

TOWN OF FORT FRANCES

AGENDA - May 13, 2019

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 016) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Labour relations or employee negotiations: CUPE Negotiations and adjustments for Management Non-Union and Students
 - 4.2 Personal matters about an identifiable individual, including municipal or local board employees: Organizational Structure
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor June Caul - Verbal Update
Councillor Michael Behan - Verbal Update
Councillor Wendy Brunetta - Verbal Update
Councillor Andrew Hallikas - Verbal Update
7. **Consent Agenda:**
 - 7.1 Amendment to the Emergency Management Plan By-Law. 6 - 45
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the amendments to the Emergency Management Plan as laid out in the report and further that Mayor and Clerk be authorized to execute an amending by-law.
 - 7.2 Amendment to the Emergency Management Program By-Law. (*Refer also to materials under item named as Emergency Management Plan*) 46 - 47
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the amendments to the Emergency Management Program as laid out in the

		Page
	report and further that Mayor and Clerk be authorized to execute an amending by-law.	
7.3	Waiving of the Procurement Policy. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to waive the Town's Procurement Policy with regards to purchasing the Air Monitors and Testing/Charging Stations as there are not 3 suppliers available to provide written quotations for this specialized equipment.	48
7.4	2019 Schedule of Fees Amendment (Emergency Response Cost Recovery). - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve an amendment to the 2019 Schedule of Fees to include Emergency Response Cost Recovery as laid out in the report and further that Mayor and Clerk be authorized to execute an amending by-law.	49 - 50
7.5	Fort Frances Canadian Bass Championship Requests. -approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the requests from the Fort Frances Canadian Bass Championship Committee as laid out in the report.	51 - 55
7.6	Doug Brown, CAO - NOMA Annual Meeting and Conference Travel Expense and Per Diem. - approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem Claims in the amount of \$138.92 as submitted by Doug Brown, CAO for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.	56 - 63
7.7	Sleepy Owl Billboard Sign Request. - approval of this report will agree to the recommendation of the Planning and Development Executive Committee to approve the request from The Sleepy Owl as laid out in the report and further that an authorizing Land Use Agreement be prepared.	64
7.8	Amendment to User Fee By-Law 60/18 - Annual Sign Fee. - approval of this report will agree to the recommendation of the Planning and Development Executive Committee to approve amending the User Fee By-Law to include a fee for signs that are approved to be installed on Town owned property.	65

	Page
7.9 8th Street Trails Request.	66
- approval of this report will agree to the recommendation of the Planning and Development Executive Committee to approve the 8th Street Trail Request as laid out in the report.	
8. <u>Administration and Finance Division:</u>	
8.1 Job Posting for Facilities Superintendent	67
- approval of this report will sanction management to start a competitive process to hire a candidate for the new position of Facilities Superintendent, further that management shall convene the Salary Structure Administrative Practices Committee (SSAPC) to review the job evaluation results prior to the final selection of a candidate for the position.	
8.2 Mayor June Caul - NOMA Annual Meeting and Conference Travel Expense and Per Diem.	68 - 75
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Mayor June Caul for her attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.	
8.3 Councillor Michael Behan - NOMA Annual Meeting and Conference Travel Expense and Per Diem.	76 - 83
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Councillor Michael Behan for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.	
8.4 Councillor Rick Wiedenhoeft - NOMA Annual Meeting and Conference Travel Expense and Per Diem.	84 - 92
- approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Councillor Rick Wiedenhoeft for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.	
8.5 2019 Capping Parameters for Capped Properties	93 - 94
- approval of this report will agree to approve the 2019 capping parameters for revenue neutral within the industrial class, 10% increase	

of annualized tax limit based on previous year's annualized taxes, 10% increase of the prior year CVA tax limit, that the minimum tax level of 100% for new construction to capped property classes be maintained, to exclude properties that were at CVA Tax in 2018 or that would cross over CVA Tax in 2019, to exclude reassessment related increases from the Capping Calculation and that the Capping Phase-out Year 3 (1/2) be included in capping options, and further that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward to tonight's Council meeting.

9. Operations and Facilities Division:

- | | | |
|-----|--|--------------|
| 9.1 | Verbal Update on Capital Projects | |
| 9.2 | Agreement with Northern Ontario Heritage Fund Corp. (NOHFC) for a 2 year Internship Application | 95 -
108 |
| | - approval of this report will agree to the recommendation of Administration for Mayor and Clerk to execute an agreement with NOHFC for a 2 year Internship grant for the Town's Asset Management Coordinator. | |
| 9.3 | Award of Tender 19-OF-04 2019 Capital Facilities Tender | 109 -
111 |
| | - approval of this report will agree to the recommendation of Administration to award Tender 19-OF-04 to Ed Kaun and Sons for a total tender price of \$101,455.37 including a \$15000.00 contingency allowance and the Town's portion of HST, further that an authorizing by-law be prepared to authorize the Mayor and Clerk to execute the agreement with Ed Kaun and Sons. | |
| 9.4 | Award of Tender 19-OF-03 2019 Roadworks | 112 -
135 |
| | - approval of this report will award tender 19-OF-03 to Bay City Contractors at an estimated cost of \$3,412,435.02 which includes HST and a contingency allowance of \$200,000.00, further that an open house public meeting be scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge on the projects and have opportunity to ask questions, and finally that the Mayor and Clerk be authorized to execute the contract documents on behalf of the Town. | |

10. Information:

- | | | |
|------|------------------------------------|--------------|
| 10.1 | Complaint Register - April 2019. | |
| 10.2 | Building Statistics for April 2019 | 136 -
137 |

11. Non-agenda items:

12. ADJOURNMENT

Date: May 7th, 2019

Report To: Mayor & Council.

From: Tyler Moffitt, Fire Chief/CEMC.

Re: Amendment to the Emergency Management Plan By-Law.

The Municipal Emergency Management Program Committee during their 2019 annual review of the Town of Fort Frances Emergency Management Program, received recommendations from our OFMEM Amethyst Sector Field Officer to make 3 housekeeping changes to our Emergency Management Plan.

During the 2019 program review, the Municipal Emergency Management Program Committee accepted the recommendations from the OFMEM and made the necessary housekeeping changes to the Emergency Plan. The housekeeping changes were as follows:

- Page 9 change name of Ministry from EMO to OFMEM.
- Page 28 where it references EMPC it states “or alternates” this will need to be removed. Appendix C also had this term used.
- Addition to Section 3.1 – add a notation regarding declarations occurring if the Head of Council cannot do so.

Therefore, with this stated, please find attached amendment By-Law #37/18 – A (Updated Town of Fort Frances Emergency Plan) for your review.

The Administration & Finance Executive Committee is recommending that Council approve the report as presented and authorize that a by-law be prepared for signing by Mayor and Clerk.

Respectfully submitted

Original Signed By

Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

Council approval of this report will: approve the recommendations as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.

TOWN OF FORT FRANCES

BY-LAW NO. 37/18-A

(Being a by-law to amend By-Law 37/18, being a by-law to adopt an Emergency Plan under Sections 2.1 (2) (a) and 3 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended).

WHEREAS the Emergency and Civil Protection Act, Sections 2.1 (2) (a) and 3 (1) requires every Municipality to develop and implement an emergency plan;

AND WHEREAS on _____, Council approved a recommendation from the Fire Chief/CEMC to update the Town of Fort Frances Emergency Plan.

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

- 1) The document entitled the Town of Fort Frances Municipal Emergency Plan attached hereto as Schedule “A” shall be and is adopted as the emergency plan of the Town of Fort Frances.

READ THREE TIMES and finally passed in open Council this _____ day of _____, 2019.

J. Caul, Mayor

E. Slomke, Clerk



Municipal Emergency Plan

Municipality of	FORT FRANCES
Designation	TOWN
Region/District	RAINY RIVER DISTRICT
Published	November 2011
Revised	April 2019

TABLE OF CONTENTS

1.0	Introduction	
1.1	Preamble	1
1.2	Title	1
1.3	Aim	1
1.4	Amending Formula	1
1.5	Emergency – Defined	2
1.6	Definitions	2-4
2.0	Authority	
2.1	The Emergency Management Act	4
2.2	Protection from Liability for Implementation of Plan	5
2.3	Public Accessibility to Plan	5
2.4	Freedom of Information & Protection of Privacy	5
3.0	Declaration of an Emergency	
3.1	Authority to Declare	5
3.2	Notification to Solicitor General	6
4.0	Plan Implementation	
4.1	Assembling the MECG	6
4.2	Activation of Plan	6
4.3	Actions Prior to an Emergency	6-7
4.4	Actions of Emergency Response Agencies	7
4.5	Chain of Command	7
4.6	Emergency Operations Centre	7
4.7	Media Centre	7
4.8	Communications	7
4.9	Command Post	8
4.10	Dissemination of Decisions by the MECG	8
4.11	Evacuation	8
4.12	Request for Assistance	9
4.13	Termination of State of Emergency	9
5.0	Municipal Emergency Control Group Responsibilities	
5.1	Composition of the MECG	9
5.2	Responsibilities of the MECG	9-10
5.3	Mayor (Head of Council)	11
5.4	Administrator	11-12
5.5	Emergency Information Officer	12-13
5.6	Scribe	13-14

5.7	Fire Chief	14
5.8	Community Emergency Management Coordinator (CEMC)	14-15
5.9	Manager of O&F	15-16
6.0	Support Groups	
6.1	Introduction	16-17
6.2	Incident Commander	17-18
6.3	NWHU Representative	18-19
6.4	RRDSSAB Representative	19
6.5	Media Communications	19
6.6	Hospital Representative	19
6.7	Ambulance Service Representative	20
6.8	Red Cross Representative	20-21
6.9	Victim Services Representative	21-22
6.10	Amateur Radio Operators	22
6.11	Ministry of Natural Resources	22
6.12	Chief Building Official	22
6.13	CISM Team	22
6.14	OPP Detachment Commander	22-23
6.15	Superintendent of FFPC	23-24
7.0	Composition of the Emergency Management Program Committee	24
8.0	Training & Education	
8.1	Introduction	24
8.2	Definitions	25
8.3	Definitions – Continued	25
8.4	Training	25
8.5	Exercises	25
8.6	Evaluation	25
9.0	Plan Maintenance & Revision	26
Appendices		
Appendix A – EM Plan Notification Procedure		
Appendix B – Resource Contact List		
Appendix C – Chain of Command		
Appendix D – Primary EOC Floor Plan		
Appendix E – Alternate EOC Floor Plans		
Appendix F – Forms		
Appendix G – Evacuation Plan		

Appendix H – Recovery Plan
Appendix I – Distribution List
Appendix J – HIRA
Appendix K – Critical Infrastructure List
Appendix L – Evacuee Shelter Plan
Appendix M – Information Plan
Appendix N – MECG Program
Appendix O – Evac Mapping & Back-Up Power Locations

1.0 INTRODUCTION

1.1 Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Town of Fort Frances Emergency Plan is a generic and flexible document, adaptable to any emergency situation.

While many emergencies could occur within the Town of Fort Frances, the most likely to occur are: severe storms, floods, air or rail crashes, toxic or flammable gas leaks, transportation incidents involving hazardous materials, electric power blackouts, uncontrollable fires, explosions, or any combination thereof. **(See Appendix J)**

The Town of Fort Frances Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the Town of Fort Frances Emergency Plan provides for training, exercises, and evaluation.

1.2 Title

This document is the **Town of Fort Frances Emergency Plan**, herein referred to as the “Plan”.

1.3 Aim

The aim of the Plan is to provide a set of generic action guidelines to increase the Town’s ability to efficiently and effectively deploy services and resources to protect the property and the health, safety, and welfare of the residents of the Town of Fort Frances during emergency situations.

1.4 Amending Formula

Any amendments to the Town of Fort Frances Emergency Plan require an amending by-law approved by Town Council. The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Community Emergency Management Coordinator.

1.5 **Emergency – Defined**

Emergencies are situations, or threats of serious impending situations, that will adversely affect a significant number of persons, properties or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

1.6 **Definitions**

“Administrator” is responsible for running the EOC and coordinating all information and strategies of the MCEG to all responding agencies.

“Command Post” is the central control/communications centre from which the Incident Commander will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational sectors

“Municipal Emergency Control Group (MECG)” Is responsible for supporting the actions of all agencies responding to an emergency, defining overall strategy, and planning for secondary effects of any emergency or disaster.

“Municipal Emergency Management Program Committee” is a group appointed by Council that shall advise the Council on the development and implementation of the municipality’s emergency management program and shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the council for its revision if necessary.

“Emergency Information Officer” is the individual appointed to act as the primary media and public contact for the municipality in an emergency

“Emergency Operations Centre (EOC)” is the physical facility from which the Municipal Emergency Control Group supports the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

“Incident Commander” is the individual responsible for directing and coordinating at the emergency site the actions of all the responding agencies. Statutory interest, or the municipal emergency control group in circumstance will establish the incident command position where the emergency is diffuse in nature. The position may change due to the evolution of the incident. The incident commander will report to the Municipal Emergency Control Group information relevant to the safety and security of the community

“Media Centre” is the location from which information, approved by the Municipal Emergency Control Group, is provided to the media. The centre will also monitor the emergency’s media coverage to provide the Municipal Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

“Sector Officer” is the individual representing his/her agency and may be based on as functional description or a geographic description. The sector officer will answer directly to the incident commander.

“Scribe” is responsible to the Administrator to assist him/her in the Emergency Operations Centre

2.0 AUTHORITY

2.1 The Emergency Management Act & Civil Protection Act

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and
- Authorization to attend to such other matters as is considered necessary or advisable for the implementation of the Plan during an emergency.

2.2 Protection from Liability for Implementation of the Plan

Section 11 of the *Emergency Management & Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, states:

- (1) No action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.;
- (2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of Council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

2.3 Public Accessibility to the Plan

Section 10 of the *Emergency Management & Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Civic Centre – Front Desk in hard copy format and may be viewed at anytime in PDF format on the town web site.

2.4 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended*.

3.0 DECLARATION OF AN EMERGENCY

3.1 Authority to Declare

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9, as amended*, Section 4(1) states:

“The Head of Council of a Municipality may declare that an emergency exists in the Municipality or in any part thereof and may take such action and make

such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

In the event that the Head of Council (Mayor) is unavailable the Deputy Mayor will assume the authority to declare and terminate emergencies on behalf of the Municipality as outlined in Section 4 (1) above.

3.2 Notification to the Minister of Public Safety and Correctional Services

Under the *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, states the Mayor must immediately notify the Minister of Public Safety and Correctional Services through the Duty Officer at Emergency Management Ontario of the declaration of an emergency. To notify the Minister’s office call:

Office of the Fire Marshall & Emergency Management 1-866-314-0472

The verbal declaration of an emergency to OFMEM shall be followed by a written declaration on Municipal letterhead faxed to the Duty Officer at 1-416-314-6220

Upon declaring an emergency, the Mayor will further notify:

1. Town Council Members
2. Public
3. Neighbouring Community Officials, as required
4. Local Members of Federal and Provincial Parliaments

PLAN IMPLEMENTATION

4.1 Assembling the Municipal Emergency Control Group

On receipt of an official request from a member of the Municipal Emergency Control Group, Fort Frances Fire and Rescue Service shall implement the “Emergency Plan – Alert Procedure” (**see Appendix A**).

Fort Frances Fire and Rescue Service 911

Municipal Emergency Control Group members may be directed to report to the Emergency Control Centre or be placed on standby. Upon being notified, it is the responsibility of all Municipal Emergency Control Group Members to inform their staff and volunteer organizations.

4.2 Activation of the Plan

If requested to report to the Emergency Operations Centre the Municipal Emergency Control Group shall activate the Plan, be responsible for establishing an overall strategy to mitigate the risk to the community, for

providing the necessary support and resources to the operational agencies, and for establishing a communication plan for notification of the public and the media.

4.3 Action Prior to Activation

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Fort Frances.

4.4 Actions of Emergency Response Agencies

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan or shall place personnel on stand-by until further notice.

Each agency responding to the emergency shall report to the incident commander for assignment

4.5 Chain of Command

Each agency responding to the emergency shall operate within their organizational structure. For purposes of strategic direction all sector officers will take direction from the incident commander, tactical direction will be established at the sector officer level and tasks completed from that direction.

4.6 Emergency Operations Centre

The Emergency Operations Centre shall be established at Town Hall (320 Portage Avenue), downstairs. The backup locations are as follows:

- Fort Frances Library & Technology Centre.
- Fort Frances EMS Garage.

The first arriving Municipal Emergency Control Group Members are responsible for setting up the Emergency Operations Centre. The Community Emergency Management Coordinator (CEMC) is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre and equipment required, see **Appendix D for main EOC or Appendix E for back-up EOC.**

4.7 Media Centre

The Media Centre will be established in the Council Chambers or other location as deemed necessary by size or type of incident.

The Emergency Information Officer is responsible for setting up and maintaining the Media Centre.

4.8 Communications

Each responding agency is responsible for establishing its own telecommunications links with its Municipal Emergency Control Group representative.

4.9 Emergency Operations Centre Message Traffic

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

Critical is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

Priority is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the “emergency” category.

Routine covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the Administrator - EOC Manager, and shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in **Appendix F**.

4.10 Command Post

The incident commander shall establish a temporary command post at the emergency site. The temporary command post shall be replaced by a mobile or fixed command post as determined by the incident commander and the agency with proprietary interest. All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

4.11 Dissemination of Decisions by the Municipal Emergency Control Group

Decisions by the Municipal Emergency Control Group shall be transmitted to the incident commander through their agency representative. The Administrator - EOC Manager or alternate, shall coordinate this function.

4.12 Evacuation

Refer to **Appendix G** “Town of Fort Frances Evacuation Plan”.

4.13 Request for Assistance

Assistance may be requested from the Province of Ontario or Federal Government at any time without any loss of control or authority. Assistance also may be requested from neighbouring municipalities and/or the private sector as required (**see Appendix B** “Resource Contact List”).

4.14 Termination of a State of Emergency

The Mayor or alternate or Council as a whole or the Premier of Ontario can officially declare the termination of the emergency at any time and shall notify:

1. Minister of Public Safety (Emergency Management Ontario)
2. Town Council
3. Public and Neighbouring Communities
4. Members of Provincial and Federal Parliament
5. Duty Officer (Notice of termination faxed to 1-416-314-6220)

5.0 MUNICIPAL EMERGENCY CONTROL GROUP

5.1 Composition of the Municipal Emergency Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at an Emergency Operations Centre:

- Mayor
- Town Administrator
- Scribe
- Fire Chief, Community Emergency Management Coordinator
- Manager of Operations and Facilities
- Emergency Information Officer

- Treasurer

Not all members of the Municipal Emergency Control Group have to be present for the EOC to function and it therefore may function with only a limited number of persons depending upon the emergency. In addition an emergency does not have to be declared to have the group meet.

5.2 Responsibilities of the Municipal Emergency Control Group

Planning (Operating/Business) Cycle

Members of the Municipal Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. The Administrator - EOC Manager, will establish frequency of planning cycles and agenda items. Maps and status boards shall be prominently displayed and kept up to date by the Duty Officer.

The incident commander shall schedule regular briefings with sector officers. The Municipal Emergency Control Group is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well being of persons; property and infrastructure; essential services; the environment; the local economy, and to instill a level of confidence to the public.

The responsibilities of the Municipal Emergency Control Group are to:

- (1) advise the Mayor as to whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;
- (2) ensuring that Emergency Management Ontario has been notified of declared or impending emergencies;
- (3) ensuring an incident commander has been appointed;
- (4) activating the Town of Fort Frances emergency response plan;
- (5) authorizing the expenditure of money;
- (6) managing information, including maintenance and retention of events log and records pertaining to expenditures;
- (7) maintaining a log outlining decisions made and actions taken;
- (8) managing emergency information;
- (9) directing the movement of equipment and resources beyond the immediate emergency site(s);

- (10) ordering evacuations as necessary based on site requirements of the incident commander;
- (11) discontinuing utilities or services on a wide scale;
- (12) directing the use of municipal resources;
- (13) arranging extra resources (human and material);
- (14) liaising with other municipalities and other levels of government, including the activation of mutual aid agreements;
- (15) recommending the termination of the state of emergency, when appropriate;
- (16) implementing a recovery strategy; and
- (17) participating in post-emergency debriefings.

5.3 Mayor

Upon learning of a potential emergency, the Mayor should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” **(see Appendix A)**.

The Mayor or alternate shall:

- (1) declare an emergency to exist. Complete the “Declaration of an Emergency” form **(see Appendix F)**;
- (2) notify the Minister of Community Safety and Correctional Services of the declaration of an emergency and of the termination of an emergency;
- (3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town;
- (4) participate in decision making, determining priorities, and issuing strategic directives through the Town Administrator for the resolution of the emergency;
- (5) request assistance from senior levels of government, when required;
- (6) in consultation with the Town Administrator, approve news releases and public announcements;

- (7) as the Town of Fort Frances's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;
- (8) keep Council updated regarding the situation and actions being taken to resolve the emergency;
- (9) terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.4 Town Administrator – EOC Manager

Upon learning of a potential emergency, the Town Administrator should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" (**see Appendix A**).

The Town Administrator or alternate shall:

- (1) chair the meetings of the Municipal Emergency Control Group;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) organize and supervise all activities within the Emergency Operations Centre;
- (4) advise the Municipal Emergency Control Group on administrative matters including Corporate Policies and Procedures;
- (5) conduct planning Cycle meetings on a scheduled basis;
- (6) disseminate decisions or directions to all response agencies made by the Municipal Emergency Control Group;
- (7) in conjunction with the Municipal Emergency Control Group direct the appointment of an liaison officer.
- (8) in the Mayor's or designates absence, or at the request of the Mayor or designate, assume the Mayor's responsibilities in the Emergency Operations Centre;
- (9) approve news releases and public service announcements from the EOC prior to their release;

- (10) liaise with Town Managers or Chief Administrative Officers of neighbouring municipalities affected by the emergency or providing assistance to Town of Fort Frances emergency operations;
- (11) maintain a detailed log of all actions taken by the Town Administrator;
- (12) coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;
- (13) prepare a post-emergency report for submission to Town Council.

5.5 Emergency Information Officer

The Emergency Information Officer or alternate shall:

- (1) advise the Municipal Emergency Control Group on matters pertaining to public information, public affairs, and media relations;
- (2) gather, process and disseminate information for use by the Municipal Emergency Control Group;
- (3) upon approval of the Administrator or designate, release information to the public and media;
- (4) direct the establishment and operation of a Media Centre, a Call (Information) Centre, and an emergency site media centre;
- (5) issue public announcements, instructions, or warnings as directed by the Mayor or designate or Administrator;
- (6) provide public relations support as required;
- (7) coordinate all media requests, including arrangements for supervised tours near the emergency site(s);
- (8) arrange for photo or video records of the emergency operations;
- (9) maintain a detailed log of all actions taken by the Emergency Information Officer;
- (10) participate in a post-emergency debriefing.

5.6 Scribe

The scribe or alternate will:

- (1) assist the Town Administrator with their functions as requested;
- (2) ensure that timely and correct information is displayed on the Main Event Board within the Emergency Operations Centre;
- (3) maintain a detailed log of all actions taken by the Municipal Emergency Control Group;
- (4) coordinate the provision of clerical staff to assist in the Emergency Operations Centre as required;
- (5) if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;
- (6) if directed by the Mayor or designate, arrange a special Council meeting(s);
- (7) coordinate the arrangements for identification cards to be issued to the Municipal Emergency Control Group, Town support staff and external resource personnel as required;
- (8) setup and maintain the operation of feeding, sleeping and meeting areas at the Emergency Operations Centre as required;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator;
- (10) ensure the security of the Emergency Operations Centre.

5.7 Fire Chief

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The Fire Chief or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on fire service matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) establish a communications link with the onsite fire officer;

- (5) if required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;
- (6) arrange for additional equipment and materials as required;
- (7) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;
- (8) maintain a detailed log of all actions taken by the Fort Frances Fire and Rescue Service;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.8 Community Emergency Management Coordinator

Upon learning of a potential emergency, the CEMC should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The CEMC shall:

- (1) be responsible and accountable for the development and implementation of the Town of Fort Frances emergency management program;
- (2) provide the Municipal Emergency Control Group with information and advice on emergency management and progress of the program;

5.9 Manager of Operations and Facilities

Upon learning of a potential emergency, the Manager of Operations and Facilities should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

The Manager of Operations and Facilities or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on engineering and transit matters;
- (2) participate in decision making, determining priorities, and issuing operational directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

- (4) direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Municipal Emergency Control Group;
- (5) maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- (6) provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;
- (7) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;
- (8) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;
- (9) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- (10) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;
- (11) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services
- (12) coordinate efforts to re-establish essential services;
- (13) coordinate debris removal activities;
- (14) coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;
- (15) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;
- (16) maintain a detailed log of all actions taken by the Public Works Department;
- (17) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.10 Treasurer

Upon learning of a potential emergency, the Treasurer should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

The Town Treasurer or their alternate shall:

(1) Alternate as a scribe while in the EOC. Should no scribe be designated by the Town Administrator the Treasurer or their designate will act in this role, until otherwise directed by the Town Administrator;

(2) The provision of information and advice on financial matters as they relate to the emergency;

(3) Liaison, if necessary, with the Treasurers of other local and neighbouring municipalities;

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4) Ensuring that records of expenses are maintained for future claim purposes;

(5) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;

(6) The provision and securing of equipment and supplies not owned by the Town of Essex.

