

# TOWN OF FORT FRANCES

## AGENDA - May 27, 2013

### COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre  
(Session No. 100) 5:30 p.m. to 6:18 p.m.

Page

- 1. Call to Order**
- 2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
- 3. Disclosure of pecuniary interest and the general nature thereof.**

**4. In-Camera: 5:32 p.m. to 6:00 p.m.**

- 4.1 Huffman Subdivision
- 4.2 Potential Litigation Matter
- 4.3 Public Sector Compensation Framework Agreement
- 4.4 Non-agenda in-camera items

**5. Public Session Resumes in Council Chambers: 6:05 p.m.**

**6. Consent Agenda: 6:06 p.m. to 6:12 p.m.**

- |     |                                                                                               |         |
|-----|-----------------------------------------------------------------------------------------------|---------|
| 6.1 | Sister Kennedy Centre Roof.                                                                   | 3 - 6   |
| 6.2 | Airport Facility - Private Renewal of Hangar Lot Lease with Shane Armstrong (Five Year Term). | 7 - 10  |
| 6.3 | Request for Water Supply for 121 Oakwood Road - Township of Alberton.                         | 11 - 16 |
| 6.4 | 2014 Northwestern Ontario Municipal Association (NOMA) Conference.                            | 17 - 25 |
| 6.5 | Contribution re: City of Dryden Legal Opinion - MPAC/ARB Decisions.                           | 26 - 31 |
| 6.6 | Councillor Ken Perry - Resolute Forest Products Meeting Travel and Per Diem.                  | 32 - 35 |
| 6.7 | 14th Annual Fly-In, Drive-In BBQ Financial Request.                                           | 36 - 37 |
| 6.8 | Fort Frances Canadian Bass Championship Financial and In-Kind Services Request.               | 38 - 53 |
| 6.9 | Branding Exercise from Economic Development Advisory                                          | 54 - 55 |

Committee.

6.10 2013 Tourism Marketing Plan. 56 - 57

**7. Information:**

7.1 March 2013 - Operations and Facilities Division - Public Works Area Operations Statistics. 58 - 62

7.2 Ontario Clean Water Agency - Fort Frances Wastewater Treatment Facility - April 2013 Monthly Report. 63 - 68

7.3 2013 Operations and Facilities Division Capital Program as of April 30, 2013. 69 - 70

7.4 Sewer and Water Data for 2013 - Updated May 1st, 2013. 71

7.5 Correspondence dated May 7, 2013 from Northwestern Health Unit re: 2012 Surplus - Municipal Levy Funds. 72 - 73

7.6 Town of Fort Frances Capital Fund Budget vs Actual; General Fund (Operating) and Water and Sewer Fund (Operating) as at April 30, 2013. 74 - 81

7.7 Administration and Finance Department Stats for the period ending April 30, 2013. 82 - 83

**8. Non-agenda items - 6:13 p.m.**



## REPORT

**TO:** Mayor and Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** May 20, 2013

**RE:** **Sister Kennedy Centre Roof**

---

This spring the Sister Kennedy Centre experienced water leaking through the roof in several locations throughout the building. Card tables have had to be moved for pails to catch infiltrating water through the roof. There are a few places in the kitchen where pails have had to be left in place with rainfall as well. It is necessary to consider having the roof replaced. Please find attached quotations from three contractors to have the roof replaced with 35-year architectural shingles to address the poor state of the roof at the Centre.

The Community Services Executive Committee recommends to Council to replace the roof at the Sister Kennedy Centre, award the project to the lowest bid of the three quotations, Kyle Glowasky Contracting at a cost of \$22,176.27 with costs paid from reserve funds.

Respectfully Submitted,

Jason Kabel,  
Manager of Community Services

**Council approval of this report will:**

- a) Award the replacement of the Sister Kennedy Centre roof to Kyle Glowasky Contracting at a cost of \$22,176.27.
- b) Authorize project costs to be taken from reserve funds.

A. GERBER CONSTRUCTION SERVICES INC.

R.R. #1 , RMB 54

Ft. Frances, ON. P9A 3M2

Phone: (807) 274 9777

Fax: (807) 274 9071

**Estimate**

Date	Estimate #
4/8/2013	1447

Name / Address
SISTER KENNEDY CENTRE 401 NELSON. FT. FRANCES, ON. 274 7656

Project

Description	Qty	Rate	Total
ATT: NICK WHINAN RE: ROOF MAIN BUILDING RE - ROOFING			
Materials Only:SHINGLES ECLIPSE LIFE TIME WARRANTY [ ARCHITECT COLLECTION ]		9,960.00	9,960.00
Materials Only:GRIP GAURD: FELT COMPLETE ROOF ETC..		1,750.00	1,750.00
Labour Charge: REMOVE EXCISTING SHINGLES & RE-PLACE WITH NEW ARCHITECTUAL STYLE		8,485.00	8,485.00
Charge: DUMPING FEES, CLEAN - UP, ETC...		625.00	625.00
NOTE:IF YOU CHOOSE A LOWER GRADE SHINGLE [ such as Harmony 30 - 35 year warranty ...] DEDUCT aprox. \$2750.00 FROM SHINGLE COST !		0.00	0.00
GST On Sales		5.00%	0.00
HST On Sales		13.00%	2,706.60
Thank-You for the opportunity to present this bid ! QUOTE Good for 15 Days !		<b>Total</b>	<b>\$23,526.60</b>



**Kyle Glowasky Contracting**

644 First Street  
Fort Frances, Ontario P9A 1L3

**QUOTE**

Quote No.: 291  
Date: Apr 15, 13  
Page: 1  
Ship Date:

**Sold To:**

Sister Kennedy Centre  
Nick Wihnan  
401 Nelson  
Fort Frances, ON

**Ship To:**

Sister Kennedy Centre  
Nick Wihnan  
401 Nelson  
Fort Frances, ON

Business No.: 864595848

	214	Each	Bundles of architectural shingles	H	26.95	5,767.30
	14	Each	Bundles of starters & caps	H	25.00	350.00
	7	Rolls	Grip Guard	H	72.00	504.00
	7	Rolls	Roofing felt	H	120.00	840.00
	1		Garbage Fee		750.00	750.00
	1		Misc nails, flashing, staples	H	500.00	500.00
	1		General Labour	H	11,000.00	11,000.00
			Estimate is to tear out existing shingles, FELT ENTIRE ROOF, placement of new ARCHITECTURAL shingles, disposal of old shingles and clean up			
			H - HST 13%			
			HST			2,464.97
Kyle Glowasky Contracting HST: #864595848						
Shipped by						
Terms: Net 30. Due May 15, 13.						
Comments Thank you for the opportunity to quote.						22,176.27
Sold By:						



