

# TOWN OF FORT FRANCES

AGENDA - October 9, 2012

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 69) 5:30 p.m. to 6:20 p.m.

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: 5:32 p.m. to 5:50 p.m.**

4.1 Agency 1 (W. Derksen, Town's Solicitor will be present)

**Non-agenda in-camera items**

**Public Session Resumes in Council Chambers: 6:00 p.m.**

**Consent Agenda: 6:02 p.m. to 6:07 p.m.**

- |     |   |         |
|-----|---|---------|
| 7.1 | Trillium Foundation Community Grants - Kiwanis Sunny Cove Camp.                                       | 3 - 5   |
| 7.2 | Amending Agreement for Municipal Hazardous or Special Waste Services (MHSW) with Stewardship Ontario. | 6 - 19  |
| 7.3 | Underground Petroleum Fuel Storage Tanks.   | 20 - 23 |
| 7.4 | Minutes of Settlement - Requests for Reconsideration re: 400 Scott Street (2012).                     | 24 - 26 |
| 7.5 | OPP North West Region Youth Summer Camp Financial Request.  | 27 - 31 |
| 7.6 | Memorandum of Understanding re: Fort Frances Public Library Board.                                    | 32 - 42 |

**Administration and Finance Division: 6:07 p.m. to 6:08 p.m.**

- |     |  |         |
|-----|--|---------|
| 8.1 | Mayor Roy Avis - NOMA Regional Conference Travel and Per Diem Claims.                                | 43 - 47 |
| 8.2 | Councillor John Albanese - NOMA Regional Conference Travel and Per Diem Claims/RRDMA Per Diem Claim. | 48 - 54 |

	Page
8.3 Councillor Andrew Hallikas - NOMA Regional Conference Travel and Per Diem Claims/RRDMA Per Diem Claim.	55 - 60
8.4 Councillor Paul Ryan - NOMA Regional Conference Travel and Per Diem Claim.	61 - 64
8.5 Councillor Sharon Tibbs - RRDMA Meeting Per Diem Claim.	65 - 66
8.6 Councillor Rick Wiedenhoeft - NOMA Regional Conference Travel and Per Diem Claim.	67 - 71
8.7 Councillor Rick Wiedenhoeft - RRDMA Meeting Per Diem Claim.	72 - 73

**Operations and Facilities Division: 6:08 p.m. to 6:13 p.m.**

9.1 Submission of Expression of Interest for Funding to Prepare Asset Management Plan.	74 - 81
9.2 2013 Parks and Cemetery Flowers.	82 - 84

**Information-**

10.1 By-Law Enforcement Activities Report for the Months of July, August and September, 2012.	85 - 86
10.2 Building Department Statistics Canada Report for the period September 1, 2012 to September 30, 2012.	87 - 88
10.3 2012 Semi-Annual Contract Policing Costs - Ontario Provincial Police (OPP).	89 - 93
10.4 Briefing Notes: Abitibi - ARB Hearing - September 25, 2012.	
10.5 September 2012 Complaint Register.	

**Non-agenda item: 6:15 p.m.**

September 13, 2012

Report to: Mayor and Council

From: Jason Kabel

Re: **Trillium Foundation Community Grants – Kiwanis Sunny Cove**



Please find details attached for the Community Grants program as sponsored by the Ontario Trillium Foundation. Through the Community Program, the Foundation makes grants available up to \$375,000 over five years. This can include up to \$75,000 per year for operating or project expenses and up to \$150,000 over one or more years for capital initiatives such as building renovations and/equipment purchases. The decision to fund all or part of a request depends on how well an application fits with OTF's granting priorities and assessment criteria as well as the overall demand and granting budget in the catchment area.

Small municipalities may apply for Community grants in the arts & culture and sports & recreation sectors only. The Community Services Division was unsuccessful with its application in the amount of \$65,000 to the OTF Community Fund last year for a project to renovate the foundation of the main lodge, Russell Hall. The Community Services Executive feels however that it is necessary to either obtain funding for the foundation's renovation or inject capital dollars prior to making further improvements to the main building above grade overall. It is the recommendation of the Community Services Executive to apply to the Ontario Trillium Foundation for the Community Program to renovate the foundation of Russell Hall at Kiwanis Sunny Cove Camp.

Respectfully submitted,

Jason Kabel

Manager of Community Services

**Council's approval of this report will:**

endorse the submission of an application to the Ontario Trillium Foundation for the Community Program to renovate the foundation of Russell Hall at Kiwanis Sunny Cove Camp.



[Home](#) | [Apply for a Grant](#) | [Granting Programs](#) | [Community Grants](#)



## Community Grants

The Community Program provides grants for proposals that have primarily a local impact. The Community Program is delivered by staff and volunteers located in 16 catchment areas across the province. Each catchment area has local staff supported by Grant Review Teams made up of between 18 and 25 local volunteers that help assess applications by examining how well proposed activities fit with OTF's granting priorities and assessment criteria and meet local needs.

Through the Community Program, the Foundation makes grants of up to \$375,000 over five years. This can include up to \$75,000 per year for operating or project expenses and up to \$150,000 over one or more years for capital initiatives such as building renovations and/or equipment purchases. The decision to fund all or part of a request depends on how well an application fits with OTF's granting priorities and assessment criteria as well as the overall demand and granting budget in the catchment area.

### Additional information for small municipalities and Local Services Boards

Small municipalities (populations of 20,000 or less) and Local Services Boards may apply for Community grants in the arts and culture and sports and recreation sectors only.

An application may include funding for more than one initiative in a sector as long as the initiatives have related goals and outcomes. Small municipalities and Local Services Boards may hold two grants at a time provided one of the grants is for a library.

Applications, on behalf of a library or any other municipal agency must be submitted by the municipality itself.

Operating costs that have been previously funded by the municipality are not eligible for OTF funding.

In addition to meeting the standard assessment criteria, applications from small municipalities and Local Services Boards must demonstrate:

- Strong community partnerships and clear community support for the initiative for which funding is being requested
- Volunteer involvement in the delivery of and decision-making for the initiative.
- Clear rationale as to why the municipality, rather than another community organization, is the best choice to lead the initiative.
- The ability of the municipality to attract contributions from other sources, including cash, in-kind contributions and volunteer hours.

### Additional information for library applications



- Applications for grants for municipal libraries serving small communities (populations of 20,000 or less) must be submitted through the municipality
- Applications for grants for county libraries serving small municipalities (populations of 20,000 or less) must be submitted through the County Library Board
- Applications for grants for First Nation libraries must be submitted through the First Nation's Band Council.
- Applications for grants for Local Services Boards providing library services must be submitted through the Local Services Board

## Priorities for grants to libraries

The Ontario Trillium Foundation has identified priorities for grants for libraries and welcomes applications for the following:

### Capital grants for:

- Library access: capital renovations and equipment to increase the use of the library for people of all abilities
- Library furniture and fixtures: small equipment purchases such as furniture, shelving, etc.
- Collections: purchases to increase the general permanent collections or collections in any medium for specialized populations
- Library technology: hardware, software and automation

### Project grants for:

- Community programming to enhance literacy and learning
- Training library patrons, staff and volunteers to develop skills to better use technology and literacy and general skills development

Grants are not provided for ongoing library operating expenses.

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September 27, 2012

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities



**SUBJECT: Execution of Amending Agreement for Municipal Hazardous or Special Waste Services (MHSW) with Stewardship Ontario**

Back in July of 2011, the Town entered into a new Municipal Hazardous or Special Waste Services Agreement with Stewardship Ontario in order to continue to receive funding for Phase 1 MHSW materials. A letter was received by email on February 15, 2012 from David Pearce of Stewardship Ontario explaining the reasons why the Town should execute the amending agreement with Stewardship Ontario for MHSW services. The email was never acted upon by administration as a result an additional email was received from Kent Hollister of Stewardship Ontario on September 20, 2012 requesting an up-date on the execution of the amending agreement. See attached email from Kent Hollister and a copy of the February 15, 2012 letter and the amending agreement.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the Town enter into the amending agreement for new Municipal Hazardous or Special Waste Services with Stewardship Ontario.
- 2) That the Mayor and Clerk be authorized to execute the new Municipal Hazardous or Special Waste Services amending Agreement with Stewardship Ontario.

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 the Town enter into the amending agreement for new Municipal Hazardous or Special Waste Services with Stewardship Ontario.
- 2) That the Mayor and Clerk be authorized to execute the new Municipal Hazardous or Special Waste Services amending Agreement with Stewardship Ontario.

2012septMSHWagreement.doc

RECOMMENDED

SEP 27 2012

DIV. MNG. *Doug Brown*

EXECUTIVE COMM. *R. Widenhoff*



Kent Hollister  
<khollister@stewardshipontario.ca>

09/20/2012 11:42 AM

To Undisclosed recipients;;  
cc  
bcc  
Subject Municipal Hazardous or Special Waste (MHSW) Services Amending Agreement

To: Head of Municipal Hazardous or Special Waste Management

As of today, Stewardship Ontario has not received a signed copy of the MHSW Services Amending Agreement from your municipality.

I have attached the letter that was emailed February 15<sup>th</sup> for your reference.

Could you please respond back and indicate whether or not you will be signing and sending the Amendment to Stewardship Ontario.

If you have any questions or need a copy of your Amendment re-sent to you, please let me know.

Please note that Stewardship Ontario will not be accepting signed amendments past 2012.

Regards,

**Kent Hollister**

Operations Manager, MHSW  
Stewardship Ontario  
1 St. Clair Ave. West, 7th FL  
Toronto, ON M4V 1K6  
T: 416-323-0101 x187



New MHSW Services Amending Agreement Cover Letter - February 15, 2012.pdf



February 15, 2012

**To: Head of Municipal Hazardous or Special Waste Management***Re: New Municipal Hazardous or Special Waste (MHSW) Services Amending Agreement*

Stewardship Ontario has been working with the Regional Public Works Commissioners of Ontario, the Association of Municipalities of Ontario, and the Municipal Waste Association (Associations) to strengthen the New Municipal Hazardous or Special Waste Services Agreement (Agreement) by addressing the concerns raised by their respective municipal members. In-depth reviews and discussions of the issues raised by municipalities commenced in September 2011. The attached amending agreement (Amendment) is the result of those discussions and received the support of the Associations on January 18, 2012.

The Amendment is an optional document that is being made available to all municipalities to whom Stewardship Ontario sent a copy of the Agreement, regardless of whether or not the Agreement has already been signed by the municipality. Stewardship Ontario will not be issuing revised versions of the full Agreement. All municipalities that wish to sign the Amendment must also sign, or have already signed, the Agreement as previously sent out by Stewardship Ontario.

There are a number of benefits to municipalities that choose to sign this Amendment, including the following:

- Stewardship Ontario will issue Purchase Orders within 30 days of receiving complete and accurate claim submissions;
- Confidentiality language has been revised to make allowances for the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act*;
- Termination rights are mutual;
- Aerosols have been classified as Commingled MHSW, eliminating the need for municipalities to sort them; and
- Penalties for late submissions have been reduced from 10% to 5% per month.

The Amendment also sets out a process for the Associations to meet with Stewardship Ontario to discuss payment terms on behalf of their members prior to any automatic renewal period. Given the positive nature of the relationship between the Associations and Stewardship Ontario we expect these to be fruitful and meaningful discussions. One of the topics that we have committed to discussing in 2012 is the Event Services payment bands, and as such, Stewardship Ontario will be making a proposal to address any inequalities in the current payment bands that may be discovered through a rigorous review process.



Municipalities that wish to sign the Amendment are asked to do so and submit one original copy to the address below such that it is received by Stewardship Ontario no later than April 1, 2012. In addition, municipalities that have not yet signed the Agreement and wish to receive payment for MHSW services performed between July 1 and December 31, 2011 must submit one original copy of their signed Agreement, and signed Amendment if desired, such that it is received by Stewardship Ontario no later than April 1, 2012. Stewardship Ontario will return to the municipality a scanned copy of the fully executed Amendment, and Agreement as applicable. If the municipality requires an original copy of the fully executed Agreement and/or Amendment, that municipality should submit two original copies to Stewardship Ontario so that one copy can be returned.

I wish to thank you for your patience as we have worked hard behind the scenes to find solutions to the issues raised by municipalities such as yours. I trust that you will find the changes in this Amendment to be both acceptable and beneficial.

As always, please feel free to contact me with any questions you may have.

Kind Regards,



**David Pearce**

Director, Channel Management MHSW, Stewardship Ontario  
1 St. Clair Ave. West, 7th Floor, Toronto, ON M4V 1K6  
Phone: 647.925.1145 | Fax: 416.323.3185 | Email: [dpearce@stewardshipontario.ca](mailto:dpearce@stewardshipontario.ca)

## AMENDING AGREEMENT

### NEW MUNICIPAL HAZARDOUS OR SPECIAL WASTES SERVICES AGREEMENT

#### WHEREAS:

1. Stewardship Ontario and The Corporation Of The Town Of Fort Frances entered into an agreement concerning municipal hazardous or special wastes dated July 1, 2011 (the "Agreement");
2. The parties wish to make certain amendments to the Agreement as set out herein.

#### THE PARTIES THEREFORE AGREE AS FOLLOWS:

- 1 The Agreement is hereby amended effective January 27, 2012 as set out in Schedule "A" hereto.
- 2 Any section marked as "Intentionally Deleted" in the Agreement remains "Intentionally Deleted" and is not replaced by or amended anything in Schedule "A".
- 3 All other provisions of the Agreement remain unamended and in full force and affect.

**IN WITNESS WHEREOF** the parties have signed this AMENDING AGREEMENT as of January 27, 2012.

#### STEWARDSHIP ONTARIO

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

Name: Gemma Zecchini

Title: Chief Executive Officer

#### THE CORPORATION OF THE TOWN OF FORT FRANCES

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

Name:

Title:

**SCHEDULE "A"****AMENDED NEW MUNICIPAL HAZARDOUS OR SPECIAL WASTE SERVICES AGREEMENT**

THIS AGREEMENT is made as of the 27<sup>th</sup> day of January, 2012.

BETWEEN:

**STEWARDSHIP ONTARIO ("SO")**

- and -

**THE CORPORATION OF THE TOWN OF FORT FRANCES ("MUNICIPALITY")**

**collectively, the "Parties"**

**1.0 Definitions and Interpretation**

1.2 In this Agreement:

- (x) **"Diversion Report"** means invoices, MHSW material tonnage reports, or other such documents as may reasonably be required by SO from time to time for the validation of Claims Submissions.

**3.0 Price and Payment**

3.1 Price

- (a) MHSW Services – Depot. As described in Schedule "A" hereto, SO will pay for MHSW Services provided by the Municipality as follows:
  - (ii) SO will pay the Municipality SO's proportionate share (weight of Obligated MHSW as a proportion of total weight of transported MHSW) of the Post-Collection Services transportation costs for the Commingled Materials to a maximum of the Current Price as defined in Section 3.6 of this Agreement. The proportionate share will be based on the most recent Lab Pack Audit conducted by or on behalf of by an authorized representative of SO.
  - (iii) SO will pay the Municipality SO's proportionate share (by weight) of the Post-Collection Services transportation and end processing costs for the Non-Commingled Materials until December 31, 2011. Transportation weight will be determined by the most recent Lab Pack Audit conducted by or on behalf of by an authorized representative of SO. End processing costs will be based on actual weight. Municipality acknowledges that effective January 1, 2012 payment for Post-Collection Services for Non-Commingled MHSW collected at



Depots will be paid directly to Service Providers by SO, and the Municipality will endeavour to facilitate such transition as reasonably requested by SO.

