

This day also marks one-year since our last documented fully involved structure fire in our community. I have been a member of the Fire & Rescue Service for almost 32-years. I can't recall the Fort Frances Fire & Rescue Service ever going over 12-months … without having a fully involved structure fire within our community.

FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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

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

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2018:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
16.6	2	3	213	0	4	5	$ 0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
4	2	0	0	0	0	1	0

TEAM MEMBERS RESPONDED TO 16 EMERGENCY RESPONSE CALLS DURING DECEMBER 2018.

Total Hours:

- **6.6 Hours** was spent on responding to emergency incidents.
- **4 Hours** was spent on public service,
- **4 Hours** was spent on training,
- **2 Hours** was spent on **Public Fire Safety Education.**

Time of Day:

During this month, **62%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **38%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

Wayne Riches - Captain of Fire Prevention & Education did an audit of our Fire Prevention Inspections / Re-inspections. A total of **213 (Two Hundred Thirteen) Inspections / Re-inspections** were completed in **2018.**

Emergency Medicals Service (EMS) Response Calls:

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

Fire Response Calls:

There were **5 (five)** Fire Response Calls. **4 (four)** were cooking related (no actual fire), and **1 (one)** was related to a light bulb ballast (no actual fire), which set off a smoke alarm.

Fire Alarms:

There were **4 (four)** False Fire Alarm calls this month.

FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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

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

MVC (Motor Vehicle Crashes):
There were **2 (two)** MVC Calls in the Town of Fort Frances.

Other Calls:
There was **1 (one)** call, which involved a person in a wheelchair who was stuck in their van; their powered wheelchair ramp stopped working. Our team members followed the person home to assist them out of their van.

Public Fire Safety Education / Public Events / Public Service / Highlights:
Weekly Fire Safety Tips continues in the Thursday edition of the Fort Frances Bulletin. As well, Fire & Life Safety Tips on our towns official Facebook Page continues onward.

A Grade 9 class from the Fort Frances High School visited our Fire Hall. As well, Wayne Riches and Gavin Payne gave a tour and fire safety education presentation.

Fort Frances Christmas Parade – December 2, 2018:
Once again, our Team Members participated in the annual Christmas Parade.

FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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

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

Giving Back to Our Community (Salvation Army Christmas Hampers: Dec 17, 2018): Our Team continued onward with our annual tradition of giving back to our community. We put together over **160-plus Christmas Hampers** for the local Salvation Army. (Thanks to Duane Hicks for supplying the photo's).

HISTORICAL ACCOMPLISHMENT:

We went the entire year of 2018 without a structure fire in the Town of Fort Frances, which is a remarkable accomplishment for our community!

With regards to our records and knowledge … the Fort Frances Fire & Rescue Service has never gone an entire calendar year … without having a structure fire within our community.

We did have fumes from contact cement ignite inside a home; it was quickly extinguished by an occupant. As well, we did have a stereo unit ignite inside a garage; it was partially extinguished by an occupant of the home … our fire suppression team fully extinguished it.

Thanks, and praise needs to go out to our Professional Staff, our Part-time Staff, as well as to the people of Fort Frances for taking the responsibility to embrace Fire & Life Safety behaviors … in protecting yourself and others.

Ministry of Finance
Provincial-Local Finance Division
10th Floor
777 Bay Street
Toronto, ON M5G 2C8
Tel (416) 327-0264
Fax (416) 325-7644

Ministère des Finances
Division des relations provinciales-municipales en matière de finances
777, rue Bay, 10e étage
Toronto (Ontario) M5G 2C8
Tél. : 416 327-0264
Téléc : 416 325-7644

Ontario

December 12, 2018

Dear Municipal Treasurer/Clerk-Treasurer:

I am writing to follow up on the council resolution received from your municipality requesting consideration for a high-tonnage property tax rate for railway rights-of-way.

As you know, railway right-of-way property tax rates were adjusted in 2018 to address issues related to indexation and variation between rates. These rates will remain in place.

This means that the 2018 property tax rates are unchanged from the rates previously communicated. The attachment reconfirms the rate for your municipality and provides additional information, for your reference.

If you have questions or would like further information about the railway right-of-way property taxation system, please contact Chris Broughton, Director, Property Tax Policy, Ministry of Finance, at chris.broughton@ontario.ca.

Sincerely,

Original signed by

Allan Doheny
Assistant Deputy Minister
Provincial-Local Finance Division

Enclosure

Ontario

Railway Right-of-Way Property Taxation

Ministry of Finance
Provincial-Local Finance Division

Town of Fort Frances 5912

Table 1: Railway Right-of-Way Property Tax Rates ($ per acre)

Year	Municipal Mainline	Education
2018	110.00	15.43

Table 2: Railway Right-of-Way Property Details [1]

Roll Number	Line Operator	Property Owner	RTQ	Site Area (Acres)	Line Type
5912010001181000000	CN	CANADIAN NATIONAL RAILWAY	T	102.75	Mainline

1. Actual roll details are subject to MPAC's determination.

FINANCIAL INDICATOR REVIEW

(Based on 2017 Financial Information Return)

Fort Frances T

Date Prepared:	09-Nov-18	2017 Households:	3,812	Median Household Income:	62,928
MSO Office:	Northwest	2017 Population	7,739	Taxable Residential Assessment as a	
Prepared By:	Karen Bradica	2018 MFCI Index	7.6	% of Total Taxable Assessment:	64.8%
Tier	ST			Own Purpose Taxation:	10,495,794

SUSTAINABILITY INDICATORS

Indicator	Ranges		Actuals	North - Population > 2500 <= 10000		Level of Risk
				Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2013	9.2%	10.4%	13.8%	LOW
		2014	6.3%	12.5%	14.5%	LOW
		2015	6.3%	10.3%	14.2%	LOW
		2016	4.7%	9.3%	13.4%	LOW
		2017	2.8%	9.7%	11.7%	**LOW**
Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges	Low: > -50% Mod: -50% to -100% High: < -100%	2013	64.7%	-15.1%	-17.0%	LOW
		2014	80.8%	-3.5%	-8.2%	LOW
		2015	84.2%	1.1%	-10.3%	LOW
		2016	76.0%	-17.2%	-10.5%	LOW
		2017	89.2%	12.9%	-7.4%	**LOW**
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2013	42.0%	29.9%	34.7%	LOW
		2014	57.6%	32.5%	37.9%	LOW
		2015	59.4%	32.9%	39.5%	LOW
		2016	48.2%	32.8%	37.3%	LOW
		2017	55.8%	35.8%	40.0%	**LOW**
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2013	0.3:1	1.69:1	2.82:1	MODERATE
		2014	1.84:1	1.84:1	2.55:1	LOW
		2015	0.2:1	1.78:1	2.35:1	HIGH
		2016	0.14:1	1.73:1	2.34:1	HIGH
		2017	0.36:1	2.16:1	3.18:1	**MODERATE**

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues	Low: < 5% Mod: 5% to 10% High: >10%	2013	4.1%	4.6%	5.6%	LOW
		2014	3.3%	4.2%	6.4%	LOW
		2015	2.6%	4.6%	9.8%	LOW
		2016	2.5%	4.5%	5.0%	LOW
		2017	2.4%	4.0%	4.7%	**LOW**
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2013	43.0%	42.9%	44.2%	LOW
		2014	44.6%	43.8%	44.5%	LOW
		2015	44.8%	44.6%	45.3%	LOW
		2016	44.6%	46.1%	46.1%	LOW
		2017	45.3%	46.9%	47.1%	**LOW**
Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)	Low: > -1% Mod: -1% to -30% High: < -30%	2013	2.1%	7.7%	15.8%	LOW
		2014	21.5%	10.8%	15.8%	LOW
		2015	23.6%	8.3%	3.0%	LOW
		2016	18.7%	9.3%	20.4%	LOW
		2017	21.4%	5.2%	9.0%	**LOW**

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The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

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FINANCIAL INDICATOR REVIEW

(Based on 2017 Financial Information Return)

Fort Frances T

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.

