

# TOWN OF FORT FRANCES

## AGENDA - JUNE 25, 2012

### MEETING

Page

#### **COUNCIL MEETING**

(Session No. 48) 7:30 p.m. to 8:20 p.m.

- 1.1 Call to Order
- 1.2 Prayer
- 1.3 Non-agenda items identified to be considered later in this meeting
- 1.4 Disclosure of pecuniary interest and the general nature thereof.

#### **Delegations/Deputations**

- 2.1 Presentation by Mayor Avis of Moffat Family Fund-The Winnipeg Foundation funding recipients. 5-7
- 2.2 Presentation by Geoff Gillon, Regional Economic Developer, Rainy River Future Development Corporation re: 8-12
  - 1) Activity Report for the period January 1 to March 31, 2012.
  - 2) Invoice for Services - No. 029-03-2012
  - 3) 2011-2012 Annual Report
- 2.3 Riverside Foundation for Healthcare Request re Fundraising (See materials attached) 13

#### **Consent Agenda**

- 3.1 Summary Report 14
- 3.2 Items Referred from Committee of the Whole
- 3.3 Request dated June 20, 2012 from the Fort Frances Public Library Board re: 15-22
  - Amended Memorandum of Understanding and Roles and Responsibilities

**Consent Agenda**

- document as amended.
- 3.4 Advertising request received June 20, 2012 from Fort Frances Times re: The Fort Frances - Vacation Map 2012. 23-25
- 3.5 Resolution passed May 12, 2012 from the Town of Tillsonburg re: MTO Connecting Link Funding. 26
- 3.6 Request dated June 8, 2012 from Ontario Family Fishing Events re: Proclaiming July 7-15, 2012 as "Ontario Family Fishing Events" in the Town of Fort Frances. 27

**Approval of Council Minutes \***

Session No. 47 dated June 11, 2012\*.

**Approval of Committee of the Whole Minutes \***

Session No. 59 dated June 11, 2012\*.

**Resolutions from tonight's Committee meeting**

**By-Laws**

- 7.1 29/12 28  
To approve an agreement with Makkinga Equipment Rentals re Portage Avenue Underpass Pumpstation Modifications 12-OF-02
- 7.2 30/12 29  
To approve a Comprehensive Services Agreement with Honeywell Limited

**New Items -**

- 8.1 Boundary Waters Dragon Boat Festival Committee Financial Request. 30-31
- 8.2 Town of Fort Frances Consolidated Financial Statements for the year ended December 31, 2011 and Management Letter from BDO 32-63

**New Items -**

Canada LLP  
for adoption by Council.

**Information Correspondence \*\***

- |     |  |       |
|-----|--|-------|
| 9.1 | Resolution passed June 6, 2012 from Town of Minto re: Source Water Protection Program.                               | 64-65 |
| 9.2 | Association of Municipalities of Ontario Communicate dated June 20, 2012<br>re: Policing Issues - Update to Members. | 66-67 |
| 9.3 | Association of Municipalities of Ontario Watch File dated June 14 and 21, 2012.                                      | 68-71 |
| 9.4 | Notice of Decision from the Committee of Adjustment re: File A5/2012 - 1013<br>River Road West - Rod Enns.           | 72-73 |

**Minutes \*\***

- |      |  |       |
|------|--|-------|
| 10.1 | Downtown BIA Board of Management Meeting dated April 13, 2012.                         | 74-75 |
| 10.2 | Committee of Adjustment dated May 7, 2012.   | 76-77 |
| 10.3 | The Northwest Catholic District School Board Regular Board Meeting dated May 15, 2012. | 78-83 |
| 10.4 | Planning and Development Executive Committee dated May 22, 2012*.                      | 84    |
| 10.5 | The Fort Frances Public Library Board Meeting dated May 23, 2012.                      | 85-86 |
| 10.6 | Operations and Facilities Executive Committee dated June 6, 2012*.                     | 87-88 |

**Non-agenda Items: 8:15 p.m.**

**\* Previously distributed to Council**

**\*\* Items can be viewed by contacting the Clerk**



## Agenda Item # 2.1

Report to: Mayor and Council  
From: Moffat Family Fund Committee  
Date: April 4, 2012  
Re: Moffat Family Fund – The Winnipeg Foundation  
2012 Allocation - \$37,500.00

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1. Loaves & Fishes \$ 3,300.00
  - To upgrade and replace some equipment in our soup kitchen and to provide a meal each week for a group of approximately 30 children who attend a weekly program.
2. Northern Community Development Services (NCDS) \$ 5,000.00
  - we have been awarded one of six dragon boats available across Canada. The boat is to be used as a community boat to establish a festival and hopefully a dragon boat club in the future. The festival would raise money for local charities and organizations.
3. 908 Rainy Lake Air Cadet Squadron \$ 3,000.00
  - these funds will be used for supporting the activities of 908 Rainy Lake Air Cadet Squadron providing youth aged 12-18 with the opportunity to participate in outdoor survival, range, sports and flight training.
4. Kenora-Rainy River Districts Child & Family Services \$ 3,650.00
  - Safe Communities Rainy River District has been a leader in helping children in Fort Frances enjoy a safe and fun Halloween. Together with countless volunteers, and over the years, we have given out thousands of glow sticks. To mark the 10<sup>th</sup> anniversary, a planning committee comprised of staff from KRRDCFS, the OPP, the Northwestern Health

## Agenda Item # 2.1

Unit and Victim's Services on behalf of Safe Communities are planning a special substance free event. (will stipulate that money is to be used for Fort Frances).

- |    |  |             |
|----|--|-------------|
| 5. | Safe Communities Rainy River District  | \$ 5,000.00 |
|    | <ul style="list-style-type: none"> <li>- to enhance realism and effectiveness of imprinting the Ripple Effect message of choices and consequences on youth to impact them to make smart life style choices in relation to injury prevention and substance misuse. To effectively complete this, the program needs an advanced mannequin to create a realistic environment.</li> </ul>  |             |
| 6. | Salvation Army   | \$ 8,000.00 |
|    | <ul style="list-style-type: none"> <li>- to provide disadvantaged families with back to school supplies for their school aged children. We want to support these families by giving them the means to purchase school supplies such as notebooks, binders, pencil crayons, pens, pencils and backpacks.</li> </ul>   |             |
| 7. | Fort Frances Lions Club  | \$ 3,100.00 |
|    | <ul style="list-style-type: none"> <li>- to install surveillance cameras (3) to deter the vandalism that we have experienced in the Lions Park. The extension and perhaps completion of the walkway from the Kiosk to Shelvin Street will increase the accessibility to the Park.</li> </ul>   |             |
| 8. | OPP Youth Foundation   | \$ 3,500.00 |
|    | <ul style="list-style-type: none"> <li>- help funding the OPP North West Region Youth Summer Camp, a police and youth mentoring program designed to offer youth leadership opportunities to foster a positive relationship with police and community. The goal or purpose of the camp is for youth to build on self worth, identity, character building, self esteem, life skills and a sense of community. (will stipulate money to be used for Fort Frances).</li> </ul> |             |

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## **Agenda Item # 2.1**

9. Friends of Little League \$ 2,950.00

- Friends of Little League raises funds to subsidize the costs to operate Little League baseball in Fort Frances

**TOTAL \$ 37,500.00**

Respectfully Submitted,



Mark McCaig, CAO

**Council approval of this report will endorse the 9 recipients totalling \$37,500.00 for recommendation to the Moffat Family Fund – The Winnipeg Foundation for the year 2012.**

## Agenda Item # 2.2



**RAINY RIVER FUTURE  
DEVELOPMENT CORPORATION**  
A Community Futures Development Corporation

May 14, 2012

Mr. Mark McCaig, CAO  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9



Dear Mark:

Please find attached the Rainy River Future Development Corporation's (RRFDC) invoice for services for the period January 1 – March 31/12. The Activity Report for the enhanced services is also attached.

I look forward to presenting our activities to Council, with the date to be determined.

If you have any questions at all, please do not hesitate to ask.

Yours truly,

Geoff Gillon  
Regional Economic Developer





**RAINY RIVER FUTURE  
DEVELOPMENT CORPORATION**  
A Community Futures Development Corporation

31-Mar-12

Invoice # 029-03-2012

# INVOICE

**To:** Town of Fort Frances  
Attn: Mark McCaig

**From:** Rainy River Future Development Corporation

**For:** Fort Frances Economic Development  
For the period of January 1/12 to March 31/12

**Amount: \$16,410.33**

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**Description:**

Investment Attraction	
Consultant	\$2,208.73
Community Marketing	
Travel/Meetings	\$66.12
Advertising/Distribution	\$719.14
Consultant	\$1,377.21
Mining Industry Attraction	
Consultant	\$4,053.67
Enhanced Services Economic Development	
Travel/Meetings	\$183.04
Advertising/Distribution	\$44.64
Consultant	\$4,911.17
In-fill Project	
Advertising/Distribution	\$14.24
Consultant	\$2,832.37
<b>Total Project Expenses</b>	<b><u>\$16,410.33</u></b>
	<b><u>\$16,410.33</u></b>

Any questions, please give us a call.  
Thank you!

**Due Upon Receipt**



608 Scott Street, Fort Frances, ON P9A 1H6 • Tel 807.274.3276 - ~~807.274.3276~~ • Fax 807.274.6989  
Email info@rrfdc.on.ca • www.rrfdc.on.ca

## Report to Council

### Activities for the Period January 1 – March 31, 2012

#### **Go Local**

Applications were approved by NOHFC and FedNor provided an initial \$10,000 grant to help start the program while the application is being reviewed. Using these funds the RRFDC :

- Began to develop an awareness, and a foundation for 'Go Local' has been built;
- Developed materials such as stickers, banners, and signs;
- Representatives from each of the prospective partners (media, EDAC, BIA, and the Chamber) have been met with and initial partnerships have been established;
- Consulting advice has been obtained on the effective use of social media in a marketing campaign;
- 'GoLocal' has been launched at the Fort Frances Chamber of Commerce Business Awards; and
- Public awareness was created by attending the Fort Frances Trade Show.

#### **Project Partners**

During the initial phase of generating local interest, the following groups were successfully approached to partner:

1. Town of Fort Frances Economic Development Advisory Committee
2. Business Improvement Association (BIA)
3. Cloverleaf Farmers' Market
4. Sunset Country Travel Association
5. Acadia Broadcasting
6. Fort Frances Times

A total of 65 businesses and 170 individuals to date have signed up for information on the program.

#### **Mining Suppliers**

We applied for and were successful in obtaining a 100% Local Initiatives grant from FedNor to help us facilitate new relationships with mining supply companies. Using these funds Fort Frances and the RRFDC was able to:

- Attend the PDAC conference attended by nearly every mining and Jr. mining company in the World;

## **Agenda Item # 2.2**

- Attend the Northwest Ontario Prospectors Symposium and mining conference attended by the prospecting and mining supply companies;
- Attend the Timmins mining suppliers show attended by Canadian mining suppliers and Jr. companies;
- Attend mining export seminar in Thunder Bay;
- Consulted with Fort Frances company on mining exports;
- Mail packages to all suppliers met (250 to date) - a package speaking to the strengths of doing business in Fort Frances;
- Prepare mining related marketing materials;
- Purchase mining related research publications;
- Meet with all exploratory companies in the District; and
- Prepare a mining supply directory.

As a result of our efforts, so far we have had four (4) inquiries and some interest shown in two partnerships.

### **Rainy Lake Hotel**

The consultation on the plan to create a Market Square occurred during the spring. Meetings were held with key stakeholders as well as a public meeting. A final recommendation from the working committee consisting of the Fort Frances Chamber, the BIA, various Town divisions, EDAC and the RRFDC will be coming to Council in June.

### **Use of Social Media**

The RRFDC held a training session on social media and working with a consulting group began to develop a strategy to market the Town using social media instruments. EDAC reviewed the campaign in May and it is anticipated that the campaign will begin this summer.

### **Tourism Marketing**

The RRFDC applied for both a Federal and Provincial grant to hire a summer student. The student will assist with tourist information and special events throughout the summer.

The RRFDC worked with Ontario Tourism Marketing to promote events and visitor packages in Fort Frances. The campaign will run in the Southern Manitoba market and include, web, print, television and radio.

## ***Agenda Item # 2.2***

### **Assisted Living**

The RRFDC surveyed the requirements for and information that 20 providers of this service review in site selection. A report was tabled to EDAC outlining action steps required to solicit private sector interest in the project. This report also relayed that the Huffman School did not seem to be a good fit to retro fit to meet Private Sector requirements.

### **General Assistance**

During this period the RRFDC continued to respond to inquiries, provide information, assist the EDAC committee and do ongoing training within the business community.



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## Agenda Item # 2.3



N.Baird@rhcf.on.ca  
29/05/2012 06:26 PM


To gtreftlin@fort-frances.com

cc

bcc

Subject Re: e-mail addresses for district municipalities

History:

 This message has been replied to.

Hi Glenn,

May we get on the agenda for the next council meeting to present our digital mammography campaign?

Let me know when and where.

Thanks,

Nicke Baird  
Director, Foundation/Corporate Communications  
Riverside Health Care Facilities Inc.  
110 Victoria Avenue  
Fort Frances ON. P9A 2B7  
P 807-274-4803  
F 807-274-2898

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helpdesk@rhcf.on.ca or call 807-274-3266 X4629.

Your cooperation is appreciated.

## Agenda Item # 3.1

### THE TOWN OF FORT FRANCES

**REPORT TO:** Mayor and Council  
**FROM:** G. Treftlin  
**SUBJECT:** Town of Fort Frances  
Council Meeting - Monday, June 25, 2012  
Consent Agenda Items

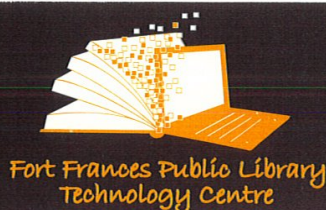
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1. Items referred from Committee of the Whole:  
See individual reports.
2. Request dated June 20, 2012 from the Fort Frances Public Library Board re: Amended Memorandum of Understanding and Roles and Responsibilities document as amended.
  - will be referred to Administration and Finance Executive Committee for recommendation with input from Community Services Executive Committee.
3. Advertising request received June 20, 2012 from Fort Frances Times re: The Fort Frances Times – Vacation Map 2012.
  - will be referred to Administration and Facilities Executive Committee for recommendation.
4. Resolution passed May 12, 2012 from the Town of Tillsonburg re: MTO Connecting Link Funding.
  - requester will be advised of Council's support.
5. Request dated June 8, 2012 from Ontario Family Fishing Events re: Proclaiming July 7-15, 2012 as "Ontario Family Fishing Events" in the Town of Fort Frances.
  - requester will be advised of Council's proclamation.

  
GT/kl  
June 21, 2012



## Agenda Item # 3.3



601 Reid Ave  
Fort Frances, ON  
P9A 0A2

June 20, 2012



Dear Mayor Avis & Members of Council:

At the June meeting of the Fort Frances Public Library Board, the following motion was passed:

That the Fort Frances Public Library Board approved the amended Memorandum of Understanding and the Roles and Responsibilities document as amended, and that both be forwarded to Fort Frances Town Council with a request that they approve the documents, with signing to follow.

Yours truly,

A handwritten signature in dark ink, appearing to read "Margaret Sedgwick".

Margaret Sedgwick,  
Secretary Treasurer  
Fort Frances Public Library Board

[www.fort-frances.com/library](http://www.fort-frances.com/library)  
[msedgwick@fort-frances.com](mailto:msedgwick@fort-frances.com)

Phone (807) 274-9879  
Fax (807) 274-4496

## ***Agenda Item # 3.3***

### **Memorandum of Understanding**

Between:

**The Corporation of the Town of Fort Frances**

And

**The Fort Frances Public Library Board**

Whereas the Fort Frances Public Library Board with the assistance of the Town of Fort Frances has constructed a new facility and has relocated to 601 Reid Avenue

And the Fort Frances Town Council and the Fort Frances Public Library Board recognize the legal autonomy and responsibilities of one another but are dedicated to working together at many levels to offer a wide range of programs and services to the citizens of the area,

And both parties believe that the spirit of co-operation will lead to the growth and development of the whole community.

And both parties are committed to making the most efficient use of staff and resources.

