

# TOWN OF FORT FRANCES

AGENDA - September 10, 2012

## COMMITTEE OF THE WHOLE MEETING

Council Chambers and Council Chambers, Civic Centre

(Session No. 67) 5:30 p.m. to 6:06 p.m.

Welcome to the Chair Councillor Sharon Tibbs (Councillor A. Hallikas, Vice-Chair)

Page

### **Call to Order**

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

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

**In-Camera: 5:30 p.m. to 5:35 p.m**

**Non-agenda in-camera items.**

**Public Session Resumes in Council Chambers: 5:40 p.m.**

**Consent Agenda: 5:41 p.m. to 5:48 p.m.**

- |     |  |         |
|-----|--|---------|
| 7.1 | Draft Copy of KGS Group Report for Infiltration.   | 3 - 5   |
| 7.2 | Updating Landfill Site Closure and Post-Closure Plan.  | 6 - 16  |
| 7.3 | SkyPower Limited - 1003 Frog Creek Rd. - Outstanding Issues<br>re: Copperlight Solar Energy Project. | 17 - 22 |
| 7.4 | 2013 Budget Timetable.   | 23 - 24 |
| 7.5 | Mark McCaig, CAO - AMO Conference Travel Claim.  | 25 - 26 |
| 7.6 | FCM - New Long-Term Federal Plan for Municipal<br>Infrastructure Funding Resolution Support.         | 27 - 31 |
| 7.7 | Thunder Bay and Area Disaster Relief Fund Financial Request.   | 32 - 33 |
| 7.8 | Northwestern Ontario Sports Hall of Fame and Museum<br>Financial Request.                            | 34 - 38 |
| 7.9 | Sunset Country Travel Association Financial Request.   | 39 - 41 |

**Administration and Finance Division: 5:48 p.m. to 5:49 p.m.**

|     |  |         |
|-----|--|---------|
| 8.1 | Mayor Roy Avis - AMO Conference Travel and Per Diem Claim.             | 42 - 46 |
| 8.2 | Councillor Andrew Hallikas - AMO Conference Travel and Per Diem Claim. | 47 - 50 |
| 8.3 | Councillor Paul Ryan - AMO Conference Travel and Per Diem Claim.       | 51 - 56 |

**Community Services Division: 5:49 p.m. to 5:54 p.m.**

|     |  |
|-----|--|
| 9.1 | Verbal Update re: Ice for Kids Rink - Chiller Installation and Start Up. |
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**Operations and Facilities Division: 5:54 p.m. to 6:00 p.m.**

|      |                            |
|------|----------------------------|
| 10.1 | Update on Capital Projects |
|------|----------------------------|

**Information -**

|      |  |         |
|------|--|---------|
| 11.1 | Civic Centre Emergency Asbestos Abatement Cost.                    | 57 - 58 |
| 11.2 | Town of Fort Frances Operations Statistics for May and June 2012*. | 59 - 68 |
| 11.3 | August 2012 Complaint Register.                                    |         |

**Non-agenda items: 6:01 p.m.**



September 5, 2012

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Draft Copy of the KGS Group Report for Infiltration - Inflow (I-I) Investigation Study of the Sanitary Sewer Collection System**

Back in September of 2009, the Town retained the KGS Group to complete the infiltration and inflow study of the Sanitary Sewer Collection System. The Infiltration- Inflow Study commonly known as the "I -I Study" of the Sanitary Sewer Collection System involves the following five (5) main components;

1. Determine by any means or methods available where the infiltration or inflow (I/I) enters into the sanitary sewer system and qualify the (I/I) rate under rainfall and non-rainfall scenarios.
2. List the top 15 to 20 sections of the sanitary sewer system where higher than normal amount of infiltration or inflow is entering into the system including the corresponding I/I flow rate. Also to develop an action plan to eliminate the defect or deficiency in these sections of the sanitary sewer collection system. Once the defect or deficiency is repaired, the I/I loading will be eliminated.
3. Develop a five (5) year to ten (10) year work plan and associated cost estimates in trying to eliminate and/or reduce I/I flow entry into the sanitary sewer collection system.
4. The existing sanitary sewer system has been previously computer modeled for wet weather scenarios. A contingency plan was developed on how to operate the sanitary sewer system under extreme rainfall event. Presently the SWMM 5 analysis software package was utilized.

The engineering firm is expected to re-calibrate the computer model based on the findings of the investigation study and update or revise this contingency plan.

5. Review the existing Municipal By-Laws in regard to discharging ground water or surface water run off into the sanitary sewer system and make recommendations where the Municipal By-Laws could be revised or updated.

The findings from this study will be used to develop a long-term municipal infrastructure renewal program. Please find attached a complete second draft copy of the report for your review and comments. A conference call has been set-up with Mr. Dave White and Mr. Roy Houston of KGS on August 22, 2012 at 8:00 during the scheduled Operations & Facilities Executive Committee meeting to clarify any information contained in the report.

The KGS Group had completed similar work on other municipal sanitary sewer collection systems, but due to the physical characteristics of the initial installation of the Town's sanitary sewer collection system, it was very difficult to gather the necessary and accurate flow data from the inline flow meters to exactly pin point what sections of the collection system contributed the most to the I-I loading. It appears that the I -I loading problem is quite wide spread with certain areas of the system contributing more I -I loading. The Town's sanitary sewer collection system is influenced by both groundwater and surface runoff loading. There is an enormous amount of information contained in the report to be reviewed. In closing in the short term under Phase 1 & Phase 2 approximately 5.703 kms of sanitary sewer pipe is being recommended to be replaced along with several spot repairs within a 5-year timeframe. The cost to complete this work is estimated at \$ 32 million dollars where affordability for the community will be a major obstacle.

The Operations and Facilities executive committee recommends the following;

- 1) The Infiltration and Inflow (I&I) Investigation report prepared by KGS group be accepted at this time.
- 2) That the Town continues to address the infiltration and inflow loading into the sanitary sewer collection system in accordance with the recommendations contained in the I & I report in a cost effective manner.
- 3) That the findings contained in the I & I report being taken into account when developing municipal infrastructure asset management plans.



Respectfully submitted  
Operations & Facilities Division

*Doug Brown*

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

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

- 1) The Infiltration and Inflow (I&I) Investigation report prepared by KGS group be accepted at this time.
- 2) That the Town continues to address the infiltration and inflow loading into the sanitary sewer collection system in accordance with the recommendations contained in the I & I report in a cost effective manner.
- 3) That the findings contained in the I & I report being taken into account when developing municipal infrastructure asset management plans.

2012JulyI-Istudyreport

**RECOMMENDED**

SEP 05 2012

DIV. MNG.

*Doug Brown*

EXECUTIVE COMM.

*R. Wielerhoff*

September 5, 2012

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Updating Landfill Site Closure and Post-Closure Plan**



Back in 2003 a Landfill Site closure and post-closure liability plan was prepared in house in accordance with Public Sector accounting standard –PS 3270 - Solid Waste Landfill Closure and Post Closure Liability.

At this time the Town's auditors BDO Canada LLP have indicated that an independent third party should update the Landfill Site closure and post-closure liability plan. See attached management letter dated June 11, 2012 from BDO appendix 1.

As a result Operations & Facilities Division staff contacted Wardrop, the engineering firm who completed the last Landfill Site quantity survey back in September of 2002. Wardrop was sold to Tetra Tech. Please find attached a proposal from Tetra Tech to update the Landfill Site closure and post closure liability plan and develop an efficient infilling plan to optimize the permitted airspace. It should be clearly indicated that costs associated with completing this work is unbudgeted in 2012 and is an operating expenditure.

The Operations & Facilities Executive Committee recommends the following:

- 1) That Tetra Tech be retained to complete the work as outlined in their proposal dated August 30, 2012 at an estimated cost of \$ 22,000 (taxes extra).
- 2) That this unbudgeted expenditure be conciliated during the year-end audit process where the expenditure be financed from either reserves or an operating surplus.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Manager Operations & Facilities

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

- 1) That Tetra Tech be retained to complete the work as outlined in their proposal dated August 30, 2012 at an estimated cost of \$ 22,000 (taxes extra).
- 2) That this unbudgeted expenditure be conciliated during the year-end audit process where the expenditure be financed from either reserves or an operating surplus.

2012Augustlandfillsiteclosureplan.doc

RECOMMENDED

SEP 05 2012

DIV. MNG.

*Doug Brown*

EXECUTIVE COMM.

*R. Widenhoff*



Tel: 807 274 9848  
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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

Jon Evans, CA  
Partner



## 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.





August 30, 2012

I217450100-PRO-V0001-01

Town of Fort Frances  
Public Works Department  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Sir/Madam:

**Subject Landfill Capacity Assessment and Land Survey**

Tetra Tech WEI Inc. ("Tetra Tech") is pleased to provide the Town of Fort Frances ("Town") a proposal for Landfill Capacity Assessment and Land Survey. We propose to perform these services on a "Fixed Price" basis, as outlined in this proposal for services.

**INTRODUCTION**

Tetra Tech has been in business for over 50 years and has emerged as one of the largest engineering and consulting firms in the world, with over 12,000 engineers, geologists, scientists, biologists, ecologists, and environmental professionals: over 3,500 of whom are located in Canada. In Canada, Tetra Tech is represented by the companies of EBA, Wardrop Engineering Inc. (WEI), BPR and Fransen Engineering.

Tetra Tech coordinates a Solid Waste Practice Group that is dedicated to providing planning, engineering, landfill gas management, solid waste facility permitting and design and construction support to landfill owners and operators. The Solid Waste Practice Group is an international team of planners, engineers, designers, and environmental specialists with the resources to address the wide-ranging needs of the solid waste management market. In 2010, Tetra Tech earned more than \$40 million in earnings for solid waste consulting work. As a result, Tetra Tech was recently listed in Engineering News-Record magazine's 2011 ranking of the Top 3 solid waste consulting firms.

Tetra Tech provides unmatched local and national qualifications in sustainable solid waste management planning, landfill gas management, solid waste facility permitting and design, and landfill construction and construction oversight.

**METHODOLOGY/WORK PLAN**

We would propose to undertake this work in three steps:

1. To complete a conventional topographic survey of the site using a two man survey crew using total station survey equipment;
2. To reduce and review the survey data collected and compare this survey data with the landfill configuration developed by Wardrop in 2002;
3. To develop an efficient filling plan to optimise the permitted landfill envelope; and
4. To provide an estimate of Closure and Post-Closure Liabilities.

Tetra Tech



While tasks 1 and 2 can be completed independent of the Town, we view the development of the operating plan as being an interactive process with the landfill supervisor and his staff. An optimum plan has to be both efficient and achievable. We have found that the site staff have spent considerable time at the site and often have the best ideas for the future development of the site. It is our job to synthesise these ideas into a workable plan and put that plan to paper.

The best way to make this plan is for one of our experienced landfill engineers to visit your site and spend the day walking through the operations as they exist today, and come up with the plan in an interactive manner with you. This is expensive, however, and we have assumed that you do not wish to make this investment at this time. Should you want to go ahead, please let us know – this is the best way to an optimum approach.

### **SCOPE OF WORK**

We understand that the Town requires a qualified consultant to undertake a review of their landfill to determine the remaining life of the permitted landfill footprint and to determine an operations plan to make best use of the remaining airspace. The deliverables for this project would be a report providing details of the process undertaken and a series of plans that outline the remaining airspace for the site and how the site would be completed. This would include intake projections, density calculations and site life estimates.

### **Estimate of Closure and Post-Closure Liabilities**

We understand that, in addition to the survey and operating plan, that the Town also wishes to have closure and post-closure liability calculations completed for the site. These calculations are to comply with PS3270 protocols ("Solid Waste Landfill Closure and Post-Closure Liabilities").

We understand that an estimate of these costs was completed and presented to Council in 2002. The Town now requires the consultant to update this estimate of liabilities and provide third-party certification of these costs.

### **Method**

We undertake this work annually for many of our clients who require third-party certification of their liabilities related to closure and post-closure care.

### **Closure Liability**

In order to accurately assess the closure liability, we would need to determine the final landfill envelope, and the quantities of materials that would be required to construct the final cap. Also we would have to assess and quantify any other works that would be required to adequately close the site (fencing, ditching, holding ponds and the like).

Once these quantities have been assembled, we would contact local contractors to get local pricing for the supply and construction of the works.

We have assumed for the purposes of our fee estimate that the final cap design has been completed and that the Town has contacts with a local contractor who could help us price the works.