- (b) MHSW Services - Event. As described in Schedule "A" hereto, SO will pay for MHSW Services provided by the Municipality as follows:
  - (i) SO will pay the Municipality an amount per tonne as set out in Schedule "C" for the Collection Services and Post-Collection Services for each of the agreed upon Events specified in Schedule "B". The actual weight of the Obligated MHSW as determined by the Service Provider providing the Post-Collection Services will be used.
- (c) MHSW Services – Event (and transportation to Depot). As described in Schedule "A" hereto, SO will pay for MHSW Services provided by the Municipality as follows:
  - (i) SO will pay the Municipality an amount per tonne as set out in Schedule "C" for the Collection Services and transportation of Obligated MHSW to a Depot for each of the agreed upon Events specified in Schedule "B". The actual weight of the Obligated MHSW as determined by the Service Provider providing the Post-Collection Services will be used.

### 3.2 Payment

- (a) MHSW Services – Depot.
  - (i) To receive payment for Depot Collection Services, the Municipality must upload a monthly Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s). The Claims Submission is to be submitted by Municipality to SO within thirty (30) days of the end of each calendar month. SO will validate the Claims Submission with the manifest(s) received from Municipality within thirty (30) days of receipt and, once the claim is found to be correct and accurate, SO shall issue the Municipality a purchase order against which the Municipality will invoice SO within sixty (60) days of receipt. SO will pay invoices received from the Municipality pursuant to this Agreement within thirty (30) days of the date of receipt of the invoice by SO.
  - (ii) To receive payment for Depot Post-Collection Services for the Commingled Materials, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) and Diversion Report(s) from the End Processor with respect to the Commingled Materials. The Claims Submission is to be submitted by Municipality to SO within thirty (30) days of Municipality receiving the related Diversion Report(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the manifest(s) and Diversion Report(s) received from Municipality within thirty (30) days of receipt and, once the claim is found to be correct and accurate, SO shall issue the Municipality a purchase order against which the Municipality will invoice SO within sixty (60) days of receipt. SO will pay invoices received from the Municipality pursuant to this Agreement within thirty (30) days of the date of receipt of the invoice by SO.

- (iii) To receive payment for Depot Post-Collection Services up to December 31, 2011 for the Non-Commingle Materials, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) and Diversion Report(s) from the End Processor with respect to the Non-Commingle Materials. The Claims Submission is to be submitted by Municipality to SO within thirty (30) days of Municipality receiving the related Diversion Report(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the manifest(s) and Diversion Report(s) received from Municipality within thirty (30) days of receipt and, once the claim is found to be correct and accurate, SO shall issue the Municipality a purchase order against which the Municipality will invoice SO within sixty (60) days of receipt. SO will pay invoices received from the Municipality pursuant to this Agreement within thirty (30) days of the date of receipt of the invoice by SO.
- (b) MHSW Services - Event.
  - (i) To receive payment for Event Collection Services and Post-Collection Services, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) and Diversion Report(s) from the End Processor with respect to the Obligated MHSW. The Claims Submission is to be submitted by Municipality to SO within thirty (30) days of Municipality receiving the related Diversion Report(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the Diversion Report(s) received from Municipality within thirty (30) days of receipt and, once the claim is found to be correct and accurate, SO shall issue the Municipality a purchase order against which the Municipality will invoice SO within sixty (60) days of receipt. SO will pay invoices received from the Municipality pursuant to this Agreement within thirty (30) days of the date of receipt of the invoice by SO.
- (c) MHSW Services – Event (and transportation to Depot).
  - (i) To receive payment for Event Collection Services and transportation of Obligated MHSW to a Depot, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) with respect to the Obligated MHSW. The Claims Submission is to be submitted by Municipality to SO within thirty (30) days of Municipality receiving the related manifest(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the manifest(s) received from Municipality within thirty (30) days of receipt and, once the claim is found to be correct and accurate, SO shall issue the Municipality a purchase order against which the Municipality will invoice SO within sixty (60) days of receipt. SO will pay invoices received from the Municipality pursuant to this Agreement within thirty (30) days of the date of receipt of the invoice by SO.

### 3.5 Late Submission Penalties

- (a) SO may apply a penalty of five (5%) per cent per month to Claims Submissions which are not submitted to SO within the time periods set out in section 3.2(a)(ii) and (iii), (b) and (c).

For section 3.2(a)(i) SO may apply a penalty of five (5%) per cent per month to Claims Submissions which are not submitted to SO by the end of the following calendar quarter.

- (c) A table containing Claim Submission, Purchase Order and invoice payment deadlines and penalties for late submissions for the period of January 2012 to December 2012 has been included in Schedule "F".

- 3.6 The Municipality shall not submit a Claim Submission to SO for Post-Collection Services, and SO shall not pay for Post-Collection Services, at a price higher than the price in effect as of December 31, 2011 or subsequently approved by SO (the "Current Price"), without the Municipality first obtaining prior written approval from SO. The Municipality shall request in writing to SO approval for a price change, providing the number of bids, the accepted bid prices, the lowest bid prices (keeping the name of the bidder confidential if required), and any changes to the current prices for such Post-Collection Services.

For greater certainty, payments made subject to section 3.2(a)(ii) shall not exceed the Current Price.

#### **4.0 Term**

- 4.1 The initial term of this Agreement will be for a period commencing on July 1, 2011 and unless otherwise extended or terminated earlier in accordance with the provisions of this Agreement shall continue for eighteen (18) months ending on December 31, 2012 (the "Initial Term").
- 4.2 At the expiry of the Initial Term this Agreement will automatically renew for successive renewal terms (each a "Renewal Term") of twelve (12) months each unless written notice of termination is provided by either party to the other party at least ninety (90) days prior to the expiry of the Initial Term or the then current Renewal Term, as applicable. The Initial Term and if applicable, any Renewal Terms, are referred to as the "Term" of this Agreement.
- 4.3 At least one hundred and fifty (150) days prior to the expiration of the Initial Term or the then current Renewal Term (as applicable) SO will invite representatives from the Regional Public Works Commissioners of Ontario, the Association of Municipalities of Ontario, and the Municipal Waste Association (the "Member Associations") to meeting(s) hosted by SO with the purpose of discussing possible changes to the Collection Accessibility Schedules and Payment for Collection Services as set out in Schedule "B" and Schedule "C" respectively. SO's position on changes to Schedule "B" and Schedule "C" following the foregoing meeting(s) will be communicated to the Municipality within one hundred and twenty (120) days of the expiration of the Initial Term or the then current Renewal Term (as applicable).

For clarity, this provision does not preclude any party to this agreement from raising for discussion any issue covered by this agreement during the course of these meetings.

## **5.0 Title and Compliance with Laws**

- 5.1 Title to all Obligated MHSW collected by Municipality at Events and Depots will belong to SO from the time of collection, and whether the Obligated MHSW is transported to the End Processor by the Municipality's Service Providers or SO's Service Providers. Any contract entered into between Municipality and an End Processor for Obligated MHSW must provide that title transfers to the End Processor in accordance with the Processor Standards in Schedule "E", as amended from time to time. Notwithstanding the foregoing, if the Municipality operates a reuse program for any Obligated MHSW, title to the Obligated MHSW being reused shall transfer to municipality one (1) second prior to being given to the person or entity requesting it for reuse purposes.

## **6.0 SO Policies, Standards and Guidelines**

- 6.1 SO may develop or propose amendments, from time to time, to policies, standards and guidelines relative to the provision of MHSW Services. SO will endeavour to provide the Member Associations sufficient time to comment on the proposed amendments for the purposes of reaching consensus in support of implementing the proposed amendments, and for clarifying potential impacts to the Municipality.
- 6.2 At the time of entering into this Agreement, the SO policies, standards and guidelines relevant to the provision of the MHSW Services herein are referenced in Schedule "E".
- 6.3 Municipality will use best efforts to comply with and will require that any of its contractors supplying MHSW Services use best efforts to comply with, the provisions of all such policies, standards and guidelines as they pertain to the provision of the MHSW Services. SO will communicate any new or amended such policies, standards and guidelines to Municipality via email and will post copies of such new or amended policies, standards and guidelines on SO's website as they are developed.
- 6.4 Municipality may provide written notice within thirty (30) days of receiving such communication that it does not wish to comply with a new or amended policy, standard or guideline, and in the event that the Municipality provides such written notice either Party may exercise the termination provisions of 19.4(b).

## **13.0 Amendment and Waivers**

- 13.1 No amendment or waiver of any provision of this Agreement will be binding on any party unless consented to in writing by such party. No waiver of any provision of this Agreement will constitute a waiver of any other provision, and no waiver will constitute a continuing waiver unless otherwise provided.

## **19.0 Termination**

- 19.2 On the date of termination neither party shall have any obligations, financial or otherwise, hereunder save and except for matters and payment obligations arising prior to the date of termination.
- 19.3 Either Party may terminate this Agreement for any reason whatsoever save and except for matters arising from sections 19.1 & 19.4, without cause, cost or penalty, save and

except for matters arising prior to termination, upon providing the other Party with ninety (90) days prior written notice of its intention to terminate this Agreement.

- 19.4 Either Party may terminate this agreement immediately upon written notice to the other Party, except as expressly stated, if:
- (a) Either Party assigns or subcontracts any of its rights or obligations under this Agreement or any part thereof except as expressly provided for herein; or
  - (c) the Municipality fails to keep the terms of this Agreement confidential as per section 26.1, in such instances only SO may terminate this agreement; or

## **20.0 Survival**

- 20.1 Articles 8, 19.2 and 26 of this Agreement will survive termination or expiry and continue in full force and effect.

## **26.0 Confidentiality**

- 26.1 Subject to any legal requirements, including those included in the *Municipal Act, 2001* and the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA"), Municipality will at all times treat Schedule "C" and the financial terms contained therein as private and confidential information. Notwithstanding the foregoing, Municipality may provide Schedule "C" and the financial terms contained therein to the Member Associations solely for the purpose of discussion with SO as set out in section 4.3 of this Agreement.

To the extent permitted under MFIPPA, Municipality will inform SO of any request made of Municipality under MFIPPA for any records related to this Agreement that may reveal a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence by SO to Municipality so that SO will have an opportunity to make representations to Municipality with respect to the proposed disclosure.

## **28.0 Schedules**

- 28.1 Schedules "A" through "F" are attached hereto and incorporated in and form part of this Agreement.

### **Schedules**

Within Schedule "E", the following replaces only the section Commingled Materials. All other sections in Schedule "E" remain unamended.

### **Commingled Materials**

- Fertilizers, and the containers in which they are contained,
- Pesticides, and the containers in which they are contained,
- Solvents, and the containers in which they are contained, and
- Aerosols, as defined under Paints & Coatings, Pesticides and Solvents,

that are Obligated MHSW;



## SCHEDULE "F" – DUE DATES AND PENALTIES

### Depot Collection Services for January to December 2012

					Penalties For Late Submission of Claim S									
Claim Submission For (Month)	Claim Submission Due Date	Purchase Order Due Date <sup>1</sup>	Invoice Due Date <sup>2</sup>	Payment Due Date <sup>3</sup>	Q1 2012			Q2 2012			Q3 2012			
					Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012	Aug 2012	Sep 2012	Oct 2012
January 2012	1-Mar-12	31-Mar-12	30-May-12	29-Jun-12	0%	0%	0%	0%	0%	0%	5%	10%	15%	20%
February 2012	30-Mar-12	29-Apr-12	28-Jun-12	28-Jul-12	n/a	0%	0%	0%	0%	0%	5%	10%	15%	20%
March 2012	30-Apr-12	30-May-12	29-Jul-12	28-Aug-12	n/a	n/a	0%	0%	0%	0%	5%	10%	15%	20%
April 2012	30-May-12	29-Jun-12	28-Aug-12	27-Sep-12	n/a	n/a	n/a	0%	0%	0%	0%	0%	0%	5%
May 2012	30-Jun-12	30-Jul-12	28-Sep-12	28-Oct-12	n/a	n/a	n/a	n/a	0%	0%	0%	0%	0%	5%
June 2012	30-Jul-12	29-Aug-12	28-Oct-12	27-Nov-12	n/a	n/a	n/a	n/a	n/a	0%	0%	0%	0%	5%
July 2012	30-Aug-12	29-Sep-12	28-Nov-12	28-Dec-12	n/a	n/a	n/a	n/a	n/a	n/a	0%	0%	0%	0%
August 2012	30-Sep-12	30-Oct-12	29-Dec-12	28-Jan-13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0%	0%	0%
September 2012	30-Oct-12	29-Nov-12	28-Jan-13	27-Feb-13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0%	0%
October 2012	30-Nov-12	30-Dec-12	28-Feb-13	30-Mar-13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0%
November 2012	30-Dec-12	29-Jan-13	30-Mar-13	29-Apr-13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
December 2012	30-Jan-13	1-Mar-13	30-Apr-13	30-May-13	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

1. Dates in this chart assume the Claim Submission is correct and accurate and is received by SO on the Claim Submission due date. Actual purchase order due date is based on the date of submission by SO provided it is correct and accurate.

2. Dates in this chart assume the Purchase Order is received by the Municipality on the Purchase Order due date. Actual invoice due dates will be 60 days after the date of receipt of the purchase order by the Municipality.

3. Dates in this chart assume the Invoice is received by SO on the invoice due date. Actual payment due dates will be 30 days after receipt of the invoice by SO.

4. Penalties listed in percent for any given month are the total penalty that may be applied against a Claim Submission submitted during that month and are not cumulative for the same Claim Submission.

**Depot Post-Collection Services and Event Collection Services for January to December 2012**

					Penalties For Late Submission of Claim									
Claim Submission For (Month)	Claim Submission Due Date	Purchase Order Due Date <sup>1</sup>	Invoice Due Date	Payment Due Date	Q1 2012			Q2 2012			Q3 2012			
					Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012	Jun 2012	Jul 2012	Aug 2012	Sep 2012	Oct 2012
January 2012	30 days after Municipality receives the related Diversion Report(s)	30 days after SO receives the Claim Submission.	60 days after Municipality receives the purchase order.	30 days after SO receives the invoice.	0%	0%	0%	0%	0%	0%	5%	10%	15%	20%
February 2012					n/a	0%	0%	0%	0%	0%	5%	10%	15%	20%
March 2012					n/a	n/a	0%	0%	0%	0%	5%	10%	15%	20%
April 2012					n/a	n/a	n/a	0%	0%	0%	0%	0%	0%	5%
May 2012					n/a	n/a	n/a	n/a	0%	0%	0%	0%	0%	5%
June 2012					n/a	n/a	n/a	n/a	n/a	0%	0%	0%	0%	5%
July 2012					n/a	n/a	n/a	n/a	n/a	n/a	0%	0%	0%	0%
August 2012					n/a	n/a	n/a	n/a	n/a	n/a	n/a	0%	0%	0%
September 2012					n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0%	0%
October 2012					n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	0%
November 2012					n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
December 2012					n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

1. Purchase order due dates will be 30 days after receipt of the Claim Submission by SO provided it is correct and accurate.

2. Penalties listed in percent for any given month are the total penalty that may be applied against a Claim Submission submitted during that month and are not cumulative for the same Claim Submission.

September 27, 2012

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Underground Petroleum Fuel Storage Tanks**



Presently the Town has four (4) underground petroleum fuel storage tanks;

Site 1 - Airport Property

- a) Diesel Fuel – 1000 IMP gallons- for grounds and snow removal equipment
- b) Gasoline – 1000 IMP gallons - not in use

Site 2 - Fort Frances Cemetery

- c) Diesel Fuel – 1000 IMP gallons - for 4 pieces of Parks equipment
- d) Gasoline – 500 IMP gallons - for Parks equipment

In June of 2010 all four (4) underground tanks and associated piping was tested for the following;

- a) Precision Leak Detection
- b) Cathodic Protection

The two (2) Airport tanks and the Cemetery gasoline tank passed both the precision leak test and the cathodic protection test. The cemetery diesel fuel tank failed the precision leak detection test but passed the cathodic protection test.