And That the Corporation of the Town of Fort Frances assume ownership and responsibility for 601 Reid under the following conditions:

- That 601 Reid Avenue be provided to the Fort Frances Public Library Board for the sole use as The Fort Frances Public Library and Technology Centre as long as deemed necessary by the Fort Frances Public Library Board.
- That the Town provide outdoor maintenance services including snow removal from the parking lot and sidewalks, cleaning the parking lot, grass cutting and garbage disposal. The Fort Frances Public Library Board will be responsible for watering and weeding gardens. Costs for these services will be allocated to the Library's cost centers with the exception of grass cutting and garbage disposal. Provision of these services will primarily be facilitated by Town staff in an effort to achieve savings. The cost of snow clearing and removal and lighting will only be allocated to the Fort Frances Public Library Board based on the number of parking spaces attributed to the Library building occupancy, 37 of the 105 spots in the southeast parking lot adjacent to the library (35%). The remaining costs for the parking lot will be allocated to the Memorials Sportscenter. Cleaning of the parking lot will utilize the same costing formula as snow clearing and removal.

## ***Agenda Item # 3.3***

- That the Town provide adequate liability, Board errors and omissions, and property insurance as part of the municipal insurance package and provide detailed information to the Library Board. Moveable assets (including furniture and equipment) of the Fort Frances Public Library Board included in the municipal insurance package are for the sole use of the Fort Frances Public Library and Technology Centre and the purchase, sale, or disposal of these assets is the responsibility of the Fort Frances Public Library Board.
- That the Town be responsible for preventative maintenance and checks of the building, mechanical, electrical and heat recovery systems. These costs will be allocated to the Fort Frances Public Library Board. For works other than warranty claims, Town contracted firms will be utilized.

And That the Corporation of the Town of Fort Frances and the Fort Frances Public Library Board have built co-operative organizational structures in 3 other key areas: Finance, personnel and technical support:

- That the Town establish a dedicated Library reserve account to address future capital requirements as a result of the evolving needs of the library and technology centre in our community. The allocation of \$240,000 will be made to the new Fort Frances Public Library and Technology Centre reserve account. Any interest earned will be reconciled within the account on a yearly basis. The year end reserve fund account report will be sent to the Fort Frances Public Library Board.
- That the Town treasurer will make withdrawals from the Fort Frances Public Library and Technology Reserve Account to cover expenditures for capital items as requested by the Library CEO/Treasurer, in accordance with the policies of the Town of Fort Frances and the Public Library Board, and with the approval of the Town Council and the Public Library Board,
- That the provincial operating grant made to the Fort Frances Public Library will be deposited in the Fort Frances Public Library Account # 11-1290 at the Fort Frances Branch of CIBC. Once a year, before year-end, the library CEO/treasurer will arrange with the town treasurer for a transfer of funds to the Library's GL #G-781.0430-0442"
- That all financial matters, including, but not limited to payroll, Accounts Payable and Accounts Receivable shall be performed by the Town of Fort Frances Treasury Division. The Library CEO/treasurer will work with the Town Treasurer to ensure a smooth and open procedure.

## Agenda Item # 3.3

- That the Town of Fort Frances Manager of Human Resources and the CEO of the Library work together in Human Resources matters, ensuring that both parties are in compliance with appropriate legislation and policies. The Town of Fort Frances and the Fort Frances Public Library Board agree that the employees of the Library are part of the Town's salary and benefit package and that the Town of Fort Frances will be responsible for the administration of the package as outlined in the Town of Fort Frances Policy 3.10 with the exception that Overtime and Merit Increases will be in accordance with the Public Library Policy HR 08.
- That the Town of Fort Frances provide IT support for hardware, software and networks. The Library will offer the Shaw Community Hub for use of Town Departments, including use of the SMART board, videoconferencing and laptops for training purposes.
- That the Town of Fort Frances and the Fort Frances Public Library Board agree that the attached Roles and Key Responsibilities document outlines the duties of all parties.

Signed at Fort Frances on \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Library Board Chair

\_\_\_\_\_  
Clerk

\_\_\_\_\_  
Library CEO

June 2012



FORT FRANCES PUBLIC LIBRARY BOARD Roles and Key Responsibilities			
(1) Governance/Policy Making			
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES
1.1 appoints a Board every four years under clear criteria 1.2 relays identified community issues and needs 1.3 assists Board with legal guidance 1.4 develops support for the Library and the Library Board	1.1 determines mission, purpose and strategic goals 1.2 assesses needs, objectives and evaluates performance against objectives 1.3 determines policies in response to community data and needs 1.4 approves appropriate governance policies 1.5 provides orientation for new members and development for all members 1.6 ensures compliance with legislation 1.7 maintains links with Council 1.8 operates within the corporate requirements	1.1 develops purpose and goals 1.2 assesses need and objectives 1.3 reports on progress 1.4 collects and provides community data 1.5 provides orientation to Board members 1.6 prepares policy for Board approval 1.7 implements policies 1.8 maintains current legal information 1.9 attends and records all meetings 1.10 maintains operational links with the Town	1.1 provides input on purpose and goals 1.2 provides input on objectives 1.3 monitors progress 1.4 reviews proposed policies 1.5 supplies information as required 1.6 liaises with Town and Council 1.7 sits on the Library Board as a ex officio (non-voting) member
(2) Community Relations/Services			
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES
2.1 conveys community opportunities 2.2 encourages trustee activity 2.3 seeks cooperative opportunities	2.1 ensures appropriate standards are in place 2.2 participates in community activities 2.3 seeks to extend library service 2.4 participates in trustee	2.1 implements programs to support goals 2.2 identifies community contacts and develops partnerships 2.3 provides information on trustee activity	2.1 identifies community opportunities/needs 2.2 involves the Board as appropriate 2.3 supports the Board & CEO in establishing the library as an

## Agenda Item # 3.3

	activities 2.5 maintains relationships with community partners 2.6 establishes the library as an essential community service 2.7 builds community pride in the library 2.8 advocates the library's role in the community	2.4 arranges opportunities for Board activity 2.5 establishes the library as an essential community service 2.6 builds community pride in the library 2.7 advocates the library's role in the community	essential community service 2.4 builds community pride in the library 2.5 advocates the library's role in the community
(3) Finance			
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES
3.1 gives financial direction 3.2 keeps informed of library Requirements 3.3 communicates with the Board 3.4 approves annual budgets	3.1 communicates with Council 3.2 analyzes preliminary budget and proposes necessary changes 3.3 officially adopts budget 3.4 presents budget to council in accordance with municipal budget policy and procedures 3.5 determines revenue sources in relation to special project needs and/or funding gaps 3.6 ensures safe financial control measures are in place to expend budget with due diligence and according to Board priorities	3.1 consults with municipal staff and advises board on municipal budget policy requirements & procedures 3.2 prepares preliminary budget in conjunction with the Board based on present and anticipated needs and board's plan 3.3 participates in budget presentation, supplying facts and figures, analysis and comments as requested 3.4 identifies options for generating additional revenue to support special project needs and/or funding gaps 3.5 as Treasurer, oversees all	3.1 supplies operational support 3.2 provides direction for Budget & expenditures 3.3 presents budget on behalf of the Board supplying facts and figures, analysis and comments as requested



## Agenda Item # 3.3

			accounting functions and prepares regular financial statements 3.6 monitors the budget 3.7 identifies & addresses problems as they arise	
(4)Personnel				
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES	
4.1 enables appropriate compensation 4.2 enables good working conditions 4.3 enables staff development	4.1 employs & annually evaluates a Chief Executive Officer 4.2 approves policies on human resources 4.3 provides compensation for staff 4.4 ensures agreeable working conditions 4.5 delegates the CEO with authority for the operational organization of the library and its staff 4.6 ensures proper development and training for staff	4.1 hires & evaluates all staff 4.2 prepares policies on human resources 4.3 provides data on compensation 4.4 provides workplace amenities 4.5 provides staff training and development plans	4.1 is aware of library staffing 4.2 supports the Board & CEO in establishing appropriate policies 4.3 supports funding needs 4.4 supports workplace needs 4.5 supports training needs	
(5)Legal				
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES	
5.1 keeps aware of library legislation 5.2 keeps aware of library operations 5.3 maintains a full Board 5.4 provides Board with legal guidance	5.1 knows local & provincial laws 5.2 responds to new legislation 5.3 ensures records are kept 5.4 approves annual report for Government of Ontario	5.1 knows local & provincial laws 5.2 responds to new legislation 5.3 keeps complete & accurate records re finance, personnel, inventory, insurance, annual statistics 5.4 prepares, submits annual report to Government of	5.1 provides legal direction 5.2 knows local and provincial laws 5.3 keeps aware of library operations 5.4 reports on library operations to Council	

## Agenda Item # 3.3

			Ontario 5.4 attends/participates in all Board meetings 5.5 records and maintains minutes of meetings 5.6 reports regularly on finance, personnel and services 5.7 ensures the legal operation of the library	
(6)Facilities				
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES	
6.1 assumes ownership & Responsibility for 601 Reid Ave as per the Memorandum of Understanding, September 2010	6.1 receives reports regarding Facility maintenance 6.2 ensures facility is well-maintained	6.1 liaises with the Manager of Community Services regarding facility maintenance 6.2 provides maintenance of the facility as per the Memorandum of Understanding, September 2010 6.3 reports to the Board regarding maintenance of the facility	6.1 liaises with the CEO regarding facility maintenance 6.2 provides maintenance of the facility as per the Memorandum of Understanding, September 2010	

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☐ 1/2 panel: .....\$1880

☐ Full panel .....\$2525

☐ Outside  
back panel:.....\$2975  
13% H.S.T. not included

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Double: ..... 2 1/4" W x 2" H

Triple: ..... 2 1/4" W x 3" H

1/4 panel: ..... 3 3/8" W x 4" H

1/2 panel: ..... 7 1/4" W x 4" H

1/2 panel: ..... 3 3/8" W x 8" H

Full panel: ..... 7 1/8" W x 8" H

Yes, \_\_\_\_\_  
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Invoice in: ☐ December 2012 or ☐ January 2013

Payment method: ☐ Visa ☐ MasterCard ☐ Invoice my account ☐ Cheque

Comments/Changes: \_\_\_\_\_

Authorized by: \_\_\_\_\_  
(please print and sign above)

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

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#### Thunder Bay Letter Shop Distribution

Thunder Bay, ON to Grand Marais, MN to Duluth, MN

#### Canada Distribution-Ontario Travel Centres

Fort Frances, Keewatin, Ontario/Manitoba Border, Nestor Falls, Thunder Bay, Sioux Narrows, Atikokan, Rainy River, Hill Island, Prescott, Barrie, Sault Ste. Marie, Cornwall, Fort Erie, Niagara Falls, St. Catharines, Sarnia, Toronto, Windsor, Chute-A-Blondeau, Bainsville, Pigeon River, Neebing and London

Atikokan, ON: White Otter Inn, Chamber of Commerce, Atikokan Economic Development Corporation, Marr's Perch Lake Lodge, Atikokan Hotel, Township of Atikokan

Balmertown, ON: Balmer Motor Motel

Barwick, ON: Township of Chapple, Barwick Restaurant

Devlin, ON: Dev-Lynne's

Dryden, ON: Chamber of Commerce, Dryden Development Corporation

Emo, ON: Village Variety, Tompkins Home Hardware, J.D. Junction, Borderland Esso, Cloverleaf, Norlund Oil, DeGagne Equipment, Emo Inn

Fort Frances, ON: Heron Landing, The Harbourage, Sorting Gap Marina, The Great Bear, C.C. Complex, Rusty Myers Flying Service, La Place Rendez-Vous, Bayview Motel, Rainy Lake Sports & Tackle, MNR, Service Ontario, Sportsplex, Makabi Inn, Voyageur Motel/Kettles, Chamber of Commerce, Fort Duty Free, BIA, La Verendrye Hospital Tuck Shop, Fort Frances Museum, Resolute Forest Products Human Resources, Rainy River Future Development, Northwoods Gallery & Gifts, The Beer Store, LCBO Fort Frances, Badiuk Equipment, Webb's, Rainbow Motel, Super 8 Motel, Adventure Inn, Fort Frances Airport, Canadian Tire, Fort Frances Husky, Boston Pizza

Hearst, ON: Chamber of Commerce

International Falls, MN: AmericInn, Margaritas, Chamber of Commerce, Thunderbird, Days Inn, Chocolate Moose, Sportsmen's Service, Ronning's, Holiday

Kenora, ON: Tourism Kenora, Ontario Sunset Travel Association

Nestor Falls, ON: Nestor Falls Hotel, Northwest Flying, Nestor Falls Fly-In Outposts, Dalseg's IGA, Nestor Falls Bait & Tackle, Angler's Pro Shop, Helliars, Nestor Falls Marine, Arrowhead Resort & Motel, Lawg Cabin, Larsson's Camp, Little Pine Lake Park, Parkview RV Park, Big Pine Lake Camp, Al Meline, C&C Motel, Green's BBQ, Canadian Haven, Sunset Cove Resort, Gates Bait & Convenience, Coutts Camp, Red Deer, Onegaming Gas & Convenience Store, Hanson's Hideaway Lodge,

Lakeview Lodge, Black Bear Camp, Boreal Bay Lodge, Halverson's Camp, Allen's Crow Lake Lodge, Muskie Bay Resort, Vic & Dot's Camp, Lecuyer's Tru-Tail Lodge, White Pine Lodge

Rainy River, ON: Beaver Mills Market, Marmos Shell

Red Lake, ON: Howey Bay Motel, Lakeview Restaurant, Norseman Inn, Red Lake Inn, Red Lake Tourism Bureau, Bayview Esso, Howey Bay Service, Red Lake Regional Heritage Centre

Sioux Lookout, ON: Sioux Lookout Travel Centre, Chamber of Commerce, Forest Inn & Conference Centre, Morgan Esso, Fred & Dee's Corner, Lamplighter Motel, Sunset Inn, Sioux Lookout MNR

Sioux Narrows, ON: Gill's Trading Post, Crystal Harbour, Can-Op/Sioux Narrows Gift Shop, White Pine Lodge, Indianhead Lodge, Shingwak Resort, Regina Bay Lodge, Tomahawk Resort, White Birch Lodge, Totem Lodge, Crawford's Camp, Rod & Reel, Red Indian Lodge, The Narrows

Stratton, ON: Kay-Nah-Chi-Wah-Nung Historical Centre, Stratton Cafe, Stratton Service, Stratton Equipment

Terrace Bay, ON: Township of Terrace Bay

Thunder Bay, ON: Chaltrek, Old Fort William Historical Park

Winnipeg, MB: Viscount Gort Hotel



## Need More Info?

116 First Street East, Fort Frances, ON P9A 1K2 | [printing@fortfrances.com](http://printing@fortfrances.com) | [www.fortfrances.com](http://www.fortfrances.com) | Ph: 807-274-5373 | Toll Free: 1-800-465-8508 | Fax: 807-274-7286



## Agenda Item # 3.4

To your right...

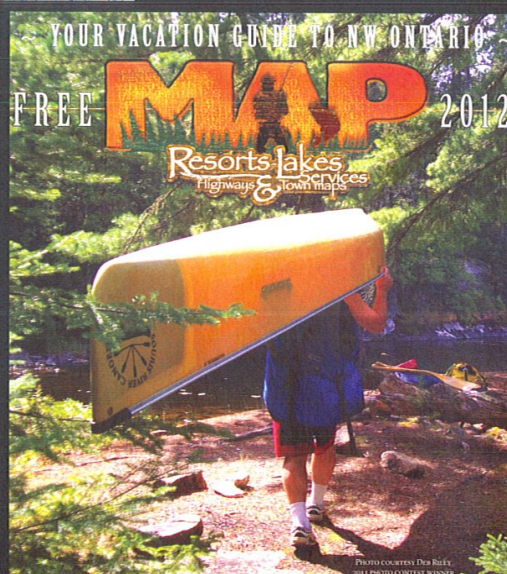
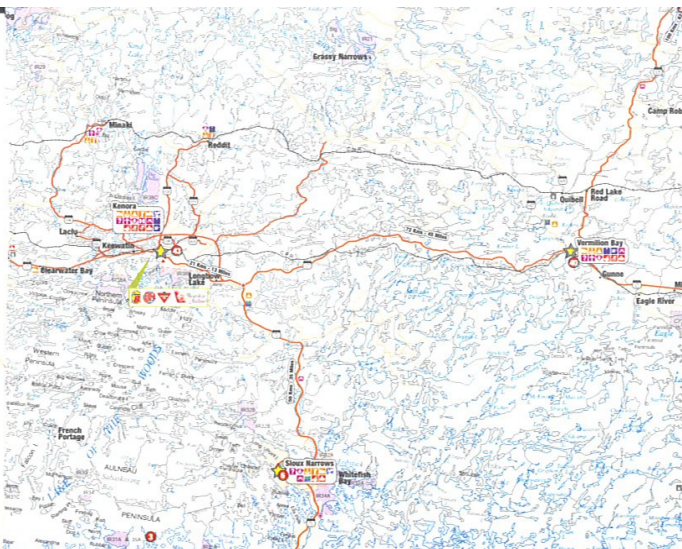
you will find the locations of the best fishing in Northwestern Ontario.