5.11 Chief Building Official

If requested, the Chief Building Official shall coordinate with the Manager of Operations and Facilities in the securing of unsafe buildings, or demolition of structures found to be unsafe. The CBO shall also maintain a detailed log of all actions taken and if requested participate in a post-emergency debriefing.

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Advisory & Support Staff may be formed from Other Town staff, Government Officials, Community Stakeholders and Outside Experts may be called by the Administrator to join the Municipal Emergency Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator, Fire Chief/CEMC or EIO are responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

The following are members of the Community Emergency Control Group Advisory & Support Staff:

- OPP Detachment Commander or their Alternate;
- Superintendent of Power Corporation;
- Riverside Health Representative or their Alternate;
- RRDSSAB Representative or their Alternate;
- Northwestern Health Unit Representative or their Alternate;
- Ambulance Representative or their Alternate;
- Resolute FP Representative or their Alternate;
- MNR Representative or their Alternate;
- 93.1 The Border Representative or their Alternate;
- Centra Gas Representative or their Alternate;
- Union Gas Representative or their Alternate;
- Red Cross Representative or their Alternate;
- Victim Services Representative or their Alternate;
- RRDSB Representative or their Alternate;
- NWCDNB Representative or their Alternate;
- CN Police Representative or their Alternate.

6.2 Incident Commander

The incident commander shall:

- (1) organize and coordinate the response at the emergency site(s) with all sector officers;
- (2) assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- (3) coordinate with the Municipal Emergency Control Group and sector officers to ensure that the necessary equipment, supplies, and personnel are available;
- (4) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;
- (5) schedule briefings with individual and collective sector officers as to agency response status;
- (6) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions,
- (6) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the Municipal Emergency Control Group;

- (7) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;
- (8) brief sector officer regarding the situation as they become involved;
- (9) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;
- (10) develop an Emergency Site Organization Plan/Layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);
- (11) the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;
- (12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment;
- (14) In consultation with sector officers, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;
- (15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);
- (16) maintain a detailed log of all actions taken;
- (17) participate in a post-emergency debriefing and provide such reports as requested by the Administrator.

6.3 Northwestern Health Unit Representative

The Medical Officer of Health or Health Unit Representative shall:

- (1) provide the Municipal Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;

- (2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Municipal Emergency Control Group;
- (3) receive and distribute vaccine in the event of a pandemic;
- (4) liaise with the Ministry of Health, Public Health branch;
- (5) provide recommendations regarding the evacuation of buildings or areas for reasons of health;
- (7) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (8) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;
- (9) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;
- (10) maintain detailed log of actions taken by the Northwestern Health Unit;
- (11) participate in a post-emergency debriefing and provide reports as requested by the Administrator;
- (12) coordinate with the Community Care Access Centre for appropriate home care for any early discharge of patients.

6.4 Rainy River District Social Services Board Representative

- (1) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies; Control community service agencies to assist at reception, and other tasks as directed by group
- (2) maintain a detailed log of all actions taken by the Community Services Division;
- (3) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.5 Media Communications

- (1) The Municipal Emergency Control Group shall use B93 FM to inform emergency personnel and the public of the situation and of the action to

be taken. In the event that B93FM is unable to broadcast, KBWH FM (99.5) will be the alternate station.

6.6 Hospital Official

- (1) provide the Community Control Group with information and advice;
- (2) implement the hospital emergency plan;
- (3) coordinate with ambulance services the transportation and delivery of casualties to hospital and/or treatment Centres.

6.7 Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

- (1) provide the Community Control Group with information and advice on health service matters;
- (2) participate in decision making, determining priorities, and issuing operational directives to support the resolution of the emergency
- (3) activate the appropriate emergency call out procedures;
- (4) coordinate the acquisition of ambulance resources as required by the incident commander or sector officer;
- (5) coordinate with senior police officials the movement of ambulances to and from the emergency site(s);
- (6) coordinate with other Emergency Services and Duty Officer for the provision of triage and treatment at the emergency site(s), casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Community Control Group;
- (7) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);
- (8) coordinate with the MOH in time of epidemics for the provision of triage and emergency treatment at the emergency site(s), casualty collection posts and the distribution of casualties.

- (9) provide the main radio communication link among health services and RRDSSAB Health Services Manager for notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services;
- (10) liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;
- (11) maintain a detailed log of all actions taken by the Ambulance Service;
- (12) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.8 Red Cross, if requested:

- (1) Coordinate (lead role) the provision of emergency feeding, reception, accommodations, clothing, identification, registration and inquiry;
- (2) Provide registration and inquiry services and assist at reception center(s) as required;
- (3) Provide first aid services at evacuation centers and other locations required;
- (4) Maintain a detailed log of all actions taken and provided reports are requested by the administrator-EOC Managers/CCG Fort Frances;
- (5) The Canadian Red Cross staff or designates will act as public information Liaison at all disaster response, concerning Canadian Red Cross matters;
- (6) Responding to the dispatch call by arriving on the scene within three hours from call;
- (7) Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest;
- (8) Canadian Red Cross will provide for immediate emergency needs, such as lodging, comfort kits, food and clothing and family reunification, for a period of up to 72 hours or as needed;
- (9) The Canadian Red Cross team leader will assess the situation and the needs of the victims;
- (10) The Canadian Red Cross team leader, or designate, will liaise at the emergency scene with RRDVSP Team Leader/s.

6.9 Rainy River Districts Victim Services Program, will provide, on request:

- (1) Team leaders that will dispatch the correct number of RRDVSP volunteers as requested RRDSSAB or CRCS
- (2) Volunteers will take direction from a RRDVSP Team Leader, liaise with the RRDSSAB and CRCS staff/ volunteers on –scene, and follow their own protocols within their mandate.
- (3) Provide victims with emotional support, practical assistances and referral information in keeping with the policies.
- (4) Follow-up Services with victims with regard to emotional, practical and referral support in the days following the event, if victims have consented. If at any time, a further need is identified that can be met by CRC or RRDSSAB, victims will be referred to their services for additional assistance
- (5) Volunteers with proper identification and emergency vests
- (6) Personal services (if applicable) for referrals to, hospital, clinics, veterinarians, pet shelters, clergy, spiritual advisors, access to counseling services, local transportation, etc.
- (7) Provide (dependant on numbers) emergency, one- time personal hygiene supplies for all adults, diapers etc.

6.10 Amateur Radio Operators

If requested, the Fort Frances Amateur Radio Operators shall provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Community Control Group. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator

6.11 Ministry of Natural Resources

If requested, the Ministry of Natural Resources shall provide additional personnel and equipment as required. They shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator. The MNR shall be accessed through the Duty Officer for EMO

6.13 Critical Incident Stress Management Team

If requested, the CISM Team will work with the Administrator and/or Incident Commander to provide debriefings and follow-ups for emergency service personnel and community intervention as required.

6.14 OPP Detachment Commander

Upon learning of a potential emergency, the Detachment Commander should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The Detachment Commander or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on law enforcement matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) activate the OPP Emergency Call Out Procedures;
- (5) establish a communications link with the Police Incident Commander;
- (6) direct the establishment of inner and outer perimeters around the emergency site(s);
- (7) direct and control the dispersal of crowds within the emergency site(s);
- (8) direct the movement of emergency vehicles to and from the emergency site(s);
- (9) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
- (10) maintain law and order in evacuation and reception centres and other temporary facilities;
- (11) protect property and maintain law and order at the emergency site(s);
- (12) maintain a detailed log of all actions taken by the OPP;
- (13) participate in a post-emergency debriefing, and provide reports as requested by the Town Administrator.

6.15 Superintendent of the Power Corporation

Upon learning of a potential emergency, the Superintendent of Power Corporation should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

- (1) provide the Municipal Emergency Control Group with information and advice on electrical matters;

- (2) participate in decision making, determining priorities, and issuing strategic directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.
- (5) provide alternate supplies of electrical power where necessary and practicable
- (6) maintain a detailed log of all actions taken by the Power Corporation;
- (7) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 Composition of the Emergency Management Program Committee

The Municipal Emergency Management Program Committee is the group responsible for conducting an annual review of the Municipalities Emergency Management Program and shall make recommendations to the Council for its revision if necessary.

The following are members of the Emergency Management Program Committee, as approved by Council:

- Mayor;
- Administrator;
- Fire Chief/CEMC;
- EIO;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official.

8.0 TRAINING AND EVALUATION

8.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

- (1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;
- (2) individual and collective training to ensure personnel are prepared to implement the Plan; and
- (3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

8.2 Definitions

Simulated Exercises:

Individual control agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions. The actions of upper and lower operations are simulated by the exercise design staff.

Specialty Exercises:

These exercises practice response to a specific risk such as: bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercises can involve a simulated approach or actual deployment of resources.

Communication Exercises:

These exercises are designed to test the emergency notification procedures or to practice or evaluate communication resources.

Emergency Operations Centre Exercises:

The Emergency Operations Centre staff shall convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the Town of Fort Frances and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centres.

8.3 Definitions - continued

Major Exercise:

This exercise involves the physical deployment of resources in response to a staged emergency situation. It may be undertaken by a single department or agency or may be conducted in conjunction with others.

Mass Exercise:

This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Municipal

Emergency Control Group, Emergency Operations Centre and one or more emergency sites.

8.4 Training

Each Department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

8.5 Exercises

The purposes of exercises are:

- (1) to practice, test, evaluate, and improve plans and operational capabilities;
- (2) to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;
- (3) to stimulate and maintain interest and enthusiasm.

Departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their departments.

The Municipal Emergency Control Group shall conduct a minimum of one exercise each year. This may be a simulated or communication exercise.

8.6 Evaluation

Each department or agency is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the Plan must be reported to the Fire Chief.

9.0 PLAN MAINTENANCE AND REVISION

An Emergency Planning & Evaluation Committee chaired by the Community Emergency Management Coordinator or designate, will be composed of staff from various Town departments and outside agencies. The Committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information.

Town departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Planning & Evaluation Committee will review and revise the Plan in January of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see **Appendix I**, Distribution List).



Community Emergency Management Coordinator (CEMC) Designate

Every municipality is required to designate an Emergency Management Program Coordinator, otherwise referred to as a Community Emergency Management Coordinator (CEMC). This CEMC is also required to complete certain training, within one year of designation as CEMC.

References

O Reg 380/04 states:

Emergency management program co-ordinator

10. (1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator.

(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario.

(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.

(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3).

Further, section 1 of the EMCPA defines "employee of a municipality" as:

"employee of a municipality" means an employee as defined in section 278 of the Municipal Act, 2001 or a designated employee as defined in section 217 of the City of Toronto Act, 2006, as the case may be; ("employé municipal").

The section of the Municipal Act, 2001, referenced above states:

278. (1) In sections 279, 280 and 282,

“employee” means any salaried officer, or any other person in the employ of the municipality or of a local board and includes,

(a) a member of the police force of the municipality,

1 In this section Minister refers to the Minister of Municipal Affairs.

Similarly, the City of Toronto Act, 2006, states:

“designated employee” means any salaried officer, or any other person in the employ of the City or of a local board (extended definition) of the City and includes,

(a) a member of the city police force,

(b) persons that provide their services on behalf of the City without remuneration, exclusive of reimbursement of expenses or honoraria, if city council has passed a by-law designating such persons or classes of persons as designated employees for the purposes of this section, and

(c) any other person or class of persons designated as a designated employee by the Minister of Municipal Affairs and Housing; (“employé désigné”).

Regarding the CEMC training requirements, on 2017-01-09 the Fire Marshal and Chief, Emergency Management Ontario issued a guidance document that stated:

Municipal emergency management program coordinators, as designated by their municipality under O Reg 380/04 s. 10 (1), will complete the following courses offered by the OFMEM, within one year of their appointment as emergency management program coordinator.

- *EM 200 – Basic Emergency Management*
- *EM 300 – Community Emergency Management Coordinator Course*
- *IMS 100 – Introduction to Incident Management System (available online)*
- *IMS 200 – Basic Incident Management System*

Emergency management program coordinators that have already completed this training will not be required to repeat it.

Interpretation and Verification Requirements

The EMPCA specifies that the CEMC be an employee of the municipality as defined by the Municipal Act, 2001, or the City of Toronto Act, 2006, as referenced above. We have considered this definition in two particular circumstances:

- Volunteers – As long as the municipality has either passed a by-law which designates the individual as a municipal employee, or have passed a by-law which designates a volunteer group (e.g. a Volunteer Fire Service) that the individual is a member of, as municipal employees, this individual can be appointed as the CEMC; and
- Consultants – As a consultant is not a municipal employee, a consultant may not be appointed as a CEMC.

To verify compliance with these requirements of the EMCPA, OFMEM requests a properly completed and signed Form 4-1 (attached), whenever a new CEMC is appointed, along with verification that the appointed CEMC has completed the required training within one year of designation. It is not necessary for a Form 4-1 to be submitted annually; only when there is a new CEMC designated.

The Town of Fort Frances Community Emergency Management Coordinator is:
Tyler Moffitt, Fire Chief/CEMC.

The Alternate Community Emergency Management Coordinators are:

Patrick Briere, MLEO/Alternate CEMC/EIO.

Kathryn Lawson, Deputy Clerk/Alternate CEMC.

Tyson Dennis, CBO/Planner/Alternate CEMC.



Municipal Emergency Management Program

Municipality of FORT FRANCES

Designation TOWN

Region/District RAINY RIVER DISTRICT

Published March 2018

Revised March 2019

TOWN OF FORT FRANCES EMERGENCY MANAGEMENT PROGRAM

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended and its associated regulations and standards, requires the implementation of a mandatory emergency management program by all Ontario Municipalities.

The Emergency Management Program shall consist of the following:

- Designation of a Community Emergency Management Coordinator (CEMC);
- Formation of a Municipal Emergency Management Program Committee;
- Publication of an appropriate Emergency Operations Centre (EOC);
- Development of an appropriate Emergency Response Capability;
- Conduct annual training and exercises for the MECG and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- Development and Implementation of a Public Awareness Program & Education on risks to public safety and preparedness for emergencies;
- Identification of individuals to act as Emergency Information Officers;
- Conduct an Annual Review of the Emergency Management Program.

MISSION/GOAL

The mission of the Town of Fort Frances MECG is to provide the highest level of emergency preparedness to the visitors and citizens of Fort Frances. Our goal is to save lives, protect property and the environment through prevention, mitigation, preparedness, response and recovery actions.

Prevention – Actions taken to prevent an emergency or disaster.

Mitigation – Actions taken to reduce the effects of an emergency or disaster.

Preparedness – Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, training, exercises and public awareness and education.

Response – Actions taken to respond to an emergency or disaster.

Recovery – Actions taken to recover from an emergency or disaster and to return the Town of Fort Frances or the affected area back to normal after an emergency or disaster.

MEMBERS OF THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The emergency management program committee acts as an advisory committee to the MECG and its advisory & support members. The program committee guides the development, implementation and maintenance of the Town of Fort Frances Emergency Management Program. The formation of this committee is a key organizational step towards making the emergency management process work at the local level.

The Committee is chaired by the Town Administrator and is composed of the following positions:

- Mayor or Deputy Mayor;
- Town Administrator (CHAIR);
- Emergency Information Officer;
- Fire Chief/CEMC;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official.

The emergency management program chair and committee members are approved by Municipal By-Law by the Mayor & Council of the Town of Fort Frances.



Emergency Information Officer Designate

Every municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

References

O. Reg 380/04, Para 14 states:

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer.

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency.

Interpretation and Verification Requirements

The designated EIO must be an employee of the municipality. It is the responsibility of the municipality to ensure that the designated EIO is an employee of the municipality, as defined in the Municipal Act, 2001 (refer to section 1 of this guide).

Therefore, in order to verify compliance with the EMCPA regarding the designation of a municipal EIO, OFMEM requests the name and contact information of the designated EIO.

The Town of Fort Frances Emergency Information Officer is:

Patrick Briere, MLEO/Alternate CEMC.

The Alternate Emergency Information Officer is:

Jordan Forbes, HR Manager.

Date: May 7th, 2019

Report To: Mayor & Council.

From: Tyler Moffitt, Fire Chief/CEMC.

Re: Amendment to the Emergency Management Program By-Law.

The Municipal Emergency Management Program Committee during their 2019 annual review of the Town of Fort Frances Emergency Management Program, updated Schedules A, B, C & D as changes to personnel were made to the Program Committee and to some of the roles required to be designated through a By-Law.

During the 2019 program review, the Municipal Emergency Management Program Committee made the following changes to Schedules A, B, C & D:

- Schedule A – Plan amendments as per the EM Plan report dated April 26th, 2019.
- Schedule B – Updated CEMC listing to remove L. Lindberg as Alternate CEMC and replace with addition of T. Dennis.
- Schedule C – Removed “or alternates” wording from page 3 where it lists Committee composed of the following positions.
- Schedule D – Update EIO listing to remove A. Petrin as Alternate EIO and replace with J. Forbes.

Therefore, with this stated, please find attached amendment By-Law #38/18 – A and Schedules A, B, C & D for your review.

The Administration & Finance Executive Committee is recommending that Council approve the report as presented and authorize that a by-law be prepared for signing by Mayor and Clerk.

Respectfully submitted

Original Signed By

Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

Council approval of this report will: approve the recommendations as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.

TOWN OF FORT FRANCES

BY-LAW NO. 38/18-A

(Being a by-law to amend By-Law 38/18, being a by-law to adopt an Emergency Management Program for the Town of Fort Frances pursuant to Section 2.1 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended).

WHEREAS the Emergency and Civil Protection Act, Section 2.1 (1) requires every Municipality to develop and implement an Emergency Management Program;

AND WHEREAS on _____, Council approved a recommendation from the Fire Chief/CEMC to update the Town of Fort Frances Emergency Management Program.

NOW THEREFORE the Municipal Council of the Corporation of the Town of Fort Frances **HEREBY AMENDS** the following:

Section 2

- b) Schedule “A”, being the Emergency Plan for the Town of Fort Frances, pursuant to Section 3 of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended;
- c) Schedule “B”, being a Schedule for the designation of a Community Emergency Management Coordinator;
- d) Schedule “C”, being a Schedule to establish the composition, organization and operational guidelines of the Emergency Management Program Committee;
- e) Schedule “D”, being a Schedule to designate and identify a Community Emergency Information Officer;

READ THREE TIMES and finally passed in open Council this ____ day of ____, 2019.

J. Caul, Mayor

E. Slomke, Clerk

To: Mayor and Council
From: Tyler Moffitt, Fire Chief/CEMC
Date: May 7, 2019
Subject: Waiving of Procurement Policy

Background

The 2019 Capital Budget of \$15,000 for Air Monitors & Testing/Charging Stations was approved.

The authorized dealer for the brand of Air Monitors & Testing/Charging Stations we operated with is in Winnipeg, Manitoba. As well, the brand representative is also in Winnipeg.

When I go out for quotes ... each authorized dealer across Canada will contact the same head office representative who then provides pricing. They only will provide any type of special pricing to one authorized dealer.

As per the Procurement Policy, this purchase with tax falls into the Purchases over \$5,000 but not exceeding \$35,000 category. As well, as per the policy, at least three written quotes prior to ordering is required.

Given the circumstances of this unique piece of equipment and limited suppliers in Canada, I am requesting to waive the Procurement Policy for this purchase.

The Administration & Finance Executive Committee is recommending that Council approve the report as presented and authorize the waiving of the Town's Procurement Policy with regards to purchasing the Air Monitors & Testing/Charging Stations as there are not 3 suppliers available to provide written quotations for this specialized equipment.

Respectfully submitted,



Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

Council approval of this report will approve the recommendation as presented and authorize the waiving of the Town's Procurement Policy with regards to purchasing the Air Monitors & Testing/Charging Stations as there are not 3 suppliers available to provide written quotations for this specialized equipment.

To: Mayor and Council

From: Tyler Moffitt, Fire Chief/CEMC

Date: May 7, 2019

Subject: **2019 Schedule of Fees Amendment (Emergency Response Cost Recovery)**

Background

On April 16, 2019 I presented a report to the Administration & Finance Executive Committee recommending amending the Emergency Services Schedule of Fees to include Emergency Response Cost Recovery.

As I stated in my report ... most insurance policies provide coverage for an insured property owner for a number of **insured perils** and commonly insurance companies include provisions for **fire department expenses** in varying amounts typically ranging from **\$1,000.00 to \$10,000.**

The recovery rate is specific to the amount that is underwritten in each insurance policy and as such will vary from policy to policy ... as some companies don't have any coverage, some include it in the full limits of policy ... others put a specific amount on the individual policy for that property ... some have a total amount in addition and beyond the policy limits.

It should be noted that payment to the fire departments in no way affects the claim of the individual who may have suffered a loss (payments are not deducted from those which are due to the policy holder).

As well, no attempt will be made to collect any receivables from any property owner or individual who is not insured.

However, I was directed by the Administration & Finance Executive Committee to investigate the following: Would adding an invoice for our Fire & Rescue Services to a fire claim have an additional effect on the home owners policy.

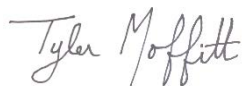
Meanwhile, our Deputy Treasurer has received the following confirmation from Gillons Insurance Brokers: If our Fire & Rescue Service submits an invoice for services ... it will be a part of the same claim as the fire. As well, most insurance policies have provisions for such expenses and adding an invoice for our services to a fire claim has no additional effect on the home owners policy, as it is a part of the initial fire claim.

Therefore, below is an amended 2019 Schedule of Fees, which includes Emergency Response Cost Recovery. Please refer to the amended **3.16.5.1.**

3.16.5.1	Fire Response to Structural Fires: Residential Commercial Industrial	N/C	MTO Prescribed Rates per apparatus per hour and personnel rates per hour plus any costs to Fort Frances Fire & Rescue Service or the Town of Fort Frances for each and every call
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The Administration & Finance Executive Committee is recommending that Council approve the report as presented and authorize the amendment of the Emergency Services Schedule of Fees regarding Emergency Response Cost Recovery.

Respectfully submitted,

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

Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

Council approval of this report will approve the recommendation as presented and authorize the amendment of the Emergency Services Schedule of Fees regarding Emergency Response Cost Recovery.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/40**

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: May 7, 2019

SUBJECT: Fort Frances Canadian Bass Championship Requests

BACKGROUND

At the April 8, 2019 Council Meeting, the attached letter received from Fort Frances Canadian Bass Championship Inc (FFCBC) requesting support of their annual live release tournament was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operations & Facilities and Committee Services Executive Committees.

FFCBC has requested in-kind services for the up coming live release tournament event planned for July 17-20, 2019. The requests that are to be considered by the Administration & Finance Executive Committee are as follows, with both tasks are completed by the Clerk's Office:

- Item 1. Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant Community Festival and event, and
- Item 3. Supply the FFCBC with the necessary documents to facilitate closing the road to accommodate the tent for the period July 12th to July 22nd inclusive.

Attached are the reports and/or comments from the Operations & Facilities Executive Committee, Planning & Development Executive Committee and Community Services Executive Committee.

Further, the responsible entity for the Fort Frances Canadian Bass Championship must ensure adequate liability insurance for the waterfront event site until the take down of the event tent.

RECOMMENDATION

The Administration & Finance Executive Committee with input from all other divisions recommend that Council agree to Item 1) Designate the Fort Frances Canadian Bass Championship (FFCBC) Live Release Tournament as a significant Community Festival & Event; Co-ordinate through E. Slomke, Clerk and Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, Clerk, and to accept the recommendations and/or comments received

from the Community Services Executive Committee, Operations & Facilities Executive Committee and the Planning & Development Executive Committee as attached to this report. Further, that the responsible entity for the Fort Frances Canadian Bass Championship ensure adequate liability insurance for the waterfront event site until the take down of the event tent.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to:

Item 1) Designate the Fort Frances Canadian Bass Championship (FFCBC) Live Release Tournament as a significant Community Festival & Event; Co-ordinate through E. Slomke, Clerk,

Item 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. The Town will provide picnic tables where the FFCBC tournament volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event, in a clean manner. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893 or Trevor McKinnon, Parks Working Foreman at 276-5761.

Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, Clerk,

Item 4) Use of Four Barricades – the Town will deliver 4 barricades to the Sorting Gap Parking lot prior to the event and will pick them up after the event. Co-ordinate through Milt Strachan at 275-5255.

Item 5) Building Permit application (in-kind) for the erection of the tent; Co-ordinate through T.Dennis, CBO. Staff will ensure that standard practice is done relating to tent permits and inspections.

Item 6) Provide FFCBC, early in July, with list of Sorting Gap Marina slip lessees in order to contact the lessees with a formal request for the possible use of their slips during the tournament.

Item 7) Waive launch fees for tournament competitors and volunteers from July 18th to 20th with the list of pertinent participants being provided to Memorial Sports Centre staff.

Item 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.