All four (4) underground tanks were installed in the ground back in 1991 and have been in service for 21 years. All four (4) installations utilized galvanized single wall piping between the tank and the dispenser with no cathodic protection therefore could not be tested for cathodic protection in 2010. The piping is considered substandard and non-compliant with TSSA standards.



The precision leak detection and cathodic testing is to be conducted every two (2) years on each underground tank installation and where no testing has been completed to date in 2012. The Town's insurance company is looking for test results.

As a result of the potential of losing their petroleum mechanic licence, no licensed petroleum mechanic will install the necessary cathodic protection anodes on the single wall galvanized piping, as it doesn't conform to TSSA standards. The underground single wall piping between the tank and the dispensers must be replaced at each installation at an estimated cost of approximately \$ 2000 per installation.

Commencing in June of 2013 the under dispenser sump must be electronically monitored and the check valves in the dispensers must be relocated to inside the underground storage tank. In August, a site inspection of both petroleum storage sites took place with Kendall Miles, Project Manager with DST who is also a petroleum mechanic. Kendall Miles also worked as a TSSA fuel safety inspector when the Town removed the underground heating oil tank at the Civic Center and the underground gasoline tank at the Sorting Gap Marina facility. He is considered to be an expert in regards to both underground and above ground petroleum storage tank installations and has a great understanding and knowledge of all the applicable TSSA codes and standards. I have also worked with Kendall in Marathon when installing above ground tanks in the Public Works yard in the early 1990's as he was working as a petroleum mechanic for United Repair.

Several options were discussed in regards to the failed precision leak detection tank, the existing substandard piping between the tanks and dispensers and the new TSSA upgrades to take place in 2013.

As a result the following course of action is recommended;

- 1) **Removal of all four (4) underground petroleum tanks sometime in the Fall of 2012** –where DST will supply an on site petroleum mechanic to supervise the excavation, take appropriate and necessary soil samples in accordance with the MOE document- Guidance on sampling and analytical methods for use at contaminated sites in Ontario and disconnect all associated piping. The Town's workforce will supply labour, equipment and materials to remove all four (4) tanks and backfill the excavation sites. This is similar to what took place when removing the underground tanks at the Marina and the Civic Center where the two (2) differences is a different consultant is being utilized and TSSA will not be supplying a petroleum mechanic. The cost for DST to take the necessary soil samples and prepare the report to be forwarded to TSSA is estimated at \$ 8,209 excluding HST or \$2052.25 per underground tank.

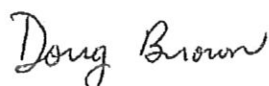
- 2) **Installation of three (3) new above ground double wall petroleum tanks;** two (2) at the Fort Frances Cemetery - 1000 gallon capacity for diesel fuel product and 500 gallon capacity tank for gasoline product. One (1) - 1000 gallon capacity at the Airport property for diesel fuel product. The cost to complete this work is estimated at \$ 15,461.45 where the DST petroleum mechanic will complete all the necessary piping and the Town's electrical contractor, Galbraith Electric will supply new wiring and connect the above ground dispenser pumps at both sites.

In the future there are no requirements for precision leak detection and cathodic protection testing of the newly installed above ground tanks thus eliminating approximately \$ 4600 every two years in on-going testing costs. Also the 2013 upgrades to the existing dispensers and tanks estimated at \$ 5000 per tank where the Town would still be utilizing 21-year-old underground tanks. There is less risk if above ground tanks are installed; accessible for daily visual inspection and repair if required, no corrosion protection issue, the tanks can be easily relocated if required and are an improvement from an environmental protection point of view. It should be clearly indicated that costs associated with completing this work is unbudgeted in 2012 and is a capital expenditure.

The Operations & Facilities Executive Committee recommends the following:

- 1) **Removal of all four (4) underground petroleum storage tanks sometime in the Fall of 2012** – where DST will be retained to supply one (1) on-site petroleum mechanic during the removal stage at an estimated cost of \$ 8,209 excluding HST.
- 2) **Installation of three (3) new above ground double wall petroleum tanks;** two (2) at the Fort Frances Cemetery - 1000 gallon capacity for diesel fuel product and 500 gallon capacity tank for gasoline product. One (1) - 1000 gallon capacity at the Airport property for diesel fuel product. The town will purchase directly from the supplier, PYE Brothers Fuel Ltd. the three double wall tanks, dispenser pumps, hoses, nozzles and associated piping at an estimated cost of \$ 14,461.45 excluding HST.
- 3) That the unbudgeted expenditure of approximately \$ 24,000 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, P. Eng.  
Manager Operations & Facilities

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

- 1) Removal of all four (4) underground petroleum storage tanks sometime in the Fall of 2012 – where DST will be retained to supply one (1) on-site petroleum mechanic during the removal stage at an estimated cost of \$ 8,209 excluding HST.
- 2) Installation of three (3) new above ground double wall petroleum tanks; two (2) at the Fort Frances Cemetery - 1000 gallon capacity for diesel fuel product and 500 gallon capacity tank for gasoline product. One (1) - 1000 gallon capacity at the Airport property for diesel fuel product. The town will purchase directly from the supplier, PYE Brothers Fuel Ltd. the three double wall tanks, dispenser pumps, hoses, nozzles and associated piping at an estimated cost of \$ 14,461.45 excluding HST.
- 3) That the unbudgeted expenditure of approximately \$ 24,000 be conciliated during the year-end audit process where the expenditure be financed from either reserves or an operating surplus.

2012Septemberundergroundtanks

**RECOMMENDED**

SEP 27 2012

DIV. MNG.

*Dery Brown*

EXECUTIVE COMM.

*R. Wiedenkopf*



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2012/96**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 2, 2012  
**SUBJECT:** MOS – Requests for Reconsideration  
 Re: 400 Scott Street (2012) Roll # 5912 020 002 07800 0000

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**BACKGROUND**

Attached are the Minutes of Settlement for the 2012 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to property located at 400 Scott Street resulting from updated structure data thereby reducing the assessed value from 143,000 to 137,000.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for property located at 400 Scott Street for the 2012 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for property located at 400 Scott Street in Fort Frances.



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

## Request for Reconsideration Minutes of Settlement 2012 Tax Year

B & W INVESTMENTS OF FORT FR  
PO BOX 674 STN MAIN  
FORT FRANCES ON P9A 3M9



### Questions?

Call 1 866 296 - 6722  
1 877 889 (TTY) - MPAC (6722)  
Monday to Friday - 8 a.m. to 5 p.m.  
Web [www.mpac.ca](http://www.mpac.ca)  
Fax 1 866 297 - 6703  
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,  
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised accordingly to the settlement shown below.

<b>Roll Number</b>	59-12-020-002-07800-0000	
<b>Property Location and Description</b>	400 SCOTT ST PLAN SM126 LOT 1 PCL 8776	
<b>Municipality</b>	FORT FRANCES TOWN	
<b>Property Assessment</b>	<b>Current</b>	<b>Revised</b>
2008 Current Value	\$143,000	\$137,000
2005 Current Value	\$161,000	\$154,245
Property Classification	Commercial (CT)	Commercial (CT)
<b>Tax Year</b>	<b>Assessed Value</b>	<b>Assessed Value</b>
2012	\$143,000	\$137,000

**Reason(s) why your Property Assessment changed**

- Updated structure data

Please check the appropriate box and sign below  
I ☒ accept or ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.


I understand that:


- if I accept, the recommendation
  - The revised assessed value will be used by my municipality to adjust my property taxes;
  - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- if I reject, the recommendation
  - My property assessment will remain unchanged for the current year
  - I have the option of appealing to the Assessment Review Board by November 27, 2012
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

Please see reverse

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to the number above.

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X 	Print Name X SUSAN Boonarczuk	Date (yyyy/mm/dd) 2012/09/05
---	----------------------------------	---------------------------------

Signature of MPAC representative X 	Jim Petrin, Director, Valuation & Customer Relations, Business Properties, Toronto & Northern Ontario	Date (yyyy/mm/dd) 2012/08/20
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Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
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Last date for a Municipal Appeal:

December 17, 2012

Tax Year: 2012 Roll Number: 59-12-020-002-07800-0000



**TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE DIVISION  
TREASURER'S REPORT 2012/95**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 2, 2012  
**SUBJECT:** OPP North West Region Youth Summer Camp Financial Request

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**BACKGROUND**

At the September 24, 2012 Council Meeting, the letter received from Constable Anne McCoy, Community Services Officer for the Rainy River District OPP Detachment, requesting a financial contribution in the amount of \$1,200.00 was referred to the Administration & Finance Executive Committee for recommendation. The donation would help offset the cost of rental fees for Sunny Cove where the OPP North West Region Youth Summer Camp was held in 2011 and 2012.

As indicated in the attached letter, the Summer Camp has been designed to offer youth leadership opportunities to foster a positive relationship with police and community for the purpose of building on self worth, identity, character building, self esteem, life skills and sense of community.

In June of this year, the OPP Youth Foundation received \$3,500.00 from the Moffat Family Fund and of which was designated for the OPP North West Region Youth Summer Camp. It is also noted that the Fort Frances Kiwanis Club may be a resource for this initiative as they are very supportive of youth programs.

**RECOMMENDATION**

The Administration and Finance Executive Committee recommend that the request to make a donation of \$1,200.00 to offset the rental fees for Sunny Cove for the OPP North West Region Youth Summer Camps held in 2011 and 2012 be received.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the request for a \$1,200.00 donation to offset the Sunny Cove rental fees for the OPP North West Region Youth Summer Camps held on 2011 and 2012 and no further action be taken.





September 7, 2012

Dear OPP Community Partner

I would like to invite your organization to take part in supporting an annual Regional Police and Youth Mentoring opportunity. The OPP North West Region Summer Camp has completed the sixth year with the ultimate goal to include all of the communities with in the OPP North West Region. The Camp has been designed to offer youth leadership opportunities to foster a positive relationship with police and community for the purpose of building on self worth, identity, character building, self esteem, life skills and sense of community.

For the past six year's the camp has grown to include forty youths between the ages 11 – 12 years. There is no cost for the youth or their families to attend the camp. We have outstanding commitment from OPP Regional Command in terms of officer attendance and camp coordination. We rely on grant funding, financial assistance from charitable organizations, non-profit community partner committees, service club donations and business donations to help cover the cost of sending the youth to camp for six days. Over the past five years we have seen youth come to camp from detachment areas including Kenora, Dryden, Fort Frances, Atikokan, Rainy River, Red Lake, Ear Falls, Pickle Lake, Ignace, Marathon, Manitouwadge, Nipigon, Schreiber, Armstrong, Geraldton, Shabaqua, Upsala and Thunder Bay. As the camp has grown in size, we have expanded the police involvement to include ten OPP officers who have acted as camp councilors for the entire week; this in itself was encouraging and speaks to the support for this program.

Youth are chosen by their respective detachment Community Services Officers in consultation with their schools, youth organizations and community partners. They are selected based on their life experience, at risk-issues, developmental assets and mentoring opportunities. Many of the youth who have attended the camp have experienced a variety of situations in their lives that most adults have not faced. Some examples might include youth suffering a loss of a loved one in their families or a significant traumatic event, or perhaps they have a family member suffering from substance abuse issues, or they have limited role models or support within their family or community. The youth are offered a positive leadership opportunity to build on their life skills and make rewarding connections with people who care about them and their future.

There are many activities throughout the week which one would expect at a camp such as swimming, sporting activities and camp fires. OPP specialty units such as Explosive

...2



Disposal Unit, Forensic Unit, Emergency Response Team, K-9 Unit and Motorcycle units attend camp to entertain and educate the youth about the role of a police officer. The mentoring opportunity is important as it gives youth a positive experience with police and a connection with their community members.

As we look to sustain the Youth Summer Camp initiative we are pleased that officers are indicating that they are willing to take a leadership role in the camp coordination. In order to continue the sustainability, we will be working with various community partners to help financially support the OPP Northwest Region Youth Summer Camp. Camp facilitators will continue to work at building an environment where youth and police can interact in a positive manner. As in the past our vision is that this camp will be one that youth will always feel comfortable to attend and have the support to participate regardless of their financial situation or perceived standing in their community.

This year, OPP North West Region Youth Summer Camp took place for the second time at Sunny Cove Camp. Our cost to rent the facility is \$6,303.96. It takes all sorts of resources and partnerships to continue to offer the youth mentorship opportunities. We would like to request the assistance of the Town of Fort Frances in covering a portion of the camp rental contract in support of youth to attend in the amount of \$1200. In doing so, the Town will receive a thank you letter from our campers, OPP Northwest Region Certificate of Recognition, media recognition throughout our Provincial and International media partners, **Charitable Tax Receipt** and an OPP Youth Foundation/Summer Camp lapel pins.

Any donations may be forwarded to the OPP Youth via:

***Ontario Provincial Police Youth Foundation***

66 Peter Street South

Orillia, Ontario

L3V 5B1

phone: (705)329-1408 or (905)892-1822

Thank you for your consideration. If you have any questions or require a presentation, please contact me.

Sincerely,



Constable Anne McCoy  
Community Services Officer/Media Relations  
Rainy River District OPP Detachment  
(807)274-3322 ext 3455  
anne.mccoy@ontario.ca

**Today's Youth are Tomorrows Future**

Marginfix #3.4

User: leanam

User: lynner  
Status: Tentative

i) Purpose of Use	Camp OPP Northwest Regional Summer Camp
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iii) Date(s) and Time(s) of Use	# of Bookings: 5	Starting: Sun 19 Aug 12 12:00 PM Ending: Fri 24 Aug 12 12:00 PM	Expected: 0
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Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Tax	Total
Kiwanis Sunny Cove Camp - Kiwanis Sunny	Sun	19 Aug 2012	12:00 PM	20 Aug 2012	12:00 PM	\$918.00	\$0.00	\$119.34	\$1,037.34
Kiwanis Sunny Cove Camp - Kiwanis Sunny	Mon	20 Aug 2012	12:00 PM	21 Aug 2012	12:00 PM	\$918.00	\$0.00	\$119.34	\$1,037.34
Kiwanis Sunny Cove Camp - Kiwanis Sunny	Tue	21 Aug 2012	12:00 PM	22 Aug 2012	12:00 PM	\$918.00	\$0.00	\$119.34	\$1,037.34
Kiwanis Sunny Cove Camp - Kiwanis Sunny	Wed	22 Aug 2012	12:00 PM	23 Aug 2012	12:00 PM	\$918.00	\$0.00	\$119.34	\$1,037.34
Kiwanis Sunny Cove Camp - Kiwanis Sunny	Thu	23 Aug 2012	12:00 PM	24 Aug 2012	12:00 PM	\$918.00	\$0.00	\$119.34	\$1,037.34

Extra Fee - Rental	Quantity	Charge	Tax	Total
Extra Lifeguard Fee	54	\$988.73	\$128.53	\$1,117.26
				<u>\$1,117.26</u>

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$4,590.00	\$988.73	\$725.23	\$6,303.96	\$0.00	\$0.00	\$6,303.96	\$0.00

Balance of rental due and payable immediately.