### **Post-Closure Liability**

The costs of post closure liability flow from two sources: monitoring of the site and repairs and maintenance of the site for the post-closure period.

Again, we would assemble a table of quantities and costs required over time for post-closure care. In this case, we would use financial projections for inflation and discount rate to bring this series of time-related costs to present-day dollars.

The costs for the regulated components of the post-closure costs like monitoring, we have assumed that the Town has a post-closure plan for the site which details the levels of monitoring that are required by regulation. For non-regulated items like cap repair, ditch maintenance etc., we would use industry standards for our estimate.

Again, we would seek input from local contractors and consultants to develop pricing for the various cost elements.

### **PERSONNEL**

We propose to complete this project under the management of Dr. Barbara Hard, who is based in our Cambridge Ontario office. Two teams of staff will undertake the tasks outlined above:

- Our survey team will be led by Gord Steiss from our Winnipeg office. The field team will comprise Warren Chaske and Nathan Coates;
- Our engineering team will comprise Ken Anderson P.L. (Eng.) and Debashis Das, a CAD Technologist, both from our Edmonton office.

We have attached the resumes for these individuals in Appendix A.

### **RELEVANT EXPERIENCE**

Tetra Tech has undertaken many of these assignments for landfills of varying size and ownership. In all cases, the objective of the owners was to make use of every last cubic metre of airspace, irrespective of the landfill size, and the challenges were the same.

Some of the clients for whom we do this work annually are:

- Progressive Waste, for their landfills in Coronation, Alberta and Gladmar Saskatchewan;
- Beaver Regional Waste Management Commission, for their landfill in Ryley, Alberta;
- Clean Harbors Canada Inc., for their Class I landfill in Ryley, Alberta;
- Secure Energy, for their industrial landfills across western Canada, and
- NewAlta for their landfills across Canada.

If you wish to check our references, may we suggest you contact Brian Forrestal with Progressive Waste (905- 532-7533) or Don White with Clean Harbors on (780-663-2505).

**DELIVERABLES**

- Waste Surface modelling;
- Airspace summary figure preparation;
- Airspace summary report preparation;
- Staged development modelling;
- Development figure preparation;
- Closure and Post-Closure Liabilities estimation; and
- Report preparation.

**SCHEDULE/MILESTONE DATES**

We would be able to undertake the survey within 10 business days of the approval of this proposal. The survey would be completed within three days and the data reduced within a week after the completion of the survey.

The review and development of the plan would take two weeks after the completion of the survey.

We would propose that we deliver the report to you in draft for your comments. After your review, we would estimate a further week to complete and deliver the final report.

**COST PROPOSAL**

We estimate that the survey component could be completed for \$8,500, based on the assumptions given below. The review of the survey data and the development of the reports would cost a further \$12,200. We have assumed that the work required for the Estimate of Closure and Post-Closure Liabilities is relatively straightforward and should take a day of time for our Project Technologist. With some senior review, we would estimate a cost of \$1,500 for this work.

Our estimate to complete the scope of work given above is therefore \$22,200 net of applicable taxes.

We have attached more detail of this estimate in Appendix B.

**ASSUMPTIONS**

We have made the following assumptions in the development of our cost and schedule estimate:

- I. That Horizontal and Vertical survey control exists on the site: This would normally be in the form of a benchmark and/or survey plans. If this does not exist, we would estimate a further day of survey time to bring this control to the site.

Town of Fort Frances  
Landfill Capacity Assessment and Land Survey 5

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2. That the survey could be completed in two days on site (3 nights in Fort Frances) by a two-man survey crew. We have reviewed the site information and think that this is a reasonable estimate. If we are delayed by weather or operational issues, this survey could take longer.

#### TERMS AND CONDITIONS

Please find attached the Tetra Tech Terms and Conditions.

We would like to thank you for the opportunity to provide this proposal to you. If you have any questions, please contact Paul Ruffell, on (780)451-2122 or Barbara Hard on (226)765-1025.

Sincerely

TETRA TECH WEI INC.



Barbara Hard, Ph.D., QP<sub>RA</sub>  
Manager, Environmental Assessment, Permitting  
& Natural Resources

Attachments



Town of Fort Frances  
Landfill Capacity Assessment and Land Survey 6

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### **PROPOSAL ACCEPTANCE**

The Town of Fort Frances agrees to this proposal, price, payment terms, and general terms and conditions, and authorizes Tetra Tech WEI Inc. to proceed with the project as described in this letter.

Document Number: 1217450100-PRO-V0001-01  
Project Description: Landfill Capacity Assessment and Land Survey  
Fee Basis: Fixed Price  
Authorized Budget: \$22,200.00 (plus applicable taxes)

ACCEPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2012

Authorized Signature: \_\_\_\_\_

Name: (Please Print): \_\_\_\_\_

Position: \_\_\_\_\_

# Report

**To:** Mayor and Council

**From:** Faye Flatt, Municipal Planner

**Date:** 5 September 2012

**Subject:** SkyPower Limited – 1003 Frog Creek Rd  
Outstanding issues Re: CopperLight Solar Energy Project

Municipal Planner  
Report #2012-012

In June of 2010 Council entered into an Option to Purchase agreement with SkyPower Limited ("SkyPower") for a portion of the town owned property noted above. The proposed use of the property was for a solar energy farm. The agreement, if not acted upon, was to expire in June of 2012. Prior to the expiration of the agreement Council received a request for an "Amended and Restated Option Agreement" (ARO) that would change the original Option to Purchase Agreement to an Option to Lease Agreement and restate the original intent to use the property for a solar energy project.

On August 13, 2012 Council approved the ARO agreement on the condition that (a) subletting of the subject property be prohibited, and (b) the annual financial contribution initiative outlined by Kerry Adler in a letter dated March 22, 2012 be formalized into an agreement. By way of update, I submit the following for your consideration:

- (a) Section 4.2(a) sets out the USE provisions and although it permits assignment of the agreement, the use is restricted to *"a lawful manner, for the sole purpose of the production of solar electricity and the storage, distribution and transmission of electricity was amended"*. This section was amended to include any **sublessee, and/or assignee, and/or other permitted occupier**, to provide further clarification and assurance that any and all assignees would be bound by the requirement that the property only be used for the stated purpose. A copy of the amended section is attached; and
- (b) I drafted a simple one-page agreement, which was circulated to SkyPower and to our solicitor. The agreement formally recognizes the initiative set out in the March 22<sup>nd</sup> letter from Kerry Adler and includes the letter as a Schedule to the agreement. Our solicitor noted some ambiguity in the letter in regards to when the financial

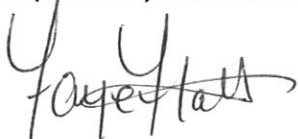


contribution would be paid<sup>1</sup>. Mr. Derksen suggested it better if the letter was amended to remove the ambiguity and clarify when payment was to be made. Although SkyPower confirmed that the intent of the financial contribution was to pay the municipality in each year the contract was in effect with the solar project operational, I was advised that the March 22<sup>nd</sup> letter would/could not be amended.

Notwithstanding that the letter will not be amended, it is my opinion that the two outstanding issues have been successfully resolved. The modification to section 4.2(a) of the Amended and Restated Option Agreement will ensure any assignment of the option will be for the sole purpose of carrying on the solar energy project and the forthright willingness of SkyPower to formalize into an agreement what began as a gesture of good will to 'give back' to the community is, in my opinion, indicative of a company with integrity and one which the Town should attract to do business with.

Based on the foregoing, it is recommended that the modification to section 4.2(a) of the Amended and Restated Option Agreement and the Financial Contribution Initiative Agreement both be approved. From the Town's perspective these two issues are the final pieces of the process. If approved the Amended and Restated Option Agreement will be forwarded to SkyPower and will trigger payment to the Town of the consideration noted in paragraph 5(a) of Schedule "A" to the Agreement (page2).

Respectfully submitted,



F. Flatt, AMCT, ACST, CPT  
Municipal Planner  
Enc.

**COUNCIL APPROVAL OF THIS REPORT WILL:** formally accept and approve the amendment to section 4.2(a) of the Amended and Restated Option Agreement authorized by by-law #41-10-C and approve the Financial Contribution Initiative Agreement between SkyPower Projects ULC and the Town of Fort Frances and authorize the preparation of an authorizing By-Law for execution by the Mayor and Clerk.

<sup>1</sup> Paragraph 3 line 4; paragraph 3 last line; and paragraph 4 line 2/3



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owned by the Lessor. The Lessee shall be permitted to mortgage or otherwise encumber the Equipment, without the consent of the Lessor but subject to Section 4.12 hereof.

#### 4. LESSEE'S COVENANTS

##### 4.1 Condition of Leased Premises

It is understood and agreed that the leased premises are being leased to the Lessee as is. The Lessee has satisfied itself as to the condition of the leased premises and their fitness for the use intended. The Lessee acknowledges that it has inspected the leased premises and conducted an independent investigation of current and past uses of such leased premises and that the Lessee has not relied on any representations, if any, by the Lessor concerning any condition of the leased premises, environmental or otherwise. The Lessor makes no representations or warranties whatsoever regarding the fitness of the leased premises for any particular use, the environmental condition of the leased premises, or otherwise.

##### 4.2 Use

- (a) Provided it complies with, and does not unreasonably interfere with, the permitted encumbrances listed in Appendix A and the use by the Lessor of any adjacent lands, or otherwise, including, without limitation, the municipal airport and/or any other facilities or works and undertakings by the Municipality (collectively, the "Affected Interests") (it being acknowledged and agreed that, to the best of the knowledge of the Lessor, after reasonable internal inquiry, the use by the Lessee of the leased premises described herein does not unreasonably interfere with the Affected Interests), the leased premises shall be used and occupied by the Lessee, and/or any sublessee, and/or any assignee, and/or any other permitted occupier, in a lawful manner, solely for the purpose of: the production of solar electricity and the storage, distribution and transmission of electricity and any use incidental thereto. Subject to the provisions of this lease, the Lessee shall have the right to construct, operate, maintain, repair, replace, renew or make additions to solar power facilities or any part thereof within the leased premises including all necessary cables and wires (both buried and aerial), conduits, conduit structures, markers, poles, towers, turbines, anchors, guys, maintenance holes, fixtures, equipment, buildings and all appurtenances thereto. Subject to the provisions of this agreement, the Lessor acknowledges that the Lessee shall have the sole and exclusive right throughout the term and any Extension Periods to convert the solar energy resources at the leased premises and to own, sell and exploit all outputs and attributes associated therewith and derived therefrom and from its installations and activities, including but not limited to all electrical output, environmental, green, carbon, renewable energy and other credits, and all production and tax incentives and other benefits.
- (b) The Lessee shall during the currency of the tenancy keep the leased premises in a clean and neat condition satisfactory to the Lessor and not, without the prior consent of the Lessor, incidental with the above permitted use, use the leased premises or allow the leased premises to be used, even on a temporary basis, for the storage of refuse, salvage, garbage, waste or other items which the Lessor may consider to be objectionable or a nuisance.

FINANCIAL CONTRIBUTION INITIATIVE AGREEMENT

This Agreement made this \_\_\_\_ day of August 2012.

Between

SkyPower Projects ULC

("SkyPower")

-and-

The Corporation of the Town of Fort Frances

(the "Town")

Whereas SkyPower is a worldwide developer of Solar Energy Projects and has caused its subsidiary to make an application to the Ontario Power Authority (OPA) for the development of a solar PV project within the Town of Fort Frances;

And Whereas SkyPower has indicated a commitment to make an annual financial contribution to host municipalities where solar power projects are located and in operation with an Ontario Power Authority Feed-in-Tariff contract;

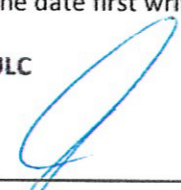
And Whereas the Town appreciates the initiative of SkyPower to give back to the community and wishes to formally acknowledge the terms and provisions under which the annual financial contribution will be paid to the Town by SkyPower; and,

Now therefore in consideration of the sum of \$2.00 now paid by each party to the other and other good and valuable consideration, the receipt of which is hereby acknowledged, Skypower and the Town (the "Parties") agree that Skypower shall provide and pay to the Town an annual financial contribution in accordance with, and as set out in correspondence of Kerry Adler, President and Chief Executive Officer of SkyPower Limited, dated March 22, 2012, a copy of which is attached to, and forms part of, this Agreement as Schedule "A".