Truth be told, there is a good chance those red dots mark some of the best fishing spots in all of Canada!

On behalf of all who support this map, have a great time in Canada!

Ad Legend

AS... Aircraft Service  
AP... American Plan  
R&B... Rent & Breakfast  
CC... Convention Centre  
HK... Housekeeping  
M... Motel  
ML... Motor Inn  
DR... Dining Room  
TP... Trailer & Camping  
CO... Canoe Outfitting  
PP... Package Plan  
RIB... Boat In Outpost  
FO... Fly-In Outpost  
BL... Boat In Lodge  
HB... Houseboat  
WA... Winter Accommodation



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TIMESPRINTING.COM

PUBLISHED BY TIMES PRINTING,  
FORT FRANCES, ON, CANADA

PLEASE SUPPORT THE SPONSORS WHO BROUGHT YOU THIS MAP.

# GET ON THE MAP!

The NW Ontario Vacation Guide Map is a FREE travel guide and highly detailed map of Northwestern Ontario. 40,000 maps are distributed each year through the All Canada Shows in the U.S., Ontario Travel Centres and other high traffic locations. Its accurate and easy-to-read town maps make our publication the map of choice for most tourism information centres.

Thank you once again for your continued support in helping promote Northwestern Ontario's tourism industry.

For continued advertising results, be sure the NW Ontario Vacation Guide Map is part of your marketing plans!

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# FIRST PLACE

## BEST MAGAZINE 2012

The Canadian Community Newspapers Association (CCNA) held its annual "Great Idea Awards" and the "Vacation Guide Map to Northwestern Ontario" was given FIRST PLACE HONOURS in the Magazine Category across all of Canada. This award was sponsored by Canada Post and judged by Dee Dhaliwal.



### JUDGE'S COMMENTS:

The Fort Frances – Vacation Guide Map is a great piece that works for tourists and is a great showcase for local businesses. The creative design gives visitors a large map and close ups of areas of interest and the advertising is well placed to guide the traveler there. It is a busy piece that works very hard but it is easy to see why this map is in such high demand. It is also available online. Congratulations on a well-designed piece that does the job!

## Agenda Item # 3.5



### The Corporation of the Town of Tillsonburg

May 23, 2012

Bob Chiarelli  
Minister of Transportation  
3rd Floor, Ferguson Block,  
77 Wellesley Street West  
Toronto, ON M7A 1Z8



**RE: COUNCIL Resolution – MTO Connecting Link Funding**

At the Tillsonburg Town Council Meeting of May 12, 2012, Council passed the following resolution:

RESOLVED THAT the Town of Tillsonburg advise the MTO of our disappointment regarding the lack of connecting link funding.

FURTHER RESOLVED THAT the resolution be forwarded to area MPP's, other Municipalities affected by the connecting link, the Premier, Opposition Leaders and AMO.

If you have any questions, please do not hesitate to contact me at 688-3009 Ext. 3224

Regards,

Donna Wilson  
Clerk  
Development & Communication Services  
Town of Tillsonburg  
200 Broadway, 2nd Floor, Suite 204  
Tillsonburg, ON N4G 5A7  
Phone: 519-688-3009 Ext. 3224  
Fax: 519-842-9431  
[www.tillsonburg.ca](http://www.tillsonburg.ca)

COUNCIL

JUN 12 2012

*ACTION Council direction  
will bring to next  
meeting for resolution  
of support.*

---

**CORPORATE OFFICE**

200 Broadway, 2<sup>nd</sup> Floor, Tillsonburg, Ontario, N4G 5A7, Telephone (519) 688-3009, Fax (519) 842-9431  
[www.tillsonburg.ca](http://www.tillsonburg.ca)



## Agenda Item # 3.6

# Ontario Family Fishing Events

## Fish Licence Free July 7-15, 2012

OFAH FILE: 422FFW

June 8, 2012

**Town of Fort Frances**  
320 Portage Avenue, Box 38  
Fort Frances, Ontario  
P9A 3P9



**SUBJECT: Fish Licence-Free July 7-15, 2012**



Ontario Family Fishing Events (formerly Ontario Family Fishing Weekend) has a new name, new logo and new slogan, but the program is the same great initiative that has been enticing new anglers onto the water for almost 20 years.

Each year, the Ontario Government designates two periods throughout the year as license-free, one in February and one in July. During all other time periods, Canadian residents between the ages of 18 and 64 years must purchase an OUTDOORS card and a fishing license to legally fish in Ontario. This year, the summer licence-free days are scheduled for July 7-15, 2012. During these nine days many fish festivals, clinics, or conservation and educational activities may be held in your area.

Please help raise awareness for these licence-free days by adding July 7-15, 2012 in any summer events calendar which you participate. In addition, please consider “declaring” these dates as Ontario Family Fishing Events.

If you require any further information please contact us at [offe@ofah.org](mailto:offe@ofah.org) or (705) 748-6324 Ext. 240 or 254, or visit [www.ontariofamilyfishing.com](http://www.ontariofamilyfishing.com).

Yours in Conservation,

Alesha Caldwell

Conservation Outreach Programs Coordinator

/ac

Like us on Facebook and follow us on Twitter! ([ontariofamilyfishing.com](http://ontariofamilyfishing.com))



Ontario Family Fishing Events

Ontario Federation of Anglers and Hunters • 4601 Guthrie Drive • Peterborough, Ontario • K9J 8L5

## ***Agenda Item # 7.1***

### TOWN OF FORT FRANCES

#### BY-LAW NO. 29/12

(Being a by-law to approve a contract awarded through the public tender process - the *Municipal Act, 2001*, R.S.O. 2001, c.25.)

WHEREAS on May 28<sup>th</sup>, 2012, Council awarded a Tender (12-OF-02) to 1204626 Ontario Inc. dba Makkinga Contracting and Equipment Rentals for Portage Avenue Underpass Pumpstation Modifications.

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

1. That pursuant to the award of a contract under Tender 12-OF-02 the contract in the form of the contract document with 1204626 Ontario Inc. dba Makkinga Contracting and Equipment Rentals prepared by Hatch Ltd. be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto.

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

READ THREE TIMES and finally passed in open Council this 25<sup>th</sup> day of June 2012.



## ***Agenda Item # 7.2***

### TOWN OF FORT FRANCES

#### BY-LAW NO. 30/12

(Being a by-law to approve a comprehensive services contract - the *Municipal Act*, 2001, R.S.O. 2001, c.25.)

WHEREAS on June 11<sup>th</sup>, 2012, Council gave direction to proceed with a comprehensive services agreement with Honeywell Limited.

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

1. That the contract with Honeywell Limited in the form of the document presented for consideration by Council on June 11, 2012 be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto.

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

READ THREE TIMES and finally passed in open Council this 25<sup>th</sup> day of June 2012.

...

## Agenda Item # 8.1



Kathy Lawson/Frances  
20/06/2012 08:31 AM

To "Jenny" <exdir@cworks.ca>  
cc  
bcc  
Subject Re: Letter of Request Boundary Waters Dragon Boat Festival

Good Morning Jenny,

I will make sure it gets placed on Council's agenda for Monday night.

Best regards,

Kathryn Lawson, Deputy Clerk  
Phone - 807-274-5323 ext 257  
fax - 807-274-8479  
klawson@fort-frances.com

"Jenny" <exdir@cworks.ca>



"Jenny" <exdir@cworks.ca>  
19/06/2012 05:17 PM

To "Kathy Lawson" <klawson@fort-frances.com>  
cc  
Subject Letter of Request Boundary Waters Dragon Boat Festival

Hi Kathy

Here is the letter requesting possible financial support from the Town of Fort Frances for the Boundary Waters Dragon Boat Festival. If there is anything I need to change or add, please let me know. Thanks for your help.

Regards

**Jennifer Greenhalgh**  
Executive Director  
Northern Community Development Services  
[exdir@cworks.ca](mailto:exdir@cworks.ca)  
t: 807 274 2282  
f: 807 274 2000  
[www.ncds4jobs.ca](http://www.ncds4jobs.ca)



Request Letter Boundary Waters Dragon Boat Festival.pdf



*BOUNDARY WATERS DRAGON  
BOAT FESTIVAL*

*304 SCOTT STREET, FORT FRANCES, ON P9A 1G9*

---

June 19<sup>th</sup>, 2012

The Mayor & Council  
The Town of Fort Frances  
320 Portage Avenue  
FORT FRANCES, ON

Dear Mayor & Council,

**RE: BOUNDARY WATERS DRAGON BOAT FESTIVAL**

I would respectfully like to make a request for financial assistance of up to \$1,000.00 from the Town of Fort Frances on behalf of Boundary Waters Dragon Boat Festival. These funds would only be called on if the costs of operating the Festival could not be covered off by fundraising or by participant fees.

The Boundary Waters Dragon Boat Festival is a wonderful opportunity for our community to establish and build on an event that is fun and family oriented using the beautiful Sorting Gap Marina area. The event will create excitement, can be built on year-over-year, other communities could be invited to participate resulting in the Boundary Waters Dragon Festival evolving into a tourist attraction for the Town of Fort Frances.

Any money from the Town of Fort Frances that is used would be fully documented and supported by receipts.

I thank you for your consideration.

Yours truly,

Jennifer Greenhalgh

Chairperson

On behalf of Boundary Waters Dragon Boat Festival Committee

...

## ***Agenda Item # 8.2***

The Corporation of the  
Town of Fort Frances  
Consolidated Financial Statements  
For the year ended December 31, 2011

## Agenda Item # 8.2

The Corporation of the  
Town of Fort Frances  
Consolidated Financial Statements  
For the year ended December 31, 2011

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Tel: 807 274 9848  
Fax: 807 274 5142  
www.bdo.ca

BDO Canada LLP  
375 Scott Street  
Fort Frances ON P9A 1H1 Canada

---

### Independent Auditor's Report

---

To the Mayor and Councilors of  
The Corporation of the Town of Fort Frances

We have audited the accompanying consolidated financial statements of the Corporation of the Town of Fort Frances as at December 31, 2011, which comprise the Consolidated Statement of Financial Position as at December 31, 2011, and the Consolidated Statement of Operations, the Consolidated Statement of Change in Net Financial Assets and the Consolidated Statement of Cash Flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

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

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

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

#### Opinion

In our opinion, the consolidated financial statements present fairly in all material respects, the consolidated financial position of the Corporation of the Town of Fort Frances as at December 31, 2011, and the results of operations, change in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

*BDO CANADA LLP*

Chartered Accountants, Licensed Public Accountants

Fort Frances, Ontario  
June 11, 2012

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

## Agenda Item # 8.2

### The Corporation of the Town of Fort Frances Consolidated Statement of Financial Position

December 31	2011	2010
<b>Financial assets</b>		
Cash and cash equivalents (Note 1)	\$ 2,173,554	\$ 1,146,521
Taxes receivable	820,044	827,354
Accounts receivable	2,258,436	2,253,815
Investments (Note 2)	6,930,189	6,700,463
Investment in government business enterprises (Note 3)	5,665,793	5,671,414
Loans receivable (Note 4)	843,611	930,577
	<u>18,691,627</u>	<u>17,530,144</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	2,456,617	2,385,502
Deferred revenue (Note 6)	387,449	155,251
Net long-term debt (Note 7)	3,713,130	4,484,634
Solid waste closure and post-closure liabilities (Note 8)	236,538	229,570
Post-employment benefits liabilities (Note 9)	237,790	21,000
	<u>7,031,524</u>	<u>7,275,957</u>
<b>Net financial assets</b>	<u>11,660,103</u>	<u>10,254,187</u>
<b>Non-financial assets</b>		
Tangible capital assets (Note 10)	86,914,434	87,827,609
Tangible capital assets under construction	295,728	295,728
Inventory of supplies	398,249	356,343
Prepaid expenses	202,048	50,294
	<u>87,810,459</u>	<u>88,529,974</u>
<b>Accumulated surplus (Note 11)</b>	<u>\$ 99,470,562</u>	<u>\$ 98,784,161</u>

Contingent liabilities (Note 14)

 Treasurer

Treasurer



Mayor

The accompanying summary of significant accounting policies and notes are an integral part of these consolidated financial statements.

3



## Agenda Item # 8.2

The Corporation of the Town of Fort Frances Consolidated Statement of Operations			
For the year ended December 31	Budget 2011	2011	2010
<b>Revenue</b>			
Taxation	\$ 11,350,746	\$ 11,291,415	\$ 11,062,267
Government grants - Federal	1,076,132	640,826	1,728,737
Government grants - Provincial	4,455,846	4,392,424	6,059,177
User fees and service charges	6,864,493	7,153,459	7,135,912
Permits, licenses and fines	41,850	61,248	45,496
Investment income	70,000	337,813	316,560
Income (loss) from government business enterprises (Note 3)	-	(5,623)	16,742
Other income (Note 12)	684,900	902,609	908,646
	<b>24,543,967</b>	<b>24,774,171</b>	<b>27,273,537</b>
<b>Expenses</b>			
General government	2,339,674	2,608,719	2,786,420
Protection services	4,186,400	4,391,730	4,194,149
Transportation services	4,668,543	4,678,483	4,770,207
Environmental services	4,463,707	4,396,310	4,225,765
Health services	1,695,058	1,668,131	1,576,247
Social and family services	1,773,557	1,726,557	2,014,753
Social housing	600,382	600,382	475,559
Recreation and cultural services	3,535,133	3,617,953	3,594,089
Planning and development	460,329	399,505	420,143
	<b>23,722,783</b>	<b>24,087,770</b>	<b>24,057,332</b>
<b>Annual surplus</b>	<b>821,184</b>	<b>686,401</b>	<b>3,216,205</b>
<b>Accumulated surplus, beginning of year</b>	<b>98,784,161</b>	<b>98,784,161</b>	<b>95,567,956</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 99,605,345</b>	<b>\$ 99,470,562</b>	<b>\$ 98,784,161</b>

The accompanying summary of significant accounting policies and notes are an integral part of these consolidated financial statements.

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## Agenda Item # 8.2

### The Corporation of the Town of Fort Frances Consolidated Statement of Change in Net Financial Assets

For the year ended December 31	Budget 2011	2011	2010
Annual surplus	\$ 821,184	\$ 686,401	\$ 3,216,205
Acquisition of tangible capital assets	(3,739,974)	(2,583,816)	(9,493,057)
Amortization of tangible capital assets	3,500,000	3,496,989	3,604,813
Loss (gain) on sale of tangible capital assets	-	(58,257)	18,610
Proceeds on sale of tangible capital assets	-	58,259	34,504
Capitalization (acquisition) of assets under construction	-	-	3,014,193
	581,210	1,599,576	395,268
Acquisition of prepaid expenses and inventory of supplies	-	(193,660)	-
Use/consumption of prepaid expenses and inventory of supplies	-	-	97,193
Net change in net financial assets	581,210	1,405,916	492,461
Net financial assets, beginning of year	10,254,187	10,254,187	9,761,726
Net financial assets, end of year	\$ 10,835,397	\$ 11,660,103	\$ 10,254,187

The accompanying summary of significant accounting policies and notes are an integral part of these consolidated financial statements.

