

# TOWN OF FORT FRANCES

AGENDA - May 14, 2012

## COMMITTEE OF THE WHOLE MEETING

Committee Room & Council Chambers

(Session No. 57) 5:30 p.m. to 6:40 p.m.

Page

### **Call to Order (in Committee Room)**

**Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**

**Disclosure of pecuniary interest and the general nature thereof.**

**In-Camera - 5:31 p.m. to 6:15 p.m.**

- 4.1 Disposition of 363 Church Street (W. Derksen, Town Solicitor will be in attendance).
- 4.2 Multiplicities of Litigation. (W. Derksen, Town Solicitor will be in attendance).
- 4.3 Damaged Fire Hydrant - 1516 Colonization Road West.
- 4.4 Appointments to Boards and Committees:
  - 1) Fort Frances Public Library Board;
  - 2) Fort Frances Sustainability Strategy Steering Committee.

### **Non-agenda in-camera items**

**Public Session Resumes in Council Chambers: 6:20 p.m.**

**Consent Agenda: 6:21 p.m. to 6:26 p.m.**

- 7.1 Bell Mobility to Rent Space on the Existing Water Tower to Install Antennas. 4-15
- 7.2 Tender No. 12-OF-04 - Supply of One - 1/2 Ton Two Wheeled Drive Four Door Truck. 16-19
- 7.3 2011 Strategic Plan - Item No. 29 - Parks Operational Review. 20-25

**Consent Agenda: 6:21 p.m. to 6:26 p.m.**

7.4	Townshend Theatre Stage Floor Replacement and User Surtax.	26-27
7.5	Rainy River Vet Services Committee.	28-31
7.6	EH Celebration Planning Committee Financial Request.	32-41
7.7	RRDMA Photocopy Rate.	42-47
7.8	Frog Creek Road - Proposal for Development.	48
7.9	Tourist Information Centre.	49-51

**Administration and Finance Division - 6:26 p.m. to 6:27 p.m.**

8.1	Mayor Roy Avis - NOMA Conference Travel and Per Diem.	52-57
8.2	Councillor John Albanese - NOMA Conference Travel and Per Diem.	58-62
8.3	Councillor Andrew Hallikas - NOMA Conference Travel and Per Diem.	63-67
8.4	Councillor Ken Perry - NOMA Conference Travel and Per Diem.	68-73
8.5	Councillor Paul Ryan - NOMA Conference Travel and Per Diem.	74-77
8.6	Councillor Sharon Tibbs - Per Diem Claim.	78-79
8.7	Councillor Rick Wiedenhoeft - NOMA Conferene Travel and Per Diem.	80-83

**Planning and Development Division - 6:27 p.m. to 6:32 p.m.**

9.1	Civic Centre Roof Retrofit.	84-89
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**Information -**

10.1	Town of Fort Frances General Fund (Operating) and Water and Sewer Fund (Operating) - Actuals to April 30, 2012*.	90-93
10.2	Administration and Finance Department Stats for the period ending April 30, 2012*.	94-95
10.3	Assessment Review Board - Notice of Hearing re: File No. 521687.	96-98

**Information -**

10.4	Northwestern Health Unit - 2011 Surplus - Municipal Levy Funds.	99-100
10.5	Town of Fort Frances Operations Statistics (Public Works Area) - March 2012*.	101-105
10.6	Town of Fort Frances Operations Statistics (Environmental Area) - March 2012*.	106-108
10.7	2012 Tonnage at Landfill Site Report - Up-dated May 2, 2012*.	109
10.8	Fort Frances Municipal Airport - Aircraft Landings 2012 and Fuel Sales 2012 Recap as of May 1, 2012*.	110-111

**Non-agenda items - 6:35 p.m.**



May 4, 2012

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**Subject: Bell Mobility to Rent Space on the Existing Water Tower to Install Antennas**

Since January of 2012, Town Administration have been working out the details for Bell Mobility to rent space on the Water Tower property to install equipment to have six (6) wireless mobility antennas affixed to the concrete wall (foundation) of the Water Tower.

On April 26, 2012 a telephone conference took place between Brent Shannon and Wendy Coles of Medallion Land Services (who was retained by Bell Mobility) to negotiate and secure a lease agreement with the Town of Fort Frances to rent space on the Water Tower property for the installation of wireless mobility antennas and associated equipment. Please find attached a proposed agreement where Administration concerns have been addressed within the terms and conditions contained in this agreement. Bell Mobility utilizes a standard agreement with all their clients where schedules are attached providing additional details. Please ensure Schedule "D"- Section 7 is reviewed as it outlines the Town's requirements in regards to penetrating the Water Tower concrete foundation.

Bell Mobility wants to enter into a 15-year term where the rental schedule is as follows;

- 1) During the installation of equipment and Antennas - \$ 500
- 2) \$ 6000/year for the first 5 years.
- 3) \$ 6900/year for the next 5 years
- 4) \$6900/year + the greater of the accumulated CPI for the last 5 years or fair market value (renegotiated after 10 years).

Presently the Town receives \$ 2,882.16 per year from Dryden Municipal Telephone System and \$ 2,968.68 per year from Vianet for rental of space on the Water Tower for wireless antennas and equipment.



The Operations & Facilities Executive Committee recommends the following;

- 1) That the Town enter into a 15-year term with Bell Mobility for the rental of space on the Water Tower property for the installation of antennas and associated equipment in accordance with the attached agreement.
- 2) That the Mayor and Clerk be authorized to executed the agreements on behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted,  
Operations & Facilities Division

*Doug Brown*

D. Brown, P. Eng.  
Manager of Operations & Facilities

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

- 1) That the Town enter into a 15-year term with Bell Mobility for the rental of space on the Water Tower property for the installation of antennas and associated equipment in accordance with the attached agreement.
- 2) That the Mayor and Clerk be authorized to executed the agreements on behalf of the Corporation of the Town of Fort Frances.

2012MayBellwatertower.doc

**RECOMMENDED**

MAY 04 2012

DIV. MNG.

EXECUTIVE COMM.

**W4273 Fort Frances West**

THIS LEASE made this 1st day of May, 2012.

1. **DEMISE.** The Landlord, who is the party signing this Agreement as Landlord below, is the registered owner of the property municipally known as **220 McIRVINE ROAD, FORT FRANCES**, in the Province of Ontario, which is more particularly described in Schedule "A" (the "Property") attached hereto, and leases to the Tenant a portion of the Property which is more particularly shown on the plan attached hereto as Schedule "B" (the "Leased Premises") for the use described herein and for the exclusive use of the Tenant, its agents, employees, contractors, assignees and/or sublessees in consideration of \$2.00 (the receipt and sufficiency of which is hereby acknowledged) and the rents, covenants and agreements herein contained and hereby assumed.

2. **USE OF LEASED PREMISES.** The Tenant is permitted to use and maintain on the Leased Premises (including the use of the existing water tower) an equipment shelter/cabinets and all necessary cabling, antennas, antenna mounts and any other related equipment or attachments (collectively, the "Equipment"), and to install, reconfigure, attach, operate, maintain and replace all of the initial and additional Equipment on the Leased Premises for wireless telecommunications. The Tenant shall be permitted, during construction, installation, reconfiguration, attachment and replacement of the Equipment, to occupy an area outside the Leased Premises for such purposes, such area to be repaired at the Tenant's expense and to the reasonable satisfaction of the Landlord. The Tenant shall have the further right to construct and maintain an access road to the Leased Premises, if required, which access road will form part of the Leased Premises. \*

The Landlord grants to the Tenant, its agents, employees, contractors, or to an Assignee (as defined herein), all rights of direct access, twenty-four (24) hours a day, seven (7) days a week, to the Property and, where available, a twenty-four (24) hour parking space located at the Property (including parking access cards and provide notice to any security personnel and contracted towing/tagging services). Access keys shall be provided by the Landlord to the Tenant if and when keys are requested by the Tenant. \*

3. **TERM.** The term of this Lease shall commence on the date indicated on the first page hereof (the "Commencement Date") and shall expire on that date which is five (5) years following the date upon which installation/construction of the Equipment is commenced (the "Construction Commencement Date") (the "Term").

4. **RENT.** The Tenant shall pay to the Landlord rent as set forth in Schedule "C" (the "Rent"), attached hereto. In addition, the Tenant shall pay to the Landlord any goods and services tax or harmonized sales tax which it is required to pay by law. The Landlord's GST/HST # is \_\_\_\_\_.

5. **OPTION TO EXTEND.** Unless the Tenant provides the Landlord with written notice of its intention not to renew this Lease at least six (6) months prior to the expiration of the Term or Renewal Term, this Lease shall automatically renew for three (3) successive five (5) year renewal terms (each of such terms being referred to as a "Renewal Term") on the same terms and conditions herein except for the Rent shown on Schedule "C" attached hereto.

6. **ASSIGNMENT.** The Tenant shall be permitted to assign, sublet or license the whole or any part of the Equipment or Leased Premises and rights of access without the consent of the Landlord to any assignee, sublessee or licensee (the "Assignee") provided that the

Tenant shall not be relieved from any of its obligations under this Lease and further provided that the Assignee(s) agrees to be bound by the terms and conditions of this Lease. \*

7. **TENANT'S WORK**

(a) The Landlord agrees that the Equipment shall not become fixtures of the Lease but shall be and remain the property of the Tenant and may be removed from the Leased Premises at any time from time to time by the Tenant during the Term or within a reasonable time after expiration or early termination of this Lease, so long as the Tenant makes good, at the Tenant's cost and expense, any damage caused by such removal, reasonable wear and tear excepted.

(b) The Tenant and any Assignee may make any alterations and/or improvements to the Equipment or the Leased Premises during the Term and any extension thereof without requiring the consent of the Landlord. Such alterations and/or improvements may include, but are not limited to the expansion, reconfiguration or replacement of existing, or the addition of new, equipment shelter(s), antennas, antenna mounts, apparatus, fixtures, cabling, attachments or any other Equipment required by the Tenant or any Assignee, so long as the Tenant makes good, at the Tenant's cost and expense, any damage caused by such alterations and/or improvements, reasonable wear and tear excepted. \*

8. **ADDITIONAL TAXES.** The Tenant shall reimburse the Landlord for any new taxes, rates, fees or assessments of every description which may be charged or imposed, during the Term hereof, by a governmental authority (collectively, the "Taxes") upon or in respect of the privileges hereby granted provided that: (a) it can be demonstrated that such Taxes have been assessed as a direct result of the Tenant's use of the Leased Premises; and (b) the Landlord delivers to the Tenant prompt written notice of the imposition of such Taxes (together with copies of all bills, invoices or statements relating to such Taxes) (the "Taxes Notice"), which Taxes Notice shall be delivered no later than sixty (60) days following the due date for the Taxes set out in such Taxes Notice (the "Taxes Due Date"). If the Landlord fails to deliver the Taxes Notice on or before the date which is sixty (60) days following the Taxes Due Date, then, notwithstanding anything to the contrary herein, the Tenant shall have no obligation or liability to pay any of the Taxes set out in such Taxes Notice and the Landlord shall be solely responsible for the payment of all such Taxes. The Landlord agrees that the Tenant shall have the right, at the Tenant's sole cost and expense, to contest the Taxes charged or imposed which the Tenant is responsible for paying under this Lease.

9. **ELECTRICITY.** The Tenant shall have the right at any time and at its own cost and expense, to connect to and draw power from the Landlord's electrical power supply. The Tenant shall be responsible for its electrical connection costs and for the electrical consumption used on the Leased Premises. In circumstances where the local hydro utility will not provide a separate billing for a hydro subservice sharing the same municipal address with the primary hydro service, the Tenant shall have the right to install at its expense a hydro check meter. Upon regular consumption of hydro, the Tenant shall make monthly instalments to the Landlord of Three Hundred and Fifty Dollars (\$350.00), in advance. The Tenant shall periodically read the check meter to determine the actual electrical consumption by the Equipment. Based on this reading, the Landlord and the Tenant shall adjust the monthly hydro instalments, determine a revised rate and the Tenant shall begin paying that rate monthly in advance for the subsequent period. This process shall continue throughout the term of

\* See Schedule "D" attached hereto for amendments to this Section.

the Lease, based on the actual electrical consumption being used for the Equipment.

**10. TERMINATION.** Notwithstanding any other provisions of this Lease, the Tenant may, in its sole discretion, terminate this Lease by giving ninety (90) days prior written notice to the Landlord and the Tenant shall be entitled to remove the Equipment from the Leased Premises within a reasonable time thereafter. In the event of such termination, the Landlord shall refund pro-rata the portion of the Rent, if any, accruing due after the date of the said termination and the parties shall be released from any further obligations with respect to any matter under this Lease. \*

**11. INTERFERENCE.** The Landlord shall not cause interference or permit others to interfere with or impair the quality of the telecommunications services being rendered by the Tenant from the Leased Premises. To verify that no interference is caused by the Landlord, the Landlord shall provide to the Tenant a full set of plans and specifications for any subsequent proposed telecommunications installation at the Property by a third party for review and approval, such approval not to be unreasonably withheld or delayed. Should interference occur at any time during the Term, or any extension thereof, upon notice by the Tenant, the Landlord shall cause such interference to cease immediately and all costs associated with the resolution of the interference shall be borne by the Landlord or the third party, as the case may be. \*

**12. OVERHOLDING.** If the Tenant overholds the Leased Premises beyond the Term of this Lease or any extension provided herein, the Tenant may continue such holding over as a tenancy from month to month, upon the same terms and conditions as contained in the Lease. \*

**13. QUIET ENJOYMENT.** The Landlord covenants with the Tenant for quiet enjoyment of the Leased Premises without any interruption or disturbance from the Landlord provided the Tenant performs all its covenants under this Lease.

**14. INSURANCE AND INDEMNITY.** The Tenant shall, during the Term hereof, keep in full force and effect a policy of insurance with respect to the Leased Premises and the Property, in which the limit of Comprehensive General Liability insurance shall not be less than TWO MILLION DOLLARS (\$2,000,000.00) per occurrence and an annual aggregate limit of not less than TWO MILLION DOLLARS (\$2,000,000.00) for products and completed operations. The required insurance limit may be composed of any combination of primary and excess (umbrella) insurance policies. \*

The Tenant agrees to indemnify the Landlord for any claims or damages caused by the Tenant, its agents, employees, contractors or those whom it is responsible in law, except for any damage, loss, injury or death which results from the negligence or willful misconduct of the Landlord, its employees, agents, contractors or those whom it is responsible in law. Notwithstanding anything else contained herein to the contrary, in no event will the Tenant be liable for or indemnify and save harmless the Landlord from and against any indirect, special, incidental or consequential damages, including loss of revenue, loss of profits, loss of business opportunity or loss of use of any facilities or property, even if advised of the possibility of such damages.

**15. ENVIRONMENTAL.** The Landlord warrants, to the best of his knowledge, that the Leased Premises does not contain any toxic or hazardous substances or materials including, without limitation, asbestos, urea formaldehyde, PCBs or any other contaminants as defined in the Environmental Protection Act, Ontario or the equivalent Act in the province within which the Property is located (the

"Contaminants"). If Contaminants are discovered by the Tenant during the Term or any extension thereof, the Landlord shall remove the Contaminants at its expense, or, at its option, indemnify and hold the Tenant harmless from any liability arising from the presence of the Contaminants on the Leased Premises.

**16. REGISTRATION AND NON-DISTURBANCE.** The Tenant may register a notice of this Lease on title to the Property in order to show its interest herein and the Landlord shall provide the Tenant with a legal description of the Property for such registration. Upon the request of the Tenant, the Landlord agrees to obtain from any purchaser or mortgagee a non-disturbance agreement to respect and continue in full force and effect, all the terms and conditions of this Lease.

**17. NOTICE.** Any notice to be given under the terms of this Lease shall be sufficiently given if delivered (by hand or courier) to the party for whom it is intended, or if mailed, postage prepaid, by registered mail addressed to the party for whom it is intended. The addresses for notice are as follows:

In the case of the Landlord to:

**THE MUNICIPAL CORPORATION OF THE  
TOWN OF FORT FRANCES  
320 Portage Avenue,  
Fort Frances, Ont. P9A 3P9**

**Attention: Mr. Glenn Treftlin  
Facsimile: (807) 274-8479**

and in the case of the Tenant to:

**BELL MOBILITY INC.  
5099 CREEKBANK ROAD, 6N  
MISSISSAUGA, ONTARIO  
L4W 5N2**

**Attention: Real Estate Services  
Facsimile: (905) 625-0730**

Either party hereto may change its aforesaid address for notices in accordance with the provisions of this notice.

Although not constituting formal notice, Bell Mobility's Call Centre can be reached 24 hours a day at 1 866-670-6622 to report power outages or other hazardous conditions occurring at the Leased Premises.

**18. BINDING AGREEMENT.** The Landlord covenants that the Landlord has good right, full power, and absolute authority to grant this Lease to the Tenant and this Lease shall be binding upon and shall enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors, assigns and subsequent purchasers.

**19. FORCE MAJEURE.** Notwithstanding anything to the contrary in this Lease contained, if either party hereto shall be bona fide delayed or hindered in or prevented from the performance of any term, covenant or act required hereunder by reason of strikes; labour troubles; an inability to procure materials or services; failure of power; restrictive governmental laws or regulations; riots; sabotage; rebellion; war; act of God; or other reason whether of a like nature or not, which are not the fault of the party delayed in performing the work or doing the act required under the terms of this Lease, then the performance of

\* See Schedule "D" attached hereto for amendments to this Section.

BELL MOBILITY

Form: telecommunications lease doc

such term, covenant or act shall be excused for the period of the delay and the period for the performance of any such term, covenant or act shall be extended for a period equivalent to the period of such delay.

**20. CONFIDENTIALITY.** The terms of this Lease and all information issued, disclosed or developed in connection with this Lease are to be held in strict confidence between the parties hereto. The Landlord, its agents and employees agree not to use, reproduce or divulge the same to third parties unless it is with the prior written consent of the Tenant and to take all reasonable precautions for protection of such information from disclosure. \*

**21. ENTIRE AGREEMENT.** This Lease, including Schedules A, B, C and D, contains the entire agreement between the parties hereto with respect to the Leased Premises and there are no prior representations, either oral or written, between them other than those set forth in this Lease. This Lease supersedes and revokes all previous negotiations, arrangements, options to lease, representations and information conveyed, whether oral or written, between the parties hereto. The Landlord acknowledges and agrees that it has not relied upon any statement, representation, agreement or warranty except such as are expressly set out in this Lease.

**IN WITNESS WHEREOF** the said parties hereto have duly executed this Lease on the dates noted below.

DATED at Mississauga, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**TENANT:**

**BELL MOBILITY INC.**

Per: \_\_\_\_\_  
Colin Lavery  
Manager, National Real Estate Services

I have authority to bind the corporation.

DATED at Fort Frances, Ontario, this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

**LANDLORD:**

**THE MUNICIPAL CORPORATION OF THE TOWN OF FORT FRANCES**

Per: \_\_\_\_\_  
Roy Avis

Per: \_\_\_\_\_  
Glenn Treftlin

We have the authority to bind the corporation.

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\* See Schedule "D" attached hereto for amendments to this Section.

**SCHEDULE "A"**

To the Agreement dated the 1<sup>st</sup> day of May, 2012.