000930

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Siding • Trim • Paint • Windows • Siding • Sillit • Fascia • Custom Flashing

1712 Lyndy Place N., Fort Frances, ON P9A 3V4

Tel: 807-474-5405 Fax: 807-474-5405 1-800-815-2179 www.d-a-construction.com

**JOB ESTIMATE**

TELEPHONE 274-6426 DATE 15-Apr-13

JOB NAME/LOCATION

401 Nelson st  
Fort Frances, ON

Sister Kennedy Center  
Att: Nick Wihnan

**DESCRIPTION**

D&amp;A Construction will do the following all material and labour included.

Re: Shingles on main Building

- remove all existing shingles
- install 1 row of ice and water shield eave protection
- 2 rows of ice and water shield in valleys
- 35 year laminate shingles
- ridgeventing at peak
- TYPAR Brand Underlayment on all of roof
- dumping fees
- clean up and removal of all debris

shingles installed

valley protection, vents, misc materials

dumping fees

\$22,422.00

\$1,800.00

\$430.00

HST

\$3,207.36

Thank you for allowing D&A Construction to do this estimate for you.  
If you have any questions please do not hesitate to call Darrell.

Note: By law all our employees will be wearing a SAFETY HARNESS while  
working on your roof and have their Fall Arrest Certificate.

Note: All our employees are covered by WISB Insurance.

D&A Construction carries Liability Insurance coverage while working on your  
property.

**ESTIMATED JOB COST**

\$27,879.36

THIS ESTIMATE IS FOR COMPLETING THE JOB AS DESCRIBED ABOVE  
AND DOES NOT INCLUDE MATERIALS  
OR LABOR FOR REMOVAL OF EXISTING MATERIALS WHICH MAY  
BE REQUIRED SHOULD UNFORESEEN PROBLEMS OR ADVERSE  
WEATHER CONDITIONS ARISE AFTER THE WORK HAS STARTED.

NOTE: THIS ESTIMATE  
IS VALID FOR 30 Days

ESTIMATED BY

Darrell DeGagne

May 15, 2013

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Airport Facility – Private Hangar-Renewal of Hangar Lot Lease Rate with Mr. Shane Armstrong for a Five (5) Year Term.**



The hangar lot lease agreement is for a 25-year term with the lease rate to be renegotiated every five (5) years. The original hangar land lot agreement with Mr. Shane Armstrong commenced on April 1<sup>st</sup>, 2008 where the rate per square meter was \$1.02 plus GST. The existing 2013 rate for land lease for private hangar is \$1.68 per square meter plus HST. Shane Armstrong's hanger lot is 500 square meters in size.

It is recommended by the Operations & Facilities Executive Committee that Council renew the hangar lot lease rate with Shane Armstrong at \$1.68 per square meter for the next five (5) years and that the Mayor and Clerk will be authorized to execute the updated lease rate agreement on behalf of the Corporation.

Respectfully submitted,  
Operations & Facilities Division

Doug Brown, P. Eng.  
Manager Operations & Facilities

**Council approval of this report will** ensure that Council renews the hangar lot lease rate with Mr. Shane Armstrong at \$1.68 per square meter plus HST for the next five (5) years and that the Mayor and Clerk will be authorized to execute the updated lease rate agreement on behalf of the Corporation.

2013JuneHangarLeaseshanearmstrong.doc

2013-05-10

To: Doug Brown

From: Tom Batiuk

Re: Shane Armstrong Airport Lease Renewal Agreement.

Please find attached lease renewal agreement for the following:

Shane Armstrong

I would ask that this agreement be forwarded to Town Council for approval and signing.  
Please return a signed copy of each to me and I will forward to the tenant.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Tom Batiuk', with a large, stylized flourish at the end.

Tom Batiuk  
Airport Supervisor

**THIS AGREEMENT** made this 1st day of April, Two Thousand and Thirteen

**BETWEEN:**

THE CORPORATION OF THE TOWN OF FORT FRANCES  
(The "Town")

-And-

Shane Armstrong  
(The "Tenant")

**WHEREAS:**

- A. The Town and the Tenant hereinafter collectively referred to as the "Parties" entered into an agreement of lease (the "Lease") dated April 1, 2008 with respect to the property ("Demised Premises") described as: A hangar lot comprising of approximately 500 square meters at the Fort Frances Airport.
- B. The copy of the lease dated April 1, 2008 in each of the Parties possession forms Part of this Agreement as Schedule "A".
- C. The term (the "Term") of this lease is due to expire and end March 31, 2018.
- D. The Town desires to lease to the Tenant and the Tenant desires to lease from the Town the Demised Premises for a further Term, namely, from April 1, 2013 to and including March 31, 2018 on substantially the same terms and conditions as set out in the Lease.

**NOW THEREFORE** the Parties agree as follows:

- 1. The Town agrees to lease to the Tenant and the Tenant agrees to lease from the Town the Demised Premises for a further Term from and including April 1, 2013 to March 31, 2018.
- 2. The annual amount payable by the Tenant to the Town in respect of the Tenant's lease of the Demised Premises for the Term April 1, 2013 to March 31, 2018 shall be the sum of \$ 949.20, HST included, which amount shall be payable by the Tenant to the Town upon the signing of this agreement.
- 3. Except as set out in this agreement, the Lease by the Tenant of the Demised Premises from the Town for the term shall be upon the same terms and conditions as set out in the Lease.


IN WITNESS WHEREOF the Parties have executed this Agreement.