5

## Agenda Item # 8.2

The Corporation of the Town of Fort Frances Consolidated Statement of Cash Flows		
For the year ended December 31	2011	2010
<b>Operating transactions</b>		
Annual surplus	\$ 686,401	\$ 3,216,205
Items not involving cash		
Loss (income) from government business enterprises	5,623	(16,742)
Amortization	3,496,989	3,604,813
Loss (gain) on disposal of tangible capital assets	(58,257)	18,610
Changes in non-cash operating balances		
Taxes receivable	7,310	100,887
Accounts receivable	(4,624)	1,938,232
Loans receivable	86,967	85,267
Inventory of supplies	(41,906)	(25,456)
Prepaid expenses	(151,754)	122,649
Accounts payable and accrued liabilities	71,115	(698,926)
Deferred revenue	232,198	(169,626)
Solid waste closure and post-closure liabilities	6,968	6,968
Post-employment benefits	216,790	10,652
	<u>4,553,820</u>	<u>8,193,533</u>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(2,583,816)	(9,493,057)
Proceeds on sale of tangible capital assets	58,259	34,504
Capitalization (acquisition) of tangible capital assets under construction	-	3,014,193
	<u>(2,525,557)</u>	<u>(6,444,360)</u>
<b>Investing transactions</b>		
Increase in investments	(229,726)	(376)
<b>Financing transactions</b>		
Decrease in bank indebtedness	-	(2,659,411)
Proceeds from issuance of long-term debt	-	747,889
Repayment of long-term debt	(771,504)	(747,951)
	<u>(771,504)</u>	<u>(2,659,473)</u>
<b>Net change in cash and cash equivalents</b>	<b>1,027,033</b>	<b>(910,676)</b>
Cash and cash equivalents, beginning of year	<u>1,146,521</u>	<u>2,057,197</u>
<b>Cash and cash equivalents, end of year</b>	<b>\$ 2,173,554</b>	<b>\$ 1,146,521</b>

The accompanying summary of significant accounting policies and notes are an integral part of these consolidated financial statements.

---

**The Corporation of the Town of Fort Frances  
Summary of Significant Accounting Policies**

December 31, 2011

---

**Management's  
Responsibility for the  
Consolidated Financial  
Statements**

The consolidated financial statements of the Municipality are the responsibility of management. They have been prepared in accordance with Canadian generally accepted accounting principles established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants.

**Basis of Consolidation**

The consolidated financial statements reflect the assets, liabilities, revenue and expenses of all municipal organizations, committees and Boards which are owned or controlled by the Municipality. All interfund assets and liabilities and revenues and expenditures have been eliminated on consolidation.

The following boards and municipal enterprises owned or controlled by Council have been consolidated:

Library Board  
Waterworks  
Business Improvement Area

A government partnership exists where the Municipality has shared control over the board or entity. The Municipality's pro-rata share of the assets, liabilities, revenues and expenditures are reflected in the consolidated financial statements using the proportionate consolidation method. No proportionate interest or government partnerships are reflected in the consolidated financial statements.

The following boards are not consolidated:

Northwestern Health Unit  
Rainy River District Social Services Administration Board

Government business enterprises are separate legal entities which do not rely on the Municipality for funding. The Municipality's government business enterprises consist of investments in Fort Frances Power Corporation and Fort Frances Network Services Corporation. These investments are accounted for using the modified equity basis of accounting. Under this method, the government business enterprise's accounting policies, which follow Canadian generally accepted accounting principles for publicly accountable enterprises, are not adjusted to conform with Public Sector Accounting Standards and inter-entity transactions and balances are not eliminated.

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**The Corporation of the Town of Fort Frances  
Summary of Significant Accounting Policies**

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December 31, 2011

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**Basis of Accounting** Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

The consolidated statement of financial position reflects all of the financial assets and liabilities of the Municipality. Financial assets are those assets which could provide resources to discharge existing liabilities or finance future operations. Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year. Accumulated surplus represents the financial position of the Municipality, and is the difference between its' assets and liabilities. This provides information about the Municipality's overall future revenue requirements and its' ability to finance activities and meet its' obligations.

**Cash and Cash  
Equivalents**

Management considers all highly liquid investments with maturity of three months or less at acquisition to be cash equivalents.

**Investments**

The Municipality accounts for its investments at cost. The carrying value of an investment is written down to its net recoverable amount if a decline in value is judged to be other than temporary.

**Loans Receivable**

Loans receivable are reported on the Municipality's consolidated statement of financial position at the lower of cost and net recoverable value.

**Tangible Capital  
Assets**

Tangible capital assets are recorded at cost less accumulated amortization. Cost includes all costs directly attributable to acquisition or construction of the tangible capital asset including transportation costs, installation costs, design and engineering fees, legal fees and site preparation costs. Contributed tangible capital assets are recorded at fair value at the time of the donation, with a corresponding amount recorded as revenue. Amortization is recorded on a straight-line basis over the estimated life of the tangible capital asset commencing once the asset is available for productive use as follows:

Land improvements	40 years
Buildings	40 years
Machinery and equipment	10 to 15 years
Roads and bridges	15 to 80 years
Water infrastructure	40 to 80 years
Sewer infrastructure	40 to 80 years
Vehicles	7 to 12 years
Computer hardware and software	5 years

---

**The Corporation of the Town of Fort Frances  
Summary of Significant Accounting Policies**

December 31, 2011

---

Trust Funds	Trust Funds held in trust by the Municipality, and their related operations, are not included in these consolidated financial statements. The financial activity and position of the Trust Funds are reported separately on the Trust Funds statement of continuity and balance sheet.
Revenue Recognition	<p>The Municipality prepares property tax billings based on assessment rolls issued by the Municipal Property Assessment Corporation (MPAC), in accordance with rates established and approved annually by Council and the Province of Ontario. Taxation revenue is recognized in the period in which the taxes are levied.</p> <p>User fees and other revenues are recognized when the services are performed or goods are delivered and there is reasonable assurance of collection.</p>
Deferred Revenue	Funds received for specific purposes which are externally restricted by legislation, regulation or agreement and are not available for general municipal purposes are accounted for as deferred revenue on the consolidated statement of financial position. The revenue is recognized in the consolidated statement of operations in the year in which it is used for the specified purpose.
Government Transfers	Government transfers, which include legislative grants, are recognized in the consolidated financial statements in the period in which events giving rise to the transfers occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amount can be made.
School Boards	The Municipality collects taxation revenue on behalf of the school boards. The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards are not reflected in these consolidated financial statements.
Solid Waste Landfills	The estimated costs to close and maintain solid waste landfill sites are based on estimated future expenses in current dollars, discounted, adjusted for estimated inflation, and are charged to expense as the landfill site's capacity is used.
Use of Estimates	<p>The preparation of consolidated financial statements in accordance with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.</p> <p>The estimates used in preparation of these consolidated financial statements are the useful lives of the property, plant and equipment, the capacity of the landfill site, the useful life of the landfill site, the closure and post-closure costs of the landfill and the present value of the Municipality's employee post-retirement benefits.</p>

## The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

### 1. Cash and Cash Equivalents

The balance of cash reported on the consolidated statement of financial position is made up of the following:

	2011	2010
Unrestricted	\$ 420,907	\$ 304,986
Restricted by Council resolution	1,752,647	841,535
	<u>\$ 2,173,554</u>	<u>\$ 1,146,521</u>

Certain surplus funds are set aside by by-laws or Council resolution for specific purposes and referred to as reserve funds. Cash and cash equivalents restricted by Council resolution represent assets that are maintained in respect of those reserve funds. (Note 11)

### 2. Investments

	2011	2010
Bond and money market mutual funds	\$ 6,928,629	\$ 6,687,331
Other	1,560	13,132
	<u>\$ 6,930,189</u>	<u>\$ 6,700,463</u>

The income from investments for the year was \$240,756 (2010 - \$320,684). The Municipality's bond and money market mutual funds have effective interest rates of 1.31% to 3.23% (2010 - 1.64% to 3.52%) and a market value of \$6,824,864 (2010 - \$6,625,914). The Municipality's other investments have a market value of \$13,132 (2010 - \$253,521).

Certain surplus funds are set aside by by-laws or Council resolution for specific purposes and referred to as reserve funds. Investments restricted by Council resolution represent assets that are maintained in respect of those reserve funds. (Note 11)

### 3. Investment in Government Business Enterprises

	2011	2010
Fort Frances Power Corporation	\$ 5,607,966	\$ 5,613,401
Fort Frances Network Services Corporation	57,827	58,015
	<u>\$ 5,665,793</u>	<u>\$ 5,671,416</u>

## Agenda Item # 8.2

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### The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

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#### 3. Investment in Government Business Enterprises (continued)

##### Fort Frances Power Corporation

Fort Frances Power Corporation is a Corporation that was created for the purpose of distributing electrical power to the Town of Fort Frances. The Municipality holds 100% of the common shares of Fort Frances Power Corporation. The condensed supplementary financial information is as follows:

	2011	2010
Financial position		
Current assets	\$ 5,215,480	\$ 5,636,445
Property, plant and equipment	2,870,592	3,074,231
Regulatory assets	815,879	819,928
Future income tax assets	227,762	224,413
Total assets	9,129,713	9,755,017
Current liabilities	2,405,163	3,349,647
Employee future benefits	132,620	114,568
Regulatory liabilities	983,964	677,401
Total liabilities	3,521,747	4,141,616
Net assets		
Equity	5,607,966	5,613,401
Total net assets	\$ 5,607,966	\$ 5,613,401
Results of operations		
Revenue	\$ 8,015,626	\$ 7,591,625
Expenses	(8,021,061)	(7,574,573)
Net income (loss) for the year	\$ (5,435)	\$ 17,052

## Agenda Item # 8.2

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### The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

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#### 3. Investment in Government Business Enterprises (continued)

##### Fort Frances Network Services Corporation

Fort Frances Network Services Corporation is a Corporation that was created for the purpose of providing utility maintenance services to the Town of Fort Frances. The Corporation was also an investor in Norwest Mobility, a cellular phone provider. The Municipality holds 100% of the common shares of Fort Frances Network Services Corporation. The condensed supplementary financial information is as follows:

	2011	2010
Financial position		
Current assets	\$ 58,453	\$ 58,917
Accounts receivable	124	48
Total assets	58,577	58,965
Current liabilities	750	950
Total liabilities	750	950
Net assets		
Equity	57,827	58,015
Total net assets	\$ 57,827	\$ 58,015
Results of operations		
Revenue	\$ 562	\$ 590
Expenses	(750)	(900)
Net loss for the year	\$ (188)	\$ (310)



## The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

### 4. Loans Receivable

Loans receivable reported on the consolidated statement of financial position are comprised of the following:

	2011	2010
Fort Frances Community Clinic loan, repayable at \$5,556 monthly, non-interest bearing. Secured by a general security agreement in first priority position on and over any and all assets of the borrower. Matures August 1, 2022.	\$ 711,111	\$ 777,777
Debenture debt, annual payments of \$34,026, including interest at 9%. Matures September 1, 2016.	132,500	152,800
	<u>\$ 843,611</u>	<u>\$ 930,577</u>

Loans receivable are restricted by Council resolution and represent assets that are maintained in respect of reserve funds. (Note 11)

### 5. Bank Indebtedness

Bank indebtedness is secured by general security agreements covering certain assets of the Municipality. The maximum authorized amount is \$4,000,000 and bears interest at the prime rate.

### 6. Deferred Revenue

	Opening balance	Contributions received	Externally restricted investment income	Revenue recognized	Ending balance
Federal and provincial gas tax	\$ 92,343	\$ 553,375	\$ 7,142	\$ (293,748)	\$ 359,112
Other	62,908	28,337	-	(62,908)	28,337
	<u>\$ 155,251</u>	<u>\$ 581,712</u>	<u>\$ 7,142</u>	<u>\$ (356,656)</u>	<u>\$ 387,449</u>

#### Federal and Provincial Gas Tax

The Federal and Provincial Governments advance the Municipality funding related to gasoline tax. This funding must be spent on approved infrastructure projects. The funding can be deferred for a maximum of 3 years.

#### Infrastructure Programs

These programs relate to various capital grants that are required to be spent on infrastructure. Until the funding has been spent on infrastructure it has not been earned and therefore, has been deferred.

## Agenda Item # 8.2

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### The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

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#### 7. Net Long-term Debt

Net long-term debt reported on the consolidated statement of financial position is comprised of the following:

	2011	2010
Demand bank loan, payable at \$21,030 monthly, including interest at 2.92%. Matures November 30, 2013.	\$ 469,859	\$ 704,773
Demand bank loan, payable at \$15,558 monthly, including interest at 3.29%. Matures December 24, 2014.	532,628	698,820
Debenture debt, annual payments of \$229,023, including interest at rates between 6.3% to 9%. Matures December 1, 2017.	2,056,240	2,333,152
Demand bank loan, payable at \$7,791 monthly, including interest at 3.31%. Matures December 30, 2013.	654,403	747,889
	<u>\$ 3,713,130</u>	<u>\$ 4,484,634</u>

Principal and interest repayments relating to net long-term debt of \$3,713,130 outstanding are due as follows:

	Principal Repayments	Interest	Total
2012	\$ 802,228	\$ 174,579	\$ 976,807
2013	813,563	139,126	952,689
2014	612,288	106,003	718,291
2015	451,061	77,477	528,538
2016	474,706	50,758	525,464
Thereafter	559,284	24,125	583,409
	<u>\$ 3,713,130</u>	<u>\$ 572,068</u>	<u>\$ 4,285,198</u>

The gross interest paid relating to the above long-term debt was \$206,474 (2010 - \$211,911).

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The Corporation of the Town of Fort Frances  
Notes to Consolidated Financial Statements

December 31, 2011

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**8. Solid Waste Closure and Post-Closure Liabilities**

Solid waste closure and post-closure care requirements have been defined in accordance with industry standards and include final covering and landscaping of the landfill, removal of ground water and leachates, and ongoing environmental monitoring, site inspection and maintenance. The present value of the Municipality's estimated future liability for this expense is recognized as the landfill site's capacity is used. The liability and annual expense is calculated based on the ratio of utilization to total capacity of the landfill site and the discounted estimated cash flows associated with closure and post-closure activities.

The liability for the landfill site is recorded at \$236,538 and represents the present value of closure and post-closure costs for 100% of the current site's opened cells, using the average long-term borrowing rate of 6.0%. The liability is recorded based on the capacity of the landfill used to date. The total estimated future expenditures for closure and post-closure care are \$424,524 leaving an amount to be recognized of \$187,986. The estimated remaining capacity of the site's opened cells are approximately 164,250 cubic meters, which will be filled in 18 years. Post-closure care is estimated to continue for a period of 25 years.

The liability is expected to be funded through budget allocations to a landfill reserve over the remaining life of the landfill.

## The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

### 9. Post-Employment Benefits Liabilities

Post-employment benefits liabilities reported on the consolidated statement of financial position are comprised of the following:

	2011	2010
Post-retirement benefits liability	\$ 219,040	\$ -
Life insurance coverage	18,750	21,000
	<u>\$ 237,790</u>	<u>\$ 21,000</u>

On February 4, 2011, the Municipality became responsible for providing the following post-retirement benefits on behalf of its eligible full-time employees who are members of the Fort Frances Professional Fire Fighters Association:

- Extended health care
- Dental benefits

The latest actuarial valuation was performed in April 2012.

Post-Retirement Benefits Liabilities	2011	2010
Accrued post-retirement benefits obligation	\$ 237,030	\$ -
Unamortized net estimation adjustment	(17,990)	-
Post-retirement benefits liabilities	<u>\$ 219,040</u>	<u>\$ -</u>

Post-Retirement Benefits Expenditures	2011	2010
Opening balance adjustment	\$ 207,251	\$ -
Current year service costs	1,855	-
Interest on accrued benefit obligation	9,934	-
Post-retirement benefits expenditures	<u>\$ 219,040</u>	<u>\$ -</u>

The significant actuarial assumptions adopted and estimated for the calculation of the accrued benefit obligations are as follows:

	2011	2010
Discount on accrued benefit obligations	3.75%	N/A
Dental cost trend rates	4.0%	N/A
Extended health care trend rates	8.5%	N/A

For December 31, 2011, extended health care trend rates are assumed to be 8.5%, decreasing by 0.5% per annum beginning in 2013 to an ultimate rate of 5.0% thereafter.

As at December 31, 2011, the Municipality's post-retirement benefits were 100% unfunded.