  A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied *- How much of the taxes billed are not collected.*

Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges - *How much tax and fee revenue is servicing debt?*

Reserves and Reserve Funds as a % of Municipal Expenses - *How much money is set aside for future needs / contingencies?*

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - *Measures the ability of the municipality to meet its current obligations with its current resources on hand.*

Debt Servicing Cost as a % of Total Revenues - *Indicates the extent to which past borrowing decisions may impact the current budget.*

Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio) - *measures the age of a municipality's physical assets. It measures the extent to which depreciable assets have been consumed by comparing the amount of the assets that have been used up and their historical cost.*

Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)- *Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (i.e. reserves, debt repayment, etc.)*

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) *is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCI is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. (Note: the MFCI index is only available for northern and rural municipalities)*

FINANCIAL INDICATOR REVIEW

(Based on 2017 Financial Information Return)

Fort Frances T

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges	SLC 70 9945 01 / (SLC 10 0299 01 + SLC 10 1299 01)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 9910 01
Closing Amortization Balance as a % or Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)	SLC 10 2099 01 / (SLC 10 0299 01 + SLC 10 1299 01)

MUNICIPAL FINANCIAL PROFILES

(Based on 2017 Financial Information Return)

Fort Frances T

Date Prepared:	November 9, 2018	2017 FIR Load Status:	Submitted Under Review	2017 Households:	3,812	Median Household Income (2016) : *4	62,928
MSO Office:	Northwest	Last Updated:	May 29, 2018	2017 Population:	7,739	2018 Annual Repayment Limit:	4,436,916
Prepared By:	Karen Bradica			2018 MFCI Index: *8	7.6	Borrowing Capacity 7% over 10 yrs:	31,163,038

STATISTICAL INFORMATION

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
Population *3	S02X-B00-L0041-C01.01:N	Avg_S02X-B00-L0041-C01.01:N	7,952	7,952	7,955	7,739	7,739	4,582	48,188	0.0%	-2.7%	0.0%	0.0%
Households *3	S02X-B00-L0040-C01.01:N	Avg_S02X-B00-L0040-C01.01:N	3,816	3,816	3,815	3,815	3,812	2,483	19,061	-0.1%	0.0%	0.0%	0.0%
Municipal Expenses *7	S40X-L9910-C01.11 - S12X-L9910-C01.(03+07)	Avg_S40X-L9910-C01.11 - S12X-L9910-C01.(03+07)	$ 24,650,023	$ 24,509,921	$ 23,968,439	$ 25,160,045	$ 24,813,657	$ 16,296,017	$ 101,040,656	-1.4%	5.0%	-2.2%	-0.6%
Own Source Revenues	S10X-L(9910-0699-0899-1098-1099-1811-1812-1813-1814-1830-1831)-S12-L1850-C01.04	Avg_S10X-L(9910-0699-0899-1098-1099-1811-1812-1813-1814-1830-1831)-S12-L1850-C04	$ 18,954,247	$ 21,068,251	$ 20,305,783	$ 20,426,730	$ 20,735,925	$ 12,728,640	$ 85,360,591	1.5%	0.6%	-3.6%	11.2%
Own Source Revenue per Household	Profiles_Own_Source_Revenues_per_Household	Avg_Profiles_Own_Source_Revenue_per_Household	$ 4,967	$ 5,521	$ 5,323	$ 5,354	$ 5,440	$ 5,297	$ 3,418	1.6%	0.6%	-3.6%	11.2%
Own Source Revenue as a % of Total Revenues	Profiles_Own_Source_Revenue_%_Total_Operating_Revenues	Avg_Profiles_Own_Source_Revenue_%_Total_Operating_Revenues	75.8%	74.0%	71.5%	71.1%	71.8%	73.8%	73.9%	0.9%	-0.5%	-3.4%	-2.4%
Total Revenues	S10X-B00-L9910-C01.01:C	Avg_S10X-B00-L9910-C01.01:C	$ 25,016,249	$ 28,476,832	$ 28,413,829	$ 28,717,903	$ 28,884,903	$ 17,781,288	$ 119,178,125	0.6%	1.1%	-0.2%	13.8%
Annual Repayment Limit	Profiles_AnnualRepaymentLimit	Avg_Profiles_AnnualRepaymentLimit	$ 3,939,951	$ 4,059,320	$ 3,727,778	$ 4,467,188	$ 4,352,247	$ 2,218,890	$ 14,824,031	-2.6%	19.8%	-8.2%	3.0%
Own Purpose Taxation	S10X-B00-L0299-C01.01:C	Avg_S10X-B00-L0299-C01.01:C	$ 9,109,355	$ 10,655,562	$ 10,790,587	$ 10,631,943	$ 10,495,794	$ 7,317,034	$ 46,831,925	-1.3%	-1.5%	1.3%	17.0%
Direct Water Billings as % of Gross Water Expenditures	S12X-L0831+L0832-C01.04 / S40X-L0831+L0832-C01.11	Avg_S12X-L0831+L0832-C01.04 / S40X-L0831+L0832-C01.11	131.0%	109.4%	125.6%	128.7%	121.9%	77.4%	64.8%				
Taxable Res. Assessment as a % of Total Taxable Assessme	S26A-(L0010/L9199)-C01.17	Avg_S26A-(L0010/L9199)-C01.17	55.2%	58.8%	62.3%	64.4%	64.8%	71.7%	79.1%				

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE
Taxable	S26A-B00-L9199-C01.17:C	Avg_S26A-B00-L9199-C01.17:C	676,870,961	657,606,841	640,408,121	641,598,233	630,186,037	563,376,021	8,878,268,975
PIL	S26A-B00-L9299-C02.17:C	Avg_S26A-B00-L9299-C02.17:C	17,227,534	17,039,474	17,257,016	17,407,238	17,562,843	11,012,429	117,732,067
Total	S26A-L9199+L9299-C17	Avg_S26A-L9199+L9299-C17	694,098,495	674,646,315	657,665,137	659,005,471	647,748,880	574,388,450	8,996,001,042

RESIDENTIAL TAXES

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
# of Residential Households	Profiles_NumRESProperties_wRDU	Avg_Profiles_NumRESProperties_wRDU	3,144	3,144	3,143	3,142	3,139	2,294	14,681	-0.1%	0.0%	0.0%	0.0%
Avg Municipal Property Taxes Per Avg Residential Househ	Profiles_AvgMunTaxesPerRESProperty_wRDU	Avg_Profiles_AvgMunTaxesPerRESProperty_wRDU	$ 1,935	$ 2,023	$ 2,077	$ 2,126	$ 2,149	$ 2,037	$ 2,344	1.1%	2.3%	2.7%	4.5%
Avg Total Property Taxes per Avg Residential Household	Profiles_AvgTotalTaxesPerRESProperty_wRDU	Avg_Profiles_AvgTotalTaxesPerRESProperty_wRDU	$ 2,181	$ 2,267	$ 2,319	$ 2,368	$ 2,377	$ 2,319	$ 2,766	0.4%	2.1%	2.3%	3.9%
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	AvgTotalTaxesPerRESProperty_wRDU_%_of_MedianHouseIncome	Avg_AvgTotalTaxesPerRESProperty_wRDU_%_of_MedianHouseIncome	**3.7%**	**3.9%**	**3.9%**	**3.8%**	**3.8%**	3.3%	3.9%				
# of Residential Households Excluding Recreational Propei	Profiles_NumRESProperties	Avg_Profiles_NumRESProperties	3,139	3,139	3,138	3,137	3,134	1,984	13,903	-0.1%	0.0%	0.0%	0.0%
Avg Municipal Property Taxes Per Avg Residential Househ	Profiles_AvgMunTaxesPerRESProperty	Avg_Profiles_AvgMunTaxesPerRESProperty	$ 1,934	$ 2,022	$ 2,076	$ 2,125	$ 2,148	$ 2,007	$ 2,320	1.1%	2.4%	2.6%	4.6%
Avg Total Property Taxes per Avg Residential Household (I	Profiles_AvgTotalTaxesPerRESProperty	Avg_Profiles_AvgTotalTaxesPerRESProperty	$ 2,180	$ 2,266	$ 2,318	$ 2,367	$ 2,376	$ 2,274	$ 2,733	0.4%	2.1%	2.3%	3.9%
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	AvgTotalTaxesPerRESProperty_%_of_MedianHouseIncome	Avg_AvgTotalTaxesPerRESProperty_%_of_MedianHouseIncome	**3.7%**	**3.9%**	**3.9%**	**3.8%**	**3.8%**	3.2%	3.8%				

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

			2013	2014	2015	2016	2017	17/16 %	16/15 %	15/14 %	14/13 %
Lower / Single-Tier General Rate	S22A-L0010-C01.(12/16)	Avg_S22A-L0010-C01.(12/16)	0.0167055	0.0168781	0.0167502	0.0165427	0.0168689	2.0%	-1.2%	-0.8%	1.0%
Upper-Tier General Rate	S22A-L0010-C01.(13/16)	Avg_S22A-L0010-C01.(13/16)	-	-	-	-	-	0.0%	0.0%	0.0%	0.0%
Education Rate	S22A-L0010-C01.(14/16)	Avg_S22A-L0010-C01.(14/16)	0.0021200	0.0020300	0.0019500	0.0018800	0.0017900	-4.8%	-3.6%	-3.9%	-4.2%