BETWEEN:

**THE MUNICIPAL CORPORATION OF THE  
TOWN OF FORT FRANCES  
320 PORTAGE AVENUE  
FORT FRANCES, ONTARIO  
P9A 3P9**

- and -

**BELL MOBILITY INC.  
5099 CREEKBANK ROAD, 6N  
MISSISSAUGA, ONTARIO  
L4W 5N2**

All and singular that certain parcel or tract of land and premises located at 220 McIrvine Road, FORT FRANCES, ONTARIO and being more particularly described as:

Legal Description:

PIN: 560190014

PCL 17014 SEC RAINY RIVER; FIRSTLY PT LT 40 RIVER RANGE MCIRVINE AS IN SLT68161; SECONDLY PT ORIGINAL ROAD ALLOWANCE MCIRVINE AS IN SLT13820; FORT FRANCES

# SCHEDULE "B"

## PLAN OF LEASED PREMISES

(Schedule "B" may be replaced at a later date as agreed to by the Landlord and the Tenant)

<p><b>APPROX. GPS COORDINATES:</b>          LATITUDE: 48.505029°N          LONGITUDE: 93.426906°W</p> <p><b>KEY MAP</b></p>		<table border="1"> <tr> <td>REV</td> <td>DATE</td> <td>DESCRIPTION</td> </tr> <tr> <td>C</td> <td>2012/03/12</td> <td>GENERAL REVISIONS</td> </tr> <tr> <td>B</td> <td>2012/02/07</td> <td>REVISED GPS COORDINATES</td> </tr> <tr> <td>A</td> <td>2012/01/05</td> <td>FOR PRELIMINARY REVIEW</td> </tr> </table> <p><b>LOCATION:</b>          W4273A - FORT FRANCES CITY WATER TANK          220 McIRVINE RD., FORT FRANCES, ON</p> <p><b>PROJECT DESCRIPTION:</b>          MUNICIPAL LAND          EXISTING WATER TANK INSTALLATION</p> <p><b>GENIVAR</b>          THE SPINDRIFT AVENUE SOUTH          THUNDER BAY, ON          CANADA P7S 1T5          PHONE: (807) 825-4700 FAX: (807) 823-4491          WWW.GENIVAR.COM</p> <p><b>CLIENT:</b>  </p> <table border="1"> <tr> <td>PROJECT NO:</td> <td>DATE:</td> </tr> <tr> <td>1111-18628-01</td> <td>2012/03/08</td> </tr> <tr> <td>ORIGINAL SCALE:</td> <td>IF THIS SCALE IS NOT</td> </tr> <tr> <td>N/A</td> <td>Shown, USE AS NOTED</td> </tr> <tr> <td>DESIGNED BY:</td> <td>YOUR PLATTING SCALE:</td> </tr> <tr> <td>S. DANIELSKY</td> <td></td> </tr> <tr> <td>DRAWN BY:</td> <td></td> </tr> <tr> <td>S. DANIELSKY</td> <td></td> </tr> <tr> <td>CHECKED BY:</td> <td></td> </tr> <tr> <td>S. DANIELSKY</td> <td></td> </tr> </table> <p><b>TITLE:</b>          TITLE PAGE</p> <p><b>DRAWING NUMBER:</b>          W4273A-1000</p> <p><b>SHEET #</b>          1 of 5</p> <p><b>DATE:</b>          FOR PRELIMINARY REVIEW          DATE OF: 2012/03/08</p> <p><b>REV #</b>          C</p>	REV	DATE	DESCRIPTION	C	2012/03/12	GENERAL REVISIONS	B	2012/02/07	REVISED GPS COORDINATES	A	2012/01/05	FOR PRELIMINARY REVIEW	PROJECT NO:	DATE:	1111-18628-01	2012/03/08	ORIGINAL SCALE:	IF THIS SCALE IS NOT	N/A	Shown, USE AS NOTED	DESIGNED BY:	YOUR PLATTING SCALE:	S. DANIELSKY		DRAWN BY:		S. DANIELSKY		CHECKED BY:		S. DANIELSKY	
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S. DANIELSKY																																		
CHECKED BY:																																		
S. DANIELSKY																																		

**SITE NAME:** FORT FRANCES CITY WATER TANK

**SITE ID:** W4273A

**LOCATION:** 220 McIRVINE ROAD, FORT FRANCES, ONTARIO

**SITE TYPE:** MUNICIPAL LAND - EXISTING WATER TANK INSTALLATION

**DRAWING LIST:**

- W4273A-1000 TITLE PAGE
- W4273A-1001 SITE PLAN
- W4273A-1002 COMPOUND PLAN
- W4273A-1003 ELEVATIONS & DETAILS
- W4273A-1004 ANTENNA TABLE & DETAILS

**BELL MOBILITY**  
 CONSTRUCTION MANAGER: RICHARD FRANKAVITZ  
 PHONE: 705-989-7077

\* subject to municipal setbacks

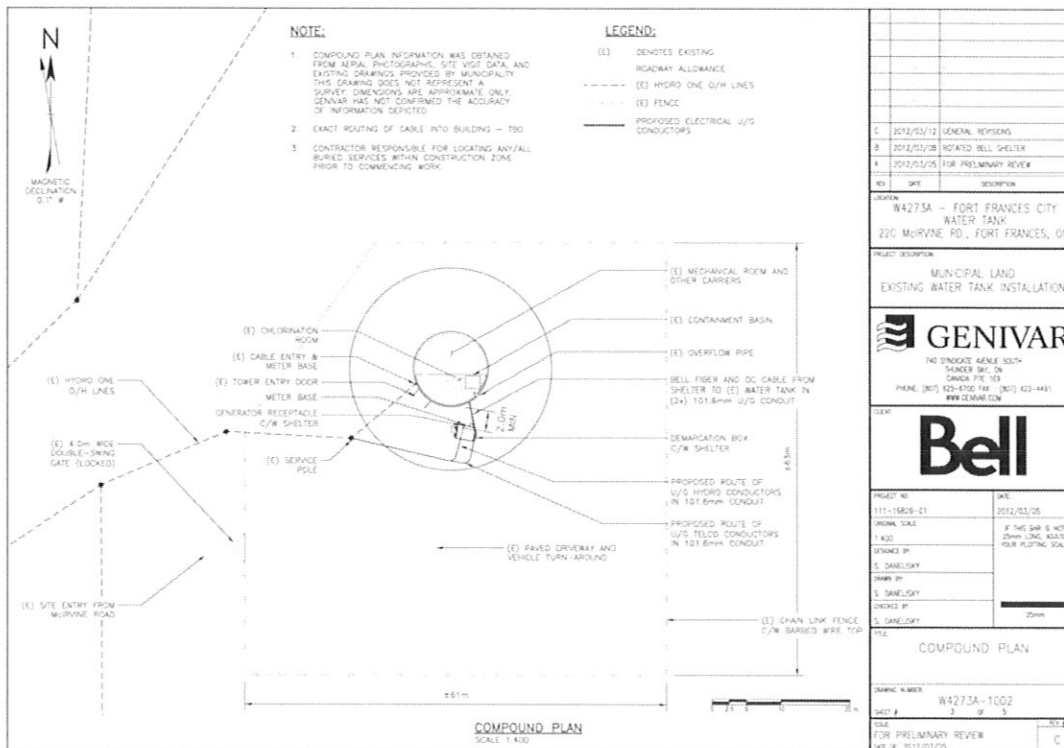
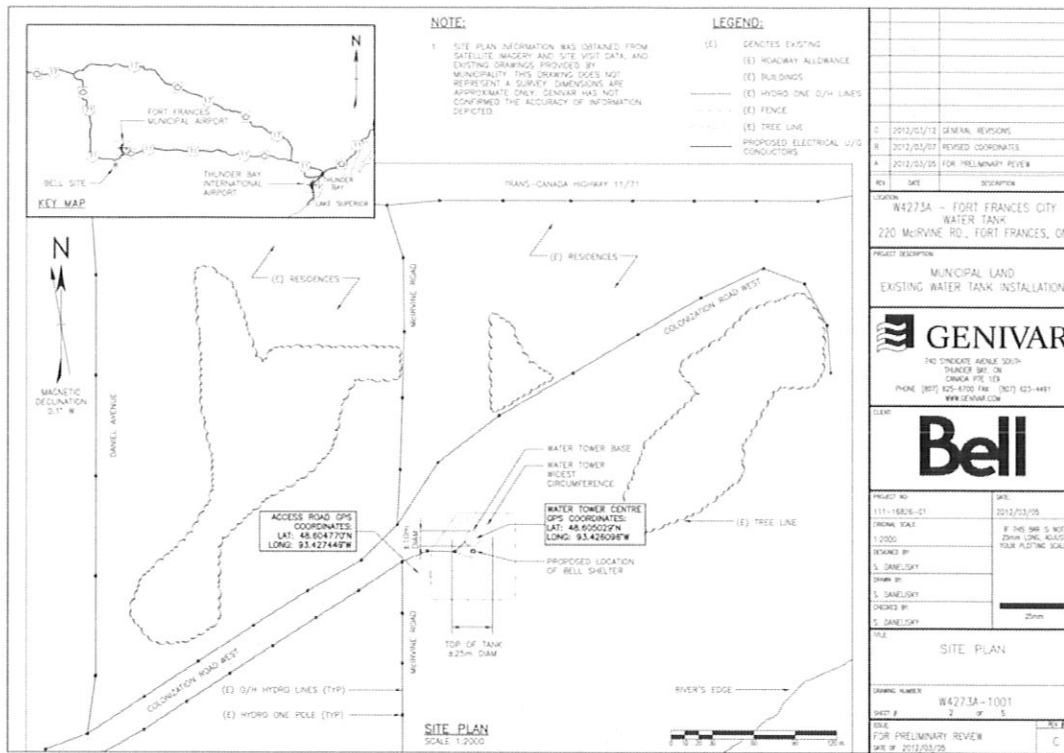
BELL MOBILITY

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W4273  
22.01.2010









**SCHEDULE "C"**

**RENTAL PAYMENT SCHEDULE**

The Tenant shall pay Rent to the Landlord as follows:

(a) During the period commencing on the Commencement Date and ending on the Construction Commencement Date, the Tenant shall pay to the Landlord annual Rent in the amount of Five Hundred Dollars (\$500.00), payable in advance.

(b) During the period commencing on the Construction Commencement Date and ending upon the expiry of the Term, the Tenant shall pay to the Landlord annual Rent in the amount of Six Thousand Dollars (\$6,000.00) payable annually in advance.

If the Construction Commencement Date is on any day other than the anniversary date of the first day of the Term, Rent for the fractions of a year at the beginning and at the end of the year will be adjusted pro rata, on the basis of the actual number of days in such year prior to and the Construction Commencement Date.

(c) Provided that the Tenant shall have exercised its first (1st) Option to Renew, the rent of Six Thousand Nine Hundred Dollars (\$6,900.00) per annum payable in advance commencing on the first day of the first month of the first year following the expiration of the immediately prior Term/Renewal Term, and each and every month up to and including the first day of the fifth year following the expiration of the Term.

(d) Provided that the Tenant shall have exercised its second (2nd) Option to Extend, the annual rent of the greater of:

i) fair market value\*\*; or,

ii) the annual rental during the last year of the immediate previous term adjusted by the number (as a percentage) obtained by adding the yearly percentage change in the CPI\*\*\*;

payable in advance commencing on the first day of the first month of the first year following the expiration of the immediately prior Renewal Term and each and every year up to and including the first day of the tenth year following the expiration of the Term.

(e) Provided that the Tenant shall have exercised its third (3<sup>rd</sup>) Option to Extend, the annual rent of the greater of:

i) fair market value\*\*; or,

ii) the annual rental during the last year of the immediate previous term adjusted by the number (as a percentage) obtained by adding the yearly percentage change in the CPI\*\*\*;

payable in advance commencing on the first day of the first month of the first year following the expiration of the immediately prior Renewal Term and each and every year up to and including the first day of the fifteenth year following the expiration of the Term.

\*\*Fair market value as agreed between the parties in the ninety (90) days prior to the expiration of the immediately preceding Term/Renewal Term, or in the absence of such agreement, as determined by arbitration heard at the parties joint expense in the Town of Fort Frances before a single arbitrator in accordance with the provisions of the Commercial Arbitration Act of the Province of Ontario.

\*\*\*"CPI" means the Consumer Price Index, not seasonally adjusted, published by Statistics Canada (or by a successor or other government agency), or if it is changed or is not produced or issued by Statistics Canada (or by a successor or other government agency), then CPI shall mean the nearest and most similar replacement index available from a government authority or failing that, a recognized industry association.

**SCHEDULE "D"**

**AMENDMENT TO LEASE**

Section 2. **USE OF LEASED PREMISES** of the Lease is amended by deleting the last sentence of the first paragraph which states: "The Tenant shall have the further right to construct and maintain an access road to the Leased Premises, if required, which access road will form part of the Leased Premises."

Section 2. **USE OF LEASED PREMISES** of the Lease is further amended by adding the following sentence as the last sentence of the second paragraph:

"Except in the case of an emergency, the Tenant acknowledges that a representative of the Landlord will be required to accompany any representative of the Tenant in order to gain access to the water tower structure. Further, the Tenant agrees to pay to the Landlord, a reasonable fee in accordance with the Landlord's current schedule of fees, if such required access is outside of normal business hours."

Section 6. **ASSIGNMENT** of the Lease is amended by adding the following to the end of the last sentence:

"and further provided that the Tenant provides the Landlord with notice of such assignment"

Section 7. **TENANT'S WORK**, paragraph (b) of the Lease is amended by replacing the first sentence which states: "The Tenant and any Assignee may make any alterations and/or improvements to the Equipment or the Leased Premises during the Term and any extension thereof without requiring the consent of the Landlord" with the following sentence:

"The Tenant and any Assignee may make any alterations and/or improvements to the Equipment or the Leased Premises during the Term and any extension thereof after submitting plans to the Landlord and upon receipt of consent of the Landlord, such consent not to be unreasonably withheld or delayed.

Section 7. **TENANT'S WORK**, paragraph (b) of the Lease is further amended by adding the following last four sentences:

"Notwithstanding the foregoing, prior to the installation of any Equipment, the Tenant shall provide to the Landlord, plans stamped by a professional engineer certified in the Province of Ontario. Further, any and all work undertaken by the Tenant shall require the consent of the Landlord, such consent not to be withheld or delayed. The Landlord further agrees to provide consent within five (5) business days upon receipt of plans from the Tenant. The Tenant shall ensure that all workers, employers, contractors and other personnel are trained, certified and competent in their skill set when performing within the said property. All work performed on the said property shall be in conformity with the Ontario Occupational Health & Safety Act and all applicable safety regulations and standards. When requested by the Landlord the Tenant shall provide such documentation of proof. "

Section 10. **TERMINATION** of the Lease is amended by adding the following last sentence:

"The Tenant shall repair any damage caused by such removal and restore the Leased Premises to its original condition save and except reasonable wear and tear."

Section 11. **INTERFERENCE** of the Lease is amended by deleting “immediately and all costs associated with the resolution of the interference shall be borne by the Landlord or the third party, as the case may be” from the last sentence.

Section 12. **OVERHOLDING** of the Lease is amended by adding the following at the end of the last sentence:

“except for the rental which shall be equal to One Hundred and Fifty percent (150%) of the rental payable for the year immediately preceding such expiration.”

Section 14. **INSURANCE AND INDEMNITY** of the Lease is amended by deleting the first sentence and replacing it with the following sentence:

“The Tenant shall, during the Term hereof, keep in full force and effect a policy of insurance with respect to the Leased Premises and the Property, in which the limit of Comprehensive General Liability insurance shall not be less than FIVE MILLION DOLLARS (\$5,000,000.00) per occurrence and an annual aggregate limit of not less than FIVE MILLION DOLLARS (\$5,000,000.00) for products and completed operations.”

Section 20. **CONFIDENTIALITY** of the Lease is deleted in its entirety and replaced with:

20. **SAFETY CODE 6.** The Tenant will, at its own expense, and at all times ensure that the installation, operation and maintenance of the Equipment comply with Industry Canada regulations, including, without limitation, Health Canada’s Safety Code 6 or other such relevant requirement(s) as determined by Industry Canada from time to time or other such applicable Canadian federal authority charged with governing the actions of the Tenant.

-END OF DOCUMENT-

May 8, 2012

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities



**SUBJECT: Tender 12-OF-04 - Supply of One –1/2 ton 2 Wheeled Drive, Four Door Truck**

As you are aware the 2012 capital budget included the purchase of one (1) pick-up truck for the Parks Area of the Operations & Facilities Division. The total approved budget is \$ 37,000. Tender packages were hand delivered on March 30<sup>th</sup>, 2012 to the local dealers (Dodge, GMC and Ford). The tender was advertised on April 4<sup>th</sup> & 12<sup>th</sup> in the Fort Frances Times with the tender closing on Tuesday, May 8th, 2012 at 2:00 p.m. The tender documents were developed to be generic in nature to ensure all three (3) main truck manufacturers (Dodge, GMC and Ford) could meet the specifications and that the Town could select the low tender.

There were 5 tenders submitted from 4 different suppliers. All five the ½ trucks tendered did not all the tender specifications where the Town's preference was to purchase a 4 forward facing door arrangement cab truck commonly know as a "crew cab". One of the two-½ trucks tendered by Sunset Country Ford was for an "extended cab" (2 forwarding facing doors and two rear facing doors). Also the tender price from Dryden Chevrolet Buick GMC Ltd. had to be adjusted to ensure all features requested in tender were included and compared to the other tender bids received. The Sunset Country Ford tender included two fees (\$199 for a documentation fee and \$5.00 for Ontario Motor vehicle Industry Council fee both are tax applicable) under the HST portion of the tender. The total tender price with HST for both Sunset Country Ford trucks did not change. Please find attached spreadsheet outlining the tender results and details where each tendered ½ ton truck did not meet specifications.

The Operations and Facilities Executive Committee recommends the following;

- 1) That the One (1) – ½ Ton, 2-wheeled drive, four door pick-up truck is awarded to West End Motors at a total cost of \$ 29,380.00 (all taxes included).

Respectfully Submitted  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Operations and Facilities Manager

RECOMMENDED

MAY 09 2012

DIV. MNG.

EXECUTIVE COMM.

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

- 1) That the One (1) – ½ Ton, 2-wheeled drive, four door pick-up truck is awarded to West End Motors Inc. at a total cost of \$ 29,380.00 (all taxes included).

2012Mayhalfontrucktender12-of-04



May 8, 2012- Tender No. 12-OF-04  
 Total Budget \$ 37,000  
 C580-9133-1471

1- 1/2 Ton- 2 wheeled drive, four door truck

	Dryden Chevrolet Buick GMC Ltd.	West End Motors Inc.	MacDonald Motors	Sunset Country Ford	Sunset Country Ford
Actual Tender Unit Price	\$24,317.06	\$26,000.00	\$26,640.00	\$27,833.00	\$25,633.00
Adjusted Tender Unit Price ****	\$27,055.92	\$26,000.00	\$26,640.00	\$28,037.00	\$25,837.00
HST	\$3,517.27	\$3,380.00	\$3,463.20	\$3,644.81	\$3,358.81
Total	\$30,573.19	\$29,380.00	\$30,103.20	\$31,681.81	\$29,195.81
Net Cost to Town	<b>\$27,532.10</b>	<b>\$26,457.60</b>	<b>\$27,108.86</b>	<b>\$28,530.45</b>	<b>\$26,291.73</b>

door arrangemnt 4 forward facing doors 4 forward facing doors 4 forward facing doors 2 forward doors and 2 rear facing doors

meets tender specifications

Budgeted amount Vehicles  
 Budget - Actual saving

No, cranked windows and smaller battery is 600 CCA instead of 850 CCA

No, frame mounted tow hooks on the front frame and smaller battery 750 CCA instead of 850 CCA

No, air cleaner is not a air induction type

No, frame mounted tow hooks on the front frame and smaller battery 750 CCA instead of 850 CCA

\$37,000.00  
 \$27,532.10  
**\$9,467.90**

\$37,000.00  
 \$27,108.86  
**\$9,891.14**

\$37,000.00  
 \$28,530.45  
**\$8,469.55**

\$37,000.00  
 \$26,291.73  
**\$10,708.27**

Dryden Chevrolet Buick GMC Ltd.

Original Tender Price **\$24,317.06**

Add in the following

1 3rd key	\$27.31
2 Floor mats	\$80.68
3 Hobbs Hour Meter	\$224.69
4 two way Radio	\$242.00
5 Back-up Alarm	\$283.85
6 Box Liner	\$350.00
7 Back Rack	\$935.98
8 Mud Flaps	\$231.48
9 Tow Receiver 2/1-7/7 combination	\$78.62
10 Under coating	\$149.95
11 2 oil filters	\$25.20
12 2 air filters	\$109.10

Subtotal **\$2,738.86**

Total **\$27,055.92**



May 9, 2012

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: 2011 Strategic Plan – Item No. 29 – Parks Operational Review**

Further to the administration report dated March 30, 2012 prepared by Mark McCaig, CAO, which focused on improving the maintenance of the Civic Centre grounds in a cost effective manner. Please find attached a spreadsheet outlining the 35 green spaces where grounds keeping services are provided on a regular basis by the Parks & Cemetery staff. There is 125.188 acres (1 acres is 43,560 square feet) of property to be maintained where the weekly cost is estimated at \$ 23,799.46 or \$190.17 per acre. There is approximately an 18-week grass-cutting season from the end of April to the end of August.

The present level of staff of the Parks & Cemeteries area consists of the following;

- 1) 12 – summer students – end of April to end of August – 680 hours/student/season
- 2) 9 – seasonal labourers – middle of April to mid October – 1040 hour/labourer/season
- 3) 1 – f/t working foreman
- 4) 1- f/t equipment operator
- 5) 1- p/t mechanic – end of March to mid- November

On top of maintaining 125.148 acres of green or open space, the staff provides several other fundamental services throughout the year;

- a) Plant and maintain – 53,388 flowers throughout the community.
- b) Three times per week water 100 BIA and Chamber hanging flower baskets. End of May to mid September.
- c) Perform Cemetery Services – marker foundations, cremation and full burials.
- d) Inspection and maintenance of all the docks along the Waterfront & Marina.