## December 31, 2011

## 2011

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The Corporation of the Town of Fort Frances  
Notes to Consolidated Financial Statements

December 31, 2011

10. Tangible Capital Assets (continued)										2010
	Land and land improvements	Buildings	Machinery and equipment	Roads and bridges	Water infrastructure	Sewer infrastructure	Vehicles	Computer hardware and software	Total	
Cost, beginning of year	\$ 2,485,632	\$ 43,504,351	\$ 4,663,198	\$ 47,015,392	\$ 15,825,213	\$ 18,597,773	\$ 2,750,634	\$ 370,909	\$135,213,102	
Additions	304,477	5,616,196	587,485	1,962,581	423,809	256,659	136,635	205,215	9,493,057	
Disposals	(13,763)	(46,986)	-	(816)	-	-	-	(19,025)	(80,590)	
Cost, end of year	2,776,346	49,073,561	5,250,683	48,977,157	16,249,022	18,854,432	2,887,269	557,099	144,625,569	
Accumulated amortization, beginning of year	50,893	16,199,952	2,312,421	20,847,747	4,909,247	7,121,252	1,607,848	171,263	53,220,623	
Amortization	77,447	963,110	355,148	1,444,605	245,170	280,202	167,322	71,809	3,604,813	
Disposals	-	(7,635)	-	(816)	-	-	-	(19,025)	(27,476)	
Accumulated amortization, end of year	128,340	17,155,427	2,667,569	22,291,536	5,154,417	7,401,454	1,775,170	224,047	56,797,960	
Net carrying amount, end of year	\$ 2,648,006	\$ 31,918,134	\$ 2,583,114	\$ 26,685,621	\$ 11,094,605	\$ 11,452,978	\$ 1,112,099	\$ 333,052	\$ 87,827,609	

The net book value of tangible capital assets not being amortized because they are under construction is \$295,728 (2010 - \$295,728). These items are recognized separately as tangible capital assets under construction in the consolidated statement of financial position.

## The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

### 11. Accumulated Surplus

The Municipality segregates its accumulated surplus in the following categories:

	2011	2010
Investment in tangible capital assets		
Tangible capital assets	\$ 86,914,434	\$ 87,827,609
Investment in tangible capital assets under construction	295,728	295,728
Long-term debt	(3,713,130)	(4,484,634)
Local improvements to be recovered in future years	(1,785)	(14,560)
Total investment in tangible capital assets	83,495,247	83,624,143
General operating	17,134	318,034
Water	-	-
Sewer	-	-
Business improvement area	33,075	9,919
Total operating surplus	50,209	327,953
Other allocated deficits		
Landfill closure	(236,538)	(229,570)
Employee future benefits	(237,790)	(21,000)
Total other allocated deficits	(474,328)	(250,570)
Reserve funds		
Waterworks projects	4,681,719	4,140,807
Water pollution control plant	1,168,678	1,078,312
Replacement of vehicles and equipment	1,387,568	1,266,231
Library building	247,889	205,653
Landfill closure	241,338	233,776
Parks and cemeteries	45,346	46,264
Social and family assistance	23,107	22,383
Corporate projects and contingencies	2,114,528	1,602,958
Townsend theatre	87,562	78,931
Total reserve funds	9,997,735	8,675,315
Working capital reserve	735,906	735,906
Investment in government business enterprises	5,665,793	5,671,414
	<u>\$ 99,470,562</u>	<u>\$ 98,784,161</u>

The investment in tangible capital assets represents amounts already spent and invested in infrastructure and other non-financial assets.

Reserve funds represent funds set aside by by-law or Council resolution for specific purposes.

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### The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

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#### 12. Other Income

	2011	2010
Penalties and interest on taxes	\$ 160,386	\$ 164,210
Rents, concessions and franchises	104,390	147,532
Donations	127,884	173,722
Gain (loss) on sale of land and capital assets	58,257	(18,610)
Provincial offences	311,824	397,969
Insurance proceeds and other recoveries	139,868	43,823
	<u>\$ 902,609</u>	<u>\$ 908,646</u>

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#### 13. Expenses by Object

	2011	2010
Salaries, wages and employee benefits	\$ 8,354,080	\$ 8,003,569
Long-term debt charges - interest	206,474	211,911
Materials	3,999,748	4,038,471
Contracted services	4,596,296	4,391,507
Rents and financial expenses	521,721	738,392
Contributions to other organizations	2,912,462	3,068,669
Amortization	3,496,989	3,604,813
	<u>\$ 24,087,770</u>	<u>\$ 24,057,332</u>

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#### 14. Contingent Liabilities

- (a) Various lawsuits have been filed against the Municipality for incidents which arose in the ordinary course of business as well as land claims. These lawsuits include the following specific claims:

A claim in the amount of \$2,000,000 has been filed against the Municipality that is in relation to disputed costs between the Municipality and a contractor involved in the rehabilitation of Municipal infrastructure. Management believes this claim will be insured by the Municipality's insurance policy.

A claim in the amount of \$1,000,000 has been filed against the Municipality that is in relation to disputed costs between the Municipality and a contractor involved in the rehabilitation of Municipal infrastructure.

## The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

### 14. Contingent Liabilities (continued)

The Municipality is the defendant in a claim relating to damages arising from a property damage suffered by a Corporation while the Municipality was undertaking capital construction work. The amount claimed is \$5,000,000 plus interest and costs. Management believes this claim will be insured by the insurance policy of the contractor involved, as the Municipality has been specifically added to the insured's policy in relation to the capital work in question.

In the opinion of management and legal counsel, the outcome of the lawsuits, now pending, is not determinable. Should any loss result from the resolution of these claims, such loss will be charged to operations in the year of resolution.

- (b) A significant rate payer has filed an appeal to the Municipal Property Assessment Corporation for the reduction of their 2009, 2010 and 2011 assessment values. If the appeal is successful, the maximum retroactive payment that the Municipality would be required to make is \$2.2 million for the municipal portion of the adjustment. In addition, the adjustment would result in a reduction of approximately \$800,000 from the Municipality's annual taxation revenue. The Municipality is in the process of defending this appeal.

### 15. Commitments

As a result of the restructuring of Raincrest Home for the Aged, the Corporation has agreed to annual contributions to Riverside Health Care Facilities, Inc. for support of Long-term Care Programs and Services, until the year ended December 31, 2017.

The committed annual payments for the next five years are as follows:

Year	Amount
2012	\$303,138
2013	\$242,160
2014	\$181,883
2015	\$120,904
2016	\$ 60,276

### 16. Operations of School Boards

	2011	2010
During the year, the following taxation revenue was raised and remitted to the school boards	\$ 2,063,566	\$ 2,140,700

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**The Corporation of the Town of Fort Frances  
Notes to Consolidated Financial Statements**

**December 31, 2011**

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**17. Pension Agreements**

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of 110 members of its staff. This plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan.

Because OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are a joint responsibility of the Ontario municipal organizations and their employees. As a result, the Municipality does not recognize any share of the OMERS pension surplus or deficit. The amount contributed to OMERS for 2011 was \$437,713 (2010 - \$431,535) for current services. The OMERS Board rate was 7.4% to 10.7% depending on the income level for 2011 (2010 - 6.3% to 9.7% depending on the income level).

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**18. Trust Funds**

The Trust Funds administered by the Municipality amounting to \$1,553,715 (2010 - \$1,563,383) have not been included in the consolidated statement of financial position nor have their operations been included in the consolidated statement of operations.

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**19. Contributions to Unconsolidated Boards**

The following contributions were made by the Municipality to these boards:

	2011	2010
Northwestern Health Unit	\$ 359,129	\$ 395,414
Rainy River District Social Services Administration Board		
Ambulance service	1,009,262	873,710
General assistance	234,060	383,075
Child care	115,460	111,783
Social housing	600,382	475,559
	<u>\$ 2,318,293</u>	<u>\$ 2,239,541</u>

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**20. Comparative Figures**

The comparative figures presented in the consolidated financial statements have been restated to conform to current year financial statement presentation.



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### The Corporation of the Town of Fort Frances Notes to Consolidated Financial Statements

December 31, 2011

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#### 21. Segmented Information

The Corporation of the Town of Fort Frances is a diversified municipal government institution that provides a wide range of services to its citizens. The management of the Municipality considers decisions based on separate service areas. These service areas are: general government, protection services, transportation services, environmental services, health services, social and family services, social housing, recreation and cultural services and planning and development.

Descriptions of the services and funds that management bases their decisions on, are as follows:

##### General Government

General government consists of governance, Corporate management and program support. These categories relate to operations of all of the various programs and services that the Municipality offers to its citizens.

##### Protection Services

Protection is comprised of police service and fire protection. Police service is contracted out to the Ontario Provincial Police. The fire department is responsible to provide fire suppression service, fire prevention programs, training and education related to prevention, detection or extinguishment of fires.

##### Transportation Services

The transportation services area provides construction and maintenance of the roadways throughout the Municipality as well as the municipal airport.

##### Environmental Services

Environmental services consists of the management and maintenance of the sanitary sewer system, waterworks system and waste disposal facility located within the municipal borders.

##### Health Services

Health services are comprised of public health services and ambulance service. The Municipality contributes to local boards which provide these services to the citizens of the Municipality.

##### Social and Family Services

Social and family services are comprised of general assistance, child care and assistance to the aged. The Municipality contributes to local boards which provide these services to the citizens of the Municipality.

##### Social Housing

The Municipality contributes to a local board, which provides social housing if the citizens of the Corporation of the Town of Fort Frances require the service.

##### Recreation and Cultural Services

This service area consists of the operation and maintenance of local parks, recreation facilities, cultural facilities and the town library.

##### Planning and Development

These services relate to zoning issues as well as planning of various municipal maintenance projects.

The Corporation of the Town of Fort Frances  
Notes to Consolidated Financial Statements

December 31, 2011

21. Segmented Information (continued)

For the year ended December 31	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Family Services	Social and Community Services	Social Housing	Recreation and Cultural Services	Planning and Development	2011 Total
<b>Revenue</b>											
Taxation	\$ 1,215,591	\$ 2,016,508	\$ 1,871,746	\$ 2,030,680	\$ 1,065,939	\$ 440,885	\$ 565,419	\$ 1,613,391	\$ 471,256	\$ 11,291,415	
Fees and user charges	228,427	58,058	598,259	5,073,953	59,308	155,327	-	916,866	63,261	7,153,459	
Conditional grants	15,520	89,950	685,521	64,298	-	786,026	-	176,135	-	1,817,450	
Unconditional grants	346,201	574,302	533,074	578,338	303,580	125,564	161,032	459,495	134,214	3,215,800	
Other	139,528	231,458	214,842	233,085	122,350	50,605	64,900	185,188	54,091	1,296,047	
	1,945,267	2,970,276	3,903,442	7,980,354	1,551,177	1,558,407	791,351	3,351,075	722,822	24,774,171	
<b>Expenses</b>											
Wages and benefits	1,258,989	1,430,726	1,842,187	744,335	176,706	774,324	-	1,956,243	170,570	8,354,080	
Long-term debt charges (interest)	-	-	43,506	47,815	-	-	-	109,568	5,585	206,474	
Materials	770,588	252,331	719,585	1,098,806	44,662	145,167	-	811,529	157,080	3,999,748	
Contracted services	200,607	2,559,727	378,996	1,191,454	4,920	63,756	-	143,267	53,569	4,596,296	
Rents and financial	236,475	12,945	38,193	193,298	-	5,583	-	34,761	466	521,721	
External transfers	67,052	75,283	-	12,608	1,436,350	713,287	600,382	-	7,500	2,912,462	
Amortization	75,008	60,718	1,656,016	1,107,994	5,493	24,440	-	562,585	4,735	3,496,989	
	2,608,719	4,391,730	4,678,483	4,396,310	1,668,131	1,726,557	600,382	3,617,953	399,505	24,087,770	
Net surplus (deficit)	\$ (663,452)	\$ (1,421,454)	\$ (775,041)	\$ 3,584,044	\$ (116,954)	\$ (168,150)	\$ 190,969	\$ (266,878)	\$ 323,317	\$ 686,401	

The Corporation of the Town of Fort Frances  
Notes to Consolidated Financial Statements

December 31, 2011

21. Segmented Information (continued)

For the year ended December 31	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Family Services	Social and Services	Social Housing	Recreation and Cultural Services	Planning and Development	2010 Total
<b>Revenue</b>											
Taxation	\$ 2,010,755	\$ 1,851,968	\$ 1,523,147	\$ 1,610,495	\$ 1,448,885	\$ 544,547	\$ 937,847	\$ 944,662	\$ 189,961	\$ 11,062,267	
Fees and user charges	294,235	72,672	631,324	4,920,335	65,691	118,255	-	928,967	104,433	7,135,912	
Conditional grants	-	198,620	1,250,907	765,916	-	821,886	-	1,584,885	11,000	4,633,214	
Unconditional grants	573,420	528,138	434,366	251,169	413,188	155,292	475,559	269,396	54,172	3,154,700	
Other	234,015	215,535	177,266	187,432	168,623	63,376	109,941	109,941	22,108	1,287,444	
	3,112,425	2,866,933	4,017,010	7,735,347	2,096,387	1,703,356	1,522,554	3,837,851	381,674	27,273,537	
<b>Expenses</b>											
Wages and benefits	1,281,888	1,220,347	1,789,750	659,076	187,070	768,682	-	1,930,641	166,115	8,003,569	
Long-term debt charges (interest)	-	-	29,110	54,909	-	-	-	120,147	7,745	211,911	
Materials	885,675	245,245	700,379	981,663	32,227	151,091	-	883,712	158,479	4,038,471	
Contracted services	174,649	2,409,358	329,706	1,168,400	7,974	88,510	-	138,034	74,876	4,391,507	
Rents and financial	307,019	21,015	51,266	271,142	-	7,504	-	80,025	421	738,392	
External transfers	65,552	233,529	1,869,996	23,794	1,343,483	919,252	475,559	-	7,500	3,068,669	
Amortization	71,637	64,655	1,066,781	1,066,781	5,493	79,714	-	441,530	5,007	3,604,613	
	2,786,420	4,194,149	4,770,207	4,225,765	1,576,247	2,014,753	475,559	3,594,089	420,143	24,057,332	
<b>Net surplus (deficit)</b>	\$ 326,005	\$ (1,327,216)	\$ (753,197)	\$ 3,509,582	\$ 520,140	\$ (311,397)	\$ 1,046,995	\$ 243,762	\$ (38,469)	\$ 3,216,205	

For each reported segment, revenues and expenditures represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Therefore, certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes, certain government grants and other revenue have been apportioned based on a percentage of budgeted expenditures.



Tel: 807 274 9848  
Fax: 807 274 5142  
www.bdo.ca

BDO Canada LLP  
375 Scott Street  
Fort Frances ON P9A 1H1 Canada

### Independent Auditor's Report

To the Mayor and Councilors of  
The Corporation of the Town of Fort Frances

We have audited the accompanying balance sheet of the Trust Funds of the Corporation of the Town of Fort Frances as at December 31, 2011, and the statement of continuity of the Trust Funds for the year then ended and a summary of significant accounting policies and other explanatory information (together "the financial statements").

#### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian Generally Accepted Accounting Principles, and for such internal control as management determines is necessary to enable the preparation of the financial statements that are free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

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

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

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

#### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the Corporation of the Town of Fort Frances Trust Funds as at December 31, 2011, and the continuity thereof, in accordance with Canadian Generally Accepted Accounting Principles.

*BDO CANADA LLP*

Chartered Accountants, Licensed Public Accountants

Fort Frances, Ontario  
June 11, 2012

## Agenda Item # 8.2

### The Corporation of the Town of Fort Frances Trust Funds Balance Sheet

December 31, 2011	Cemetery Care and Maintenance	Cemetery Special Care	Community Chest	Rainy River District School Board	2011 Total	2010 Total
<b>Assets</b>						
Cash	\$ -	\$ 743	\$ 73,648	\$ -	\$ 74,391	\$ 101,009
Accounts receivable Own Municipality	-	-	-	-	-	11
Investments						
Other	259,742	785,727	-	450,813	1,496,282	1,477,423
	\$ 259,742	\$ 786,470	\$ 73,648	\$ 450,813	\$ 1,570,673	\$ 1,578,443
<b>Liabilities</b>						
Own Municipality	\$ -	\$ 16,958	\$ -	\$ -	\$ 16,958	\$ 15,060
Balance capital	259,742	769,512	73,648	450,813	1,553,715	1,563,383
	\$ 259,742	\$ 786,470	\$ 73,648	\$ 450,813	\$ 1,570,673	\$ 1,578,443

### Statement of Continuity

December 31, 2011	Cemetery Care and Maintenance	Cemetery Special Care	Community Chest	Rainy River District School Board	2011 Total	2010 Total
<b>Balance, beginning of year</b>	\$ 252,333	\$ 757,133	\$ 85,290	\$ 468,627	\$ 1,563,383	\$ 1,500,222
<b>Capital receipts</b>						
Care receipts and contributions	7,409	22,350	-	-	29,759	31,303
Interest earned	8,085	23,954	634	6,943	39,616	40,927
Donations	-	-	107,626	-	107,626	113,120
	15,494	46,304	108,260	6,943	177,001	185,350
<b>Expenditures</b>						
Administration	-	-	822	-	822	291
Interest paid to school board	-	-	-	18,382	18,382	-
Transfers to Municipality	-	9,971	-	6,375	16,346	-
Interest paid to cemetery	8,085	23,954	-	-	32,039	31,432
Grants	-	-	119,080	-	119,080	90,466
	8,085	33,925	119,902	24,757	186,669	122,189
<b>Balance, end of year</b>	\$ 259,742	\$ 769,512	\$ 73,648	\$ 450,813	\$ 1,553,715	\$ 1,563,383



---

The Corporation of the Town of Fort Frances  
Trust Funds  
Notes to Financial Statements

December 31, 2011

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1. Summary of Significant Accounting Policies

**Management's Responsibility** The financial information of the Corporation of the Town of Fort Frances Trust Funds is the representation of management. Precise determination of some assets and liabilities may be dependent upon future events and estimates and approximations. These estimates and approximations have been based upon the available information, using careful judgment and review.