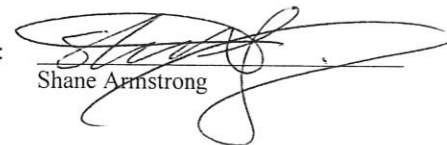
For: The Corporation of the Town of Fort Frances:

Per: \_\_\_\_\_  
Mayor

Per: \_\_\_\_\_  
Clerk

For: Shane Armstrong

Witness: 

Per:   
Shane Armstrong



May 15, 2013

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Request for Water Supply for 121 Oakwood Road - Township of Alberton**



A letter dated April 27, 2013 was received from Mr. Phil Friesen requesting a water supply or service for a 6-unit apartment building at 121 Oakwood Drive on the west side of Oakwood Road within the Township of Alberton. Also attached is the September 1<sup>st</sup>, 2004 administration report in regards to a similar request from the late Lyle Armstrong back in June of 2004. At that time Council denied the request.

Presently the Town has the capacity to supply water to this property without any detrimental effects and/or service delivery issues to our present water customers. The Town's financial picture has changed since the summer of 2004. Administration is of the opinion that Council should consider obtaining additional water customers where the two factors for denying the 2004 request could be overcome if a binding agreement is developed and executed.

The Operations & Facilities Executive Committee recommends the following;

- 1) Allow the request in principal with the understanding that a service agreement is developed at the cost of the property owners of 121 Oakwood Place which meets all the terms and conditions of the Town. The service agreement will be brought back to Council for approval prior to any installation of infrastructure taking place.
- 2) That the property owners of 121 Oakwood Place will be responsible for all materials, labour & installation costs for both water and sanitary sewer service lines from the Town's water main and sanitary sewer main to their Oakwood Road frontage property line.
- 3) That the property owners of 121 Oakwood Place will be responsible for all materials, labour & installation costs for all individual building water meters. Presently there are two buildings on the 121 Oakwood Place property thus two water meters will be required at this time.
- 4) That 121 Oakwood Place is considered a non-residential metered water customer and will be charged the appropriate fees as per the Town's user fee schedule as amended from time to time.
- 5) That the property owners of 121 Oakwood Place will be responsible to obtain all necessary approvals for the installation of water and sanitary sewer service lines within the Oakwood Road right-a-way within the Township of Alberton from the Township of Alberton.

Respectfully Submitted  
Operations & Facilities Division,

Doug Brown, P. Eng.  
Operations & Facilities Manager

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

- 1) Allow the request in principal with the understanding that a service agreement is developed at the cost of the property owners of 121 Oakwood Place which meets all the terms and conditions of the Town. The service agreement will be brought back to Council for approval prior to any installation of infrastructure taking place.
- 2) That the property owners of 121 Oakwood Place will be responsible for all materials, labour & installation costs for both water and sanitary sewer service lines from the Town's water main and sanitary sewer main to their Oakwood Road frontage Property line.
- 3) That the property owners of 121 Oakwood Place will be responsible for all materials, labour & installation costs for all individual building water meters. Presently there are two buildings on the 121 Oakwood Property thus two water meters will be required at this time.
- 4) That 121 Oakwood Place is considered a non-residential metered water customer and will be charged the appropriate fees as per the Town's user fee schedule as amended from time to time.
- 5) That the property owners of 121 Oakwood Place will be responsible to obtain all necessary approvals for the installation of water and sanitary sewer service lines within the Oakwood Road right-a-way within the Township of Alberton from the Township of Alberton.

2013May121Oakwoodwatersupply

RECOMMENDED

MAY 22 2013

DIV. MNG.

*Doug Brown*

EXECUTIVE COMM.

*R. Wiedel*



May 15, 2013

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Request for Water Supply for 121 Oakwood Road - Township of  
Alberton**

A letter dated April 27, 2013 was received from Mr. Phil Friesen requesting a water supply or service for a 6-unit apartment building at 121 Oakwood Drive on the west side of Oakwood Road within the Township of Alberton. Also attached is the September 1<sup>st</sup>, 2004 administration report in regards to a similar request from the late Lyle Armstrong back in June of 2004. At that time Council denied the request.

Presently the Town has the capacity to supply water to this property without any detrimental effects and/or service delivery issues to our present water customers. The Town's financial picture has changed since the summer of 2004. Administration is of the opinion that Council should consider obtaining additional water customers where the two factors for denying the 2004 request could be overcome if a binding agreement is developed and executed.

Respectfully Submitted  
Operations & Facilities Division,

A handwritten signature in blue ink that reads "Doug Brown P. Eng.".

Doug Brown, P. Eng.  
Operations & Facilities Manager

2013May121Oakwoodwatersupply

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



April 27, 2013

Dear Mr. Mayor Roy Avis

Not knowing exactly who to address this letter to.

As a member of the group currently owning the 6 unit Apartment Complex on 121 Oakwood Rd, now know as OAKWOOD PLACE, I come to you to inquire as to what the possibilities might be of tapping into the town water system as our water supply.

Currently we have a well that supplies us with our water supply, but we are serious about exploring alternatives.

We have had discussions about increasing the size of the apartment complex and having a reliable, safe and sufficient water supply is of utmost importance.

Please let us know whether there is interest in discussing this matter and who we should be discussing this with.

Thank you in advance.

Regards:

Phil Friesen

Administrator

OAKWOOD PLACE

Box 1

Stratton, Ontario

POW INO

Ph: during business hours: 807-274- 1886

E-mail [p.freezn@gmail.com](mailto:p.freezn@gmail.com)

September 1, 2004

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Water & Sewer Services Township of Alberton**

A letter dated June 15, 2004, was received from Mr. Lyle Armstrong requesting water and sewer services be brought to his property on the west side of Oakwood Road within the Township of Alberton. The letter indicates that Mr. Armstrong is willing to pay for the capital costs for installation of the necessary infrastructure and be charged the same fees as non-residential accounts outside the Town limits. This is similar to what the Town is presently charging Couchiching First Nation Reserve. I have taken the liberty to review the file on how the Town handled sewer and water requests from property owners from the Township of Alberton in the past. It appears that there have been only two (2) other requests;

- Mr. George Armstrong – November 21, 1996 – request originally granted and then rescinded in September of 2001.
- Joint request by Mr. Lyle Armstrong and Mr. J.J. Vanderhorst – September 10, 2001- request denied.