Item 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event. The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street. Ensure that the same method of attaching the banners, signs & pennants to the streetlight poles as in 2018 is utilized in 2019.

Item 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key; Co-ordinate through J. Kabel, Community Services Manager, and

Item 11) Requesting assistance from the Town of Fort Frances with the setting up of the tent on July 12th and taking down the tent on July 22nd. In past O&F Division Staff have assisted in the set up & take down of the Main Event Tent – 4 PW workers and 4 Parks workers provided assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent. Staff again will be allocated to assist in the setup and takedown of the tent in 2019, Co-ordinate through Milt Strachan at 275-5255.

Further, that the responsible entity for the Fort Frances Canadian Bass Championship Live Release Tournament ensure a minimum of \$5,000,000 commercial general liability insurance, name the Town of Fort Frances as an additional insured, and have Host Liquor Liability coverage if their event sells liquor & that certified Smart Serve bartenders are used for any liquor sales for their event planned to start on July 17th, 2018 through to the date the tent is taken down.

Fort Frances



Canadian
Bass Championship Inc.
P.O. Box 531
Fort Frances, ON
P9A 3M8

March 22, 2019

Mayor and Town Council

Town of Fort Frances
P.O. Box 38
Fort Frances, Ontario
P9A 3M5

Re: Fort Frances Canadian Bass Championships and Teen Dance (July 17th - July 20th, 2019)

Dear Mayor and Councillors:

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2019 event. The Town of Fort Frances is a valued sponsor of the FFCBC since its creation in 1995.

We respectfully request the following support from the Town of Fort Frances:

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant municipal festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent. Requesting road closure at the Sorting Gap Marina for the period of July 12th to July 22nd inclusive.

- 4) We submit a request to the Town of Fort Frances for the use of four barricades for the use at the Sorting Gap.
- 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 18th to 20th . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
- 11) Requesting assistance from the Town of Fort Frances with the setting up of the Tent on July 12th and the taking down of the Tent on July 22nd.

We look forward to discussing our request in greater detail at your convenience and invite any Town Councillor to any FFCBC board meeting.

Respectfully,

Wayne Allen, Co-Chairman

Jim Cuthbertson, Co-Chairman



2019 FFCBC Board of Directors

Wayne Allen	Co-Chair/Bar Operations
Wayne Allen	Teen Dance
Kathy Cuthbertson	Food Court
Jim Cuthbertson	Co-Chair/Site & Facilities
Greg Gustafson	Treasurer/Angler Registrations
Paul Jewiss	Anglers' Representative
Kevin Cawston	Fish Care
Eric Kaufman	Weigh Master
Jeanette Cawston	Volunteers Co-ordinator
Robin Reid	Director



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/46**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: May 7, 2019
SUBJECT: Doug Brown–NOMA Annual Meeting and Conference Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$100.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Doug Brown.

Expenses

1. Meals	\$ 70.00
2. Per Diem	30.00
3. Gas	<u>38.92</u>
Total travel and Per Diem Claims	<u><u>\$138.92</u></u>

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,090.21 to attend the conference as authorized by Council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the amount of \$138.92 as submitted by Doug Brown for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$138.92 as submitted by Doug Brown for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	Annual General Meeting Noma							
	Location (Facility and City)	Thunder Bay - Victoria Inn							
	Dates	April 23 to 26, 2019							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation		Kathy	150.43	150.43	150.43			451.29
	Transportation								
	Breakfast			/	/	/	/		0
	Lunch			/	/	/	/		0
	Dinner			35.00	36.00	/	/		70.00
	Per Diem			5	10	10	5		30.00
	Other					44	38.92		38.92
4.	Prepaid Expenses	<div style="display: flex; justify-content: space-between;"> Registration Air Travel Other </div> <div style="display: flex; justify-content: space-between;"> 500 Kathy's Visa </div>							Total
									500.00
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved								
		Total Expenses							1090.21
		Advance Received							/
		Balance Claimed							138.92
		Balance Refunded							138.92

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Date April 29/19

Doug Brown
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A / P	Cashier



VICTORIA INN

AGENDA ITEM #7.6

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Douglas Brown

Page # 1
Res. # 615255
Checked in Tue Apr 23/19 - 6:37pm
Departing Fri Apr 26/19
Nights 3

Promo Code
Room 231

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr23	Room - Government Rate		128.00	
Apr23	Municipal Accommodation Tax By		5.12	
Apr23	HST		17.31	
Apr24	Room - Government Rate		128.00	
Apr24	Municipal Accommodation Tax By		5.12	
Apr24	HST		17.31	
Apr25	Room - Government Rate		128.00	
Apr25	Municipal Accommodation Tax By		5.12	
Apr25	HST		17.31	
		451.29	451.29	0.00

N.O.M.A.
Attn: Kristen Oliver
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8

As of September 1, 2018 a new 4% Municipal Accommodation
Tax has been implemented by the City of Thunder Bay.
For information on tax by-law 74/2018 visit
www.thunderbay.ca/MAT or call 807.625.2230.

Our H.S.T. # is 835058603

Charge Summary:
HST

51.93

NOMA Annual General Meeting 2019 - Andrew Hallikas	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Rick Wiedenhoeft	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Douglas Brown	\$500.00 CAD	1	\$500.00 CAD
Subtotal:			\$3,500.00 CAD
Discount:			-\$0.00 CAD
Insurance:			----
Total:			\$3,500.00 CAD

Receipt No: 0934-3007-7530-1927

Please keep this receipt number for future reference. You'll need it if you contact customer service at Northwestern Ontario Municipal Association or PayPal.



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

Tax Description	Qty	Amount
H Bronze No1		
27.626 L @ \$1.449/ L		\$40.03
0.040 /L Discount		
PROMO 90	1	\$0.00
Offer Discount	1	(\$1.11)
Sub. Total		\$38.92
13.0% HST tax on		\$0.00
5.0% HST-F tax on		\$0.00
TOTAL		\$38.92
VISA:		\$38.92
Change		\$0.00

Fuel Includes HST 13.0% \$4.48
 Fuel Includes HST-F 5.0% \$0.00
 HST - Fuel - ON No. 863700670RT0001

01 APPROVED - THANK YOU 001

VISA

XXXXXXXXXXXX3059

TERMINAL No. 89221561

C

PURCHASE

INV No. 2215615321

APPROVAL No. 04283I

VISA CREDIT

AID A0000000031010

TVR 8080008000

TSI 6800

VERIFIED BY PIN

2019 NOMA Annual Meeting & Conference Agenda
Wednesday, April 24, 2019 Location: Victoria Inn & Conference Center,
Thunder Bay, Embassy Room

- 10:30 am **Registration Opens**
- 11:00 am **Conference Welcome**
Call to Order & Greetings from
Mayor Wendy Landry, President
Mayor Bill Mauro, City of Thunder Bay
Mayor Allan Thompson, ROMA
Roll Call
Greetings from Michael Gravelle, MPP Thunder Bay – Superior North
Judith Monteith Farrell, MPP Thunder Bay – Atikokan
Peter Collins, Chief, Fort William First Nation
- 11:20 am **Keynote: AMO Update**
Presented by: Jamie McGarvey, President, & Matthew Wilson, Senior Advisor
Association of Ontario Municipalities
- NOON **LUNCH**
- 12:45 pm **Cyber Security**
Presented by: Jessica Jaremchuk, Frank Cowan Company
- 1:30 pm **Hydro One Investing in Northwestern Ontario**
Presented by: Jason Fitzsimmons, Chief Corporate Affairs and Customer Care Officer
- 2:15 pm **The Hon. Monte McNaughton, Minister of Infrastructure**
- 2:30 pm **Schedule One Update – WSIB**
Presented by: Janine Dyck, Vice President, Employer Services
- 3:15 pm **HEALTH BREAK**
- NOMA Annual General Meeting**
- 3:30 pm to 1. Call to Order
4:30 pm 2. Approval of minutes of 72nd Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2019
 7. Approval of 2019 Operating Estimates
 8. Approval to receive Committee & District Associations Reports
 Adjournment
- 6pm to 8pm Opening Reception

Thursday, April 25, 2019, Embassy Ballroom

7:30 am to 5:00 pm Registration & Expo

7:45 am

Buffet Breakfast

8:30 am

LAS Update

Presented by: Jeff Barten, Energy & Asset Services Manager

9:15 am

IESO

Presented by: Terry Young, Vice President, Policy, Engagement & Innovation

10:00 am

Health Break

10:15 am

Starting and Supporting Youth Advisory Committees, Parks & Recreation Ontario

Presented by: Sue Peterson, Project Manager, Youth Engagement Project

10:45 am

Understanding MPAC and our role in the Property Assessment and Taxation System.

Presented by: Carmelo Lipsi, Vice President and COO & Mary Dawson Cole, Regional Manager, Municipal and Stakeholder Relations.

11:30 am

Cardiovascular Surgery is Coming to Thunder Bay & Northwestern Ontario!

Presented by: Mayor Wendy Landry, Dr. Peter Voros, EVP In-Patient Care Programs, Mr. Barry Streib, Board Member - Thunder Bay Regional Health Sciences Foundation and Cindy Levanto-Kawahara, Staff, Thunder Bay Regional Health Sciences Foundation

12:00 pm

Lunch Buffet

1:00 pm

Keynote: Magic Wand: How pro-active government can turn around practically any city, town or village and case studies that prove it
Presented by: Bruce Firestone, Real Estate Investment and Business coach

2:00 pm

Ombudsman Ontario

Presented by: Laura Pettigrew, General Counsel

2:45 pm

Health Break

3:00 pm

Centre for Rural & Northern Health Research Thunder Bay Drug Strategy & Lakehead University

Presented by: Dr. Mushquash, Dr. Mary Ellen Hill and Shevaun Nadin & Cynthia Olsen, Coordinator, Thunder Bay Drug Strategy

3:45 pm

Ontario Northland

Presented by: Corina Moore, President and CEO

6:00 pm

Reception Annual Banquet – Embassy Ballroom, Victoria Inn

6:30 pm

Dinner is served

7:30 pm

Entertainment – The Duelling Pianos

Friday, April 26, 2019 Location: Embassy Ballroom

7:30 am

Buffet Breakfast

7:30 am to 8am **East-West Tie Construction Update, NextBridge**

Presented by: Matthew Jackson, Manager, Community & Indigenous Engagement, Eastern Canada, Enbridge Pipelines Inc.

8:00 am

TEC HUB – Training and Educating for the Future *Presented by: Emilio Rigato*

8:15 am

Marc Serré, MP, Parliamentary Secretary to the Minister of Rural Economic Development

8:30 am

GEMS 2+1 Road Pilot Project
Presented by: Mark Wilson

9:00 am

The Case of the Shrinking Wood Supply: Working Together We Can Reverse the Trend
Presented by: Jamie Lim, President, OFIA

9:45 am

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay - Atikokan

10:00 am

Health Break

10:15 am

Creative Destruction in the Forest Sector--Where Do we Go From Here?
Presented by: Howard Hampton and Peter Love, Pilot Law

10:45 am

Prosperity and Growth Strategy for Northern Ontario
Presented by: Aime DiMatteo, Director General, FEDNOR

11:15 am

Hon. Steve Clark, Minister of Municipal Affairs & Housing
Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs
Hon. Sylvia Jones, Minister of Community Safety & Correctional Services

Date: May 6th, 2019

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer

Re: Sleepy Owl Billboard Sign Request.

As you will recall Mayor & Council referred a request for a Billboard Sign Installation from The Sleepy Owl. At the last couple of Planning & Development Executive Committee Meetings this request was discussed. The Committee is recommending to approve the request for a billboard sign installation on Town Property with the following to be implemented:

- A Land Use Agreement with the Town of Fort Frances and Mr. W. Friesen, owner of the Sleepy Owl be entered. With the location of the sign location identified & maintenance standards in accordance with Sign By-Law #19/10 be imposed.
- A Sign Permit be issued in accordance with the Sign By-Law #19/10.
- The Annual Sign Fee be implemented as per the Sign By-Law #19/10 & User Fee By-Law #60/18.

The Planning & Development Executive Committee is recommending that Council approve the request as presented with the above noted implemented and authorize that Administration prepare a Land Use Agreement for signing by the Town and Mr. W. Friesen.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: approve the request as presented with the above noted implemented and authorize that Administration prepare a Land Use Agreement for signing by the Town and Mr. W. Friesen.

Date: May 6th, 2019

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer.

Re: Amendment to User Fee By-Law #60/18.

During our review of the Sign Installation request from The Sleepy Owl, the By-Law Enforcement Department has found that a fee should be added to the User Fee By-Law #60/18. The fee that should be added is the annual sign fee that is used for signs that are approved to be installed on Town owned property.

This fee is currently authorized in the Town of Fort Frances Sign By-Law #19/10, Part III, Section 2 which states – ***Private Signs on Town Property.*** *All private signs erected on Town owned property pursuant to a resolution of Council are subject to an annual fee as prescribed by and noted in the Town of Fort Frances User Fee By-Law as amended from time to time.*

At the Planning & Development Executive Committee meeting on May 6th, 2019, this item was reviewed and discussed. It is our recommendation to follow the MTO's sign fees that they charge when private signs are installed on Provincial Rights-of-Way. The current fee is \$150.00/year. The proposed amendment wording would read as follows: 2.10.5 Annual Sign Fee (Signs on Town Property) \$150.00/year.

The Planning & Development Executive Committee is recommending that Council approve the recommendation as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.

Respectfully submitted,
Original Signed By
Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: approve the recommendation as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.

Date: May 6th, 2019

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer.

Re: 8th Street Trails Request.

As you will recall at the regular meeting of Council on March 11th, 2019, Council referred a request letter from Ms. C. Kent, in regard to a proposal to expand the 8th Street Trails to the Planning & Development Executive Committee with input from Community Services Executive Committee. The above-mentioned Committees have reviewed the request letter and the Planning & Development Executive Committee reviewed this request initially at its April 16th, 2019 meeting. During this meeting it was determined that further information was required before a recommendation could be made.

This office, along with Operations & Facilities has been working with Ms. Kent regarding her proposal. With that said, the following has been identified:

- The Town of Fort Frances Tree Policy will have to be followed. This means that any tree removed will be required to be replaced. Ms. Kent has been advised that a request for seedlings to the Rainy River Stewardship Group can be made. These trees can be planted in the area of the 8th Street Trail System.
- A waiver form will be required to be signed by any individual or group going to assist with any of the work on Town Property.

With this said, the Planning & Development Executive Committee is recommending that Mayor & Council approve the 8th Street Trail Request as proposed and the above noted be implemented.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

<p>Council approval of this report will: approve the recommendation as presented.</p>
--



Administration & Finance Division

To: Mayor and Council

From: Jordan Forbes, Human Resources Manager

Date: May 9, 2019

Subject: Job Posting for Facilities Superintendent

As per direction provided by Council on April 1, 2019, we have created the new Facilities Superintendent Position. On April 29, 2019, the job was evaluated by our internal job evaluation committee, of Doug Brown, myself, and Shane Freamo. The supervisor, Travis Rob was also in attendance.

The job evaluation indicated that the job was at Pay Band 9 as originally estimated when approved. Normally, the job evaluation would go to the Salary Structure Administration Practices Committee (SSAPC) prior to posting the job, however, given that members were absent during this period it wasn't possible to convene the SSAPC committee prior to council on May 13. As such we are recommending that Council approve the posting of this new job so we can get the hiring process started.

Please be advised that we intend to convene SSAPC prior to hiring the new position to confirm the job evaluation results, and that this recommendation is solely for the purpose of expediting the hiring process as we intend to allow the posting to remain open for at least three (3) weeks.

In addition, as previously discussed with Mayor and Council, we are in the process of finalizing a new job evaluation tool, and evaluating all jobs in the Management Non Union group, so this position will be re-evaluated in the coming months in any event.

Thank you for your consideration.

Sincerely,

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

Jordan Forbes
Human Resources Manager

Approval of this report will sanction management to start a competitive process to hire a candidate for the new position of Facilities Superintendent. Management shall convene SSAPC to review the job evaluation results prior to the final selection of a candidate for the position.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/44**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: May 7, 2019
SUBJECT: Mayor June Caul–NOMA Annual Meeting and Conference Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$100.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Mayor June Caul.

Expenses

1. Meals	\$100.00
2. Per Diem	<u>560.00</u>
Total travel and Per Diem Claims	<u>\$660.00</u>

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,611.29 to attend the conference as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-D Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the amount of \$660.00 as submitted by Mayor June Caul for her attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$660.00 as submitted by Mayor June Caul for her attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1. Attendee	June Caul							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	Victoria Inn, Thunder Bay							
Dates	April 23, 24, 25, 26							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast				13.00				13.00
Lunch						17.00		17.00
Dinner			35.00	35.00				70.00
Per Diem			80.00	160.00	160.00	160.00		560.00
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x CRA rate =							
								100.-
6. Approved				Total Expenses				660.00
				Advance Received				
				Balance Claimed				
				Balance Refunded				

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

April 29, 2019
 Date

June Caul
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	June Caul
Conference / Seminar Attended	NOMA
Location	Victoria Inn, Thunder Bay
Dates	April 23, 24, 25, 26

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Apr. 23	Apr. 24	Apr. 25	Apr. 26			3½
Amount		\$ 80.00	160.00	160.00	160.00			\$ 560.00

Name (Please Print) June Caul	Signature June Caul
Approved	Date

To be submitted to Payroll for processing when approved by Council

Victoria Inn Thunder Bay
 555 W. Arthur St
 Thunder Bay, ON
 P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

June Caul

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

Page # 1
 Res. # 615247
 Checked in Tue Apr 23/19 - 6:45pm
 Checked out Fri Apr 26/19 - 7:17am
 Nights 3

Promo Code
 Room 260

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr23	Room - Government Rate		128.00	
Apr23	Municipal Accommodation Tax By		5.12	
Apr23	HST		17.31	
Apr24	Room - Government Rate		128.00	
Apr24	Municipal Accommodation Tax By		5.12	
Apr24	HST		17.31	
Apr25	Room - Government Rate		128.00	
Apr25	Municipal Accommodation Tax By		5.12	
Apr25	HST		17.31	
Apr26	PAID BY VISA - Th auth #053503 *****8250			451.29
		0.00	451.29	451.29

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

As of September 1, 2018 a new 4% Municipal Accommodation Tax has been implemented by the City of Thunder Bay. For information on tax by-law 74/2018 visit www.thunderbay.ca/MAT or call 807.625.2230.

Our H.S.T. # is 835058603

Charge Summary:

HST 51.93

Kathy Lawson

From: service@intl.paypal.com
Sent: Tuesday, March 12, 2019 10:25 AM
To: Kathy Lawson
Subject: Your payment to Northwestern Ontario Municipal Association



You sent a payment of \$3,500.00 CAD
 to Northwestern Ontario Municipal
 Association.

12-Mar-2019 11:25:01 GMT-04:00
 Receipt No:0934-3007-7530-1927

Hello Kathryn Lawson,

This charge will appear on your credit card statement as payment to PAYPAL
 *NORTHWESTER.

Save time with a PayPal account

Create a PayPal account and save your payment
 information. You won't need to enter your payment
 information every time you shop online.

[Sign Up Now](#)

Shop with confidence

We keep your financial information
 secure.

Transactions monitored 24/7

Our fraud specialists help protect
 your account.

You're protected

Zero fraud liability for eligible
 unauthorized purchases. [See](#)
[eligibility](#)



Merchant information:
 Northwestern Ontario Municipal
 Association

Instructions to merchant:
 None provided



Shipping information:

Shipping method:
 Not specified

Description	Unit price	Qty	Amount
NOMA Annual General Meeting 2019 - June Caul	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Michael Behan	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Wendy Brunetta	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Douglas Judson	\$500.00 CAD	1	\$500.00 CAD

2019 NOMA Annual Meeting & Conference Agenda
Wednesday, April 24, 2019 Location: Victoria Inn & Conference Center,
Thunder Bay, Embassy Room

- 10:30 am **Registration Opens**
- 11:00 am **Conference Welcome**
Call to Order & Greetings from
Mayor Wendy Landry, President
Mayor Bill Mauro, City of Thunder Bay
Mayor Allan Thompson, ROMA
Roll Call
Greetings from Michael Gravelle, MPP Thunder Bay – Superior North
Judith Monteith Farrell, MPP Thunder Bay – Atikokan
Peter Collins, Chief, Fort William First Nation
- 11:20 am **Keynote: AMO Update**
Presented by: Jamie McGarvey, President, & Matthew Wilson, Senior Advisor
Association of Ontario Municipalities
- NOON **LUNCH**
- 12:45 pm **Cyber Security**
Presented by: Jessica Jaremchuk, Frank Cowan Company
- 1:30 pm **Hydro One Investing in Northwestern Ontario**
Presented by: Jason Fitzsimmons, Chief Corporate Affairs and Customer Care Officer
- 2:15 pm **The Hon. Monte McNaughton, Minister of Infrastructure**
- 2:30 pm **Schedule One Update – WSIB**
Presented by: Janine Dyck, Vice President, Employer Services
- 3:15 pm **HEALTH BREAK**
- NOMA Annual General Meeting**
- 3:30 pm to
4:30 pm
 1. Call to Order
 2. Approval of minutes of 72nd Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2019
 7. Approval of 2019 Operating Estimates
 8. Approval to receive Committee & District Associations Reports

Adjournment
- 6pm to 8pm **Opening Reception**

Thursday, April 25, 2019, Embassy Ballroom

7:30 am to 5:00 pm Registration & Expo

7:45 am

Buffet Breakfast

8:30 am

LAS Update

Presented by: Jeff Barten, Energy & Asset Services Manager

9:15 am

IESO

Presented by: Terry Young, Vice President, Policy, Engagement & Innovation

10:00 am

Health Break

10:15 am

Starting and Supporting Youth Advisory Committees, Parks & Recreation Ontario

Presented by: Sue Peterson, Project Manager, Youth Engagement Project

10:45 am

Understanding MPAC and our role in the Property Assessment and Taxation System.

Presented by: Carmelo Lipsi, Vice President and COO & Mary Dawson Cole, Regional Manager, Municipal and Stakeholder Relations.

11:30 am

Cardiovascular Surgery is Coming to Thunder Bay & Northwestern Ontario!

Presented by: Mayor Wendy Landry, Dr. Peter Voros, EVP In-Patient Care Programs, Mr. Barry Streib, Board Member - Thunder Bay Regional Health Sciences Foundation and Cindy Levanto-Kawahara, Staff, Thunder Bay Regional Health Sciences Foundation

12:00 pm

Lunch Buffet

1:00 pm

Keynote: Magic Wand: How pro-active government can turn around practically any city, town or village and case studies that prove it
Presented by: Bruce Firestone, Real Estate Investment and Business coach

2:00 pm

Ombudsman Ontario

Presented by: Laura Pettigrew, General Counsel

2:45 pm

Health Break

3:00 pm

Centre for Rural & Northern Health Research Thunder Bay Drug Strategy & Lakehead University

Presented by: Dr. Mushquash, Dr. Mary Ellen Hill and Shevaun Nadin & Cynthia Olsen, Coordinator, Thunder Bay Drug Strategy

3:45 pm

Ontario Northland

Presented by: Corina Moore, President and CEO

6:00 pm

Reception Annual Banquet – Embassy Ballroom, Victoria Inn

6:30 pm

Dinner is served

7:30 pm

Entertainment – The Duelling Pianos

Friday, April 26, 2019 Location: Embassy Ballroom

7:30 am

Buffet Breakfast

7:30 am to 8am **East-West Tie Construction Update, NextBridge**

Presented by: Matthew Jackson, Manager, Community & Indigenous Engagement, Eastern Canada, Enbridge Pipelines Inc.

8:00 am

TEC HUB – Training and Educating for the Future Presented

by: Emilio Rigato

8:15 am

Marc Serré, MP, Parliamentary Secretary to the Minister of Rural Economic Development

8:30 am

GEMS 2+1 Road Pilot Project

Presented by: Mark Wilson

9:00 am

The Case of the Shrinking Wood Supply: Working Together We Can Reverse the Trend

Presented by: Jamie Lim, President, OFIA

9:45 am

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay - Atikokan

10:00 am

Health Break

10:15 am

Creative Destruction in the Forest Sector--Where Do we Go From Here?

Presented by: Howard Hampton and Peter Love, Pilot Law

10:45 am

Prosperity and Growth Strategy for Northern Ontario

Presented by: Aime DiMatteo, Director General, FEDNOR

11:15 am

Hon. Steve Clark, Minister of Municipal Affairs & Housing

Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs

Hon. Sylvia Jones, Minister of Community Safety & Correctional Services



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/45**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: May 7, 2019
SUBJECT: Councillor Michael Behan–NOMA Annual Meeting and Conference Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$100.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Councillor Michael Behan.