**Accrual Basis of Accounting** The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

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2. Cemetery Care and Maintenance Trust

The Cemetery Care and Maintenance Trust Fund was established in accordance with the Cemeteries Act for the care and maintenance of certain cemetery grounds.

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3. Community Chest Trust

The Community Chest Trust was established to provide grants to individuals to support them with the costs of travel for medical purposes.

---

4. Rainy River District School Board Trust

The Rainy River District School Board Trust was established as security during the construction of the new Robert Moore School and the Education Centre, and the demolition of the old Robert Moore School.

---

5. Statement of Changes in Financial Position

A statement of changes in financial position has not been provided since the sources and uses of cash are readily apparent from the information included in the financial statements.

## Agenda Item # 8.2



Tel: 807 274 9848  
Fax: 807 274 5142  
www.bdo.ca

BDO Canada LLP  
375 Scott Street  
Fort Frances ON P9A 1H1 Canada

June 11, 2012

Mrs. Laurie Witherspoon, Treasurer  
The Corporation of the Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

Dear Mrs. Witherspoon:

Re: Management Letter

The Corporation of the Town of Fort Frances

During the course of our audit of the financial statements of The Corporation of the Town of Fort Frances for the year ended December 31, 2011, we identified matters which may be of interest to management. The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

The responsibility for producing financial statements and ensuring adequate internal controls and sound business practices is the responsibility of the Council through management and is a part of management's overall responsibility for the ongoing activities of the Municipality. Policies and procedures developed by the Municipality to safeguard its assets and to provide reasonable assurance that errors and irregularities or illegal acts are promptly identified, must be properly monitored to ensure that all staff are complying with the guidelines provided. Where we determined, from our testing, that there exists a need for improvement in existing systems of internal control or if we detected that the Municipality's staff are not complying with the critical accounting policies and procedures provided by management, we increased our year-end testing of account balances to ensure that audit risk was kept to an appropriate low level.

The comments and concerns expressed herein did not have a material effect on the Municipality's financial statements and, as such, our opinion thereon was without reservation. However, in order for the Municipality to ensure the safeguarding of its assets and the accuracy of its records, we believe our comments and concerns should be taken into consideration by management. Our comments are not intended to reflect upon the honesty or competence of the Municipality's employees.

The matters we have identified are discussed in the attached appendices.

This communication is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,  
BDO Canada LLP  
Chartered Accountants, Licensed Public Accountants

A handwritten signature in black ink, appearing to read 'J. Evans', is written over a horizontal line.

Jon Evans, CA  
Partner

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### The Corporation of the Town of Fort Frances

#### Appendix 1

#### Summary of Matters Identified

December 31, 2011

##### Landfill Closure and Post-Closure Estimates

Discussions regarding the Town's landfill closure and post-closure estimates have taken place with the Manager of Operations and Facilities over the past four years. From these discussions, it has been determined that the actual usage rates of the Town's landfill site and costs to close the site may differ significantly from the rates originally estimated and used by the Town to calculate the sites expected closure date and liability for closure and post-closure costs. The Manager of Operations and Facilities feels that actual usage of the landfill site has been approximately 70% of the original estimates.

We have recommended that Council revisit the original study and have an updated landfill closure and post-closure liability calculation completed. We are also recommending that the updated study be performed by an independent third party in order to ensure that any conflicts related to independence are avoided. Following the recalculation, the liability recognized in the Town's general ledger should be adjusted to reflect the new estimate of the remaining useful life of the landfill site as well as any changes in closure and post-closure costs. These changes should also be considered by Council in budgeting the planned financing of the future landfill closure and post-closure costs. Due to potentially increasing differences between current estimates and actual usage of the landfill site, a new study is required in order to ensure the current liability recognized by the Town is not materially misstated. Without an updated study, there may be a scope limitation with respect to the value of the landfill closure that could result in a qualification of the Town's audit report in future years.

##### Liability for Contaminated Sites

###### Observation:

Beginning in 2015, local governments will be required to account for all liabilities associated with contaminated sites. This new Public Sector Accounting Board Section 3260 establishes recognition, measurement and disclosure standards for liabilities relating to contaminated sites of local governments. The standard states that the liability should be recognized when contamination exceeds an accepted environmental standard and the entity is directly responsible, or accepts responsibility, for the damage. This liability should be measured at the entity's best estimate of the costs directly attributable to remediation of the contamination.

###### Recommendation:

Like the Tangible Capital Asset project that preceded it, dealing with this new accounting standard could be time consuming and require a need to use both internal and external specialists. One of the complexities of this standard is that it requires assessment of all properties even if you do not know or suspect that there may be contamination. For a property that is non-contaminated, you will be required to document how you know that there are no issues with that property. We recommend that you start early on this project and definitely do not leave it until 2015. Early planning will help you identify the processes and resources that will be necessary to meet the requirements.

**Unfunded Post-Employment Benefits**

Following the renewal of the collective agreement between the Town and the Fort Frances Professional Fire Fighters Association, the Town became responsible for certain post-retirement benefits for eligible full-time fire department staff. The Town's management and finance department were very proactive in ensuring that an actuarial valuation was performed to determine the present value of the Town's liability for these benefits. The actuary determined that as at December 31, 2011, the Town's liability is \$219,040. As at December 31, 2011, this liability was completely unfunded.

It is our recommendation that the Town begin to budget for the financing of this liability. There are several members of the Fort Frances Fire Department who are nearing the average age of retirement and will be eligible to receive the post-employment health and dental benefits provided in their collective agreement.

**Approval of Community Chest Annual Transaction Summary**

As an additional control over the transactions of the Community Chest, we recommend that the annual transaction summary be reviewed and formally approved by one of the executives of the Trust. This would ensure that all transactions included in the annual summary were authorized and valid.



## Agenda Item # 9.1



June 6<sup>th</sup>, 2012

The Honourable James J. Bradley  
Minister of the Environment  
77 Wellesley Street West  
11<sup>th</sup> Floor, Ferguson Block  
Toronto, ON M7A 2T5

Dear Sir:

RE: SOURCE WATER PROTECTION PROGRAM

At a meeting held on June 4, 2012, the Council of the Town of Minto approved the following Resolution # 140-12:

WHEREAS the Province of Ontario initiated the Source Water Protection Program in 2007 with a view to developing policies to protect sources of drinking water and since then economic and regulatory conditions have changed considerably;

AND WHEREAS municipalities have implemented extensive changes to water treatment processes from top to bottom through the Drinking Water Quality Management System to ensure a consistent and safe water supply for all users;

AND WHEREAS in the course of four years detailed technical assessments have been completed for 40 Source Protection Areas governed by 19 Committees with local representation and that public information and outreach has been considerable yet public understanding of the impact of the regulatory approach is minimal;

AND WHEREAS Source Protection Plans have been prepared in draft form and provided for agency review often with a confusing array of policies, options and references to existing legislation in some cases where processes and approvals are already in place, and that approach will lead to less than effective implementation and duplication;

AND WHEREAS in some cases small rural municipalities may have more than one Source Protection Plan to implement which adds to the complexity of implementation and most smaller municipalities do not currently have resources or expertise on staff to effectively review the policies or to act as

5941 Highway #89  
Harriston, Ontario  
N0G 1Z0

tel: 519-338-2511  
fax: 519-338-2005

[www.town.minto.on.ca](http://www.town.minto.on.ca)

## Agenda Item # 9.1

Risk Management Officials, and the cost of such will be added to the cost of water users;

NOW THEREFORE the Council of the Town of Minto respectfully requests the Minister of Environment consider the following actions:

1. Receive the Source Protection Plans from the 40 Source Protection Areas and forward them to the Minister of Municipal Affairs for inclusion in the Five Year Review of the Provincial Policy Statement.
2. Once the updated Provincial Policy is approved, require all municipalities' to amend official plan and zoning by-laws within three years so as to be consistent with Provincial Policy and to protect the most vulnerable areas identified in the applicable Source Water Protection Plan from future land uses that pose a threat to the drinking water.
3. Require municipalities to develop by 2015 educational materials based on templates to be supplied by the Province for landowners, farmers, businesses, developers and others to consider when using lands within vulnerable areas identified in the Source Protection Plan.
4. That the Province works with municipalities over the next three years to develop a cost effective strategy to implement streamlined risk management plans to protect vulnerable areas around municipal water systems keeping in mind resources and expertise available and the anticipated cost to water users and further;

THAT the resolution be sent to the Premier of Ontario, Minister of Environment, Minister of Municipal Affairs and Housing, MPP Randy Pettapiece and municipalities across Ontario.

Thank you for your attention to this matter.

Yours truly,



Bill White  
CAO/Clerk

BW/am

- cc The Honourable Dalton McGuinty, Premier of Ontario  
The Honourable Kathleen Wynne, Minister of Municipal Affairs & Housing  
Randy Pettapiece, M.P.P., Perth Wellington  
Saugeen, Grey Sauble, Northern Bruce Peninsula Drinking Water  
Source Protection  
Ausable Bayfield Maitland Valley Drinking Water Source Protection  
All Municipalities across the Province of Ontario  
Mayor and Council of the Town of Minto



## Agenda Item # 9.2



<communicate@amo.on.ca>  
21/06/2012 06:02 AM

To <ravis@fort-frances.com>  
cc  
bcc  
Subject AMO BREAKING NEWS - Policing Issues - Update to Members

### TO THE IMMEDIATE ATTENTION OF THE CLERK AND COUNCIL

June 20, 2012

#### **Policing Issues - Update to Members**

The Ministry of Community Safety and Correctional Services has established a new stakeholder advisory committee, the Future of Policing Advisory Committee. The Committee has had its initial meeting and has established several working groups to assist in its efforts to look at sustainability as part of effective, efficient and sustainable police service delivery in Ontario, whether contracted policing or municipal own forces. AMO is represented on this Committee by President Gary McNamara.

The Future of Policing Advisory Committee will recommend to the Ministry changes to legislation/regulations and/or policy matters and strategic direction. The Advisory Committee consists of a majority of employer representatives and service providers and includes employee representatives. The *Police Services Act* was reviewed in depth and the associated regulations that set out policing standards have not been reviewed since the late 1990s.

The Committee has established four working groups that will investigate changes that may achieve a sustainable model for future policing:

- Crime Prevention;
- Law Enforcement and Assistance to Victims of Crime;
- Emergency Response and Public Order Maintenance; and
- Administration and Infrastructure.

AMO has appointed senior municipal staff members that are representatives of contract policing and municipal forces to these working groups. Each working group will report to the Advisory Committee and will review police services through the lens of efficiency, transformation, innovation/technology and integration, since policing affects different ministries and other public safety providers.

In addition, AMO's OPP Costing Project Team is also completing its work to clarify elements of the contract template to improve the transparency and the understanding of these contracts.

All municipalities value the contribution of all emergency workers to the safety and health of our communities. However, across Ontario, emergency costs are rising much faster than in other service areas. Policing costs have risen from \$2 billion in 2001 to over \$3.5 billion in 2010. Municipalities spend nearly \$400 million annually on services provided by the Ontario Provincial Police and \$2.6 billion annually for the twelve largest municipal police forces in Ontario.

...

## **Agenda Item # 9.2**

AMO will keep members updated on these matters as work progresses and concludes.

AMO contact: Matthew Wilson, Senior Policy Advisor - [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca) 416-971-9856 Ext.323.

**PLEASE NOTE** AMO Breaking News will be broadcast to the member municipality's council, administrator and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

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

## Agenda Item # 9.3



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Association of  
Municipalities of Ontario

# Watch File



June 14, 2012

### In This Issue

- AMO's Post Budget Submission re *Bill 55*.
- *Great Lakes Protection Act* introduced in Legislature.
- A Private Member's Public Bill introduced that impacts municipalities.
- AMO Conference 2012: Adams, Shapiro, Murphy and more.
- Build on your leadership skills with Heads of Council Training.
- Collaborate. Discover. Innovate. The Fall Counties, Regional & Single Tier Symposium.
- Spark Change! Connections Energy Symposium - December 6th.
- OMKN sponsors AMCTO Conference workshop on Citizen Engagement Best Practices.
- Resolution from the Township of Woolwich.
- Career opportunities with the Ontario Public Service and the City of London.

### Provincial Matters

AMO's Post Budget Submission re Bill 55 to the Standing Committee on Finance and Economic Affairs and remarks by Gary McNamara, AMO President and Mayor, Town of Tecumseh.

The Honourable Jim Bradley, Minister of the Environment, has introduced *Bill 100, The Great Lakes Protection Act* in the Ontario Legislature. A draft Great Lakes Strategy has also been released for consultation. AMO is examining the Act and Strategy for municipal impacts.

A Private Member's Public Bill was introduced and received First Reading: Bill 113, (M/Taras Natyshak) Labour Relations Amendment Act (Binding Arbitration), 2012 (provides that where certain collective agreements have expired and a strike or lock-out has been in effect for more than 180 days, parties to the agreement may ask the Ontario Labour Relations Board to direct a settlement by binding arbitration).

### Eye on AMO/LAS Events

Michael Adams, Dr. Dan Shapiro, Rex Murphy and more...Learn from these and other speakers at the AMO Conference, August 19-22, Ottawa.

Register today for an interactive AMO Heads of Council training session designed to hone your existing leadership skills and help you develop new ones, in Ottawa - August 18, 2012.

The 2012 Fall Counties, Regional & Single Tier Symposium presents concepts that build and strengthen the fabric of Ontario communities. Mark your calendars for October 25 & 26. Further details will be available shortly.

Energy policy and programming in Ontario is never boring! LAS presents the 2012 Connections Energy

## Agenda Item # 9.3

Symposium - December 6th. Mark the date in your calendars and prepare to SPARK CHANGE.

### Ontario Municipal Knowledge Network (OMKN)

OMKN sponsors AMCTO Conference workshop on Citizen Engagement Best Practices and reminds followers of the first ever 2012 Canadian Water Summit, Calgary, June 28. Visit OMKN or follow on Twitter.

### Municipal Wire\*

The Woolwich Township resolution requests the Province of Ontario to immediately establish a trust fund to be used if the 2028 deadline is not met for the cleanup of the Elmira Municipal aquifer.

### Career/Employment Opportunities

Senior Advisor, Municipal Finance Policy Research Unit - Ontario Public Service. Location: 777 Bay Street, Toronto. Please apply online, by June 25, 2012, by visiting Ontario Careers and entering Job ID 43407 in the Job ID search field.

Parking Coordinator - City of London. Please visit the City of London website to apply online and click on Online Job Postings. Closing date for applications: Wednesday, June 27, 2012.