The Town's position on the September 10, 2001 request was to establish an agreement with the Township of Alberton and not directly with property owners within Alberton. Basically, the Town would collect fees directly from Alberton, where in return Alberton would collect fees from the property owners. It is my understanding that the reasoning for this position was twofold;

1. The Town's by-laws are not enforceable or binding within another municipality's limits.
2. It is more cumbersome to collect delinquent customer accounts from property owners vs the Township of Alberton.

Presently, the Town provides water and sewer services to the following properties outside the Town limits;

- **Couchiching First Nation Reserve** – Presently working on renewing the expired agreement.
- **Rusty Myers Flying Service Ltd.** – No agreement in place – paying same rate as the Couchiching First Nation Reserve.
- **Fort Frances Tribal Area Health Unit** - No agreement in place – paying same rate as the Couchiching First Nation Reserve.
- **Two Accounts with Nanicost** - No agreement in place – paying same rate as the Couchiching First Nation Reserve.

The Town's water and sewage systems have the capacity to accommodate additional customers. Based on my review it appears that the Town was capable of providing both sewer and water to Mr. Armstrong's property within Alberton back in 2001 and by-law enforcement and receiving payment for services were the major reasons why the Town wanted to establish an agreement with the Township of Alberton and not directly with property owners within the Township.

Based on a verbal conversation with Mr. Armstrong in July, he is willing to pay to develop a service agreement, which would include terms and conditions to satisfy all the Town's concerns.

There are three (3) options available to the Town at this time;

- 1) Deny Mr. Armstrong's request for water and sewer services to his property within the Township of Alberton.
- 2) Allow the request in principal with the understanding that a service agreement is developed at the cost of Mr. Armstrong which meets all the terms and conditions of the Town. The service agreement will be brought back to Council for approval prior to any installation of infrastructure taking place.
- 3) Approach Township of Alberton to determine if their position regarding entering in a water and sewer agreement with the Town has changed since 2001.

It is recommended that the Operations & Facilities Executive Committee approve option 1 and that this report be forwarded to Council for approval.

Respectfully Submitted  
Operations & Facilities Division,

Doug Brown, P. Eng.  
Operations & Facilities Manager

**Council approval of this report will** deny Mr. Armstrong's request for water and sewer services to his property within the Township of Alberton at this time.

August2004lylewater.doc



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURER'S REPORT 2013/55

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** May 22, 2013

**SUBJECT:** 2014 Northwestern Ontario Municipal Association (NOMA) Conference

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#### **BACKGROUND**

At the May 13, 2013 Council Meeting, the request dated May 8, 2013 from the Rainy River District Municipal Association re: Town of Fort Frances as Host Municipality for the 2014 NOMA Conference was referred to the Administration & Finance Executive Committee for their recommendation, with input from the Community Services Executive Committee.

Please find the attached correspondence from NOMA, RRDMA and resolutions received from the Township of Chapple and the Township of Alberton, each approving contributions in the amount \$1,000.00 towards the 2014 NOMA conference and committing resources of a municipal representation on an organizing committee and person to assist at the registration desk and/or perform other errands as needed.

#### **RECOMMENDATION**

The Administration and Finance Executive Committee recommends that Council support and participate in a partnership with RRDMA member municipalities to host the 2014 Northwestern Ontario Municipal Association (NOMA) Annual Conference in April 2014.

Council Approval of This Report Will Agree with the Administration and Finance Executive Committee's recommendation to support and participate with Rainy River District Municipal Association (RRDMA) member municipalities to host the 2014 Northwestern Ontario Municipal Association (NOMA) Annual Conference in April 2014.

Fort Frances  
Atikokan  
Alberton  
La Vallee  
Emo

**RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION  
OFFICE OF THE SECRETARY-TREASURER  
320 PORTAGE AVENUE  
FORT FRANCES, ON P9A 3P9**

Rainy River  
Dawson  
Lake of the Woods  
Morley  
Chapple

Phone: (807) 274-5323, ext. 236 Fax: (807) 274-8479

May 8, 2013

Mayor Roy Avis and Councillors  
Town of Fort Frances  
Civic Centre, 320 Portage Avenue  
Fort Frances, ON P9A 3P9



Dear Sir:

At the RRDMA Executive meeting held recently in April, a resolution was passed as follows:

"THAT the Rainy River District Municipal Association, conditional on a partnership with its member municipalities, agrees to host the 2014 Northwestern Ontario Municipal Association (NOMA) annual conference in April 2014. That the Secretary-Treasurer contact the member municipalities to ascertain the level of their commitment to this project in 2014."

It is acknowledged by the RRDMA that Fort Frances is the only municipality in the Rainy River District with the resources necessary to host the NOMA conference. As directed by the RRDMA Executive, I am approaching each municipality in the district to determine what it will be able to do to support the District (and Fort Frances) holding the NOMA AGM in 2014. I have included for your reference, a copy of my letter to the municipalities.

For your added information, I have included a copy of a letter from NOMA identifying the things the host will be responsible for.

At this time I am inquiring if Fort Frances would confirm its willingness to be the location for the 2014 annual NOMA conference with the assistance/participation of the other district municipalities and RRDMA and indicate also the level at which it is willing to participate.

If you have any questions, please do not hesitate to contact me.

Thank you for your consideration of this.

I look forward to your response.

Yours sincerely,

Glenn Treftlin  
Secretary-Treasurer



Fort Frances  
Atikokan  
Alberton  
La Vallee  
Emo

**RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION  
OFFICE OF THE SECRETARY-TREASURER  
320 PORTAGE AVENUE  
FORT FRANCES, ON P9A 3P9**

Rainy River  
Dawson  
Lake of the Woods  
Morley  
Chapple

Phone: (807) 274-5323, ext. 236 Fax: (807) 274-8479

May 8, 2013

District Municipalities  
Rainy River District

Ladies/Gentlemen:

At the RRDMA Executive meeting held recently in April, a resolution was passed as follows:

"THAT the Rainy River District Municipal Association, conditional on a partnership with its member municipalities, agrees to host the 2014 Northwestern Ontario Municipal Association (NOMA) annual conference in April 2014. That the Secretary-Treasurer contact the member municipalities to ascertain the level of their commitment to this project in 2014."