IN WITNESS OF WHEREOF the parties have duly executed this Agreement as of the date first written above.

SKYPOWER PROJECTS ULC

Per:

  
Name: Kerry Adler, Director

I have authority to bind the company

THE CORPORATION OF THE TOWN OF FORT FRANCES

(seal)

Per:

\_\_\_\_\_  
Name: Roy Avis, Mayor

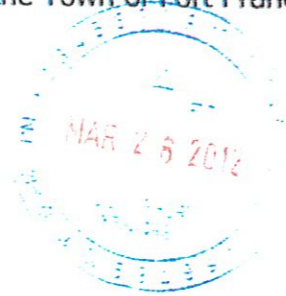
Per:

\_\_\_\_\_  
Name: Glenn W. Triffin, Clerk





This is Schedule "A" to an agreement  
between SkyPower Projects LLC and The  
Corporation of the Town of Fort Frances



March 22, 2012

Mark McCaig, CAO  
Township of Fort Frances  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9

Re: CopperLight LP and RealSunny LP

Dear Mark McCaig:

As you are aware, SkyPower has made an application to the Ontario Power Authority (OPA) for an approximate 10-megawatt solar PV project in your community.

We are committed to bringing the benefits of solar energy to your community and working with our community partners in providing safe, clean, solar power that will spearhead investment, create new jobs, and help clean the air we all breathe. SkyPower also believes in the spirit of giving back to the communities where we propose locating our solar projects.

As part of our commitment to giving back, we are pleased to announce that SkyPower will provide an annual financial contribution arrangement to the host municipality for every megawatt AC installed of clean solar capacity on the project site. This financial contribution will be provided throughout the entire 20-year life of the contract. What this means is that if the OPA offers a contract award for our application in your community; and once the project has been built, SkyPower will contribute \$7,000 for every megawatt AC of solar capacity installed. This will be a lump sum contribution of up to \$70,000 per annum based on the actual project size installed, with 10 megawatts AC being the maximum size and for a minimum period of 20 years.

The contribution will be paid in two instalments, the first half on January 31<sup>st</sup> and the second half on July 31<sup>st</sup> of each year following commercial operation of the project and continuing for the life of the power purchase contract with the OPA.

This money will go to the community to be allocated at the municipality's discretion for improvements or programs that benefit the community. This can be used annually to fund programs such as; infrastructure, parks and recreation, transportation, community programs, youth and seniors programs and more, based on the needs of the community and discretion of the council.

We hope that through our efforts to work together on behalf of our communities that we can all benefit from greater investment, job creation and clean solar energy.

Thanks again and for more information, please contact Hando Kang, e-mail:  
[HandoK@skypower.com](mailto:HandoK@skypower.com), phone: 416-979-4625.

2

Yours very truly,

SKYPOWER LIMITED



Kerry E. Adler  
President and Chief Executive Officer

cc: Glenn Treftlin, Clerk



## **TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURER'S REPORT 2012/80**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** September 6, 2012  
**SUBJECT:** 2013 Budget Timetable

---

### **BACKGROUND**

Early preparation and planning are critical components of an effective budget process. The budget timetable provides a logical process and ensures that all information is available when required. The attached proposed 2013 Budget Timetable has been prepared based on time lines and experience of previous years.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council approve the 2013 Budget Timetable as presented.

|   |
|---|
| Council Approval of This Report Will Agree to approve the 2013 Budget Timetable as presented. |
|---|

## TOWN OF FORT FRANCES 2013 BUDGET TIMETABLE

| <b>DATE</b>            | <b>RESPONSIBILITY</b>          | <b>PURPOSE</b>                                 |
|------------------------|--------------------------------|--|
| September 10, 2012     | Council                        | Approval of Timetable                          |
| September 24, 2012     | Council                        | Public Meeting                                 |
| October 1 – 5, 2012    | Executive Committees           | Review Information received at Public Meeting  |
| November 19 – 23, 2012 | Executive Committees           | Review of Division Budgets and Recommendations |
| November 27, 2012      | Administration                 | Documents to Treasurer                         |
| December 7, 2012       | Treasurer                      | Consolidate Budget                             |
| December 11, 2012      | Administration                 | Review   |
| January 14, 2013       | Committee of the Whole         | Receive Preliminary Budget                     |
| January 15, 2013       | Administration                 | Review   |
| January 21, 2013       | Special Committee of the Whole | Review/Revisions                               |
| January 23, 2013       | Administration                 | Review   |
| February 4, 2013       | Special Committee of the Whole | Review/Revisions                               |
| February 5, 2013       | Administration                 | Review   |
| March 4, 2013          | Special Committee of the Whole | Review/Revisions                               |
| March 5, 2013          | Administration                 | Review   |
| March 18, 2013         | Special Committee of the Whole | Review/Revisions                               |
| March 19, 2013         | Administration                 | Review   |
| April 1, 2013          | Special Committee of the Whole | Review/Revisions                               |
| April 2, 2013          | Administration                 | Review   |
| April 8, 2013          | Council                        | Ratification                                   |
| April 22, 2013         | Council                        | Public Meeting                                 |
| May 13, 2013           | Council                        | Anticipated Passage                            |



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/81

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** September 6, 2012

**SUBJECT:** Mark McCaig, CAO – Association of Municipalities of Ontario (AMO)  
Conference Travel Claim

#### BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$372.00 in regard to travel and attendance at the AMO Conference held in Ottawa from August 18 – 22, 2012 as submitted by Mark McCaig, CAO.

#### Conference Expenses

|                                |                 |
|--------------------------------|-----------------|
| 1. Meals                       | \$327.00        |
| 3. Per Diem (4 ½ days)         | <u>45.00</u>    |
| Total Per Diem & Travel Claims | <u>\$372.00</u> |

The travel claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule “A” 1., 2.

#### RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the amended travel claim in the total amount of \$372.00 for attendance at the AMO Conference held in Ottawa on August 18 – 22, 2012 as submitted by Mark McCaig, CAO.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the amended travel claim for Mark McCaig, CAO in the amount of \$372.00 for his attendance at the AMO Conference held in Ottawa from August 8 - 22, 2012 as



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

|    |                                   |   |                          |              |              |                         |                  |                            |  |
|----|-----------------------------------|---|--------------------------|--------------|--------------|-------------------------|------------------|----------------------------|--|
| 1. | Attendee                          | <i>MARK MCCAIG</i>                            |                          |              |              |                         |                  |                            |  |
| 2. | Conference/Seminar Attended       | <i>AMO AGM</i>                                |                          |              |              |                         |                  |                            |  |
|    | Location (Facility and City)      | <i>WESTIN HOTEL</i>                           |                          |              |              |                         |                  |                            |  |
|    | Dates                             | <i>AUG. 18 → 22<sup>nd</sup></i>              |                          |              |              |                         |                  |                            |  |
| 3. |                                   | Sun.  | Mon.                     | Tues.        | Wed.         | Thurs.                  | Fri.             | Sat.                       | Total                                  |
|    | Accommodation                     | <i>ON L. PATTISON'S PURCHASE CARD</i>         |                          |              |              |                         |                  |                            |  |
|    | Transportation                    | <i>TOWN VEHICLE - PURCHASE CARD &amp; AIR</i> |                          |              |              |                         |                  |                            |  |
|    | Breakfast <i>Jul</i> <i>12.00</i> | <i>15.00</i>                                  | <i>15.00</i>             | <i>15.00</i> | <i>15.00</i> |                         |                  |                            | <i>\$60.00</i> <i>57.00</i>            |
|    | Lunch                             | <i>20.00</i>                                  | <i>20.00</i>             | <i>20.00</i> | <i>20.00</i> |                         |                  |                            | <i>\$80.00</i>                         |
|    | Dinner                            | <i>40.00</i>                                  | <i>40.00</i>             | <i>40.00</i> | <i>40.00</i> | <i>35.00</i> <i>Jul</i> |                  | <i>35.00</i>               | <i>\$160.00</i> <i>190.00</i>          |
|    | Per Diem                          | <i>10.00</i>                                  | <i>10.00</i>             | <i>10.00</i> | <i>10.00</i> |                         |                  | <i>5.00</i>                | <i>\$40.00</i> <i>45.00</i> <i>Jul</i> |
|    | Other                             |   |                          |              |              |                         |                  |                            |  |
| 4. | Prepaid Expenses                  | Registration                                  |                          | Air Travel   |              | Other                   |                  |                            | Total                                  |
|    |                                   |   |                          |              |              |                         |                  |                            |  |
| 5. | Town Used Vehicle                 | <input checked="" type="radio"/> Yes          | <input type="radio"/> No | Reason       |              |                         |                  |                            | Total                                  |
|    | Mileage Claimed                   | KM x \$0.45 =                                 |                          |              |              |                         |                  |                            |  |
| 6. | Approved                          |   |                          |              |              |                         | Total Expenses   | <i>\$372.00</i> <i>Jul</i> | <i>\$340.00</i>                        |
|    |                                   |   |                          |              |              |                         | Advance Received |                            |  |
|    |                                   |   |                          |              |              |                         | Balance Claimed  | <i>\$372.00</i> <i>Jul</i> | <i>\$340.00</i>                        |
|    |                                   |   |                          |              |              |                         | Balance Refunded |                            |  |

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

*AUG. 23 / 12*  
 Date

*Mark McCaig*  
 Employee Signature

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 Date

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

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



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/86

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** September 6, 2012

**SUBJECT:** Federation of Canadian Municipalities – New Long-term Federal Plan for Municipal Infrastructure Funding Resolution Support

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#### BACKGROUND

At the August 27, 2012 Council Meeting, the request from the Federation of Canadian Municipalities (FCM) to support the development of a new long-term federal plan for municipal infrastructure funding was referred to the Administration & Finance Executive Committee for recommendation with input from Operations & Facilities Executive Committee.

FCM has identified that Federal investments over the last few years have helped to slow the decline of Canadian cities and communities and that the Government of Canada has committed to develop a new long-term plan for municipal infrastructure funding in consultation with municipal and provincial/territorial governments as the Building Canada Plan will expire March of 2014. The And Whereas in the draft resolution attached gives the Town an opportunity to name what our community's infrastructure needs are. The Operations & Facilities Executive Committee report, as attached, recommends that the 5<sup>th</sup> paragraph of the sample resolution read, *“AND WHEREAS, our community has continuing needs, such as the **replacement or repairs to substandard and defective sanitary mains and as a result of replacing the substandard sanitary sewers other municipal infrastructure will be addressed such as aged water mains, the asphalt driving surfaces, sidewalks and storm sewer mains**, that can only be met through the kind of long-term planning and investment made possible be a national program;”*

#### RECOMMENDATION

The Administration and Finance Executive Committee agrees with Operations & Facilities Executive Committee's recommendation that the 5<sup>th</sup> whereas paragraph of the sample resolution received from the Federation of Canadian Municipalities (FCM) to support the development of a new long-term federal plan for municipal infrastructure funding wording, *“replacement or repairs to substandard and defective sanitary mains and as a result of replacing the substandard sanitary sewers other municipal infrastructure will be addressed such as aged water mains, the asphalt driving surfaces, sidewalks and storm sewer mains”* be inserted.

Council Approval of This Report will agree to the Administration and Finance Executive Committee and the Operations & Facilities Executive Committee's recommendations that the 5<sup>th</sup> whereas paragraph of the sample resolution received from the Federation of Canadian Municipalities (FCM) to support the development of a new long-term federal plan for municipal infrastructure funding wording, "replacement or repairs to substandard and defective sanitary mains and as a result of replacing the substandard sanitary sewers other municipal infrastructure will be addressed such as aged water mains, the asphalt driving surfaces, sidewalks and storm sewer mains" be inserted.

August 29, 2012

Report To: Administration & Finance Executive Committee

From: Operations & Facilities Executive Committee

**SUBJECT: August 14 email from NOMA in regards to developing a Resolution in regards to a new long-term Federal plan for Municipal Infrastructure Funding**



The email dated August 14, 2012 from Charla Robinson, Executive Director of NOMA was reviewed at the September 5, 2012 Operations & Facilities Executive Committee meeting. The Operations & Facilities Executive Committee was to provide input to the Administration & Finance Executive Committee in regards to the 5<sup>th</sup> whereas paragraph of prepared resolution.