- e) Three times a week inspect and maintain all playground equipment within the Parks.
- f) Empty garbage containers three times per week throughout the community.
- g) Inspect, clean and maintain 10 washroom facilities on a regular basis – five days a week starting May long weekend to Labour Day weekend
- h) Maintain, inspect and start-up/shutdown of the Lion's Club fountain.
- i) Address vandalism in a timely fashion within all parks.
- j) Darrell Crowe is being utilized to read electrical demand meters and some water meters. Approximately 6 to 10 hours per month.
- k) After July 1<sup>st</sup>, perform non-routine building and parks maintenance tasks such as landscaping areas, painting the Point Park registration building and cemetery mortuary building, cleaning up of waste and debris stockpiled on the Point Park property and removal of skunks/other animals deposited in the water at the Seven Oaks portion of the Point Park.

Based on my experience managing the Parks area and last year becoming more involved in the day-to-day operations, there is definitely a period of time approximately 4 to 5 weeks in length from the third week in May (once there is no overnight frost) until the third or fourth week in June (usually prior to Father's Day) when the 12 summer students and 2 leadhands and 1 seasonal labourer are planting the 53,338 flowers throughout the community. This is when the remaining other nine staff members are unable to keep-up to the grass cutting demands, plus maintain the Parks washroom facilities and playground equipment. As a result, there is an annual reduction in grass cutting services that is noticed by the general public during this time period. The general public is registering complaints with the Town and Council. Also it should be clearly stated that weather has a negative impact on production. For 2012, if required, administration has budgeted to perform cutting activities in the highly visible and well utilized Parks on two Saturdays during this period to ensure the normal grounds keeping occurs on a consistent basis. However, another option to be considered is that the five Public Works summer students could also be used to provide assistance to the Parks area during this time period depending on the workload.

It is difficult to justify hiring additional manpower based on the following facts;

- 1) A higher than normal workload traditionally occurs for a 4 to 5 week period during the summer work season.
- 2) 3 of 35 green spaces on the cutting list that might be eliminated in the future such as;
  - Old Public Library
  - Nelson Street open space
  - Huffman School property – storage of backfill and demolishing school building

- 3) The present financial state of the community – limited financial resources, the fore coming decision on Mill's property assessment and the state of the provincial government's operating deficit.

The above background information and facts should assist the Operations & Facilities Executive Committee members to better understand how the Parks & Cemeteries are presently maintained and operated. Also Administration is looking for some direction from Council to what is to be considered when completing the Parks Operational Review. I have taken the liberty to list a few considerations;

- 1) **Elimination of some of the present tasks** (which will result in reducing costs). Why is the Town cutting the Overpass grassed slopes? Should the town consider shutting down the West end boat launch washroom facilities?
- 2) **Enhancing revenue** - should the Lion's Club pay for some of the on-going operational costs for the water fountain? Or supply security cameras to reduce the amount of vandalism, which occurs at this park as it ties-up limited manpower resources? Should FFPC start to pay for grass cutting services at their substation?
- 3) **Or a combination of the above mentioned two points** – less expenses and/or more revenue.

The ultimate outcome is to provide the most cost effective and affordable Parks & Cemeteries services for the entire community. It is suggested that Operations & Facilities Executive Committee take a site tour with the working foreman, Trevor Mckinnon and myself during the peak workload period to gain some additional appreciation and fully understand what this crew does for the Town as a whole. I think there are a few false impressions and misunderstandings being communicated by the general public to some members of Council.

Another Park issue that needs to be addressed during the Operational Review process is the planning and development of a Community Off-Leash Dog Park. I have taken the liberty to attach several documents from other communities in regards to off-leash dog parks. There are several common factors to be considered when planning and developing an off-leash dog park in the community;

- 1) Participation of local level partners in the siting and financing of the park.
- 2) Increase vehicular traffic.
- 3) Noise and smell from the new park.
- 4) Location is appropriate for the dogs, the owners and the community.
- 5) Size and layout of the park – large dog and small dog considerations.
- 6) All season usage
- 7) Establishing rules for the off-leash dog park
- 8) Consideration to about the new off-leash dog park beside or in an existing park or green or open space or Park area.

- 9) Development of ad-hoc steering committee to provide input and consideration into the site, design and layout off-leash dog park

In discussion with George Bell, Community Service Manager, who has recently become a member of the Kiwanis Club, has indicated that the Kiwanis Club may consider partnering with the Town to complete this community project. As a result I have contacted Shanda Degage- Begin, President of the Kiwanis Club and invited her to the next the Operations & Facilities Executive Committee meeting scheduled for Tuesday April 17, 2012 at 7:30 am. She indicated that this issue will be discussed at the next Kiwanis club meeting on April 12, 2012 and hopefully one or more members of the Kiwanis Club will attend the next Operations & Facilities Executive Committee meeting. The development of an off-leash dog park will probably create some controversy in the community as such an ad-hoc steering committee should be considered to complete the preliminary design and the selection of the site for the off-leash dog park.

The Operations & Facilities Executive Committee recommends the following:

#### **Operational Review**

- 1) The Operations & Facilities Executive Committee is of the opinion that the existing Parks & Cemeteries department staff and the associated productivity throughout the summer work season are at a high level where the appearance of the Town has improved over the last couple of years.
- 2) The information contained in this Administration report is considered to be adequate at this time as an Operational Review document where no further investigation is required.
- 3) That during the time period when the annual flowers are being planted, all of the PW summer students will provide assistance to the Parks area to ensure the normal routine maintenance activities such as grass cutting, weed cutting and the pick up of debris occurs in the parks and open spaces throughout the community.
- 4) That both the BIA and Fort Frances Chamber of Commerce organizations be given written notice that within a 3 to 5 year period that the existing hanging flower basket pots shall be converted to a low water consumption desert planter type of basket in order to reduce the Town's manpower requirements to water these plants through the summer season. See attached information.
- 5) Investigate the possibility of installing so called "paylocks" on all public washroom doors in the future where the general public will be required to pay a fee to use these washrooms after regular operating hours. This action will hopefully reduce the amount of vandalism and misuse taking place in the Town's public washrooms. This will be a capital budget consideration in 2013.

**Off-Leash Dog Park**

- 1) That the Town will partner with the Kiwanis Club for the development of an off-leash dog park in the community in the near future (possibility in the fall of 2012 or 2013).
- 2) That an ad-hoc off-leash dog park steering committee be established to select a site, design and development of such a dog park in the near future.
- 3) That the off-leash dog park steering committee will consist of the following members;
  - a. Two members of Council – Councilor Ken Perry as he has investigated and researched the issue quite extensively since being outlined in the Town's 2011 Strategy Plan and Councilor Andrew Hallikas as he is a dog owner.
  - b. Two members of the Kiwanis Club – financial partner
  - c. One by-law officer
  - d. Operations & Facility Manager – Doug Brown
  - e. Two members of the general public- where the Town through the Clerk's office will advertise for candidates
- 4) That a term of reference for the off-leash dog park will be development by the off-leash dog park committee at the first meeting and forwarded to Council for approval.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Operations & Facilities Manager

RECOMMENDED

MAY 09 2012

DIV. MNG.

EXECUTIVE COMM.

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

**Operational Review**

- 1) The Operations & Facilities Executive Committee is of the opinion that the existing Parks & Cemeteries department staff and the associated productivity throughout the summer work season are at a high level where the appearance of the Town has improved over the last couple of years.
- 2) The information contained in this Administration report is considered to be adequate at this time as an Operational Review document where no further investigation is required.
- 3) That during the time period when the annual flowers are being planted, all of the PW summer students will provide assistance to the Parks area to ensure the normal routine maintenance activities such as grass cutting, weed cutting and the pick up of debris occurs in the parks and open spaces throughout the community.
- 4) Investigate the possibility of installing so called “paylocks” on all public washroom doors in the future where the general public will be required to pay a fee to use these washrooms after regular operating hours. This action will hopefully reduce the amount of vandalism and misuse taking place in the Town’s public washrooms. This will be a capital budget consideration in 2013.

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- 3) That the off-leash dog park steering committee will consist of the following members;
  - a) Two members of Council – Councilor Ken Perry as he has investigated and researched the issue quite extensively since being outlined in the Town’s 2011 Strategy Plan and Councilor Andrew Hallikas as he is a dog owner.
  - b) Two members of the Kiwanis Club – financial partner
  - c) One by-law officer
  - d) Operations & Facility Manager – Doug Brown
  - e) Two members of the general public- where the Town through the Clerk’s office will advertise for candidates
- 4) That a term of reference for the off-leash dog park will be development by the off-leash dog park committee at the first meeting and forwarded to Council for approval.

2012AprilParksoperationalreview.doc



May 2, 2012



Report to: Mayor and Council

From: Jason Kabel

Re: Townshend Theatre Stage Floor Replacement and User Surtax

Attached is a memorandum from the Rainy River District School Board outlining the costs associated for the replacement of the stage floor and painting of the walls at the Townshend Theatre.

It is the recommendation of the Community Services Executive that we award the stage floor replacement to DeGagne Construction for \$21,131.00 as per the terms of the attached memorandum. This was the only bid received for the tender.

At the Theatre Advisory Committee we discussed whether it was absolutely necessary to proceed with the painting given the exorbitant proposed cost. Upon inspection after the meeting it is our belief that the walls can simply be touched up by the RRDSB staff during their regular summer painting campaign that they have since volunteered to do.

The Theatre Advisory Committee also discussed the user surtax that has not been increased since inception in 1999 and are recommending that it be increased from \$1.00 to \$1.50 per person effective September 1, 2012. Tour De Fort however, has already issued their passports for the 2012-2013 season and we would recommend that this increase not be applied to their passport sales.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Jason Kabel', written over the typed name.

Jason Kabel  
Manager of Community Services

**Council's approval of this report will** contract DeGagne Construction to replace the Townshend Theatre stage floor for \$21,131.00 to come from the theatre reserve and also increase the surtax to \$1.50 per seat effective September 1, 2012.



## MEMORANDUM

Date: April 11, 2012

Finance: 2012-21

File Code: F12

**To:** Townsend Theatre Advisory Committee

**From:** Laura Mills  
Superintendent of Business

**Subject:** RFQ FIN 2012-01 Townshend Theatre, Stage Repairs/Painting Walls

---

### **BACKGROUND:**

The above noted RFQ was issued on February 15, 2012 for work on the Townshend Theatre. The RFQ stated that the scope of work was identified into two projects and must be tendered as separate cost items. The scope of work for the theatre was:

Part One: Theatre Stage Flooring  
Part Two: Painting Interior Walls

There was the requirement in the RFQ that work must be done between end of June and August 2012. The RFQ closed on March 22, 2012. The budget for the project is \$35,000 and requires approval from the Town of Fort Frances. One bid was received for this RFQ.

<u>Bids Received</u>	<u>Mandatory Requirements</u>	<u>Specific Requirements</u>	<u>Amount (not including HST)</u>
Degagne Construction	Yes	Yes	\$53,831.00

The breakdown of the bid was as follows:

Part One:	Theatre Stage Flooring	\$21,131.00
Part Two:	Painting Interior Walls	\$32,450.00

Construction Time: Agrees to have complete work to achieve total completion by July 31, 2012.

### **ACTION REQUESTED:**

***That the Townshend Theatre Advisory Committee recommend course of action to the Town of Fort Frances on this RFQ.***



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURER'S REPORT 2012/44**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** Rainy River Vet Services Committee

---

**BACKGROUND**

Attached is a copy of the letter received from the Rainy River Vet Services Committee requesting a \$650.00 contribution to the Vet Assistance Trust Fund for veterinarian services in the Rainy River District.

The Town has supported this district project and has made annual contributions since 2002 and of which has been expensed from the Council Public Relations budget line.

**RECOMMENDATION**

The Administration and Finance Executive Committee recommends that Council support the Rainy River Vet Services Committee's request, making a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 funded from Council Public Relations expense.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee and authorize a \$650.00 contribution to the Rainy River Vet Assistance Trust Fund.



Rainy River Vet Services Committee  
C/O Ms. Kim Jo Bliss  
R.R. # 2  
Emo, ON  
POW 1E0  
kjb@tbaytel.net

(807)-482-2863 Home #

April 25, 2012

Clerk - Treasurer  
Town of Fort Frances  
Box 38, 320 Portage Avenue  
Fort Frances, ON  
P9A 3M5

Dear Clerk-Treasurer;

Hello! Yes, it is that time of the year again. This is your bill for the Vet Assistance Trust Fund. The fees are the same as in the past. This would mean that your portion of the fee is a flat fee of \$650.00.

Our contract fee has seen an increase and will continue to increase for the next few years. I have enclosed the brochure from NPAHN, which is where we remit our fees. They would like you to share this information with your council and residents.

Thanks in advance for your contribution to this fund. Veterinarian service is important to all producers in the Rainy River District, and you're a part of this. Currently Dr. Laurella services our area from Nor-West Animal Clinic and as well Dr. Egli from Hill Crest Animal Clinic still commutes in from Dryden.

If you would like to attend a meeting, feel free to contact myself and I will let you know the next meeting date. Our Chairman is Tom Morrish.

Yours truly,



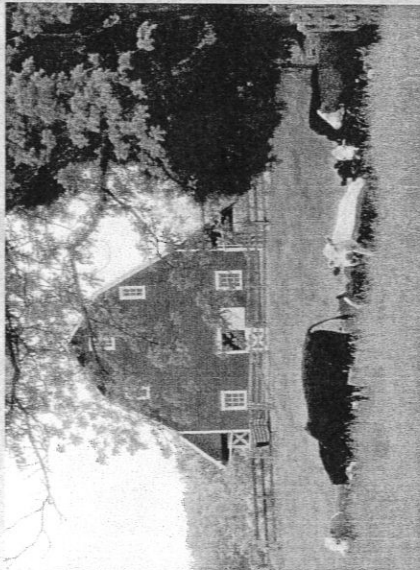
Kim Jo Bliss  
Treasurer - Rainy River Vet Services Committee  
\*Cheques can be made payable to the Rainy River Vet Service Committee



# Northern Producer Animal Health Network

Agenda Item # 7.5 ...

## "Generating Rural Development Through Farming"



### NPAHN

*"To contribute to the development and maintenance of a viable and diverse livestock industry in Northern Ontario through the provision of veterinary services to livestock owners and support activities including veterinary recruitment, retention, as well as producer education and communication."*

### Contact

Gord Mitchell

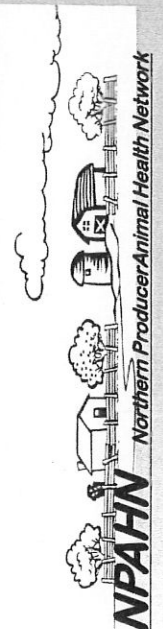
NPAHN Executive Secretary

42 Lake Drive

Huntsville, On P1H 1E7

(705) 789-2062

mitchg@vianet.ca



Veterinary Assistance Program (VAP)

Ministry of Northern Development and Mines (MNDM)

Northern Producer Animal Health Network (NPAHN)

Designated Area Veterinary Association (DAVA)

Veterinarian Service Committees (VSC)

Algoma, Bruce Peninsula, Cochrane South, Cochrane/Glackmeyer, Dryden, East Parry Sound, Haliburton, Hearst, Kapuskasing, Kenora, Manitoulin, Muskoka, North Hastings, North Parry Sound/East Nipissing, Rainy River, Renfrew, Temiskaming, Timmins, Thunder Bay, West Nipissing/East Sudbury, West Sudbury, West Parry Sound

All Livestock Owners



## What is NPAHN?

**Northern  
Producer  
Animal  
Health  
Network**

The umbrella organization for the 22 Veterinary Service Committees serviced by the Vet Assistance Program.



## What is VAP?

**Veterinary  
Assistance  
Program**

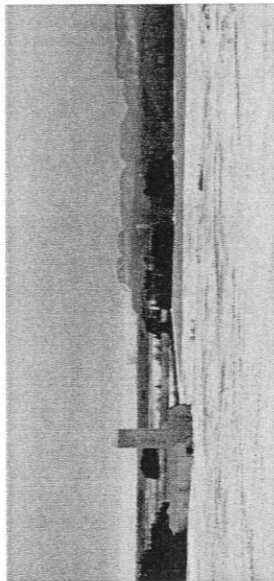
The Veterinary Assistance Program (VAP) helps promote the viability of livestock industry by supporting the provision of large animal veterinary services. This program is run through the Ministry of Northern Development and Mines. MNDM offsets the travel, locum and continuing education costs incurred by the participating Veterinarians.



## Who Qualifies for the Veterinary Assistance Program?

Veterinary practices located in the designated program areas that are registered with the CVO and maintain an accredited Food-Producing Animal Mobile. A participating veterinary practice is designated to the program by the local VSC.

Participating Producers include livestock owners located in the designated program areas, who own or care for at least one horse, bovine, sheep, goat, swine, poultry, bison, deer, rabbit, or animal maintained in captivity for producing fur, velvet, or meat.



## Where can you find NPAHN Members?

You can find us at:

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

Or contact:

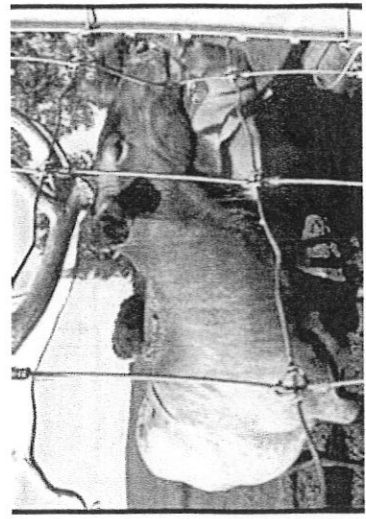
**Gord Mitchell**  
NPAHN Executive Secretary  
42 Lake Drive  
Huntsville, On P1H 1E7  
(705)789-2062  
[mitchg@vianet.ca](mailto:mitchg@vianet.ca)



## NPAHN's Mission

- Promote the development, sale and export of agricultural products by making veterinary service available to northern and remote communities
- Promote educational opportunities for owners of large animals in health production and management
- Set up local VSC's that assess the animal health needs of their local agricultural communities and advise the program manager of the VAP of modifications that will keep the program current to the needs of live-stock owners

## Agenda Item # 7.5 ...





**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURER'S REPORT 2012/54**

**TO: Mayor Avis & Members of Council**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: May 9, 2012**  
**SUBJECT: EH Celebration Planning Committee Financial Request**

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**BACKGROUND**

At the April 23, 2012 Council Meeting, the letter and financial request of \$4,250 received from the EH Celebration Committee-Fort Frances was referred to the Administration & Finance Executive Committee for recommendation.

The EH Celebration Planning Committee-Fort Frances was formed to help with Canada Day July 1<sup>st</sup> activities and to plan entertainment. The Committee has planned activities starting with a social on June 29<sup>th</sup>, and activities taking place on July 1<sup>st</sup>.

The EH Celebration Planning Committee-Fort Frances appears to be a separate committee outside of the Fun-In-The-Sun Committee of which council has budgeted a \$5,000.00 fireworks grant for 2012.

**RECOMMENDATION**

The Administration and Finance Executive Committee recommends to receive the report from the EH Celebration Planning Committee as well as the attached e-mail from Mr. Randy Thoms, Fun in the Sun Committee. Further, that a joint letter be prepared to the two groups stating that the Town of Fort Frances is only prepared to work with one committee for Canada Day festivities.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the reports from the EH Celebration Planning Committee and the e-mail from Mr. Randy Thoms, Fun in the Sun Committee and further, that the attached draft letter be mailed to the two groups stating that the Town of Fort Frances is only prepared to work with one committee for Canada Day festivities.



Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
Fifth Street & Wright Avenue  
Phone: 807-274-9893  
Fax: 807-274-7360  
email: forteng@ff.lakeheadu.ca

Civic Centre  
320 Portage Avenue  
Phone: 807-274-5323  
Fax: 807-274-8479  
email: townftfr@ff.lakeheadu.ca



Planning & Development Division  
Civic Centre

Community Services Division  
740 Scott Street P9A 1H8  
Phone: 807-274-4561  
email: sports@ff.lakeheadu.ca

Mailing Address:  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

www.fort-frances.com

May 15, 2012

Joint Letter to:

***DRAFT***

Mr. Randy Thoms  
Fun In the Sun Committee  
930 Portage Avenue  
Fort Frances, ON P9A 2A8

and

Sandra Allan  
It's EH Celebration Planning Committee  
1032 Third Street East  
Fort Frances, ON P9A 1S4

Dear Mr. Thoms & Ms. Allan:

At their meeting May 14, 2012, the Council of the Town of Fort Frances voted to receive your reports and further, that the Town of Fort Frances is only prepared to work with one committee for Canada Day festivities.