I am approaching you at this time as directed in the resolution to determine what your municipality will be able to do to support the District holding the NOMA AGM in 2014.

Participation might take the form of any or all of the following:

- participate on an organizing committee
- assist in securing donations from sponsors
- contribute financially toward offsetting the costs of the event
- provide personnel to man the registration desk and/or perform errands as needed
- other, etc.

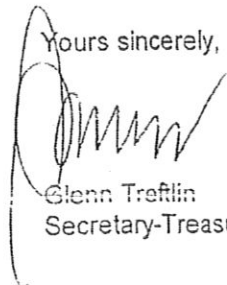
For your information, I have included a copy of a letter from NOMA identifying the things the host will be responsible for.

If you have any questions, please do not hesitate to contact me.

Thank you for your consideration of this.

I look forward to your response.

Yours sincerely,



Glenn Treflin  
Secretary-Treasurer

Jason Kabel/Frances  
05/22/2013 02:06 PM

To Laurie Witherspoon/Frances@Frances  
cc  
bcc  
Subject re: TOFF as Host Municipality for the 2014 NOMA  
Conference

Hi Laurie,

This item was referred to A&F with input from CSEC. Here are the results of the discussion from CSEC (Glenn attended our meeting for input as well):

- Chapple is the only municipality thus far who has responded with their willingness to assist with the conference
- RRDMA assists with costs of the dinner (up to 6k it was thought)
- NOMA executive director will assist with the organization
- J. Albanese - in favour as it will be a boost to the business sector
- D. Kitowski - what will be the actual cost to the people? It was thought that there would not be too much cost, if any, to taxpayers
- A. Hallikas - NOMA has a budget & costs to TOFF should be minimal
- M. McCaig - it would be great to host the event, there will be several political leaders who would be in attendance

If you have any questions please let me know.

Best regards,  
Jason

Jason Kabel, B.Sc., B.Ed.  
Manager of Community Services  
Town of Fort Frances  
Tel: 807-274-4561 ext. 11  
Fax: 807-274-3799





Representing the Districts of Kenora, Rainy River and Thunder Bay

P.O. Box 10309, Thunder Bay, ON P7B 6T3  
www.noma.on.ca

p. 807.683.6662 e. admin@noma.on.ca

April 13, 2013

President Deb Ewald  
Rainy River District Municipal Association  
Via email: [gtreftlin@fort-frances.com](mailto:gtreftlin@fort-frances.com)

Dear Deb:

#### LOCATION OF 2014 NOMA ANNUAL MEETING & CONFERENCE

In reviewing our rotation list for the NOMA Annual Meeting and Conference, I am pleased to advise that the 2014 Conference is scheduled to be hosted by the Rainy River District Municipal Association. The event will be held at from April 23 – 25, 2014.

#### The location requirements are as follows:

- 175 hotel rooms
- Meeting space for up to 200 guests with required food service capabilities
- Exhibit space for minimum of ten 10' booths. Should be in close proximity to conference room and able to accommodate coffee breaks, etc.

#### The host community is responsible for the following:

- Loot bags & Prizes
- Provision of local information for delegates – maps, hotel contacts, etc
- Sponsorship of Friday dinner costs (\$6,000)
- Registration assistance throughout conference
- Contact and coordination of local requirements such as entertainers, conference services, etc.
- City staff to assist Executive Director on conference organizing committee

We look forward to having our NOMA conference in the Rainy River District and to working with you and your staff to make it a very successful event.

Sincerely,

A handwritten signature in dark ink that reads "Charla Robinson". The signature is fluid and cursive, with the first name "Charla" being more prominent.

Charla Robinson  
Executive Director

# CORPORATION OF THE TOWNSHIP OF CHAPPLE

P.O. Box 4  
 BARWICK, ONTARIO POW 1A0  
 Phone 807-487-2354 Fax 807-487-2406  
 OFFICE OF THE CLERK-TREASURER  
 e-mail: [chapple@tbaytel.net](mailto:chapple@tbaytel.net)

May 15, 2013

Rainy River District Municipal Association  
 320 Portage Avenue  
 Fort Frances, Ontario  
 P9A 3P9

ATTENTION: Glenn W. Treftlin, AMCT  
Secretary-Treasurer/RRDMA

Dear Glenn:

Please be advised that the following resolution was duly approved and passed at the regular meeting of Council for the Corporation of the Township of Chapple on Tuesday, May 14, 2013:

"That the Township of Chapple hereby confirms that, with regards to the 2014 NOMA Conference to be hosted by the Rainy River District Municipal Association, Council undertakes to do the following:

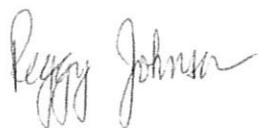
1. have a representative participate on an organizing committee;
2. assist in securing donations from sponsors;
3. contribution in the amount of \$ 1,000.00 toward offsetting the costs of the event, including the Friday dinner costs;
4. provide one person to assist with manning the registration desk and/or perform errands as needed; and



5. may assist with such other matters as are identified during the course of planning and preparation for the conference.

We look forward to working with you in the future to host the 2014 NOMA AGM.

Sincerely,

A handwritten signature in cursive script, reading "Peggy Johnson".

Peggy Johnson, CMO  
CAO/Clerk Treasurer



"Township of Alberton"  
<alberton@jam21.net>  
05/09/2013 11:10 AM

<info@atikokan.ca>, <rainyriver@tbaytel.net>,  
To <chapple@tbaytel.net>, <dawsontwp@tbaytel.net>,  
<township@emo.ca>, <lakeofthewoodstwp@tbaytel.net>,  
cc  
bcc

Subject Re: 2014 NOMA Annual conference

Hi, Glenn:

Attached is a copy of the resolution Council passed at its meeting last night.  
We can get you names of specific people who will help do with the various matters out as things get organized.