## vii) Additional Notes

Kiwanis Sunny Cove Camp - Kiwanis Sunny Cove Camp

X: \_\_\_\_\_ X: \_\_\_\_\_  
Anne McCoy Name: \_\_\_\_\_

Printed: 30 Jul 2012, 11:54 AM

User: leanam

Rental Contract / Permit Margin fix  
AGENDA ITEM #3.4

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Contract #: 7410  
Date: 19 Sep 2011

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User: lynner  
Status: Tentative

---

OPP Northwest Regional Summer Camp  
320 Portage Avenue  
Fort Frances ON P9A 3P9  
Canada  
Home: ()  
Fax: (807)

Business: (807)274-3322

Title: 

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Memorial Sports Centre

Date: 

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Date: 

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Memo To: Mayor and Council

From: Mark McCaig, CAO

Date: October 3, 2012

Subject: Memorandum of Understanding re: Fort Frances Public Library Board

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On June 20, 2012, Mayor and Council received an amended Memorandum of Understanding (MOU) from the Fort Frances Public Library Board. The MOU was submitted with a request that the Town approve and sign the amended document.

At the direction of Mayor and Council, administration began a review of the document that included consultation with other municipalities regarding any agreements they may have with their respective library boards. All municipalities contacted advised that they provided service and worked with their library boards but did so without a formalized agreement in place. The current MOU between the Town and the Library Board was developed at the request of the Library Board in 2010 and has worked well to date.

The amended MOU received from the Library Board has some changes that administration is concerned with. In particular, the section addressing Information Technology suggests added responsibility for the Town in this area. This appears to be a paradigm shift from what was originally envisioned when the new Library was built and technology was to be an important part of the service delivery that included in-house expert personnel to support the undertaking. Mayor and Council are aware that the Town has redefined IT support within the Town organization by contracting on a part-time basis for the service. The Library's needs, given the scope of their service offerings, may exceed the time we have allocated for IT support for the Town. We have always been of the understanding that the Library would have personnel in place to support the technology component of their service delivery. That being said, the Town has provided support on various occasions when requested and has been happy to do so. To date, the Library has not been charged for this service. Within the document administration is presenting, there is a consideration to provide assistance when necessary without assuming full responsibility.

The document administration is advancing, is similar to the original MOU. Administration does not believe that our working relationship with the library needs to be rigidly defined as we have a history of collaboration between the two entities. Our respective organizations are small and we should maintain the flexibility of being able to help each other when necessary. At this point administration believes that the one area



that needs to be addressed is the technology component. This should begin with a discussion among respective staff of the Town and the Library. The Town should also consider minor changes to the MOU during this consultation if necessary.

The MOU and administrations' review were considered at the Community Services Executive meeting of October 1, 2012. The executive committee is recommending to council that the matter proceed as outlined in this report and that the revised MOU be presented to the Library Board.

Sincerely,

A handwritten signature in cursive script, appearing to read "Mark McCaig".

Mark McCaig

Council approval of this report will authorize administration to address the technology component of the MOU with Fort Frances Library staff and forward the amended MOU to the Library Board.
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**MEMORANDUM OF UNDERSTANDING**

Between

**The Corporation of the Town of Fort Frances (TOFF)**

And

**The Fort Frances Public Library Board (FFPLB)**

Whereas, the Corporation of the Town of Fort Frances and the Fort Frances Public Library Board are dedicated to working together at many levels to offer a wide range of programs and services to the citizens of the area;

And both parties believe that the spirit of cooperation will lead to the growth and development of the whole community;

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

And that the Corporation of the Town of Fort Frances assumes ownership and responsibility for 601 Reid Avenue under the following conditions:

- That 601 Reid Avenue be provided to the FFPLB for the sole use as the Fort Frances Library and Technology Centre (FFLTC) as long as is deemed necessary by the FFPLB;
- That the TOFF provide outdoor maintenance services including snow removal from the parking lot and sidewalks, cleaning of the parking lot, grass cutting and garbage disposal. The FFPLB will be responsible for watering and weeding gardens. Costs for these services will be allocated to the Library's cost centers with the exception of grass cutting and garbage disposal. In an effort to achieve savings, primarily TOFF employees will facilitate the provision of these services. The costs of snow clearing and removal and lighting will be allocated to the FFPLB based on the number of parking spaces attributed to the Library building occupancy (37 of the 105 spots in the southeast parking lot adjacent to the library or 35%). The remaining costs for the parking lot will be allocated to the Memorial Sportscentre. Cleaning of the parking lot will utilize the same costing formula as snow clearing and removal.
- That the TOFF provides adequate liability, Board errors and omissions, and property insurance as part of the municipal insurance package and provides detailed information to the Library Board. Moveable assets (including furniture and equipment) of the FFPLB included in the municipal insurance package are for the sole use of the FFPLTC and the purchase, sale, or disposal of these assets is the responsibility of the FFPLB.
- That the TOFF will provide regular preventative maintenance and checks of the building, mechanical, electrical, and heat recovery systems. These costs will be allocated to the FFPLB. For works other than warranty claims, TOFF contracted firms will be utilized.
- That the TOFF will maintain a dedicated Library reserve account to address future capital requirements as a result of the evolving needs of the FFPLTC in our community. Any interest earned will be reconciled within the account on a yearly basis. The year-end reserve fund account report will be sent to the FFPLB.

- All Financial matters including but not limited to payroll, accounts payable and accounts receivable shall be performed by the TOFF Treasury Department. The Library CEO will work with the Treasurer to ensure a smooth and open procedure.
- The staff of the FFPLTC will be expected to be familiar with their Information Technology systems and will be able to perform installations, updates, maintenance, routine operations and basic troubleshooting including accessing software support from the vendors who have provided systems. The Town of Fort Frances will primarily provide IT support with regards to the Town's network resources including connectivity, email, network folders and software that is used in common by other Town of Fort Frances Divisions. The TOFF will provide Information Technology support services when non-routine issues arise that FFPLTC staff have not been able to resolve.
- The Human Resources Manager and the Library Chief Executive Officer will work together on all human resources related matters including but not limited to salary and benefit administration, training, health and safety, employee relations, recruitment and selection, policy administration, and all legislative requirements.

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

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Clerk

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



## **Memorandum of Understanding**

Between:

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

And

**The Fort Frances Public Library Board**

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

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

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

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

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

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



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

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

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

Frances Treasury Department. The Library CEO/treasurer will work with the Town Treasurer to ensure a smooth and open procedure.

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

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

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Clerk

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

June 2012

As presented by FFPLB with MOU

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

As presented by FFPLB with MOU

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

As presented by FFPLB with MOU

		accounting functions and prepares regular financial statements 3.6 monitors the budget 3.7 identifies & addresses problems as they arise	
(4) Personnel			
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES
4.1 enables appropriate compensation 4.2 enables good working conditions 4.3 enables staff development	4.1 employs & annually evaluates a Chief Executive Officer 4.2 approves policies on human resources 4.3 provides compensation for staff 4.4 ensures agreeable working conditions 4.5 ensures proper development and training for staff	4.1 hires & evaluates all staff 4.2 prepares policies on human resources 4.3 provides data on compensation 4.4 provides workplace amenities 4.5 provides staff training and development plans	4.1 is aware of library staffing 4.2 supports the Board & CEO in establishing appropriate policies 4.3 supports funding needs 4.4 supports workplace needs 4.5 supports training needs
(5) Legal			
COUNCIL	LIBRARY BOARD	CEO	MANAGER OF COMMUNITY SERVICES
5.1 keeps aware of library legislation 5.2 keeps aware of library operations 5.3 maintains a full Board 5.4 provides Board with legal guidance	5.1 knows local & provincial laws 5.2 responds to new legislation 5.3 ensures records are kept 5.4 approves annual report for Government of Ontario 5.5 attends/participates in all Board meetings	5.1 knows local & provincial laws 5.2 responds to new legislation 5.3 keeps complete & accurate records re finance, personnel, inventory, insurance, annual statistics 5.4 prepares, submits annual report to Government of Ontario 5.4 attends/participates in all Board meetings 5.5 records and maintains	5.1 provides legal direction 5.2 knows local and provincial laws 5.3 keeps aware of library operations 5.4 reports on library operations to Council

As presented by FFPLB with MOU

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





## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/101

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** October 2, 2012

**SUBJECT:** Mayor Roy Avis - NOMA Regional Conference Travel & Per Diem Claims

#### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$467.74 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$225.00 in regard to travel and attendance at the NOMA Regional Conference held in Thunder Bay from September 26 to 27, 2012 as submitted by Mayor Roy Avis.

#### NOMA Regional Conference Expenses

1.	Meals	\$ 82.00
2.	Hotel Accommodations	223.74
3.	Personal Vehicle Mileage (1 way only)	162.00
4.	Per Diem (1 1/2days)	<u>225.00</u>
Total Per Diem & Travel Claims		<u>\$ 692.74</u>

The registration fee of \$190.00 was paid by the Town resulting in the total cost of \$882.74 to attend the NOMA Regional Conference held in Thunder Bay 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

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$692.74 for attendance at the NOMA Regional Conference held in Thunder Bay as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Mayor Roy Avis in the amount of \$692.74 to attend the NOMA Regional Conference held on Thunder Bay from September 26 to 28,

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

AGENDA ITEM #8.1

1.	Attendee	Roy Avis							
2.	Conference/Seminar Attended	NOMA							
	Location (Facility and City)	FUNDERS BAY							
	Dates	SEPTEMBER 26 27 28							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				111.87	111.87			223.74
	Transportation								
	Breakfast					12.00			12.00
	Lunch								
	Dinner				35.00	35.00			70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	BEING USED				Total
	Mileage Claimed	360	KM x \$0.45 =						162.00
6.	Approved					Total Expenses		(12) 462.74	422.74
						Advance Received			
						Balance Claimed			
						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.

OCTOBER 1 2012  
Date

[Signature]  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Date	Treasurer	A / P	Cashier



BY CHOICE HOTELS

**Comfort Inn (CN307)**

660 W. Arthur St.  
Thunder Bay, ON P7E 5R8  
(807) 475-3155  
GM.CN307@choicehotels.c

AVIS, ROY

1

Thunder Bay, ON P7E5R8

COMFORT INN THUNDER BAY  
660 WEST ARTHUR ST.  
THUNDER BAY ON

CARD \*\*\*\*\*6746  
CARD TYPE VISA  
DATE 2012/09/28  
TIME 2725 01:43:11  
RECEIPT NUMBER  
C30607760-001-375-027-0

PRE-AUTH COMPLETION  
TOTAL

**\$223.74****APPROVED**

AUTH# 061567 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

Account: 251752149  
Date: 9/28/12  
Room: 208 LGOC  
Date: 9/26/12  
Date: 9/28/12  
Time: 9/26/12 5:46 PM  
Time:  
am ID:  
ut by:  
in by: thaili.cn307  
e Due: 0.00

Post Date	Description
9/26/12	Room Charge
9/26/12	Harmonized Sales Tax
9/27/12	Room Charge
9/27/12	Harmonized Sales Tax
9/28/12	Visa Payment

**Folio Sum**

Room Charge  
Harmonized Sales Tax  
Visa Payment

**Amount**

99.00  
12.87  
99.00  
12.87  
(223.74)

198.00

25.74

(223.74)

Balance Due: **0.00**

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.  
HST reg # 86054 4469 RT0004

X

CHOICEprivileges


Rewards are waiting for you

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

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

Therefore, the undersigned acknowledges that:

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


Name (Please Print) <i>Roy Avis</i>	Signature 
Approved	Date <i>Oct 11/12</i>

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

Attendee	<i>Roy Avis</i>
Conference / Seminar Attended	<i>No m A</i>
Location	<i>THUNDER BAY</i>
Dates	<i>SEPT 26 &amp; 27</i>

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>SEPT 26</i>	<i>SEPT 27</i>				
Amount			<i>75.00</i>	<i>150.00</i>				<i>225.00</i>

Name (Please Print)	Signature
<i>Roy Avis</i>	
Approved	Date

To be submitted to Payroll for processing when approved by Council



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/100

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** October 2, 2012

**SUBJECT:** Councillor John Albanese - NOMA Regional Conference Travel & Per Diem Claims/RRDMA Per Diem Claim

#### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$305.74 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$375.00 in regard to travel and attendance at the NOMA Regional Conference held in Thunder Bay from September 26 to 28, 2012 as submitted by Councillor John Albanese. Also, attached is a Travel Statement – Mayor /Council Honorarium claim in the amount of \$75.00 in regard to attendance at the Rainy River District Municipal Association (RRDMA) meeting held in Emo on September 19, 2012.

#### NOMA Regional Conference Expenses

1.	Meals	\$ 82.00
2.	Hotel Accommodations	223.74
3.	Personal Vehicle Gas	137.50
4.	Per Diem (2 ½ days)	<u>450.00</u>
Sub-Total Per Diem & Travel Claims		\$ 893.24
5.	Per Diem (RRDMA Meeting)	<u>75.00</u>
		<u>\$ 968.24</u>

The registration fee of \$190.00 was paid by the Town resulting in the total cost of \$1,083.24 to attend the NOMA Regional Conference held in Thunder Bay 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

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$968.24 for attendance at the NOMA Regional Conference held in Thunder Bay and per diem claim in the amount of \$75.00 in regard to attendance at the Rainy River District Municipal Association (RRDMA) meeting held in Emo on September 19, 2012 as submitted by Councillor John Albanese.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor John Albanese in the amount of \$968.24 to attend the NOMA Regional Conference held on Thunder Bay from September 26 to 28, 2012 and the RRDMA meeting held in Emo on September 19, 2012 as outlined in this report.



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

1. Attendee	<i>JOHN ALBANESE</i>							
2. Conference/Seminar Attended	<i>North Western Ontario Regional Conference "NOMA"</i>							
Location (Facility and City)	<i>Thunder Bay, Ontario</i>							
Dates								
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				<i>\$162.72</i>	<i>\$162.72</i>			<i>\$325.44</i>
Transportation								<i>101.70</i>
Breakfast					<i>\$12.00</i>			<i>\$12.00</i>
Lunch								<i>12.00</i>
Dinner				<i>\$35.00</i>	<i>35.00</i>			<i>70.00</i>
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason	<i>Personal Business</i>				Total
Mileage Claimed		<i>KM x \$0.45 =</i>						
		<i>GAS "fuel"</i>		<i>with receipt</i>				<i>\$137.50</i>
6. Approved				Total Expenses				<i>\$443.24</i>
				Advance Received				
				Balance Claimed				
				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.

*Oct. 1<sup>st</sup> 2012*  
Date

*John Albanese*  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date                      Treasurer                      A / P                      Cashier

Date: 09/28/2012  
Page 1 of 1

Acct# 11110297104  
Room# 504

VALHALLA INN THUNDER BAY  
1 VALHALLA INN ROAD  
THUNDER BAY, ON P7E6J1

Rate Code: TRANG  
Room Type: AK  
Room Rate: \$144.00

ALBANESE, MR JOHN  
NORTHWEST HEALTH UNIT  
523 COLONIZATION RD E  
FORT FRANCES, ON P9A 251

Arrive: 9/26/2012  
Depart: 9/28/2012  
Direct Bill:  
A/R Ref:

Date	Description	Reference	Credit Card	Charges/Credits
09/26/12	ROOM TRANS. GOVERI #504 ALBANESE, MR JOHN			\$144.00
09/26/12	HARMONIZED SALES T, HARMONIZED SALES TAX			\$18.72
09/27/12	ROOM TRANS. GOVERI #504 ALBANESE, MR JOHN			\$144.00
09/27/12	HARMONIZED SALES T, HARMONIZED SALES TAX			\$18.72
09/28/12	Mastercard	Mastercard	XXXXXXXXXXXX6406	(\$325.44)
HST #RT895695716				
BALANCE DUE:				0.00

Direct Bill Signature: \_\_\_\_\_

I agree that my liability for this bill is not waived.