As you are aware, the Town provides funds for the fireworks display and has worked with the Canada Day Celebrations Committee (Fun in the Sun) in that regard. The Town has also made arrangements to ensure that the Committee's activities would be covered under the Town's insurance policy. To ensure this cohesion, the Town would like the Canada Day celebrations to continue under one committee and not various groups working on individual initiatives. We urge you to bring all planned activities for Canada Day under one committee so the Town can consider the requests being made and the funds it is able to commit.

- 2 -

Yours very truly,

ADMINISTRATION & FINANCE

G.W. Treftlin, AMCT, Clerk

GWT/ds

c.c. M. McCaig, CAO  
L. Witherspoon, Treasurer  
Community Services Executive Committee  
-Attn: J. Kabel, Manager Community Services  
Planning & Development Executive Committee  
-Attn: R. Hallam, Superintendent Planning & Development





"Thoms, Randy"  
<thoms.randy@radioabl.ca>  
05/08/2012 07:20 AM

To "mmccaig@fort-frances.com" <mmccaig@fort-frances.com>  
cc "lpattison@fort-frances.com" <lpattison@fort-frances.com>  
bcc  
Subject CANADA DAY - and It's Eh Celebration Committee

Mark/Lori

Because of conflicts I am unable to attend the Admin and Finance committee meeting today, but due to questions from at least one councillors yesterday, I felt compelled to write this email to provide some insight into the fate of the Fun in the Sun Committee and the development this new group headed by Sandra Allan. You may pass onto the committee if you wish.

At the end of Canada Day 2011, the Fun in the Sun committee group met to evaluate its success and failures. One of the key concerns at that July meeting was the need for more volunteers. As chair, I emphasised that without people, it was going to be a challenge to carry on.

We began holding monthly meetings in September though to March. A grant application to Celebrate Canada was made in November, complying with its deadlines. Most of the meetings were attended by myself and one other member. Our best attendance drew five in February. It was at that meeting that, as a group, we would go to the public, through the media, noting the need for more volunteers.

Through a radio and newspaper blitz, we attracted interest from four individuals. One showed up to our March meeting, giving us an attendance of three.

It was decided then that the Fun in the Sun Committee could no longer continue and that if Canada Day activities were to continue, other groups would have to step forward and take them on. Fun in the Sun, through Dave Coats, would continue with the fireworks display, providing funding was available. Three separate groups talked to me about taking on particular events. None of which actually called back to say what they were doing.

In early April, Sandra Allan called to say she had organized a group of people who wanted to take on a full schedule of events. Her intentions were fully advertised by stories in the media. Some of the individuals on this new group were members of the Fun in the Sun Committee in 2011, but gave intentions at the end of Canada Day 2011 they wished not to continue. They were also part of the group that asked Council and received in 2011 a loan of \$5,000. This loan has not been paid back and the Fun in the Sun Committee is currently with a bank account that covers about half.

In several conversations and emails between myself, Dave Coats (fireworks chair) and Sandra, some issues arose over the distribution of the Celebrate Canada money. In both verbal statements from Celebrate Canada, it was learned the grant applied for by Fun in the Sun could NOT be turned over to others to use. If they were to gain access, Sandra's group had to be members of Fun in the Sun. Efforts to have the group join Fun in the Sun or even take over the group have not materialized.

It was also during these conversations that we learned Sandra's group downgraded its plans to hold only a dance and an entertainment night. We believe they may also be managing the parade, but I am

uncertain about that.

The Fun in the Sun Committee, through Sandra's organization, held a dance on June 30, 2011. It was not a big money maker, showing a profit of only a few dollars. In our evaluation meeting last July, the Fun in the Sun Committee felt a dance was a positive thing, but if it was to be effective, it had to be held earlier in the year to avoid conflicts of other events and the major concert International Falls is holding during the Canada Day weekend. It should be noted Sandra was not a part of the evaluation meeting as she had given her notice previously to quit Fun in the Sun immediately after Canada Day.

In 2011, the Fun in the Sun Committee staged events from 11 am starting with the parade right through to 10 PM with the fireworks. A night of entertainment was held during the evening, with Sandra as coordinator. In our review, it was decided July 2012 events would be staged from 1 pm to 6 pm and any entertainment planned would be held during this period. Our plans were to not pay any performer as we did in 2011. This was based on my three site visits to the entertainment the evening of July 1st night where I noticed very few people at the Park. Other committee members noted the same observation in their visits. Most of those still there were involved with the Volleyball tournament. I won't say it was a flop, but the committee felt the cost to provide to entertainment could have been better maximized with the large crowds experienced during the daytime events.

At this time, Celebrate Canada has not given notice that Fun in the Sun is successful with its grant application. They will only say applications are being reviewed and announcements will be made soon.

Currently Fun in the Sun is NOT organizing any Canada Day events, other than the fireworks, depending on funding. The Committee simply could get people to attend meetings to plan and coordinate events, or attract the people needed. We have been informed that this may impact on our grant application.

I hope this answers some of the questions councillors may have.

Regards  
Randy

Randy Thoms  
CFOB News and Sports Director  
Fort Frances Ontario  
Phone: 807-274-5341  
Fax: 807-274-2033  
Email: [news@931theborder.ca](mailto:news@931theborder.ca)  
Website: [www.931.theborder.ca](http://www.931.theborder.ca)

This communication and its attachments are confidential and may be privileged. If you are not the intended recipient, please immediately notify the sender and then delete this communication and its



April 16/2012



Dear Mayor and Council,

I am writing to you on behalf of the 2012 July 1<sup>st</sup> Its EH Celebration Planning Committee-Fort Frances.

Our committee was formed in response to a local newspaper article asking Fort Frances citizens to come forward and volunteer their services as a group to help with July 1<sup>st</sup> activities. After deliberation, we decided as a group to step forward and plan the celebration entertainment.

Lynda Richardson, Cheryl McCullam and Sandra Allan are the main planning sources of our committee. We do have various volunteers as well to help out with our events.

We are planning on having a social on June 29/12 at La Place rendezvous in partnership with Paul Noonan to kick off our local Canada day celebration. The social would be from 9 p.m. to 1 a.m. with a local live band.

On July 1<sup>st</sup>, we would like to join forces with the Dragon Boat Races Committee, and if permitted by the town, would like to access the Sorting Gap area holding a singing competition which would be held from 2 P.M. till 5 P.M. consisting of three groups, ages 4-12 years, 13-19 years and 20years+ for the categories with cash prizes awarded and trophies.

From 5 P.M. till 7:P.M. we would like to have The Nite Hawk Band play, from 7 P.M. to 8 P.M.- Open Mic showcasing local musicians, and jigging dancers, followed by The Distant Legacy Band from 8 P.M. till 10 P.M.

Food vendors would also be set up at this event and it would be an afternoon/evening family affair.

Oh Canada will be sang at 10:00 by Larissa Desrosier in which will kick off the fireworks headed by Dave Coates.

Our comittee will be attending the Trade Show with a booth to advertise as well as collect donations.

We will also have a 50/50 Draw at the dance to raise funds and letters will be given out to local businesses looking for monetary sponsors and prizes as well.

Randy Thoms-Treasurer of The Fun In The Sun Committee has applied for The Celebrate Canada grant, and we have asked for a copy of the proposal or list of events money is applied for, but as of yet we have not received this so we wouldn't know what funds would be specifically set aside for entertainment, should the proposal be granted.

Unfortunately the Initiatives grant through The Rainy Rainy Futures Development Corporation has been discontinued thus is not accessible anymore for Canada Day events.

At this time we would like to ask you for any monetary help that we may be able to receive towards June 29-July 1st/2012 entertainment.

We have band costs, power costs, sound engineer, electrician costs, insurance and prize costs as you will see in the charted breakdown of costs supplied for you on a separate page.

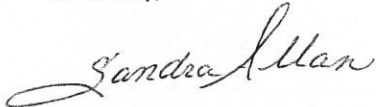
The longevity of our July 1<sup>st</sup> Canada Day Celebrations are in jeopardy, I believe this to be a huge disappointment to our children, our townspeople who look forward to this celebration especially those who cannot travel elsewhere.

As a border town, we depend on our tourist industry and we believe that not having a celebration for our Country on its birthday, would be showing a lack of patriotism and pride.

We would appreciate your attention and your assistance in this matter.

You can reach us for further discussion or inquiries at 274-6115 Sandra Allan or 270-1958 Lynda Richardson.

Sincerely,

A handwritten signature in cursive script that reads "Sandra Allan".

Sandra Allan

Entertainment Planner

It's EH Celebration Committee

April 20/2012



Dear Mayor and Council,

On behalf of "It's EH Celebration Committee." which is organizing entertainment for Fort Frances Canada Day, we would like to request our events be moved to the Sorting Gap area as we would like to partner with The Dragon Boat Race Committee for this years July 1<sup>st</sup>/2012.

We feel that this vicinity would be a better choice as it would be near the Dragon Boat Races, a drier area other then previous years of holding events at Pithers Point Park in the mud and excess water due to rain, and would also provide easier accessibility to the towns people to enjoy the events while not far and still very viewable late night Fireworks.

Would we be able to fall under the town's insurance being activities are specifically for Fort Frances Canada Day Events?

Entertainment, food vendors, dragon boat racing teams and local public would inhabit this area.

I imagine a certain area of Front Street would have to be blocked off in order for these events to take place.

We appreciate your reply and thank-you! I can be reached at 274-6115- Sandra Allan.

Sincerely,

Sandra Allan

Entertainment Coordinator

"It's EH Celebration Committee 2012"

**Breakdown of Costs**

**June 29/12 and July 1/12**

**"It's EH Celebration Entertainment Committee"**

**June 29/2012-La Place Rendezvous -Canada Celebration Social**

Live Band-\$800.00

Soundman-\$400.00

Ball Room-Donated by Paul Noonan

= \$1,200

**July 1/2012- Canada Day Entertainment**

2xLive Band=\$500.00 each=\$1,000

Soundman For Entirety of Entertainment= \$700.00

Singing Competition- Cash Prizes 2 x \$100, 2 x \$75.00, 2 x \$50.00= \$450.00

Canopy Rental= \$400.00

Advertising- Radio/Newspaper=\$500.00

Power? Not included in estimate.

Insurance? Not Included in the estimate.

= \$3050

Total in need for both events=**\$4,250**

We will continue to look for local business sponsors, and hold a 50/50 Draw at The June 29<sup>th</sup> Social.

We will also have a booth at the trade show with information and donations being accepted.



Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
Fifth Street & Wright Avenue  
Phone: 807-274-9893  
Fax: 807-274-7360

Civic Centre  
320 Portage Avenue  
Phone: 807-274-5323  
Fax: 807-274-8479  
email: town@fort-frances.com



Planning & Development Division  
Civic Centre

Community Services Division  
740 Scott Street P9A 1H8  
Phone: 807-274-4561

Mailing Address:  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

www.fort-frances.com

April 25, 2012

2012 July 1<sup>st</sup> It's EH Celebration Planning  
Planning Committee  
Attn: Sandra Allan, Entertainment Planner  
1032 Third Street East  
Fort Frances, Ontario  
P9A 1S4

Dear Ms. Allan:

At their meeting April 23, 2012, Council referred the financial and other requests dated April 16<sup>th</sup> and 20<sup>th</sup>, 2012 from 2012 July 1<sup>st</sup> It's EH Celebration Planning Planning Committee re: June 29 - July 1<sup>st</sup>, 2012 Canada Day Celebration Events to the Administration and Finance Executive Committee for recommendation with input from Community Services and Planning and Development Executive Committees.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Laurie Witherspoon, Treasurer, at 274-5323, ext 248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION



G.W. Treftlin, AMCT, Clerk

GWT/kl

c.c. Administration and Finance Executive Committee  
-Attn: L. Witherspoon, Treasurer  
L. Pattison (att'd- for agenda)  
Community Services Executive Committee  
-Attn: J. Kabel, Manager Community Services  
Planning and Development Executive Committee  
-Attn: R. Hallam, Superintendent Planning and Development



**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2012/53**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** RRDMA Photocopy Rate

---

**BACKGROUND**

Attached is correspondence from G. Treftlin requesting consideration of a reduced charge per photocopy for the Rainy River District Municipal Association (RRDMA) business and consideration for retroactive reduction of copy rate for prior copying completed since his appointment.

Glenn contacted the former RRDMA Secretary/Treasurer to inquire as to the photocopy rate(s) charged during her tenure. Previously, RRDMA were charged \$0.05 per copy for the Annual General Meetings, \$0.10 per copy when copying for the Executive and General Meetings and \$0.25 per copy when copying between times when on occasion it was only one or two pages.

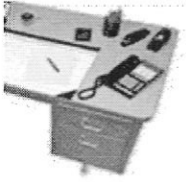
As Glenn has indicated in his e-mail, the schedule of fees only has one rate of \$0.55 per copy and does not have a reduced rate for quantity or volume. The schedule of fees rate takes into consideration the cost of copier maintenance, copier lease/purchase, and paper supplies and staff time during work hours. Attached is an invoice for your information that indicates that the maintenance cost for black & white is \$0.0105 per copy and colour is \$0.089 per copy.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that photocopying charges for the Rainy River District Municipal Association be a flat rate of .10 per black & white copy if supplying their own paper and copying is done after hours and further, that the previous invoice billed to RRDMA be amended to reflect these new rates.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee that photocopying charges for the RRDMA be a flat rate of .10 per black & white copy if supplying their own paper and copying is done after hours and further, that the previous invoice be amended to reflect the new rates.





Glenn Treftlin/Frances  
04/18/2012 09:40 AM

To lwitherspoon@fort-frances.com  
cc  
bcc  
Subject Fw: Printing Copy Charges

Hi Laurie:

Please see the message I received from the President of RRDMA expressing concern over the cost of photocopying.

The recent invoice to RRDMA from the Town for recovery of copying charges, telephone, postage etc. included in excess of \$1,550.00 for 2,800+ photocopies plus the HST.

Further to our conversation this morning, I am inquiring if there is any possibility for consideration of a reduced per copy charge to the RRDMA for photocopying. (i.e. something less than the \$.55 per copy provided in the current schedule of fees) This would reflect that I am the person doing the copying primarily outside of business hours and the copying is for black and white copy only. Possibly, under a special arrangement, RRDMA could replace the copy paper used if that would be less expensive to the Association.

I understand that you will have to bring this to the Administration & Finance Executive Committee for consideration.

I appreciate whatever can be done.

Glenn W. Treftlin, AMCT  
Town Clerk  
Town of Fort Frances  
Civic Centre  
320 Portage Avenue, Fort Frances, ON P9A 3P9  
ph. 807-274-5323, ext. 236, fax: 807-274-8479  
email: gtreftlin@fort-frances.com  
----- Forwarded by Glenn Treftlin/Frances on 18/04/2012 09:24 AM -----



Deborah Ewald  
<dewald@nwhu.on.ca>  
18/04/2012 08:26 AM

To "gtreftlin@fort-frances.com" <gtreftlin@fort-frances.com>  
cc  
Subject Printing Copy Charges

Hi Glen;

I have heard from several board members who are concerned over the cost of photo-copying. Is there anyway we can get this done less expensively? I don't remember what Morley charged but it may be a good idea to find out before the meeting so we can have a discussion in budget deliberations.

Thanks,  
Deb

**Deb Ewald**  
Program Assistant  
Northwestern Health Unit



Glenn Treftlin/Frances

04/23/2012 02:53 PM

To lwitherspoon@fort-frances.com

cc

bcc

Subject RRDMA request re copy charges rate

Hi Laurie:

When you bring my request to A&FEC could you include that consideration be given to it being retroactive to include the copying I did for the January AGM etc.?

Thanks.

Glenn

Glenn W. Treftlin, AMCT  
Town Clerk  
Town of Fort Frances  
Civic Centre  
320 Portage Avenue, Fort Frances, ON P9A 3P9  
ph. 807-274-5323, ext. 236, fax: 807-274-8479  
email: gtreftlin@fort-frances.com

**TOWN OF FORT FRANCES  
2012 SCHEDULE OF FEES**

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Business	2
Lottery	2
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<b>Planning and Development Division</b>	
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Loading Zone - Annual Fee Each	4
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Planning Fees	4
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Swimming Pool Permit Fee	4
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52 Canadians Walking Trail	6
Arena Floors (no Ice)	7
Auditorium	6
Ball Diamonds / Soccer Fields	7
Day Care and Private Home Day Care	5

12/6/2011

		Resident	Non-Resident
1.1.8.16	Mobile Food Vending	176.75	
1.1.8.17	Second Hand Dealers or Salvage Yard Operators	41.85	148.55
1.1.8.18	Tattoo Parlour, Body Piercing, Electrolysis	41.85	148.55
1.1.8.19	Laundries and Laundromats	41.85	
1.1.8.20	Newspapers and Magazines	154.10	
1.1.8.21	Old Gold and Silver Dealers	41.85	
1.1.8.22	Trades and Occupations	41.85	412.65
1.1.8.23	Salvage Yard or Second Hand Shop or Store Premises	41.85	
1.1.8.24	Pawnbroker	41.85	
1.1.8.25	Wholesale Fruit, Vegetables, etc.		
1.1.8.25.1	Ontario Residents	41.85	165.45
1.1.8.26	Professions	41.85	148.55
1.1.8.27	Transient Traders		589.40
1.1.8.28	Transportation including bussing but excluding taxis	41.85	148.55
1.2 Lottery Licenses - For Each License Issued			
1.2.1	Raffle Prize Value to \$50,000	3% of Prize Value	
1.2.2	Bingo Prize Value to \$5,500	3% of Prize Value	
1.2.3	Break Open Ticket	3% of Prize Value	
1.2.4	Bazaars - per license	5.00	
1.2.4.1	Bazaar - up to 3 wheels of fortune	10.00 per wheel	
1.2.4.2	Bazaar Bingo Prize Value to \$500	3% of Prize Value	
1.2.4.3	Bazaar Raffle Prize Value to \$500	3 % of Prize Value	
1.3 Other Charges			
1.3.1	Tax Certificate - Each One	57.50	
1.3.2	Duplicated Receipts - Each One	6.00	
1.3.3	History of Account Transactions	Actual Costs	
1.3.4	Dishonoured Cheques - Each	29.65	
1.3.5	Photocopies		
1.3.5.1	Letter and Legal Size	0.55	
1.3.5.2	11" x 17"	1.00	
1.3.5.3	Certified as True Copy (per signature)	5.40	
1.3.6	Fax - Send/Receive		
1.3.6.1	First Page	2.20	
1.3.6.2	Each Additional	1.00	
1.3.7	Commissioning Oaths & Affidavits		
1.3.7.1	Completed Documents - One Signature	10.95	16.50
1.3.7.2	Per Signature/Initial where more than one signature is requested	5.45	8.20
1.3.8	Utility Bill Inserts	.05/item	
1.3.9	Vital Statistics Administration Fee		
1.3.9.1	Birth Registration	29.65	
1.3.9.2	Death Registration	30.45	
1.3.10	Marriage Licence/Ceremony		
1.3.10.1	Marriage Licence	133.55	133.55
1.3.10.2	Civil Marriage Ceremony	309.00	386.25
1.3.10.3	Civil Marriage Ceremony (After Office Hours at Civic Centre)	360.50	450.65
1.3.10.4	Civil Marriage Ceremony (Weekends other than at Civic Centre)	360.50	450.65
1.3.10.5	Marriage Ceremony Outside of Town * See Below	504.70	504.70
1.3.10.6	Attendance at Wedding Rehearsal * See Below	50.00	62.50
1.3.10.7	Renewal of Wedding Vows * See Below	Same fee as marriage services above less \$50.00	
	*Plus, where applicable, travel time and distance charges on a return basis as per Town travel Policy		
1.3.11	Application for Closure of		
1.3.11.1	Road or Lane - Deposit	576.80	
1.3.11.2	On Completion of Closure	Actual Costs less Deposit	
1.3.11.3	Sale of Lane or Roadway Closed	1.00/sq. ft. or as directed by council otherwise	

<b>KENORA</b> PH. 807-468-6660 FAX 807-468-3361	<b>FORT FRANCES</b> 807-274-4513 807-274-2575	<b>SIOUX LOOKOUT</b> 807-737-1292 807-737-1291	<b>THOMPSON</b> 204-677-1470 204-778-3593	<b>THUNDER BAY</b> 807-344-4343 807-344-2436	<b>RED LAKE</b> 807-727-3633 807-727-2209
---	---	--	---	--	---

**SOLD TO**

07405  
TOWN OF FORT FRANCES  
320 PORTAGE AVE  
FORT FRANCES ON P9A 3P9

**SHIP TO**

PHONE #	FAX #	PO #	TERMS	LOC	INV'D BY
(807) 274-5323	(807) 274-8479		N30	06 FT FRA	LORF

Site: TOWN OF FORT FRANCES (S0001)  
320 PORTAGE AVENUE  
FORT FRANCES ON P9A 3P9



ME METER MIHEND ALL-IN  
Billing for the period 12-21-11 to 01-20-12

SHRMX5500N SHARP MX5500N CLR COPIER  
75005499 WA0666

Billed up to meter read:	538,215	12-20-11		
Current meter read :	543,547	01-12-12		
Number of copies billed:	5,332		0.0105	55.99

ME METER MIHEND ALL-IN  
Billing for the period 12-21-11 to 01-20-12

SHRMX5500N CM COLOUR METER  
75005499 WA0666

Billed up to meter read:	168,238	12-20-11		
Current meter read :	171,238	01-20-12		
Number of copies billed:	3,000		0.0890	267.00

*admin  
copier*

HST/GST # R104651484

*G-120-1500-1523*

SALES TOTAL	322.99
HST/GST	41.99
PST	0.00
INVOICE TOTAL	364.98



# REPORT

**To:** Mayor and Council  
**From:** Faye Flatt, Municipal Planner  
**Date:** 9 May 2012  
**Re:** **Frog Creek Road  
 Proposal for Development**

Municipal Planner  
 Report #2012-005

Administration received a development proposal from David Caul of Biz-IQ for town owned property located on Frog Creek Road. The property is the north portion of 1003 Frog Creek Road that **is not** subject to the Option to Purchase with SkyPower Inc. as illustrated below.