- Dawn

----- Original Message -----

From: <gtreftlin@fort-frances.com>  
To: <info@atikokan.ca>; <rainyriver@tbaytel.net>; <alberton@jam21.net>;  
<chapple@tbaytel.net>; <dawsontwp@tbaytel.net>; <township@emo.ca>;  
<lakeofthewoodstwp@tbaytel.net>; <lavalley@nwonet.net>;  
<townshipofmorley@gmail.com>  
Sent: Wednesday, May 08, 2013 3:50 PM  
Subject: 2014 NOMA Annual conference

>  
> Hello Folks:  
>  
> Recently RRDMA received a letter from NOMA advising that the rotation for  
> hosting the NOMA AGM extends the opportunity to the RRDMA to host the 2014  
> conference in April next year.  
> RRDMA Executive passed a resolution at their recent meeting in April to  
> address this matter. Please refer to my letter and copy of the NOMA  
> letter  
> attached. I look forward to your response at your earliest convenience.  
>  
> Glenn  
>  
> (See attached file: RR Dist Municipalities re 2014 NOMA AGM.pdf)  
>  
>  
> (See attached file: Request to RRDMA re host 2014.pdf)  
>  
> Glenn W. Treftlin, AMCT  
> Town Clerk  
> Town of Fort Frances  
> Secretary-Treasurer  
> Rainy River District Municipal Association  
> Civic Centre  
> 320 Portage Avenue, Fort Frances, ON P9A 3P9  
> ph. 807-274-5323, ext. 236, fax: 807-274-8479  
> email: gtreflin@fort-frances.com



Res 2013-102 re 2014 NOMA Conference.pdf



# THE CORPORATION OF THE TOWNSHIP OF ALBERTON

Session Date: May 8, 2013

Resolution No.: 2013-102

Moved By: [Signature]

Seconded By: [Signature]

## BE IT RESOLVED THAT:

Council for the Township of Alberton hereby confirms that, with regard to the 2014 NOMA Conference to be hosted by the Rainy River District Municipal Association, the Township of Alberton hereby undertakes to:

1. have a representative participate on an organizing committee;
2. assist in securing donations from sponsors;
3. contribution the sum of \$ 1000.00 toward offsetting the costs of the event, including the Friday dinner costs;
4. provide one person to assist with manning the registration desk and/or perform errands as needed; and
5. may assist with such other matters as are identified during the course of planning and preparation for the conference.

Pecuniary Interest	Recorded Vote	Council Member	Nay	Yea
		HAMMOND, Michael		
		FORD, Mike		
		JOHNSON, Jennifer		
		SPUZAK, Peter		
		WOODS, Wayne		

[Signature]  
REEVE

CARRIED: ☒

DEFEATED: ☐



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/57

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** May 22, 2013

**SUBJECT:** Contribution re: City of Dryden Legal Opinion – MPAC/ARB Decisions

---

### BACKGROUND

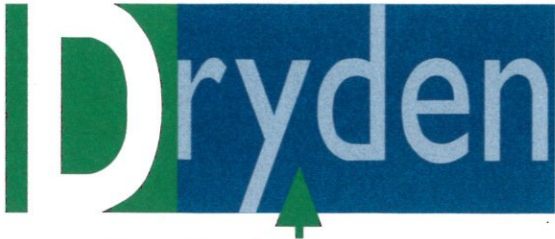
Attached is a copy of the invoice received from the City of Dryden in the amount of \$1,312.14 representing the shared costs of the legal opinion sought from Chandelle J. Bryson, Buset & Partners Barristers and Solicitors with regard to MPAC/ARB decision.

Town representatives committed to participate in the coalition with five other municipalities (City of Dryden, Town of Espanola, City of Thunder Bay, Township of James, and Township of Ear Falls) at a prior meeting held in Toronto and feel that this alliance is very important going forward for future appeals.

### RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the one-sixth (1/6) share of the legal opinion costs with regard to MPAC/ARB decision as submitted by the City of Dryden in the total amount of \$1,312.14.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee's recommendation to approve payment to the City of Dryden for the one-sixth share of the MPAC/ARB decision legal opinion in the amount of \$1,312.14 (inclusive of HST).



Mayor Roy Avis  
Town of Fort Frances  
320 Portage Avenue,  
Fort Frances, Ont. P9A 3P9

AGENDA ITEM #6.5  
City Hall  
30 Van Horne Avenue

April 15, 2013



Dear: Mayor Avis

**Re: Contribution re City of Dryden Legal Opinion – MPAC/ARB Decision**

At the direction of Mayor Craig Nuttall, I am contacting each of you as follow up for your contribution towards the preliminary legal opinion provided by Ms. Chantelle Bryson of Buset and Partners with regard to the interim decision by the ARB on the Domtar tax assessment appeal in Dryden.

The following municipalities have agreed to split the expense equally:

City of Dryden  
Town of Fort Frances  
Town of Espanola  
City of Thunder Bay  
Township of James  
Township of Ear Falls

A copy of the opinion has already been forwarded to each municipality. We are providing a copy of the full invoice attached for your reference. Your municipal share of this expense equals :

\$1,161.19  
150.95 hst  
\$1,312.14

Please remit with the attached invoice to my attention. The City of Dryden looks forward to a continued partnership to share information as each municipality deals with these significant decisions moving forward. Thank you.

Yours truly,

Debra Kincaid  
Acting Clerk  
Enclosure (1)



City of Dryden

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



**BARRISTERS AND SOLICITORS**

1121 Barton Street, Thunder Bay , ON P7B 5N3 Canada

Telephone: 807-623-2500

Fax: 807-622-7808

law@buset-partners.com

www.buset-partners.com

March 19, 2013

Joe van Koeverden  
 Dryden, City Of  
 30 Van Horne Street  
 Dryden, ON P8N 2A7

**Matter No:** 923-170**Invoice No:** 105352**RE:** ARB Appeal / JR Opinion - Domtar Puple and Paper Inc.

To all professional services rendered in this matter.

TO OUR FEE: 6,590.00

TOTAL HST ON FEES: 856.70

**TAXABLE DISBURSEMENTS**

Printing / Copying  
 Long Distance Charges

376.95  
 0.23

TOTAL TAXABLE DISBURSEMENTS:

377.18

TOTAL HST ON DISBURSEMENTS:

49.04

**TOTAL AMOUNT DUE:****\$7,872.92****BUSET & PARTNERS LLP**

Per:

A handwritten signature in black ink, appearing to read "Chantelle J. Bryson".