The Operations & Facilities Executive Committee provides the following comments;

1. That the Infiltration and Inflow Investigation of the Sanitary Sewer Collection System recently completed by the KGS Group has indicated that several sections of the sanitary sewer system are due to be replaced in the next 5 to 10 years.
2. That the cost associated with replacing 5.703 kms of sanitary sewers along with addressing several defects or deficiencies within the next 5 years is estimated at \$ 32 million dollars. Affordability for the community will be a major obstacle without financial assistance from senior levels of government.
3. In regards to the 5<sup>th</sup> whereas paragraph the following wording should be inserted – **“such as the replacement or repairs to substandard and defective sanitary sewer mains. As a result of replacing the substandard sanitary sewers other municipal infrastructure will be addressed such as aged water mains, the asphalt driving surfaces and sidewalks.”** *and storm sewer mains.*

Respectfully submitted,

Rick Wiedenhoef, Chairman  
Operations & Facilities Executive Committee

2012AugFCMresolution



Lori Pattison/Frances  
14/08/2012 03:27 PM

To Glenn Treftlin/Frances@Frances  
cc  
bcc  
Subject Fw: FCM resolution - infrastructure funding

----- Forwarded by Lori Pattison/Frances on 14/08/2012 03:27 PM -----



"Northwestern Ontario  
Municipal Association"  
<admin@noma.on.ca>  
14/08/2012 11:36 AM

To "Northwestern Ontario Municipal Association"  
<admin@noma.on.ca>  
cc  
Subject FCM resolution - infrastructure funding

Good morning municipal Clerks and CAO's:

Please find attached a sample resolution from the Federation of Canadian Municipalities regarding "Development of a new long-term federal plan for municipal infrastructure funding" for consideration by your council.

Thank you,

Charla Robinson  
Executive Director  
e. admin@noma.on.ca

---

Northwestern Ontario Municipal Association  
P.O. Box 10308  
Thunder Bay, ON P7B 6T8  
t. 807.683.6662

[www.noma.on.ca](http://www.noma.on.ca)

*It's OK to print this e-mail. Paper is made from a renewable resource.  
Please choose paper sourced from independently certified sustainable forests and recycle.*



Model\_Resolution\_EN.DOC



# **SAMPLE MODEL RESOLUTION FOR SUPPORT FROM COUNCIL**

*Please customize as appropriate, particularly by providing examples of high priority infrastructure projects that require continued federal support*

## **RESOLUTION**

### **Development of a new long-term federal plan for municipal infrastructure funding**

**WHEREAS**, The Building Canada Plan and a number of important federal-provincial transfer agreements vital to Canada's cities and communities, will expire in March 2014;

**WHEREAS**, Federal investments over the last few years have helped to slow the decline of our cities and communities, and the Government of Canada has committed to develop a new long-term plan for municipal infrastructure funding in consultation with municipal and provincial/territorial governments;

**WHEREAS**, a seamless transition from the Building Canada Plan to a new long term plan is necessary to ensure that municipalities can continue planning their capital spending effectively;

**WHEREAS**, The Federation of Canadian Municipalities (FCM) has launched a campaign to ensure the new plan reflects municipal priorities across the country and asks its member municipalities to pass a Council resolution supporting the campaign;

→ **AND WHEREAS**, our community has continuing infrastructure needs, such as the XX and the XX, that can only be met with through the kind of long-term planning and investment made possible by a national plan;

**THEREFORE BE IT RESOLVED** that Council endorses the FCM campaign and urges the Minister of Transport, Infrastructure and Communities to work with FCM to ensure the new long-term infrastructure plan meets the core infrastructure needs of cities and communities;

**BE IT FURTHER RESOLVED** that Council urges the Minister of Transport, Infrastructure and Communities to ensure that the new long-term plan is fully in place when existing programs expire in 2014; and

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be sent to the Minister of Transport, Infrastructure and Communities, to the provincial (territorial) minister of municipal affairs, to (Name of local MP), to the Federation of Canadian Municipalities and to the (Name provincial/Territorial association).



**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2012/85**

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** September 6, 2012

**SUBJECT:** Thunder Bay & Area Disaster Relief Fund Financial Request

---

**BACKGROUND**

At the August 27, 2012 Council Meeting, the financial request from the Thunder Bay & Area Disaster Relief Committee Co-Chair was referred to the Administration & Finance Executive Committee for recommendation.

As noted in their letter, the Ministry of Municipal Affairs and Housing declared the region a Disaster Area, which allowed the municipality to access provincial funds through the Ontario Disaster Relief Assistance Program (ODRAP). The committee is appealing to all municipalities in Ontario for assistance as all donations will be matched 2:1 by the Province.

**RECOMMENDATION**

The Administration and Finance Executive Committee recommends that the financial request from the Thunder Bay & Area Disaster Relief Committee Co-Chair be received and that no further action be taken.

Council Approval of This Report will agree to the recommendation of the Administration and Finance Executive Committee that the financial request from the Thunder Bay & Area Disaster Relief Committee be received and that no further action be taken.



Thunder Bay & Area  
**DISASTER**  
**RELIEF FUND**

500 Donald Street East  
Thunder Bay, ON P7E 5V3  
Kchiappetta@thunderbay.ca  
807-625-2686

August, 2012.

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

ATTENTION: Mayor Roy Avis



Dear Mayor Avis:

On behalf of the Thunder Bay and Area Disaster Relief Committee, I am writing to request financial support to the Disaster Relief Fund to assist those affected by flooding this past spring.

In the early hours of May 28, 2012, more rain dropped in Thunder Bay and area in two hours than normally falls on the city the entire month of May causing extensive damage and flooding in many areas of the City. Throughout our neighbourhoods, several homes were flooded with sewage resulting in life-altering destruction. In the aftermath of this tragedy you could see massive piles of flood-damaged belongings strewn across front yards. Most heart-wrenching were the stories of overwhelming loss of property, family pictures and a place to call home.

Although several weeks have passed, flood victims are discovering that the suffering caused by this disaster continues to impact their lives. While much of the cleanup has been completed, there are thousands of affected homeowners and businesses faced with the task of repairing the damage and restoring some normalcy. It is estimated that \$15 to \$20 million will be required to help our neighbours who are either without insurance or are under-insured.

As a result of the flood, the Ministry of Municipal Affairs and Housing declared the region a "Disaster Area" which allowed the municipality to access provincial funds through the Ontario Disaster Relief Assistance Program (ODRAP). A Thunder Bay and Area Disaster Relief Committee has been formed and is spearheading the local fundraising effort. The Disaster Relief Committee is committed to *Restoring Our Neighbours*.

This disaster is, without a doubt, a defining moment in our city's history but it's our ability to help our neighbours overcome this tragedy and create a positive outcome that will also leave a lasting mark.

We are appealing to all municipalities in Ontario for assistance. Your financial contribution will make a huge difference in assisting victims of the flood in regaining their homes, their businesses and their lives. All donations will be matched 2:1 by the province – \$1 becomes \$3.

As a community, we need to raise \$5 million to help those affected by the flood. Not only is your support appreciated, it's essential to helping us meet this goal. Donations can be mailed to the Disaster Relief Office, 500 Donald St. E. Thunder Bay, ON P7C 5K4.

Sincerely,

Lynn Peterson  
Co-Chair, Thunder Bay and Area Disaster Relief Committee

---

RESTORING OUR NEIGHBOURS



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURER'S REPORT 2012/84

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** September 6, 2012

**SUBJECT:** Northwestern Ontario Sports Hall of Fame and Museum Financial Request

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### BACKGROUND

At the August 27, 2012 Council Meeting, the letter received from the Northwestern Ontario Sports Hall of Fame and Museum requesting advertising consideration was referred to the Administration & Finance Executive Committee for recommendation.

On September 29, 2012, the Northwestern Ontario Sports Hall of Fame will be inducting its newest Honoured Members at the Valhalla Inn in Thunder Bay. Bill Selman is among those being honoured this year.

In prior years, the Town has placed advertisements for congratulatory messages in the souvenir programs for the Northwestern Ontario Sports Hall of Fame and Museum for inductees that were Fort Frances natives. The Town has also participated by way of a 2012 Business/Organization Membership Fee in the amount of \$60.00.

### RECOMMENDATION

The Administration and Finance Executive Committee recommend that Council approve a half-page congratulatory advertisement in the Northwestern Ontario Sports Hall of Fame and Museum's 31st Annual Induction Dinner Souvenir Program in the amount of \$250.00.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve a half-page congratulatory advertisement in the Northwestern Ontario Sports Hall of Fame and Museum's 31<sup>st</sup> Annual Induction Dinner Souvenir Program in the amount of \$250.00.



## Northwestern Ontario Sports Hall of Fame and Museum

219 May Street South Thunder Bay Ontario P7E 1B5

Telephone (807) 622-2852 Fax (807) 622-2736

e-mail: [nwosport@tbaytel.net](mailto:nwosport@tbaytel.net) [www.nwosportshalloffame.com](http://www.nwosportshalloffame.com)

August 12, 2012

Mayor Roy Avis  
Town of Fort Frances  
320 Portage Ave  
Fort Frances ON P9A 3P9



Dear Mayor Avis & Council,

On Saturday September 29th, 2012, at the Valhalla Inn Ballroom, the Northwestern Ontario Sports Hall of Fame will be inducting it's newest Honoured Members. We have enclosed a listing of our 2012 Inductees for your review. We are in the process of putting together our commemorative **31st Annual Induction Dinner Souvenir Program** and are contacting the Town of Fort Frances to invite you to once again be a part of it. The Souvenir Program is a keepsake for the Inductees, their families and friends and those patrons who attend the dinner.

Part of the Souvenir Program is used for congratulatory messages in the form of advertisements. You will note that Fort Frances native **Bill Selman** is among those being honoured, we thought you might be particularly interested in acknowledging Bill by congratulating him upon his induction into the Hall of Fame. We currently have the following formats available and have enclosed samples of each for your review.

### **Full Page Advertisement - \$500**

- \*opportunity to congratulate the 2012 Inductees with a full page advertisement
- \*acknowledgement of your support on the Induction Dinner Video

### **1/2 Page Advertisement - \$250**

- \*opportunity to congratulate the 2012 Inductees with a 1/2 page advertisement
- \*acknowledgement of your support on the Induction Dinner Video

There are only a limited number of advertisement spaces available. Don't miss this opportunity to congratulate the 2012 Inductees and show your support of our region's proud sports heritage. Reserve your spot by filling in the enclosed program advertisement form and returning it to our office. Thank you in advance for your consideration and support.

Sincerely,

Diane Imrie  
Executive Director

*Pride... Moments in Time... Memories...*



# Northwestern Ontario Sports Hall of Fame 31<sup>st</sup> Annual Induction Dinner & Ceremonies

*"An evening in honour of sports excellence"*

**Saturday, September 29th, 2012 ~ Valhalla Inn Ballroom**

*Doors Open: 5:30 p.m.*

*Dinner: 6:30 p.m.*

## Athletes

**Mike Busniuk**

**Terri Gibbons**

## Builders

**Alex Dampier**

**Dick Henderson**

**Bill Selman**

## Team

**Helen Fleming (Livingstone), Barbara Kukko**

**Thunder Bay Rowing Club Lightweight Doubles Crew**

*Share in a celebration of our region's proud sports heritage. Reserve your tickets today ~ seating is limited.*

Number of tickets required \_\_\_\_\_ @\$75 (\$35 Tax Deductible)

Amount enclosed \$ \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Seating Request: \_\_\_\_\_  
(Seating is pre-arranged, so please indicate your request and we will accommodate you as best we can.)