TAXES RECEIVABLE

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
Total Taxes Receivable less Allowance for Uncollectibles	S70X-B00-L0699-C01.01:C	Avg_S70X-B00-L0699-C01.01:C	$ 971,238	$ 782,999	$ 789,235	$ 583,529	$ 331,719	$ 847,332	$ 3,198,225	-43.2%	-26.1%	0.8%	-19.4%
Total Taxes Rec. less Allowance for Uncollectibles as % of	S70X-L0699-C01.01 / (S26A-L9199-C01.03 - S72B-L2899-C01.09)	Avg_S70X-L0699-C01.01 / (S26A-L9199-C01.03 - S72B-L2899-C01.09)	9.2%	6.3%	6.3%	4.7%	2.8%	11.7%	9.4%				
Current Year Taxes Receivable as % of Total Taxes Receiv	S70X-L0610-C01.01 / (S70X-(L0699+L0690)-C01.01)	Avg_S70X-L0610-C01.01 / (S70X-(L0699+L0690)-C01.01)	53.4%	35.0%	31.9%	30.7%	8.3%	44.2%	51.0%				
Working Fund Reserves & Contingency Funds as % of Curr	S60X-L5010-C02 + S60X-L5020-C03 / S70X-L0610-C01.01	Avg_S60X-L5010-C02 + S60X-L5020-C03 / S70X-L0610-C01.01	138.3%	268.7%	291.9%	558.9%	3611.5%	443.3%	247.7%				
Previous and Prior Years Taxes Receivable as % of Total T	S70X-(L0620+L0630)-C01.01 / S70X-(L0699+L0690)-C01.01	Avg_S70X-(L0620+L0630)-C01.01 / S70X-(L0699+L0690)-C01.01	35.9%	50.3%	53.9%	54.3%	71.1%	44.1%	32.3%				

GRANTS

2017 AVERAGES FOR:

MUNICIPAL FINANCIAL PROFILES

(Based on 2017 Financial Information Return)

Fort Frances T

Date Prepared:	November 9, 2018	2017 FIR Load Status:	Submitted Under Review	2017 Households:	3,812
MSO Office:	Northwest	Last Updated:	May 29, 2018	2017 Population:	7,739
Prepared By:	Karen Bradica			2018 MFCI Index: *8	7.6

Median Household Income (2016) : *4	62,928
2018 Annual Repayment Limit:	4,436,916
Borrowing Capacity 7% over 10 yrs:	31,163,038

			2013	2014	2015	2016	2017	North - Population > 2500 <= 10000	PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
Total Unconditional Grants	*S10X-B00-L0699-C01.01:C*	*Avg_S10X-B00-L0699-C01.01:C*	$ 3,197,300	$ 3,069,500	$ 2,983,600	$ 2,934,100	$ 3,106,500	$ 2,051,247	$ 1,169,225	5.9%	-1.7%	-2.8%	-4.0%
Ontario Municipal Partnership Fund	*S10X-B00-L0620-C01.01:C*	*Avg_S10X-B00-L0620-C01.01:C*	$ 3,197,300	$ 3,069,500	$ 2,983,600	$ 2,934,100	$ 3,106,500	$ 2,051,247	$ 1,162,208	5.9%	-1.7%	-2.8%	-4.0%
As % of Municipal Expenses	*S10X-L0620-C01.01 / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	*Avg_S10X-L0620-C01.01 / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	13.0%	12.5%	12.4%	11.7%	12.5%	13.7%	10.5%				
Other	*S10X-(L0699-L0620).C01.01*	*Avg_S10X-(L0699-L0620).C01.01*	$ -	$ -	$ -	$ -	$ -	$ -	$ 7,017	0.0%	0.0%	0.0%	0.0%
Total Ontario Conditional Grants	*S10X-(L0810+L0815)-C01.01*	*Avg_S10X-(L0810+L0815)-C01.01*	$ 2,292,967	$ 2,846,539	$ 4,049,577	$ 3,406,568	$ 2,860,035	$ 1,999,785	$ 18,007,053	-16.0%	-15.9%	42.3%	24.1%
As a % of Municipal Expenses	*S10X-(L0810+L0815)-C01.01 / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	*Avg_S10X-(L0810+L0815)-C01.01 / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	9.3%	11.6%	16.9%	13.5%	11.5%	10.7%	10.4%				
Total Ontario Conditional and Unconditional Grants													
As a % of Municipal Expenses			22.3%	24.1%	29.3%	25.2%	24.0%	24.9%	19.0%				

TOTAL DEBT BURDEN

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
Total Debt Burden	*S74A-B00-L9910-C01.01:C*	*Avg_S74A-B00-L9910-C01.01:C*	$ 4,244,994	$ 3,492,838	$ 2,900,095	$ 2,281,831	$ 1,670,537	$ 8,569,036	$ 49,845,894	-26.8%	-21.3%	-17.0%	-17.7%
Per Household	*S74A-L9910-C01.01 / S02X-L0040-C01.01*	*Avg_S74A-L9910-C01.01 / S02X-L0040-C01.01*	$ 1,112	$ 915	$ 760	$ 598	$ 438	$ 3,453	$ 1,352	-26.7%	-21.3%	-16.9%	-17.7%
Debt Servicing Cost	*S74C-L3099-C01.(01+02)*	*Avg_S74C-L3099-C01.(01+02)*	$ 1,035,008	$ 928,887	$ 735,247	$ 728,514	$ 688,173	$ 912,954	$ 5,892,179	-5.5%	-0.9%	-20.8%	-10.3%
Per Household	*S74C-L3099-C01.(01+02) / S02X-L0040-C01.01*	*Avg_S74C-L3099-C01.(01+02) / S02X-L0040-C01.01*	$ 271	$ 243	$ 193	$ 191	$ 181	$ 374	$ 175	-5.5%	-0.9%	-20.8%	-10.3%
As a % of Municipal Expenses	*S74C-L3099-C01.(01+02) / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	*Avg_S74C-L3099-C01.(01+02) / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	4.2%	3.8%	3.1%	2.9%	2.8%	5.1%	3.8%				
As a % of Own Purpose Taxation	*S74C-L3099-C01.(01+02) / S10X-L0299-C01.01*	*Avg_S74C-L3099-C01.(01+02) / S10X-L0299-C01.01*	11.4%	8.7%	6.8%	6.9%	6.6%	11.5%	7.7%				
As a % of Own Source Revenue	*Profiles_Debt_Service_Cost_%_Own_Source_Revenue*		5.5%	4.4%	3.6%	3.6%	3.3%	6.4%	4.6%				
As a % of Total Revenues	*S74C-L3099-C01.(01+02) / S10X-L9910-C01.01*		4.1%	3.3%	2.6%	2.5%	2.4%	4.7%	3.4%				
Debt Service Coverage Ratio (Target: Ratio >= 2)	*S10-L9910-C01.01 - S40X-L9910-C01.(11-02-16) / (S74C-L3099-C01.(02+03))*	*Avg_S10-L9910-C01.01 - S40X-L9910-C01.(11-02-16) / (S74C-L3099-C01.(02+03))*	4	8	11	11	12	6	28				

LIABILITIES (Including Post-Employment Benefits)

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
Temp. Loans for Current Purposes as % of Municipal Expe	*S70X-L2010-C01.01 / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	*Avg_S70X-L2010-C01.01 / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	0.0%	0.0%	0.0%	0.0%	0.0%	1.1%	0.6%				
Post-Employment Benefits	*S70X-B00-L2899-C01.01:C*	*Avg_S70X-B00-L2899-C01.01:C*	$ 727,866	$ 739,429	$ 749,641	$ 234,843	$ 222,454	$ 528,416	$ 19,046,597	-5.3%	-68.7%	1.4%	1.6%
Total Reserves and Reserve Funds for Post-Employment B	*S60X-L5060.C01(02+03) + L5070.C01(02+03) + L5080.C01(02+03) + L5090.C01(02+03)*	*Avg_S60X-L5060.C01(02+03)+L5070.C01(02+03)+L5080.C01(02+03)+L5090.C01(02+03)*	$ -	$ -	$ -	$ -	$ -	$ 48,178	$ 3,169,399	0.0%	0.0%	0.0%	0.0%