CHANTELLE J. BRYSON

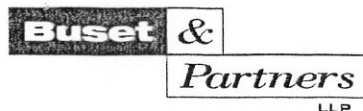
HST #:

R121700363

*To ensure proper credit, please note Matter No. and Invoice No. with Payment***\*\* TERMS NET 30 \*\***

A handwritten signature in blue ink, appearing to be a stylized "J" or "L".



**BARRISTERS AND SOLICITORS**

1121 Barton Street, Thunder Bay , ON P7B 5N3 Canada

Telephone: 807-623-2500

Fax: 807-622-7808

law@buset-partners.com

www.buset-partners.com

March 19, 2013

Joe van Koeverden  
 Dryden, City Of  
 30 Van Horne Street  
 Dryden, ON P8N 2A7

**Matter No:** 923-170**Invoice No:** 105352**RE:** ARB Appeal / JR Opinion - Domtar Puple and Paper Inc.

<u>DATE</u>		<u>DESCRIPTION</u>	<u>RATE</u>	<u>HOURS</u>	<u>AMOUNT</u>
Feb-05-13	CJB	Review ARB decision	275.00	1.00	275.00
	CJB	Email from and to J. Jamieson re hearing evidence and events	275.00	0.30	82.50
	CJB	Review Assessment Act and JRPA and RCP for routes to challenge decision	275.00	1.30	357.50
Feb-06-13	CJB	Telephone call from client re: documents, transcripts and meeting	275.00	0.20	55.00
	CJB	Legal research - Assessment Act appeal and judicial review cases	275.00	2.80	770.00
Feb-07-13	CJB	Meeting with client - next steps	275.00	0.60	165.00
Feb-15-13	SP	Printed off correspondence and bound for file, contacted Debra Kincaid re Expert Report emails that were sent there were no attachments	50.00	0.50	25.00
Feb-19-13	CJB	Legal research - SPPA, Municipal Act, AA, ARB Rules, RCP	275.00	1.70	467.50
	CJB	Review cases on Assessments and Reviews and Appeals on economic obsolescence and or MAF as well as text and articles	275.00	3.30	907.50
Feb-20-13	CJB	Review documents from hearing (in brief)	275.00	2.70	742.50
	CJB	Legal research - interim/prematurity, interest and stay issues	275.00	1.30	357.50

Feb-21-13	CJB	Telephone call from client - update and OGRA meetings with MPAC and Minister Jeffries	275.00	0.50	137.50
	CJB	Draft Preliminary Opinion - procedural, interest, political considerations and aspects	275.00	1.20	330.00
Feb-22-13	CJB	Draft Opinion - continued	275.00	3.80	1,045.00
	CJB	Revisions to Opinion	275.00	1.30	357.50
	SP	Formalized Opinion and sent via email to Joe Van Koeverden and Debra Kincaid and by Regular Mail	50.00	0.50	25.00
	SP	File Management	50.00	1.00	50.00
Mar-11-13	CJB	Telephone call from and email to client (7th) - message	275.00	0.20	55.00
Mar-12-13	CJB	Telephone call from and to client - update and instructions	275.00	0.30	82.50
	CJB	Email to Jack Jamieson and client re meeting	275.00	0.20	55.00
	CJB	Email from client and from J. Jamieson re meeting	275.00	0.20	55.00
Mar-13-13	CJB	Email from and to client	275.00	0.20	55.00
	CJB	Email from and to J. Jamieson x 2	275.00	0.30	82.50
	CJB	Telephone call from client and email to MPAC, Jamieson and client re meeting	275.00	0.20	55.00

<b>TOTAL FEES:</b>	25.60	6,590.00
<b>TOTAL HST ON FEES:</b>		856.70

**TAXABLE DISBURSEMENTS**

Printing / Copying	376.95
Long Distance Charges	0.23

<b>TOTAL TAXABLE DISBURSEMENTS:</b>	377.18
<b>TOTAL HST ON DISBURSEMENTS:</b>	49.04

<b>TOTAL AMOUNT DUE:</b>	<b>\$7,872.92</b>
--------------------------	-------------------

**BUSET & PARTNERS LLP**

Per:



CHANTELLE J. BRYSON

HST #: R121700363

*To ensure proper credit, please note Matter No. and Invoice No. with Payment*

**\*\* TERMS NET 30 \*\***



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/56

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** May 22, 2013

**SUBJECT:** Councillor Ken Perry – Resolute Forest Products Meeting Travel & Per Diem

### BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$154.00 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$150.00 in regard to travel and attendance at a meeting in Thunder Bay’s Bowater facility (Resolute Forest Products) on May 15, 2013 as submitted by Councillor Ken Perry.

#### Conference Expenses

1. Meals	\$ 47.00
2. Vehicle Fuel (Town Vehicle)	107.00
3. Per Diem (1 day)	<u>150.00</u>
Total Per Diem & Travel Claims	<u>\$ 304.00</u>

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

### RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$304.00 for attendance at a meeting in Thunder Bay’s Bowater facility (Resolute Forest Products) on May 15, 2013 as submitted by Councillor Ken Perry.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Ken Perry in the amount of \$304.00 to attend a meeting in Thunder Bay’s Bowater facility (Resolute Forest Products) on May 15, 2013 as outlined in this report.

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

1. Attendee	Ken Perry							
2. Conference/Seminar Attended	Attend with Resolute							
Location (Facility and City)	Thunder Bay Bowater Facility T.B. First Nations							
Dates	May 15/2013							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast			12.00					12.00
Lunch								
Dinner			35.00					35.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason		Gas 107.00		Total	
Mileage Claimed	KM x \$0.45 =							
6. Approved					Total Expenses		107.00	
					Advance Received		154.00	
					Balance Claimed		154.00	
					Balance Refunded			

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

Date May 15/13

Ken Perry  
Employee Signature

Date \_\_\_\_\_

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

Date \_\_\_\_\_

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

Date \_\_\_\_\_

Treasurer \_\_\_\_\_

A/P \_\_\_\_\_

Cashier \_\_\_\_\_

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

Attendee Ken Perry  
<sup>meeting</sup>  
 Conference/Seminar Attended Resolute  
 Location Thunder Bay Mill / First Nations  
 Dates May 14/13

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		May 14						
Amount		150.00						150.00

Submitted by: Ken Perry

Date: May 15/13

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

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

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

or Payroll.