☐ Cheque ☐ MasterCard ☐ Visa ☐ Cash

Card Number \_\_\_\_\_ Card Expiry Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Send orders to: Northwestern Ontario Sports Hall of Fame 219 May St S Thunder Bay ON P7E 1B5  
Phone (807) 622-2852 / Fax (807) 622-2736 / e-mail: [nwosport@tbaytel.net](mailto:nwosport@tbaytel.net)  
[www.nwosportshalloffame.com](http://www.nwosportshalloffame.com)



## Northwestern Ontario Sports Hall of Fame

31<sup>st</sup> Annual Induction Dinner

Saturday, September 29th, 2012

### 31<sup>st</sup> Annual Induction Dinner ~ Program Advertising

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

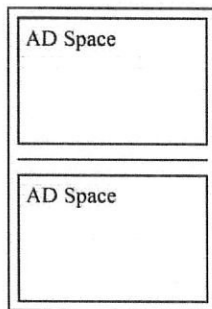
*We have a variety of ways for you to congratulate the 2012 Hall of Fame Inductees, and show your support of our region's proud sports heritage....*

*Advertisement Options:* please indicate your selection:

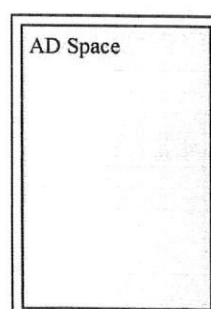
#### A INDUCTEE PAGE



#### B HALF PAGE



#### C FULL PAGE



n/a ~ Inductee Page (\$125)

\_\_\_\_ ~ 1/2 Page (\$250)

\_\_\_\_ ~ Full Page (\$500)

\_\_\_\_ Please Invoice me at the address above

\_\_\_\_ Payment enclosed

\_\_\_\_ Logo and/or ad copy enclosed

Please fill in and return to:

Northwestern Ontario Sports Hall of Fame


219 May St S

Thunder Bay ON P7E 1B5

phone: (807) 622-2852 fax: (807) 622-2736 email: nwosport@tbaytel.net

*Thank you for your support!*





*The Board of Directors of the  
Northwestern Ontario Sports Hall of Fame  
wishes to Congratulate all the 2009 Inductees.*

John Garland - President  
Phil Jarvis - Vice President  
Dave Pursons - Secretary  
Dick Hill - Treasurer  
Marlene Wright - Past President

Marilyn Deserre  
Dominic Filane (744)  
Councillor Larry Hebert (797)  
Aime Jorgenson (780)  
Lou Petro  
Lyne Peters  
Bill Solonen  
Dave Stelham (787/95704788)  
Lawrence Timko

*THE TOWN OF PORT FRANKLIN*


PROUDLY CONGRATULATES

**DAVE ALLISON**

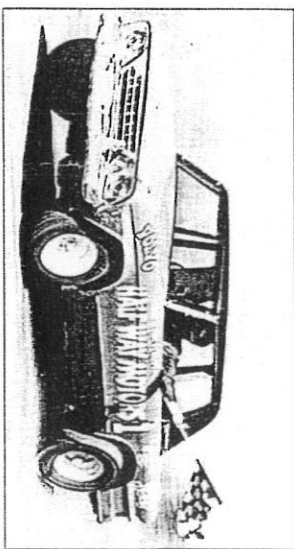
UPON HIS INDUCTION INTO THE  
NORTHWESTERN ONTARIO  
SPORTS HALL OF FAME

TOGETHER WITH  
ALL OF THE  
2009 INDUCTEES

CONGRATULATIONS




# Congratulations Tom!



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The citizens of the

# City of Kenora

extend their best wishes  
and  
congratulations to

all the  
2009 Inductees  
upon their induction  
into the

Northwestern Ontario Sports Hall of Fame





**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2012/83**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** September 6, 2012  
**SUBJECT:** Sunset Country Travel Association Financial Request

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**BACKGROUND**

At the August 27, 2012 Council meeting, the annual membership request received from the Northwest Ontario's Sunset Country Travel Association was referred to the Administration & Finance Executive Committee for their recommendation.

The Sunset Country Municipality membership supports regional tourism marketing and promotional advertising activities through its per capita membership contributions. The Town of Fort Frances supported their marketing activities through per capita membership contributions in 2005, 2006, 2007, 2008, 2009, 2010 and 2011. The 2012/2013 Sunset Country Municipality membership request is for \$0.25 per capita which totals \$1,891.25 plus HST.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the 2012/13 Northwest Ontario's Sunset Country Travel Association membership in the amount of \$1,891.25 plus applicable taxes.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the 2012/13 Northwest Ontario's Sunset Country Travel Association membership request in the amount of \$1,891.25 plus applicable taxes.



Box 647, Kenora, ON P9N 3X6 • 1-800-665-7567 • 807-468-5853 • Fax 807-468-5484 • [www.sunsetcountry.net](http://www.sunsetcountry.net) • Email [geariou@sunsetcountry.net](mailto:geariou@sunsetcountry.net)

August 8, 2012

Mayor Roy Avis and Council  
Town of Fort Frances  
Box 38  
Fort Frances, ON P9A 3M5

Dear Mayor Avis & Council:

**Re: Annual Per Capita Marketing Contribution – Sunset Country T.A.**

Each year at this time, Sunset Country Travel Association embarks on its annual membership drive. The Town of Fort Frances has been an important and valued marketing partner over the past several years by providing the Association with a per capita contribution. Last year, the rate paid by the Fort was 25 cents per capita. This contribution is used by the Association to promote tourism opportunities in Northwestern Ontario's Sunset Country – including those in Fort Frances.

We pride ourselves on the efficiency of our operation in terms of overhead and administration. This allows us to plug in over 50% of our total annual budget into marketing related expenditures. The Association reaches more consumers and receives more requests for information than any other organization in Ontario. This is something worth supporting since tourism is an integral part of the regional and local economy.

In assessing this per capita contribution request, please note that we acknowledge some municipalities also have tourism departments that pay us a separate fee – a “Local Tourist Organization” fee – but these fees cover specific services we deliver to them. This year this included the allocation of a two Summer Students for the info centre valued at \$5000.00 as well as receiving our travel information inquiries so local info on Fort Frances can also be distributed to interested tourists. This student allocation was doubled this past year, to help Fort Frances deal with the closure of the Provincial Travel Information Centre. These students work during the summer and the wages are paid for through a grant administered by Sunset Country Travel Association. Our direct request to Council is simply asking for a show of support by your municipality for the regional tourism marketing and promotional advertising that we undertake - which involves considerable costs. In 2012/13 we are launching a new mobile phone application designed to promote tourism opportunities to people over their phone. A full section on Fort Frances is included in this app.

Clearly, our partnership of promoting tourism with the Town of Fort Frances has proven worthwhile for both sides over the past years. It is my hope that the Town will once again support our marketing activities through its per capita contribution. This contribution is greatly valued by our Association and the tourism industry in the area. Enclosed is a copy of our 2012 Travel Guide. This is one example of what we do but there are many more. By your contribution, Fort Frances is supporting a marketing plan that receives a travel inquiry from real people every hour, 24 hours a day, 365 days a year.

Respectfully yours,

Gerry Cariou  
Executive Director

/enclosure

## 2012/2013 Sunset Country Municipality Membership

Help us keep up to date. Please ensure that the information below is correct and check off all amenities, products and services that are applicable. Please make any changes directly on this portfolio and send it with your payment to: Ontario's Sunset Country, Box 647, Kenora, ON P9N 3X6. Thank you for your assistance

|  |  |   |
|--|--|---|
| <b>Municipality or City:</b> <input type="text" value="Town of Fort Frances"/> |  | <b>Population:</b> <input type="text" value="7565"/>                  |
| <b>Mayor or Reeve:</b> <input type="text" value="Roy Avis"/>                   |  | <b>Per Capita:</b> <input type="text" value="x \$0.25 = \$1,891.25"/> |
| <b>Mailing Address:</b> <input type="text" value="320 Portage Ave."/>          |  | <b>Plus HST 13%:</b> <input type="text" value="245.86"/>              |
| <b>Street Address:</b> <input type="text" value="320 Portage Ave."/>           |  | <b>Total Membership:</b> <input type="text" value="\$2137.11"/>       |
| GPS Coordinates: <input type="text"/>  |  | <b>Phone:</b> <input type="text" value="807-274-5323"/>               |
|  |  | <b>Fax:</b> <input type="text" value="807-274-8479"/>                 |
| <b>City:</b> <input type="text" value="Fort Frances"/>                         | <b>Prov:</b> <input type="text" value="ON"/> | <b>Postal Code:</b> <input type="text" value="P9A 3P9"/>              |
| <b>Email:</b> <input type="text" value="town@fortfrances.com"/>                |  | <b>Toll Free Number:</b> <input type="text"/>                         |
| <b>Website:</b> <input type="text" value="www.fort-frances.com"/>              |  |   |
| <b>Twitter:</b> <input type="text"/>   | <b>Facebook:</b> <input type="text"/>        | <b>Blog:</b> <input type="text"/>                                     |
| <b>Pinterest:</b> <input type="text"/>   | <b>Google+:</b> <input type="text"/>         |   |
| <b>Flickr:</b> <input type="text"/>  | <b>Tumblr:</b> <input type="text"/>          | <b>YouTube:</b> <input type="text"/>                                  |

|  |   |   |  |   |
|--|---|---|--|---|
| <b>Municipality Information:</b>         |   | <b>District:</b> <input type="text" value="Rainy River"/> | <b>Hwy access:</b> <input type="text" value="11"/> | <b>Lakeshore:</b> <input type="text" value="Rainy Lake"/> |
| <b>Office Hours:</b>                     | <b>From:</b> <input type="text" value="8:30 am"/> | <b>To:</b> <input type="text" value="4:30 pm"/>           | <b>Handicapped Facilities</b>                      |   |
| <b>Travel Centre/Visitor Info Centre</b> |   |   |  |   |
| <b>Operating Season:</b>                 | <b>From</b> <input type="text"/>                  | <b>To:</b> <input type="text"/>                           | <b>Year Round?</b>                                 |   |
| <b>Summer Hours:</b>                     | <input type="text"/>                              |   | <b>Winter Hours:</b> <input type="text"/>          |   |

|   |   |
|---|---|
| <b>Activities:</b>  |   |
| Hiking Trails <input checked="" type="checkbox"/>                   | <input type="text"/>                                  |
| ATV Trails <input type="checkbox"/>                                 | <input type="text"/>                                  |
| Public Beaches <input checked="" type="checkbox"/>                  | <input type="text"/>                                  |
| Public Boat Launch <input checked="" type="checkbox"/>              | <input type="text"/>                                  |
| Picnic Areas/ Parks in Township <input checked="" type="checkbox"/> | <input type="text"/>                                  |
| Golf Course <input type="checkbox"/>                                | <input type="text"/>                                  |
| Indoor Pool <input checked="" type="checkbox"/>                     | Fitness Centre <input checked="" type="checkbox"/>    |
| Squash, Racquetball Court <input checked="" type="checkbox"/>       | Tennis Court <input type="checkbox"/>                 |
| Volleyball Court <input type="checkbox"/>                           | Skate Board Park <input checked="" type="checkbox"/>  |
| Mini-Golf Course <input type="checkbox"/>                           |   |
| <b>Winter Activities:</b>   |   |
| Cross Country Skiing <input checked="" type="checkbox"/>            | Downhill Skiing <input type="checkbox"/>              |
| Snowboarding <input checked="" type="checkbox"/>                    | Snowmobile Trails <input checked="" type="checkbox"/> |
| Arena <input checked="" type="checkbox"/>                           | Curling Rink <input checked="" type="checkbox"/>      |

|   |                      |
|---|----------------------|
| <b>Attractions:</b>   |                      |
| Museum <input checked="" type="checkbox"/>                    | <input type="text"/> |
| Municipal Run Campgrounds <input checked="" type="checkbox"/> | <input type="text"/> |

|  |                      |
|--|----------------------|
| <b>Services:</b>                                   |                      |
| Hospital <input checked="" type="checkbox"/>       | <input type="text"/> |
| Medical Clinic <input checked="" type="checkbox"/> | <input type="text"/> |
| Churches <input checked="" type="checkbox"/>       | <input type="text"/> |

Reciprocal Link to [www.sunsetcountry.net](http://www.sunsetcountry.net)

☐ If you have a reciprocal link to Sunset Country from your website you get an additional link to the site of the moment on our home page.

Name

Signature

Return this form with your membership payment to: Sunset Country Travel Association, PO Box 647, Kenora, ON P9N 3X6

Please let us know if any information changes throughout the year so we can update our files and website. Thank You



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2012/88

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** September 6, 2012  
**SUBJECT:** Mayor Roy Avis - Association of Municipalities of Ontario (AMO)  
 Conference Travel & Per Diem Claim

### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$506.52 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$675.00 in regard to travel and attendance at the AMO Conference held in Toronto August 18 - 22, 2012 as submitted by Mayor Roy Avis.

#### Conference Expenses

|                                |                   |
|--------------------------------|-------------------|
| 1. Meals                       | \$327.00          |
| 2. Hotel Accommodations        | 139.52            |
| 3. Ground Transportation       | 40.00             |
| 3. Per Diem (4 1/2 days)       | <u>675.00</u>     |
| Total Per Diem & Travel Claims | <u>\$1,181.52</u> |

The registration fee of \$694.95, hotel accommodation of \$796.65 and airline flight of \$692.01 was paid by the Town resulting in the total cost of \$3,365.13 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule "A" 1., 2. and By-Law No. 02/10 Schedule 'A' 4.4.