Expenses

1. Meals	\$100.00
2. Per Diem	<u>560.00</u>
Total travel and Per Diem Claims	<u>\$660.00</u>

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,611.29 to attend the conference as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-D Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the amount of \$660.00 as submitted by Councillor Michael Behan for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$660.00 as submitted by Councillor Michael Behan for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1.	Attendee	MICHAEL BEHAN								
2.	Conference/Seminar Attended	NOMA								
	Location (Facility and City)	THUNDER BAY								
	Dates	APRIL 23-26								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation									
	Transportation									
	Breakfast				\$13.00				\$13.00	
	Lunch						\$17.00		\$17.00	
	Dinner			\$35.00	\$35.00				\$70.00	
	Per Diem									
	Other									
4.	Prepaid Expenses	Registration		Air Travel		Other		Total		
5.	Town Used Vehicle	Yes	No	Reason					Total	
	Mileage Claimed	KM x CRA rate =								
6.	Approved					Total Expenses				\$100.00
						Advance Received				
						Balance Claimed				
						Balance Refunded				

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

APRIL 30/2019
 Date

Michael Behan
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	MICHAEL BEHAN
Conference / Seminar Attended	NOMA
Location	THUNDER BAY
Dates	APRIL 23-26

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		APRIL 23	APRIL 24	APRIL 25	APRIL 26			
Amount		\$50	\$160	\$160	\$160			560.

Name (Please Print)	Signature
MICHAEL BEHAN	Michael Behan
Approved	Date
	APRIL 30/2019

To be submitted to Payroll for processing when approved by Council

Victoria Inn Thunder Bay
 555 W. Arthur St
 Thunder Bay, ON
 P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Michael Behan

Page # 1
 Res. # 615251
 Checked in Tue Apr 23/19 - 6:49pm
 Checked out Fri Apr 26/19 - 7:13am
 Nights 3

Promo Code
 Room 227

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr23	Room - Government Rate		128.00	
Apr23	Municipal Accommodation Tax By		5.12	
Apr23	HST		17.31	
Apr24	Room - Government Rate		128.00	
Apr24	Municipal Accommodation Tax By		5.12	
Apr24	HST		17.31	
Apr25	Room - Government Rate		128.00	
Apr25	Municipal Accommodation Tax By		5.12	
Apr25	HST		17.31	
Apr26	PAID BY VISA - Th auth #004284 *****8250			451.29
		0.00	451.29	451.29

N.O.M.A.
 Attn: Kristen Oliver
 P.O. Box 10308
 Thunder Bay, On. (NOMA01)
 P7B 6T8

As of September 1, 2018 a new 4% Municipal Accommodation Tax has been implemented by the City of Thunder Bay. For information on tax by-law 74/2018 visit www.thunderbay.ca/MAT or call 807.625.2230.

Our H.S.T. # is 835058603

Charge Summary:

HST 51.93

Kathy Lawson

From: service@intl.paypal.com
Sent: Tuesday, March 12, 2019 10:25 AM
To: Kathy Lawson
Subject: Your payment to Northwestern Ontario Municipal Association



You sent a payment of \$3,500.00 CAD
 to Northwestern Ontario Municipal
 Association.

12-Mar-2019 11:25:01 GMT-04:00
 Receipt No:0934-3007-7530-1927

Hello Kathryn Lawson,

This charge will appear on your credit card statement as payment to PAYPAL
 *NORTHWESTER.

Save time with a PayPal account

Create a PayPal account and save your payment
 information. You won't need to enter your payment
 information every time you shop online.

[Sign Up Now](#)

Shop with confidence

We keep your financial information
 secure.

Transactions monitored 24/7

Our fraud specialists help protect
 your account.

You're protected

Zero fraud liability for eligible
 unauthorized purchases. [See](#)
[eligibility](#)



Merchant information:
 Northwestern Ontario Municipal
 Association

Instructions to merchant:
 None provided



Shipping information:

Shipping method:
 Not specified

Description	Unit price	Qty	Amount
NOMA Annual General Meeting 2019 - June Caul	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Michael Behan	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Wendy Brunetta	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Douglas Judson	\$500.00 CAD	1	\$500.00 CAD

2019 NOMA Annual Meeting & Conference Agenda
Wednesday, April 24, 2019 Location: Victoria Inn & Conference Center,
Thunder Bay, Embassy Room

- 10:30 am **Registration Opens**
- 11:00 am **Conference Welcome**
Call to Order & Greetings from
Mayor Wendy Landry, President
Mayor Bill Mauro, City of Thunder Bay
Mayor Allan Thompson, ROMA
Roll Call
Greetings from Michael Gravelle, MPP Thunder Bay – Superior North
Judith Monteith Farrell, MPP Thunder Bay – Atikokan
Peter Collins, Chief, Fort William First Nation
- 11:20 am **Keynote: AMO Update**
Presented by: Jamie McGarvey, President, & Matthew Wilson, Senior Advisor
Association of Ontario Municipalities
- NOON **LUNCH**
- 12:45 pm **Cyber Security**
Presented by: Jessica Jaremchuk, Frank Cowan Company
- 1:30 pm **Hydro One Investing in Northwestern Ontario**
Presented by: Jason Fitzsimmons, Chief Corporate Affairs and Customer Care Officer
- 2:15 pm **The Hon. Monte McNaughton, Minister of Infrastructure**
- 2:30 pm **Schedule One Update – WSIB**
Presented by: Janine Dyck, Vice President, Employer Services
- 3:15 pm **HEALTH BREAK**
- NOMA Annual General Meeting**
- 3:30 pm to 1. Call to Order
4:30 pm 2. Approval of minutes of 72nd Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2019
 7. Approval of 2019 Operating Estimates
 8. Approval to receive Committee & District Associations Reports
 Adjournment
- 6pm to 8pm **Opening Reception**

Thursday, April 25, 2019, Embassy Ballroom

7:30 am to 5:00 pm Registration & Expo

7:45 am

Buffet Breakfast

8:30 am

LAS Update

Presented by: Jeff Barten, Energy & Asset Services Manager

9:15 am

IESO

Presented by: Terry Young, Vice President, Policy, Engagement & Innovation

10:00 am

Health Break

10:15 am

Starting and Supporting Youth Advisory Committees, Parks & Recreation Ontario

Presented by: Sue Peterson, Project Manager, Youth Engagement Project

10:45 am

Understanding MPAC and our role in the Property Assessment and Taxation System.

Presented by: Carmelo Lipsi, Vice President and COO & Mary Dawson Cole, Regional Manager, Municipal and Stakeholder Relations.

11:30 am

Cardiovascular Surgery is Coming to Thunder Bay & Northwestern Ontario!

Presented by: Mayor Wendy Landry, Dr. Peter Voros, EVP In-Patient Care Programs, Mr. Barry Streib, Board Member - Thunder Bay Regional Health Sciences Foundation and Cindy Levanto-Kawahara, Staff, Thunder Bay Regional Health Sciences Foundation

12:00 pm

Lunch Buffet

1:00 pm

Keynote: Magic Wand: How pro-active government can turn around practically any city, town or village and case studies that prove it
Presented by: Bruce Firestone, Real Estate Investment and Business coach

2:00 pm

Ombudsman Ontario

Presented by: Laura Pettigrew, General Counsel

2:45 pm

Health Break

3:00 pm

Centre for Rural & Northern Health Research Thunder Bay Drug Strategy & Lakehead University

Presented by: Dr. Mushquash, Dr. Mary Ellen Hill and Shevaun Nadin & Cynthia Olsen, Coordinator, Thunder Bay Drug Strategy

3:45 pm

Ontario Northland

Presented by: Corina Moore, President and CEO

6:00 pm

Reception Annual Banquet – Embassy Ballroom, Victoria Inn

6:30 pm

Dinner is served

7:30 pm

Entertainment – The Duelling Pianos

Friday, April 26, 2019 Location: Embassy Ballroom

7:30 am

Buffet Breakfast

7:30 am to 8am **East-West Tie Construction Update, NextBridge**

Presented by: Matthew Jackson, Manager, Community & Indigenous Engagement, Eastern Canada, Enbridge Pipelines Inc.

8:00 am

TEC HUB – Training and Educating for the Future *Presented by: Emilio Rigato*

8:15 am

Marc Serré, MP, Parliamentary Secretary to the Minister of Rural Economic Development

8:30 am

GEMS 2+1 Road Pilot Project

Presented by: Mark Wilson

9:00 am

The Case of the Shrinking Wood Supply: Working Together We Can Reverse the Trend
Presented by: Jamie Lim, President, OFIA

9:45 am

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay - Atikokan

10:00 am

Health Break

10:15 am

Creative Destruction in the Forest Sector--Where Do we Go From Here?

Presented by: Howard Hampton and Peter Love, Pilot Law

10:45 am

Prosperity and Growth Strategy for Northern Ontario

Presented by: Aime DiMatteo, Director General, FEDNOR

11:15 am

Hon. Steve Clark, Minister of Municipal Affairs & Housing

Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs

Hon. Sylvia Jones, Minister of Community Safety & Correctional Services



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/47**

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: May 7, 2019
SUBJECT: Councillor Rick Wiedenhoeft–NOMA Annual Meeting and Conference Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$193.60 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Councillor Rick Wiedenhoeft.

Expenses

1. Meals	\$100.00
2. Gas	93.60
3. Per Diem	<u>560.00</u>
Total travel and Per Diem Claims	<u>\$753.60</u>

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,704.89 to attend the conference as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-D Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the amount of \$753.60 as submitted by Councillor Rick Wiedenhoeft for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the amount of \$753.60 as submitted by Councillor Rick Wiedenhoeft for his attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019.

TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1.	Attendee	<i>RICK WIEDENHOEFT</i>								
2.	Conference/Seminar Attended	<i>NOMA.</i>								
	Location (Facility and City)	<i>Victoria Hotel Thunder Bay</i>								
	Dates	<i>Tuesday April 23 - Friday April 26, 2019</i>								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation	<i>Paid by Town</i>	<i>✓</i>	<i>✓</i>	<i>✓</i>				<i>—</i>	
	Transportation									
	Breakfast				<i>13.00</i>				<i>13.00</i>	
	Lunch						<i>17.00</i>		<i>17.00</i>	
	Dinner			<i>35.00</i>	<i>35.00</i>				<i>70.00</i>	
	Per Diem									
	Other									
4.	Prepaid Expenses	Registration		Air Travel		Other		Total		
5.	Town Used Vehicle	<i>Yes</i>	No	Reason					Total	
	Mileage Claimed	KM x CRA rate =			<i>GAS 25.04 + 68.56</i>				<i>93.60</i>	
6.	Approved					Total Expenses				<i>193.60</i>
						Advance Received				
						Balance Claimed				
						Balance Refunded				

The agenda must be attached to process payment

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

Monday April 29, 2019
 Date

R. Widenhoeft
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

SHELL CANADA PRODUCTS
1110 WEST ARTHUR STREET
THUNDER BAY, ON P7E 6P9
(807) 473-4325

Tax Description	Qty	Amount
-----------------	-----	--------

H Bronze No8 17.900 L @ \$1.399/ L		\$25.04
---------------------------------------	--	---------

Sub Total		\$25.04
-----------	--	---------

13.0% HST tax on	\$0.00	\$0.00
------------------	--------	--------

5.0% HST-F tax on	\$0.00	\$0.00
-------------------	--------	--------

TOTAL		\$25.04
--------------	--	----------------

Cash		\$30.25
------	--	---------

Change		\$5.21
--------	--	--------

Fuel Includes HST	13.0%	\$2.88
-------------------	-------	--------

Fuel Includes HST-F	5.0%	\$0.00
---------------------	------	--------

HST - Fuel - ON No.	137400032RT	
---------------------	-------------	--

SHELL CANADA PRODUCTS
HWY 11 EAST
FORT FRANCES, ON P9A 3M3
(807) 274-2221

Tax Description	Qty	Amount
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H Bronze FS No1 47.978 L @ \$1.429/ L		\$68.56
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Sub Total		\$68.56
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13.0% HST tax on	\$0.00	\$0.00
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5.0% HST-F tax on	\$0.00	\$0.00
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TOTAL		\$68.56
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MASTERCARD:		\$68.56
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Change		\$0.00
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Fuel Includes HST	13.0%	\$7.89
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Fuel Includes HST-F	5.0%	\$0.00
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HST - Fuel - ON No.	R106555360	
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01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX3783

TERMINAL No. 89102381

PURCHASE

INV No. 023815536

APPROVAL No. 08421Z

MasterCard

AID A0C00000041010

TVR 00C0008000

TSI E80C

VERIFIED BY PIN

IMPORTANT

retain this copy for your records

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

Attendee	<i>Rick Wiedenheft</i>
Conference / Seminar Attended	<i>NOMA</i>
Location	<i>Victoria Inn Thunder Bay</i>
Dates	<i>Tuesday April 23 - Friday April 26 / 19</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		<i>April 23</i>	<i>April 24</i>	<i>April 25</i>	<i>April 26</i>			<i>3 1/2</i>
Amount		<i>80.00</i>	<i>160.00</i>	<i>160.00</i>	<i>160.00</i>			<i>560.00</i>

Name (Please Print) <i>Rick WIEDENHEFT</i>	Signature <i>R. Wiedenheft</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council

NOMA Annual General Meeting 2019 - Andrew Hallikas	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Rick Wiedenhoeft	\$500.00 CAD	1	\$500.00 CAD
NOMA Annual General Meeting 2019 - Douglas Brown	\$500.00 CAD	1	\$500.00 CAD
Subtotal:			\$3,500.00 CAD
Discount:			-\$0.00 CAD
Insurance:			----
Total:			\$3,500.00 CAD

Receipt No: 0934-3007-7530-1927

Please keep this receipt number for future reference. You'll need it if you contact customer service at Northwestern Ontario Municipal Association or PayPal.

[Help](#) | [Security Centre](#)

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PayPal Email ID PP1469 - 35e1a129632bb



VICTORIA INN

AGENDA ITEM #8.4

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Rick Wiedenhoeft

Page # 1
Res. # 615254
Checked in Tue Apr 23/19 - 6:47pm
Departing Fri Apr 26/19
Nights 3

Promo Code
Room 237

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr23	Room - Government Rate		128.00	
Apr23	Municipal Accommodation Tax By		5.12	
Apr23	HST		17.31	
Apr24	Room - Government Rate		128.00	
Apr24	Municipal Accommodation Tax By		5.12	
Apr24	HST		17.31	
Apr25	Room - Government Rate		128.00	
Apr25	Municipal Accommodation Tax By		5.12	
Apr25	HST		17.31	
			-----	-----
			451.29	451.29
				0.00

N.O.M.A.
Attn: Kristen Oliver
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8

As of September 1, 2018 a new 4% Municipal Accommodation Tax has been implemented by the City of Thunder Bay.
For information on tax by-law 74/2018 visit
www.thunderbay.ca/MAT or call 807.625.2230.

Our H.S.T. # is 835058603

Charge Summary:
HST

51.93

*Paid by Town.
Rw.*

2019 NOMA Annual Meeting & Conference Agenda

**Wednesday, April 24, 2019 Location: Victoria Inn & Conference Center,
Thunder Bay, Embassy Room**

- | | |
|-----------------------|---|
| 10:30 am | Registration Opens |
| 11:00 am | Conference Welcome
<i>Call to Order & Greetings from NOMA – Mayor Wendy Landry, President</i>
<i>Roll Call</i>
<i>Greetings from Invited Dignitaries</i> |
| 11:20 am | Keynote: AMO Update
<i>Presented by: Jamie McGarvey, President, Association of Ontario Municipalities</i> |
| NOON | LUNCH |
| 12:45 pm | Cyber Security
<i>Presented by: Jessica Jaremchuk, Frank Cowan Company</i> |
| 1:30 pm | Hydro One
<i>Presented by: TBD</i> |
| 2:15 pm | The Hon. Monte McNaughton, Minister of Infrastructure |
| 2:30 pm | Schedule One Update – WSIB
<i>Presented by: TBD</i> |
| 3:15 pm | HEALTH BREAK |
| 3:30 pm
to 4:30 pm | NOMA Annual General Meeting <ol style="list-style-type: none"> 1. Call to Order 2. Approval of minutes of 72nd Annual General meeting 3. Approval to receive the Presidents Report 4. Resolutions Committee 5. Approval of Auditors Report 6. Appointment of Auditors for 2019 7. Approval of 2019 Operating Estimates 8. Approval to receive Committee & District Associations Reports Adjournment |
| 6:00 pm to
8:00 pm | Opening Reception
Join your colleagues for networking, appetizers and a cash bar. Be sure and visit the exhibitors who have registered for the 2019 conference |

Thursday, April 25, 2019, Embassy Ballroom**7:30 am to 5:00 pm Registration & Expo**

7:45 am

Buffet Breakfast

8:30 am

LAS Update*Presented by: Jeff Barten, Energy & Asset Services Manager*

9:15 am

IESO*Presented by: Terry Young, Vice President, Policy, Engagement & Innovation*

10:00 am

Health Break

10:15 am

Starting and Supporting Youth Advisory Committees, Parks & Recreation Ontario*Presented by: Sue Peterson, Project Manager, Youth Engagement Project*

10:45 am

MPAC*Presented by: Carmelo Lipsi, Vice President and COO & Mary Dawson-Cole, Regional Manager, Municipal Stakeholder Relations*

11:30 am

Thunder Bay Regional Health Sciences Foundation*Presented by: Barry Streib Foundation Board of Director*

12:00 pm

Lunch Buffet

1:00 pm

Keynote: Magic Wand: How pro-active government can turn around practically any city, town or village and case studies that prove it*Presented by: Bruce Firestone, Real Estate Investment and Business coach*

2:00 pm

Ombudsman Ontario*Presented by: Laura Pettigrew*

2:45 pm

Health Break

3:00 pm

Centre for Rural & Northern Health Research Thunder Bay Drug Strategy & Lakehead University*Presented by: Dr. Mushquash*

3:45 pm

HOLD: FOR ONTARIO NORTHLAND

4:30 pm to 4:45 pm

HOLD: Marc Serre, MP, Parliamentary Secretary to the Minister of Rural Economic Development

6:00 pm

Reception Annual Banquet – Embassy Ballroom, Victoria Inn

6:30 pm

Dinner is served – Entertainment The Duelling Pianos

Friday, April 26, 2019 Location: Embassy Ballroom

7:45 am

Buffet Breakfast

8:30 am

GEMS 2+1 Road Pilot Project*Presented by: Mark Wilson*

9:00 am

The Case of the Shrinking Wood Supply: Working Together We Can Reverse the Trend*Presented by: Jamie Lim, President, OFIA*

9:45 am

Prosperity and Growth Strategy for Northern Ontario*Presented by: Aime DiMatteo, Director General, FEDNOR*

10:15 am

Health Break

10:30 am

HOLD – NOHFC Update*On hold for Elected Officials and the Bearpit**Confirmed to date:*

11:00 am or

Minister Steve Clark, Minister of Municipal Affairs & Housing

12:45 pm

Minister Greg Rickford, Minister of Energy, Northern Development & Mines and Indigenous Affairs**Minister Sylvia Jones, Minister of Community Safety & Correctional Services**

The agenda is still in the planning stages as we await confirmations from the government and regional elected officials. The latest it will go is 2:00 pm but could conclude sooner. The agenda will be updated as confirmations are received.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/42**

To: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: May 9, 2019

Subject: 2019 Capping Parameters for Capped Properties

BACKGROUND

In accordance with s. 329.1 of the *Municipal Act*, a single tier municipality may pass a by-law to implement one or more of the capping parameters provided for each of the capped property classes (commercial, industrial and multi-residential).

Capping parameters consist of the following:

- Increase 10% of annualized taxes
- Increase 10% CVA tax increase
- Utilize up to \$500 threshold to move to CVA based taxes
- Properties that were at CVA Tax in 2018 or that would cross over CVA Tax in 2019 can be excluded from capping
- Exclude Reassessment related increases from the capping Calculations (new in 2017)
- Minimum tax level for new to class construction properties eligible for 6 comparables (i.e. 70% for 2005, 80% for 2006, 90% for 2007 and 100% for 2008 and beyond)
- Capping Exit Options – Eligible Phase-out at 1/2, Year 3 of 4 only if vacant land is excluded (new for 2017)

Any of the above referenced capping parameters may be used on their own or in combination with other options and can be applied differently to each capped class. If a by-law is not passed under section 329.1 then only 5% of the previous year's annualized tax limit would be allowed. In 2017, capping parameters were revenue neutral within the industrial class, 10% increase of annualized tax limit based on previous year's annualized taxes, 10% increase of the prior year CVA tax limit, that the minimum tax level of 100% for new construction to capped property classes be maintained, exclude reassessment related increases from the capping calculation, properties that were at CVA Tax in 2018 or that would cross over CVA Tax in 2019 be excluded from capping, and that the capping phase-out Year 3 (1/2) be included in capping options.

As indicated in the OPTA 2019 Capping Summary Analysis Reports there are no properties subject to capping in 2019. For next year, the Industrial class will be eligible for the Exit Capping Immediately option.

Since we chose to enter capping phase-out in 2017, it is best to continue with the same options as the last two years:

Capping Options

- Increase 10% of annualized taxes

- Increase 10% CVA tax increase
- Properties that were at CVA Tax in 2018 or that would cross over CVA Tax in 2019 are excluded from capping
- Exclude Reassessment related increases from the capping Calculations
- Capping Exit Options – Eligible Phase-out at 1/2, Year 3 of 4 only if vacant land is excluded

This will ensure the earliest exit of capping as well as ensure that each property is paying as close to CVA tax as possible.

RECOMMENDATION

Administration recommends approval of the 2019 capping parameters:

1. That revenue neutral be maintained within the Industrial class.
2. That the annual limit on capping for the Industrial class will be a 10 per cent increase of the annualized tax limit based on the previous year's annualized taxes.
3. That the annual limit for the Industrial class will be a 10 per cent increase of the prior year CVA tax limit.
4. That there shall be a minimum tax level of 100% for properties eligible for New Construction or New to Class in 2019.
5. That properties that were at CVA Tax in 2018 or that would cross over CVA Tax in 2019 be excluded from capping.
6. To exclude reassessment related increases from the Capping Calculation.
7. That the Capping Phase-out Year 3 (1/2) be included in capping options.
8. Further that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward to the May 13, 2019 Council Meeting.

Council Approval of This Report Will Agree to approve the 2019 capping parameters for revenue neutral within the industrial class, 10% increase of annualized tax limit based on previous year's annualized taxes, 10% increase of the prior year CVA tax limit, that the minimum tax level of 100% for new construction to capped property classes be maintained, to exclude properties that were at CVA Tax in 2018 or that would cross over CVA Tax in 2019, to exclude reassessment related increases from the Capping Calculation and that the Capping Phase-out Year 3 (1/2) be included in capping options.

Further that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward to tonight's Council Meeting.

May 13, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Agreement with Norther Ontario Heritage Fund Corporation for a year 2 Internship Application

On May 10, 2018 an application was submitted for a year 2 internship grant through Northern Ontario Heritage Fund for the Town's Asset Management Coordinator. On March 26, 2019 the Town received notification that we were successful in our application.

Yingwen (Crystal) Tan was employed with us as an Asset Management Coordinator Intern from July 17, 2017 to March 29, 2019 and the internship funding from NOHFC Coupled with Federal Gas Tax revenue funded that position. The internship grant for year two, that we have received, will fund from July 17, 2018 to March 29, 2019.

Attached to this report is the year two agreement with Northern Ontario Heritage Fund and it is recommended that this agreement be executed by Mayor and Clerk.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of administration for Mayor and Clerk to execute an agreement with Northern Ontario Heritage Fund for a year 2 internship grant for the Town's Asset Management Coordinator.

2019May NOHFC Internship Grant Year 2 Agreement

Internship Project Number: 8520172

**Northern Ontario Heritage Fund Corporation
Northern Ontario Internship Program Agreement**

THIS AGREEMENT is made effective as of **May 10, 2018** (the "Agreement")

B E T W E E N: **Northern Ontario Heritage Fund Corporation ("NOHFC")**

A N D: **TOWN OF FORT FRANCES (the "Employer")**

WHEREAS the Employer is a municipality under the laws of Ontario and wishes to obtain financial assistance from NOHFC to enable it to continue to employ Yingwen Tan (the "**Intern**") for an additional year so that the Intern can continue working towards her professional accreditation as a Professional Engineers of Ontario, as more fully described in Schedule B;

AND WHEREAS further to the approval letter from the Executive Director of NOHFC dated as of March 6, 2019 (the "**Approval Letter**"), NOHFC wishes to provide financial assistance towards the costs of the second year of the Position in the form of a conditional contribution that would not need to be repaid by the Employer provided that the terms and conditions of this Agreement are satisfied;

NOW THEREFORE in consideration of mutual promises and agreements contained in this Agreement and other good and valuable consideration, the parties agree as follows:

A. The Agreement

The following Schedules are attached to, and form part of, this Agreement:

- Schedule A - Terms and Conditions
- Schedule B - Position Description and Financial Information
- Schedule C - Form of Request for Reimbursement
- Schedule D - Final Report

Capitalised terms not otherwise defined in this document shall have the meanings ascribed to them in Schedule A.

B. Agreement Term and Internship Work Term

This Agreement shall be in effect until the earliest of:

- (i) the final day of the Work Term;
- (ii) the 24-month anniversary of the date of the Approval Letter, and
- (iii) the date this Agreement is otherwise terminated in accordance with its terms.

The Employer shall cause the Position to be filled and paid for during the Work Term. The Work Term must last for a period of 52 weeks and must be completed within 24 months after the date of the Approval Letter. No financial assistance will be provided for any employment after such date.