RESERVES AND RESERVE FUNDS

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
Total Reserves	*S60X-B00-L2099-C01.03:C*	*Avg_S60X-B00-L2099-C01.03:C*	$ 735,906	$ 735,906	$ 735,906	$ 1,000,000	$ 1,000,000	$ 3,898,102	$ 22,126,641	0.0%	35.9%	0.0%	0.0%
Total Discretionary Reserve Funds	*S60X-B00-L2099-C01.02:C*	*Avg_S60X-B00-L2099-C01.02:C*	$ 9,615,605	$ 13,373,516	$ 13,500,059	$ 11,135,695	$ 12,843,890	$ 2,052,500	$ 26,405,990	15.3%	-17.5%	0.9%	39.1%
Total Reserves and Discretionary Reserve Funds	*S60X-L2099-C01(02+03)*	*Avg_S60X-L2099-C01(02+03)*	$ 10,351,511	$ 14,109,422	$ 14,235,965	$ 12,135,695	$ 13,843,890	$ 5,950,601	$ 48,532,631	14.1%	-14.8%	0.9%	36.3%
Per Household	*S60X-L2099-C01(02+03) / S02X-L0040-C01.01*	*Avg_S60X-L2099-C01(02+03) / S02X-L0040-C01.01*	$ 2,713	$ 3,697	$ 3,732	$ 3,181	$ 3,632	$ 2,505	$ 2,185	14.2%	-14.8%	0.9%	36.3%
As a % of Total Taxes Receivable	*S60X-L2099-C01(02+03) / S70X-(L0699+L0690)-C01.01*	*Avg_S60X-L2099-C01(02+03) / S70X-(L0699+L0690)-C01.01*	1037.9%	1802.0%	1803.8%	2079.7%	4173.4%	863.4%	824.1%				
As a % of Municipal Expenses	*S60X-L2099-C01(02+03) / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	*Avg_S60X-L2099-C01(02+03) / (S40X-L9910-C01.11 - S12X-L9910-C01.(03+07))*	42.0%	57.6%	59.4%	48.2%	55.8%	40.0%	57.2%				
As a % of Own Purpose Taxation	*S60X-L2099-C01(02+03) / S10X-L0299-C01.01*	*Avg_S60X-L2099-C01(02+03) / S10X-L0299-C01.01*	113.6%	132.4%	131.9%	114.1%	131.9%	83.5%	105.1%				

FINANCIAL ASSETS

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE
Net Financial Assets or Net Debt as a % of Total Revenues	*Net_FinAsset/Debt_%_of_TotalOperatingRev*	*Avg_Net_FinAsset/Debt_%_of_TotalOperatingRev*	43.2%	52.1%	55.6%	50.0%	58.7%	-2.8%	26.8%
Net Financial Assets or Net Debt as % of Own Purpose Tax	*Net_FinAsset/Debt_%_of_OwnPurposeTax+UserFees*	*Avg_Net_FinAsset/Debt_%_of_OwnPurposeTax+UserFees*	64.7%	80.8%	84.2%	76.0%	89.2%	-7.4%	41.9%
Net Working Capital as a % of Municipal Expenses	*NetWC_%_of_OperatingExpenses*	*Avg_NetWC_%_of_OperatingExpenses*	10.2%	25.1%	13.2%	7.7%	11.1%	39.1%	55.7%
Net Book Value of Capital Assets as a % of Cost of Capital	*NetBVofCA_%_of_CostofCA*	*Avg_NetBVofCA_%_of_CostofCA*	56.3%	54.8%	54.5%	55.0%	54.2%	53.6%	54.7%
Asset Sustainability Ratio (Target: > 90%)	*S51A-L9910-C01.(03/08)*	*Avg_S51A-L9910-C01.(03/08)*	117.7%	74.1%	190.5%	239.0%	147.1%	141.0%	152.9%
Closing Amortization Balance as a % of Total Cost of Capit	*S51A-L9910-C01.(10/06)*	*Avg_S51A-L9910-C01.(10/06)*	43.0%	44.6%	44.8%	44.6%	45.3%	47.1%	45.5%

SURPLUS / DEFICIT

2017 AVERAGES FOR:

MUNICIPAL FINANCIAL PROFILES

(Based on 2017 Financial Information Return)

Fort Frances T

Date Prepared:	November 9, 2018	2017 FIR Load Status:	Submitted Under Review	2017 Households:	3,812
MSO Office:	Northwest	Last Updated:	May 29, 2018	2017 Population:	7,739
Prepared By:	Karen Bradica			2018 MFCI Index: *8	7.6

Median Household Income (2016) : *4	62,928
2018 Annual Repayment Limit:	4,436,916
Borrowing Capacity 7% over 10 yrs:	31,163,038

			2013	2014	2015	2016	2017	North - Population > 2500 <= 10000	PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
Annual Surplus / (Deficit)	*S10X-B00-L2099-C01.01:C*	*Avg_S10X-B00-L2099-C01.01:C*	$ 351,940	$ 3,954,258	$ 4,429,360	$ 3,543,447	$ 4,056,344	$ 1,297,848	$ 17,323,472	14.5%	-20.0%	12.0%	1023.6%
Annual Surplus / (Deficit) Adjusted for Ontario Budget Reg	*ANNUAL SURPLUS / DEFICIT ADJUSTED FOR ONT. BUDGET REG. 284*	*Avg_ANNUAL SURPLUS / DEFICIT ADJUSTED FOR ONT. BUDGET REG. 284*	$ 3,317,723	$ 6,953,688	$ 7,659,404	$ 6,461,218	$ 7,781,896	$ 3,296,008	$ 27,064,034	20.4%	-15.6%	10.1%	109.6%
Annual Surplus / (Deficit) as a % of Own Purpose Taxation,	*S10-L2099-C01.01 / S10-(L0299+L1299)-C01.01*	*Avg_S10-L2099-C01.01 / S10-(L0299+L1299)-C01.01*											
Service Charges (Operating Surplus Ratio)			2.1%	21.5%	23.6%	18.7%	21.4%	9.0%	18.2%				
Current Ratio (Target: >= 100%)	*S70X-(L9930-L0829-L0845-L0898)-C01.01 / S70X-L(L2099+L2299)-C01.01*	*Avg_S70X-(L9930-L0829-L0845-L0898)-C01.01 / S70X-L(L2099+L2299)-C01.01*	166.6%	369.1%	168.1%	121.9%	160.6%	488.7%	552.1%				

OTHER INDICATORS

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE
Rates Coverage Ratio (Target: >=40%)	*S10X-(L0299+L1299)-C01.01 / S40X-L9910-C01.11_Prof*	*Avg_S10X-(L0299+L1299)-C01.01 / S40X-L9910-C01.11*	67.7%	74.9%	78.1%	75.1%	76.5%	67.9%	73.4%
Cash Ratio (Total Cash and Cash Equivalents as a % of Curr	*S70X-B00-L0299-C01.01:C / S70X-(L2099+L2299)-C01.01*	*Avg_S70X-B00-L0299-C01.01:C / S70X-(L2099+L2299)-C01.01*	0.3:1	1.84:1	0.2:1	0.14:1	0.36:1	3.18:1	3.92:1
Operating Balance as a % of Total Revenues *5	*OperatingBalance_%_of_TotalOperatingRevs*	*Avg_OperatingBalance_%_of_TotalOperatingRevs*	1.4%	13.9%	15.6%	12.3%	14.0%	5.0%	10.2%
Cumulative Annual Growth Rate *6	*CUMULATIVE ANNUAL GROWTH RATE*	*Avg_CUMULATIVE ANNUAL GROWTH RATE*	-3.7%	4.2%	4.6%	4.0%	0.1%	-0.8%	1.7%
Interest Payments as a % of Total Revenues	*TotalInterst_%_of_TotalOperatingRev*	*Avg_TotalInterst_%_of_TotalOperatingRev*	0.7%	0.6%	0.5%	0.4%	0.3%	1.2%	0.9%

VULNERABILITY MEASURES

			2013	2014	2015	2016	2017	2017 AVERAGES FOR: North - Population > 2500 <= 10000	2017 AVERAGES FOR: PROVINCE	17/16 %	16/15 %	15/14 %	14/13 %
Own Source Revenue as a % of Total Revenues	*Profiles_Own_Source_Revenue_%_Total_Operating_Revenues*	*Avg_Profiles_Own_Source_Revenue_%_Total_Operating_Revenues*	75.8%	74.0%	71.5%	71.1%	71.8%	73.8%	73.9%	0.9%	-0.5%	-3.4%	-2.4%
Own Source Revenue per Household	*Profiles_Own_Source_Revenues_per_Household*	*Avg_Profiles_Own_Source_Revenue_per_Household*	$ 4,967	$ 5,521	$ 5,323	$ 5,354	$ 5,440	$ 5,297	$ 3,418	1.6%	0.6%	-3.6%	11.2%
Avg Municipal Property Taxes Per Avg Residential Househo	*Profiles_AvgMunTaxesPerRESProperty_wRDU*	*Avg_Profiles_AvgMunTaxesPerRESProperty_wRDU*	$ 1,935	$ 2,023	$ 2,077	$ 2,126	$ 2,149	$ 2,037	$ 2,344	1.1%	2.3%	2.7%	4.5%
as a % of Median Household Income (Tax Effort)	*AvgTotalTaxesPerRESProperty_wRDU_%_of_MedianHouseIncome*	*Avg_AvgTotalTaxesPerRESProperty_wRDU_%_of_MedianHouseIncome*	**3.7%**	**3.9%**	**3.9%**	**3.8%**	**3.8%**	3.3%	3.9%				

SUPPLEMENTARY INDICATORS OF SUSTAINABILITY, FLEXIBILITY AND VULNERABILITY

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4:

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider, at a minimum, the elements of sustainability, flexibility and vulnerability.
- Vulnerability in this context may be seen as the degree to which a municipality is dependent on sources of funding outside its control or influence or is exposed to risks that could impair its ability to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Vulnerability is an important element of financial condition because it provides insights into a municipality's reliance on funding sources outside its direct control or influence and its exposure to risks. A municipality whose vulnerability is relatively low has greater control over its financial condition.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

ADDITIONAL NOTES ON WHAT FINANCIAL MEASURES MAY INDICATE:

Own Source Revenue as a % of Total Revenues

Indicates the extent to which a municipality has a high proportion of revenues for its own sources, reducing its impact to a change in transfers from other levels of government.