### RECOMMENDATION

Administration recommends approval of the amended Travel and Per Diem claims in the total amount of \$1,181.52 for attendance at the AMO Conference held in Toronto August 18 - 22, 2012 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to the Administration's recommendation to approve the amended per diem and travel claims for Mayor Roy Avis in the amount of \$1,181.52 to attend the AMO Conference held in Toronto from August 18 - 22, 2012 as outlined in this report.



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

|                                |   |              |              |              |              |      |               |               |
|--------------------------------|---|--------------|--------------|--------------|--------------|------|---------------|---------------|
| 1. Attendee                    | <u>Roy Aris</u>                                 |              |              |              |              |      |               |               |
| 2. Conference/Seminar Attended | <u>ASSOCIATION OF MUNICIPALITIES OF ONTARIO</u> |              |              |              |              |      |               |               |
| Location (Facility and City)   | <u>OTTAWA</u>                                   |              |              |              |              |      |               |               |
| Dates                          | <u>AUGUST 19 20 21 22</u>                       |              |              |              |              |      |               |               |
| 3.                             | Sun.  | Mon.         | Tues.        | Wed.         | Thurs.       | Fri. | Sat.          | Total         |
| Accommodation                  |   |              |              |              |              |      | <u>139.52</u> | <u>139.52</u> |
| Transportation <u>Taxi</u>     |   |              |              | <u>40.00</u> |              |      |               | <u>40.00</u>  |
| Breakfast                      | <u>15.00</u>                                    | <u>15.00</u> | <u>15.00</u> | <u>15.00</u> |              |      |               | <u>60.00</u>  |
| Lunch                          | <u>20.00</u>                                    | <u>20.00</u> | <u>20.00</u> | <u>20.00</u> |              |      |               | <u>80.00</u>  |
| Dinner                         | <u>40.00</u>                                    | <u>40.00</u> | <u>40.00</u> | <u>40.00</u> | <u>35.00</u> |      | <u>35.00</u>  | <u>160.00</u> |
| Per Diem                       |   |              |              |              |              |      |               |               |
| Other                          |   |              |              |              |              |      |               |               |
| 4. Prepaid Expenses            | Registration                                    |              | Air Travel   |              | Other        |      | Total         |               |
|                                |   |              |              |              |              |      |               |               |
| 5. Town Used Vehicle           | Yes   | No           | Reason       |              |              |      |               | Total         |
| Mileage Claimed                | KM x \$0.45 =                                   |              |              |              |              |      |               |               |
| 6. Approved                    | Total Expenses <u>506.52</u>                    |              |              |              |              |      |               | <u>479.52</u> |
|                                | Advance Received                                |              |              |              |              |      |               |               |
|                                | Balance Claimed                                 |              |              |              |              |      |               | <u>506.52</u> |
|                                | Balance Refunded                                |              |              |              |              |      |               |               |

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

August 23 2012  
Date

[Signature]  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



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**MainStay Suites Winnipeg  
(CN921)**

670 King Edward Street  
Winnipeg, MB R3H 0P2  
(204) 594-0500  
GM.CN921@choicehotels.com

Account: 246333026 AGENDA ITEM #8.1

Date: 8/19/12

Room: 308 LCORPA

Arrival Date: 8/18/12

Departure Date: 8/19/12

Check In Time: 8/18/12 7:59 PM

Check Out Time:

Rewards Program ID: CN-81007653249

You were checked out by:

You were checked in by: tconst.cn921

**Total Balance Due: 0.00**

Avis, Roy  
600 KINGS HWY  
Fort Frances, ON P9A2W9

| Post Date   | Description       | Comment        | Amount   |
|---|-------------------|----------------|----------|
| * The transactions below represent postings for the given date range. |                   |                |          |
| 8/18/12   | Room Charge       | #308 Avis, Roy | 118.99   |
| 8/18/12   | Occupancy Tax     |                | 5.95     |
| 8/18/12   | GST Accomodations |                | 6.25     |
| 8/18/12   | PST Accomodations |                | 8.33     |
| 8/19/12   | Visa Payment      |                | (139.52) |

XXXXXXXXXXXX0848

**Folio Summary 8/18/12 - 8/18/12**

|                   |          |
|-------------------|----------|
| Room Charge       | 118.99   |
| GST Accomodations | 6.25     |
| PST Accomodations | 8.33     |
| Occupancy Tax     | 5.95     |
| Visa Payment      | (139.52) |

\* Sub Total: **0.00**

Balance Due: **0.00**

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to Choice Privileges points.  
GST# 801393695RT0001

MainStay Suites Winnipeg is a Non-Smoking Hotel. There will be a \$250.00 damage charge for smoking in the Hotel.

X

CHOICEprivileges®

Rewards are waiting for you

**BLUELINE** RECEIPT FOR CAB FARE

Job #

Amount 40.77 Date 22-08-17

From \_\_\_\_\_ To \_\_\_\_\_

Cab No. 2 Driver [Signature]

H.S.T. included in meter fare

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

Attendee ROY AINSConference/Seminar Attended AMO ASSOCIATION OF MUNICIPALITIES OF ONT.Location OTTAWA ONT.Dates AUGUST 19, 20, 21, 22

## Details of Per Diem

|        | Monday    | Tuesday   | Wednesday | Thursday | Friday | Saturday | Sunday    | Total                                   |
|--------|-----------|-----------|-----------|----------|--------|----------|-----------|---|
| Date   | August 20 | August 21 | August 22 |          |        | Aug 18   | August 19 |   |
| Amount | 150 -     | 150 -     | 150 -     |          |        | 75.00    | 150 -     | \$675.00 <i>id</i><br><del>600.00</del> |

Submitted by: Date: AUGUST 23 2012

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

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

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

|            |       |
|------------|-------|
| or Payroll |       |
| Pay period | _____ |



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/89

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** September 6, 2012

**SUBJECT:** Councillor Andrew Hallikas - Association of Municipalities of Ontario (AMO) Conference Travel & Per Diem Claim

### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$446.60 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$675.00 in regard to travel and attendance at the AMO Conference held in Toronto August 18 - 22, 2012 as submitted by Councillor Andrew Hallikas.

#### Conference Expenses

|                                |                   |
|--------------------------------|-------------------|
| 1. Meals                       | \$327.00          |
| 2. Hotel Accommodations        | 119.60            |
| 3. Per Diem (4 ½ days)         | <u>675.00</u>     |
| Total Per Diem & Travel Claims | <u>\$1,121.60</u> |

The registration fee of \$694.95, Ottawa hotel accommodations of \$796.65 and airline flight of \$692.01 were paid by the Town resulting in the total cost of \$3,305.21 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule "A" 1., 2. and By-Law No. 02/10 Schedule 'A' 4.4.

### RECOMMENDATION

Administration recommends approval of the amended Travel and Per Diem claims in the total amount of \$1,121.60 for attendance at the AMO Conference held in Toronto August 18 - 22, 2012 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree to the Administration's recommendation to approve the amended per diem and travel claims for Councillor Andrew Hallikas in the amount of \$1,121.60 to attend the AMO Conference held in Toronto from August 18 - 22, 2012 as outlined in this report.



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

|                                |                                 |       |            |       |                 |      |                 |                       |
|--------------------------------|---------------------------------|-------|------------|-------|-----------------|------|-----------------|-----------------------|
| 1. Attendee                    | Andrew Hallikas                 |       |            |       |                 |      |                 |                       |
| 2. Conference/Seminar Attended | Amo                             |       |            |       |                 |      |                 |                       |
| Location (Facility and City)   | Ottawa                          |       |            |       |                 |      |                 |                       |
| Dates                          | August 19, 20, 21, 22 (2012)    |       |            |       |                 |      |                 |                       |
| 3.                             | Sun.                            | Mon.  | Tues.      | Wed.  | Thurs.          | Fri. | Sat.            | Total                 |
| Accommodation                  |                                 |       |            |       |                 |      | 119.60          | 119.60                |
| Transportation                 | 12.00 <i>kw</i>                 |       |            |       |                 |      |                 |                       |
| Breakfast                      | 15.00                           | 15.00 | 15.00      | 15.00 |                 |      |                 | 60.00 <i>57.00 kw</i> |
| Lunch                          | 20.00                           | 20.00 | 20.00      | 20.00 |                 |      |                 | 80.00                 |
| Dinner                         | 40.00                           | 40.00 | 40.00      | 40.00 | 35.00 <i>kw</i> |      | 35.00 <i>kw</i> | 190.00 <i>kw</i>      |
| Per Diem                       |                                 |       |            |       |                 |      |                 |                       |
| Other                          |                                 |       |            |       |                 |      |                 |                       |
| 4. Prepaid Expenses            | Registration                    |       | Air Travel |       | Other           |      | Total           |                       |
|                                |                                 |       |            |       |                 |      |                 |                       |
| 5. Town Used Vehicle           | Yes                             | No    | Reason     |       |                 |      |                 | Total                 |
| Mileage Claimed                | KM x \$0.45 =                   |       |            |       |                 |      |                 |                       |
| 6. Approved                    |                                 |       |            |       |                 |      |                 |                       |
|                                | Total Expenses <i>kw</i> 446.60 |       |            |       |                 |      |                 | 519.60                |
|                                | Advance Received                |       |            |       |                 |      |                 |                       |
|                                | Balance Claimed                 |       |            |       |                 |      |                 | \$ 446.60             |
|                                | Balance Refunded                |       |            |       |                 |      |                 |                       |

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

23/08/12  
Date

  
Employee Signature

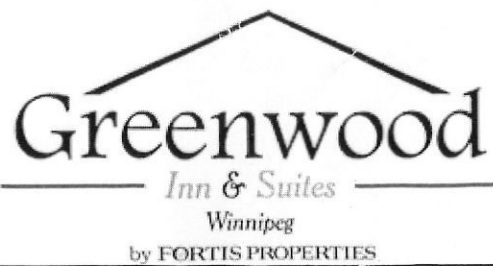
Date

Supervisor Signature

Date

Division Manager Signature

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

**GUEST FOLIO**

**Andrew Hallikas**  
**320 Portage Ave**  
**Fort Francis, AB**  
**P9A 3P9**  
**CA**

Account Name **Hallikas, Andrew**  
Invoice No. **IN 314712**  
Folio Type **Current**  
Arrival **08/18/12**  
Departure **08/19/12**  
Room # **426**  
Voucher #

| Seq.                      | Date     | Transaction Description | Ref/Comments                   | Room        | Q | Amount      | TX | S/F |
|---------------------------|----------|-------------------------|--------------------------------|-------------|---|-------------|----|-----|
| 1                         | 08/18/12 | Room Individual         | Re: 426/Hallikas, Andrew       | 426         | 1 | 102.00      | N  | A   |
|                           |          | GST                     |                                |             |   | 5.36        |    |     |
|                           |          | PST                     |                                |             |   | 7.14        |    |     |
|                           |          | Accommodations Tax      |                                |             |   | 5.10        |    |     |
| 2                         | 08/19/12 | American Express        | Aut#: 511008/3733 94XXXX X3007 | 426         | 1 | (119.60)    | I  | A   |
| <b>TOTAL</b>              |          |                         |                                |             |   | <b>0.00</b> |    |     |
| <b>*** TAXES INCL ***</b> |          |                         |                                |             |   |             |    |     |
| <b>GST</b>                |          |                         |                                | <b>5.36</b> |   |             |    |     |
| 896932449 RT0001          |          |                         |                                |             |   |             |    |     |
| <b>PST</b>                |          |                         |                                | <b>7.14</b> |   |             |    |     |
| 896932449 MT0001          |          |                         |                                |             |   |             |    |     |
| <b>Other Taxes</b>        |          |                         |                                | <b>5.10</b> |   |             |    |     |

This bill is in currency : **Canadian Dollars**

Print date: **08/19/12**

I agree to pay for any balance left unpaid by the company, organization or person in charge and am aware of my responsibility to cover for any damage caused to the property.