*Handwritten:* -10170

*Subject This to to make  
accomodations same  
as those at Comfort Inn  
that others attending  
Conference stayed at.*



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

FR GAS REGULAR UNLEAD 68 01  
SC 5.05 Fuel Disc 2 51-  
GAS REGULAR UNLEAD 50.041L@1 309 P1  
\*\*\*\* TAX 100 BAL 65 50

VF MasterCard \* 65 50  
ACCOUNT NUMBER \*\*\*\*\*6436  
AUTHOR #: 054973  
CHANGE 00

TOTAL SAVINGS 2.51  
TOTAL NUMBER OF ITEMS SOLD = 1  
GAS REGULAR UNLEAD  
INCLUDES 13.0% GST/HST 7.54  
9/23/12 17:25 0574 46 0139 6387

YOUR CASHIER TODAY WAS ALBERTO

GIOVANNI ALBANESE 6660

### Your Savings

Card Savings 2.51  
Total 2.51  
Total Savings Value 4%

\*\*\*\*\*

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

\*\*\*\*\*

LET US HEAR FROM YOU!  
1-800-723-3939 OR VISIT SAFEWAY.CA

J&H CONFECTIONARY  
300 CITY RD

THUNDER BAY, ON P7J1K4  
MCDUGALL ENERGY INC.

TERM ID: 00037MF3

BATCH#: 471  
SHIFT#: 001

### Sale

INV#: 000000164  
MASTERCARD Chip  
AID: A0000000041010 SEQ#: 471001001164  
\*\*\*\*\*6406

PRODUCT	QUANTITY	PRICE	AMOUNT
OTHER	1	72.00	72.00*
<b>Total: CAD\$</b>			<b>72.00</b>

TAXES ON PRODUCTS  
HST = \$0.00

(\* - NON-TAXABLE ITEM)  
HST: 0

APPROVED 01381S  
001/00

27-Sep-12

19:50:45

CUSTOMER COPY  
THANK YOU FOR FUELING UP!

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">JOHN ALBANESE</div>	Signature <div style="font-family: cursive; font-size: 1.2em; margin-top: 10px;">John Albanese</div>
Approved <div style="height: 40px; border: 1px solid black; margin-top: 10px;"></div>	Date <div style="height: 40px; border: 1px solid black; margin-top: 10px;"></div>

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

Attendee JOHN ALBANESE

Conference/Seminar Attended Northwestern Ontario Regional Conference "Nomz"

Location THUNDER Bay, Ontario

Dates September 26, 27, 28 2012

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept. 26	Sept 27	Sept. 28			
Amount			\$ 75-	\$ 150-	\$ 150-			\$ 375-

Submitted by: John Albanese

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

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

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

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

For Payroll

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

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

Attendee JOHN ALBANESE

Conference/Seminar Attended PRDMA

Location ENO, ONTARIO

Dates Wednesday Sept. 19, 2012

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept. 19					
Amount			\$75-					

Submitted by: John Albanese

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

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

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

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

For Payroll

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





## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/99

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 2, 2012  
**SUBJECT:** Councillor Andrew Hallikas - NOMA Regional Conference Travel & Per Diem Claims/RRDMA Per Diem Claim

#### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$620.74 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to travel and attendance at the NOMA Regional Conference held in Thunder Bay from September 26 to 28, 2012 as submitted by Councillor Andrew Hallikas. Also, attached is a Travel Statement – Mayor /Council Honorarium claim in the total amount of \$75.00 in regard to attendance at the Rainy River District Municipal Association (RRDMA) meeting held in Emo on September 19, 2012.

#### NOMA Regional Conference Expenses

1.	Meals	\$ 82.00
2.	Hotel Accommodations	223.74
3.	Mileage to Thunder Bay	315.00
4.	Per Diem (3 days)	<u>450.00</u>
	Sub-Total Per Diem & Travel Claims	\$1,070.74
5.	Per Diem (RRDMA Meeting)	<u>75.00</u>
		<u>\$1,145.74</u>

The registration fee of \$190.00 was paid by the Town resulting in the total cost of \$1,260.74 to attend the NOMA Regional Conference held in Thunder Bay 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 Travel and Per Diem claims in the total amount of \$1,145.74 for attendance at the NOMA Regional Conference held in Thunder Bay and the RRDMA meeting held in Emo on September 19, 2012 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree to the Administration's recommendation to approve the per diem and travel claims for Councillor Andrew Hallikas in the amount of \$1,145.74 to attend the NOMA Regional Conference held on Thunder Bay from September 26 to 28, 2012 and the RRDMA meeting held in Emo on September 19, 2012 as outlined in this report.

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

1.	Attendee	Andrew Hallikas						
2.	Conference/Seminar Attended	North West Ontario Regional Conference						
	Location (Facility and City)	Thunder Bay.						
	Dates	Sept 26, 27, 28 (2012)						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				111.57	111.57			223.14
	Transportation								
	Breakfast					12.00			12.00
	Lunch								
	Dinner				35.00	35.00			70.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

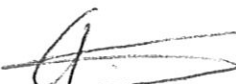
5.	Town Used Vehicle	Yes	No	Reason		Total
	Mileage Claimed	700		KM x \$0.45 = 315.00	Had to go early (Left at 5:00 Am) to attend NWOT Bd. meeting	315.00

6.	Approved				Total Expenses	620.14
					Advance Received	
					Balance Claimed	
					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.

08/1/12  
Date

  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

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



BY CHOICE HOTELS

# Comfort Inn (CN307)

660 W. Arthur St.  
Thunder Bay, ON P7E 5R8  
(807) 475-3155  
GM.CN307@choicehotels.c

HALLIKAS, ANDREW  
550 4TH STRT WEST  
Fort Frances, ON P9A3C3

COMFORT INN THUNDER BAY  
660 WEST ARTHUR ST.  
THUNDER BAY ON

Account: 251752332

Date: 9/28/12

Room: 229 LGOC

al Date: 9/26/12

3 Date: 9/28/12

Time: 9/26/12 3:25 PM

Time:

am ID: CN-81003214145

at by:

n by: thaili.cn307

Due: 0.00

CARD \*\*\*\*\*3007

CARD TYPE AMEX

DATE 2012/09/28

TIME 0035 01:52:49

RECEIPT NUMBER

S30607760-001-375-036-0

PRE-AUTH COMPLETION

TOTAL

**\$224.70**

Post Date	Description	Amount
9/26/12	Phone Charge	0.85
9/26/12	Harmonized Sales Tax	0.11
9/26/12	Room Charge	99.00
9/26/12	Harmonized Sales Tax	12.87
9/27/12	Room Charge	99.00
9/27/12	Harmonized Sales Tax	12.87
9/28/12	American Express	(224.70)

APPROVED

AUTH# 584134 00-025

THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

## Folio Summar

Room Charge	198.00
Harmonized Sales Tax	25.85
Phone Charge	0.85
American Express	(224.70)

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.  
HST reg # 86054 4469 RT0004

x

CHOICEprivileges


Rewards are waiting for you

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <i>Andrew Hallikas</i>	Signature 
Approved  	Date  

Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium

Attendee Andrew Hallikas  
 Conference/Seminar Attended North West Ontario Regional Conference  
 Location Thunder Bay  
 Dates Sept 26, 27, 28 (2012)

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 26	Sept 27	Sept 28			
Amount			150. <sup>00</sup>	150. <sup>00</sup>	150. <sup>00</sup>			450. <sup>00</sup>

Submitted by: Andrew Hallikas

Date: Oct 1 / 12

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

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

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

or Payroll

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

Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium

Attendee Andrew Hallikas

Conference/Seminar Attended RRDMA - Meeting

Location Legion - Emo

Dates Sept 19, 2012

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 19					
Amount			75.00					

Submitted by: Andrew Hallikas

Date: 09/12

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 2012/97

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 2, 2012  
**SUBJECT:** Councillor Paul Ryan - NOMA Regional Conference Travel & Per Diem Claim

### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$305.74 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$375.00 in regard to travel and attendance at the NOMA Regional Conference held in Thunder Bay from September 26 to 28, 2012 as submitted by Councillor Paul Ryan.

#### Conference Expenses

1. Meals	\$ 82.00
2. Hotel Accommodations	223.74
3. Per Diem (2 ½ days)	<u>375.00</u>
Total Per Diem & Travel Claims	<u>\$ 680.74</u>

The registration fee of \$190.00 was paid by the Town resulting in the total cost of \$870.74 to attend the NOMA Regional Conference held in Thunder Bay 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

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$680.74 for attendance at the NOMA Regional Conference held in Thunder Bay as submitted by Councillor Paul Ryan.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Paul Ryan in the amount of \$680.74 to attend the NOMA Regional Conference held on Thunder Bay from September 26 to 28, 2012 as outlined in this report.

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

1. Attendee	PAUL RYAN							
2. Conference/Seminar Attended	NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION 30th ANNUAL REGIONAL CONFERENCE							
Location (Facility and City)	VICTORIA INN - THUNDER BAY, ON.							
Dates	SEPTEMBER 26 <sup>th</sup> , 27 <sup>th</sup> , 28 <sup>th</sup> / 2012							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				111.87	111.87			223.74
Transportation								
Breakfast					12.00			12.00
Lunch								
Dinner				35.00	35.00			70.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
By Town of Ft. Frances	✓						0	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.45 =							0
6. Approved	Total Expenses							305.74
	Advance Received							0
	Balance Claimed							
	Balance Refunded							305.74

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.

SEP 28 / 2012  
Date

  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date                      Treasurer                      A/P                      Cashier



BY CHOICE HOTELS

**Comfort Inn (CN307)**

660 W. Arthur St.  
Thunder Bay, ON P7E 5R8  
(807) 475-3155  
GM.CN307@choicehotels.com

Account: 251752328

Date: 9/28/12

Room: 235 LGOC

Arrival Date: 9/26/12

Departure Date: 9/28/12

Check In Time: 9/26/12 4:26 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: thaili.cn307

**Total Balance Due: 0.00**

RYAN, PAUL  
1226 5TH ST E  
Thunder Bay, ON P7A1V9

Post Date	Description	Comment	Amount
9/26/12	Room Charge	#235 RYAN, PAUL	99.00
9/26/12	Harmonized Sales Tax		12.87
9/27/12	Room Charge	#235 RYAN, PAUL	99.00
9/27/12	Harmonized Sales Tax		12.87
9/28/12	Master Card		(223.74)

XXXXXXXXXXXX9962

**Folio Summary 9/26/12 - 9/28/12**

Room Charge	198.00
Harmonized Sales Tax	25.74
Master Card	(223.74)

Balance Due: **0.00**

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

HST reg # 86054 4469 RT0004

X \_\_\_\_\_

choiceprivileges®

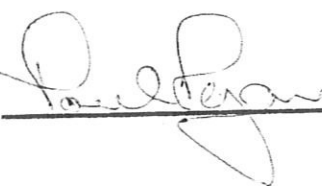
You could be earning free nights and other great rewards. Join Choice Privileges today, at [www.choiceprivileges.com](http://www.choiceprivileges.com).

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

Attendee PAUL RYAN  
 Conference/Seminar Attended NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION  
30<sup>th</sup> ANNUAL REGIONAL CONFERENCE  
 Location VICTORIA INN - THUNDER BAY ON.  
 Dates SEPTEMBER 26<sup>th</sup> 27<sup>th</sup> 28<sup>th</sup> / 2012

## **Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 26/12	Sept 27/12	Sept 28/12			—
Amount			75. <sup>00</sup>	150. <sup>00</sup>	150. <sup>00</sup>			375. <sup>00</sup>

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

Date: OCTOBER 1 / 2012  
 Date: \_\_\_\_\_

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

For Payroll

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



**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2012/94**

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

**FROM:** Debbie Scofield, Deputy-Treasurer

**DATE:** October 2, 2012

**SUBJECT:** Councillor Sharon Tibbs – RRDMA Meeting Per Diem Claim

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**BACKGROUND**

Attached is a copy of Travel Statement - Mayor /Council Honorarium claim in the total amount of \$75.00 in regard to attendance at the Rainy River District Municipal Association meeting held in Emo September 19, 2012, as submitted by Councillor Sharon Tibbs.

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 Per Diem claim in the total amount of \$75.00 for attendance at the RRDMA meeting held in Emo September 19, 2012 as submitted by Councillor Sharon Tibbs.

Council Approval of this Report Will Agree to the Administration's recommendation to approve the per diem claim for Councillor Sharon Tibbs in the amount of \$75.00 to attend the Rainy River District Municipal Association meeting held in Emo September 19, 2012 as outlined in this report.

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

Attendee SHARON TIBBS

Conference/Seminar Attended RRDMA GENERAL MEETING

Location LEGION - EMO

Dates SEPTEMBER 19, 2012

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			SEPT 19/12					
Amount			75 <sup>00</sup> / <sub>25</sub>					

Submitted by: Sharon Tibbs

Date: Sept 20/12

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

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

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

For Payroll

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



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/98

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** October 2, 2012

**SUBJECT:** Councillor Rick Wiedenhoeft - NOMA Regional Conference Travel & Per Diem Claim

#### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$421.49 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$375.00 in regard to travel and attendance at the NOMA Regional Conference held in Thunder Bay from September 26 to 28, 2012 as submitted by Councillor Rick Wiedenhoeft.

#### Conference Expenses

1. Meals	\$ 82.00
2. Hotel Accommodations	223.74
3. Admin Vehicle Gas	115.75
3. Per Diem (2 ½ days)	<u>375.00</u>
Total Per Diem & Travel Claims	<u>\$ 796.49</u>

The registration fee of \$190.00 was paid by the Town resulting in the total cost of \$986.49 to attend the NOMA Regional Conference held in Thunder Bay 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

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$796.49 for attendance at the NOMA Regional Conference held in Thunder Bay as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Rick Wiedenhoeft in the amount of \$796.49 to attend the NOMA Regional Conference held on Thunder Bay from September 26 to 28, 2012 as outlined in this report.



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

1.	Attendee	<i>Rick Wiedenbeck</i>							
2.	Conference/Seminar Attended	<i>NOMA Fall Conference</i>							
	Location (Facility and City)	<i>Comfort Inn / Victoria Inn Thunder Bay.</i>							
	Dates	<i>Wednesday Sept 26 - Friday Sept 28, 2012</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				<i>111.87</i>	<i>111.87</i>			<i>223.74</i>
	Transportation								
	Breakfast					<i>12.00</i>			<i>12.00</i>
	Lunch								
	Dinner				<i>35.00</i>	<i>35.00</i>			<i>70.00</i>
	Per Diem								
	Other								<i>305.74</i>
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	<i>KM x \$0.45 = Gas</i>							<i>115.75</i>
6.	Approved								
		Total Expenses							
		Advance Received							
		Balance Claimed							<i>421.49</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.