Own Source Revenue per Household

Indicates the demand for resources and the municipality's ability and willingness to provide resources.

Average Municipal Property Taxes per Average Residential Household

Indicates the level of taxes on residential households for municipal purposes.

Average Municipal Property Taxes per Average Residential Household as a % of Average Household Income

Indicates the portion of a ratepayer's income used to pay municipal property taxes.

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The data and information contained in this document is for informational purposes only. Any use of the data and information in this document should be done by qualified individuals.

This information is not intended to be used on its own and should be used in conjunction with other financial information and resources available.

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NOTES

1* 2013, 2014, 2015 and 2016 assessment use phase-in assessment based on 2012 property values. 2017 assessment uses phase-in assessment based on 2016 property values.

2* Average tax rates are calculated where necessary when amalgamations occur.

3* Household and Population data are as reported by the municipality on Schedule 02 of the FIR.

MUNICIPAL FINANCIAL PROFILES

(Based on 2017 Financial Information Return)

Fort Frances T

Date Prepared:	November 9, 2018	2017 FIR Load Status:	Submitted Under Review	2017 Households:	3,812	Median Household Income (2016) : *4	62,928
MSO Office:	Northwest	Last Updated:	May 29, 2018	2017 Population:	7,739	2018 Annual Repayment Limit:	4,436,916
Prepared By:	Karen Bradica			2018 MFCI Index: *8	7.6	Borrowing Capacity 7% over 10 yrs:	31,163,038

4* Median Household Income - Source: Statistics Canada - 2016 Census - File: 98-402-X2016006-t1-CSD-ENG.
5* Total Revenues include revenues from other municipalities.
6* The Cumulative Annual Growth Rate has been measured over a three year period. Infrastructure Ontario uses a five year period.
7* Total Municipal Expenses exclude amounts for other municipalities
8* MFCI index - Source: Ministry of Finance. This index is only available for northern and rural municipalities.

NUMBER OF MUNICIPALITIES IN COMPARISON GROUPS

	North - Population > 2500 <= 10000	Province
2013	25	444
2014	25	444
2015	25	444
2016	25	444
2017	25	425

CALCULATIONS

STATISTICAL INFORMATION

Population *3	SLC 02 0041 01
Households *3	SLC 02 0040 01
Municipal Expenses *7	SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07
Own Source Revenues	SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04
Own Source Revenue per Household	Own Source Revenues / SLC 02 0040 01
Own Source Revenue as a % of Total Revenues	Own Source Revenues / SLC 10 9910 01
Total Revenues	SLC 10 9910 01
Annual Repayment Limit	The annual repayment limit is calculated annually as per Ontario regulation 403/02. To view the full calculation of the annual repayment limit, please go to the FIR website. https://efis.fma.csc.gov.on.ca/fir/ViewARL.htm ARLs for all municipalities (except the City of Toronto) are posted here as they are made available.
Own Purpose Taxation	SLC 10 0299 01
Direct Water Billings as % of Gross Water Expenditures	(SLC 12 0831 04 + SLC 12 0832 04) / (SLC 40 0831 11 + SLC 40 0832 11)
Taxable Res. Assessment as a % of Total Taxable Assessment	SLC 26 0010 17 / SLC 26 9199 17

DISCOUNTED WEIGHTED ASSESSMENT *1 (Source: Financial Information Return)

Taxable	SLC 26 9199 17
PIL	SLC 26 9299 17
Total	SLC 26 9199 17 + SLC 26 9299 17

RESIDENTIAL TAXES

# of Residential Households	Residential CVA and corresponding household counts are provided by OPTA (excludes the City of Toronto). Residential assessment includes:
Avg Municipal Property Taxes Per Avg Residential Household	Single Family, 2 - 6 Units, Farm Residential and Recreational (where included). Note: does not include vacant land.
Avg Total Property Taxes per Avg Residential Household	
Avg Total Property Taxes per Avg Residential Household as a % of Median Household Income (Tax Effort)	If labeled (Excl. RDUs) Recreational units are excluded.
# of Residential Households Excluding Recreational Properties (Excl. RDUs)	An average household assessment is calculated by taking the sum of the CVA for these residential groups divided by the corresponding households.
Avg Municipal Property Taxes Per Avg Residential Household (Excl. RDUs)	An estimated tax rate for each tier (i.e. lower tier, upper tier and school) is applied to the average household assessment to calculate the averages taxes per household by tier. (the estimated tax rates are provided by OPTA).
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs)	
Avg Total Property Taxes per Avg Residential Household (Excl. RDUs) as a % of Median Household Income (Tax Effort)	

RESIDENTIAL TAX RATES *2 (Source: Financial Information Return)

Lower-Tier/Single-Tier General Rate	SLC 22 0010 12 / SLC 22 0010 16
Upper-Tier General Rate	SLC 22 0010 13 / SLC 22 0010 16
Education Rate	SLC 22 0010 14 / SLC 22 0010 16

TAXES RECEIVABLE

Total Taxes Receivable less Allowance for Uncollectibles	SLC 70 0699 01
Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Current Year Taxes Receivable as % of Total Taxes Receivable	SLC 70 0610 01 / (SLC 70 0690 01 + SLC 70 0699 01)
Working Fund Reserves & Contingency Funds as % of Current Yr Taxes Rec.	(SLC 60 5010 02 + SLC 60 5020 03) / SLC 70 0610 01
Previous and Prior Years Taxes Receivable as % of Total Taxes Receivable	(SLC 70 0620 01 + SLC 70 0630 01) / (SLC 70 0699 01 + SLC 70 0690 01)

GRANTS

Total Unconditional Grants	SLC 10 0699 01
Ontario Municipal Partnership Fund	SLC 10 0620 02
As % of Municipal Expenses	SLC 10 0620 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Other	SLC 10 0699 01 - SLC 10 0620 01
Total Ontario Conditional Grants	SLC 10 0810 01 + SLC 10 0815 01
As a % of Municipal Expenses	(SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Total Ontario Conditional and Unconditional Grants	
As a % of Municipal Expenses	(SLC 10 0699 01 + SLC 10 0810 01 + SLC 10 0815 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)

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AGENDA ITEM #9.5

MUNICIPAL FINANCIAL PROFILES

(Based on 2017 Financial Information Return)

Fort Frances T

Date Prepared:	November 9, 2018	2017 FIR Load Status:	Submitted Under Review	2017 Households:	3,812	Median Household Income (2016) : *4	62,928
MSO Office:	Northwest	Last Updated:	May 29, 2018	2017 Population:	7,739	2018 Annual Repayment Limit:	4,436,916
Prepared By:	Karen Bradica			2018 MFCI Index: *8	7.6	Borrowing Capacity 7% over 10 yrs:	31,163,038

TOTAL DEBT BURDEN

Total Debt Burden	SLC 74 9910 01
Per Household	SLC 74 9910 01 / SLC 02 0040 01
Debt Servicing Cost	SLC 74 3099 01 + SLC 74 3099 02
Per Household	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 02 0040 01
As a % of Municipal Expenses	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 0299 01
As a % of Own Source Revenue	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
As a % of Total Revenues	(SLC 74 3099 01 + SLC 74 3099 02) / SLC 10 9910 01
Debt Service Coverage Ratio (Target: Ratio >= 2)	(SLC 10 9910 01 - SLC 40 9910 11 + SLC 40 9910 02 + SLC 40 9910 16) / (SLC 74 3099 01 + SLC 74 3099 02)

LIABILITIES (Including Post-Employment Benefits)

Temp. Loans for Current Purposes as % of Municipal Expenses	SLC 70 2010 01 / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Post-Employment Benefits	SLC 70 2899 01
Total Reserves and Reserve Funds for Post-Employment Benefits	SLC 60 5060 02 + SLC 60 5060 03 + SLC 60 5070 02 + SLC 60 5070 03 + SLC 60 5080 02 + SLC 60 5080 03 + SLC 60 5090 02 + SLC 60 5090 03

RESERVES AND RESERVE FUNDS

Total Reserves	SLC 60 2099 03
Total Discretionary Reserve Funds	SLC 60 2099 02
Total Reserves and Discretionary Reserve Funds	SLC 60 2099 02 + SLC 60 2099 03
Per Household	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 02 0040 01
As a % of Total Taxes Receivable	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 70 0699 01 + SLC 70 0690 01)
As a % of Municipal Expenses	(SLC 60 2099 02 + SLC 60 2099 03) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
As a % of Own Purpose Taxation	(SLC 60 2099 02 + SLC 60 2099 03) / SLC 20 0299 01