X

Guest signature

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

Attendee Andrew Hallikas

Conference/Seminar Attended AMO

Location Ottawa

Dates ~~Aug~~ August 19, 20, 21, 22 (2012)

**Details of Per Diem**

|        | Monday             | Tuesday            | Wednesday          | Thursday | Friday | Saturday          | Sunday             | Total  |
|--------|--------------------|--------------------|--------------------|----------|--------|-------------------|--------------------|--|
| Date   | Aug 20             | Aug 21             | Aug 22             |          |        | Aug 18            | Aug 19             |  |
| Amount | 150. <sup>00</sup> | 150. <sup>00</sup> | 150. <sup>00</sup> |          |        | 75. <sup>00</sup> | 150. <sup>00</sup> | <del>600.<sup>00</sup></del> <sup>225</sup> 675. <sup>00</sup> |

Submitted by: 

Date: 23/08/12

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

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

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

or Payroll

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



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/82

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** September 6, 2012

**SUBJECT:** Councillor Paul Ryan - Association of Municipalities of Ontario (AMO) Conference Travel & Per Diem Claim

#### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$446.60 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$675.00 in regard to travel and attendance at the AMO Conference held in Toronto August 18 - 22, 2012 as submitted by Councillor Paul Ryan.

#### Conference Expenses

|                                |                   |
|--------------------------------|-------------------|
| 1. Meals                       | \$327.00          |
| 2. Hotel Accommodations        | 119.60            |
| 3. Per Diem (4 ½ days)         | <u>675.00</u>     |
| Total Per Diem & Travel Claims | <u>\$1,121.60</u> |

The registration fee of \$694.95, Ottawa hotel accommodations of \$796.65 and airline flight of \$692.01 were paid by the Town resulting in the total cost of \$3,305.21 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule "A" 1., 2. and By-Law No. 02/10 Schedule 'A' 4.4.

#### RECOMMENDATION

Administration recommends approval of the amended Travel and Per Diem claims in the total amount of \$1,121.60 for attendance at the AMO Conference held in Toronto August 18 - 22, 2012 as submitted by Councillor Paul Ryan.

Council Approval of this Report Will Agree to the Administration's recommendation to approve the amended per diem and travel claims for Councillor Paul Ryan in the amount of \$1,121.60 to attend the AMO Conference held in Toronto from August 18 - 22, 2012 as outlined in this report.



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

|    |                              |   |                             |                           |                        |        |      |                        |        |
|----|------------------------------|---|-----------------------------|---------------------------|------------------------|--------|------|------------------------|--------|
| 1. | Attendee                     | <b>PAUL RYAN</b>  |                             |                           |                        |        |      |                        |        |
| 2. | Conference/Seminar Attended  | <b>ASSOCIATION OF MUNICIPALITIES OF ONTARIO 113TH ANNUAL CONFERENCE</b> |                             |                           |                        |        |      |                        |        |
|    | Location (Facility and City) | <b>OTTAWA CONVENTION CENTRE + WESTIN HOTEL - OTTAWA ON.</b>             |                             |                           |                        |        |      |                        |        |
|    | Dates                        | <b>AUGUST 18<sup>TH</sup> TO 22<sup>ND</sup> / 2012</b>                 |                             |                           |                        |        |      |                        |        |
| 3. |                              | Sun. <sup>AUG 19</sup>  | Mon. <sup>AUG 20</sup>      | Tues. <sup>AUG 21</sup>   | Wed. <sup>AUG 22</sup> | Thurs. | Fri. | Sat. <sup>AUG 18</sup> | Total  |
|    | Accommodation                | -   | -                           | -                         |                        |        |      | 119.60                 | 119.60 |
|    | Transportation               |   |                             |                           |                        |        |      |                        |        |
|    | Breakfast                    | 12.00   | 15.00                       | 15.00                     | 15.00                  |        |      |                        | 57.00  |
|    | Lunch                        | 20.00   | 20.00                       | 20.00                     | 20.00                  |        |      |                        | 80.00  |
|    | Dinner                       | 40.00   | 40.00                       | 40.00                     | 35.00                  |        |      | 35.00                  | 155.00 |
|    | Per Diem                     |   |                             |                           |                        |        |      |                        |        |
|    | Other                        |   |                             |                           |                        |        |      |                        |        |
| 4. | Prepaid Expenses             | Registration  | Air Travel                  | Other                     | Total                  |        |      |                        |        |
|    | By Town of Ft. Frances       | Yes   | Yes                         | Room, Westin Hotel Ottawa |                        |        |      |                        |        |
| 5. | Town Used Vehicle            | <input checked="" type="checkbox"/> Yes                                 | <input type="checkbox"/> No | Reason                    |                        |        |      |                        |        |
|    | Mileage Claimed              | <input checked="" type="checkbox"/> KM x \$0.45 =                       |                             |                           |                        |        |      |                        |        |
| 6. | Approved                     |   |                             | Total Expenses            | \$ 446.60              | 446.60 |      |                        |        |
|    |                              |   |                             | Advance Received          |                        |        | 0.00 |                        |        |
|    |                              |   |                             | Balance Claimed           | \$ 446.60              | 446.60 |      |                        |        |
|    |                              |   |                             | Balance Refunded          |                        |        |      |                        |        |

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

August 27/2012  
Date

Paul Ryan  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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





## GUEST FOLIO

**Paul Ryan**  
**320 Portage Ave**  
**Fort Francis, AB**  
**P9A 3P9**  
**CA**

Account Name **Ryan, Paul**  
 Invoice No. **IN 314711**  
 Folio Type **Current**  
 Arrival **08/18/12**  
 Departure **08/19/12**  
 Room # **422**  
 Voucher #

| Seq.               | Date     | Transaction Description | Ref/Comments                     | Room | Q | Amount   | TX | S/F |
|--------------------|----------|-------------------------|----------------------------------|------|---|----------|----|-----|
| 1                  | 08/18/12 | Room Individual         | Re: 422/Ryan, Paul               | 422  | 1 | 102.00   | N  | A   |
|                    |          | GST                     |                                  |      |   | 5.36     |    |     |
|                    |          | PST                     |                                  |      |   | 7.14     |    |     |
|                    |          | Accommodations Tax      |                                  |      |   | 5.10     |    |     |
| 2                  | 08/19/12 | Master Card             | Aut#: 00018Z/5457 56XX XXXX 1937 | 422  | 1 | (119.60) | I  | A   |
| TOTAL              |          |                         |                                  |      |   | 0.00     |    |     |
| *** TAXES INCL *** |          |                         |                                  |      |   |          |    |     |
| GST                |          |                         |                                  |      |   | 5.36     |    |     |
| 896932449 RT0001   |          |                         |                                  |      |   |          |    |     |
| PST                |          |                         |                                  |      |   | 7.14     |    |     |
| 896932449 MT0001   |          |                         |                                  |      |   |          |    |     |
| Other Taxes        |          |                         |                                  |      |   | 5.10     |    |     |

This bill is in currency : **Canadian Dollars**

Print date: **08/19/12**

I agree to pay for any balance left unpaid by the company, organization or person in charge and am aware of my responsibility to cover for any damage caused to the property.

X

Guest signature

The Westin Ottawa  
 11 Colonel By Drive  
 Ottawa, ON K1N 9H4  
 Canada  
 Tel: 613-560-7000 Fax: 613-234-5396

Paul Ryan  
 320 Portage Ave  
 Fort Frances, ON P9A 3P9  
 Canada  
 GBAMOA - AMO 2012 Conf

Page Number : 1 Invoice Nbr : 107684  
 Guest Number : 695285  
 Folio ID : EX-A  
 Arrive Date : 19-AUG-12 14:50  
 Depart Date : 22-AUG-12  
 No. Of Guest : 1  
 Room Number : 1313  
 Room Rate : 235.00  
 Club Account :


## Information Invoice

Tax ID : 861336493RT0002

The Westin Ottawa 22-AUG-12 02:47 ECHAMPAG

| Date        | Reference | Description     | Charges | Credits |
|-------------|-----------|-----------------|---------|---------|
| 19-AUG-12   | DEPOSIT   | Deposit Applied |         | -796.65 |
| 19-AUG-12   | RT1313    | Room            | 235.00  |         |
| 19-AUG-12   | RT1313    | Tax-HST Rooms   | 30.55   |         |
| 20-AUG-12   | RT1313    | Room            | 235.00  |         |
| 20-AUG-12   | RT1313    | Tax-HST Rooms   | 30.55   |         |
| 21-AUG-12   | RT1313    | Room            | 235.00  |         |
| 21-AUG-12   | RT1313    | Tax-HST Rooms   | 30.55   |         |
| ** Total    |           |                 | 796.65  | -796.65 |
| *** Balance |           |                 | 0.00    |         |

Continued on the next page

Prepared By Town of Fort Frances  


The Westin Ottawa  
 11 Colonel By Drive  
 Ottawa, ON K1N 9H4  
 Canada  
 Tel: 613-560-7000 Fax: 613-234-5396

Paul Ryan  
 320 Portage Ave  
 Fort Frances, ON P9A 3P9  
 Canada  
 GBAMOA - AMO 2012 Conf

|              |             |             |          |
|--------------|-------------|-------------|----------|
| Page Number  | : 2         | Invoice Nbr | : 107684 |
| Guest Number | : 695285    |             |          |
| Folio ID     | : EX-A      |             |          |
| Arrive Date  | : 19-AUG-12 | 14:50       |          |
| Depart Date  | : 22-AUG-12 |             |          |
| No. Of Guest | : 1         |             |          |
| Room Number  | : 1313      |             |          |
| Room Rate    | : 235.00    |             |          |
| Club Account | :           |             |          |

Information Invoice  
 Amount CAD

0.00  
 0.00  
 0.00  
 0.00  
 0.00

As a Starwood Preferred Guest, you could have earned 1398 Starpoints for this visit. Please provide your member number or enroll today.

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

Attendee PAUL RYAN

Conference/Seminar Attended ASSOCIATION OF MUNICIPALITIES OF ONTARIO 113<sup>TH</sup> ANNUAL CONFERENCE

Location OTTAWA CONVENTION CENTRE + WESTIN HOTEL - OTTAWA ON.

Dates AUGUST 18<sup>TH</sup> TO 22<sup>ND</sup> / 2012

**Details of Per Diem**

|        | Monday    | Tuesday   | Wednesday | Thursday | Friday | Saturday  | Sunday    | Total  |
|--------|-----------|-----------|-----------|----------|--------|-----------|-----------|--------|
| Date   | Aug 20/12 | Aug 21/12 | Aug 22/12 |          |        | Aug 18/12 | Aug 19/12 | —      |
| Amount | 150.00    | 150.00    | 150.00    |          |        | 75.00     | 150.00    | 600.00 |

\$675.00 Aw.

Submitted by:

Paul Ryan

Date:

AUGUST 27/2012

Approved by:

Date:

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

or Payroll

Pay period



**Report to: Mayor and Council**

**August 29, 2012**

**From: Travis Rob, Facilities/Sustainability Coordinator**

**Re: Civic Centre Emergency Asbestos Abatement Cost**



In 2007 the Town commissioned DST Consultants of Thunder Bay to complete asbestos surveys and management plans for multiple facilities, with the Civic Centre being one of those facilities. This survey found asbestos contained in the boiler room on the piping elbow insulation. The material was in good condition so there was no immediate need to remove the material. As part of the Honeywell project the Civic Centre boilers and associated piping are being removed and replaced. It was outlined in the energy and facility renewal report from Honeywell that it was the Town's responsibility to conduct any and all asbestos abatement prior to construction beginning.

The topic of the asbestos in the Civic Centre was brought up at the Honeywell preconstruction meeting on August 1, 2012 with Honeywell wanting to begin boiler demolition on Monday August 27<sup>th</sup>, after which Rick Hallam, Chief Building Official, and myself contacted a number of abatement contractors to obtain quotations. Keating Insulation of Thunder Bay, Lakehead Insulation of Thunder Bay, Power Vac Services of Thunder Bay, and Strone of Kenora all submitted quotations. Power Vac was the lowest quotation at \$18,000.00 for the removal of the asbestos and an additional \$2400.00 to have DST Consultants conduct the

required air quality testing and clearances. After discussing with Rick Hallam, and Mark McCaig, as this was an unbudgeted emergency expense, Power Vac was engaged to complete the work. Power Vac came to site on Wednesday August 22 and completed all abatement including air testing by August 24, 2012.

With the removal of this asbestos the boiler demolition and replacement was able to start on time and the safety in the facility has improved as a known designated substance in the Occupational Health and Safety Act has been properly removed.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Travis Rob", with a stylized flourish at the end.