*Monday Oct 1, 2012*  
Date

*R. Wiedenbeck*  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Date	Treasurer	A / P	Cashier



BY CHOICE HOTELS

**Comfort Inn (CN307)**

660 W. Arthur St.  
 Thunder Bay, ON P7E 5R8  
 (807) 475-3155  
 GM.CN307@choicehotels.com

Account: 251752331

Date: 9/28/12

Room: 244 LGOC

Arrival Date: 9/26/12

Departure Date: 9/28/12

Check In Time: 9/26/12 4:25 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: thaili.cn307

**Total Balance Due: 0.00**

WIEDENHOEFT, RICK

1

Thunder Bay, ON P7E5R8

Post Date	Description	Comment	Amount
9/26/12	Room Charge	#244 WIEDENHOEFT, RICK	99.00
9/26/12	Harmonized Sales Tax		12.87
9/27/12	Room Charge	#244 WIEDENHOEFT, RICK	99.00
9/27/12	Harmonized Sales Tax		12.87
9/28/12	Master Card		(223.74)

XXXXXXXXXXXX1122

**Folio Summary 9/26/12 - 9/28/12**

Room Charge	198.00
Harmonized Sales Tax	25.74
Master Card	(223.74)

Balance Due: **0.00**

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.  
 HST reg # 86054 4469 RT0004

x

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

# SHELL CANADA PRODUCTS

ON BEHALF OF  
4794 HIGHWAY 11 & 17  
Kakabeka Falls ON  
POT 1W0

Tax Description	Qty	Amount
H Bronze No1		
28.592 L @ \$1.399/ L		\$40.00
AIR MILES Discount	1	\$0.00
Sub Total		\$40.00
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
<b>Total</b>		<b>\$40.00</b>
MASTERCARD:		\$40.00
Change		\$0.00

APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX1122  
PURCHASE SWIPE  
INV No. 2215614502

X\_\_\_\_\_ 13540Z

Cardholder will pay card issuer above  
amount pursuant to Cardholder Agreement

AM 80003XXXXX MANUAL Promo 0  
Fuel Includes HST 13.0% \$4.60  
Fuel Includes HST-F 5.0% \$0.00

HST - Fuel - DN No. 863700670RT0001

Help us change the world,  
one click at a time.  
[www.shell.ca/fuellingchange](http://www.shell.ca/fuellingchange)

**THANK YOU**  
Questions? 1-800-661-1600

REG: 1 CSH:Smith TRAN:7907  
2012/09/26 13:52:29 ST:022156

# SHELL CANADA PRODUCTS

ON BEHALF OF  
HWY 11 EAST  
FORT FRANCES ON  
P9A 3M3

Tax Description	Qty	Amount
H Bronze No1		
58.332 L @ \$1.369/ L		\$75.75
AIR MILES Discount	1	\$0.00
Sub Total		\$75.75
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
<b>Total</b>		<b>\$75.75</b>
MASTERCARD:		\$75.75
Change		\$0.00

APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX1122  
PURCHASE SWIPE  
INV No. 023810396

X\_\_\_\_\_ 16561Z

Cardholder will pay card issuer above  
amount pursuant to Cardholder Agreement

AM 80003XXXXX MANUAL Promo 0  
Fuel Includes HST 13.0% \$8.71  
Fuel Includes HST-F 5.0% \$0.00

HST - Fuel - DN No. R106555360

Help us change the world,  
one click at a time.  
[www.shell.ca/fuellingchange](http://www.shell.ca/fuellingchange)

**THANK YOU**  
Questions? 1-800-661-1600

REG: 1 CSH:Gusta TRAV:3503  
2012/09/28 15:56:01 ST:010238

Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium

Attendee Rick Wiidenhoef  
 Conference/Seminar Attended NOMA Fall Conference  
 Location Thunder Bay  
 Dates Sept. 26 - Sept 28, 2012

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 26	Sept. 27	Sept. 28			
Amount			75.00	150.00	150.00			375.00

Submitted by: R. Wiidenhoef

Date: Mon. Oct 1, 2012

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

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

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

or Payroll

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



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2012/93

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

**FROM:** Debbie Scofield, Deputy-Treasurer

**DATE:** October 2, 2012

**SUBJECT:** Councillor Rick Wiedenhoeft – RRDMA Meeting Per Diem Claim

---

### BACKGROUND

Attached is a copy of Travel Statement - Mayor /Council Honorarium claim in the total amount of \$75.00 in regard to attendance at the Rainy River District Municipal Association meeting held in Emo September 19, 2012, as submitted by Councillor Rick Wiedenhoeft.

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

The Administration & Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$75.00 for attendance at the RRDMA meeting held in Emo September 19, 2012 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Rick Wiedenhoeft in the amount of \$75.00 to attend the Rainy River District Municipal Association meeting held in Emo September 19, 2012 as outlined in this report.

Town of Fort Frances  
Travel Statement - Mayor/Council Honorarium

Attendee Rick Weidnerhoef  
 Conference/Seminar Attended RRDMA  
 Location Emo.  
 Dates Wednesday Sept 19, 2012

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept. 19					
Amount			75.00					

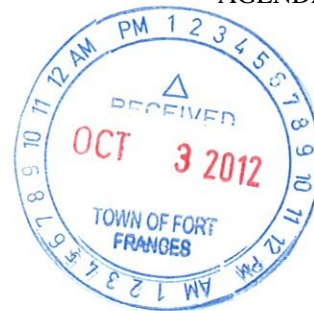
Submitted by: R. Weidnerhoef  
 Approved by: \_\_\_\_\_

Date: Sept 20, 2012  
 Date: \_\_\_\_\_

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

or Payroll

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



September 28, 2012

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Submission of Expression of Interest for Funding to Prepare Asset Management Plan**

The Ministry of Infrastructure on August 16, 2012 launched an Asset Management Funding Program. Under the program, funding is available to the Town of Fort Frances to complete an Asset Management Plan in accordance with provincially established guidelines. The Town, over the past 9 years has been moving towards creating a sustainable and realistic master asset management plan. However, such a plan has not been finalized and only certain critical assets have been assessed based on regulatory requirements such as the water system and bridge structures. There is still a lot of work and effort required to complete the Asset Management Plan in accordance with the Ministry of Infrastructure – Building Together: Guide for Municipal Asset Management Plans.

At this time a resolution of Council is required to accompany the “Expression of Interest” form. The resolution must indicate that a finalized asset management plan is not currently in place and the development of such a plan that includes all the information and analysis described in Building Together: Guide for Municipal Asset Management Plan, is a priority.

The preparation of an Asset Management Plan in accordance with Ministry of infrastructure is the first step for our Town to receive a constant funding source from both the Provincial and Federal Government to address future capital asset needs.



The deadline for submission is October 22, 2012 at 5:00 pm EST where the following documentation must be submitted;

- 1) 2011 Municipal Financial Information Return to the Ministry of Municipal Affairs and Housing. The Town's (FIR) was submitted on May 31, 2012 and an updated FIR was resubmitted on June 15, 2012 once the Rainy River District Social Services Board audit information was received.
- 2) Completed Expression of Interest Form to the Ontario Ministry of Agriculture, Food and Rural Affairs. See attached completed form.
- 3) A resolution of Council as outlined above.

The Operations & Facilities Executive Committee recommends the following:

- 1) That Council endorses the following resolution- that an Asset Management Plan is not currently in place and the development of such a plan that includes all the information and analysis described in **Building Together: Guide for Municipal Asset Management Plans** is a priority.
- 2) That a copy of the resolution outlined in Item No. 1 accompany the "Expression of Interest" Form to be submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs prior to the deadline of October 22, 2012.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Manager Operations & Facilities

RECOMMENDED

SEP 28 2012  
DIV. MNG. *Doug*  
EXECUTIVE COMM. *R. Widenhoff*

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

1. That Council endorses the following resolution - that an Asset Management Plan is not currently in place and the development of such a plan that includes all the information and analysis described in **Building Together: Guide for Municipal Asset Management Plans** is a priority.
2. That a copy of the resolution outlined in Item No. 1 accompany the "Expression of Interest" Form to be submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs prior to the deadline of October 22, 2012.

# Municipal Infrastructure Investment Initiative Funding for Asset Management Expression of Interest

Expressions of Interests must be received by 5 p.m. Eastern Standard Time on October 22, 2012. For any questions please call 1 888 588-4111 or email [miii@ontario.ca](mailto:miii@ontario.ca).

On August 16, 2012, the Government of Ontario launched the Municipal Infrastructure Investment Initiative. As part of the initiative, funding is being made available to improve asset management planning in small municipalities and Local Services Boards (LSBs).

Eligible applicants include:

- Lower-tier municipalities with infrastructure assets and populations under 20,000;
- Upper- and single-tier municipalities with infrastructure assets and populations under 50,000; and
- LSBs with water and/or wastewater systems.

In addition, municipalities have to submit their 2011 Financial Information Return to the Ministry of Municipal Affairs and Housing by October 22, 2012 to be eligible for this program. Population information will be taken from the Financial Information Return. Municipalities that fail to submit their return by this time will not be eligible for funding.

For more information, see the **Municipal Infrastructure Investment Initiative - Asset Management program manual and Building Together: Guide for Municipal Asset Management Plans**.

If submitting by email please save the completed form to your desktop and send as an attachment to [miii@ontario.ca](mailto:miii@ontario.ca)

If submitting by mail please print the completed form and send to:

Municipal Infrastructure Investment Initiative Secretariat  
c/o Rural Programs Branch  
Ontario Ministry of Agriculture, Food and Rural Affairs  
1 Stone Road West, 4<sup>th</sup> Floor  
Guelph ON N1G 4Y2

<http://www.ontario.ca/municipalinfrastructure>

Please fill in all fields on this form that apply to your municipality or LSB.

## Section 1 – Municipality/LSB Contact Information

Municipality/LSB Name

Town of Fort Frances

Authorized Contact

Last Name

Brown

First Name

Doug

Middle Initial

D C

Position

O & F Manager, P Eng.

Telephone Number

807 274-9893

Email Address

dbrown@fort-frances.com

Mailing Address

Unit Number

Street Number

320

Street Name

Portage Avenue

PO Box

n.a.

City/Town

Fort Frances

Province

Ontario

Postal Code

P9A 3P9

## Section 2 – Current Asset Management Practices

Please describe your current asset management practices, what is needed to improve these practices and any plans to improve them. Attach relevant supporting documentation if applicable.

As a result of the declining Forestry Industry in Northern Ontario, the Town of Fort Frances has limited financial resources to ensure that all of its tangible capital assets have an asset management plan in place where life cycle costing has been taken into account. Over the past 7 years the Town has created an inventory database using a GIS platform of all of its tangible capital assets. On an annual basis, field verification of the main linear infrastructure assets takes place to confirm what is actually in the field and owned by the Town.

As of March 31, 2008, the requirements of PSAB 3150 standard were met within the provincially established time lines. In 2010, from purely an accounting point of view, the Town completed a financial plan for all of its assets



where the Town became fully aware that it has an infrastructure backlog (gap) of \$ 33.5 million for tax related assets and \$ 24.7 million for water/wastewater assets where the condition rating of some assets is inadequate or has not been completed. For example, there is minimal CCTV inspection data of the Town's existing storm sewer system and no condition rating of its social housing assets. In addition, the annual infrastructure gap (backlog) based on replacement cost is estimated to be \$ 4.5 million. In order to address this infrastructure backlog the Town has included an affordable budget increase in 2011 & 2012 to ensure additional funds were placed in long term reserves in accordance with the 2010 financial plan.

The Town over the past 5 years has inspected some of its major capital assets in accordance with regulatory & industry standards such as;

- 1) Bridge inspections on a 2-year cycle 2007, 2009 & 2011 - O. Reg. 278/06
- 2) The Water Tower - 3 to 5 year cycle -AWWA standard
- 3) Sidewalk Surface Discontinuities on annual basis -O. Reg. 239/02
- 4) Retro-Reflectivity of traffic signs- Once a year - O. Reg. 239/02.

On another front, over the past 3 years the Town's consultant, KGS group completed an infiltration & inflow (I&I) investigation of the sanitary sewer collection system in order to identify sections of the highest I & I loading in order to rehabilitate or replace sections of the sanitary sewer collection system to reduce the amount of groundwater or surface water runoff being treated at the Sewage Treatment Plant (STP). The Town is treating approximately 300 % more wastewater at the STP than the water manufactured at the Water Treatment Plant. KGS Group is recommending that 5.703 kms of sanitary sewer piping is to be replaced along with several spot repairs in the next 5 to 10 years. If the roadway network, sidewalks and water mains were replaced at the same time as the sanitary sewer lines it would cost \$5,620 per linear meter. Also another recommendation from this I & I study was to CCTV inspect the sanitary sewer system on a 10-year cycle as much of the existing CCTV inspection data is out-dated as the system is constantly changing with time.

The Town has taken a simple systematic approach to addressing its major linear infrastructure assets. Basically starting from the lowest point or elevation in the ground, in our case, the sanitary sewer collection system and working up towards the surface assets such as the water distribution system, the storm sewer system, roadways, and sidewalks. This approach is in a conceptual stage where no finalized master asset management plan is in place as some of the linear assets such as the water mains, sidewalks and storm sewer system piping haven't being rated or assessed. Also the Town submitted a 6-year term financial plan for both the water and wastewater systems in accordance with O. Reg. 453/07 and back in 2005, the Town retained CN Watson & associates to complete an extensive review of the Town's water and sanitary sewer rate structure. As a result the Town has been on a course towards full cost recovery for water and wastewater services for several years where annual increases in revenue has been projected at 5% for the past two years. The 5% increase in revenue from water and sanitary sewer rates is projected to continue to 2017. A road need assessment of pavement conditions was completed in 2002, however the Town has been unable to adhere to the plan due to limited financial resources.

In 2011, the Town's official plan was revised where policies approved by Council, were established on how to reconstruct municipal infrastructure in a cost effective manner. For example, there is a policy for new or reconstruction of local roads where only one sidewalk will be required, thus eliminating half the sidewalks in the future on low volume residential streets which have two sidewalks in place.

The Town is fully aware that additional financial resources are required to ensure all the tangible assets are maintained, inspected and operated at a higher standard to implement full life cycle practices. As a result, the Town focused on measures to reduce it's on-going operating budget where an energy audit of the 13 main Town owned buildings and/or facilities was completed in 2011 by Honeywell Energy Solutions. The audit indicated that \$ 241,091 of annual energy and operating savings could be realized if several energy up-upgrades were undertaken. In June 2012, the Town entered in a \$3.6 million energy retrofit project with Honeywell using an energy performance guarantee



contract. The energy and operating savings will be used to finance this project over a 10-year term. One example of an energy retrofit item is the replacement of the 36 year old inefficient heating system (boilers) in the Civic Center, prior to failure, with a brand new high efficient heating system, complete with a better control system where it is estimated that \$ 14,199 in annual energy and operating savings will be realized.

AGENDA ITEM #9.1

In summary, the Town has been moving towards creating a sustainable and realistic master asset management plan for several years and realizes that additional work such as condition assessments or ratings of some of our assets is required. Also a preventative maintenance computer software program is needed to develop a new work order system to integrate with the financial computer software and the tangible capital asset computer software program where manufacturer preventative maintenance practices are followed and adhered to.

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### Section 3 – Use of Funding

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Please identify and briefly explain the component(s) of an asset management plan that your municipality/LSB intends to develop with the funding provided.

**Note:** Your municipality/LSB may choose to focus on one or several components. See **Section 3** of the **Building Together: Guide for Municipal Asset Management Plans** for more information.

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#### Identifying the State of Infrastructure

Is the funding intended to contribute to identifying the state of infrastructure in your municipality or LSB? ☒ Yes ☐ No

If "Yes", please explain how the funding would support the development of an asset management plan that includes the elements described in **Section 3.3** of the **Building Together: Guide for Municipal Asset Management Plans**.

The Town has no condition ratings for the following assets; storm sewer system, social housing, the sidewalk network, facilities and other associated HVAC equipment, street lighting and the water distribution system. The CCTV inspection data for the sanitary sewer collection system is very out-dated and additional CCTV inspection work should be completed under this program. For example the Town has approximately 51.3 kms of storm sewer piping and 1708 catchbasin or manholes where no condition rating of these assets has been completed. There are no policies in place in regards to data verification and condition assessment that sets out when and how asset information or data will be verified and when and how assets will be assessed to determine their condition. Funding from this program will be utilized to complete some outstanding condition rating of some assets and develop policies in regards to data verification.