### About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow @AMOPolicy on Twitter!

### AMO Contacts

AMO Watch File Team

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services Limited

MEPCO Municipal Employer Pension Centre of Ontario

OMKN Ontario Municipal Knowledge Network

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

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## Agenda Item # 9.3



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# Watch File



June 21, 2012

### In This Issue

- Ontario Budget passes, minus needed arbitration reforms.
- Supreme Court decision on Payments in Lieu of Taxes (PILT) Halifax Citadel case.
- Concurrent programming brings added learning to AMO Conference.
- Build on your leadership skills with Heads of Council Training.
- Dr. Sinha addresses the aging population at the Fall Symposium.
- Spark Change! Connections Energy Symposium - December 6th.
- Save on your personal home/auto insurance with LAS.
- Court dismisses Kawartha Lakes' appeal regarding cleanup of fuel spill.
- Get recognized as a Bicycle Friendly Community by Share the Road.
- Career opportunities with the Town of Ajax, Town of Neepawa, MB and Durham Region.

### Provincial Matters

Ontario's minority Government has passed its 2012 Budget Bill despite weeks of tense brinkmanship and the spectre of a summer election. Finance Minister Dwight Duncan says the budget was passed "relatively intact". However, entire sections dealing with interest arbitration were lost. Arbitration reform is a top priority for Ontario municipalities. Changes are needed to ensure that settlements are both fair and affordable.

The Ontario Treasurer noted that the lost arbitration sections will be reintroduced when the legislature resumes in the fall. In the meantime, AMO will continue our efforts to ensure that all members of the legislature appreciate the urgent need to ensure that the arbitration process achieves reasonable, accountable and transparent decisions that municipal governments and the property taxpayers can afford, now and for the long term.

### Federal Matters

On June 15th, the Supreme Court of Canada ruled that the Federal Government must pay its PILTs on federal historical sites to municipalities in a fair and equitable manner.

### Eye on AMO/LAS Events

HR, source water, infrastructure, accessibility and more are on the program at the AMO Conference, August 19-22, Ottawa.

Register today for an interactive AMO Heads of Council training session designed to hone your existing leadership skills and help you develop new ones, in Ottawa - August 18, 2012.

The 2012 Fall Counties, Regional & Single Tier Symposium presents Dr. Sinha as he looks at Why New Thinking is Needed for Older Adults. Mark your calendars for October 25 & 26.

## Agenda Item # 9.3

Energy policy and programming in Ontario is never boring! LAS presents the 2012 Connections Energy Symposium - December 6th. Mark the date in your calendars and prepare to SPARK CHANGE.

### LAS

Leverage the buying power of all Ontario municipal staff and elected officials to achieve sizeable group insurance discounts. Contact the Cowan Insurance Group for a no-obligation quote.

### Municipal Wire\*

The Ontario Divisional Court dismissed the City of Kawartha Lakes' appeal of an Order from the Ministry of the Environment to clean up domestic fuel that was spilled on City property.

Apply by July 24 and join fifteen Ontario municipalities recognized as Bicycle Friendly Communities. Awards will be presented at a press conference by Share the Road during AMO's annual conference in Ottawa.

### Career/Employment Opportunities

Director, Recreation & Culture - Town of Ajax. Please apply by July 6th to: HR Services, Town of Ajax, 65 Harwood Avenue South, Ajax, ON L1S 2H9; fax: (905) 686-8352; email: [resumes@ajax.ca](mailto:resumes@ajax.ca).

Chief Administrative Officer - Town of Neepawa, MB. For more information go to the Town of Neepawa website. If you are looking for a rewarding career opportunity with room for personal growth and development, please submit your resume and cover letter to [neepawajob@yahoo.ca](mailto:neepawajob@yahoo.ca).

Manager, Investment Attraction - Region of Durham. To learn more about this opportunity, please visit Durham Region and apply directly to Job ID 4053 on or before July 1, 2012.

### About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

### AMO Contacts

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[MEPCO Municipal Employer Pension Centre of Ontario](#)

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## Agenda Item # 9.4

Applicant: Rodney & Beth Ann Enns

Date of Decision: 18 June 2012

File No.: A5/2012

Date of Notice: 21 June 2012

Property Address: 1013 River Road West

Last Date for Appeal: 8 July 2012

---

### NOTICE OF DECISION

for Minor Variance or Special Permission

Section 45 of the Planning Act

---

TAKE NOTICE THAT at the meeting held June 18 2012, the Committee of Adjustment approved a minor variance to reduce the interior side yard

- (a) on the southeast corner of the existing residential dwelling to 1.5 metres to correct a contravention from 1995 when two storey addition was constructed, and
- (b) to 1 metre for a proposed addition of attached garage as shown in the application.

A certified copy of the Decision is attached and provides the reasons for the decision made. If approval was conditional, it is your responsibility to fulfil those conditions within the time period specified, if any and to provide written confirmation to the office of the Municipal Planner. Failure to do so will render approval null and void.

FURTHER TAKE NOTICE THAT decisions made and/or conditions imposed by the Committee may be appealed to the Ontario Municipal Board. The Planning Act, at Section 45(12) to 45(14) provides that a decision of the Committee becomes final and binding unless an appeal is filed within twenty (20) days of the making of the decision. Additional information can be obtained by contacting the Office of the Municipal Planner or accessing the government website at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

The last day for appealing this decision is noted above. To appeal the decision and/or conditions to the Ontario Municipal Board, send a letter outlining the reasons for the appeal together with the appeal fee of \$125.00 for each application appealed, payable by cheque payable to the Ontario Minister of Finance to:

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

If this application was submitted in contemplation of construction and you wish to obtain a building permit prior to the expiration of the appeal period, please contact the writer for additional information.

You will be advised by letter if an appeal has been filed.

N. Faye Flatt, AMCT, ACST, CPT  
Municipal Planner/Committee Secretary-Treasurer  
Telephone: (807) 274-5323 (ex. 275)

# Agenda Item # 9.4

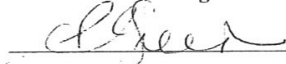
**TOWN OF FORT FRANCES**  
320 Portage Avenue, Fort Frances, On P9A 3P9  
**COMMITTEE OF ADJUSTMENT DECISION**

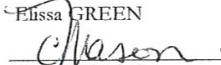
File No.  
**A 5/2012**

Date of Hearing 18 June 2012	Date of Decision 18 June 2012	
Name of Applicant Rod Enns	Address of Property 1013 River Road West	Property Roll No. 1-5-002
<p><b>IN THE MATTER OF</b> Section 45 of The Planning Act for Minor Variance from the Zoning By-Law #8/98, and an application for <input checked="" type="checkbox"/> minor variance to or <input type="checkbox"/> permission to allow</p> <p>Grant relief from section 4.2.2.(iii)(b) of Zoning By-Law 8/98 as amended, to reduce the interior side yard on the east side</p> <ul style="list-style-type: none"> <li>- (a) for an existing residential dwelling to 1.5 metres to correct a contravention from 1995 when two storey addition was constructed (SE corner), and</li> <li>- (b) for a proposed addition of attached garage will be reduced to 1 metre.</li> </ul>		

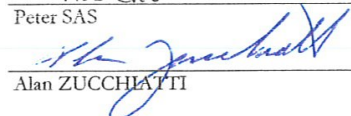
<p><b>DECISION:</b></p> <p>The request is hereby:    <input type="checkbox"/> Denied or <input checked="" type="checkbox"/> Granted</p>
<p><b>Subject to the following Conditions:</b></p> <p style="margin-left: 40px;">that a building permit be obtained within one year from the date hereof.</p> <p style="text-align: right;">attached <input type="checkbox"/></p>
<p><b>Reasons for Committee's Decision:</b></p> <p style="margin-left: 40px;">1. no objections were received</p> <p style="margin-left: 40px;">2. the proposed construction would enhance the useability of the property</p> <p style="margin-left: 40px;">3.</p>

**Members concurring in Decision:**

  
Elissa GREEN

  
Cindy MASON

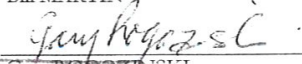
Absent  
Peter SAS

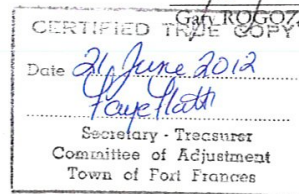
  
Alan ZUCCHIATTI

Doug KITOWSKI

"absent on leave"

Bill MARTIN

  
Gary ROGOWSKI



## Agenda Item # 10.1

Downtown BIA – Board of Management Meeting

Thursday-13 April, 2012 @ 8 a.m.

MAKABI INN COFFEE SHOP

Draft Minutes - motion required to approve

Page 1 of 2

Connie Cuthbertson - Chair Northwoods Gallery & Gifts	P	Chamber of Commerce Representative	A
Ted Debenetti – Co-Chair A Buck or Two	P	RRFDC – Geoff Gillon	A
George Emes Edward Jones	P	John Albanese – Town Councilor Town of Fort Frances	A
Richard Boileau McTaggart	P	Shelley Wepruk Secretary	P
Marie Therese Metke Pharmsave	A		
Pat Gartshore Gartch's International Pub	A		
Doug Anderson Betty's	P		
Mike Tullio Nirvana Spa	A		

### 1. Call to Order , Call for Conflict of Interest, Call for Agenda Additions

Connie Cuthbertson chaired the meeting and called the meeting to order at 8:00 a.m. The Agenda and minutes were circulated to the members for review. Members were asked for any agenda additions or conflicts of interest, none were noted.

### 2. Approval of Minutes

B.I.A Board of Management Meeting –15 February , 2012

Minutes were tabled until next meeting.

### 3. Accounts Payable & Financial Report

No payables presented.

#### **1. Finance and Administration Committee:**

Motion was made to pay Canadian Tire for the tents for Market Thursdays in the amount of \$542.35 and to pay Marc Caron Limited for the installation of the banners in the amount of \$1,823.14.

Board of Management Minutes – 13 April,  
2012 Page 1 of 3

## **Agenda Item # 10.1**

Downtown BIA – Board of Management Meeting

Thursday 13 April, 2012 @ 8 a.m.

MAKABI INN COFFEE SHOP

Page 1 of 2

Draft Minutes - motion required to approve

### **3. Maintenance Committee:**

Banners are all up and local input has been mixed. Some think they are excellent, other think they don't stand out. With the addition of the red flags on the poles just below the banners, it will definitely make the banners more visible.

### **4. New Business:**

A committee will be formed to present the Market Square concept to the Town Council. The BIA needs to make a financial commitment to the town as it is a major stakeholder. A letter of commitment will be sent out to the town with our pledge of \$40,000.00 initially with an additional \$110,000.00 of the next ten years. This commitment will include ongoing promotions and artistic upgrades as part of the pledge for a total of \$30,000.00 over the next ten years also.

It was decided to talk to the Chamber of Commerce about relocating their office to the Market Square when the site is ready. It was thought that perhaps the Tourist Bureau would be interested also.

### **5. Closing and Setting of Next Board Meeting**

The next meeting date will be 23 May, 2012 at the board office.

Meeting closed @ 8:45 Ted Debenetti

Board of Management Minutes – 13 April,  
2012 Page 2 of 3



## Agenda Item # 10.2

### COMMITTEE OF ADJUSTMENT Minutes of Meeting – May 7, 2012

A meeting of the Committee of Adjustment for the Town of Fort Frances was held in the Civic Centre Committee Room on the 7<sup>th</sup> day of May 2012 at 7:00 p.m.

**Present:** Peter Sas (Chair), Cindy Mason, Alan Zucchiatti, Doug Kitowski, Elissa Green, Faye Flatt, Municipal Planner/Secretary-Treasurer, Matt Dronyk, Jon Evans

**Absent:** Gary Rogozinski, Bill Martin,

1. Call to Order – Chair Sas called the meeting to order at 4:30 and confirmed quorum.
2. Added Non-Agenda Items

7(c) – Information regarding OMB hearing given to Cindy Mason from Eric Rude.

3. Declarations, Municipal Conflict of Interest Act – None
4. Minutes of Previous Meetings

Zuchiatti/Mason – That the minutes of the meetings of the Committee of Adjustment for 21 February 2012 and 2 April 2012 be approved as circulated.

CARRIED

5. Business arising from the minutes/Old Business – None
6. New Business

a) Applications

- i) File A3/2012 – 719 Second Street West – Application for reduction in the side yard setback from 1 m. to 0.83 m. (s. 3.2.7(i)) for existing accessory building.

**Decision of Committee** – The application was **approved**.

**Conditions** – None

**Reasons for Decision** – The variance will recognize and legalize a construction error for an accessory building recently constructed. No adverse affects are anticipated for either the subject or adjacent properties. There were no objections to the application.

- ii) Minor Variance File A4/2012 – 1210 Olde Shambles Road – Application to permit an accessory building to be constructed and remain on the property prior to the principle building for a maximum temporary period of 3½ years. (s.3.2.1)

**Decision of Committee** – The application was **approved**.

**Conditions** – None

**Reasons for Decision** – No objections were received. The variance will facilitate the revitalization of a property that has been dormant for a number of years.

b) Other Business –

Mason/Zuchiatti – That the committee move to an *in camera* session to discuss issue relative to the potential acquisition or disposition of municipally owned property.

CARRIED

- i) Town property (potential sale) – An expression of interest was received by Council for the purchase of a piece of municipal property and referred to the committee for recommendation. The Secretary/Treasurer will forward concerns and comments on to the Planning and Development Executive for consideration.

7. Correspondence –

- a) OACA – excerpt from April Newsletter re tie votes
- b) OACA – excerpt from April Newsletter re OMB decision of interest PL110835

## Agenda Item # 10.2

### COMMITTEE OF ADJUSTMENT

Minutes – May 7, 2012

Page 2

- c) OMB Hearing re Nelson Street Park – Invitation from Eric Rude for committee members to attend

8. Non-Agenda Items – None

9. Adjournment

Mason/Kitowski – There being no further business, this regular meeting of the Committee of Adjustment be now closed at 8:15 pm.

CARRIED

  
Chair/Vice-Chair

  
Secretary-Treasurer





## **THE NORTHWEST CATHOLIC DISTRICT SCHOOL BOARD**

### **REGULAR MEETING OF THE BOARD**



The Minutes of the Regular Meeting of the Northwest Catholic District School Board held on May 15, 2012 in the Dryden Board Office, Dryden, Ontario, and St. Patrick's School, Atikokan, Ontario.

**Call to Order**

The meeting was called to order at 3:35 p.m. with Board Chair A.-M. Fitzgerald in the Chair.

**Opening Prayer**

A.-M. Fitzgerald led the Board in prayer. Prayers were offered for the special intentions of Trustees and staff.

**Roll Call**

A.-M. Fitzgerald	H. Huntley
C. Bowen	J. Kulchyski
K. Bryck	T. Larson
M. Chojko-Bolec	R. van Oort

**Absent with regrets**

D. Mainville

**Officials**

M.C. Kelly, Director of Education  
A. Cesiunas, Superintendent of Education  
C. Howarth, Superintendent of Business  
D. Gardiman, Human Resources Administrator  
C. Wilson, Executive Assistant

**Visitors**

**Declarations of Conflict  
Of Interest**

Pursuant to the Municipal Conflict of Interest Act, 1990, none of the Trustees declared a conflict of interest.

**Consideration and  
Approval of Agenda**

Moved by: R. van Oort  
Seconded by: T. Larson

**Motion 12-056**

THAT the agenda of the Regular Meeting of the Northwest Catholic District School Board dated May 15, 2012, be approved as presented.

CARRIED.

**Confirmation of Minutes  
of the Regular Meeting**

Correction under Policy Governance, Special Education Advisory Committee, correction to the spelling of the word quorum.

Moved by: M. Chojko-Bolec  
Seconded by: K. Bryck

## Agenda Item # 10.3

Regular Board Meeting, May 15, 2012

Page 2 of 6

Motion 12-057

THAT the Minutes of the Regular Meeting of the Northwest Catholic District School Board dated April 17, 2012, be approved as amended.

CARRIED.

### **Recognition of Excellence**

St. Patrick's School  
School

The Board recognized JK teacher, Mrs. Shannon Richard, SK Teacher, Mrs. Arlene Knowles, and Early Childhood Educator, Mrs. Shawndra Morden, for their exemplary commitment and dedication as the Full-day Kindergarten team at St. Patrick's School. They have demonstrated through their collaboration and unit planning a commitment to meeting the needs of their students while adhering to the curriculum's emphasis on intentional play-based learning. Guy Durand, Principal stated that the school is in its second year of implementation of the full-day Kindergarten Program. He noted that the play based learning in the classroom is very impressive. Board Chair, Anne-Marie Fitzgerald thanked the teachers for their dedication and for sharing their talents with the school community. The teachers were presented with a token of the Board's appreciation.