Travis Rob, EIT

Facilities/Sustainability Coordinator

**This report is for Council informational purposes only, no action required.**

## TOWN OF FORT FRANCES OPERATIONS STATISTICS

### May 2012

#### STAFFING

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

|                     | 2011         | 2012         |
|---------------------|--------------|--------------|
| WSIB                | 15.50        | 0.00         |
| WI/LTD              | 0.00         | 22.00        |
| SICK DAYS           | 11.94        | 14.19        |
| COMPASSIONATE LEAVE | 0.00         | 2.00         |
| FLOATERS            | 2.50         | 5.00         |
| VACATION            | 22.00        | 18.00        |
| BANKED TIME USED    | 5.75         | 3.81         |
| OFF                 | 0.75         | 0.00         |
| STATUTORY HOLIDAYS  | 34.00        | 33.00        |
| <b>TOTAL</b>        | <b>92.44</b> | <b>98.00</b> |



#### OVERTIME HOURS

Equivalent Straight Time Hours:

|                       | 2011          | 2012          | 2011           | 2012          |
|-----------------------|---------------|---------------|----------------|---------------|
|                       | May           | May           | Year To        | Year To       |
|                       |               |               | Date           | Date          |
| ADMINISTRATION        | 0.00          | 0.00          | 0.00           | 0.00          |
| CAPITAL               | 0.00          | 0.00          | 0.00           | 0.00          |
| ENGINEERING           | 6.00          | 0.00          | 8.25           | 1.50          |
| INTERDEPARTMENTAL     | 9.00          | 16.00         | 19.25          | 28.75         |
| PRIVATE WORK          | 4.00          | 0.00          | 12.00          | 11.50         |
| RECYCLE/GARBAGE       | 4.00          | 0.00          | 33.50          | 0.75          |
| ROADS                 | 0.00          | 3.00          | 478.00         | 101.38        |
| SEWER COLLECTION      | 51.25         | 21.25         | 120.25         | 98.25         |
| SIDEWALKS             | 0.00          | 0.00          | 42.25          | 0.00          |
| STORES                | 0.00          | 0.00          | 33.00          | 18.00         |
| VEHICLE & EQUIPMENT   | 0.00          | 0.00          | 155.50         | 31.50         |
| WATER TREATMENT PLANT | 20.50         | 0.00          | 70.50          | 65.75         |
| WATER DISTRIBUTION    | 38.50         | 62.00         | 124.50         | 146.95        |
| WATER TOWER           | 0.00          | 0.00          | 0.00           | 0.00          |
| <b>TOTAL</b>          | <b>133.25</b> | <b>102.25</b> | <b>1097.00</b> | <b>504.32</b> |

## **TRANSPORTATION REPORT**

### **ROADS:**

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

- Flushed storm sewer laterals and cleaned catch basin sumps
- Cleaned leaves and debris from catch basins

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

- Cleaned all garbage and debris from all ditches.
- Dug out beaver dams behind Caul's field twice.
- 

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

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Repaired some curb and gutter at 508 Victoria Avenue
- Continued with initial sweep of all Town roads
- Initial sweep ended on May 14<sup>th</sup>
- Street sweeping daily – downtown area and Front Street done once weekly.

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

- Graded all loose top roads twice.
- Graded lanes as required.

#### **Roadside Maintenance:**

- Steam cleaned welcome signs at east and west entrances to Town.
- Cleaned debris from Town entrances, ditches and boulevards
- Cleaned sand and debris from corners and downtown parking lots
- Cut grass at dead ends and CN crossings
- Put out bike racks in downtown area
- Removed the chain link fence at 408 King's Hwy. on May 24<sup>th</sup>
- Replaced uni-stone around new poles on Mowat Avenue
- Trimmed brush and cleaned up debris from around all municipal parking lots



**Winter Controls:**

**Traffic Operations:**

- Repaired and replaced signs as required
- Started annual painting of lines, parking areas, no parking areas (yellow curb), stop bars and crosswalks

**Regular Maintenance:**

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

**Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cut grass at Public Works building and yards
- Painted lines inside the Public Works shop building.

**Private Work:**

**Sidewalks – Winter:**

**Sidewalks – Summer:**

- Swept winter sand from sidewalks
- Swept Waterfront sidewalks and bike path

**Vehicles and Equipment:**

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

**Public Relations:**

- Put out planters along highway and Mowat Avenue

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance
- Handed out "Water Turn Off Advisories", "Drinking Water Advisories" and "Lifting of Drinking Water Advisories" when required
- Issued "Delinquent Account Notices" and turned off water for non-compliance as required
- Flushed sanitary sewer mains
- Repaired water main valve covers, raised and lowered valves in various locations

**Interdepartmental:**

- Steam cleaned gum from Memorial Sports Centre entrances and sidewalks
- Painted lines in Memorial Sports Centre Parking Lots
- Steam cleaned exterior of Point Park office to prepare for painting
- Cleaned sump pit at Sunny Cove Camp on May 7<sup>th</sup>
- Cleaned culvert ends at Airport
- Cleaned Marina Parking Lots
- Hauled material from McIrvine Road dump site to Landfill side to be used for cover.
- Installed Lions head fountain at Lion's Park on May 22<sup>nd</sup>
- Installed a new underground sprinkler system at the Civic Centre
- Hauled three (3) loads of black dirt to the Airport on May 23<sup>rd</sup>
- Installed new parking meters by Post Office on Portage Avenue.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer two (2) times
- Emptied bins from drop off centre as required
- May 25<sup>th</sup>, Laidlaw Carriers picked up a load of glass to deliver to Nexcycle Industries Ltd for recycling.

**Training:**

- Rob Paterson, Dan Mattson, Curtis Wickstrom, Dave Martin, Brian Lee, Rich Walton, Darren McCormick, Chad Hanson, Jacques Fiset, Paul LeFreniere, Darwin Woods, Randy McArthur, Brian Henttonen, Tom Pollard, Paul Lemesurier, Mike Allen, Greg Wiedenhoeft, Barry Mosbeck, Trevor McKinnon and Dale Gill attended a Commercial Defensive Driving Course on May 16<sup>th</sup>.

**Health & Safety:**

- A Workplace Inspection was done at the P.W. Office and Shop area May 4<sup>th</sup>.
- A Health and Safety Tailgate meeting was held in the P.W. Shop on May 30<sup>th</sup>



Milt Strachan,  
Superintendent of Transportation

## TOWN OF FORT FRANCES OPERATIONS STATISTICS

### June 2012

#### STAFFING

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

|                     | 2011          | 2012         |
|---------------------|---------------|--------------|
| WSIB                | 16.50         | 0.00         |
| WI/LTD              | 3.00          | 21.00        |
| SICK DAYS           | 13.69         | 7.75         |
| COMPASSIONATE LEAVE | 0.00          | 7.25         |
| FLOATERS            | 6.00          | 0.00         |
| VACATION            | 50.25         | 50.75        |
| BANKED TIME USED    | 9.38          | 7.72         |
| OFF                 | 2.25          | 3.09         |
| STATUTORY HOLIDAYS  | 0.00          | 0.00         |
| <b>TOTAL</b>        | <b>101.07</b> | <b>97.56</b> |



#### OVERTIME HOURS

Equivalent Straight Time Hours:

|                       | 2011          | 2012         | 2011           | 2012          |
|-----------------------|---------------|--------------|----------------|---------------|
|                       | June          | June         | Year To        | Year To       |
|                       |               |              | Date           | Date          |
| ADMINISTRATION        | 0.00          | 0.00         | 0.00           | 0.00          |
| CAPITAL               | 0.00          | 0.00         | 0.00           | 0.00          |
| ENGINEERING           | 0.00          | 0.00         | 8.25           | 1.50          |
| INTERDEPARTMENTAL     | 6.75          | 9.50         | 26.00          | 38.25         |
| PRIVATE WORK          | 3.00          | 4.75         | 15.00          | 16.25         |
| RECYCLE/GARBAGE       | 0.00          | 0.00         | 33.50          | 0.75          |
| ROADS                 | 7.00          | 16.50        | 485.00         | 117.88        |
| SEWER COLLECTION      | 45.25         | 19.50        | 165.50         | 117.75        |
| SIDEWALKS             | 0.00          | 27.00        | 42.25          | 27.00         |
| STORES                | 0.00          | 0.00         | 33.00          | 18.00         |
| VEHICLE & EQUIPMENT   | 0.00          | 0.00         | 155.50         | 31.50         |
| WATER TREATMENT PLANT | 43.00         | 0.00         | 113.50         | 69.75         |
| WATER DISTRIBUTION    | 55.25         | 1.50         | 179.75         | 168.45        |
| WATER TOWER           | 6.00          | 0.00         | 6.00           | 0.00          |
| <b>TOTAL</b>          | <b>166.25</b> | <b>78.75</b> | <b>1263.25</b> | <b>607.07</b> |



## **TRANSPORTATION REPORT JUNE - 2012**

### **ROADS:**

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

- Continued flushing storm sewer laterals and cleaning catch basin sumps.
- Repaired a catch basin on the 600 Block of Keating Avenue.
- Repaired a catch basin on the 500 Block of Holmes Avenue.
- Repaired a catch basin at 915 Frenette Avenue.

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

- Continued cleaning debris from all ditches.
- Dug out beaver dams behind Caul's field .
- 

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

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Repaired some curb and gutter in areas needing repairs
- Pioneer Construction completed the first rounds of asphalt patching for 2012 during the week of June 11<sup>th</sup> to 15<sup>th</sup>
- Street sweeping daily – downtown area and Front Street done once weekly.

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

- Graded all loose top roads twice.
- Graded lanes as required.
- Northwest Road Management applied magnesium chloride dust suppression to all loose top roads on June 1<sup>st</sup>.

#### **Roadside Maintenance:**

- Cut grass at dead ends and CN crossings
- Cut grass around poles and signs where needed.

## **Winter Controls:**

## **Traffic Operations:**

- Repaired and replaced signs as required
- Continued painting of lines, parking areas, no parking areas (yellow curb), stop bars and crosswalks
- North-West Lines Ltd. Completed contracted line painting on June 22<sup>nd</sup> to 25<sup>th</sup>

## **Regular Maintenance:**

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

## **Buildings and Grounds:**

- Cleaned Shop as required
- Cleaned vehicles and equipment as required
- Cleaned up debris etc. from North Yard
- Cut grass at Public Works building and yards
- Northwest Road Management applied magnesium chloride dust suppression to Public Works yard and parking areas on June 1<sup>st</sup>.

## **Private Work:**

## **Sidewalks – Winter:**

## **Sidewalks – Summer:**

- Removed sidewalk on the East side of the 200 Block of Armit Avenue and replaced with sod.
- Repaired some dips in the uni-stone sidewalk in front of the Mekong Restaurant on Scott Street.

**Vehicles and Equipment:**

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

**Public Relations:**

- Delivered barricades to close the 200 and 300 blocks of Scott Street for the Car Club's Show and Shine on June 8<sup>th</sup> and picked them up on June 11<sup>th</sup>.
- Delivered barricades for Canada Day Parade and Tug of War on June 28<sup>th</sup>.
- Delivered barricades, two loads of sand, and Bobcat for the July 1<sup>st</sup> fireworks on June 28<sup>th</sup>.

**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out "Water Turn Off Advisories", "Drinking Water Advisories" and "Lifting of Drinking Water Advisories" when required
- Issued "Delinquent Account Notices" and turned off water for non-compliance as required.
- Landscaped and seeded at 618 Second Street West where a hydrant repair had been done.
- Cleaned out several water main valve casings with high pressure vacuum truck.

**Interdepartmental:**

- Repaired some uni-stone at the Water Front at Sorting Gap Marina
- Moved some files to the basement at the Civic Centre on June 20<sup>th</sup>.
- Put sod in low areas by window sills at the Civic Centre
- Randy McArthur provided coverage for vacation at the Airport from June 1<sup>st</sup> to 7<sup>th</sup>.

**Recycling:**

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer two (2) times
- Emptied bins from "drop off" centre as required
- Hauled some tires from the Landfill Site and distributed them to interested tire dealers for recycling.

**Training:**

**Health & Safety:**

- A Joint Health and Safety Committee Meeting was held at the Public Works Meeting Room on June 22<sup>nd</sup>.
- A workplace inspection was done at the Water Treatment Plant on June 22<sup>nd</sup>.
- A workplace inspection was done at the Water Tower on June 22<sup>nd</sup>.
- A workplace inspection was done at the Public Works Building on June 22<sup>nd</sup>.
- A Tailgate meeting was held in the P.W. Shop on June 27<sup>th</sup>.



Milt Strachan,  
Superintendent of Transportation