The proposal, which was presented as an “Aging in Place” concept, was brought forward to the Administration & Finance Executive Committee for consideration at it’s recent meeting held Tuesday, May 8<sup>th</sup>. The consensus of those present, including staff and advisors, was that although the project was conceptually appealing, it was not feasible from a financial perspective because municipal services would be required, nor from a practical perspective because of the distance to local amenities such as the clinic and library, etc.

The Administration and Finance Executive Committee recommend that the proposal be received and acknowledged only at this time.

Respectfully Submitted

**Council Approval of this Report Will:** Receive the proposal from David Caul and acknowledge as a proposal

F. Flatt, AMCT, ACST, CPT  
 Municipal Planner

## **Report to Council**

**RE:** Tourist Information Center

**FROM:** EDAC, RRFDC Tannis Drysdale

### ***Background***

Fort Frances is the point of entry for about 400,000 US visitors each year. In recent years the Fort Frances OTIC provided Tourism information to 35,000 travellers. In recent years the Fort Frances Times, who publish the Fort Frances Discover Guide and the NW Map, distribute 5,000 of each of these publications at the Fort Frances OTIC.

As a component of the 2012 Ontario Budget, the Province of Ontario announced the closure of the Fort Frances Ontario Tourist Information Center. In response to this, Mayor and Council and the Fort Frances Chamber began to explore solutions that would allow this service to continue. The result of that exploration is that:

- In the long term, it is unlikely that the Ministry will reopen the facility even on a seasonal basis.
- No other regional organization has offered to continue to provide services.
- The Ministry cannot provide the building to the community at this time and the normal process involving ORC is scheduled to occur.
- The Fort Frances Chamber of Commerce is interested in becoming a partner in providing Tourist Information. Their current space is not conducive to providing this service.

### ***Proposed Solutions***

#### **EDAC Recommendation**

The Towns EDAC met and reviewed the various local options that could be put into place in both the long term and short term to provide tourist information. EDAC's advice to Council was that the Town should partner with the Chamber and perhaps other entities to distribute tourist information, understanding the cost of this service provision could be between \$30,000 and \$60,000 a year. EDAC also recommended that the Town pursue the acquisition by sale or lease for a \$1.00, the current building.

#### **A and F**

The Administration and Finance Committee reviewed the matter at their committee meeting on Tuesday May 8 and provided the following recommendation to Council, understanding that this Provincial budget cut is yet another download onto the local tax base.

The Town has expended significant funds refurbishing assets like the Hallet, Tower and Museum and believes that given the uncertainty of the Town's major industry we should be increasing our emphasis on capturing a greater percentage of our "drive through" tourism market.

To accomplish this, the Town will enter into negotiations with the Ministry of Tourism to acquire the OTIC building and the Fort Frances Chamber to share services to occupy this building. The annual operating costs to provide this service will be forwarded to the 2013 budget process.

If the Fort Frances Center does not reopen in late May, working with EDAC and the Chamber, summer students will be hired and stationed at the Border to provide Fort Frances information and maps to the Towns Marina and Museum where tourist information and washrooms will be available. The cost to provide this service will likely be around \$5,000.00

Since the A&F meeting, in discussion with the Chamber there is likely some opportunity to access student labour that has been provided through grants to the Fort Frances Chamber.

**Approval of this report will authorize the RRFDC to expend up to \$5,000 on student labour to provide tourist information at the border during key hours and locate Fort Frances brochures at the Museum and Marina. Further working with EDAC, the Town will enter into an active lobby/negotiation to acquire the OTIC building and the Chamber to provide tourist information services.**

**Given the uncertainty and unfortunate lack of communication from the Ministry on their plans, and given hiring time required, permissions that will need to be sought and training students may not be in place until June 1, 2012.**

**The RRFDC will evaluate the impact of providing this service through a variety of measures and report impacts back to Council in the fall of 2012.**



Kathy Lawson/Frances  
10/05/2012 12:14 PM

To  
cc  
bcc  
Subject Fw: Please note



Tannis Drysdale  
<tannis@tannis-drysdale.com>  
10/05/2012 12:09 PM

To lpattison@fort-frances.com, mmccaig@fort-frances.com,  
ravis@fort-frances.com  
cc  
Subject Please note

Note that I have made it up to \$5,000 because I think it is very likely I will be able to get a portion of the labour supplied by the Chamber students and then kick in the remainder from the student we will hire at the RRFDC to assist with events.

Tannis



Report to Council OTIC.pdf



**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2012/45**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** Mayor Roy Avis – NOMA Conference Travel & Per Diem

---

**BACKGROUND**

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$328.02 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$ 47.00
2. Own Vehicle Gas	64.06
3. Hotel Accommodations	216.96
4. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 778.02</u>

The registration fee of \$225.00 was paid by the Town resulting in the total cost of \$1,003.02 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

Administration recommends approval of the Travel and Per Diem claims in the total amount of \$778.02 for attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to Administration’s recommendation to approve the per diem and travel claims for Mayor Roy Avis in the amount of \$778.02 to attend the NOMA Conference held in Kenora from April 25 to 27, 2012 as outlined in this report.
---



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

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	KENORA, Ont							
Dates	APRIL 25 26 27							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				108.48	108.48			216.96
Transportation								64.00
Breakfast				-	12.00	-		12.00
Lunch				-	-	-		
Dinner				35.00	-	-		35.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason BEING USED					Total
Mileage Claimed	KM x \$0.45 =							
6. Approved	Total Expenses							328.02
	Advance Received							-
	Balance Claimed							328.02
	Balance Refunded							

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 MAY 1 2012

Employee Signature [Signature]

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Division Manager Signature \_\_\_\_\_

Date	Treasurer	A / P	Cashier
------	-----------	-------	---------

# Agenda Item # 8.1 ...



BY CHOICE HOTELS

## Comfort Inn (CN272)

1230 Hwy. 17 E.  
Kenora, ON P9N 1L9  
(807) 468-8845  
GM.CN272@choicehotels.com

Account: 221448224  
Date: 4/27/12  
Room: 212 LGOC

Arrival Date: 4/25/12  
Departure Date: 4/27/12  
Check In Time: 4/25/12 4:51 PM  
Check Out Time: 4/27/12 8:52 AM

Rewards Program ID:  
You were checked out by: abouch.cn272  
You were checked in by: croman.cn272  
**Total Balance Due: 0.00**

AVIS, ROY  
320 Portage Ave  
Fort Frances, ON P9A3G9

Post Date	Description	Comment	Amount
4/25/12	Room Charge	#212 AVIS, ROY	96.00
4/25/12	Harmonized Sales Tax		12.48
4/26/12	Room Charge	#212 AVIS, ROY	96.00
4/26/12	Harmonized Sales Tax		12.48
4/27/12	American Express		(216.96)
XXXXXXXXXXXX4007			

### Folio Summary 4/25/12 - 4/27/12

Room Charge	192.00
Harmonized Sales Tax	24.96
American Express	(216.96)

Balance Due: **0.00**

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.  
GST#860549062RT0055

Do you have a great review on our property or our service?  
Please help us make others be aware of it by posting your review at  
[www.tripadvisor.com](http://www.tripadvisor.com)

Like us on Facebook

[facebook.com/comfortinnkenora](http://facebook.com/comfortinnkenora)

X \_\_\_\_\_  
CHOICEprivileges®

You could be earning free nights and other great rewards. Join Choice Privileges today, at [www.choiceprivileges.com](http://www.choiceprivileges.com).

COMFORT INN KENDRA  
1230 HWY 17 E  
KENDRA ON

CARD 3733\*\*\*\*\*4007  
EXPIRY \*\*\*\*\*  
CARD TYPE AMEX  
DATE 2012/04/27  
TIME 7077 09:52:32  
RECEIPT NUMBER  
S30713309-001-583-038-0

PRE-AUTH COMPLETION  
TOTAL

**\$216.96**

APPROVED

AUTH# 525906 00-025  
THANK YOU

**Agenda Item # 8.1 ...**

Safeway  
417 Scott Street  
Fort Frances, ON,  
P9A1H3  
STORE NO: 674  
-----

XXXXXXXXXXXX6746  
Visa    \*\*/\*\*  
Appr # 065704  
Seq # 451001001015  
Terminal # 00574CRN  
Trans : Purchase  
Res Code: 001 - 00  
APPROVED  
Inv # 90037266  
04/28/2012 16:05:29

Pump # 6-REG  
Vol : 52.293 L  
Price/L : \$1.225  
Total: \$64.06

Fuel Includes:  
GST/HST(13.0%): \$7.37  
GST/HST #: 119347672

You Saved  
5 Cents Per Litre

LET US HEAR FROM YOU!  
1-800-723-3929 OR VISIT

SAFeway.ca


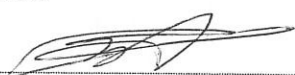
THANK YOU  
ASK FOR OUR SPECIALS !  
-----

**TOWN OF FORT FRANCES - SCHEDULE "E"  
TRAVEL WAIVER OF LIABILITY FORM**

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) 	Signature 
Approved	Date APRIL 24 2012

**Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium**

Attendee Roy Avis  
 Conference/Seminar Attended NOMA  
 Location KENORA ONT  
 Dates APRIL 25 26 27/12

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Apr. 25/12	Apr. 26/12	Apr. 27/12			
Amount			150.00	150.00	150.00			450.00

Submitted by: [Signature]

Date: MAY 1 2012

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

or Payroll  
 Pay period \_\_\_\_\_





**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2012/49**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** Councillor John Albanese – NOMA Conference Travel & Per Diem

---

**BACKGROUND**

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$369.85 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor John Albanese.

Conference Expenses

1.	Meals	\$ 47.00
2.	Hotel Accommodations	257.64
3.	Town Vehicle Fuel	65.21
3.	Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims		<u>\$ 819.85</u>

The registration fee of \$225.00 was paid by the Town resulting in the total cost of \$1,044.85 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

Administration recommends approval of the Travel and Per Diem claims in the total amount of \$819.85 for attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor John Albanese.

Council Approval of this Report Will Agree to Administration’s recommendation to approve the per diem and travel claims for Councillor John Albanese in the amount of \$819.85 to attend the NOMA Conference held in Kenora from April 25 to 27, 2012 as outlined in this report.

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

1.	Attendee	JOHN ALBANESE							
2.	Conference/Seminar Attended	NOMA "Pathway to Northwest Prosperity"							
	Location (Facility and City)	Kenora "Lakeside Inn"							
	Dates	April 25, 26, 27, 2012							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				128.82	128.82			257.64
	Transportation								
	Breakfast					12-			12-
	Lunch								
	Dinner				35-				35-
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								304.64	
5.	Town Used Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Reason					Total
	Mileage Claimed	KM x \$0.45 =							
		Gas "fuel" with receipt (Admin Vehicle)							65.21
6.	Approved	Total Expenses							369.85
		Advance Received							
		Balance Claimed							319.85
		Balance Refunded							

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, 2012  
Date

John Albanese  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



STORE MGR 807-274-4521  
GST/HST #119347672

PR GAS REGULAR UNLEAD 67.87  
SC \$.05 Fuel Disc. 2.66-  
GAS REGULAR UNLEAD 53.230L@1.225 P6  
\*\*\*\* TAX .00 BAL 65.21

VF MasterCard 65.21  
ACCOUNT NUMBER \*\*\*\*\*6406  
AUTHOR. #: 07408S  
CHANGE .00

TOTAL SAVINGS 2.66  
TOTAL NUMBER OF ITEMS SOLD = 1  
GAS REGULAR UNLEAD  
INCLUDES 13.0% GST/HST 7.50  
4/27/12 18:42 0674 46 0157 8326

-----  
YOUR CASHIER TODAY WAS RYAN  
-----

-----  
GIOVANNI ALBANESE 6660  
-----

**Your Savings**

Card Savings 2.66  
Total 2.66  
Total Savings Value 4%

\*\*\*\*\*

Safeway Club Card Elite Customer  
You have the Managers direct line:  
807-276-6633

\*\*\*\*\*

LET US HEAR FROM YOU!  
1-800-723-3929 OR VISIT SAFEWAY.CA



# BEST WESTERN LAKESIDE INN

Agenda Item # 8.2 ... Apr 27, 2012  
10:10 am

470 1ST AVE. SOUTH  
KENORA, ON P9N1W5

Telephone: (807)468-5521 Fax: (807)468-4734

Each Best Western hotel is independently owned and operated.

John Albanese  
1217 3 rd st east  
Kenora, ON P9A 1S8

Folio #: 153991  
Room Number: 312  
Rate: \$123.99  
Pay Method: MC6406

Arrival Date: Wednesday, April 25, 2012

Departure Date: Friday, April 27, 2012

Member #:

Information: he is a going to be here sure

Date	Department	Reference	Voucher	Room	Debit	Credit
4/25/2012	Room postings	Auto Posted		312	\$123.99	
4/25/2012	harmonized sales tax	Auto Posted		312	\$16.12	
4/26/2012	Room postings	Auto Posted		312	\$123.99	
4/26/2012	harmonized sales tax	Auto Posted		312	\$16.12	
4/27/2012	Room postings			312		\$19.98
4/27/2012	harmonized sales tax			312		\$2.60
4/27/2012	MASTERCARD	CHECKED-OUTMC6406		312		\$257.64

"Each Best Western hotel is independently owned and operated"  
I agree that my liability for all charges is not waived  
GST#135281855

Balance:

Signature \_\_\_\_\_

**Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium**

Attendee JOHN ALBANESE

Conference/Seminar Attended NOMA "Pathway to Northwest Prosperity"

Location KENORA "LAKESIDE INN"

Dates April 25, 26, 27, 2012

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			April 25	April 26	April 27			
Amount			150-	150-	150-			450-

Submitted by: John Albanese

Date: April 30, 2012

Approved by: /

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

For Payroll	
Pay period	_____



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2012/50**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** Councillor Andrew Hallikas – NOMA Conference Travel & Per Diem

---

**BACKGROUND**

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$467.64 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor Andrew Hallikas.

Conference Expenses

1. Meals	\$ 12.00
2. Hotel Accommodations	257.64
3. Mileage (Kenora & return)	198.00
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 917.64</u>

The registration fee of \$225.00 was paid by the Town resulting in the total cost of \$1,142.64 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

Administration recommends approval of the Travel and Per Diem claims in the total amount of \$917.64 for attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree to Administration’s recommendation to approve the per diem and travel claims for Councillor Andrew Hallikas in the amount of \$917.64 to attend the NOMA Conference held in Kenora from April 25 to 27, 2012 as outlined in this report.



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

1. Attendee	Andrew Hallikas							
2. Conference/Seminar Attended	NOMA ACM							
Location (Facility and City)								
Dates	Kenora Best Western							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				228.82	228.82			257.64
Transportation				128.82	128.82			
Breakfast					12.00			12.00
Lunch								
Dinner								
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason		NOMA Board Meeting - Car Broker		Total	
Mileage Claimed	440	KM x \$0.45 =					198.00	
6. Approved			Total Expenses				467.64	
			Advance Received					
			Balance Claimed				467.64	
			Balance Refunded					

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 /12

Date



Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier
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# BEST WESTERN LAKESIDE INN

**Agenda Item # 8.3 ...**

Apr 27, 2012  
10:18 am

470 1ST AVE. SOUTH  
KENORA, ON P9N1W5

Telephone: (807)468-5521 Fax: (807)468-4734

Each Best Western hotel is independently owned and operated.

Andrew Hallikas

/  
Kenora, ON P9N 1W5

Folio #: 150852

Room Number: 506

Rate: \$114.00

Pay Method: AX3007

Arrival Date: Wednesday, April 25, 2012

Departure Date: Friday, April 27, 2012

Member #:

Information: Only Charla can book under this block

Date	Department	Reference	Voucher	Room	Debit	Credit
4/25/2012	Room postings	Auto Posted		506	\$114.00	
4/25/2012	harmonized sales tax	Auto Posted		506	\$14.82	
4/26/2012	Room postings	Auto Posted		506	\$114.00	
4/26/2012	harmonized sales tax	Auto Posted		506	\$14.82	
4/27/2012	AMEX	CHECKED-OUTAX3007		506		\$257.64

"Each Best Western hotel is independently owned and operated"  
I agree that my liability for all charges is not waived  
GST#135281855

Balance:

Signature \_\_\_\_\_

LAKESIDE INN &  
CONVENTION CTR  
470 FIRST AVENUE SOUTH  
KENORA ON

CARD \*\*\*\*\*3007  
CARD TYPE AMEX  
DATE 2012/04/27  
TIME 0194 10:18:49  
RECEIPT NUMBER  
M30858721-001-468-029-0

PRE-AUTH COMPLETION  
TOTAL

**\$257.64**

**APPROVED**

AUTH# 192895 00-025  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium**

Attendee Andrew Hallikas

Conference/Seminar Attended NOMA AGM

Location Kenora

Dates April 25, 26, 27 - 2012

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			150.	150.	150.			\$450. <sup>00</sup>
Amount								

Submitted by: 

Date: April 30 / 12

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

or Payroll

Pay period \_\_\_\_\_



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2012/48**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** Councillor Ken Perry – NOMA Conference Travel & Per Diem

---

**BACKGROUND**

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$403.96 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor Ken Perry.

Conference Expenses

1. Meals	\$ 47.00
2. Hotel Accommodations	216.96
3. Vehicle Fuel (Own Vehicle)	140.00
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 853.96</u>

The registration fee of \$225.00 was paid by the Town resulting in the total cost of \$1,078.96 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

Administration recommends approval of the Travel and Per Diem claims in the total amount of \$853.96 for attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor Ken Perry.

Council Approval of this Report Will Agree to Administration’s recommendation to approve the per diem and travel claims for Councillor Ken Perry in the amount of \$853.96 to attend the NOMA Conference held in Kenora from April 25 to 27, 2012 as outlined in this report.