C. Contribution

The Contribution is limited to the lesser of:

- (i) ninety percent (**90%**) of Eligible Costs incurred and paid by the Employer to the Intern during the Work Term (Note: this percentage is based on the weekly wage set out in Schedule B; if the Employer pays the Intern more or less than that wage, NOHFC will adjust the percentage accordingly), and
- (ii) **thirty one thousand five hundred dollars** (\$31,500.00)

D. Specific Terms and Conditions

NOHFC's obligation to pay some or all of the Contribution to the Employer at any time during the term of this Agreement is conditional upon the Employer recruiting, hiring, training and paying the Intern in accordance with this Agreement and complying with all other provisions of this Agreement, including the additional terms set out in this section D, if any.

E. Contact

The contact information for the parties is as follows:

	NOHFC	TOWN OF FORT FRANCES
Full Legal Name	Northern Ontario Heritage Fund Corporation	TOWN OF FORT FRANCES
Address	70 Foster Drive, Suite 200 Sault St. Marie, Ontario P6A 6V8	320 Portage Avenue Fort Frances ON P9A 3P9
Contact Name	Melanie Muncaster	Travis Rob
	Executive Director	Manager, Operations and Facilities
Telephone	1 (800) 461-8329; 1 (705) 945-6700	
Facsimile	1 (705) 945-6701	
E-mail	nohfc@ndm.gov.on.ca	trob@fortfrances.ca

[Signature page follows]

F. Agreement to be Bound.

The parties to this Agreement acknowledge and agree that they have read it, understand it, have the authority to enter into it and agree to be bound by it. The signatories certify that they have the power and authority to bind the party on behalf of which they are executing this Agreement.

TOWN OF FORT FRANCES

By: _____ Date Signed: _____

Name (Print): _____ Title: _____

NORTHERN ONTARIO HERITAGE FUND CORPORATION

By: _____ Date Signed: _____
Melanie Muncaster, Executive Director

SCHEDULE A

TERMS AND CONDITIONS

1. Interpretation

- 1.1. In this Agreement, the following capitalized terms have the meanings set out below:
- (a) "Contribution" means the conditional contribution payable by NOHFC to the Employer in accordance with this Agreement;
 - (b) "Eligible Candidate" means an individual who (i) is a graduate of a college or university from any country with qualifications in a field of study that is related to the employment offered by the Employer and is eligible to work in Canada, and (ii) not an immediate family member or relative of the Employer;
 - (c) "Eligible Costs" means the actual salary or wages paid to the Intern which were incurred by the Employer during the Work Term, but does not include:
 - (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); sick pay; and
 - (ii) the Employer's portion of statutory remittances, including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums;
 - (d) "Intern" has the meaning set forth in the recitals of this Agreement, and
 - (e) "Northern Ontario" means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming;
 - (f) "Position" means the internship position described in Schedule B;
 - (g) "Work Term" means the timing and duration of the Position set out in Schedule B. The Work Term may not commence prior to the date of the Employer's application to NOHFC in respect of this Agreement.
- 1.2. In the event of conflict between the provisions of the different components of this Agreement, the main body of this Agreement shall prevail over the Schedules, and Schedule A shall prevail over Schedule B.

2. Position and Hiring

- 2.1. The Employer shall fulfill its obligations under this Agreement with due diligence and in a businesslike manner. At all times, the Employer shall be responsible for (i) the identification and recruitment of Eligible Candidates, and (ii) the hiring, training, supervision and payment of the Intern. The Employer shall have provided (and shall

provide upon request) such information to the assigned project officer about the Intern as NOHFC may reasonably require (but not personal information, as defined in the Freedom of Information and Protection of Privacy Act, unless the disclosure of such personal information has been consented to by the prospective Intern) to satisfy NOHFC that the Intern meets the applicable eligibility criteria set out in the definition of Eligible Candidate, above. NOHFC has no responsibility for, no relationship with, and no liability for the actions of, any Intern.

- 2.2. The Employer agrees that it is responsible for recruiting Eligible Candidates through a fair selection process and will work through career centres of post-secondary educational institutions, where reasonably possible.
- 2.3. The Employer shall not alter any element of a Position (as described in its application for a Contribution) or permit or cause any other material change to the Position, without the prior written consent of NOHFC. NOHFC's consent shall not be withheld unreasonably.
- 2.4. The Contribution is intended to reimburse the Employer for a portion of the salary paid by the Employer to the Intern, and may not be applied towards the salary of any other employee of the Employer. If the Position becomes vacant for any reason prior to the end of the Work Term, the Employer must immediately notify NOHFC.

Despite the foregoing, if the Employer wishes to hire a new intern for any position at any time, the Employer may submit a new funding application under the Northern Ontario Internship Program, which will be evaluated in the normal course in accordance with NOHFC's usual guidelines and criteria.

3. Contribution Conditions

- 3.1. NOHFC makes the Contribution on the basis of reimbursement for Eligible Costs incurred. On expiry or termination of this Agreement or termination of a Position, NOHFC may recover any excess of funds provided to the Employer and such amount is considered to be a debt immediately due and payable to NOHFC.
- 3.2. The amount of the Contribution paid to the Employer shall be used only to reimburse actual expenditures on Eligible Costs during the Work Term.
- 3.3. In no event will NOHFC be responsible for funding any cost overruns related to a Position.
- 3.4. Before advancing any part of the Contribution, NOHFC shall have received a completed electronic funds transfer information form which will enable NOHFC to deposit the funds into the Employer's designated bank account by way of electronic funds transfer.

4. Additional Assistance

- 4.1. The Employer shall notify NOHFC if the Employer receives additional assistance towards the cost of a Position from sources other than NOHFC. NOHFC may in its sole discretion reduce the amount of the Contribution by an amount equal to the amount of any new funding received by the Employer, to ensure that there is no duplication in funding.

5. Pre-disbursement Requirements

- 5.1. Prior to the first disbursement of the Contribution under this Agreement, the Employer shall provide to the assigned project officer: (i) copies of its resolution(s), by-law(s) or other documentation satisfactory to NOHFC, evidencing that the Position and the application for a conditional contribution have been properly authorised, and (ii) any additional authorisations identified in section D of the main body of this Agreement, "Specific Terms and Conditions", and (iii) the insurance certificate(s) or other documents provided for in section 9.

6. Default

- 6.1. If the Employer is in default under this Agreement or any other agreement between it and NOHFC, in its sole discretion NOHFC may recover any funds advanced or an amount equal to the advanced funds and may refrain from making further payments of the Contribution. The Employer agrees that if it is in default under this Agreement, NOHFC may refuse to consider any future applications by the Employer for NOHFC funding.
- 6.2. The following constitute events of default under this Agreement:
 - (a) the Employer becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or in the sole opinion of NOHFC, otherwise faces other serious financial difficulty;
 - (b) an order is made or resolution passed for the winding up of the Employer, or the Employer is dissolved or in the sole opinion of NOHFC, the Employer ceases to operate;
 - (c) the Employer has submitted false or misleading information to NOHFC, or otherwise makes a false representation in this Agreement;
 - (d) the Employer has failed to perform one or more of its obligations under this Agreement; or
 - (e) in the opinion of NOHFC, there is a material adverse change in risk.

7. Payment of Contribution

- 7.1. The Contribution will be paid semi-annually on a reimbursement basis. At the end of each 6-month period during the Work Term, the Employer shall submit to the assigned project officer a completed Request for Reimbursement (in the form of Schedule C hereto), including a Statement of Account, and any other semi-annual reports or deliverables required herein. A final payment at the end of the Work Term will not be made until NOHFC has received a final Request for Reimbursement (including Statement of Account) and a Final Report. "Statement of Account" and "Final Report" are described in subsections 7.4 and 7.5 below, respectively.
- 7.2. Subject to the terms and conditions of the Agreement, NOHFC shall issue a cheque in the Employer's name or deposit the Funds electronically into an account designated by the Employer in writing, provided that the account resides at a Canadian financial institution and is in the name of the Employer.

- 7.3. In the event of a debt owing to NOHFC by the Employer, the Employer shall pay the amount of the debt, if any, by cheque payable to the "Northern Ontario Heritage Fund Corporation" and the said cheque shall accompany the final Statement of Account.
- 7.4. Every Statement of Account required under this Agreement shall include:
- (a) details of expenditures on Eligible Costs to date in the form set out in Schedule C;
 - (b) a statement that the Intern meets the applicable eligibility criteria set out in paragraph 1.1(b) and that all expenditures are in accordance with this Agreement;
 - (c) a signature by a person with signing authority for the Employer, verifying the information in paragraphs 7.4 (a) and (b) above; and
 - (d) if requested by NOHFC, original receipts or other evidence of payment of salary, wages and employee benefits, which upon request by the Employer may be returned to the Employer after the Statement of Account has been paid.
- 7.5. The Final Report shall be in the form set out in Schedule D to this Agreement.

8. Records and Monitoring

- 8.1. The Employer shall maintain financial records and books of account respecting the Position in accordance with generally accepted accounting procedures.
- 8.2. NOHFC and the Auditor General of Ontario and their employees and agents shall be allowed access to the Employer's premises and to the Intern's work site to inspect and assess the progress and results of the Position and the Position records, both during and following the term of this Agreement.
- 8.3. The Employer shall supply, on request, such information in respect of the Position and its results as NOHFC may require for the purpose of monitoring the Position or the Northern Ontario Internship Program.
- 8.4. If NOHFC or the Auditor General of Ontario believes that there are material inaccuracies in or inconsistencies between the Statements of Account and the Employer's financial records and books of account, NOHFC or the Auditor General of Ontario may request and the Employer must provide at its own expense an audit report from a public accountant licensed under the laws of Ontario. The audit report must be satisfactory to NOHFC in form and content and address:
- (a) NOHFC funds received to date;
 - (b) expenditures made to date;
 - (c) whether the expenditures were made in accordance with this Agreement; and
 - (d) other financial information pertaining to this Agreement as may be reasonably specified in the request.

9. Indemnity and Insurance

- 9.1. The Employer hereby agrees to indemnify and hold harmless Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives from and against any and all liability, losses, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Employer or otherwise in connection with the Agreement.
- 9.2. The Employer represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out obligations similar to the obligations required of the Employer under this Agreement would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the following:
 - (a) Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
 - (b) a cross-liability clause;
 - (c) contractual liability coverage; and
 - (d) a thirty (30) day written notice of cancellation.
- 9.3. The Employer shall provide to the assigned project officer with valid certificates of insurance, or other proof as may be requested by NOHFC, that confirms the insurance coverage as provided in section 9.2. Upon the request of NOHFC, the Employer shall make available to NOHFC a copy of each insurance policy.
- 9.4. If the Employer is subject to the *Workplace Safety and Insurance Act, 1997*, the Employer is registered with the Workplace Safety and Insurance Board (WSIB), shall at all times throughout the employment of the Intern pay all amounts payable under the Act to the WSIB when they are due and, upon the request of NOHFC, shall deliver to NOHFC a copy of a current compliance certificate issued by the WSIB.

10. Compliance with Laws

- 10.1. The Employer shall, and shall require its directors, officers, partners, employees, agents, contractors and volunteers, if any, at all times to comply with any and all federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders applicable to the performance of this Agreement, the employment of the Intern and the Position. The Employer shall obtain, at its own expense, all permits from public authorities which may be required in connection with the performance of this Agreement, the employment of the Intern and the Position.

11. Information and Acknowledgement

- 11.1. The Contribution shall be acknowledged by the Employer on all reports, press releases, public statements, and publications pertaining to the Position or the Intern.
- 11.2. Subject to the *Freedom of Information and Protection of Privacy Act*, all information pertaining to the Contribution and the Employer's obligations under this Agreement is public information and may be released to third parties upon request.

12. Notices

- 12.1. Any notices to be given, and all reports and statements of account, and correspondence, under the provisions of this Agreement, shall be in writing and shall be given by personal delivery, prepaid registered mail, facsimile transmission, or courier service, and subject to change by either party with written notice, shall be addressed to the party at the address set out in this Agreement. Notices shall be deemed to have been effectively given on the date of delivery by personal service, facsimile transmission, or courier, or in the case of service by registered mail five business (5) days after the date of mailing.

13. Other Terms and Conditions

- 13.1. Corporate Changes. The Employer shall not alter its legal or corporate structure, ownership, control, financing or objects without the prior written consent of NOHFC. NOHFC's consent shall not be withheld unreasonably.
- 13.2. Assignment. The Employer shall not assign this Agreement, nor any part hereof, without the prior written approval of NOHFC. Such approval may be withheld by NOHFC in its sole discretion, or given on such terms and conditions as NOHFC may require.
- 13.3. Third Parties. The Employer shall take reasonable measures to ensure that its officers, directors, partners, employees, agents, contractors and volunteers shall be bound to observe the provisions of this Agreement.
- 13.4. Financial Assistance Only. This Agreement is not an employment agreement. This Agreement is a contract for conditional financial assistance only and nothing in it, or done pursuant to it, is to be construed as constituting the Employer as NOHFC's agent, employee, partner or joint venturer.
- 13.5. Waiver. The failure by NOHFC to insist in one or more instances upon the performance by the Employer of any of the terms or conditions of the Agreement shall not be construed as a waiver of NOHFC right to require future performance of any such terms or conditions, and the obligations of the Employer with respect to such future performance shall continue in full force and effect.
- 13.6. Force Majeure. A party to this Agreement shall not be responsible for failures in performance resulting from matters beyond the reasonable control of the party, including acts of God, riots or other civil insurrection, war, or strikes and lock-outs.
- 13.7. Severability. The invalidity or unenforceability of any provision of this Agreement or any covenant in it shall not affect the validity or enforceability of any other provision or covenant in it and the invalid provision or covenant shall be deemed to be severable.

- 13.8. Amendment. This Agreement may be amended only by written agreement between the parties. An amendment may (i) be prepared by NOHFC for signature by the Employer, or (ii) consist of a written request for one or more changes to this Agreement which the Employer submits to NOHFC by facsimile transmission ("fax"), e-mail or lettermail, and if approved without modification by NOHFC, has been signed or, in the case of e-mails, approved by NOHFC and faxed, e-mailed or mailed back to the Employer.
- 13.9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 13.10. Time is of the Essence. Time is of the essence in the performance of the obligations under this Agreement.
- 13.11. Entire Agreement. This Agreement, including the Schedules, embodies the entire agreement between the Employer and NOHFC with respect to its subject matter and supersedes any previous understanding or agreement, collateral, oral or otherwise, between them in the event of conflict.
- 13.12. Survival. The following provisions shall survive the termination or expiration of the Agreement: sections 2.0 - Position and Hiring, 7.0 - Payment of Contribution, 8.0 - Monitoring, 9.0 - Indemnity and Insurance, 11.0 - Information and Acknowledgement, and this subsection 13.12.

Internship Project Number: 8520172

SCHEDULE B**POSITION DETAILS/JOB DESCRIPTION AND FINANCIAL INFORMATION****A. POSITION DETAILS/JOB DESCRIPTION – REFER TO SECTION E OF APPLICATION****JOB TITLE:** Asset Management Plan Coordinator Year 2 Intern**JOB DESCRIPTION:**

The main objective of the proposed internship position is to focus on updating and maintaining the Town's Asset Management Plan (AMP) and ensure that all regulatory requirements are met. In addition, the intern will ensure that facility maintenance is being completed and tracked in the maintenance management program tied to the AMP and roll this functionality into other operations of the Town.

The duties and responsibilities the intern will undertake during the placement are the following:

- ensure that the two asset registers presently being maintained are combined into one register for the entire corporation;
- ensure that the Asset Management Planning is incorporated into the Corporate Budget process;
- ensure that the required AMP Policies are prepared and approved by Council in a timely fashion;
- ensure that all new condition rating information is uploaded in the Public-Sector Digest Computer Software programs; and
- assist Public Sector Digester with implementing Asset Management Planning throughout the entire organization.

Confirmation has been received that the intern is registered with the Professional Engineers of Ontario.

B. FINANCIAL INFORMATION

START DATE:	END DATE:
--------------------	------------------

# OF WEEKS	HOURS PER WEEK	HOURLY RATE	WEEKLY RATE	TOTAL WAGES	NOHFC CONTRIBUTION	NOHFC % OF ELIGIBLE COSTS*
52	40	\$26.03	\$1,041.00	\$54,142.40	\$31,500.00	58.2%

* **Note:** "NOHFC's % of Eligible Costs" is based on the weekly rate set out above. If the Employer pays the Intern more or less than that weekly wage, NOHFC will adjust the percentage accordingly so that in any event the maximum NOHFC contribution per week does not exceed the weekly rate set out above multiplied by the percentage set out above.

SCHEDULE C**Request for Reimbursement under the Northern Ontario Internship Program**

This request for reimbursement form should be completed by the Employer and returned to the project officer assigned to the Employer by NOHFC. A Statement of Account must accompany this form. If this is a final request for reimbursement, then a Statement of Account and a Final Report (Schedule D attached) must accompany this request form.

General Information			Internship Claim	
NOHFC Number: 8520172			1st Claim <input type="checkbox"/>	Final Claim <input type="checkbox"/>
Job Title: Asset Management Plan Coordinator Year 2 Intern			Pay Period covered From: _____ To: _____	Pay Period covered From: _____ To: _____ Last Date Intern Worked: _____
Employment Start Date: _____				
Employer Profile				
Employer Name: TOWN OF FORT FRANCES			Contact Name: _____	
Contact Number(s): _____				
Funding Calculations				
Maximum NOHFC Funding Approved: \$ _____			Claims to Date: \$ _____	
Claim Calculation (reference note below for eligible costs)				
Total Weeks Worked: _____	Total Hours per Week: _____	Hourly Rate Paid: \$ _____	Weekly Rate Paid: \$ _____	Total Paid (this claim): \$ _____
Declaration by Employer				
<p><i>The undersigned hereby declares that all expenditures reported in this claim form are Eligible Costs under NOHFC's Internship program, as defined below. Funds provided by NOHFC shall be used solely by the undersigned for the reimbursement of salary costs incurred through the employment of the Intern under the Internship program. Evidence of reported expenditures will be provided if requested. The Employer has fulfilled all applicable terms and conditions of the Northern Ontario Internship Agreement between the Employer and NOHFC.</i></p>				
By: _____		_____		
Authorized Signature		Date		
_____		_____		
Name (Print)		Title		

Note: "Eligible Costs" means the actual salary or wages paid to an Intern, which were incurred by the Employer during the Work Term, but do not include:

- (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); sick pay; and
- (ii) the Employer's portion of any deductions including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums

For Office Use Only

Eligible Costs on this Claim: \$ _____	x	Percentage of Eligible Costs payable by NOHFC: _____ %	=	Amount Claimed from NOHFC: \$ _____
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SCHEDULE D

Final Report

NOHFC Project Number: 8520172

Employer: TOWN OF FORT FRANCES

Job Title: Asset Management Plan Coordinator Year 2 Intern

Please provide an assessment of the Internship program

Have the objectives of the Position been met? (Please use Schedule B as a reference)

What is the employment status of the intern hired under the program?

- ☐ Intern was hired by our organization
- ☐ The intern has secured employment at another organization:
- ☐ In northern Ontario
☐ Outside northern Ontario
- ☐ None of the above – please explain: _____

Supervisor signature: _____

Date: _____

Name (Print) _____

May 13, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 19-OF-04 – 2019 Capital Facilities Tender

On April 11, 2019 the Town advertised in the Fort Frances Times and on the Town website for their 2019 Capital Facilities Tender to complete various larger capital facility renovations. On April 18th there was a mandatory site meeting held whereby 5 firms were in attendance.

On April 30, 2019 the tenders were opened publicly in the Town of Fort Frances Council Chambers where three bids were received, one from Ed Kaun and Sons, one from FinnWay General Contractors and one from Tom Jones Corporation. As per the procurement policy it is the responsibility of Administration to point out any bid irregularities. Ed Kaun and Sons submitted an amendment to their bid as one of their bid prices was reflected on the bid sheet incorrectly, however their total was correct. This was received prior to closing time. All bidders acknowledged the two addendums and provided bid bonds each totalling 10% of the project as tendered.

Attached to this report you will find an outline of the tender bids compared to budget allocations. Ed Kaun and Sons was the low bidder for the work and the Town has received good service from them in the past with similar projects. Some projects are over budget, some are under, however all projects are funded from the Building Reserve and, for the overall capital program in 2019, we are under budget by \$16,505.63 including a \$15,000.00 contingency allowance and the applicable portion of the Town's HST.

It is the recommendation of Administration to award Tender 19-OF-04 to Ed Kaun and Sons for a total tender price of \$101,455.37 including a \$15,000.00 contingency allowance and the Town's portion of HST. And further that an authorizing by-law be prepared to authorize the Mayor and Clerk to execute the agreement with Ed Kaun and Sons.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of Administration to award Tender 19-OF-04 to Ed Kaun and Sons for a total tender price of \$101,455.37 including a \$15,000.00 contingency allowance and the Town's portion of HST. And further that an authorizing by-law be prepared to authorize the Mayor and Clerk to execute the agreement with Ed Kaun and Sons.

				Ed Kaun and Sons		Finnway General Contractors		Tom Jones		Budget Allocations	Surplus/(Shortfa ll)
Item	Item Description	Estimated Quantity	Units	Price Per unit	Total Price	Price Per unit	Total Price	Price Per unit	Total Price		
1 St Francis Fields Washroom											
1.1	Remove and Replace Shingles as per tender package description. Prices for materials, labour, disposal.	1536	ft ²		\$ 5,068.80	\$ 3.90	\$ 5,990.40	\$ 2.91	\$ 4,469.76		
1.2	Remove and Replace Drip Edge	96	ft		\$ 165.00	\$ 1.20	\$ 115.20	\$ 2.19	\$ 210.24		
1.3	Remove and Replace Roof Vent Flashing	1	ea		\$ 65.00	\$ 30.00	\$ 30.00	\$ 94.60	\$ 94.60		
1.4	Remove and Replace Vented Ridge Cap	44	ft		\$ 203.50	\$ 6.00	\$ 264.00	\$ 8.49	\$ 373.56		
1.5	Install 2 permanent tie offs at specified locations	2	ea		\$ 104.50	\$ 120.00	\$ 240.00	\$ 225.38	\$ 450.76		
				TOTAL:	\$ 5,606.80	TOTAL:	\$ 6,639.60	TOTAL:	\$ 5,598.92	\$ 5,000.00	\$ (606.80)
2 Point Park Washroom											
2.1	Remove and Replace Shingles as per tender package description. Prices for materials, labour,disposal.	840	ft ²		\$ 2,772.00	\$ 3.90	\$ 3,276.00	\$ 4.24	\$ 3,561.60		
2.2	Remove and Replace Drip Edge	60	ft		\$ 104.50	\$ 1.20	\$ 72.00	\$ 5.54	\$ 332.40		
2.3	Remove and Replace 10" x 1" Fascia Board	60	ft		\$ 418.00	\$ 6.00	\$ 360.00	\$ 11.91	\$ 714.60		
2.4	Remove and Replace Roof Vent Flashing	1	ea		\$ 55.00	\$ 30.00	\$ 30.00	\$ 94.60	\$ 94.60		
2.5	Remove and Replace Vented Ridge Cap	26	ft		\$ 137.50	\$ 6.00	\$ 156.00	\$ 10.73	\$ 278.98		
2.6	Install 2 permanent tie offs at specified locations	2	ea		\$ 104.50	\$ 120.00	\$ 240.00	\$ 243.81	\$ 487.62		
				TOTAL:	\$ 3,591.50	TOTAL:	\$ 4,134.00	TOTAL:	\$ 5,469.80	\$ 2,961.00	\$ (630.50)
Memorial Sports Centre											
3 Pool Wall Sound Barrier Renovation											
3.1	Remove and dispose existing pool wall sound barrier	1	LS		\$ 7,685.00	\$ 2,400.00	\$ 2,400.00	\$ 17,010.00	\$ 17,010.00		
3.2	Perform require concrete patching works	1	LS		\$ 2,133.73	\$ 2,400.00	\$ 2,400.00	\$ 7,030.80	\$ 7,030.80		
3.3	Prime and paint pool sound barrier wall	1	LS		\$ 4,977.19	\$ 6,000.00	\$ 6,000.00	\$ 8,334.90	\$ 8,334.90		
3.4	Supply and install new sound barrier panels	1	LS		\$ 2,365.02	\$ 3,600.00	\$ 3,600.00	\$ 9,184.40	\$ 9,185.40		
				TOTAL:	\$ 17,160.94	TOTAL:	\$ 14,400.00	TOTAL:	\$ 41,561.10	\$ 60,000.00	\$ 42,839.06

				Ed Kaun and Sons		Finnway General Contractors		Tom Jones		Budget Allocations	Surplus/(Shortfall)
Item	Item Description	Estimated Quantity	Units	Price Per unit	Total Price	Price Per unit	Total Price	Price Per unit	Total Price		
4 Pool Fire Doors and Window Replacement											
4.1	Remove and Replace 36" fire rated doors with door accessories	5	ea		\$ 18,740.10	\$ 3,850.00	\$ 19,250.00	\$ 3,542.62	\$ 17,713.10		
4.2	Remove and Replace 36" fire rated vision light doors with door accessories	2	ea		\$ 7,561.70	\$ 4,178.30	\$ 8,356.60	\$ 3,742.20	\$ 7,484.40		
4.3	Remove and Replace 160"x48" Fire rated Pool Bay windows	1	ea		\$ 5,976.04	\$ 18,000.00	\$ 18,000.00	\$ 10,682.28	\$ 10,682.28		
				TOTAL:	\$ 32,277.84	TOTAL:	\$ 45,606.60	TOTAL:	\$ 35,879.78	\$ 25,000.00	\$ (7,277.84)
5 Gym Windows Replacement											
5.1	Remove and Replace 77"x47" windows	1	ea		\$ 4,363.85	\$ 5,160.00	\$ 5,160.00	\$ 4,717.44	\$ 4,717.44	\$ 7,500.00	\$ 3,136.15
6 Auditorium Windows Replacement											
6.1	Remove and Replace 50"x41" Southwest Auditorium window	1	ea		\$ 2,832.00	\$ 3,360.00	\$ 3,360.00	\$ 3,504.06	\$ 3,504.06		
6.2	Remove and Replace 30.5"x46" South Auditorium window	1	ea		\$ 2,948.28	\$ 2,400.00	\$ 2,400.00	\$ 2,710.26	\$ 2,710.26		
7 52 Kitchen Windows Replacement											
9.3	Remove and Replace 46"x31" kitchen windows	2	ea		\$ 4,468.20	\$ 2,400.00	\$ 4,800.00	\$ 2,205.63	\$ 4,411.26		
				TOTAL:	\$ 10,248.48	TOTAL:	\$ 10,560.00	TOTAL:	\$ 10,625.58	\$ 7,500.00	\$ (2,748.48)
Fort Frances Airport											
8 Fort Frances Airport Window replacement											
8.1	Replace 73.5"x51" window	1	ea		\$ 2,354.70	\$ 3,720.00	\$ 3,720.00	\$ 2,723.20	\$ 2,723.20		
8.2	Replace 69.5" x 46.5" windows	3	ea		\$ 7,086.20	\$ 3,360.00	\$ 10,080.00	\$ 2,255.53	\$ 6,766.59		
8.3	Replace 92.5" x 46" window	1	ea		\$ 3,215.10	\$ 4,200.00	\$ 4,200.00	\$ 3,298.07	\$ 3,298.07		
				TOTAL:	\$ 12,656.00	TOTAL:	\$ 18,000.00	TOTAL:	\$ 12,787.86	\$ 10,000.00	\$ (2,656.00)
10	Contingency Allowance	1	L.S.	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00		
					Subtotal Tender Prices:	\$ 100,905.41	\$ 119,500.20	\$ 131,640.48			
					Town's Portion of HST:	\$ 549.96	\$ 653.56	\$ 585.33			
					TOTAL TENDER BID:	\$ 101,455.37	\$ 120,153.76	\$ 132,225.81			
										\$ 117,961.00	Total Budget
										\$ 16,505.63	Total Surplus

May 13, 2019

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 19-OF-03 – 2019 Roadworks

During the week of March 31, 2018, the Town advertised for a Tender Call for the reconstruction of Second Street from Portage Avenue to Victoria Avenue, Phase I and III Erin Crescent Development and various water valves and hydrants with the tender closing on Tuesday, May 7, 2019. Advertisements were placed in the Fort Frances Times, Chronicle Journal, Thunder Bay Construction Association, Winnipeg Construction Association and on the Town of Fort Frances website.