FINANCIAL ASSETS

Net Financial Assets or Net Debt as a % of Total Revenues	SLC 70 9945 01 / SLC 10 9910 01
Net Financial Assets or Net Debt as % of Own Purpose Taxation, User Fees and Service Charges	SLC 70 9945 01 / (SLC 10 0299 01 + SLC 10 1299 01)
Net Working Capital as a % of Municipal Expenses	(SLC 70 0299 02 + SLC 70 0499 01 + SLC 70 0699 01 + SLC 70 0830 01 + SLC 70 0835 01 + SLC 70 6250 01 + SLC 70 6260 01 + SLC 70 2010 01 + SLC 70 2299 01) / (SLC 40 9910 11 - SLC 12 9910 03 - SLC 12 9910 07)
Net Book Value of Capital Assets as a % of Cost of Capital Assets	(SLC 70 6210 01 - SLC 51 2005 11 - SLC 51 2205 11) / (SLC 51 9910 06 - SLC 51 2005 11 - SLC 51 2205 11)
Asset Sustainability Ratio (Target: > 90%)	SLC 51 9910 03 / SLC 51 9910 08
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06

SURPLUS / DEFICIT

Annual Surplus / (Deficit)	SLC 10 2099 01
Annual Surplus / (Deficit) Adjusted for Ontario Budget Reg. 284/09)	SLC 10 2099 01 + SLC 40 9910 16 + (SLC 70 2799 01 (CY) - SLC 70 2799 01 (PY)) + (SLC 70 2899 01 (CY) - SLC 70 2899 01 (PY)) - SLC 74 3099 01 (CY = CURRENT YEAR, PY - PREVIOUS YEAR)
Annual Surplus / (Deficit) as a % of Own Purpose Taxation, User Fees and Service Charges (Operating Surplus Ratio)	SLC 10 2099 01 / (SLC 10 0299 01 + SLC 10 1299 01)
Current Ratio (Target: >= 100%)	(SLC 70 9930 01 - SLC 70 0829 01 - SLC 70 0845 01 - SLC 70 0898 01) / (SLC 70 2099 01 + SLC 70 2299 01)

OTHER INDICATORS

Rates Coverage Ratio (Target: >=40%)	(SLC 10 0299 01 + SLC 10 1299 01) / SLC 40 9910 01
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Operating Balance as a % of Total Revenues *5	(SLC 10 9910 01 - SLC 40 9910 07) / SLC 10 9910 01
Cumulative Annual Growth Rate *6	((SLC 10 9910 01 (CY) / SLC 10 9910 01 (CY - 3) ^ (1/3) - 1) - ((SLC 40 9910 07 (CY) / SLC 40 9910 07 (CY -3) ^ (1/3) - 1)
Interest Payments as a % of Total Revenues	SLC 74 2099 02 / SLC 10 9910 01

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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

December 11, 2018,

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

Attention: Mr. Craig Miller
Environmental and Facilities Superintendent

Dear Craig:

Re: Fort Frances Wastewater Treatment Facility
November 2018 Monthly Report

As per the operating agreement, the attached document is the November 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,

Kelly Cunningham
Team Lead

For Larry Wachter
Sr. Operations Manager

The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
November 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 November 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^3/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.

NOVEMBER 2018 EFFLUENT QUALITY

Parameters	***Monthly Actual Concentration* mg/L**	***Compliance Criteria Concentration* mg/L**	***Performance Objective Concentration* mg/L**	***Monthly Actual Loading, kg/d***	***Compliance Criteria Loading kg/d***	***Performance Objective Loading* kg/d**
$CBOD_5$	2.0 mg/L	25 mg/L	15 mg/L	13.3 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	2.8 mg/L	25 mg/L	15 mg/L	19.1 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.10 mg/L	1.0 mg/L	0.9 mg/L	0.68 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	8.89 mg/L 7.27 mg/L					
Total Cl_2 Residual		<0.01 mg/L (when in use)				
E-Coli	11.9 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 7.2 to 8.0; average pH was 7.7			
Temperature degrees C			Temperatures ranged from 11.5 to 13.5 C; average temperature of effluent was 12.5 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 November was 6691.5 m^3 /day. This represents 74% of the design average flow. Total treated flow for the month was 200745 m^3.
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 177.3 m^3 of sewage from the New Gold mine site into the collection system in November. Lab analyses have not been provided.

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
- Drained and inspected teacup
- Changed oil blower 4
- Cleaned LMI polymer pumps
- Two factory calibrated DO probes were installed in aeration cells
- Software was updated in the DO controller
- Flushed digester level sensor and decant piping
- A new truck hoist was installed in plow truck
- The spare man winch was sent out for recertification

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Pulled and cleaned pumps 2 and 3 at Fifth Street Lift Station

PROCESS AND OPTIMIZATION ISSUES

Ongoing pumping issues with the LMI polymer pumps have made it necessary to delay trials of alternate polymer samples. A screw pump is being looked at as a replacement.

SLUDGE SUMMARY

Dennis Robinson Limited hauled a calculated total of 110.1 m3 (12 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.7 % TS for the month but 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 events during the month.

COMMENTS

Plant power consumption for the month was 632 (x 180 multiplier) kWh.
A grade 8 class tour was conducted at the plant.
New town council members and management toured the plant as well.

REPORTS

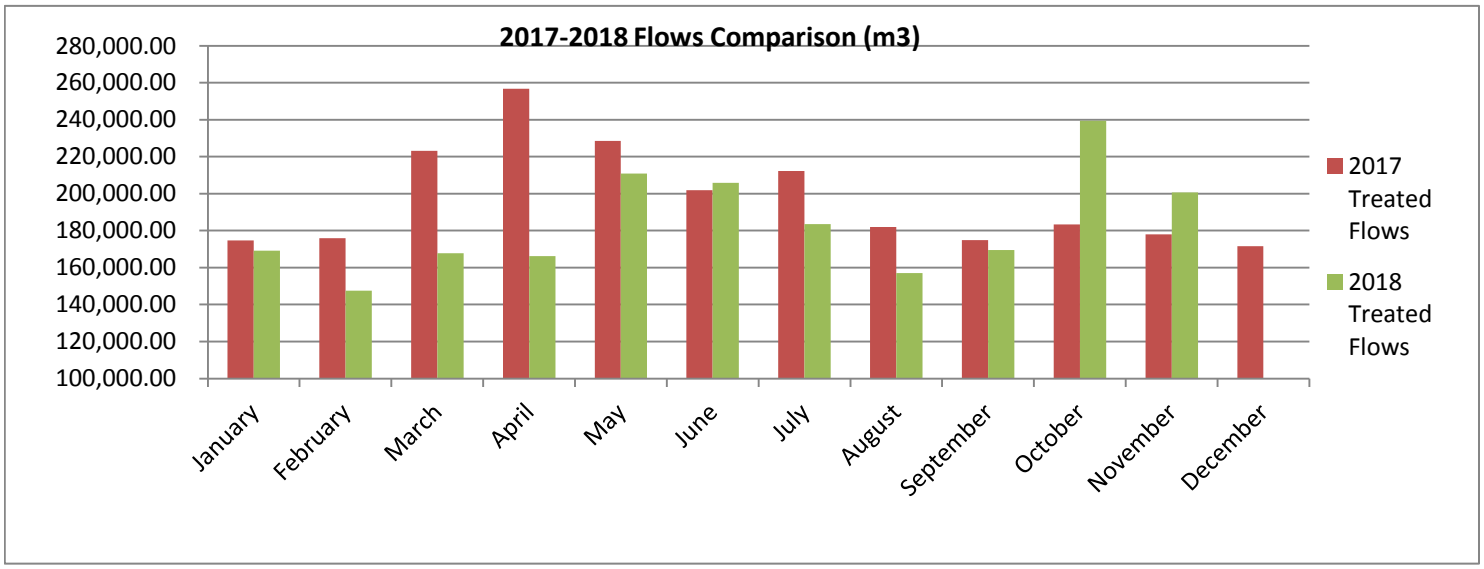
ALS – Environmental Analytical Reports (on-file at plant)
Fort Frances WPCP Equipment Run Time Report (on-file at plant)
Bypass Report (on-file at plant as per occurrence)
Incident Report (on-file at plant as per occurrence)