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

1. Attendee	Ken Perry							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	Best Western Kenora							
Dates	Apr. 25, 26, 27, 2012							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				108.48	108.48			216.96
Transportation								
Breakfast					12.00			12.00
Lunch					16.00			16.00
Dinner				35.00				35.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.45 =							
	GAS (Diesel)		107.772 L					140.00
6. Approved						Total Expenses		403.96
						Advance Received		
						Balance Claimed		403.96
						Balance Refunded		

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 30/12  
Date

Ken Perry  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier





BY CHOICE HOTELS

## Comfort Inn (CN272)

1230 Hwy. 17 E.  
Kenora, ON P9N 1L9  
(807) 468-8845  
GM.CN272@choicehotels.com

PERRY, KEN  
320 Portage Ave  
Fort Frances, ON P9A3G9

## Agenda Item # 8.4 ...

Account: 221448222

Date: 4/27/12

Room: 219 LGOC

Arrival Date: 4/25/12

Departure Date: 4/27/12

Check In Time: 4/25/12 4:38 PM

Check Out Time: 4/27/12 10:46 AM

Rewards Program ID:

You were checked out by: abouch.cn272

You were checked in by: croman.cn272

**Total Balance Due: 0.00**

Post Date	Description	Comment	Amount
4/25/12	Room Charge	#219 PERRY, KEN	96.00
4/25/12	Harmonized Sales Tax		12.48
4/26/12	Room Charge	#219 PERRY, KEN	96.00
4/26/12	Harmonized Sales Tax		12.48
4/27/12	Visa Payment		(216.96)

XXXXXXXXXXXX3306

### Folio Summary 4/25/12 - 4/27/12

Room Charge	192.00
Harmonized Sales Tax	24.96
Visa Payment	(216.96)

Balance Due: **0.00**

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.  
GST#860549062RT0055

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Fort Frances Husky

500 Kings Highway  
Fort Frances, ON P9A 3P8  
(807) 274-7680

GST# R860969096 Merchant ID:4976296

Receipt 71243253

Type: SALE

Qty	Name	Price	Total
1	DIESEL	\$ 1.299	\$ 140.00
	Pump:	4	
	Litres:	107.772	
Subtotal			\$ 140.00
HST Fuel			\$ 16.11
Total			\$ 140.00

Cash \$ 45.00  
Cash -\$ 45.00  
Cash \$ 36.00  
Cash -\$ 36.00  
Cash \$ 60.00

Purchase \$ 80.00  
#\*\*\*\*\*3512 Exp \*\*/\*\* \$  
VISA 04/30/2012 08:48:50  
722071EK 71 RESP:001 ISO:00  
Ref:005001001008 Auth:655839  
Approved

4/30/12 8:48:51 AM

Pos:71 Cashier:13 Store:7220

Husky and Mohawk  
Home of Mother Nature's Fuel  
www.myhusky.ca

**TOWN OF FORT FRANCES - SCHEDULE "E"**  
**TRAVEL WAIVER OF LIABILITY FORM**

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date

**Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium**

Attendee Ken Perry

Conference/Seminar Attended NOMA

Location Best Western Kenora

Dates Apr 25, 26, 27 / 12

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Apr 25	Apr 26	Apr 27			
Amount			150. <sup>00</sup>	150. <sup>00</sup>	150. <sup>00</sup>			450. <sup>00</sup>

Submitted by: Ken Perry

Date: Apr 30/12

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

or Payroll

Pay period \_\_\_\_\_



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2012/46**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** Councillor Paul Ryan –NOMA Conference Travel & Per Diem

---

**BACKGROUND**

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$263.96 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$ 47.00
2. Hotel Accommodations	216.96
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 713.96</u>

The registration fee of \$225.00 was paid by the Town resulting in the total cost of \$938.96 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

Administration recommends approval of the Travel and Per Diem claims in the total amount of \$713.96 for attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor Paul Ryan.

Council Approval of this Report Will Agree to Administration’s recommendation to approve the per diem and travel claims for Councillor Paul Ryan in the amount of \$713.96 to attend the NOMA Conference held in Kenora from April 25 to 27, 2012 as outlined in this report.

**TOWN OF FORT FRANCES - SCHEDULE "B" - TRAVEL EXPENSE STATEMENT** Agenda Item # 85

1.	Attendee	PAUL RYAN							
2.	Conference/Seminar Attended	NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION 66 <sup>TH</sup> ANNUAL GENERAL MEETING & CONFERENCE							
	Location (Facility and City)	BEST WESTERN LAKESIDE INN - KENORA ONTARIO							
	Dates	APRIL 25, 26, 27 / 2012							

3.	APRIL / 2012	Sun.	Mon.	Tues.	Wed. 25 <sup>TH</sup>	Thurs. 26 <sup>TH</sup>	Fri. 27 <sup>TH</sup>	Sat.	Total
	Accommodation				108.48	108.48			216.96
	Transportation								
	Breakfast					12.00			12.00
	Lunch								
	Dinner				35.00				35.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
	TOWN OF F. FRANCES	✓			


5.	Town Used Vehicle	Yes	(No)	Reason	TRAVEL IN R. AUIS PRIVATE VEHICLE	Total
	Mileage Claimed	KM x \$0.45 =				

6.	Approved	Total Expenses	263.96
		Advance Received	0
		Balance Claimed	263.96
		Balance Refunded	-

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 / 2012  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Employee Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Supervisor Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Division Manager Signature

Date	Treasurer	A / P	Cashier



**Agenda Item # 8.5 ...**

BY CHOICE HOTELS

**Comfort Inn (CN272)**

1230 Hwy. 17 E.  
Kenora, ON P9N 1L9  
(807) 468-8845  
GM.CN272@choicehotels.com

Account: 221448226

Date: 4/27/12

Room: 135 LGOC

Arrival Date: 4/25/12

Departure Date: 4/27/12

Check In Time: 4/25/12 4:51 PM

Check Out Time: 4/27/12 8:45 AM

Rewards Program ID:

You were checked out by: abouch.cn272

You were checked in by: croman.cn272

**Total Balance Due: 0.00**

RYAN, PAUL  
320 Portage Ave  
Fort Frances, ON P9A3G9

Post Date	Description	Comment	Amount
4/25/12	Room Charge	#135 RYAN, PAUL	96.00
4/25/12	Harmonized Sales Tax		12.48
4/26/12	Room Charge	#135 RYAN, PAUL	96.00
4/26/12	Harmonized Sales Tax		12.48
4/27/12	Master Card		(216.96)

XXXXXXXXXXXX1937

**Folio Summary 4/25/12 - 4/27/12**

Room Charge	192.00
Harmonized Sales Tax	24.96
Master Card	(216.96)

**Balance Due: 0.00**

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

GST#860549062RT0055

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# **Town of Fort Frances Travel Statement - Mayor/Council Honorarium**

Attendee PAUL RYAN  
NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION

Conference/Seminar Attended 66<sup>th</sup> ANNUAL GENERAL MEETING & CONFERENCE

Location BEST WESTERN LAKESIDE INN - KENORA ONTARIO

Dates APRIL 25, 26, 27 / 2012

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Apr 25/12	Apr 26/12	Apr 27/12			
Amount			150.00	150.00	150.00			450.00

Submitted by: Paul Ryan  
 Approved by: \_\_\_\_\_

Date: APRIL 30/2012  
 Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

For Payroll  
 Pay period \_\_\_\_\_



**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2012/51**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** Councillor Sharon Tibbs – Per Diem Claim

---

**BACKGROUND**

Attached is a copy of Travel Statement – Mayor /Council Honorarium per diem claim in the amount of \$75.00 in regard to attendance at the Rainy River District Municipal Association (RRDMA) Executive Committee meeting held in Alberton on April 18, 2012 as submitted by Councillor Sharon Tibbs.

The travel and per diem claims are in compliance with the Town of Fort Frances By-Law No. 02/10 s. 4.4.

**RECOMMENDATION**

The Administration and Finance Executive Committee recommends approval of the per diem claim to attend the RRDMA Executive Committee meeting held in Alberton on April 18, 2012 as submitted by Councillor Sharon Tibbs.

**Council Approval of this Report Will Agree** to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Sharon Tibbs, in the amount of \$75.00 for attendance at the Rainy River District Municipal Association Executive Committee meeting held in Alberton on April 18, 2012 as outlined in this report.

**Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium**

Attendee SHARON TIBBS

Conference/Seminar Attended RRDM A - EXECUTIVE MEETING

Location ALBERTON

Dates WEDNESDAY, APRIL 18, 2012

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Apr 18/12					
Amount			75 <sup>00</sup> / <sub>xx</sub>					

Submitted by: Sharon Tibbs

Date: April 23/12

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

For Payroll

Pay period \_\_\_\_\_



**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2012/47**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 8, 2012  
**SUBJECT:** Councillor Rick Wiedenhoeft – NOMA Conference Travel & Per Diem

---

**BACKGROUND**

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$263.96 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor Rick Wiedenhoeft.

Conference Expenses

1. Meals	\$ 47.00
2. Hotel Accommodations	216.96
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 713.96</u>

The registration fee of \$225.00 was paid by the Town resulting in the total cost of \$938.96 to attend the NOMA Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

**RECOMMENDATION**

Administration recommends approval of the Travel and Per Diem claims in the total amount of \$713.96 for attendance at the NOMA Conference held in Kenora from April 25 to 27, 2012 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to Administration’s recommendation to approve the per diem and travel claims for Councillor Rick Wiedenhoeft in the amount of \$713.96 to attend the NOMA Conference held in Kenora from April 25 to 27, 2012 as outlined in this report.

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

1. Attendee	Rick WIEDENHOEFT.							
2. Conference/Seminar Attended	NOMA.							
Location (Facility and City)	Lakeside Inn, Kenora On.							
Dates	Wednesday April 25 - Friday April 27, 2012.							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				108.48	108.48			216.96
Transportation								
Breakfast					12.00			12.00
Lunch								
Dinner				35.00				35.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason		- See Allowance claim.			Total
Mileage Claimed	KM x \$0.45 =							
6. Approved				Total Expenses			263.96	
				Advance Received				
				Balance Claimed			263.96	
				Balance Refunded				

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 30, 2012  
Date

R. Wiedenhoef  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

Date	Treasurer	A / P	Cashier



# **Agenda Item # 8.7 ...**



BY CHOICE HOTELS

## **Comfort Inn (CN272)**

1230 Hwy. 17 E.  
Kenora, ON P9N 1L9  
(807) 468-8845  
GM.CN272@choicehotels.com

WIEDENHOEFT, RICK  
320 Portage Ave  
Fort Frances, ON P9A3G9

Account: 221448223  
Date: 4/27/12  
Room: 217 LGOC  
Arrival Date: 4/25/12  
Departure Date: 4/27/12  
Check In Time: 4/25/12 4:46 PM  
Check Out Time: 4/27/12 7:47 AM  
Rewards Program ID:  
You were checked out by: abouch.cn272  
You were checked in by: croman.cn272  
**Total Balance Due: 0.00**

Post Date	Description	Comment	Amount
4/25/12	Room Charge	#217 WIEDENHOEFT, RICK	96.00
4/25/12	Harmonized Sales Tax		12.48
4/26/12	Room Charge	#217 WIEDENHOEFT, RICK	96.00
4/26/12	Harmonized Sales Tax		12.48
4/27/12	Master Card		(216.96)
XXXXXXXXXXXX1122			

## **Folio Summary 4/25/12 - 4/27/12**

Room Charge	192.00
Harmonized Sales Tax	24.96
Master Card	(216.96)

Balance Due: **0.00**

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

GST#860549062RT0055

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Like us on Facebook

[facebook.com/comfortinnkenora](http://facebook.com/comfortinnkenora)

X\_\_\_\_\_

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**Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium**

Attendee Rick WIEDENHOEFT.  
 Conference/Seminar Attended NOMA.  
 Location Kenora, On.  
 Dates Wednesday April 25 - Friday April 27, 2012.

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			April 25	April 26	April 27			
Amount			150.00	150.00	150.00			450.00

Submitted by: R. Wiedenhoef

Date: Monday April 30, 2012.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*To be submitted to Payroll for processing when approved by Council*

or Payroll

Pay period \_\_\_\_\_

**Supt. Planning & Development Division**

## **Report**

**Date:** 2012 May 8<sup>th</sup>  
**To:** Mayor & Council  
**From:** Rick Hallam, CBCO, CRBO, Supt. Planning & Development Div.  
**Subject:** Civic Centre Roof Retrofit

---

Council will recall that at their meeting held 2012 January 16<sup>th</sup>, Council approved a report from the Superintendent of Planning and Development to retain consulting services to prepare tender documents for the roof retrofit project at the Civic Centre. A copy of the report and resolution are attached herewith.

During the investigative period by the consultant and the Superintendent of Planning & Development it was discovered that at some point in time the areas of retrofit had been re-roofed over an original roof. The original roof was constructed as a Built up Roof Membrane (BUR) over 2 ½" of extruded polystyrene insulation. The re-roofing over the original was constructed as a filter membrane and rock ballast over a BUR over 2 ½" of expanded polystyrene insulation. Expanded polystyrene insulation is not recommended for this type of application. Over time the upper layer of roofing insulation being the 2 ½" layer of expanded polystyrene has become totally saturated with moisture and will have to be removed and discarded. Investigation revealed that there are numerous locations where the BUR membrane has been compromised causing leakage and saturation of the expanded poly insulation. The basic plan is to strip the existing roof membranes down to the existing first layer of 2 ½" extruded polystyrene insulation, install a new layer of 2" extruded polyisocyanurate rigid insulation, a ½" layer of high density recovery board and a 60 gauge EPDM roofing membrane. The retrofit roof membrane will have a 20 year manufacturers warranty. In addition, some of the existing somewhat deteriorated sheet metal ducting will be replaced with new and enclosed with walls to bring that section of roof to the same level as the higher adjacent roof of the Civic Centre administration area. This will alleviate a long standing issue with accumulations of drifting snow around the base of the ductwork.

Four tenders were received this date and the results are as follows. The data provided will show the base bid, a cash allowance for any work involving the moving of the roof top AC unit and the HST. The tenders were then adjusted to reflect the HST rebates. All tenders received were from qualified companies experienced in the trade and all provided the necessary documentation and bonding.

**Data from tenders received**

<u>Company Name</u>	<u>Base Bid</u>	<u>Cash Allowance</u>	<u>HST</u>	<u>Total</u>
Cardinal Roofing	\$256,295.00	\$3,000.00	\$33,003.35	<b>\$293,003.35</b>
Bur-Met Cont' Ltd	\$271,363.00	\$3,000.00	\$35,667.19	<b>\$310,030.19</b>
Holmes Roofing	\$264,000.00	\$3,000.00	\$34,710.00	<b>\$301,710.00</b>
Racco Ind' Roofing	\$248,618.00	\$3,000.00	\$32,710.34	<b>\$284,328.34</b>

**Adjusted tenders after extrapolation of HST rebate**

With a rebate of all but 1.76% of the HST the bids would extrapolate as follows;

<u>Company Name</u>	<u>Base Bid</u>	<u>Cash Allowance</u>	<u>Adj' HST</u>	<u>Adj' Total</u>
Cardinal Roofing	\$256,295.00	\$3,000.00	\$4,563.60	\$263,858.50
Bur-Met Cont' Ltd	\$271,363.00	\$3,000.00	\$4,828.79	\$279,191.79
Holmes Roofing	\$264,000.00	\$3,000.00	\$4,692.20	\$271,699.20
Racco Roofing	\$248,618.00	\$3,000.00	\$4,428.48	\$256,046.48

If the cash allowance, which was included for the temporary disconnection of the rooftop AC unit, is not used there would be a further reduction of the \$3,000.00 and its relative HST for a net reduction to each of the above amounts of \$3,052.80.

The competitive bidding process for this project reveals that there is a 9% spread between the lowest and highest tender which indicates that the tendered amounts are a fair representation of industry costing for this type of work.

The capital budget for this project was set at \$250,000.00. By accepting the low tender the budget would be exceeded by an amount of \$3000.00 to \$6,000.00 dependent upon the need for the cash allowance. Additionally landfill tipping fees were not included in the tender. Keeping this "in house" will avoid contractor markup for overhead and profit. An interdepartmental transfer of funds will be initiated for this.

Further to the foregoing Council will recall from the approved report that Myron Edwards Consulting Services were requested to provide their fees for project supervision and oversight. That amount is as stated in the amount of \$9,000.00.

As the Superintendent of Planning & Development I recommend that Council approve the award of the roof retrofit project to the low tenderer, being Racco Industrial Roofing, and further that Myron Edwards Consulting Services be retained to provide project supervision and oversight.

Respectfully Submitted,  
Planning & Development Division



R. Hallam, CBCO, CRBO  
Supt. Planning & Development Division  
Chief Building Official

**Council approval of this report will:** a) award the tender for the Civic Centre Roof Retrofit to the low tenderer, Racco Industrial Roofing, and b) retain the services of Myron Edwards Consulting Services to provide project supervision and oversight.



TOWN OF FORT FRANCES

COUNCIL

Session No. 36

Resolution No. 458

Moved by John Albanese


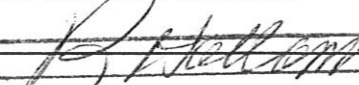
Dated January 16, 2012

Seconded by Paul Ryan

THAT the report dated January 6, 2012 from R. Hallam, Superintendent Planning and Development re: Civic Centre Roof Replacement – OPP/Fire Hall Sections be approved and further that an authorizing by-law be prepared.

	Yea	Nay	Disclosure of Interest
R. Avis			
J. Albanese			
A. Hallikas			
K. Perry			
G. Paul Ryan			
S. Tibbs			
R. Wiedenhoef			

Civic Centre Roof Retrofit.

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
 MAYOR or DEPUTY MAYOR	
TO: 	
FROM: G.W. TREFTLIN CLERK TOWN OF FORT FRANCES	
DATE: <u>Jan 16/12</u>	

A by-law has been prepared for the Jan 23rd meeting of Council



**Supt. Planning & Development Division**

# Report

**Date:** 2012 January 6th  
**To:** Committee of the Whole of Council  
**From:** Rick Hallam, CBCO, CRBO, Supt. Planning & Development Div.  
**Subject:** Civic Centre Roof Replacement – OPP/Fire Hall Sections

Council will recall that at their meeting held 2011 November 28<sup>th</sup>, Council approved a Report from the Supt. of Planning & Development to obtain estimates/bids of current costs to replace the aging sections of the roof at the Civic Centre. Attached herewith is the noted Report and Council Resolution for Councils reference.

The first step prior to the physical work would be the retention of a consultant to undertake the design engineering and preparation of a specification & tender document. Pursuant to the foregoing staff had discussions with two Thunder Bay based consultants regarding the project with a view to obtaining costs for the engineering design, specification, tender process and project oversight. The two consultants were Honeywell, who are presently working with the Town on the long term sustainability of assets study, and Myron-Edwards Consulting Services, roofing consultants.

The intentions of administration throughout this process was/is that staff would first, obtain a engineering design, specification and tender document from a qualified consultant and, secondly, staff in concert with the consultant, would tender the project and if approved by Council award a tender and thirdly, retain the design consultant to oversee the work.

In discussions with Honeywell it was made clear by them that they would only be willing to undertake the project if they were awarded a contract for all aspects of design/engineering, tendering and project management as one contract. This model effectively negates or makes difficult Councils ability to defer the project upon review of the tenders. Their first blush verbal estimate for this service was approximately \$25,000.00.

Following the discussions with Honeywell, staff consulted with Mr. Robert Myron of Myron Edwards Consulting Services. Mr Myron indicated his willingness to work with the Town regarding the process. To that end staff asked him to prepare a submission of costs broken down into two components. Those being the preparation of the engineering design, specification & tender and if required, project oversight.

Mr. Myron has provided the costs as requested. They are;

- |   |            |
|---|------------|
| • Engineering design, specification & tender. | \$8,500.00 |
| • Project oversight.                          | \$9,000.00 |

2012 Jan. 6<sup>th</sup>  
Civic Centre Roof

MR. Myron is well known to me and has extensive experience as a roofing consultant on many major roofing projects here in the Town. Some of the roofing projects that I am aware of are the new Fort Frances High School , LaVerendrye Hospital, Northwestern Health Unit, and the Town of Fort Frances Civic Centre. As the Chief Building Official for the Town and one of the construction superintendents on the new Fort Frances High School I have observed Mr. Myron's performance as a roofing consultant. Mr. Myron's reputation in his area of expertise is that his company is very competent and well respected throughout the construction industry.

It is with the foregoing in mind that as the Supt. of Planning & Development, I recommend that Council approve the retention of Myron-Edwards Consulting Services to undertake the engineering design, specification and tendering process for the needed replacement of the aging portions of the Civic Centre roof at the proposed cost of \$8,500.00.

Respectfully Submitted,  
Planning & Development Division



R. Hallam, CBCO, CRBO  
Supt. Planning & Development Division  
Chief Building Official

**Council approval of this report will:** direct that Myron-Edwards Consulting Services be engaged to complete the engineering design, specification and tendering process for the re-roofing project of the OPP & Fire Hall sections of the Civic Centre Administrative Building.