Five (5) tender packages were distributed to construction contractors and/or suppliers with two (2) Contractors submitting tender bids;

Contractor	Price (HST Included plus \$200,000.00 Contingency Allowance)
Tom Veert Contracting Ltd.	\$4,583,179.05
Bay City Contractors Inc.	\$3,412,435.02

The works tendered consisted of three (3) individual projects to be completed in 2019, one in 2020 and one in 2021. The projects are as follows:

2019 Construction Program

1. Reconstruction of Second Street from Portage Avenue to Victoria Avenue

Full recondition of Second Street including the replacement of sanitary sewer main, watermain, asphalt surface, storm sewer and landscaping including the replacement of two (2) 400mm diameter water main valves.

2. Erin Crescent Subdivision Development Phase I

Installation of a new water and sanitary sewer mains with services to 27 new lots in the Erin Crescent Development. Installation of all storm sewer infrastructure and road base.

3. Fire Hydrant and Valve Replacement (Various Locations)

Replacement of non-operational hydrant and valve sets in various locations around town.

2020 Construction Program

4. Surface Coarse paving of Second Street

Installation of the Surface Coarse paving on Second Street from Portage Avenue to Victoria Avenue including line painting.

2021 Construction Program

5. Surface Paving and Curb and Gutter – Erin Crescent Subdivision Development

Installation of the remaining roadway base granular materials, installation of the concrete curb and gutter and asphalt road surface.

The 2019 work is scheduled to begin ASAP in May and to be completed by October 18, 2019 with the 2020 work to be completed by July 2020 and the 2021 work completed by August 2021

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. The tender submitted by Tom Veert Contracting had mathematical errors throughout which are outlined in the attached spreadsheet number 1. These errors did not change the overall tender result. **See Spreadsheet No. 1**, which outlines details on the two (2) tender bids received and the associated costs for each individual project. Also, highlighted in "green" indicates the lowest unit bid price and "red" indicates the highest unit bid price and the 2019 works are shown in "blue" text.

The low tender bid was Bay City Contractors with a total cost of \$3,412,435.02 which includes a \$200,000 contingency allowance spread over the three years and HST. Please review the attached **Spreadsheet No. 2** - outlining the Council approved 2019 capital budget for each project vs. the lowest tender bid from Bay City Contractors plus Hatch engineering costs (10%). Some provisional items were removed from the contract due to budget shortfalls or a change in scope, namely a reduction in hydrant and valve replacements to two (2) hydrants and three (3) valves.

A component of this work is the phase I development of the Erin Crescent Subdivision Development. Attached to this report are the per lot cost calculations assuming a full cost recovery sales model. Included are the cost estimates previously provided using Huffman Court costs and roadway reconstruction costs plus a new spreadsheet with the 2019 tendered values. The Operations and Facilities Division has started to engage utilities looking to determine the costs, if any, to be borne by the Town for the installation of services to these lots. This is considered Phase II of the development and it is important to note that at this time costs being carried are still very much unknown.

It is estimated the capital budget surplus is \$303,428.35 for 2019. It should be clearly stated that the \$150,000 contingency allowance for the 2019 portion of the work has been factored into the calculations for the projected budget surplus.

Please find attached a letter report from Hatch recommending that Bay City Contractors be awarded this tender as they are the low tender and, in the past, have performed well on similar projects in our community.

It is recommended by Administration that the following be approved:

- That Tender 19-OF-03 – 2019 - Road Reconstruction, Watermain and Sewer Replacement be awarded to Bay City Contractors at an estimated cost of \$3,412,435.02 which includes HST and a contingency allowance of \$200,000.00.
- That in the near future an open house public meeting is scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge on these projects and have the opportunity to ask any questions. The exact date of the meeting is unknown at the time of writing this report.
- That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted



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

Council approval of this report will ensure:

- **That Tender 19-OF-03 – 2019 - Road Reconstruction, Watermain and Sewer Replacement be awarded to Bay City Contractors at an estimated cost of \$3,412,435.02 which includes HST and a contingency allowance of \$200,000.00.**
- **That in the near future an open house public meeting is scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge on these projects and have the opportunity to ask any questions. The exact date of the meeting is unknown at the time of writing this report.**
- **That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.**

2019May Award Tender 19-OF-03 2019 Road Works



973 Balmoral Street, Suite 101
 Thunder Bay, Ontario, Canada P7B 0E2
 Tel: +1 (807) 623 3449 Fax: +1 (807) 623 5925 www.hatch.com

May 9, 2019

358405-P

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

Attention: Travis Rob, P.Eng.

**Re: 2019 Road Reconstruction
 Tender No.19-OF-03
 Tender Recommendation**

Tenders for the above project were received by the Town of Fort Frances on or before 2:00 pm (CDT) on Tuesday, May 7th, 2019. Two (2) tenders were received, and are listed below in ascending order:

<u>Tenderer</u>	<u>Tender Price</u>
1) Bay City Contractors (BCC)	\$3,853,310.17
3) Tom Veert Contracting Limited (TVCL)	\$4,587,715.52**

The tender prices above include the total of both Phase 1 and 3 and include H.S.T.

*** Indicates the correct price*

The tender prices above include the total of both Phase 1 and 3 and include HST. The Tenders were checked arithmetically and were all found to be correct, with the exception of the TVCL tender having numerous extension errors throughout. The Total Tender Prices have been adjusted as per Section 00100, Clause 1.6.A, in which the unit price governs.

The arithmetic extension errors in the TVCL tender does not affect the overall tender standing.

TENDER IRREGULARITIES

A review of the tenders was undertaken. The two (2) tenderers submitted a Bid Bond in the amount of 10% of the Tender Price, an Agreement to Bond and/or Consent of Surety and acknowledged the receipt of the two (2) Addenda that were issued. All tenderers included completed Forms A, B, C, D, and E of the Tender documents.

358405, Rev. A



Town of Fort Frances
2019 Road Reconstruction – Contract No.19-OF-03
Tender Recommendation
May 9, 2019

REVIEW OF TENDER PRICES

A review of the tender prices submitted by the tenderers was undertaken. TVCL's tender pricing was overall higher than the BCC tender. Items pertaining to removals of existing underground works, temporary water, concrete, asphalt and line painting account for a significant difference between the two tenders.

The engineers estimate for this project was approximately 13% higher than the lowest submitted tender and the lowest bidder was approximately 16% lower than the other bidder. The low tenderer has indicated they are comfortable with the price submitted.

LOW TENDERER'S QUALIFICATIONS

BCC is an experienced road and sewer contractor and has completed numerous sewer, watermain and road reconstruction projects in the Rainy River District, Fort Frances and Sioux Lookout, in the recent past (reference the Tendering Supplements, Form A, Tenderer's Experience in Similar Work for a detailed summary of recent similar projects).

BCC is proposing to carry out the majority of the work with their own forces which includes all the excavation and grading and pipe works. BCC will be using the following sub-contractors:

- Pioneer Construction – Asphalt
- NST – Concrete works
- Daryl's Custom Landscapes – Landscaping

PROPOSED PROJECT SCHEDULE

This Contract includes a completion date of November 29, 2019 for all Phase 1 works and a completion date of October 15, 2021 for all Phase 3 works.

BCC has indicated that they will be able to begin work immediately upon receiving written authorization to proceed. BCC estimates the full allotted construction periods to complete all works. They will have dedicated crews working onsite throughout the contract in order to complete the work within the Contract timeframes.



Town of Fort Frances
2019 Road Reconstruction – Contract No.19-OF-03
Tender Recommendation
May 9, 2019

RECOMMENDATION

We therefore recommend that the Contract be awarded to Bay City Contractors in the amount of \$3,853,310.17 (including H.S.T). This amount includes contingency amounts for both Phase 1 (\$150,000) and Phase 3 (\$50,000) that will not be spent without authorization from the Town of Fort Frances.

With this report we are enclosing a spreadsheet showing a comparison of the tender prices and the engineer's estimate.

Yours very truly,

A handwritten signature in blue ink, appearing to read "J. De Luca".

Joseph De Luca, P. Eng.
Senior Project Engineer
Encl.

					Engineer's Estimate		Bay City Contractors		Tom Veert Contracting Limited		
ITEM NO.	SPEC	OPSS/SP	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
PHASE 1 - Year 2019											
SECOND STREET EAST (From Portage Ave. To Victoria Ave) - DWG A1-358405-P1											
Section A - Grading											
A.001	206, SP		Earth Excavation (Grading)	m ³ (P)	2,406	\$ 18.00	\$ 43,308.00	\$ 15.00	\$ 36,090.00	\$ 10.24	\$ 24,637.44
A.002	310, SP		Hot Mix HL4 Asphalt (Binder Course)	t	400	\$ 245.00	\$ 98,000.00	\$ 280.00	\$ 112,000.00	\$ 303.60	\$ 121,440.00
A.003	310, SP		Hot Mix HL4 Asphalt (Surface Course)	t	400	\$ 245.00	\$ 98,000.00	\$ 265.00	\$ 106,000.00	\$ 286.51	\$ 114,604.00
A.004	314, SP		Granular 'A'	t	1,130	\$ 25.00	\$ 28,250.00	\$ 24.00	\$ 27,120.00	\$ 28.26	\$ 31,933.80
A.005	314, SP		Granular 'B' (Type II)	t	4,215	\$ 25.00	\$ 105,375.00	\$ 26.00	\$ 109,590.00	\$ 25.91	\$ 109,210.65
A.006	510, SP		Removal of Asphalt Pavement (Full Depth)	m ² (P)	2,759	\$ 5.00	\$ 13,795.00	\$ 5.00	\$ 13,795.00	\$ 6.12	\$ 16,885.08
A.007	510, SP		Removal of Curb and Gutter	m(P)	426	\$ 10.00	\$ 4,260.00	\$ 11.00	\$ 4,686.00	\$ 18.75	\$ 7,987.50
A.008	353, SP		Curb and Gutter	m	423	\$ 110.00	\$ 46,530.00	\$ 170.00	\$ 71,910.00	\$ 218.75	\$ 92,531.25
A.009	510, SP		Removal of Concrete Sidewalk	m ²	558	\$ 20.00	\$ 11,160.00	\$ 22.00	\$ 12,276.00	\$ 30.00	\$ 16,740.00
A.010	510, SP		Remove Concrete Driveway	m ²	100	\$ 20.00	\$ 2,000.00	\$ 22.00	\$ 2,200.00	\$ 218.75	\$ 21,875.00
A.011	351, SP		Concrete Driveway Aprons	m ²	103	\$ 100.00	\$ 10,300.00	\$ 235.00	\$ 24,205.00	\$ 281.25	\$ 28,968.75
A.012	351, SP		Concrete Sidewalk	m ²	593	\$ 105.00	\$ 62,265.00	\$ 150.00	\$ 88,950.00	\$ 181.25	\$ 107,481.25
A.013	Section 02510		Tactile Warning Plates	ea	4	\$ 600.00	\$ 2,400.00	\$ 4,000.00	\$ 16,000.00	\$ 5,625.00	\$ 22,500.00
A.014	Section 02930		100 mm Topsoil and Sod	m ²	868	\$ 18.00	\$ 15,624.00	\$ 17.00	\$ 14,756.00	\$ 22.89	\$ 19,868.52
A.015	510, SP		Boulevard Works Stripping and Removal	LS	1	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 16,137.30	\$ 16,137.30
A.016	510, SP		Removal of Existing Boulevard Trees	ea	11	\$ 1,600.00	\$ 17,600.00	\$ 2,500.00	\$ 27,500.00	\$ 611.13	\$ 6,722.43
A.017	710		Pavement Markings	LS	1	\$ 1,000.00	\$ 1,000.00	\$ 20,000.00	\$ 20,000.00	\$ 6,250.00	\$ 6,250.00
							\$ 564,867.00		\$ 697,078.00		\$ 765,772.97
Total Section A - Grading											
SECOND STREET EAST (From Portage Ave. To Victoria Ave) - DWG A1-358405-P1											
Section B - Storm Sewers											
B.001	510, SP		Remove Existing Catchbasins and Manholes	ea	6	\$ 1,000.00	\$ 6,000.00	\$ 1,000.00	\$ 6,000.00	\$ 5,159.09	\$ 30,954.54
B.002	510, SP		Remove Existing Catchbasin Leads	m	31	\$ 25.00	\$ 775.00	\$ 20.00	\$ 620.00	\$ 213.97	\$ 6,633.07
B.003	510, SP		Remove Existing 450 mm Storm Sewer	m	7	\$ 40.00	\$ 280.00	\$ 35.00	\$ 245.00	\$ 315.86	\$ 2,211.02
B.004	407, SP		Storm Manholes	ea	1	\$ 7,500.00	\$ 7,500.00	\$ 10,200.00	\$ 10,200.00	\$ 13,630.90	\$ 13,630.90
B.005	407, SP		Catchbasins	ea	8	\$ 4,000.00	\$ 32,000.00	\$ 4,500.00	\$ 36,000.00	\$ 6,906.33	\$ 55,250.64
B.006	410		Catchbasin Leads 250 mm (PVC SDR 35)	m	87	\$ 220.00	\$ 19,140.00	\$ 225.00	\$ 19,575.00	\$ 520.77	\$ 45,306.99
B.007	410		Catchbasin Leads 300 mm (PVC SDR 35)	m	51	\$ 240.00	\$ 12,240.00	\$ 245.00	\$ 12,495.00	\$ 540.34	\$ 27,557.34
B.008	SP		50 mm Rigid Styrofoam Insulation	m2	94	\$ 50.00	\$ 4,700.00	\$ 50.00	\$ 4,700.00	\$ 26.41	\$ 2,482.54
B.009	410		450 mm Storm Sewer	m	9	\$ 650.00	\$ 5,850.00	\$ 450.00	\$ 4,050.00	\$ 577.65	\$ 5,198.85
							\$ 88,485.00		\$ 93,885.00		\$ 189,225.89
						Total Section B - Storm Sewers					

ITEM NO.	SPEC	OPSS/SP	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
SECOND STREET EAST (From Portage Ave. To Victoria Ave) - DWG A1-358405-P1											
Section C - Watermain											
C.001	510,441, SP		Remove and Replace Existing 150 Watermain with New 150 mm PVC Watermain	m	222	\$ 410.00	\$ 91,020.00	\$ 445.00	\$ 98,790.00	\$ 491.00	\$ 109,002.00
C.002	441, SP		150 mm Water Valve and Box	ea	2	\$ 2,500.00	\$ 5,000.00	\$ 2,955.00	\$ 5,910.00	\$ 5,285.11	\$ 10,570.22
C.003	510,441, SP		Remove and Replace Existing 200 Watermain with New 200 mm PVC Watermain	m	30	\$ 450.00	\$ 13,500.00	\$ 700.00	\$ 21,000.00	\$ 637.01	\$ 19,110.30
C.004	441, SP		200 mm Water Valve and Box	ea	2	\$ 2,750.00	\$ 5,500.00	\$ 4,350.00	\$ 8,700.00	\$ 6,421.79	\$ 12,843.58
C.005	510,441, SP		Remove and Replace Existing 400 Watermain with New 400 mm PVC DR 18 Class Watermain	m	30	\$ 600.00	\$ 18,000.00	\$ 920.00	\$ 27,600.00	\$ 862.37	\$ 25,871.10
C.006	510,441, SP		Remove Existing 400 Valve and Valve Chamber Structure, complete	ea	2	\$ 2,000.00	\$ 4,000.00	\$ 1,500.00	\$ 3,000.00	\$ 1,474.03	\$ 2,948.06
C.007	441, SP		Hydrant Set	ea	1	\$ 15,000.00	\$ 15,000.00	\$ 12,500.00	\$ 12,500.00	\$ 12,236.48	\$ 12,236.48
C.008	441, SP		Remove and Replace 19 mm Copper Water Service and Curb Stops to Property Line	ea	22	\$ 3,000.00	\$ 66,000.00	\$ 2,700.00	\$ 59,400.00	\$ 4,183.77	\$ 92,042.94
C.009	441, SP		Temporary Water Service	LS	1	\$ 4,000.00	\$ 4,000.00	\$ 10,000.00	\$ 10,000.00	\$ 77,000.00	\$ 77,000.00
C.010*	441, SP		50mm Rigid Styrofoam Insulation	m2	22	\$ 50.00	\$ 1,100.00	\$ 50.00	\$ 1,100.00	\$ 27.91	\$ 614.02
C.011*	441, SP		400mm Water Valve (direct bury) and Box	ea	2	\$ 6,000.00	\$ 12,000.00	\$ 18,650.00	\$ 37,300.00	\$ 18,719.00	\$ 37,438.00
Total Section C - Watermain						\$	\$ 235,120.00		\$ 285,300.00		\$ 399,676.70
ITEM NO.	SPEC	OPSS/SP	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
SECOND STREET EAST (From Portage Ave. To Victoria Ave) - DWG A1-358405-P1											
Section D - Sanitary											
D.001	510, SP		Remove Existing Sanitary Sewer	242	242	\$ 30.00	\$ 7,260.00	\$ 35.00	\$ 8,470.00	\$ 222.32	\$ 53,801.44
D.002	510, SP		Remove Existing Sanitary Manhole	2	2	\$ 1,000.00	\$ 2,000.00	\$ 1,250.00	\$ 2,500.00	\$ 8,844.15	\$ 17,688.30
D.003	410, SP		Sanitary Manhole	2	2	\$ 8,000.00	\$ 16,000.00	\$ 14,975.00	\$ 29,950.00	\$ 9,686.33	\$ 19,372.66
D.004	410, SP		250 mm PVC SDR Sanitary Sewer	228	228	\$ 650.00	\$ 148,200.00	\$ 575.00	\$ 131,100.00	\$ 293.64	\$ 66,949.92
D.005	410, SP		300 mm PVC SDR Sanitary Sewer	14	14	\$ 675.00	\$ 9,450.00	\$ 630.00	\$ 8,820.00	\$ 539.72	\$ 7,556.08
D.006	410, SP		Remove and Replace Existing 150 mm Sanitary Services	22	22	\$ 3,500.00	\$ 77,000.00	\$ 2,500.00	\$ 55,000.00	\$ 3,797.11	\$ 83,536.42
D.007	410, SP		Temporary Sewer Service	1	1	\$ 6,000.00	\$ 6,000.00	\$ 12,500.00	\$ 12,500.00	\$ 257,010.88	\$ 257,010.88
D.008	409, SP		Closed Circuit Television Inspection of Sanitary Sewer Mainline	242	242	\$ 20.00	\$ 4,840.00	\$ 16.00	\$ 3,872.00	\$ 12.15	\$ 2,940.30
D.009	SP		Sanitary Sewer Bedding Upgrade (Crushed Stone) *	242	242	\$ 15.00	\$ 3,630.00	\$ 15.00	\$ 3,630.00	\$ 9.67	\$ 2,340.14
Total Section D - Sanitary						\$	\$ 274,380.00		\$ 255,842.00		\$ 511,196.14
TOTAL SECOND STREET EAST (From Portage Ave. To Victoria Ave)						\$	\$ 1,162,852.00		\$ 1,332,105.00		\$ 1,865,871.70

ITEM NO.	SPEC OPSS/SP	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
ERIN CRESCENT - DWG-A1-358405-P2 2019 WORKS PHASE ONE										
Section A - Grading										
A.001	206, SP	Earth Excavation (Grading)	m ² (p)	2,461	\$ 18.00	\$ 44,298.00	\$ 14.00	\$ 34,454.00	\$ 9.44	\$ 23,231.84
A.002	314, SP	Granular 'A' (50mm)	t	400	\$ 25.00	\$ 10,000.00	\$ 26.00	\$ 10,400.00	\$ 37.00	\$ 14,800.00
A.003	314, SP	Granular 'B' (450mm Type I)	t	3,560	\$ 18.00	\$ 64,080.00	\$ 18.00	\$ 64,080.00	\$ 19.97	\$ 71,093.20
A.004	510, SP	Removal of Asphalt Pavement (Full Depth)	m ² (p)	205	\$ 5.00	\$ 1,025.00	\$ 5.00	\$ 1,025.00	\$ 6.11	\$ 1,252.55
A.005	510, SP	Removal of Curb and Gutter	m (p)	35	\$ 10.00	\$ 350.00	\$ 11.00	\$ 385.00	\$ 18.75	\$ 656.25
A.006	201	Clearing and Grubbing (includes only roadway allowance and storm sewer easement locations)	m ² (p)	4,000	\$ 5.00	\$ 20,000.00	\$ 2.50	\$ 10,000.00	\$ 3.75	\$ 15,000.00
A.007	510, SP	Removal of Curb and Gutter	m (p)	35	\$ 10.00	\$ 350.00	\$ 11.00	\$ 385.00	\$ 18.75	\$ 656.25
Total Section A - Grading						\$ 140,103.00		\$ 120,729.00		\$ 126,690.09
ERIN CRESCENT - DWG-A1-A1-358405-P2 2019 WORKS PHASE ONE										
Section B - Storm Sewers										
B.001	510, SP	Remove Existing Catchbasins and Manholes	ea	1	\$ 1,000.00	\$ 1,000.00	\$ 500.00	\$ 500.00	\$ 9,007.80	\$ 9,007.80
B.002	510, SP	Remove Existing 300 mm Storm Sewer	m	24	\$ 40.00	\$ 960.00	\$ 30.00	\$ 720.00	\$ 218.94	\$ 5,254.56
B.003	407, SP	Storm Manholes	ea	5	\$ 7,500.00	\$ 37,500.00	\$ 10,200.00	\$ 51,000.00	\$ 13,616.05	\$ 68,080.25
B.004	407, SP	Catchbasin Manholes	ea	1	\$ 6,000.00	\$ 6,000.00	\$ 10,500.00	\$ 10,500.00	\$ 13,094.55	\$ 13,094.55
B.005	407, SP	Catchbasins	ea	7	\$ 4,000.00	\$ 28,000.00	\$ 4,500.00	\$ 31,500.00	\$ 8,489.45	\$ 59,426.15
B.006	410, SP	250 mm PVC SDR 35 Catchbasin Leads	m	61	\$ 650.00	\$ 39,650.00	\$ 215.00	\$ 13,115.00	\$ 515.83	\$ 31,465.63
B.007	410, SP	300 mm PVC SDR 35 Catchbasin Leads	m	85	\$ 675.00	\$ 57,375.00	\$ 235.00	\$ 19,975.00	\$ 544.20	\$ 46,257.00
B.008	410, SP	Subdrain	m	700	\$ 30.00	\$ 21,000.00	\$ 60.00	\$ 42,000.00	\$ 52.96	\$ 37,072.00
B.009	410, SP	250 mm Storm Sewer	m	56	\$ 250.00	\$ 14,000.00	\$ 310.00	\$ 17,360.00	\$ 529.45	\$ 29,649.20
B.010	410, SP	450 mm Storm Sewer	m	139	\$ 300.00	\$ 41,700.00	\$ 475.00	\$ 66,025.00	\$ 623.18	\$ 86,622.02
B.011	410, SP	525 mm Storm Sewer	m	94	\$ 325.00	\$ 30,550.00	\$ 570.00	\$ 53,580.00	\$ 853.14	\$ 80,195.16
Total Section B - Storm Sewers						\$ 277,735.00		\$ 306,275.00		\$ 466,124.32