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#### Identifying the Desired Levels of Service

Is the funding intended to help your municipality or LSB define its desired levels of service? ☒ Yes ☐ No

If "Yes", please explain how the funding would support the development of an asset management plan that includes the elements described in **Section 3.4** of the **Building Together: Guide for Municipal Asset Management Plans**.

The Town has done minimal work over the past 9 years establishing policies and/or standards for desired level of services for it's main assets. However, some progress has been made as a result of regulatory requirements. For example the Town has operated and maintained it's water system in accordance with Ontario regulation 170/03 and is in the process of implementing a quality management system for the Town's water system. Trending is taking place in regards to water leaks within the water distribution system and customer water quality complaints are recorded. On an annual basis staff and management of the water system at all levels within the organization of the Town of Fort Frances review and evaluate where infrastructure maintenance, rehabilitation and renewal needs should be



Back in October of 2009, the Town adopted minimum maintenance standards for it's municipal highways in accordance Ontario regulation 239/02 where the routine road patrol, snow accumulation and icy roadways standards are adhered to. Another example where the Town reviewed desired level of service data on a higher level on a monthly basis is the comparison of potable water manufactured at the Water Treatment Plant (WTP) to the amount of wastewater discharged at the sewage treatment plant (STP). As a result of this comparison the Town has realized that a significant amount of groundwater and surface water is being treated at the STP for no reason and that some investigation work was required to determine where this (I & I) loading is coming from. As a result the KGS group was retained to undertake an Infiltration and Inflow (I&I) Investigation of the sanitary sewer collection system starting in the fall of 2008 with completion in the spring of 2012.

With the recent adoption of O. Reg. 397/11, Energy Management and Demand Management Plans under the Green Energy Act, the Town will begin monitoring and trending energy use in its facilities by July 2013. The second portion of this legislation is to develop an Energy Conservation and Demand Management Plan for a five-year term that will outline the capital and maintenance needs required to identify and sustainably maintain the desired level of service in our municipal facilities.

The Town participates in completing municipal performance measurement data submissions on an annual basis, however has done very little in the way of reviewing and evaluating performance measuring data from other municipalities of similar size due to other pressing operating and maintenance challenges such as creating an inventory database of all it's tangible capital assets. Funding resources will be utilized to review how other municipalities of similar size are incorporating desired levels of service parameters for it's main assets and what type of monitoring program is in place to review such performance measurement data. Funding from this program will also be utilized to establish policies and/or standards for desired levels of service for it's main assets and to develop a program to review performance measurement parameters from similar size municipalities.

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### Developing an Asset Management Strategy

Is the funding intended to help your municipality or LSB develop an asset management strategy? ☒ Yes ☐ No

If "Yes", please explain how the funding would support the development of an asset management plan that includes the elements described in **Section 3.5 of the Building Together: Guide for Municipal Asset Management Plans.**

The Town has adopted several operational principles or maintenance activities in order to ensure some assets are maintained and operated at a higher standard over the past 9 years. For example in regards to the water distribution system, 20% of the isolation valves are exercised on an annual basis. This will ensure all isolation valves are exercised on a 5-year cycle. Also the Town has been utilizing water mains of PVC materials when replacing old ductile iron or cast iron water mains as the life expectancy is greater than the previously used steel or cast iron piping.

Additional work is required to ensure additional best practices or maintenance strategies are incorporated into the existing maintenance and operational activities to try to increase the life expectancy of some assets. The geographic distance, in Northwestern Ontario, between communities make it difficult to group tender large scale infrastructure reconstruction or rehabilitation projects in order to obtain better pricing, but the Town is open and willing to participate in such a practice.

As outlined above in section 2 (Current Asset Management Practices) there is no finalized master asset management plan in place which outlines the maintenance, renewal, rehabilitation and expansion strategies for each tangible asset. Additional work is required to develop such a master asset management plan with the appropriate strategies.



Is the funding intended to help your municipality or LSB develop a financing strategy for an asset management plan? ☒ Yes ☐ No

If "Yes", please explain how the funding would support the development of an asset management plan that includes the elements described in **Section 3.6 of the Building Together: Guide for Municipal Asset Management Plans**.

Back in 2010, BMA Management Consulting completed an Asset Management Financial Plan where the Town forecasted for only 6 years of capital needs. The new requirement would have the Town prepare a financial plan for its assets forecasting for a 10 year period where ideally the plan should cover the entire lifecycle of assets. Additional work will be required to develop a 10 year term financial plan starting from 2013 as the base year.

#### Section 4 – Declaration

Each Expression of Interest must be accompanied by a declaration certifying that the information in the Expression of Interest is factually accurate and that the development of an asset management plan that includes all of the information and analysis described in **Building Together: Guide for Municipal Asset Management Plans** is a priority, if one is currently not in place. If a plan is already in place the declaration must commit to reviewing the existing plan to make sure it is consistent with direction outlined in **Building Together: Guide for Municipal Asset Management Plans**.

For a **municipality**, the declaration can be made by a resolution or letter from municipal council.

For a **LSB**, the declaration must be made by resolution from the LSB board.

**I certify that the above information is complete and accurate. I have authority to bind the municipality/LSB.**

Full Name (Last name, first name)	Position	Date (yyyy/mm/dd)

#### Section 5 – Documents Submitted With This Expression of Interest

Please outline any files or documents you will be submitting along with this Expression of Interest.

If you are submitting this form by email, write a description of the file's contents to the left and indicate the file name to the right. Attach all documents to the same email as this form.

If you are submitting this form by mail, simply write a description of each document you are submitting along with this Expression of Interest, in the left-hand column.

Description of File or Document	File Name
One example of a linear asset GIS inventory database - sanitary sewer pipes - Town of Fort Frances	sanitary_sewer_main_GIS.xls
BMA Management Consulting- Asset Management Financial Plan	2012OctoberBMAassetmanagementfinancialplan

One example of the 2011 Bridge Inspection Report for Town of Fort Frances. The Town has 3 structures	2012October2011MillRoadOverpassinspection AGENDA ITEM #9.1
BMA Management Consulting - 6-year Financial Plan for Water and Wastewater Systems	2012Octoberw-wwfinancialplan
CN Watson & Associates Ltd. - Water and Wastewater Rate Study	2012October2005CNwatsonratestudy
2011/2012 Energy Audit - Honeywell Energy Solutions	Honeywell Energy Audit and appendices.pdf
2012 Infiltration & Inflow Study of Sanitary Sewer Collection System prepared by KGS group	2012OctoberfortfrancesI&Istudy



October 3, 2012

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: 2013 PARKS & CEMETERY FLOWERS**

The usual practice for the Town is to give a purchase order in December prior to the new budget being finalized to the supplier of the flowers for the upcoming planting season. However based on information received from one (1) of the suppliers during the 2011 process, Administration started the quotation process early this year (Mid-September) for the supply of the 2013 flowers.

For 2012 a report was approved on October 11, 2011. The Town ordered 4449 dozen flowers for planting in 2012 at a cost of \$10,388.00 (taxes extra). The average cost per dozen is \$2.33 (taxes extra).

For 2013 the Town obtained quotations from two (2) businesses for the supply of 4649 dozen flowers to be available during the third week in May 2013. See attached a spreadsheet outlining the quotes from Lowey's Greenhouse and Hammond Landscaping Ltd.

It is recommended by the Operations & Facilities Executive Committee that the Town approve the purchase of 4649 dozen flowers from Lowey's Greenhouse & Market Gardens at a cost of \$11,102 (taxes extra) or \$ 2.39 (taxes extra) per dozen for the 2013 season prior to the 2013 operating budget being finalized.

Respectfully submitted,  
Operations & Facilities Division

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, P. Eng.  
Manager Operations & Facilities

**Council approval of this report will** authorize Administration to purchase 4649 dozen flowers from Lowey's Greenhouse & Market Gardens at a cost of \$ 11,102.00 (taxes extra).

2012OctFlowers2013

**FLOWER LISTING 2013**

	FLOWER TYPE	SERIES	COLOUR	No. of Dozens	Lowey's Greenhouse		AGENDA ITEM #9.2 Hammond Landscaping	
					Unit Price per dozen	Total	Unit Price per dozen	Total
1	Geraniums							
		Maverick Series	Red	8	\$12.00	\$96.00	\$7.98	\$63.84
			White	10	\$12.00	\$120.00	\$7.98	\$79.80
			Orange	10	\$12.00	\$120.00	\$7.98	\$79.80
								\$0.00
2	Alyssum		Snow Crystals	20	\$2.00	\$40.00	\$3.60	\$72.00
3	Zinnias							\$0.00
		Zarhara	Raspberry/ Lemonade Mix	12	\$4.00	\$48.00	\$6.80	\$81.60
								\$0.00
4	Marigolds							\$0.00
		Vanilla FI	Vanilla	4	\$2.00	\$8.00	\$7.33	\$29.32
		Inca II	Yellow	8	\$2.00	\$16.00	\$7.33	\$58.64
		Durango	Yellow	250	\$2.00	\$500.00	\$3.60	\$900.00
			Orange	250	\$2.00	\$500.00	\$3.60	\$900.00
			Red	137	\$2.00	\$274.00	\$3.60	\$493.20
5	Wave Petunias							\$0.00
		Tidal Wave	Silver	8	\$12.00	\$96.00	\$7.98	\$63.84
		Easy Wave	White	20	\$12.00	\$240.00	\$7.98	\$159.60
			Blue	12	\$12.00	\$144.00	\$7.98	\$95.76
			Pink	10	\$12.00	\$120.00	\$7.98	\$79.80
			Neon Rose	10	\$12.00	\$120.00	\$7.98	\$79.80
			Mystic Pink	10	\$12.00	\$120.00	\$7.98	\$79.80
			Violet	10	\$12.00	\$120.00	\$7.98	\$79.80
			Plum Vien	10	\$12.00	\$120.00	\$7.98	\$79.80
			Red	20	\$12.00	\$240.00	\$7.98	\$159.60
			Shell Pink	10	\$12.00	\$120.00	\$7.98	\$79.80
			Rosie Dawn	10	\$12.00	\$120.00	\$7.98	\$79.80
			Pink Dawn	10	\$12.00	\$120.00	\$7.98	\$79.80
6	Petunias							\$0.00
		Madness Series	White	350	\$2.00	\$700.00	\$3.60	\$1,260.00
			Red	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Royal	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Burgundy	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Pink	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Yellow	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Plum Crazy	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Salmon	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Red Morn	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Sheer	310	\$2.00	\$620.00	\$3.60	\$1,116.00
		Celebrity	Blue Ice	310	\$2.00	\$620.00	\$3.60	\$1,116.00
			Sky Blue	310	\$2.00	\$620.00	\$3.60	\$1,116.00
								\$0.00
7	Verbena							\$0.00
		Quartz XP	White	5	\$2.00	\$10.00	\$6.80	\$34.00
			Scarlet	5	\$2.00	\$10.00	\$6.80	\$34.00
			Red with eye	5	\$2.00	\$10.00	\$6.80	\$34.00
8	Osteospermum	Asti Fi	Mix	10	\$12.00	\$120.00	\$7.98	\$79.80
9	Portulaca							\$0.00
		Happy Trail	Mix	15	\$2.00	\$30.00	\$3.60	\$54.00
	Subtotal			4649	\$2.39	\$11,102.00	\$3.80	\$17,647.20
	HST- 13%					\$1,443.26		\$2,294.14
	Total					\$12,545.26		\$19,941.34

Town's net cost

\$11,297.40

\$17,957.79

Administration & Finance Division  
Civic Centre

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

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



Planning & Development Division  
Civic Centre

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

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

www.fort-frances.com



To: Mayor and Council

From: By-Law Enforcement

RE: Activities for the months of July, August, and September

### **JULY 2012**

The following were activities the By-Law Department were involved in:

Impounded Cats 4

Impounded Dogs 7

Total visits to animal shelter 47

- Property Standards excess garbage stored on property (removed)
- Dog Owners Liability Act – charges for vicious dog
- Property standards – overgrown grass (letters sent to cut) (many)
- Parking tickets
- Garbage reports from Asselin's
- Dog complaint – vicious dog complaint. Dog making attempts at people in housing compound. Owner released dog to by-law.
- Property standard – damaged fence (repaired)
- Dog hit by car
- Fence by-law- construct fence wrong way(good side in) (changed fence good side out)
- Boat parked at Butler Ave dock (removed)
- Property standards – clean up of property
- Fence by-law – construction of new fence information
- Property standards – removal of dead trees
- Property standards – demolished house property need clean up (completed)
- Building Code – charges for construction without permit
- Neighbour dispute over fence





**AUGUST 2012**

Impounded Cats 3

Impounded Dogs 8

Total visits to animal shelter 32

- raccoon removal from stuck in storm sewer
- Business Licence – water filtration system selling door to door without licence. With the help of the OPP they were advised to get licence or move on
- Rat problem questions
- Property Standards – excess garbage (removed)
- Boat parked at Point Park dock (removed)
- Garbage reports from Asselin's
- Parking tickets
- Pick up stolen bikes for OPP
- Building Code – removal of cover over woodpile which was attached to house
- Camper trailers parking in a not zoned area. Moved to a zoned camp ground
- Barking dog complaints
- Property Standards – overgrown grass (warning letters sent)

**SEPTEMBER 2012**

Impounded Cats 4

Impounded Dogs 4

Total Visits to animal shelter 34

- Property Standards committee list – 4 properties identified (2 properties completed) 2 properties inspected and no deficiency were found
- Property Standards – old fridge left on property (letter for removal sent)
- Pick up stolen bikes for the OPP
- Barking dogs complaint (warning letter sent)
- Building Code complaint – chimney not high enough over roof (inspected, no deficiency)
- Parking tickets
- Dog complaint – dogs running at large
- Dumpsters moved from driveways for better sight of roadway
- Garbage reports from Asselin's
- Property Standards – excess garbage on property (letter sent for removal)
- Removal of raccoon stuck in storm sewer



## Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:09-01-2012 - 09-30-2012

Municipality Fort Frances

Permit RollNo	Owner	Contractors	Property Address	Work Description	Units / Area	Value
2012-057	HARRISON ROGER DAMISE PO BOX 1 SIOUX NARROWS ON P0X 1N0	ANDREW GERBER RR#1 1943 HWY 602 FORT FRANCES	1221 SECOND STE	CONSTRUCT A NEW SINGLE DETACHED DWELLING	1	\$269,000.00
59-12-030-006-11900-0000		(807) 274 9071	Legal Description: MCIRVINE PLAN SM41 LOT 8 TO,9 PCL 8-1 & 9-1	Stat's Canada Codes Building: 110 Work: 01		
2012-058	HARRISON ROGER DAMISE PO BOX 1 SIOUX NARROWS ON P0X 1N0	ANDREW GERBER FIRE # 1943 HWY 602 RR#1 FORT FRANCES	1221 SECOND STE	CONSTRUCT A 28/32 FT ACCESSORY USE BUILDING	1	\$27,000.00
59-12-030-006-11900-0000		(807) 274 9777	Legal Description: MCIRVINE PLAN SM41 LOT 8 TO,9 PCL 8-1 & 9-1	Stat's Canada Codes Building: 450 Work: 01		
2012-059	JERRY KEVIN ALLAN 1020 CORNWALL AVE. NORTH FORT FRANCES ON P9A 3H1	JEWELL, BARBARA 1020 CORNWALL AVE. NORTH FORT FRANCES	1011 FIRST STE	CONSTRUCT A 28/48 ACCESSORY USE BUILDING	1	\$40,000.00
59-12-030-005-02700-0000		(807) 274 3980	Legal Description: PLAN SM48 LOT 92 TO 93 PCL,92-2 & 92-1	Stat's Canada Codes Building: 450 Work: 01		
2012-060	WHALEN RYAN DOUGLAS 911 VICTORIA AVE N FORT FRANCES ON P9A 2E6	KYLE GLOWASKY CONTRACTING 622 SCOTT ST FORT FRANCES	911 VICTORIA AVE N	CONSTRUCT A 32/40 FT ACCESSORY USE BUILDING	1	\$38,000.00
59-12-020-006-05100-0000		(807) 274 3172	Legal Description: PLAN SM57 LOT 24 TO 26 PCL,20448	Stat's Canada Codes Building: 450 Work: 01		