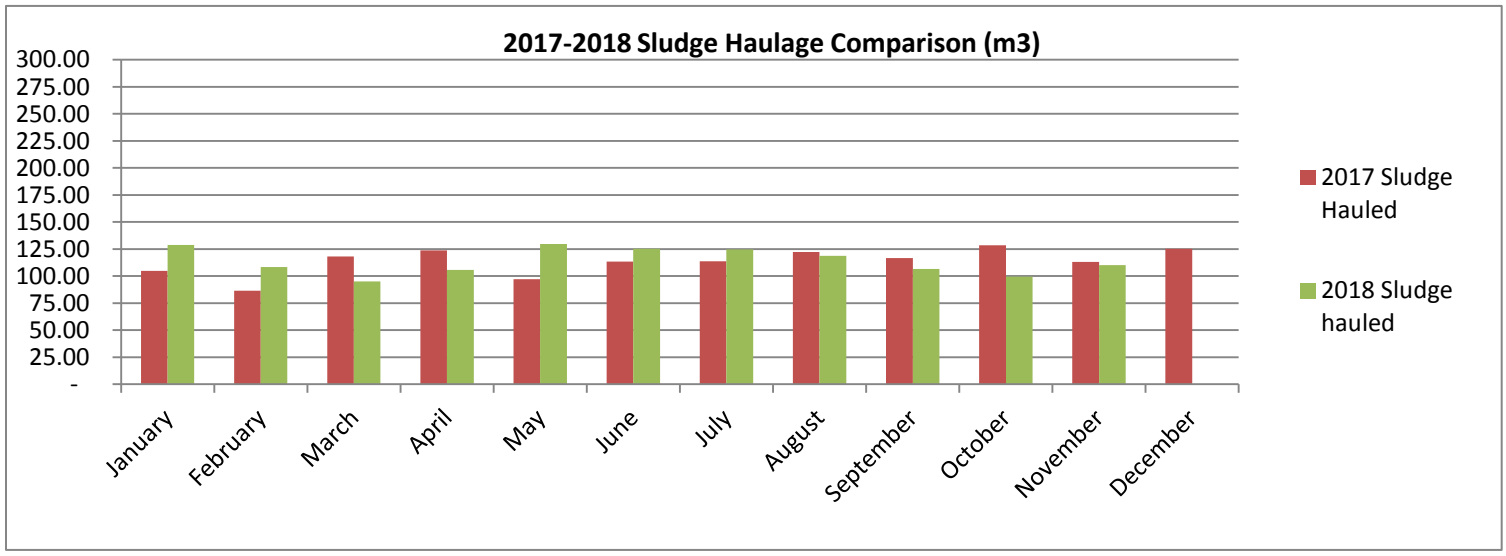
Month	Avg. Day Flow m3	Sewage Flows Year 2018: Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML	Usage % Plant Capacity	Calculated Volume Hauled M3	Sludge Bins Hauled
January	5458.1	5955	169201		169201	61%	128.9	13
February	5267.8	5685	147497		147497	59%	108.3	11
March	5409.9	6024	167707		167707	60%	95.0	9
April	5543.1	6269	166292		166292	62%	105.7	11
May	6804.3	13977	210932		210932	76%	129.7	12
June	6860.6	10382	205818	1410	205818	76%	125.3	13
July	5918.2	8623	183465		183465	66%	124.7	12
August	5068.6	6250	157126		157126	56%	118.6	12
September	5652.2	8044	169565		169565	63%	106.5	10
October	7725.6	9271	239494		239494	86%	99.6	11
November	6691.5	7840	200745		200745	74%	110.1	12
December						0%		
Sum				1410	2017842		1252.4	126
Average	6036		183440		183440	67%	113.9	11.5
Max		13977	239494		239494			13
C of A	9000	18000						

Removal Efficiency	
CBOD5	0.971127849
Suspended Solids	0.967353649
Total Phosphorus	0.942273847

	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	104.5	3.1	16.7	156.5	7.6	41.4	2.73	0.16	0.86	19.1	12.6	14.1
April	103.6	5.1	28.1	167.2	5.9	32.7	2.79	0.16	0.86	19.3	13.1	32.8
May	79.8	2.6	15.9	154.9	8.2	56.3	2.50	0.20	1.36	17.2	10.9	67.7
June	64.3	3.0	22.3	138.8	6.5	46.5	2.02	0.14	0.97	14.6	8.7	21.7
July	84.4	2.0	11.1	150.2	2.8	17.1	2.34	0.08	0.46	17.7	8.3	7.3
August	113.0	2.0	10.6	181.2	3.0	15.6	2.98	0.16	0.81	22.0	9.06	16.4
September	112.8	2.3	13.2	174.0	3.7	20.4	3.27	0.13	0.74	21.5	7.62	6.7
October	76.8	2.0	15.3	125.9	2.5	20.3	1.84	0.12	0.90	15.0	6.94	10.0
November	81.8	2.0	13.3	141.4	2.8	19.1	2.48	0.10	0.68	18.2	8.9	11.9
December												
Average	94.1	2.7	16.1	154.8	5.1	30.6	2.6	0.15	0.88	18.7	9.6	24.7
Max	113	5.1	28.1	181.2	8.2	56.3	3.3	0.22	1.36	22	13.1	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	167,707.00	-33%	118.10	95.00	-20%
April	256,759.00	166,292.00	-54%	123.70	105.70	-15%
May	228,551.00	210,932.00	-8%	97.20	129.70	33%
June	201,914.00	205,818.00	2%	113.50	125.30	10%
July	212,264.00	183,465.00	-16%	113.80	124.70	10%
August	181,956.00	157,126.00	-16%	122.20	118.60	-3%
September	174,796.00	169,565.00	-3%	116.50	106.50	-9%
October	183,450.00	239,494.00	23%	128.50	99.60	-22%
November	177,999.00	200745.00	11%	113.10	110.10	-3%
December	171,598.00			125.10		
Totals	2,363,171.00	2,017,842.00	-17%	1,363.10	1,252.40	-8%





Sewer & Water Data for 2018

up-dated December 24, 2018

Month	Days per month	2018 Total Sewage STP cu. meters monthly	2018 daily Sewage STP cu. meters daily	2018 Couch. Sewage Meters cu. meters monthly	2018 Couch. Sewage Meters cu. meters daily	2018 Couch. Sewage %	2018 Total Treated WTP cu. meters monthly	2018 daily Treated WTP cu. meters daily	2018 Couch. 2 Water Meters cu. meters monthly	2018 Couch. 2 Water Meters cu. meters daily	2018 Couch. Water %	2018-2017 Diff Treated WTP	2018-2017 Diff Wastewater STP	2018 Difference STP-WTP	2018 Infiltration daily average	Monthly Infiltration US Gallons
January	31	169201	5458.10	10220	329.68	6.04%	119180	3844.5	8275	266.9	6.94%	4630.0	-5544.0	50021.0	1613.6	13,214,148
February	28	147497	5267.75	8365	298.75	5.67%	107410	3836.1	8275	295.5	7.70%	3730.0	-27459.0	40087.0	1431.7	10,589,863
March	31	167707	5409.90	10261	331.00	6.12%	124800	4025.8	8260	266.5	6.62%	11240.0	-55476.0	42907.0	1384.1	11,334,828
April	30	166292	5543.07	11686	389.53	7.03%	115850	3861.7	8260	275.3	7.13%	7520.0	-90467.0	50442.0	1681.4	13,325,364
May	31	210932	6804.26	12612	406.84	5.98%	112970	3644.2	9385	302.7	8.31%	-4020.0	-17619.0	97962.0	3160.1	25,878,817
June	30	205818	6860.60	13578	452.60	6.60%	119760	3992.0	9385	312.8	7.84%	5550.0	3904.0	86058.0	2868.6	22,734,114
July	31	183465	5918.23	13310	429.35	7.25%	125810	4058.4	10700	345.2	8.50%	-490.0	-28799.0	57655.0	1859.8	15,230,837
August	31	157126	5068.58	11054	356.58	7.04%	132730	4281.6	10700	345.2	8.06%	9310.0	-24830.0	24396.0	787.0	6,444,740
September	30	169565	5652.17	9149	304.97	5.40%	104130	3471.0	8927	297.6	8.57%	-3490.0	-5231.0	65435.0	2181.2	17,286,095
October	31	239494	7725.61	14833	478.48	6.19%	103780	3347.7	8927	288.0	8.60%	-5700.0	56044.0	135714.0	4377.9	35,851,839
November	30	200745	6691.50	11818	393.93	5.89%	101430	3381.0		0.0	0.00%	-1420.0	22746.0	99315.0	3310.5	26,236,242
December	31		0.00	10711	345.52	#DIV/0!		0.0		0.0	#DIV/0!	-105970.0	-171598.0	0.0	0.0	-
Total	365	2017842		137597			1267850.0		91094.0			-99890.0	-446736.0	749992.0	2054.8	198,126,887
Monthly Average		183440.2	5533.31	11466.42	376.44		115259.1	3478.7	9109.4	249.6		-6592.5	-28694.1	62499.3	2054.6	16,510,574