ITEM NO.	SPEC OPSS/SP	DESCRIPTION	UNIT	QTY	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
ERIN CRESCENT - DWG-A1-358405-P2 2019 WORKS PHASE ONE										
Section C - Watermain										
C.001	441, SP	150 mm PVC DR 18 Class 150 Watermain	m	340	\$ 450.00	\$ 153,000.00	\$ 660.00	\$ 224,400.00	\$ 798.65	\$ 271,541.00
C.002	441, SP	150mm Water Valve and Box	ea	1	\$ 2,600.00	\$ 2,600.00	\$ 4,000.00	\$ 4,000.00	\$ 6,157.65	\$ 6,157.65
C.003	441, SP	19 mm Copper Water Service and Curb Stops	ea	27	\$ 2,500.00	\$ 67,500.00	\$ 2,700.00	\$ 72,900.00	\$ 4,220.96	\$ 113,965.92
C.004	441, SP	Hydrant Set	ea	2	\$ 16,000.00	\$ 32,000.00	\$ 12,500.00	\$ 25,000.00	\$ 12,156.73	\$ 24,313.46
Total Section C - Watermain						\$ 255,100.00		\$ 326,300.00		\$ 415,978.03
ERIN CRESCENT - DWG-A1-358405-P2 2019 WORKS PHASE ONE										
Section D - Sanitary										
D.001	410, SP	200 mm PVC SDR Sanitary Sewer	m	295	\$ 650.00	\$ 191,750.00	\$ 1,100.00	\$ 324,500.00	\$ 871.85	\$ 257,195.75
D.002	704, SP	Sanitary Manholes	each	4	\$ 11,000.00	\$ 44,000.00	\$ 15,000.00	\$ 60,000.00	\$ 14,004.86	\$ 56,019.44
D.003	410, SP	150 mm Sanitary Services	each	27	\$ 2,600.00	\$ 70,200.00	\$ 2,300.00	\$ 62,100.00	\$ 3,700.88	\$ 99,923.76
D.004	409, SP	Closed Circuit Television Inspection of Sanitary Sewer Mainline	m	295	\$ 25.00	\$ 7,375.00	\$ 16.00	\$ 4,720.00	\$ 12.15	\$ 3,584.25
D.005	SP	Sanitary Sewer Bedding Upgrade (Crushed Stone) *	m	295	\$ 15.00	\$ 4,425.00	\$ 25.00	\$ 7,375.00	\$ 9.66	\$ 2,849.70
Total Section D - Sanitary						\$ 317,750.00		\$ 458,695.00		\$ 419,572.90
TOTAL ERIN CRESCENT PHASE 1 - YEAR 2019						\$ 990,688.00		\$ 1,211,999.00		\$ 1,428,365.34
MISCELLANEOUS WATER WORKS										
Section A										
A.001	441, SP	Remove and Replace Hydrant Set	ea	5	\$ 18,000.00	\$ 90,000.00	\$ 16,750.00	\$ 83,750.00	\$ 15,391.16	\$ 76,955.80
A.002	441, SP	Remove and Replace 150mm Valve and Box	ea	3	\$ 12,000.00	\$ 36,000.00	\$ 12,000.00	\$ 36,000.00	\$ 8,338.25	\$ 25,014.75
A.003	441, SP	Remove and Replace 250mm Valve and Box	ea	2	\$ 15,000.00	\$ 30,000.00	\$ 15,000.00	\$ 30,000.00	\$ 12,311.93	\$ 24,623.86
Total Section A						\$ 156,000.00		\$ 149,750.00		\$ 126,594.41
TOTAL MISCELLANEOUS WATER WORKS						\$ 156,000.00		\$ 149,750.00		\$ 126,594.41
GENERAL (PHASE ONE 2019)										
G.001	SP	Bonds & Insurance	ea	1	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 60,685.03	\$ 60,685.03
G.002	SP	Mobilization & Demobilization	ea	1	\$ 100,000.00	\$ 100,000.00	\$ 126,000.00	\$ 126,000.00	\$ 8,537.60	\$ 8,537.60
G.003	SP	Contingency Allowance	ea	1	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
TOTAL GENERAL						\$ 300,000.00		\$ 326,000.00		\$ 219,222.63
SUB-TOTAL PHASE 1 - YEAR 2019						\$ 2,609,540.00		\$ 3,019,854.00		\$ 3,640,054.08

PHASE 3 - Year 2021																	
ERIN CRESCENT - DWG-A1-358405-P2 2022 WORKS PHASE THREE																	
Section A - Grading																	
A.001	310, SP	Hot Mix HL4 Asphalt	t	353	\$	250.00	\$	88,250.00	\$	335.00	\$	118,255.00	\$	359.78	\$	127,002.34	
A.002	314, SP	Granular 'A' (100mm)	t	800	\$	28.00	\$	22,400.00	\$	24.00	\$	19,200.00	\$	37.00	\$	29,600.00	
A.003	353, SP	Concrete Curb and Gutter	m	677	\$	115.00	\$	77,855.00	\$	175.00	\$	118,475.00	\$	175.00	\$	118,475.00	
A.004	Section 02930	100 mm Topsoil and Sod	m ²	3,925	\$	20.00	\$	78,500.00	\$	17.00	\$	66,725.00	\$	20.36	\$	79,913.00	
A.005	201	Clearing and Grubbing	m ² (P)	20,000	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
A.006	510, SP	Boulevard Works Stripping and Removal	LS	1	\$	-	\$	-	\$	-	\$	-	\$	-	\$	-	
Total Section A - Grading						\$	267,005.00		\$		\$	322,655.00			\$	354,990.34	
TOTAL ERIN CRESCENT (PHASE 3 - YEAR 2021)							\$	267,005.00		\$		\$	322,655.00			\$	354,990.34
GENERAL (PHASE THREE 2021)																	
G.001	SP	Bonds & Insurance	ea	1	\$	30,000.00	\$	30,000.00	\$	7,500.00	\$	7,500.00	\$	13,767.22	\$	13,767.22	
G.002	SP	Mobilization & Demobilization	ea	1	\$	13,000.00	\$	13,000.00	\$	10,000.00	\$	10,000.00	\$	1,113.60	\$	1,113.60	
G.003	SP	Contingency Allowance	ea	1	\$	50,000.00	\$	50,000.00	\$	50,000.00	\$	50,000.00	\$	50,000.00	\$	50,000.00	
TOTAL GENERAL							\$	93,000.00		\$		\$	67,500.00			\$	64,880.82
SUB-TOTAL PHASE 1 - YEAR 2019							\$	360,005.00		\$		\$	390,155.00			\$	419,871.16

SUMMARY OF TENDER PRICES

PHASE 1 - Year 2019

<u>SECOND STREET EAST (from Portage Ave. to Victoria Ave)</u>				
Section A - Grading	\$ 564,867.00	\$ 697,078.00	\$ 765,772.97	
Section B - Storm Sewers	\$ 88,485.00	\$ 93,885.00	\$ 189,225.89	
Section C - Watermain	\$ 235,120.00	\$ 285,300.00	\$ 399,676.70	
Section D - Sanitary	\$ 274,380.00	\$ 255,842.00	\$ 511,196.14	
TOTAL SECOND STREET EAST (PHASE 1 - YEAR 2019)	\$ 1,162,852.00	\$ 1,332,105.00	\$ 1,865,871.70	
<u>ERIN CRESCENT</u>				
Section A - Grading	\$ 140,103.00	\$ 120,729.00	\$ 126,690.09	
Section B - Storm Sewers	\$ 277,735.00	\$ 306,275.00	\$ 466,124.32	
Section C - Watermain	\$ 255,100.00	\$ 326,300.00	\$ 415,978.03	
Section D - Sanitary	\$ 317,750.00	\$ 458,695.00	\$ 419,572.90	
TOTAL ERIN CRESCENT (PHASE 1 - YEAR 2019)	\$ 990,688.00	\$ 1,211,999.00	\$ 1,428,365.34	
<u>MISCELLANEOUS WATERWORKS</u>				
Section A	\$ 156,000.00	\$ 149,750.00	\$ 126,594.41	
TOTAL MISCELLANEOUS WATERWORKS (PHASE 1 - YEAR 2019)	\$ 156,000.00	\$ 149,750.00	\$ 126,594.41	
GENERAL	\$ 300,000.00	\$ 326,000.00	\$ 219,222.63	
SUB-TOTAL TENDER PRICE (PHASE 1 - YEAR 2019)	\$ 2,609,540.00	\$ 3,019,854.00	\$ 3,640,054.08	
13% HST	\$ 339,240.20	\$ 392,581.02	\$ 473,207.03	
TOTAL TENDER PRICE (PHASE 1 - YEAR 2019)	\$ 2,948,780.20	\$ 3,412,435.02	\$ 4,113,261.11	

PHASE 3 - Year 2021

<u>ERIN CRESCENT</u>				
Section A - Grading	\$ 267,005.00	\$ 322,655.00	\$ 354,990.34	
TOTAL ERIN CRESCENT (PHASE 3 - YEAR 2021)	\$ 267,005.00	\$ 322,655.00	\$ 354,990.34	
GENERAL	\$ 93,000.00	\$ 67,500.00	\$ 64,880.82	
TOTAL GENERAL (PHASE 3 - YEAR 2021)	\$ 93,000.00	\$ 67,500.00	\$ 64,880.82	
SUB-TOTAL TENDER PRICE (PHASE 3 - YEAR 2021)	\$ 360,005.00	\$ 390,155.00	\$ 419,871.16	
13% HST	\$ 46,800.65	\$ 50,720.15	\$ 54,583.25	
TOTAL TENDER PRICE (PHASE 3 - YEAR 2021)	\$ 406,805.65	\$ 440,875.15	\$ 474,454.41	
TOTAL OF BOTH PHASES (including H.S.T)	\$ 3,355,585.85	\$ 3,853,310.17	\$ 4,587,715.52	

1.8 SCHEDULE OF TENDER PRICES

A.

Engineer's Estimate							Tom Veert		Bay City Contractors	
ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
Phase 1 - Year 2019										
SECOND STREET EAST (From Portage Ave. To Victoria Ave) - DWG A1-358405-P1										
Section A - Grading										
A.001	206, SP	Earth Excavation (Grading)	2,406	m³(P)	\$ 18.00	\$ 43,308.00	\$ 10.24	\$ 24,637.44	\$ 15.00	\$ 36,090.00
A.002	310, SP	Hot Mix HL4 Asphalt (Binder Course)	400	t	\$ 245.00	\$ 98,000.00	\$ 303.60	\$ 121,440.00	\$ 280.00	\$ 112,000.00
A.003	310, SP	Hot Mix HL4 Asphalt (Surface Course)	400	t	\$ 245.00	\$ 98,000.00	\$ 286.51	\$ 114,604.00	\$ 265.00	\$ 106,000.00
A.004	314, SP	Granular 'A'	1,130	t	\$ 25.00	\$ 28,250.00	\$ 28.26	\$ 31,933.80	\$ 24.00	\$ 27,120.00
A.005	314, SP	Granular 'B' (Type II)	4,215	t	\$ 25.00	\$ 105,375.00	\$ 25.91	\$ 109,210.65	\$ 26.00	\$ 109,590.00
A.006	510, SP	Removal of Asphalt Pavement (Full Depth)	2,759	m²(P)	\$ 5.00	\$ 13,795.00	\$ 6.12	\$ 16,885.08	\$ 5.00	\$ 13,795.00
A.007	510, SP	Removal of Curb and Gutter	426	m(P)	\$ 10.00	\$ 4,260.00	\$ 18.75	\$ 7,987.50	\$ 11.00	\$ 4,686.00
A.008	353, SP	Curb and Gutter	423	m	\$ 110.00	\$ 46,530.00	\$ 218.75	\$ 92,531.25	\$ 170.00	\$ 71,910.00
A.009	510, SP	Removal of Concrete Sidewalk	558	m²	\$ 20.00	\$ 11,160.00	\$ 30.00	\$ 16,740.00	\$ 22.00	\$ 12,276.00
A.010	510, SP	Remove Concrete Driveway	100	m²	\$ 20.00	\$ 2,000.00	\$ 218.75	\$ 21,875.00	\$ 22.00	\$ 2,200.00
A.011	351, SP	Concrete Driveway Aprons	103	m²	\$ 100.00	\$ 10,300.00	\$ 281.25	\$ 28,968.75	\$ 235.00	\$ 24,205.00
A.012	351, SP	Concrete Sidewalk	593	m²	\$ 105.00	\$ 62,265.00	\$ 181.25	\$ 107,481.25	\$ 150.00	\$ 88,950.00
A.013	Section 02510	Tactile Warning Plates	4	ea	\$ 600.00	\$ 2,400.00	\$ 5,625.00	\$ 22,500.00	\$ 4,000.00	\$ 16,000.00
A.014	Section 02930	100 mm Topsoil and Sod	868	m²	\$ 18.00	\$ 15,624.00	\$ 22.89	\$ 19,868.52	\$ 17.00	\$ 14,756.00
A.015	510, SP	Boulevard Works Stripping and Removal	1	LS	\$ 5,000.00	\$ 5,000.00	\$ 16,137.30	\$ 16,137.30	\$ 10,000.00	\$ 10,000.00
A.016	510, SP	Removal of Existing Boulevard Trees	11	ea	\$ 1,600.00	\$ 17,600.00	\$ 611.13	\$ 6,722.43	\$ 2,500.00	\$ 27,500.00
A.017	710	Pavement Markings	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 6,250.00	\$ 6,250.00	\$ 20,000.00	\$ 20,000.00
Total Section A - Grading						\$ 564,867.00		\$ 765,772.97		\$ 697,078.00
SECOND STREET EAST (From Portage Ave. To Victoria Ave) - DWG A1-358405-P1							As Tendered: \$766,655.42			
Section B - Storm Sewers							Difference: \$882.45			
B.001	510, SP	Remove Existing Catchbasins and Manholes	6	ea	\$ 1,000.00	\$ 6,000.00	\$ 5,159.09	\$ 30,954.54	\$ 1,000.00	\$ 6,000.00
B.002	510, SP	Remove Existing Catchbasin Leads	31	m	\$ 25.00	\$ 775.00	\$ 213.97	\$ 6,633.07	\$ 20.00	\$ 620.00
B.003	510, SP	Remove Existing 450 mm Storm Sewer	7	m	\$ 40.00	\$ 280.00	\$ 315.86	\$ 2,211.02	\$ 35.00	\$ 245.00
B.004	407, SP	Storm Manholes	1	ea	\$ 7,500.00	\$ 7,500.00	\$ 13,630.90	\$ 13,630.90	\$ 10,200.00	\$ 10,200.00
B.005	407, SP	Catchbasins	8	ea	\$ 4,000.00	\$ 32,000.00	\$ 6,406.33	\$ 51,250.64	\$ 4,500.00	\$ 36,000.00
B.006	410	Catchbasin Leads 250 mm (PVC SDR 35)	87	m	\$ 220.00	\$ 19,140.00	\$ 520.77	\$ 45,306.99	\$ 225.00	\$ 19,575.00
B.007	410	Catchbasin Leads 300 mm (PVC SDR 35)	51	m	\$ 240.00	\$ 12,240.00	\$ 540.34	\$ 27,557.34	\$ 245.00	\$ 12,495.00
B.008	SP	50 mm Rigid Styrofoam Insulation	94	m2	\$ 50.00	\$ 4,700.00	\$ 26.41	\$ 2,482.54	\$ 50.00	\$ 4,700.00
B.009	410	450 mm Storm Sewer	9	m	\$ 650.00	\$ 5,850.00	\$ 577.65	\$ 5,198.85	\$ 450.00	\$ 4,050.00
Total Section B - Storm Sewers						\$ 88,485.00		\$ 185,225.89		\$ 93,885.00

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
SECOND STREET EAST (From Portage Ave. To Victoria Ave) - DWG A1-358405-P1							As Tendered:	\$189,225.65		
Section C - Watermain							Difference:	\$3,999.76		
C.001	510,441, SP	Remove and Replace Existing 150 Watermain with New 150 mm PVC Watermain	222	m	\$ 410.00	\$ 91,020.00	\$ 491.00	\$ 109,002.00	\$ 445.00	\$ 98,790.00
C.002	441, SP	150 mm Water Valve and Box	2	ea	\$ 2,500.00	\$ 5,000.00	\$ 5,285.11	\$ 10,570.22	\$ 2,955.00	\$ 5,910.00
C.003	510,441, SP	Remove and Replace Existing 200 Watermain with New 200 mm PVC Watermain	30	m	\$ 450.00	\$ 13,500.00	\$ 637.01	\$ 19,110.30	\$ 700.00	\$ 21,000.00
C.004	441, SP	200 mm Water Valve and Box	2	ea	\$ 2,750.00	\$ 5,500.00	\$ 6,421.79	\$ 12,843.58	\$ 4,350.00	\$ 8,700.00
C.005	510,441, SP	Remove and Replace Existing 400 Watermain with New 400 mm PVC DR 18 Class Watermain	30	m	\$ 600.00	\$ 18,000.00	\$ 862.37	\$ 25,871.10	\$ 920.00	\$ 27,600.00
C.006	510,441, SP	Remove Existing 400 Valve and Valve Chamber Structure, complete	2	ea	\$ 2,000.00	\$ 4,000.00	\$ 1,474.03	\$ 2,948.06	\$ 1,500.00	\$ 3,000.00
C.007	441, SP	Hydrant Set	1	ea	\$ 15,000.00	\$ 15,000.00	\$ 12,236.48	\$ 12,236.48	\$ 12,500.00	\$ 12,500.00
C.008	441, SP	Remove and Replace 19 mm Copper Water Service and Curb Stops to Property Line	22	ea	\$ 3,000.00	\$ 66,000.00	\$ 4,183.77	\$ 92,042.94	\$ 2,700.00	\$ 59,400.00
C.009	441, SP	Temporary Water Service	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 77,000.00	\$ 77,000.00	\$ 10,000.00	\$ 10,000.00
C.010*	441, SP	50mm Rigid Styrofoam Insulation	22	m2	\$ 50.00	\$ 1,100.00	\$ 27.91	\$ 614.02	\$ 50.00	\$ 1,100.00
C.011*	441, SP	400mm Water Valve (direct bury) and Box	2	ea	\$ 6,000.00	\$ 12,000.00	\$ 18,719.00	\$ 37,438.00	\$ 18,650.00	\$ 37,300.00
Total Section C - Watermain						\$ 235,120.00		\$ 399,676.70		\$ 285,300.00
SECOND STREET EAST (From Portage Ave. To Victoria Ave) - DWG A1-358405-P1							As Tendered:	\$399,677.39		
Section D - Sanitary							Difference:	\$0.69		
D.001	510, SP	Remove Existing Sanitary Sewer	242	m	\$ 30.00	\$ 7,260.00	\$ 222.32	\$ 53,801.44	\$ 35.00	\$ 8,470.00
D.002	510, SP	Remove Existing Sanitary Manhole	2	ea	\$ 1,000.00	\$ 2,000.00	\$ 8,844.15	\$ 17,688.30	\$ 1,250.00	\$ 2,500.00
D.003	410, SP	Sanitary Manhole	2	ea	\$ 8,000.00	\$ 16,000.00	\$ 9,686.33	\$ 19,372.66	\$ 14,975.00	\$ 29,950.00
D.004	410, SP	250 mm PVC SDR Sanitary Sewer	228	m	\$ 650.00	\$ 148,200.00	\$ 293.64	\$ 66,949.92	\$ 575.00	\$ 131,100.00
D.005	410, SP	300 mm PVC SDR Sanitary Sewer	14	m	\$ 675.00	\$ 9,450.00	\$ 539.72	\$ 7,556.08	\$ 630.00	\$ 8,820.00
D.006	410, SP	Remove and Replace Existing 150 mm Sanitary Services	22	ea	\$ 3,500.00	\$ 77,000.00	\$ 3,797.11	\$ 83,536.42	\$ 2,500.00	\$ 55,000.00
D.007	410, SP	Temporary Sewer Service	1	LS	\$ 6,000.00	\$ 6,000.00	\$ 257,010.88	\$ 257,010.88	\$ 12,500.00	\$ 12,500.00
D.008	409, SP	Closed Circuit Television Inspection of Sanitary Sewer Mainline	242	m	\$ 20.00	\$ 4,840.00	\$ 12.15	\$ 2,940.30	\$ 16.00	\$ 3,872.00
D.009	SP	Sanitary Sewer Bedding Upgrade (Crushed Stone) *	242	m	\$ 15.00	\$ 3,630.00	\$ 9.67	\$ 2,340.14	\$ 15.00	\$ 3,630.00
Total Section D - Sanitary						\$ 274,380.00		\$ 511,196.14		\$ 255,842.00
TOTAL SECOND STREET EAST (From Portage Ave. To Victoria Ave)						\$ 1,162,852.00		\$ 1,861,871.70		\$ 1,332,105.00

As Tendered: \$511,195.96

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
ERIN CRESCENT - DWG-A1-358405-P2 2019 WORKS PHASE ONE							Difference: -\$0.18			
Section A - Grading										
A.001	206, SP	Earth Excavation (Grading)	2,461	m ³ (P)	\$ 18.00	\$ 44,298.00	\$ 9.44	\$ 23,231.84	\$ 14.00	\$ 34,454.00
A.002	314, SP	Granular 'A' (50mm)	400	t	\$ 25.00	\$ 10,000.00	\$ 37.00	\$ 14,800.00	\$ 26.00	\$ 10,400.00
A.003	314, SP	Granular 'B' (450mm Type I)	3,560	t	\$ 18.00	\$ 64,080.00	\$ 19.97	\$ 71,093.20	\$ 18.00	\$ 64,080.00
A.004	510, SP	Removal of Asphalt Pavement (Full Depth)	205	m ² (P)	\$ 5.00	\$ 1,025.00	\$ 6.11	\$ 1,252.55	\$ 5.00	\$ 1,025.00
A.005	510, SP	Removal of Curb and Gutter	35	m (P)	\$ 10.00	\$ 350.00	\$ 18.75	\$ 656.25	\$ 11.00	\$ 385.00
A.006	201	Clearing and Grubbing (includes only roadway allowance and storm sewer easement locations)	4,000	m ² (P)	\$ 5.00	\$ 20,000.00	\$ 3.75	\$ 15,000.00	\$ 2.50	\$ 10,000.00
A.007	510, SP	Removal of Curb and Gutter	35	m (P)	\$ 10.00	\$ 350.00	\$ 18.75	\$ 656.25	\$ 11.00	\$ 385.00
Total Section A - Grading						\$ 140,103.00		\$ 126,690.09		\$ 120,729.00
ERIN CRESCENT - DWG-A1-A1-358405-P2 2019 WORKS PHASE ONE							As Tendered: \$126,672.44			
Section B - Storm Sewers							Difference: -\$17.65			
B.001	510, SP	Remove Existing Catchbasins and Manholes	1	ea	\$ 1,000.00	\$ 1,000.00	\$ 9,007.80	\$ 9,007.80	\$ 500.00	\$ 500.00
B.002	510, SP	Remove Existing 300 mm Storm Sewer	24	m	\$ 40.00	\$ 960.00	\$ 218.94	\$ 5,254.56	\$ 30.00	\$ 720.00
B.003	407, SP	Storm Manholes	5	ea	\$ 7,500.00	\$ 37,500.00	\$ 13,616.05	\$ 68,080.25	\$ 10,200.00	\$ 51,000.00
B.004	407, SP	Catchbasin Manholes	1	ea	\$ 6,000.00	\$ 6,000.00	\$ 13,094.55	\$ 13,094.55	\$ 10,500.00	\$ 10,500.00
B.005	407, SP	Catchbasins	7	ea	\$ 4,000.00	\$ 28,000.00	\$ 8,489.45	\$ 59,426.15	\$ 4,500.00	\$ 31,500.00
B.006	410, SP	250 mm PVC SDR 35 Catchbasin Leads	61	m	\$ 650.00	\$ 39,650.00	\$ 515.83	\$ 31,465.63	\$ 215.00	\$ 13,115.00
B.007	410, SP	300 mm PVC SDR 35 Catchbasin Leads	85	m	\$ 675.00	\$ 57,375.00	\$ 544.20	\$ 46,257.00	\$ 235.00	\$ 19,975.00
B.008	410, SP	Subdrain	700	m	\$ 30.00	\$ 21,000.00	\$ 52.96	\$ 37,072.00	\$ 60.00	\$ 42,000.00
B.009	410, SP	250 mm Storm Sewer	56	m	\$ 250.00	\$ 14,000.00	\$ 529.45	\$ 29,649.20	\$ 310.00	\$ 17,360.00
B.010	410, SP	450 mm Storm Sewer	139	m	\$ 300.00	\$ 41,700.00	\$ 623.18	\$ 86,622.02	\$ 475.00	\$ 66,025.00
B.011	410, SP	525 mm Storm Sewer	94	m	\$ 325.00	\$ 30,550.00	\$ 853.14	\$ 80,195.16	\$ 570.00	\$ 53,580.00
Total Section B - Storm Sewers						\$ 277,735.00		\$ 466,124.32		\$ 306,275.00