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2012**

	Actuals to Date	2012 Budget	Variance
<b>CORPORATE</b>			
050 Municipal Tax Levy (Interim Tax Levy)	(6,300,741.75)	(10,792,802.00)	(4,492,060.25)
051 Education Tax Levy		(2,029,218.00)	(2,029,218.00)
052 Supp/Omit Municipal Tax Levy		-	-
053 Supp/Omit Education Tax Levy		-	-
056 W/O Municipal	9,168.16	-	(9,168.16)
057 W/O Education	5,539.53	-	(5,539.53)
061 OMPF	(1,619,700.00)	(3,239,400.00)	(1,619,700.00)
062 Payments-in-Lieu	(21,284.04)	(769,786.00)	(748,501.96)
080 Prior Year Surplus		(82,364.00)	(82,364.00)
110 Mayor & Council	148,680.13	540,310.00	391,629.87
112 Contribution to Reserves & Reserve Funds	-	750,000.00	750,000.00
113 Long Term Debt	153,081.94	819,210.00	666,128.06
115 Election	-	-	-
161 Riverside Health Care/Dr Recruitment	16,982.34	71,500.00	54,517.66
161 Clinic Financing Interest		20,000.00	20,000.00
162 RR DSSAB	694,299.07	2,082,397.00	1,388,097.93
163 Rainycrest	101,046.36	303,140.00	202,093.64
164 Northwestern Health Unit	97,440.41	366,240.00	268,799.59
820 Economic Development	50,657.53	182,000.00	131,342.47
830 Solar Panel Project	(4,486.26)	(34,890.00)	(30,403.74)
991 English Public School Board	418,572.87	1,635,932.00	1,217,359.13
992 English Separate School Board	100,737.32	387,342.00	286,604.68
993 French Public School Board	474.46	1,606.00	1,131.54
994 French Separate School Board	1,201.94	4,338.00	3,136.06
<b>Total Corporate</b>	<b>(6,148,329.99)</b>	<b>(9,784,445.00)</b>	<b>(3,636,115.01)</b>
<b>ADMINISTRATION AND FINANCE</b>			
070 Other Unassigned Revenue	(94,065.47)	(339,000.00)	(244,934.53)
120 Administration	112,212.00	377,975.00	265,763.00
121 Admin Vehicle	1,460.38	2,820.00	1,359.62
122 Municipal Buildings	8,429.34	63,630.00	55,200.66
125 HR Department	6,193.24	41,500.00	35,306.76
130 Clerk	56,205.59	161,830.00	105,624.41
140 Treasury	189,971.60	441,451.00	251,479.40
910 PUC Administration	21,785.77	90,300.00	68,514.23
<b>Total Administration and Finance</b>	<b>302,192.45</b>	<b>840,506.00</b>	<b>538,313.55</b>
<b>COMMUNITY SERVICES</b>			
211 Emergency Services	315,449.19	1,001,922.00	686,472.81
227 Emergency Measures	8,461.16	19,553.00	11,091.84
228 911 Service	9,835.61	17,500.00	7,664.39
231 Police Revenue	(12,420.04)	(25,000.00)	(12,579.96)
232 Police Services Board	4,477.35	17,380.00	12,902.65
233 Police Administration	898,355.36	2,598,509.00	1,700,153.64

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2012**

		<b>Actuals to Date</b>	<b>2012 Budget</b>	<b>Variance</b>
622	Sister Kennedy Centre	8,655.66	30,200.00	21,544.34
641	Fort Frances Children's Complex	7,459.68	75,530.00	68,070.32
643	Toy Lending Library/Resource	(4,547.33)	5,300.00	9,847.33
644	Day Care Resource Teacher	(3,296.42)	3,365.00	6,661.42
645	Best Start Special Needs	(3,740.25)	1,030.00	4,770.25
653	Handi-Transit System	42,685.04	93,860.00	51,174.96
713	Townshend Theatre	(1,088.89)	-	1,088.89
722	Recreation Facilities	181,966.81	461,250.00	279,283.19
725	Recreation Programs	(11,089.58)	139,330.00	150,419.58
732	Community Services	42,765.38	148,560.00	105,794.62
740	Sunny Cove Camp	(2,403.14)	(1,310.00)	1,093.14
781	Fort Frances Public Library	145,024.69	470,340.00	325,315.31
791	Museum	42,287.26	128,400.00	86,112.74
817	Waterfront Development/Marina	(2,754.95)	47,810.00	50,564.95
<b>Total Community Services</b>		<b>1,666,082.59</b>	<b>5,233,529.00</b>	<b>3,567,446.41</b>

**OPERATIONS AND FACILITIES**

310	PW Administration	(27,644.59)	(992.00)	26,652.59
311	PW Buildings & Yards	53,750.29	120,138.00	66,387.71
313	Municipal Roads	361,799.96	1,295,367.00	933,567.04
318	Public Parking Lots	7,408.22	24,085.00	16,676.78
320	Sidewalks	34,880.29	125,444.00	90,563.71
330	Private Works Charges	8,259.57	65,226.00	56,966.43
331	Private Crossing Charges		19,942.00	19,942.00
333	PW Vehicles	59,721.97	190,255.00	130,533.03
334	PW Equipment	87,113.87	213,805.00	126,691.13
344	PW Stores	24,155.85	66,470.00	42,314.15
345	Traffic Signal Maintenance	899.12	10,766.00	9,866.88
346	Streetlight Maintenance	27,226.29	116,481.00	89,254.71
350	Garbage Collection	27,782.41	28,320.00	537.59
351	Recycling Services	46,066.71	210,883.00	164,816.29
352	Sanitary Landfill	(35,540.63)	(133,399.00)	(97,858.37)
360	Engineering	20,983.53	56,180.00	35,196.47
390	Airport	17,660.41	95,800.00	78,139.59
391	Airport Building Maintenance	11,340.01	43,004.00	31,663.99
392	Aircraft Services	673.73	-	(673.73)
393	Airport Grounds Maintenance	17,221.05	72,316.00	55,094.95
580	Parks & Cemeteries Admin.	39,621.74	149,814.00	110,192.26
582	Fort Frances Cemetery	2,791.23	79,203.00	76,411.77
583	Riverview Cemetery	8,464.26	149,022.00	140,557.74
584	Point Park	1,019.36	26,215.00	25,195.64
585	Parks - Outdoor Facilities	35,111.85	290,683.00	255,571.15
586	Lions Millennium Park	234.00	8,062.00	7,828.00
<b>Total Operations and Facilities</b>		<b>831,000.50</b>	<b>3,323,090.00</b>	<b>2,492,089.50</b>

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2012**

		Actuals to Date	2012 Budget	Variance
<hr/>				
<b>PLANNING AND DEVELOPMENT</b>				
150	Civic Centre	26,077.41	118,990.00	92,912.59
271	By-Law Enforcement	34,858.76	107,124.00	72,265.24
272	Animal Shelter	1,634.97	9,096.00	7,461.03
813	Building Official	34,380.54	57,470.00	23,089.46
815	Planning & Zoning	27,933.91	94,640.00	66,706.09
	<b>Total Planning and Development</b>	<b>124,885.59</b>	<b>387,320.00</b>	<b>262,434.41</b>
		<hr/>		
	<b>Sub-Total General Fund (Operating)</b>	<b>(3,224,168.86)</b>	<b>-</b>	<b>3,224,168.86</b>
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	<b>(3,224,168.86)</b>	<b>-</b>	<b>3,224,168.86</b>
		<hr/>		

**Water and Sewer Fund (Operating)**  
**Actuals to April 30, 2012**

<b>WATER</b>		<b>Actuals to Date</b>	<b>2012 Budget</b>	<b>Variance</b>
961	Waterworks Administration	-164,045.12	-657,862.00	-493,816.88
965	Water Treatment Plant	114,835.20	540,025.00	425,189.80
966	Water Storage Facility	11,794.33	117,837.00	106,042.67
		-37,415.59	0.00	37,415.59
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-37,415.59</b>	<b>0.00</b>	<b>37,415.59</b>

<b>SEWER</b>		<b>Actual to Date</b>	<b>2012 Budget</b>	<b>Variance</b>
410	Sanitary Sewer Administration	-212,827.45	-706,223.00	-493,395.55
413	Sewage Treatment Plant	198,751.18	706,223.00	507,471.82
		-14,076.27	0.00	14,076.27
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-14,076.27</b>	<b>0.00</b>	<b>14,076.27</b>



Administration & Finance Department Stats  
for the period ending April 30, 2012

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
<b>Revenue</b>													
Tax Certificates	\$ 230.00	\$ 287.00	\$ 575.00	920.00									\$ 2,012.00
Business Licences	14,148.25	5,948.20	5,085.55	2,168.90									\$ 27,350.90
Lottery Licences	1,283.73	75.00	1,008.13										\$ 2,366.86
Town Property Rental	353.40	353.40	364.60	364.60									\$ 1,436.00
Fort Frances Portion of POA Fines													\$ -
Nat Gas/Purchase Card Rebates	502.35	265.95	354.60	413.70									\$ 1,536.60
Death/Still Birth Registrations	267.10	400.75	534.20	534.20									\$ 1,869.80
Marriage Licences		618.00	759.65	386.25									\$ 1,763.90
Civil Marriage	5.40		5.40										\$ 10.80
Certif Copies	131.55	27.45	71.25	10.95									\$ 241.20
Commissioning Oaths/Affidavits	768.78	281.69	1,540.98	1,843.83									\$ 4,435.28
Investment Income													\$ -
Sale of Land													\$ -
Administration Service Charges	206.70	12,583.57	14,324.94	12,538.58									\$ 39,653.79
	\$ 17,897.26	\$ 20,841.01	\$ 24,737.85	\$ 19,161.01	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 62,677.13
<b>Accounts Receivable</b>													
Balance Forward	383,485.48	241,376.79	195,134.02	155,038.51									
Invoices/Debits	126,268.73	123,145.78	133,347.80	125,228.24									
Payments/Credits	(268,817.79)	(170,117.04)	(173,673.10)	(147,999.55)									
Interest Applied	440.37	728.49	229.79	410.80									
Total Amount Owng	\$ 241,376.79	\$ 195,134.02	\$ 155,038.51	\$ 132,678.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,809.45
<b>AR Invoices Processed</b>													
General/BY-Law	8	22	10	14									54
Daycare	0	54	50	58									162
Airport	19	5	16	22									62
Landfill	29	27	34	42									132
Public Works	3	5	3	5									16
Sewer	5	3	6	5									19
Water	14	9	14	20									57
Fire Department	0	0	0	0									0
Memorial Sports Centre	36	17	16	31									100
Fort Frances Power Corp	0	0	7	0									7
Invoices Issued by Month	114	142	156	197	0	0	0	0	0	0	0	0	609
<b>NSF/Returned Payments</b>													
Day Care	0	0	4	0									4
Memorial Sports Centre	2	2	3	1									8
Utilities	4	7	0	7									18
Taxation	1	0	1	0									2
Other	1	0	1	0									2
<b>Taxes</b>													
Balance Forward	\$ 977,005.74	\$ 6,886,890.94	\$ 3,252,413.35	\$ 1,342,329.17									
Tax Billings/Debits	6,431,054.59	1,274.62	11,475.09	2,091.89									
Payments/Credits	(533,597.33)	(3,646,675.69)	(1,935,009.28)	(160,706.03)									
Interest Applied	11,623.94	10,923.38	13,450.01	15,557.65									
Total Amount Owng	\$ 6,886,890.94	\$ 3,252,413.35	\$ 1,342,329.17	\$ 1,199,272.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,554.98
													\$ 51,554.98

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Arrears Notices Mailed/Letters with no payment plans	179	163	354	367									5
# Tax Sale Registrations	30	26	24	23									\$421.93
# Write offs (MOS/357 Applications)	1	1	1	1									1
Write-off - Municipal Portion	0	0	\$ 288.18	\$ 133.75									\$4,731.21
# of Charity Rebates	0	0	\$ 4,731.21	0.00									5
Charity Rebates - Municipal Portion	0	0	2	3									\$8,746.23
# Vacancy Rebates	0	0	\$ 5,419.41	3,326.82									
Vacancy Rebates - Municipal Portion													
<b>E.D. Financial Incentive Plan</b>													
Demolition Grant	0	0	0										\$0.00
Grant-In-Lieu of Taxes													\$0.00
<b>Water &amp; Sewer</b>													
Balance Forward	\$1,069,244.55	\$ 399,813.35	\$ 317,807.26	398,666.66									
W/S Billings/Debits		884.99	757,260.45	1,783.66									
Payments/Credits	(670,249.30)	(84,319.93)	(677,263.21)	(73,475.68)									
Interest Applied	818.10	1,428.85	872.16	1,463.25									
Total Amount Owning	\$ 399,813.35	\$ 317,807.26	\$ 398,666.66	\$ 328,437.89									\$ 4,582.36
<b>Bt-Monthly Water/Sewer Bills Issued</b>													
Final Billings Issued	3,363	36	3,355	13									6,718
Late Notices Mailed		433		380									49
Registered Letters		69		50									813
Disconnects		1		0									119
Reconnections		1		0									1
<b>Provincial Offences</b>													
Fines Paid	\$ 26,619.00	\$ 29,341.00	\$ 53,547.00										\$ 109,507.00
Outstanding Fines (one & post transfer)	\$1,836,749.00	\$1,851,870.00	\$1,845,680.00										
CBCCL Collections (pre-transfer)	\$ 50.00	\$ 1,774.73	\$ 50.00										\$ 100.00
CBCCL Collections (post-transfer)	\$ 685.65	\$ 1,774.73	\$ 350.00										\$ 2,880.38
Total CBCCL Collected							\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 2,780.38
Hours spent on Collections	40	40	40										120.0
Notice of Default - mailed out	48	45											93
New Charges Filed	152	233	255										640
Court Room Operating Hours	3	1	6										10.0
<b>Charges Disposed (Before or at Trial)</b>													
Failed to Attend - Convicted	0	0	0										0
Plead Guilty	13	27	35										75
Withdrawn	3	4	14										21
Quashed	6	0	4										10
Stayed	0	0	0										0
Dismissed/Acquitted	1	0	0										5
Plead Not Guilty - Convicted	3	3	2										8
Other	1	0	1										2
<b>Total</b>	27	34	60	0	0	0	0	0	0	0	0	0	121



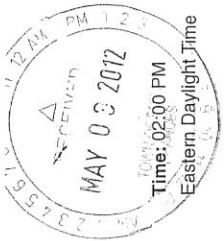
AMENDED

Region No: Kenora Rainy River Thunder Bay (32)  
County: District Of Rainy River (59)  
Mun: Fort Frances Town (12)

Hearing Type: Tele-Conference  
Hearing Location: Vice-Chair Robert Buttenworth

Hearing No: 521687

Hearing Date: August 15, 2012  
Notices Issued: April 30, 2012  
Hearing Length: 1 hour(s)



# ASSESSMENT REVIEW BOARD NOTICE OF HEARING / HRNG LIST

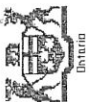
Telephone Directions: No earlier than five minutes prior to the indicated start time parties must dial one of the following telephone numbers: From Toronto: 416-212-8012 From outside Toronto: 1-866-633-0848  
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Appellant / Representative	Assessed Person	Property Location	Prop. Code	Sect. No.	Tax Date	Assmt Value	NBHD	Roll Number	Appeal No.	Disp.
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABIBOW CANADA INC	ALB TOWN PLOT PT LOTS 1 53	511	40	Jan 01, 2012	28095000	510	5912 - 010 - 001 - 10700 - 0000	2923436	Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	ALB TOWN PLOT PT LOTS 1 53	511	40	Jan 01, 2011	28260000	510	5912 - 010 - 001 - 10700 - 0000	2695824	Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	ALB TOWN PLOT PT LOTS 1 53	511	40	Jan 01, 2010	28300000	511	5912 - 010 - 001 - 10700 - 0000	2349109	Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	ALB TOWN PLOT PT LOTS 1 53	511	40	Jan 01, 2009	26017000	511	5912 - 010 - 001 - 10700 - 0000	2019868	Deemed: No
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABIBOW CANADA INC	CHIP DUMP SITE	511	40	Jan 01, 2012	147000	510	5912 - 010 - 006 - 12000 - 0000	2923485	Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	CHIP DUMP SITE	511	40	Jan 01, 2011	147000	510	5912 - 010 - 006 - 12000 - 0000	2695944	Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	CHIP DUMP SITE	511	40	Jan 01, 2010	147000	511	5912 - 010 - 006 - 12000 - 0000	2348936	Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	CHIP DUMP SITE	511	40	Jan 01, 2009	147000	511	5912 - 010 - 006 - 12000 - 0000	2318426	Deemed: No
										App: No

Municipalities' Copy

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Agenda Item # 10.3 ...



# ASSESSMENT REVIEW BOARD NOTICE OF HEARING / HRNG LIST

Region No: Kenora Rainy River Thunder Bay (32)      Hearing Type: Tele-Conference      Hearing No: 521687      Hearing Date: August 15, 2012      Time: 02:00 PM  
County: District Of Rainy River (59)      Hearing Location: Vice-Chair Robert Butterworth      Notices Issued: April 30, 2012      Eastern Daylight Time  
Mun: Fort Frances Town (12)      Hearing Length: 1 hour(s)

Telephone Directions: No earlier than five minutes prior to the indicated start time parties must dial one of the following telephone numbers: From Toronto: 416-212-8012      From outside Toronto: 1-866-633-0848  
After hearing the conference greeting enter the code: 9814805#      Your call will be connected to all other participants. Please remain on the line until the Presiding Member calls the hearing to order.  
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Appellant / Representative	Assessed Person	Property Location	Prop. Code	Sect. No.	Tax Date	Assmt Value	NBHD	Roll Number	Appeal No.	Disp.
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABIBOW CANADA INC	1229 CORNWALL AVEN	511	40	Jan 01, 2012	680000	510	5912 - 010 - 007 - 16900 - 0000	2923467	Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	EIGHTH ST W	511	40	Jan 01, 2011	680000	510	5912 - 010 - 007 - 16900 - 0000	2695823	App: Yes Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	EIGHTH ST W	511	40	Jan 01, 2010	680000	511	5912 - 010 - 007 - 16900 - 0000	2349008	App: Yes Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	EIGHTH ST W	511	40	Jan 01, 2009	680000	511	5912 - 010 - 007 - 16900 - 0000	2318427	App: Yes Deemed: No
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABIBOW CANADA INC	210 NELSON ST	511	40	Jan 01, 2012	51000	510	5912 - 020 - 007 - 00800 - 0000	2923532	App: Yes Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	210 NELSON ST	511	40	Jan 01, 2011	51000	510	5912 - 020 - 007 - 00800 - 0000	2695984	App: No Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	210 NELSON ST	511	40	Jan 01, 2010	51000	511	5912 - 020 - 007 - 00800 - 0000	2348987	App: No Deemed: Yes
ABITIBI CONSOLIDATED INC. R: RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	210 NELSON ST	511	40	Jan 01, 2009	51000	511	5912 - 020 - 007 - 00800 - 0000	2318425	App: No Deemed: No

Agenda Item # 10.3 ...

Municipalities' Copy

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ASSESSMENT REVIEW BOARD  
NOTICE OF HEARING / HRNG LIST

Region No: Kenora Rainy River Thunder Bay (32) Hearing Type: Tele-Conference Hearing No: 521687 Hearing Date: August 15, 2012 Time: 02:00 PM  
County: District Of Rainy River (59) Hearing Location: Vice-Chair Robert Buttenworth Notices Issued: April 30, 2012 Eastern Daylight Time  
Mun: Fort Frances Town (12) Hearing Length: 1 hour(s)

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Appellant / Representative	Assessed Person	Property Location	Prop. Code	Sect. No.	Tax Date	Assmt Value	NBHD	Roll Number	Appeal No. Disp.
ABITIBI CONSOLIDATED INC. RYAN ULC ATTN BRENDAN F MOORE	ABIBOW CANADA INC	112 SECOND ST E	511	40	Jan 01, 2012	397000	510	5912 - 020 - 008 - 01600 - 0000	2923393 Deemed: Yes
ABITIBI CONSOLIDATED INC. RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	112 SECOND ST E	511	40	Jan 01, 2011	397000	510	5912 - 020 - 008 - 01600 - 0000	2695962 App: No Deemed: Yes
ABITIBI CONSOLIDATED INC. RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	112 SECOND ST E	511	40	Jan 01, 2010	397000	511	5912 - 020 - 008 - 01600 - 0000	2348960 App: No Deemed: Yes
ABITIBI CONSOLIDATED INC. RYAN ULC ATTN BRENDAN F MOORE	ABITIBI-CONSOLIDATED INC	112 SECOND ST E	511	40	Jan 01, 2009	397000	511	5912 - 020 - 008 - 01600 - 0000	2318424 App: No Deemed: No

THIS NOTICE OF HEARING IS MADE PURSUANT TO THE SECTION NUMBER REFERRED TO ABOVE FROM THE ASSESSMENT ACT, R.S.O. 1990, C. A. 31 AND/OR THE MUNICIPAL ACT, 2001, S.O. 2001, C.25, AND/OR THE MUNICIPAL ACT, R.S.O. 1990, C. M. 45, AND/OR THE CITY OF TORONTO ACT, 2006, S.O. 2006, C.11, SCHED. A AND/OR THE PROVINCIAL LAND TAX ACT, 2006, S.O. 2006, C. 33, SCHED. Z.2.  
SECTION 40 OF THE ASSESSMENT ACT PROVIDES THAT UNDER CERTAIN CIRCUMSTANCES, THE APPELLANT SHALL BE DEEMED TO HAVE MADE THE SAME APPEAL FOR SUBSEQUENT ASSESSMENTS. THIS HEARING MAY INCLUDE DEEMED APPEALS.