2018 - Tonnage at Landfill Site - updated January 3, 2019

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2017 Total Tonne	Average last 10 years Total Tonne	2018 Total Tonne	2017 Total Fees	Average last 10 years Fees 2008 to 2017	2018 Total Fees	2018-2017 Tonnes	2017-2016 Fees
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	153.37	33.09	297.91	64.27	12.26	2.64	0.00	466.01	411.69	463.54	$28,951.58	$21,321.44	$27,716.10	-2.47	-$1,235.48
APRIL	209.71	36.79	350.77	61.54	9.52	1.67	0.00	630.91	574.04	570.00	$40,385.84	$30,505.60	$35,930.07	-60.91	-$4,455.77
MAY	283.13	40.20	406.85	57.77	14.28	2.03	0.00	741.59	719.34	704.26	$43,112.32	$36,978.61	$42,835.55	-37.33	-$276.77
JUNE	235.72	37.06	392.93	61.77	7.43	1.17	112.13	663.02	846.85	636.08	$40,162.52	$38,270.35	$45,718.15	-26.94	$5,555.63
JULY	109.81	34.60	203.42	64.09	4.18	1.32	0.00	588.46	673.76	317.41	$37,823.17	$37,267.74	$37,855.70	-271.06	$32.53
AUG	244.61	35.57	430.36	62.58	12.75	1.85	0.00	671.06	657.07	687.72	$39,355.84	$34,723.56	$43,983.95	16.66	$4,628.11
SEPT	245.75	37.98	392.45	60.65	8.83	1.36	0.00	637.12	651.51	647.03	$41,057.14	$34,879.94	$42,404.90	9.91	$1,347.76
OCT	246.10	29.18	587.77	69.69	9.54	1.13	0.00	655.43	803.03	843.41	$40,341.88	$40,187.03	$43,140.48	187.98	$2,798.60
NOV	194.42	34.97	351.38	63.21	10.10	1.82	37.58	370.13	569.91	555.90	$24,926.28	$29,432.34	$33,490.70	185.77	$8,564.42
DEC	101.29	25.41	289.28	72.58	7.98	2.00	0.00	330.97	416.38	398.55	$19,868.57	$21,716.47	$27,798.40	67.58	$7,929.83
Average per monthly	190.71	29.46	360.07	68.34	9.72	2.20	12.48	546.27	582.54	560.50	$33,536.92	$29,873.98	$36,199.91	38.26	6,654.68
Total	2288.56		4320.82		116.67		149.71	6555.20	6990.45	6726.05	$402,443.00	$358,487.81	$434,398.93	170.85	$31,955.93
											$402,443.00	Actual	$434,398.93		
Town of Fort Frances Tonnage	6609.38										$391,084.00	Budget	$396,950.00		
Total Tonnage	6726.05										$402,443.00	Forecasted	$434,398.93		
Residential Tonnage	2288.56	34.03%													
ICI Tonnage	4320.82	64.24%													
Coverage material	149.71														

Aircraft Landings 2018

As of January 4,2019

	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
Month	**2018**	**2017**	**2016**	**2018**	**2017**	**2016**	**2018**	**2017**	**2016**	**2018**	**2017**	**2016**	**2018**	**2017**	**2016**	**2018**	**2017**	**2016**	**2018**	**2017**	**2016**	**2018**	**2017**	**2016**	**2018-2017**
January	**68**	76	70	**198**	308	261	**0**	0	1	**3**	2	3	**55**	42	30	**2**	4	3	**73**	48	36	**201**	143	177	58
February	**66**	80	69	**187**	334	233	**0**	1	1	**2**	1	1	**57**	32	35	**3**	0	1	**56**	39	49	**184**	156	155	28
March	**73**	90	69	**249**	336	199	**0**	10	0	**5**	4	17	**43**	50	34	**6**	14	3	**57**	51	55	**184**	178	192	6
1/4 Total	**207**	**246**	**208**	**634**	**978**	**693**	**0**	**11**	**2**	**10**	**7**	**21**	**155**	**124**	**99**	**11**	**18**	**7**	**186**	**138**	**140**	**569**	**477**	**524**	92
April	**77**	67	81	**270**	289	288	**0**	0	7	**7**	18	8	**42**	40	47	**6**	4	3	**42**	41	40	**174**	186	201	-12
May	**77**	87	88	**276**	389	309	**4**	8	4	**19**	8	9	**35**	50	37	**28**	0	32	**54**	54	59	**217**	229	259	-12
June	**68**	82	76	**219**	324	273	**4**	10	0	**24**	16	30	**36**	38	38	**70**	14	77	**49**	63	52	**251**	273	328	-22
1/2 Total	**429**	**482**	**453**	**1399**	**1980**	**1563**	**8**	**29**	**13**	**60**	**49**	**68**	**268**	**252**	**221**	**115**	**36**	**119**	**331**	**296**	**291**	**1211**	**1165**	**1312**	46
July	**74**	70	72	**228**	224	221	**10**	3	2	**40**	26	48	**38**	52	51	**79**	76	66	**41**	54	47	**282**	286	324	-4
August	**69**	82	84	**219**	292	256	**6**	4	6	**41**	27	42	**41**	46	66	**65**	80	71	**44**	50	53	**266**	322	313	-56
September	**66**	79	78	**197**	267	277	**29**	7	1	**33**	14	15	**44**	40	40	**45**	42	45	**37**	39	51	**254**	230	249	24
3/4 Total	**638**	**713**	**687**	**2043**	**2763**	**2317**	**53**	**43**	**22**	**174**	**116**	**173**	**391**	**390**	**378**	**304**	**234**	**301**	**453**	**439**	**442**	**2013**	**2003**	**2198**	10
October	**68**	72	85	**254**	255	357	**5**	6	2	**18**	16	10	**37**	44	41	**8**	18	18	**43**	42	47	**179**	203	214	-24
November	**71**	71	72	**209**	281	328	**2**	0	3	**5**	2	20	**41**	28	28	**1**	0	7	**40**	40	38	**160**	168	146	-8
December	**55**	62	64	**197**	199	231	**0**	0	0	**7**	2	0	**41**	36	29	**0**	0	0	**34**	40	29	**137**	122	139	15
Total	**832**	**918**	**908**	**2703**	**3498**	**3233**	**60**	**49**	**27**	**204**	**136**	**203**	**510**	**498**	**476**	**313**	**252**	**326**	**570**	**561**	**556**	**2489**	**2496**	**2697**	-7

Fort Frances Airport - Page 2/2 - Fuel Sales - As of January 4, 2019

Fuel Sales Recap - 2018									2018	2017	2016	2015	2014	2013	2012	2011	2010	9 year	Variance 2018-2017
	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	Average	per month
Month	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	2018 to 2009	month
January	269	269	16,228	16,228	100	100	16,597	16,597	16,597	25,675	7,528	8,692	11,543	7,216	10,252	7,308	10,971	12,177	-9,078
February	363	632	15,923	32,151	0	100	16,286	32,883	16,286	12,503	11,904	11,231	12,304	6,197	6,918	3,687	5,782	9,995	3,783
March	226	858	9,572	41,723	0	100	9,798	42,681	9,798	21,928	13,255	17,795	10,508	12,077	9,329	10,390	15,539	13,023	-12,130
April	391	1,249	10,007	51,730	0	100	10,398	53,079	10,398	13,102	8,592	13,219	8,377	4,453	8,251	5,294	24,825	10,719	-2,704
May	2,919	4,168	21,920	73,650	0	100	24,839	77,918	24,839	21,362	24,681	16,161	29,753	18,350	21,891	19,790	25,375	22,624	3,477
June	3,138	7,306	27,675	101,325	0	100	30,813	108,731	30,813	27,380	26,015	45,698	30,789	22,786	23,537	25,723	27,768	28,290	3,433
July	4,329	11,635	19,132	120,457	0	100	23,461	132,192	23,461	24,642	29,002	28,150	14,441	19,232	32,650	19,124	30,455	24,608	-1,181
August	4,795	16,430	25,635	146,092	0	100	30,430	162,622	30,430	23,029	21,119	36,638	20,450	20,075	30,783	21,467	33,139	26,538	7,401
September	4,796	21,226	20,395	166,487	0	100	25,191	187,813	25,191	13,489	21,325	24,238	21,837	18,005	19,431	22,511	23,363	20,833	11,702
October	1,206	22,432	9,563	176,050	0	100	10,769	198,582	10,769	16,604	30,655	8,216	15,472	13,109	11,325	13,677	15,033	15,616	-5,835
November	0	22,432	10,748	186,798	0	100	10,748	209,330	10,748	9,924	22,349	11,616	7,238	6,398	8,170	6,785	17,747	11,173	824
December	764	23,196	12,479	199,277	0	100	13,243	222,573	13,243	6,560	13,797	7,592	6,849	2,028	8,179	2,446	7,641	7,593	6,683
Total	23,196		199,277		100		222,573			216,198	230,222	229,246	189,561	149,926	190,716	158,202	237,638	203,189	6375
								Jan. to Dec.	222,573	216,198	230,222	229,246	189,561	149,926	190,716	158,202	237,638	203,189	6375

Lowest month in last 9 years
Highest month in last 9 years
Highest month
lowest month