### **Delegations/Presentation**

Budget Presentation

Chris Howarth, Superintendent of Business presented the proposed 2012-2013 Budget. After prudent consideration of cuts across all areas of the budget except salaries, which are frozen at the same amount as last year, administration has submitted a budget for consideration by the Ministry of Education with a deficit of \$738,000. Superintendent of Business, Chris Howarth feels confident that, because the board is moving towards a balanced budget, it should pass Ministry approval. He fielded Trustees' questions.

### **Business Arising Out of Minutes**

#### **Policy Governance**

Special Education  
Advisory Committee

No Report

First Nations, Métis and  
Inuit Advisory Committee

No Report

Thunder Bay Diocesan  
Trustees' Association  
Executive

The Thunder Bay Diocesan Trustees' Association AGM and Convention is scheduled for September 28 and 29, 2012 at the Da Vinci Centre in Thunder Bay. A meeting of the association will be held later this month and information Pamphlets will be distributed shortly thereafter.

Northwest Ontario Student Services Consortium Transportation Committee	No Report  Trustee H. Huntley updated Trustees on the transportation committee of the Northwest Catholic and Rainy River District School Boards. There is a meeting scheduled for May 22, 2012 at 4:00 p.m. to review public feedback.
Audit Committee	Trustee T. Larson noted that the next meeting of the Audit Committee is scheduled for June 25, 2012.

### **Reports – Items for Decisions: Action Required**

Sacred Heart School Tender	Superintendent of Business, Chris Howarth highlighted the tenders received for the Sacred Heart School renovation project and the 3 options that are being considered for the renovation. As the Board has not received Ministry of Education approval to date, Trustees will be required to vote on a decision once approval is received. Howarth fielded Trustees' questions.
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### **Reports – Items for Monitoring: Action Required**

Director's Report	<p>OCSTA: AGM &amp; Conference April 26-28, 2012:</p> <p>Director Mary-Catherine Kelly highlighted the OCSTA AGM and Conference. She and Trustees Anne-Marie Fitzgerald, Mark Chojko-Bolec, Harold Huntley and Robert van Oort attended the Conference held April 26 to 28, 2012 in Kingston. Participants felt this was an excellent conference with exemplary workshops including workshops on Performance Appraisal processes and Education Finance.</p> <p>OCSOA AGM &amp; Conference – God Trends &amp; Youth Trends: Trustees received the OCSOA AGM &amp; Conference – God Trends &amp; Youth Trends Report as presented.</p> <p>Community Stakeholder Input Survey: Director Mary-Catherine Kelly presented a brief summary on the Community Stakeholder Input Survey results. Information gleaned from this survey will be used when determining the strategic direction for the 2012-2013 school year.</p>
Health & Safety Report	Trustees received the Health & Safety Report as presented.
Suspension/Expulsion Data 2009-2010	Superintendent of Education, Al Cesiunas highlighted the Suspension/Expulsion Data 2009-2010. He noted that the Ministry of Education has changed the way that suspensions and expulsions are captured and calculated on ONSIS. The 2008-2009 rates included

## Agenda Item # 10.3

Regular Board Meeting, May 15, 2012

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suspensions and expulsions from previous years, which overstated the number of suspended and expelled students. Effective 2009-2010, the Ministry now only counts suspensions and expulsions that begin in a particular school year. This does not significantly affect suspension data.

Literacy Leaders  
Collaborative Inquiry, St.  
Joseph's School

Superintendent of Education, Al Cesiunas noted that capacity building to connect literacy leaders across the province is focused on on-going collaborative inquiry. The collaborative inquiry is based on the belief that all students, from our youngest learners, are capable of higher level thinking, and classroom instruction should include on-going opportunities for teachers to develop students' ability to think independently and critically.

Early Primary  
Collaborative Inquiry  
2011-2012, St. Michael's  
School

Trustees received the Early Primary Collaborative Inquiry 2011-2012, St. Michael's School as presented. Superintendent of Education, Al Cesiunas noted this is an excellent project that is on-going at St. Michael's School.

Break

The Board took a break at 5:00 p.m.

Reconvene

The Board reconvened at 5:45 p.m.

Administrative  
Procedures C-02, Staff  
Travel & Professional  
Development - Revised

Director Mary-Catherine Kelly introduced Administrative Procedure C-02, Staff Travel & Professional Development, which has been revised to adhere to the Broader Public Sector Directive and is being presented for Trustee discussion. Superintendent of Business noted that the Administrative Procedure A-06, Trustee Travel & Professional Development will be revised and brought to the June Board meeting. Trustees agreed that it should be revised to include the same language as the staff procedure.

Moved by: T. Larson  
Seconded by: M. Chojko-Bolec

Motion 12-058

THAT the Reports "Items for Monitoring" presented at the Regular Meeting of the Northwest Catholic District School Board dated May 15, 2012, be confirmed as presented.

CARRIED

### **School Council Meeting Minutes/Reports: Action Required**

- Our Lady of the Way School – January 24, 2012
- Sacred Heart School – April 4, 2012

Moved by: M. Chojko-Bolec  
Seconded by: T. Larson

Motion 12-059

THAT the School Council Meeting Minutes presented at the Regular

## Agenda Item # 10.3

Regular Board Meeting, May 15, 2012

Page 5 of 6

Meeting of the Northwest Catholic District School Board dated May 15, 2012, be confirmed as presented.

CARRIED

### **Chairperson Report**

No Report

### **Correspondence – Action**

### **Other Motions**

### **New Business And Notices Of Motion**

### **Future Meetings**

- CCSTA AGM – June 7 - 9, 2012, Sudbury, Ontario

### **Reports - Information Only**

### **Correspondence – Information Only**

The Board received the following correspondence for information.

- Niagara Catholic DSB Correspondence to The Honourable Laurel Broten
- Press Release: Catholic Education Week
- Ministry of Education 2012-2013 School Year Calendar Approval
- Celebrating Diversity: Agenda May 2, 2012

### **Observer Comments**

None

### **Board's Self Evaluation**

Summary of Board Self Evaluation for April 17, 2012.

In-Camera Session

Moved by: T. Larson  
Seconded by: H. Huntley

Motion 12-060

THAT the Regular Meeting of the Northwest Catholic District School Board adjourn into an In-Camera Session with the public excluded at 6:55 p.m.

CARRIED.

## Agenda Item # 10.3

Regular Board Meeting, May 15, 2012

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### **Business Arising From In-Camera Session**

Personnel Report

Moved by: T. Larson  
Seconded by: C. Bowen

Motion 12-061

THAT the Board confirm the Personnel Report for the period April 18, 2012 to May 15, 2012 as presented at its In-Camera Session held on May 15, 2012.

CARRIED.

Moved by: K. Bryck  
Seconded by: C. Bowen

Motion 12-062

THAT the Northwest Catholic District School Board rescind Motion 012-024 to confirm the appointment of Brendan Hyatt to Assistant to the Superintendent of Education effective August 27, 2012 and confirm the appointment of Brendan Hyatt to Principal, St. Michael's School/Student Success Lead effective August 27, 2012.

CARRIED.

Moved by: H. Huntley  
Seconded by: T. Larson

Motion 12-063

THAT the Northwest Catholic District School Board confirm the appointment of Kim Anderson to the position of Principal for St. Francis School effective August 27, 2012.

CARRIED.

Moved by: M. Chojko-Bolec  
Seconded by: J. Kulchyski

Motion 12-064

THAT the Northwest Catholic District School Board confirm the appointment of Patricia Vinczeffy to the position of Vice Principal for Sacred Heart School effective August 27, 2012.

CARRIED.

The Board's Self Evaluation form was completed by Trustees and collected.

Adjournment

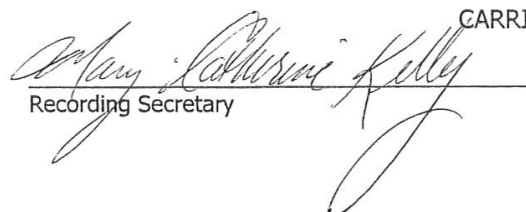
Moved by: H. Huntley  
Seconded by: M. Chojko-Bolec

Motion 12-065

THAT the Northwest Catholic District School Board adjourn at 8:05 p.m.

CARRIED.

  
Board Chair

  
Recording Secretary



## Agenda Item # 10.4

### PLANNING & DEVELOPMENT EXECUTIVE COMMITTEE MINUTES OF MEETING



**Place:** Civic Centre Committee Room

**Date:** 2012 May 22nd

**Time:** 0830 hours

**Meeting Session No. 21**

**Present:**

**PDEC;** J. Albanese, R. Wiedenhoeft, S. Tibbs, R. Hallam

**Delegations;**

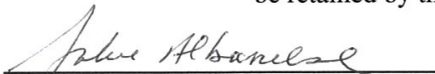
**Others;** R. Avis, M. McCaig

**Disclosure of pecuniary interest;**

- No disclosure of pecuniary interest expressed.

**Items discussed & disposition thereof;**

- Moved & Seconded (Tibbs/Wiedenhoeft) that the minutes of the meeting held 2012 May 7th be accepted as circulated.
- Rainy River Standard Condominium No.1 re; request to plant trees on Town RoW, Crowe Avenue
  - Recommendation to deny request forwarded to Council.
- Bear Wise Responder Agreement
  - Recommendation to advise the MNR that the Town of Fort Frances will enter into a responder agreement for the control of nuisance bears without the benefit of a compensation element with a provision that the compensation paid to the MNR under the Beach Management Agreement be retained by the Town so as to offset the cost of bear management.



**Chairperson**



**Committee Administrator**

## Agenda Item # 10.5

May 2012

The April meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, May 23, 2012 at 3:00 p.m. In attendance were: Chair J. Cunningham, M. Cumming, A. Georgeson, R. Schulz, S. Tibbs, R. Wiedenhoeft, A. Zucchiatti, Manager of Community Services, J. Kabel, and Secretary-Treasurer M. Sedgwick.

1. New Board member, Marnie Cumming, was welcomed to the Board.
2. Conflict of Interest There were no declarations of conflict of interest at this time.
3. Non-agenda The following items were added to the agenda:
  6. f. Retirement Date
  - g. CEO Selection Committee Update
  - h. Letter from OLBA received by R. Schulz
  - i. Smart Meter
  - j. Memorandum of Understanding
4. Minutes MOTION #25: A. Zucchiatti moved to accept the minutes of the meeting of April 25, 2012 as amended. Seconded by A. Georgeson. Carried.  
  
 M. Sedgwick has contact architect John Knox re: the lighting issue. Mr. Knox has referred the matter to the Engineering Department.  
  
 R. Wiedenhoeft questioned his appointment to the “Who Does What” committee and agreed to participate in a forthcoming meeting to be scheduled as soon as possible.  
  
**Action:** J. Cunningham will set a date for the fall Working with our Peers Networking meeting.
5. Bylaw Notice of motion was given to amend Bylaw 5 – Meetings of the Board.
6. Policies MOTION #26: A. Georgeson moved to approve the Human Resources Management policy HR 05. Seconded by A. Zucchiatti. Carried.  
  
 MOTION #27: A. Zucchiatti moved to approve the Staff Selection & Assignment policy HR 06 as amended. Seconded by R. Schulz. Carried.  
  
 MOTION #28: R. Wiedenhoeft moved to approve the Terms 7 Conditions of Employment policy, HR 07 as amended. Seconded by M. Cumming. Carried.  
  
 MOTION #29: A. Georgeson moved to approve the Vacation, Public Holidays and Leave Policy, HR 08. Seconded by R. Schulz. Carried.

## Agenda Item # 10.5

MOTION #30: A. Zucchiatti moved to approve the Performance and Discipline Policy, HR 09 as amended. Seconded by S. Tibbs. Carried.

MOTION #31: R. Schulz moved to approve the Compensation Policy, HR 10. Seconded by R. Wiedenhoeft. Carried.

MOTION #32: M. Cumming moved to approve the Use of Technology Policy, HR 11. Seconded by R. Wiedenhoeft. Carried.

7. Finances      MOTION #33: A. Zucchiatti moved to accept the Financial Report for April 2012 as amended. Seconded by R. Schulz. Carried.

**Action: M. Sedgwick will submit a report on suggested changes for the 2013 budget at the June meeting.**

A financial report for the new building was received.

8. Next meeting      The next meeting will be held on June 19 at 4 p.m., with dinner to celebrate M. Sedgwick's retirement to follow.

9. Meter      MOTION #34: R. Schulz moved to purchase a smart meter at a cost of approximately \$500 plus installation charges. Seconded by R. Wiedenhoeft. Carried.

**Action: M. Sedgwick will order the smart meter and arrange for installation.**

10. Building Fund      MOTION #35: A. Zucchiatti moved to transfer \$40,000 from the Library Building Fund Account to the Library Reserve Fund Account. Seconded by A. Georgeson. Carried.

Action: M. Sedgwick will arrange for the transfer of funds from the Library Building Account to the Library Reserve Fund Account.

11. Memorandum      The Memorandum of Understanding was discussed. After the Who Does What document is completed, a further memorandum will be prepared.

12. Information:      The following Information Items were received:

April Activity Report  
 Summer Grants: Canada Summer Jobs ( \$5.13/hr), Summer Jobs Services Program  
 ( \$2/hr for 4 students)  
 Friends of the Library Booksale May 26  
 Donations: Friends of the Library \$600  
                  In lieu of fines                      \$125

13. Adjournment      MOTION #36: R. Wiedenhoeft moved to adjourn at 4:18 p.m.

## Agenda Item # 10.6

**TOWN OF FORT FRANCES**  
**Operations & Facilities Executive Committee**  
**Minutes of Meeting**



**Date: June 6, 2012      Session No. 35**

A meeting of the Operations & Facilities Executive Committee was held in the Committee Room on Wednesday, June 6, 2012 from 7:35 a.m. to 8:50 a.m.

Committee Members present: Rick Wiedenhoeft, Chair; Paul Ryan, Mark McCaig, Doug Brown

Also present: Roy Avis

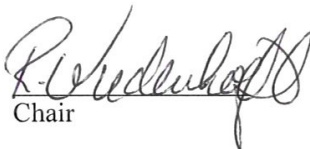
1. Disclosure of pecuniary interest as required under the *Municipal Conflict of Interest Act* by Committee Members on agenda items: none.
2. Agenda items considered at this meeting:
  - 1) Approve the minutes of the meeting of this Committee on May 23, 2012 – approved as circulated.
  - 2) Operations & Facilities Division Report – Jan 1<sup>st</sup> – May 31<sup>st</sup>, 2012 – the report will be read at the June 11<sup>th</sup>, 2012 Council meeting.
  - 3) New Funeral, Burial and Cremation Services Act, 2002 – Effective July 1<sup>st</sup>, 2012 – the Operations & Facilities Manager handed out a clean revision and a working copy with all the revisions. The report will be reviewed over the next two weeks where it will be discussed at the next Operations & Facilities Executive Committee scheduled for June 20<sup>th</sup>, 2012.

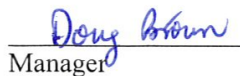
## Agenda Item # 10.6

- 4) Selection of a New External Accreditation Body (Auditors) for the Town's Drinking Water Quality Management System – the report was reviewed and will be forwarded to Council for approval.
  - 5) April 2012 Drinking Water Systems Monthly Summary Report – the report was reviewed and will be forwarded to Council for approval.
  - 6) Wastewater Treatment Facility Monthly Report – April 2012 - the report was reviewed and will be forwarded to Council as information only. No action required.
  - 7) Sewer & Water Data as of May 31/12 - the spreadsheet was reviewed and will be forwarded to Council as information only. No action required.
  - 8) Airport Monthly Statistics – May 31/12 - statistics were reviewed and will be forwarded to Council as information only. No action required.
  - 9) Landfill Tonnage as of May 31/12 - the spreadsheet was reviewed and will be forwarded to Council as information only. No action required.
  - 10) Waste Disposal Monthly Report – April 2012 - the inspection report was reviewed and will be forwarded to Council as information only.
  - 11) Environmental Area – Operations Statistics – April 2012 - the monthly statistics were reviewed and will be forwarded to Council as information only.
3. Non-agenda items considered at this meeting:
- 1) Fun In The Sun In-Kind Services – the Operations & Facilities Manager distributed an Administration report in regards to the Fun in the Sun celebrations. The report was reviewed and will be forwarded to Council for approval.

4. Resolutions:

There being no further matters before this Committee at this time this meeting was closed.

  
Chair

  
Manager