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
ERIN CRESCENT - DWG-A1-358405-P2 2019 WORKS PHASE ONE							As Tendered: \$466,127.35			
Section C - Watermain							Difference: \$3.03			
C.001	441, SP	150 mm PVC DR 18 Class 150 Watermain	340	m	\$ 450.00	\$ 153,000.00	\$ 798.65	\$ 271,541.00	\$ 660.00	\$ 224,400.00
C.002	441, SP	150mm Water Valve and Box	1	ea	\$ 2,600.00	\$ 2,600.00	\$ 6,157.65	\$ 6,157.65	\$ 4,000.00	\$ 4,000.00
C.003	441, SP	19 mm Copper Water Service and Curb Stops	27	ea	\$ 2,500.00	\$ 67,500.00	\$ 4,220.96	\$ 113,965.92	\$ 2,700.00	\$ 72,900.00
C.004	441, SP	Hydrant Set	2	ea	\$ 16,000.00	\$ 32,000.00	\$ 12,156.73	\$ 24,313.46	\$ 12,500.00	\$ 25,000.00
Total Section C - Watermain						\$ 255,100.00		\$ 415,978.03		\$ 326,300.00
ERIN CRESCENT - DWG-A1-358405-P2 2019 WORKS PHASE ONE							As Tendered: \$415,978.10			
Section D - Sanitary							Difference: \$0.07			
D.001	410, SP	200 mm PVC SDR Sanitary Sewer	295	m	\$ 650.00	\$ 191,750.00	\$ 871.85	\$ 257,195.75	\$ 1,100.00	\$ 324,500.00
D.002	704, SP	Sanitary Manholes	4	ea	\$ 11,000.00	\$ 44,000.00	\$ 14,004.86	\$ 56,019.44	\$ 15,000.00	\$ 60,000.00
D.003	410, SP	150 mm Sanitary Services	27	ea	\$ 2,600.00	\$ 70,200.00	\$ 3,700.88	\$ 99,923.76	\$ 2,300.00	\$ 62,100.00
D.004	409, SP	Closed Circuit Television Inspection of Sanitary Sewer Mainline	295	m	\$ 25.00	\$ 7,375.00	\$ 12.15	\$ 3,584.25	\$ 16.00	\$ 4,720.00
D.005	SP	Sanitary Sewer Bedding Upgrade (Crushed Stone) *	295	m	\$ 15.00	\$ 4,425.00	\$ 9.66	\$ 2,849.70	\$ 25.00	\$ 7,375.00
Total Section D - Sanitary						\$ 317,750.00		\$ 419,572.90		\$ 458,695.00
TOTAL ERIN CRESCENT PHASE 1 - YEAR 2019						\$ 990,688.00		\$ 1,428,365.34		\$ 1,211,999.00
MISCELLANEOUS WATER WORKS							As Tendered: \$419,573.61			
Section A							Difference: \$0.71			
A.001	441, SP	Remove and Replace Hydrant Set	2	ea	\$ 18,000.00	\$ 36,000.00	\$ 15,391.16	\$ 30,782.32	\$ 16,750.00	\$ 33,500.00
A.002	441, SP	Remove and Replace 150mm Valve and Box	1	ea	\$ 12,000.00	\$ 12,000.00	\$ 8,338.25	\$ 8,338.25	\$ 12,000.00	\$ 12,000.00
A.003	441, SP	Remove and Replace 250mm Valve and Box	2	ea	\$ 15,000.00	\$ 30,000.00	\$ 12,311.93	\$ 24,623.86	\$ 15,000.00	\$ 30,000.00
Total Section A						\$ 78,000.00		\$ 63,744.43		\$ 75,500.00
TOTA L MISCELLANEOUS WATER WORKS						\$ 78,000.00		\$ 63,744.43		\$ 75,500.00
GENERAL (PHASE ONE 2019)										
G.001	SP	Bonds & Insurance	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 60,685.03	\$ 60,685.03	\$ 50,000.00	\$ 50,000.00
G.002	SP	Mobilization & Demobilization	1	LS	\$ 100,000.00	\$ 100,000.00	\$ 8,537.60	\$ 8,537.60	\$ 126,000.00	\$ 126,000.00
G.003	SP	Contingency Allowance	1	LS	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00	\$ 150,000.00
TOTAL GENERAL						\$ 300,000.00		\$ 219,222.63		\$ 326,000.00
SUB-TOTAL PHASE 1 - YEAR 2019						\$ 2,531,540.00		\$ 3,573,204.10		\$ 2,945,604.00

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
PHASE 3 - Year 2021							As Tendered:	\$ 212,222.63		
ERIN CRESCENT - DWG-A1-358405-P2 2022 WORKS PHASE THREE							Difference:	-\$7,000.00		
Section A - Grading										
A.001	310, SP	Hot Mix HL4 Asphalt	353	t	\$ 250.00	\$ 88,250.00	\$ 359.78	\$ 127,002.34	\$ 335.00	\$ 118,255.00
A.002	314, SP	Granular 'A' (100mm)	800	t	\$ 28.00	\$ 22,400.00	\$ 37.00	\$ 29,600.00	\$ 24.00	\$ 19,200.00
A.003	353, SP	Concrete Curb and Gutter	677	m	\$ 115.00	\$ 77,855.00	\$ 175.00	\$ 118,475.00	\$ 175.00	\$ 118,475.00
A.004	Section 02930	100 mm Topsoil and Sod	3,925	m ²	\$ 20.00	\$ 78,500.00	\$ 20.36	\$ 79,913.00	\$ 17.00	\$ 66,725.00
A.005	201	Clearing and Grubbing	20,000	m ² (P)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A.006	510, SP	Boulevard Works Stripping and Removal	1	LS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Section A - Grading						\$ 267,005.00		\$ 354,990.34		\$ 322,655.00
TOTAL ERIN CRESCENT (PHASE 3 - YEAR 2021)						\$ 267,005.00		\$ 354,990.34		\$ 322,655.00
							As Tendered:	\$354,999.14		
GENERAL (PHASE THREE 2021)							Difference:	\$8.80		
G.001	SP	Bonds & Insurance	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 13,767.22	\$ 13,767.22	\$ 7,500.00	\$ 7,500.00
G.002	SP	Mobilization & Demobilization	1	LS	\$ 13,000.00	\$ 13,000.00	\$ 1,113.60	\$ 1,113.60	\$ 10,000.00	\$ 10,000.00
G.003	SP	Contingency Allowance	1	LS	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
TOTAL GENERAL						\$ 93,000.00		\$ 64,880.82		\$ 67,500.00
SUB-TOTAL PHASE 3 - YEAR 2021						\$ 360,005.00		\$ 419,871.16		\$ 390,155.00

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
SUMMARY OF TENDER PRICES							As Tendered:	\$64,880.82		
Phase 1 - Year 2019							Difference:	\$0.00		
SECOND STREET EAST (from Portage Ave. to Victoria Ave)										
Section A - Grading						\$ 564,867.00		\$ 765,772.97		\$ 697,078.00
Section B - Storm Sewers						\$ 88,485.00		\$ 185,225.89		\$ 93,885.00
Section C - Watermain						\$ 235,120.00		\$ 399,676.70		\$ 285,300.00
Section D - Sanitary						\$ 274,380.00		\$ 511,196.14		\$ 255,842.00
TOTAL SECOND STREET EAST (PHASE 1 - YEAR 2019)						\$ 1,162,852.00		\$ 1,861,871.70		\$ 1,332,105.00
ERIN CRESCENT										
Section A - Grading						\$ 140,103.00		\$ 126,690.09		\$ 120,729.00
Section B - Storm Sewers						\$ 277,735.00		\$ 466,124.32		\$ 306,275.00
Section C - Watermain						\$ 255,100.00		\$ 415,978.03		\$ 326,300.00
Section D - Sanitary						\$ 317,750.00		\$ 419,572.90		\$ 458,695.00
TOTAL ERIN CRESCENT (PHASE 1 - YEAR 2019)						\$ 990,688.00		\$ 1,428,365.34		\$ 1,211,999.00
MISCELLANEOUS WATERWORKS										
Section A						\$ 78,000.00		\$ 63,744.43		\$ 75,500.00
TOTAL MISCELLANEOUS WATERWORKS (PHASE 1 - YEAR 2019)						\$ 78,000.00		\$ 63,744.43		\$ 75,500.00
GENERAL										
TOTAL GENERAL (PHASE 1 - YEAR 2019)						\$ 300,000.00		\$ 219,222.63		\$ 326,000.00
SUB-TOTAL TENDER PRICE (PHASE 1 - YEAR 2019)						\$ 2,531,540.00		\$ 3,573,204.10		\$ 2,945,604.00
13% HST						\$ 329,100.20		\$ 464,516.53		\$ 382,928.52
TOTAL TENDER PRICE (PHASE 1 - YEAR 2019)						\$ 2,860,640.20		\$ 4,037,720.63		\$ 3,328,532.52
Phase 3 - Year 2021										
ERIN CRESCENT										
Section A - Grading						\$ 267,005.00		\$ 354,990.34		\$ 322,655.00
TOTAL ERIN CRESCENT (PHASE 3 - YEAR 2021)						\$ 267,005.00		\$ 354,990.34		\$ 322,655.00
GENERAL										
TOTAL GENERAL (PHASE 3 - YEAR 2021)						\$ 93,000.00		\$ 64,880.82		\$ 67,500.00
SUB-TOTAL TENDER PRICE (PHASE 3 - YEAR 2021)						\$ 360,005.00		\$ 419,871.16		\$ 390,155.00
13% HST						\$ 46,800.65		\$ 54,583.25		\$ 50,720.15
TOTAL TENDER PRICE (PHASE 3 - YEAR 2021)						\$ 406,805.65		\$ 474,454.41		\$ 440,875.15

2019 Tender 19-OF-03 Bid and Budget Summary Sheet

Spreadsheet #2

	Description	Approved 2019 Capital	Bay City Low bid	Portion of General*	10% Engineering	Total + Town's portion HST	Actual Approved Budget	Grant Funds (OCIF/FGT)**	Town's Portion Cost	Town %	Grant %	Budget Surplus (Deficit)
Second Street	Grading	\$805,778.00	\$571,078.00	\$71,068.54	\$64,214.65	\$718,793.15	\$0.00	\$718,793.15	(\$0.00)	0.00%	100.00%	\$ 0.00
	Storm Sewer	\$72,691.00	\$93,885.00	\$11,683.64	\$10,556.86	\$118,169.31	\$0.00	\$118,169.31	\$0.00	0.00%	100.00%	\$ -
	Watermain	\$347,152.00	\$285,300.00	\$35,504.53	\$32,080.45	\$359,095.75	\$347,152.00	\$0.00	\$359,095.75	100.00%	0.00%	\$ (11,943.75)
	Sanitary	\$339,116.00	\$255,842.00	\$31,838.59	\$28,768.06	\$322,018.14	\$339,116.00	\$0.00	\$322,018.14	100.00%	0.00%	\$ 17,097.86
	SUBTOTAL	\$1,564,737.00	\$1,206,105.00	\$150,095.29	\$135,620.03	\$1,518,076.36	\$686,268.00	\$836,962.46	\$681,113.90	44.87%	55.13%	\$ 5,154.10
Erin Crescent Phase 1	Grading	\$749,849.00	\$120,729.00	\$15,024.28	\$13,575.33	\$151,956.79	\$749,849.00	\$0.00	\$151,956.79	100.00%	0.00%	\$ 597,892.21
	Storm Sewer	\$191,255.00	\$306,275.00	\$38,114.79	\$34,438.98	\$385,496.15	\$191,255.00	\$0.00	\$385,496.15	100.00%	0.00%	\$ (194,241.15)
	Watermain	\$383,771.00	\$326,300.00	\$40,606.82	\$36,690.68	\$410,700.82	\$383,771.00	\$0.00	\$410,700.82	100.00%	0.00%	\$ (26,929.82)
	Sanitary	\$493,923.00	\$458,695.00	\$57,082.89	\$51,577.79	\$577,341.14	\$493,923.00	\$0.00	\$577,341.14	100.00%	0.00%	\$ (83,418.14)
	SUBTOTAL	\$1,818,798.00	\$1,211,999.00	\$150,828.78	\$136,282.78	\$1,525,494.90	\$1,818,798.00	\$0.00	\$1,525,494.90	100.00%	0.00%	\$ 293,303.10
Misc Works	Misc Water	\$100,000.00	\$75,500.00	\$9,395.69	\$8,489.57	\$95,028.85	\$100,000.00	\$0.00	\$95,028.85	100%	0%	\$ 4,971.15
TOTAL 2019 PROGRAM		\$3,483,535.00	\$2,493,604.00	\$310,319.77	\$280,392.38	\$3,138,600.11	\$2,605,066.00	\$836,962.46	\$2,301,637.65	73%	27%	\$ 303,428.35

* General includes bonds, insurance, mob/demob and \$150,000.00 contingency allowance.

**Total OCIF and FGT Funding allocated in the budget to this work - \$878,469.00

2019 Tender Prices - Utility Costs Estimated

Development				
Lot	Area (ha)	Area (m2)	Cost per lot	
1	7	0.067	670	\$ 70,827.49
2	8	0.066	660	\$ 69,770.36
3	9	0.084	840	\$ 88,798.64
4	10	0.138	1380	\$ 145,883.48
5	11	0.1	1000	\$ 105,712.67
6	12	0.072	720	\$ 76,113.12
7	13	0.072	720	\$ 76,113.12
8	14	0.072	720	\$ 76,113.12
9	15	0.072	720	\$ 76,113.12
10	16	0.072	720	\$ 76,113.12
11	17	0.072	720	\$ 76,113.12
12	18	0.072	720	\$ 76,113.12
13	19	0.08	800	\$ 84,570.13
14	20	0.144	1440	\$ 152,226.24
15	21	0.091	910	\$ 96,198.53
16	22	0.065	650	\$ 68,713.23
17	23	0.067	670	\$ 70,827.49
18	24	0.067	670	\$ 70,827.49
19	54	0.072	720	\$ 76,113.12
20	55	0.069	690	\$ 72,941.74
21	56	0.069	690	\$ 72,941.74
22	57	0.069	690	\$ 72,941.74
23	58	0.069	690	\$ 72,941.74
24	59	0.069	690	\$ 72,941.74
25	60	0.069	690	\$ 72,941.74
26	61	0.069	690	\$ 72,941.74
27	62	0.072	720	\$ 76,113.12
	2.1	21000		\$ 2,219,966.03

Cost per m2 \$ 105.71

Lot Price Summary

Lot 22	\$ 68,713.23
Lot 8	\$ 69,770.36
Lots 7, 23, 24	\$ 70,827.49
Lots 55 - 61	\$ 72,941.74
Lots 12 - 18, 54, 62	\$ 76,113.12
Lot 19	\$ 84,570.13
Lot 9	\$ 88,798.64
Lot 21	\$ 96,198.53
Lot 11	\$ 105,712.67
Lot 10	\$ 145,883.48
Lot 14	\$ 152,226.24

2019 Costs As Tendered

	Construction Costs	Engineering	Town's HST	TOTAL COST
Phase 1	\$ 1,345,590.81	\$ 134,559.08	\$ 26,050.64	\$ 1,506,200.53
Phase 2*	\$ 247,500.00	\$ 24,750.00	\$ 4,791.60	\$ 277,041.60
Phase 3	\$ 390,155.00	\$ 39,015.50	\$ 7,553.40	\$ 436,723.90
Total Cost	\$ 1,983,245.81	\$ 198,324.58	\$ 38,395.64	\$ 2,219,966.03
Cost per m2	\$ 94.44	\$ 9.44	\$ 1.83	\$ 105.71

*Phase 2 costs are still unknown as we are awaiting information from their Utilities as to the costing

Road Reconstruction Based Cost Estimate

				Development	
	Lot	Area (ha)	Area (m2)	Cost per lot	
1	7	0.067	670	\$	64,567.23
2	8	0.066	660	\$	63,603.54
3	9	0.084	840	\$	80,949.96
4	10	0.138	1380	\$	132,989.22
5	11	0.1	1000	\$	96,369.00
6	12	0.072	720	\$	69,385.68
7	13	0.072	720	\$	69,385.68
8	14	0.072	720	\$	69,385.68
9	15	0.072	720	\$	69,385.68
10	16	0.072	720	\$	69,385.68
11	17	0.072	720	\$	69,385.68
12	18	0.072	720	\$	69,385.68
13	19	0.08	800	\$	77,095.20
14	20	0.144	1440	\$	138,771.36
15	21	0.091	910	\$	87,695.79
16	22	0.065	650	\$	62,639.85
17	23	0.067	670	\$	64,567.23
18	24	0.067	670	\$	64,567.23
19	54	0.072	720	\$	69,385.68
20	55	0.069	690	\$	66,494.61
21	56	0.069	690	\$	66,494.61
22	57	0.069	690	\$	66,494.61
23	58	0.069	690	\$	66,494.61
24	59	0.069	690	\$	66,494.61
25	60	0.069	690	\$	66,494.61
26	61	0.069	690	\$	66,494.61
27	62	0.072	720	\$	69,385.68
		2.1	21000	\$	2,023,749.00

Cost per m2 96.369

Lot Price Summary

Lot 22	\$ 62,639.85
Lot 8	\$ 63,603.54
Lots 7, 23, 24	\$ 64,567.23
Lots 55 - 61	\$ 66,494.61
Lots 12 - 18, 54, 62	\$ 69,385.68
Lot 19	\$ 77,095.20
Lot 9	\$ 80,949.96
Lot 21	\$ 87,695.79
Lot 11	\$ 96,369.00
Lot 10	\$ 132,989.22
Lot 14	\$ 138,771.36

Huffman Court Cost Based Estimate

Development				
Lot	Area (ha)	Area (m2)	Cost per lot	
1	7	0.067	670	\$ 56,280.00
2	8	0.066	660	\$ 55,440.00
3	9	0.084	840	\$ 70,560.00
4	10	0.138	1380	\$ 115,920.00
5	11	0.1	1000	\$ 84,000.00
6	12	0.072	720	\$ 60,480.00
7	13	0.072	720	\$ 60,480.00
8	14	0.072	720	\$ 60,480.00
9	15	0.072	720	\$ 60,480.00
10	16	0.072	720	\$ 60,480.00
11	17	0.072	720	\$ 60,480.00
12	18	0.072	720	\$ 60,480.00
13	19	0.08	800	\$ 67,200.00
14	20	0.144	1440	\$ 120,960.00
15	21	0.091	910	\$ 76,440.00
16	22	0.065	650	\$ 54,600.00
17	23	0.067	670	\$ 56,280.00
18	24	0.067	670	\$ 56,280.00
19	54	0.072	720	\$ 60,480.00
20	55	0.069	690	\$ 57,960.00
21	56	0.069	690	\$ 57,960.00
22	57	0.069	690	\$ 57,960.00
23	58	0.069	690	\$ 57,960.00
24	59	0.069	690	\$ 57,960.00
25	60	0.069	690	\$ 57,960.00
26	61	0.069	690	\$ 57,960.00
27	62	0.072	720	\$ 60,480.00
2.1		21000	\$ 1,764,000.00	

Cost per m2 84

Lot Price Summary

Lot 22	\$ 54,600.00
Lot 8	\$ 55,440.00
Lots 7, 23, 24	\$ 56,280.00
Lots 55 - 61	\$ 57,960.00
Lots 12 - 18, 54, 62	\$ 60,480.00
Lot 19	\$ 67,200.00
Lot 9	\$ 70,560.00
Lot 21	\$ 76,440.00
Lot 11	\$ 84,000.00
Lot 10	\$ 115,920.00
Lot 14	\$ 120,960.00

	Huffman Cost Estimate	Reconstruction Cost Estimate	2019 Tender Costs
Total Development	\$ 1,764,000.00	\$ 2,023,749.00	\$ 2,219,966.03
Lot 22	\$ 54,600.00	\$ 62,639.85	\$ 68,713.23
Lot 8	\$ 55,440.00	\$ 63,603.54	\$ 69,770.36
Lots 7, 23, 24	\$ 56,280.00	\$ 64,567.23	\$ 70,827.49
Lots 55 - 61	\$ 57,960.00	\$ 66,494.61	\$ 72,941.74
Lots 12 - 18, 54, 62	\$ 60,480.00	\$ 69,385.68	\$ 76,113.12
Lot 19	\$ 67,200.00	\$ 77,095.20	\$ 84,570.13
Lot 9	\$ 70,560.00	\$ 80,949.96	\$ 88,798.64
Lot 21	\$ 76,440.00	\$ 87,695.79	\$ 96,198.53
Lot 11	\$ 84,000.00	\$ 96,369.00	\$ 105,712.67
Lot 10	\$ 115,920.00	\$ 132,989.22	\$ 145,883.48
Lot 14	\$ 120,960.00	\$ 138,771.36	\$ 152,226.24

Stats Canada Report -TOWN OF FORT FRANCES 2019-April

Permit #	Roll #	Contractor	Property Address	Work Description	Building Code	Work Code	Units/Area	Value
2019-0008	591202000707800.00		256 SCOTT ST, FORT FRANCES	COMPLETE RENOVATION ON EXISTING APARTMENT. rENOVATE BATHROOM, KITCHEN AND LIVING ROOM. INSPECT THE EXISTING SEPERATIONS, INSTALL INTERCONNECTED SMOKE ALARAMS FROM APARTMENT TO RETAIL AND OTHER UNITS.	110, 310	03, 01, 02	700.00 Sq. Ft	\$10,000.00
2019-0010	591201000401900.00		700 STEWART ST, FORT FRANCES	Renovate hotel rooms. Construct fire separation between ajoining bathrooms. 28 total for renovation. Repair deviations found. 100-113 200-213 and 157. Room to be inspected prior to occupancy.		2	100.00 Sq. Ft	\$28,000.00
2019-0012	591203000101200.00	DARYL'S CUSTOM LANDSCAPES LTD	617 NELSON ST, FORT FRANCES		110	3	100.00 Sq. Ft	\$1,000.00
2019-0013	591201000605300.00		1320 EMO RD, FORT FRANCES	Construct new accessory building 26x40.	110	1	0.00 Sq. Ft	\$35,000.00
2019-0014	591203000715900.00		1305 MILL RD, FORT FRANCES	Demolition of of trailer located on 1Willow Street.	110		600.00 Sq. Ft	\$0.00
2019-0015	591203000715900.00		1305 MILL RD, FORT FRANCES	Demolition of mobile home.	110		600.00 Sq. Ft	\$1,000.00

2019-0016	591202000708000.00	264 SCOTT ST, FORT FRANCES	Repairing original apartment/office suite. Construct new separation wall, interconnected smoke alarms, and 20 minute rated doors. Fire department to complete inspection upon final inspections.		2	500.00 Sq. Ft	\$10,000.00
2019-0017	591201000500800.00	1039 RIVER RD W, FORT FRANCES	Construct deck on rear of dwelling.	110	3	280.00 Sq. Ft	\$3,500.00
2019-0018	591203000601501.00	1131 CHURCH ST, FORT FRANCES	Construct new 16x40 garage.	110	1	0.00 Sq. Ft	\$8,550.00
2019-0019	591202000705000.00	255 SCOTT ST, FORT FRANCES	Office renovations to 255 Scott Street. As per original footprint. New entry door on west wall and windows.		2	1,320.00 Sq. Ft	\$10,000.00
2019-0020	591203000705000.00	1223 THIRD ST E, FORT FRANCES	Construct new accessory buiiding on property.	110	1	0.00 Sq. Ft	\$21,000.00
2019-0022	591201000614313.00	109 LYNDY PL S, FORT FRANCES	Construct new accessory building in rear of garage.	110	02, 03, 01	364.00 Sq. Ft	\$15,000.00