YOU DO NOT PARTICIPATE AND ARE NOT REPRESENTED AT THE START OF THE HEARING (02:00 p.), THE BOARD MAY PROCEED IN YOUR ABSENCE AND MAY DISMISS YOUR APPEAL AND YOU WILL NOT BE ENTITLED TO ANY FURTHER NOTICE OF THE PROCEEDINGS.

WE ARE COMMITTED TO PROVIDING SERVICES AS SET OUT IN THE ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT, 2005. IF YOU HAVE ANY ACCESSIBILITY NEEDS, PLEASE CONTACT OUR ACCESSIBILITY COORDINATOR AS SOON AS POSSIBLE.

MAILING ADDRESS: REGISTRAR, ASSESSMENT REVIEW BOARD  
655 BAY STREET, SUITE 1500, TORONTO, ON M5G 1E5  
AUTOMATED INFORMATION LINE: (416) 212-6349 OR 1-866-448-2248 FAX NUMBER: (416) 314-3717



21 Wolsley Street  
Kenora ON P9N 3W7

April 23, 2012

Mr. Glenn Treftlin, Clerk  
Town of Fort Frances  
320 Portage Ave  
Fort Frances ON P9A 3P9

Dear Mr. Glenn Treftlin:

RE: 2011 Surplus – Municipal Levy Funds

This letter is to advise you of Northwestern Health Unit Board of Health, Resolution No. 46-2012, whereby,

"THAT, following a risk assessment of the 2011 audited finance statements according to Policy, Accumulated Surplus – Current and Reserve Funds, the Board the Health has identified a surplus of municipal levy funds in the amount of \$165,649.07; and approves a reallocation of same funds to its obligated municipalities, according to the same municipal per capita funding formula under which they were levied in 2011."

I have therefore enclosed your Levy Refund Allocation cheque regarding 2011 in the amount of \$24,639.02, based on 2011 population of 6,741.

If you have any questions or concerns, please contact me directly at 807-468-3147, ext. 3256 or email [lbailey@nwhu.on.ca](mailto:lbailey@nwhu.on.ca).

Yours truly,

Lois Bailey  
Chief Financial Officer

Attachment (1)

C John Albanese, Chair, Board of Health  
Mark Perrault, Chief Executive Officer



**Northwestern Health Unit  
Refund of Municipal Levies**

	2011	2010
Municipal levy	\$ 2,462,235.60	\$ 2,666,842.00
Number of months held in reserve	2 months	2 months
Maximum to be held in current fund (2/12 of total levy)	<b>\$ 410,372.60</b>	<b>\$ 444,473.67</b>
2011 Current fund before refund of \$165,649.06 to municipalities	\$ 576,021.66	
2010 Current fund per audited financial statements (see pg 12)		\$ 492,424.00
Maximum to be held in current fund (see above)	410,372.60	444,473.67
Difference to be refunded to municipalities	<b>\$ 165,649.06</b>	<b>\$ 47,950.33</b>

Municipality	Population 2011	Levy Refund		Population 2010	Levy Refund		Total
		Allocation 2011			Allocation 2010		
City of Dryden	6,562	\$ 23,984.76		7,232	\$ 7,064.68		\$ 31,049.44
City of Kenora	12,401	45,326.88		13,414	13,103.64		58,430.52
Municipality of Machin	901	3,293.24		974	951.46		4,244.70
Municipality of Red Lake	3,537	12,928.08		3,728	3,641.74		16,569.82
Town of Fort Frances	6,741	24,639.02		7,278	7,109.62		31,748.64
Town of Rainy River	726	2,653.60		776	758.04		3,411.64
Town of Sioux Lookout	3,942	14,408.40		4,322	4,222.00		18,630.40
Township of Alberton	851	3,110.49		923	901.65		4,012.14
Township of Atikokan	2,814	10,285.45		2,950	2,881.76		13,167.21
Township of Chapple	680	2,485.47		778	760.00		3,245.47
Township of Dawson	500	1,827.55		513	501.13		2,328.68
Township of Ear Falls	808	2,953.32		893	872.34		3,825.66
Township of Emo	1,115	4,075.43		1,163	1,136.10		5,211.53
Township of Ignace	1,184	4,327.64		1,363	1,331.47		5,659.11
Township of La Vallee	943	3,446.76		968	945.60		4,392.36
Township of Lake of the Woods	285	1,041.70		308	300.88		1,342.58
Township of Morley	458	1,674.04		500	488.43		2,162.47
Township of Pickle Lake	273	997.84		354	345.81		1,343.65
Township of Sioux Narrows-Nestor Falls	599	2,189.40		649	633.98		2,823.38
<b>Totals</b>	<b>45,320</b>	<b>\$ 165,649.07</b>		<b>49,086</b>	<b>\$ 47,950.33</b>		<b>\$ 213,599.40</b>

Population is based on the most recent enumeration, conducted under Section 15 of the Assessment Act.

# TOWN OF FORT FRANCES OPERATIONS STATISTICS March 2012

## STAFFING

The following table is a breakdown of lost man shifts during the month:

	2011	2012
WSIB	20.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	14.38	15.41
COMPASSIONATE LEAVE	4.00	0.00
FLOATERS	3.00	2.00
VACATION	58.00	55.50
BANKED TIME USED	13.75	2.38
OFF	1.00	0.00
STATUTORY HOLIDAYS	0.00	0.00
<b>TOTAL</b>	<b>114.13</b>	<b>75.29</b>



## OVERTIME HOURS

Equivalent Straight Time Hours:

	2011	2012	2011	2012
	March	March	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
CAPITAL	0.00	0.00	0.00	0.00
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.00	9.00	8.00	9.75
PRIVATE WORK	0.00	0.00	8.00	1.50
RECYCLE/GARBAGE	0.00	0.00	21.50	0.75
ROADS	0.00	49.63	455.50	98.38
SEWER COLLECTION	18.00	36.00	51.50	55.00
SIDEWALKS	0.00	0.00	42.25	0.00
STORES	0.00	0.00	33.00	18.00
VEHICLE & EQUIPMENT	0.00	4.00	149.50	15.50
WATER TREATMENT PLANT	7.50	12.00	38.25	49.00
WATER DISTRIBUTION	14.50	6.20	80.50	70.70
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>40.00</b>	<b>116.82</b>	<b>888.00</b>	<b>318.57</b>

## **TRANSPORTATION REPORT**

### **ROADS:**

#### **Storm Water Management - Urban:**

- Flushed storm sewer laterals and cleaned catch basin sumps
- Cleaned ice and snow from catch basins
- Steamed catch basins to get water moving in warm weather

#### **Storm Water Management - Rural:**

- Steamed culverts to get water moving in warm weather
- Winged back wind rows on gravel roads with grader to get water moving in ditches
- Flushed debris from culverts with pressure truck
- Cleaned sand and debris from ditch at rear of Rainycrest on Eighth Street to get water moving.

#### **Hard Top Maintenance:**

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Started sweeping streets in Downtown area, Front Street and Class Three Roads March 19<sup>th</sup>.
- Swept sand from all islands on roadways

#### **Loose Top Maintenance:**

- Graded rough areas on Eighth Street West and Balsam Street
- Graded lanes and added granular "A" to low areas

#### **Roadside Maintenance:**

- Trimmed trees in lanes
- Removed sofa from lane at 318 Thirds St. East on March 23<sup>rd</sup>.
- Removed a tree that blew over in high winds at 705 Riverview Drive

**Winter Controls:**

- One (1) event – March 29<sup>th</sup>
- Plowed roads, parking lots and lanes
- Applied sand/salt to roads as required
- Removed snow from the Downtown area
- Removed snow from Municipal Parking Lots
- Removed snow from OPP/Fire Department Parking Lots
- Removed snow from Underpass and Overpass
- Removed snow from the Memorial Sports Centre Parking Lots
- Removed snow piles at lanes
- Pushed up piles at snow dump daily
- Cut down ice in Downtown lanes
- Removed snow from Water Treatment Plant and Water Tower parking lots
- Night Shift for Winter Control Operations ended on Friday, March 16<sup>th</sup>.

**Traffic Operations:**

- Repaired and replaced signs as required

**Regular Maintenance:**

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections
- Assisted with tasks at Civic Centre as required
- Maintenance checks at Civic Centre as required
- Repaired any deficiencies found in Routine Road Patrols

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Installed new mould boards and painted Public Works Office where repairs had been done in men's washroom
- Did some ditching in yard where we store granular material
- Cleaned snow and ice from Solar Panels at Public Works Building, Memorial Sports Centre, Water Treatment Plant, and Day Care Centre as required

**Private Work:**

- Cleaned roof drains at Nanicost Building with pressure truck on March 21<sup>st</sup>.

**Sidewalks – Winter:**

- Removed snow from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from Underpass sidewalk and Downtown corners – applied ice melt or sand/salt as required.
- Plowed all sidewalks as required.

**Sidewalks – Summer:**

- Swept Waterfront sidewalks and bike path
- Swept sand from sidewalks along King's Highway, Downtown area, Scott Street, Second Street, Underpass, Overpass and School Areas.

**Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs of Fire Dept., WTP, Rec. Dept., Day Care, Handi-Van and Civic Centre vehicles as required

**Public Relations:**

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance
- Handed out "Water Turn Off Advisories", "Drinking Water Advisories" and "Lifting of Drinking Water Advisories" when required
- Issued "Delinquent Account Notices" and turned off water for non-compliance as required
- Flushed dead-end sanitary sewer mains

**Interdepartmental:**

- Supplied two (2) workers for Traffic Control at the Overpass on March 16<sup>th</sup>, so that FFPC could install some new light bulbs on street lights
- Cleaned the drains at the Fire Department Garage with high pressure vacuum truck on March 16<sup>th</sup>.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer two (2) times
- Emptied bins from drop off centre as required

**Training:**

- Brian Henttonen provided coverage at the Memorial Sports Centre as an attendant for the week of March 4<sup>th</sup> to 9<sup>th</sup>.
- Hauled Zamboni snow from the Memorial Sports Centre two (2) times
- Randy McArthur provided coverage for vacation at the Airport from March 6<sup>th</sup> to 13<sup>th</sup> inclusive.

**Health & Safety:**

- A Health and Safety Tailgate Talk was held on March 28<sup>th</sup>.

Milt Strachan,  
Superintendent of Transportation



**TOWN OF FORT FRANCES**  
**Operations and Facilities Division - Environmental Area - Operations Statistics**  
(March 2012)



**STAFFING:**

See Operations Statistics (March) 2012 prepared by M. Strachan, Superintendent of Transportation

**OVERTIME HOURS - Equivalent Straight Time Hours**

See Operations Statistics (March) 2012 prepared by M. Strachan, Superintendent of Transportation

**WATER DISTRIBUTION:**

Water Main Breaks:

- Number of water main breaks: One (1)
- King's Highway - 1100 blk.

Hydrant Repairs:

- Number of hydrant repairs: Four (4)
- Colonization Rd. W. & Flinders Pl. (HYD 048), Fifth St. E. & Phair Ave. (HYD 239), Osborne St. & Armit Ave. (HYD 215) and Third St. E. & Christie Ave. (HYD 199)

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: Two (2)
- 239 Second St. W. and 1007 York Ave.

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Fourteen (14)
- 901 Fifth St. E., 306 Third St. E., 239 Sixth St. W., 1107 Third St. E., 818 Minnie Ave., 609 Scott St.,
- 200 Sixth St. W., 281 Second St. E., 105 Sixth St. E., 225 Scott St., 951 McIrvine Rd.,
- 360 Third St. E., 1324 Sixth St. E. and 331 Second St. E.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: One (1)
- 281 Second St. E.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: One (1)
- 281 Second St. E.

Backflow Prevention - Testing:

- Number of backflow preventers tested: Four (4)
- 601 Reid Ave., 281 Second St. E., 981 King's Hwy. and 600 Scott St.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- March 5, 2012 - Metercor in Town to complete the water meter installations.

**WATER TREATMENT PLANT:**

- March, 2012 - In receipt of the Water Treatment Plant Monthly Report.
- March 12 - 16, 2012 - P. Lemesurier at water treatment plant for training and maintenance activities.

**SEWERAGE COLLECTION:**

Wastewater Main Backups:

- Number of wastewater main backup: None

Sewer Service Repairs:

- Number of sewer service repairs: Ten (10)
- 220 Church St., 1242 Colonization Rd. W., 650 Fifth St. W., 1355 Colonization Rd. W., 1011 Christie Ave.,
- 902 Crowe Ave., 712 Nelson St., 1212 Colonization Rd. W., 283 Biddeson Ave. and 289 Biddeson Ave.

Other Information:

- Cleaned fourteen (14) plugged sewer services at the following locations:
  - 620 Church St., 1208 Cornwall Ave. N. (2), 385 Daniel Ave., 745 Riverview Dr., 534 Church St.,
  - 1024 Fifth St. E., 420 King' Hwy., 757 King' Hwy., 440 Nelson St., 313 Armit Ave., 445 Church St.,
  - 811 Scott St. and 126 Sixth St. W.
- CCTV inspected various building sewer services.
- Sewer main flushing (Dead Ends) - Area 4

Private Work:

- March 21, 2012 - Clean storm drains at 1455 Idylwild Dr. (Nanicost building).

**WASTE-WATER TREATMENT FACILITY:**

- In receipt of the Wastewater Treatment Facility Monthly Report for March 2012.

**WASTE MANAGEMENT:**

Garbage Collection:

- Number of complaints regarding garbage collection:
  - Town - 0 complaints, Asselin's - 2 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales not functioning properly during this period.

- Amount of residential waste delivered to the landfill:
  - 187,400 kgs (187.40 tonnes)
- Amount of ICI waste delivered to the landfill:
  - 250,520 kgs (250.52 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
  - Town - 0 complaints, Asselin's - 0 complaint
- Amount of recycled waste diverted from the landfill:
  - 20,170 kgs (20.17 tonnes) Metro

Prepared By: \_\_\_\_\_



Environmental & Facilities Superintendent

Date: \_\_\_\_\_

*11-04-2012*

2012- tonnage at landfill site- up-dated May 2nd, 2012

5 Year Average 2011 5 Year Average 2012

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2011 Total Tonnes	2007 to 2011 Total Tonnes	2012 Total Tonnes	2007 to 2011 Fees	Total Fees	2012-2011 Tonnes	2012-2011 Fees
JAN	142.26	36.32	238.74	60.95	10.69	2.73	0.00	418.43	346.33	391.69	\$15,588.52	\$20,495.48	-26.74	-\$218.55
FEB	115.26	34.45	210.66	62.96	8.66	2.59	0.00	311.33	289.64	334.58	\$13,528.30	\$17,382.70	23.25	\$1,557.57
MAR	187.40	39.28	250.52	52.51	39.14	8.20	28.20	400.14	427.20	477.06	\$20,622.52	\$24,375.00	76.92	\$3,128.09
APRIL	215.08	38.78	326.87	58.94	12.64	2.28	1196.04	513.17	614.25	554.59	\$29,898.82	\$31,190.56	41.42	\$3,551.50
MAY		#DIV/0!		#DIV/0!		#DIV/0!		765.97	725.95	0.00	\$35,046.32		-765.97	-\$40,902.27
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		672.28	721.62	0.00	\$35,851.73		-672.28	-\$32,497.41
JULY		#DIV/0!		#DIV/0!		#DIV/0!		553.77	712.57	0.00	\$36,493.50		-553.77	-\$30,279.15
AUG		#DIV/0!		#DIV/0!		#DIV/0!		806.88	646.08	0.00	\$45,033.12		-806.88	-\$45,033.12
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		613.97	619.27	0.00	\$33,605.87		-613.97	-\$33,605.87
OCT		#DIV/0!		#DIV/0!		#DIV/0!		612.80	623.34	0.00	\$33,130.66		-612.80	-\$33,130.66
NOV		#DIV/0!		#DIV/0!		#DIV/0!		692.64	567.74	0.00	\$33,980.90		-692.64	-\$33,980.90
DEC		#DIV/0!		#DIV/0!		#DIV/0!		421.30	383.14	0.00	\$19,811.03		-421.30	-\$19,811.03
Average per monthly	165.00	36.68	256.70	58.81	17.78	4.51	306.06	585.22	556.43	401.11	\$29,555.46	\$27,431.92		\$1,489.04
Total	660.00		1026.79		71.13		1224.24	6782.68	6677.13	1757.92	\$354,665.54	\$329,183.01	73.43	\$4,467.11
Town of Fort Frances Tonnage	1686.79										2012 Forecasted	\$280,331.22		
Total Tonnage	1757.92										2012 Budgeted	\$365,362.03		
											2012 Difference	\$85,030.81		
Residential Tonnage	660.00	37.54%												
ICI Tonnage	1026.79	58.41%												
Coverage material	1224.24	69.64%												

f/n:p: 2010Janlandfillistedata2010



Aircraft Landings 2012

As of May 1st, 2012 - Airport Statistics - Page 1

Month	Bearskin Flights			Bearskin Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance 2012-2011
	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	2012	2010	2011	
January	90	87	93	447	364	354	0	0	0	4	0	3	41	35	44	3	3	5	50	49	45	188	175	190	-2
February	90	83	80	465	384	380	0	0	0	16	3	7	45	39	45	5	10	4	41	44	40	197	179	176	21
March	89	88	97	469	377	381	5	12	4	8	6	21	44	36	45	4	9	9	56	61	56	206	212	232	-26
1/4 Total	269	258	270	1381	1125	1115	5	13	4	28	9	31	130	110	134	12	22	18	147	154	141	591	566	598	-7
April	87	92	77	408	375	329	2	10	0	18	5	26	36	43	30	13	7	4	50	83	55	206	240	192	14
May		95	96		446	374		9	13		14	38		42	46		41	37		82	83	0	283	313	-313
June		98	92		328	429		6	5		8	64		48	47		69	104		99	95	0	328	407	-407
1/2 Total	356	543	535	1789	2274	2247	7	38	22	46	36	159	166	243	257	25	139	163	197	418	374	797	1417	1510	-706
July		96	92		381	389		10	2		34	52		39	35		70	97		75	72	0	324	350	-350
August		98	90		395	373		17	0		28	38		39	42		53	62		81	71	0	316	303	-303
September		93	88		389	312		5	4		8	42		52	42		38	53		94	80	0	290	309	-309
3/4 Total	356	830	805	1789	3439	3321	7	70	28	46	106	291	166	373	376	25	300	375	197	668	597	797	2347	2472	-962
October		93	88		412	371		17	5		27	36		31	61		20	19		55	72	0	243	281	-281
November		92	93		425	492		4	2		19	9		34	46		3	4		60	52	0	212	206	-206
December		82	78		289	325		0	0		5	4		51	39		1	6		45	46	0	184	173	-173
Total	356	1097	1064	1789	4565	4509	7	91	35	46	157	340	166	489	522	25	324	404	197	828	767	797	2986	3132	-660





Fort Frances Airport- Page 2 - Fuel Sales - As of May 1st, 2012																			
Fuel Sales Recap - 2012																			
Month	100LL		Jet Trk		Jet Cab		Month		Year		2011 per	2011 year	2010 per	2009 per	2008 per	2007 per	5 year Average	Variance	
	Liters	Total	Liters	Total	Liters	Total	Liters	Total	2012-2011 per month	2012-2011 per year									
January	0	0	10,252	10,252	0	0	0	10,252	10,252	7,308	7,308	10,971	15,989	29,926	16,283	16,095	2,944	2,944	
February	435	435	6,483	16,735	0	0	0	6,918	17,170	3,687	10,995	5,782	13,135	21,134	11,782	11,104	3,231	2,944	
March	544	979	8,785	25,520	0	0	0	9,329	26,499	10,390	21,385	15,539	9,612	27,435	19,969	16,589	-1,061	5,114	
April	748	1,727	7,503	33,023	0	0	0	8,251	34,750	5,294	26,679	24,825	10,676	22,466	28,609	18,374	2,957	8,071	
May										19,790	46,469	25,375	24,033	30,287	47,258	29,349	-19,790	-46,469	
June										25,723	72,192	27,768	22,395	35,995	40,736	30,523	-25,723	72,192	
July										19,124	91,316	30,455	24,925	33,390	44,875	30,554	-19,124	91,316	
August										21,467	112,783	33,139	28,250	40,177	41,630	32,933	-21,467	112,783	
September										22,511	135,294	23,363	18,937	28,822	30,341	24,795	-22,511	135,294	
October										13,677	148,971	15,033	21,304	16,631	28,020	18,933	-13,677	148,971	
November										6,785	155,756	17,747	10,754	16,951	16,842	13,816	-6,785	155,756	
December										2,446	158,202	7,641	7,596	13,083	14,733	9,100	-2,446	158,202	