Tuesday, October 02, 2012

Page 1 of 2

#Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:09-01-2012 - 09-30-2012

2012-061	EGAN JAMES THOMAS 1300 SIXTH ST E FORT FRANCES ON P9A 1X2	EGAN JAMES THOMAS 1300 SIXTH ST E FORT FRANCES ON	1300 SIXTH ST E	ERECT A 10x20 FABRIC SHELTER	\$1,000.00
59-12-030-007-13300-0000		(807) 274 6941	<b>Legal Description:</b> RP 48R1316 PART 2 PCL 21920	<b>Stat's Canada Codes</b> <b>Building:</b> 450 <b>Work:</b> 01	1
2012-062	DONALDSON JERRY SCOTT 600 ARMIT AVE FORT FRANCES ON P9A 2H8	DONALDSON JERRY SCOTT 600 ARMIT AVE FORT FRANCES ON	600 ARMIT AVE	INTERIOR KITCHEN RENOVATION, AND ADD A 1/2 BATH, AND REPLACE SEVERAL WINDOWS, NEW INSULATION AND VAPOUR BARRIER	\$20,000.00
59-12-020-005-02300-0000		(807) 274 9717	<b>Legal Description:</b> PLAN M73 BLK 2 LOT 6 PCL BLK:2-5-1	<b>Stat's Canada Codes</b> <b>Building:</b> 110 <b>Work:</b> 03	1
2012-063	BOWES EVELYN 1323 FIFTH ST E FORT FRANCES ON P9A 1W2	BOWES EVELYN 1323 FIFTH ST E FORT FRANCES ON	1323 FIFTH ST E	CONSTRUCT A NEW 12 FT X 20 FT ACCESSORY USE BUILDING	\$4,000.00
59-12-030-007-09900-0000		(807) 274 7842	<b>Legal Description:</b> RP 48R988 PART 4 TO 5,PCL11182 13961	<b>Stat's Canada Codes</b> <b>Building:</b> <b>Work:</b> 01	1
2012-064	KUJACK JASON DAVID 724 FIRST ST W FORT FRANCES ON P9A 2Y9	KUJACK JASON DAVID 724 FIRST ST W FORT FRANCES ON	724 FIRST ST W	DEMOLISH AND REMOVE EXISTING METAL SHED AND CONSTRUCT A 24/24 FT ACCESSORY USE BUILDING	\$17,000.00
59-12-010-004-03300-0000		(807) 274 2982	<b>Legal Description:</b> PLAN SM-193 PT BLK C PLAN:RR77 PART 13 PCL 18830	<b>Stat's Canada Codes</b> <b>Building:</b> 450 <b>Work:</b> 01	1
2012-065	GRIMARD, JOEL 930 CROWE AVE FORT FRANCES ON P9A 2I9	MATT DRONIK 213 SIXTH ST WEST FORT FRANCES	930 CROWE AVE	DEMOLISH AND REMOVE EXISTING GARAGE, CONSTRUCT A NEW 32/40 FT ACCESSORY USE BUILDING	\$38,000.00
59-12-030-003-07300-0000		(807) 274 7855	<b>Legal Description:</b> PLAN SM69 LOTS 8 & 9 & PLAN:48R3251 PART 1 PCL 8-1,ST-3	<b>Stat's Canada Codes</b> <b>Building:</b> 450 <b>Work:</b> 01	1
Sum	Summary (9 detail records)				9
Grand Total	Summary (9 detail records)				9
					\$454,000.00
					\$454,000.00



**Ontario  
Provincial  
Police**      **Police  
provinciale  
de l'Ontario**



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.      777, ave Memorial  
Orillia ON L3V 7V3      Orillia (ON) L3V 7V3  
Tel: (705) 329-6200      Fax: (705) 330-4191

File Reference      460 20  
511-NW-2021

September 26, 2012

Mr. George Bell, Manager Community Services  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances ON P9A 3P9

Dear Sir/Madam:

**Re:      2012 Semi-Annual Contract Policing Costs – Ontario Provincial Police (OPP)**

Please find attached the *2012 Semi-Annual Contract Policing Cost Summary*, reconciling the municipality's OPP allocated policing costs for the period of January 1<sup>st</sup> to June 30<sup>th</sup>, 2012.

Please note that as part of this reconciliation municipalities will receive a conservative estimated credit for the greater of either, the *Provincial Services Usage (PSU)*, or a reduction of *Hours Below Minimum*, as set out in the contract, based on rates experienced within the last three years. The actual annual *PSU* or *Hours Below Minimum* rate will be applied to the final year end reconciliation. Additional particulars on costing methodologies applied to the semi-annual costs are provided in the notes attached to the summary

In conjunction with the current review of policing costs for the purpose of updating of the Municipal Cost Recovery Formula, it has been determined that Ontario Shared Service fees will not be charged to municipalities effective January 1, 2012. This update has been reflected in the 2012 semi-annual reconciliation of municipal policing costs.

The difference between the billed and semi-annual costs will be credited to the municipality directly by the Ontario Shared Services (OSS) in the next few weeks, where applicable. If you wish to use the credit amount against your current balance (or a future invoice), please clearly indicate this request on your remittance (cheque stub or remittance advice) to OSS to ensure your credit is properly applied on your account. Please note that if the calculated semi-annual costs are more than the billed amount, no invoice will be issued.

....2

Page 2

If you have any questions regarding the attached *2012 Semi-Annual Contract Policing Cost Summary*, please contact your local Detachment Commander.

Regards,



R.A. (Rick) Philbin, Superintendent  
Bureau Commander  
Municipal Policing Bureau

cmc/gh

Attachments

- c: Chair, Fort Frances Police Services Board  
Mr. Mark McCaig, CAO - Town of Fort Frances
- ec: Detachment Commander, Rainy River District Detachment  
Regional Commander, North West Region  
Manager, Contract Policing Bureau

## O.P.P. COSTING SUMMARY -

Actual Policing Costs for the period

January 1, 2012 to June 30, 2012

(See Attached Notes)

## TOWN OF FORT FRANCES

182 Days in Period

366 Days in Year

Salaries and Benefits

Uniform Members	(Note 1)	Positions	\$	
Inspector .....		0.32	19,984	
Staff Sergeant-Detachment Commander .....		-	-	
Staff Sergeant .....		0.32	18,200	
Sergeant .....		1.58	77,488	
Constables .....		15.83	666,988	
Total Uniform Salaries	(Note 2)			782,660
Overtime (Actual) .....	(Note 2)			35,931
Contractual Payout (Vacation & Statutory Holidays) ..	(Note 3)			30,235
Shift Premiums .....	(Note 4)			5,194
Benefits (25.00% of Salaries; 2% of Overtime, Part-time)	(Note 5)			196,384
<i>Total Uniform Salaries &amp; Benefits</i>				1,050,404
<b>Civilian Members</b>	(Note 1)	<b>Positions</b>	<b>\$</b>	
Court Officer .....		-	-	
Detachment Administrative Clerk .....		1.27	35,011	
Detachment Clerk - Typist .....		-	-	
Caretaker .....		-	-	
Communication Operators .....	(Note 6)		44,905	
Prisoner Guards / Expenses .....	(Note 7)		10,977	
Office Automation Support Salaries & Benefits. ....	(Note 8)		5,978	
Telephone Support Salaries & Benefits. ....	(Note 9)		1,059	
Operation Support Salaries & Benefits. ....	(Note 10)		33,022	
Total Civilian Salaries				130,952
Benefits (24.9% of Salaries; 19.5% Part-Time) .....	(Note 5)			8,718
<i>Total Civilian Salaries &amp; Benefits</i>				139,670
OSS Pay and Benefit Charge .....	(Note 11)			-
<b>Total Salaries &amp; Benefits</b>				<b>1,190,074</b>

Other Direct Operating Expenses

Communication Centre .....	(Note 12)	2,199	
Operational Support .....		8,464	
RHQ Municipal Support .....		15,941	
Vehicle Usage .....		78,537	
Telephone .....		10,825	
Office Supplies & Equipment .....		4,165	
Accommodation .....		-	
Uniform & Equipment .....		10,870	
Cleaning Contract .....		-	
Mobile Radio Equipment Repairs & Maintenance .....		5,610	
Office Automation - Uniform .....		15,321	
Office Automation - Civilian .....		1,254	
<i>Total Other Direct Operating Expenses</i>			153,185
OSS ODOE Fee			-
2012 Semi-Annual Total Actual Gross Policing Cost. ....			1,343,259
Provincial Services Usage .....	(Note 13)		(48,760)

TOTAL ACTUAL SEMI-ANNUAL 2012 POLICING COSTS

\$ 1,294,499

TOTAL AMOUNT BILLED JANUARY 1 - JUNE 30, 2012

\$ 1,344,330

DIFFERENCE

(Note 14)

\$ (49,831)

O.P.P. COSTING SUMMARY -  
Actual Policing Costs for the period  
January 1, 2012 to June 30, 2012

TOWN OF FORT FRANCES

NOTES TO STATEMENT

- 1) Uniformed salaries used for the reconciliation to actual costs are the January 1, 2012 salaries negotiated with the Ontario Provincial Police Association (OPPA). Civilian salaries are the salaries negotiated with the OPPA effective January 1, 2012.
- 2) Salary & overtime reconciliation by rank and classification are detailed on the attached Schedule "A". Salaries (uniform and civilian) were prorated for the period January 1 to June 30, 2012 (182/366 days).
- 3) Contractual Payouts are calculated using actual costs prorated for January 1 to June 30, 2012.
- 4) Shift Premium is calculated at \$600 per Sergeant and Constable and prorated for the period January 1 to June 30, 2012 (182/366 days).
- 5) The benefit rates are 25.0% of salaries for uniformed officers, 24.9% for civilian staff, 19.6% for Uniform part-time staff, 19.5% for Civilian part-time staff and 2% for overtime payments.
- 6) Communication Operator costs are calculated at \$5,003 per uniformed member, prorated for the period January 1 to June 30, 2012 (182/366 days).
- 7) Prisoner Guards / Expenses are calculated at \$1,223 per uniformed member, prorated for the period January 1 to June 30, 2012 (182/366 days).
- 8) Office Automation Support Salaries & Benefits are calculated at \$666 per uniformed member, prorated for the period January 1 to June 30, 2012 (182/366 days).
- 9) Telephone Support & Benefits are calculated at \$118 per uniformed member, prorated for the period January 1 to June 30,
- 10) Operational Support & Benefits are calculated at \$3,679 per uniformed member, prorated for the period January 1 to June 30,
- 11) Ontario Shared Services (OSS) Payroll and Benefit charge eliminated effective January 1, 2012.
- 12) Other items are calculated as follows and prorated for the period January 1 to June 30, 2012 (182/366 days):
  - a) Communication Center is calculated at \$245 per uniform member.
  - b) Operational Support is calculated at \$943 per uniformed member.
  - c) RHQ Municipal Support is calculated at \$1,776 per uniformed member.
  - d) Vehicle Usage is calculated at \$8,750 per uniformed member.
  - e) Telephone cost is calculated at \$1,206 per uniformed member.
  - f) Office Supplies are calculated at \$464 per uniformed member.
  - g) Accommodation is provided by the municipality.
  - h) Uniform & Equipment is calculated at \$1,211 per uniformed member.
  - i) No Cleaning Costs
  - j) Mobile Radio Equipment Maintenance is calculated at \$625 per uniformed member.
  - k) Office Automation is calculated at \$1,707 per uniformed member and \$1,985 per civilian member.
  - l) OSS Financial Services Fee 1.15% of Total Other Direct Operating Expenses eliminated effective January
- 13) A Provincial Services Usage (PSU) reduction of 3.63% of the actual policing cost is given to the municipality. This PSU compensates the municipality for the deployment of officers to other areas in response to investigations or other occurrences deemed to be provincial responsibilities.

## O.P.P. COSTING SUMMARY

TOWN OF FORT FRANCES

Schedule "A"

Actual Policing Costs for the period  
January 1, 2012 to June 30, 2012Reconciliation of Salaries

<u>Rank</u>	<u>Contract Positions</u>	<u>2012 Annual Salary</u>	<u>Regular # of Hours Provided</u> (Note 1)	<u>Overtime Hours Provided</u> (Note 2)	<u>FTE Positions by Rank</u> (Note 3)	<u>Actual Salary Dollars</u> (Note 3)	<u>Actual Overtime Dollars</u> (Note 2)
Inspector	0.32						
Inspector		125,585	200	-	0.32	19,984	-
Total - Inspector . . . . .			200	-	0.32	19,984	-
Staff Sergeants	0.32						
Staff Sergeant 1- 23+		114,373	284	-	0.32	18,200	-
Total - Staff Sergeant . . . . .			284	-	0.32	18,200	-
Sergeants	1.58						
Sergeant 1- 23+		101,850	549	9.75	0.55	27,687	476
Sergeant 1- 17-23		99,345	704	6.00	0.70	34,622	286
Sergeant 1- 8-17		96,841	19	6.00	0.02	923	278
Sergeant 1- 0-8		94,336	-	-	-	-	-
Sergeant 2- 23+		95,171	81	30.00	0.08	3,819	1,368
Sergeant 2- 17-23		92,666	6	-	0.01	252	-
Sergeant 2- 8-17		90,162	228	43.50	0.23	10,184	1,879
Sergeant 2- 0-8		87,657	-	-	-	-	-
Total - Sergeants . . . . .			1,586	95.25	1.58	77,488	4,287
Constables:	15.83						
1st Class 1- 23+		90,997	830	63.75	1.00	45,087	2,779
1st Class 1- 17-23		88,492	1,298	103.13	1.56	68,541	4,373
1st Class 1- 8-17		85,988	4,684	333.00	5.62	240,434	13,719
1st Class 1- 3-8		83,483	5,513	242.63	6.62	274,756	9,705
2nd Class		74,304	850	30.00	1.02	37,692	1,068
3rd Class		66,790	12	-	0.01	478	-
4th Class		58,437	-	-	-	-	-
Total - Constables . . . . .			13,187	772.51	15.83	666,988	31,644
Total - All Ranks . . . . .			15,256	867.76	18.05	782,660	35,931
Total Hours Worked in Contract . . . . .				15,256			
Minimum Hours Required in Contract . . . . .				13,167			
Hours Provided to Municipality Above Required Minimum . . . . .				2,089			

Notes:

- 1) The number of hours provided includes regular hours only and does not include overtime hours.
- 2) The overtime hours are accumulated by rank and classification and are charged at the appropriate hourly rate.
- 3) The full time equivalent (FTE) number of officers (Staff Sergeant Detachment Commander, Staff Sergeant, Sergeant and Constables) were obtained by dividing the number of regular officer hours provided in each classification by the total number of regular officer hours. That percentage is multiplied by the number of positions in the contract. Actual salary dollars are then obtained by multiplying the FTE number by the annual salary for each classification. Salaries were then prorated for the period Jun 5 to Jun 30, 2011 (26/365 days). Overtime is the actual overtime for the period and is not prorated.