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



**We're drivers too.**

KAKABEKA ESSO

HWY 17

KAKABEKA FALLS, ON P0T 1W0

VRN R888775616

2013/05/14 17:55

**\*\* CASH SALE \*\***

ITEM	QTY	PRICE	AMOUNT
REGLR	50.773L	\$1.359	69.00I
GST INCL. IN FUEL		7.94	
	TOTAL		\$69.00

LOYALTY: NO

COPY



**Fort Frances Husky**

500 Kings Highway

Fort Frances, ON P9A 3P8

(807) 274-7680

GST# R860969096 Merchant ID:4976296

Receipt 71506726

Type: SALE

Qty Name	Price	Total
1 87 GAS	\$ 1.349	\$ 38.01
Pump: 5		
Litres: 28.175		
Subtotal		\$ 38.01
HSF Fuel		\$ 4.37
Total		\$ 38.01

Cash \$ 40.00

Change Cash -\$ 1.99

5/14/13 8:29:40 PM

Pos:71 Cashier:13 Store:7220

Earn FREE fuel faster.  
Register today at [myHuskyRewards.ca](http://myHuskyRewards.ca)



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURER'S REPORT 2013/54

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** May 22, 2013

**SUBJECT:** 14<sup>th</sup> Annual Fly-In, Drive-In BBQ Financial Request

---

### BACKGROUND

At the May 13, 2013 Council Meeting, the letter received from Bruce Caldwell requesting financial support of \$500.00 to cover incidental costs for the 14<sup>th</sup> Annual Fly-In, Drive-In BBQ was referred to the Administration & Finance Executive Committee for their recommendation.

The 14<sup>th</sup> Annual Fly-In, Drive-In BBQ event is planned for June 9, 2013 at the Fort Frances Airport. Council supported the event in 2011 to a maximum of \$1,500.00 and in 2012 to a maximum of \$1,000.

### RECOMMENDATION

The Administration and Finance Executive Committee recommend providing financial support, to a maximum of \$500.00, towards the 14<sup>th</sup> Annual Fly-In, Drive-In BBQ at the Fort Frances Airport.

Council Approval of This Report Will Agree with the Administration and Finance Executive Committee's recommendation to provide financial support, to a maximum of \$500.00, towards the 14<sup>th</sup> Annual Fly-In, Drive-In BBQ at the Fort Frances Airport on June 9, 2013.



May 1, 2013



Mayor & Council  
The Corporation of the Town of Fort Frances  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

Dear Mayor Avis and Council:

The 14<sup>th</sup> Annual Fly-in, Drive-in BBQ at the Fort Frances Airport will be held this year on Sunday, June 9, 2013 from 10 am to 2 pm. In addition, the #908 Rainy Lake Air Cadets will be sponsoring the barbeque portion of the event and we are hoping that the RC Hercules will be able to come back again this year for those who may have missed seeing last year.

At this time, we would like to ask the Town of Fort Frances for approximately \$500 to cover incidental costs such as advertising and plaques for the event.

Your contribution would be deeply appreciated; and, we hope that you or a representative will be able to attend this exciting event.

Yours truly,

*Bruce Caldwell*

Bruce Caldwell



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/51

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 22, 2013  
**SUBJECT:** Fort Frances Canadian Bass Championship (FFCBC) Request

---

### BACKGROUND

At the May 13, 2013 Council Meeting, the Fort Frances Canadian Bass Championship's request for continued financial and in-kind support for the annual bass tournament scheduled for July 25 – 27, 2013 was referred to the Administration and Finance Executive Committee for recommendation with input from all other Executive Committees.

Attached are the FFCBC 2013 support requests made to Jason Kabel, Manager of Community Services as well as Treasury Reports from 2012 for your information.

At the May 13, 2013 Council Meeting, the Fort Frances Canadian Bass Championship Live Release Tournament was designated as a significant community festival & event by resolution. The only other item for consideration by the Administration & Finance Executive Committee is the request to supply the FFCBC with the necessary documents to facilitate closing the road to accommodate the tent. G. Treftlin, Clerk has advised that he will be in contact with the FFCBC for the necessary process to close the road fronting the Sorting Gap Marina to accommodate the erection of the Tent for the event. The FFCBC stated that they would submit a letter to G. Treftlin requesting permission for the boat parade.

### RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council receive this report in support of the Fort Frances Canadian Bass Championship event to be held July 25 – 27, 2013.

Council Approval of This Report Will Agree to the Administration & Finance Executive Committee's recommendation to receive this report in support of the Fort Frances Canadian Bass Championship event to be held on July 25 – 27, 2013.



## REPORT

MAY - 9 2013

**TO:** Mayor and Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** May 3, 2013

**RE:** Fort Frances Canadian Bass Championship Requests

At the April 1, 2013 meeting of the Community Services Executive the committee reviewed a letter received from the Fort Frances Canadian Bass Championship that did not include a comprehensive list of requests as in years past, with the following direction given to J. Kabel:

- Contact FFCBC to ask for a list of needs for moving the tournament back to the waterfront as was done in the past.
- Look at the previous inventory of requests from the Tournament Committee and forward most recent list to the FFCBC Chair for their immediate attention.
- J. Kabel will be made available as a contact person for the Committee.

J. Kabel contacted the Committee Chair, Gord Watson as directed with a past requisition list and attended the most recent meeting of the FFCBC Committee requesting that a 'needs list' be forwarded to Mayor and Council as soon as possible. Attached please find a list of requests from the Canadian Bass Championship Committee that did not go to Mayor and Council as suggested but rather to the Manager of Community Services.

The Community Services Executive Committee recommends that Council refer the attached list of requests by the Fort Frances Canadian Bass Championship Committee to the necessary executive committees for recommendation and action to the specific requests.

Respectfully Submitted,

Jason Kabel,  
Manager of Community Services

**Council approval of this report will refer the attached list of requests by the Fort Frances Canadian Bass Championship Committee to the necessary executive committees for recommendation and action to the specific requests.**



AGENDA ITEM #6.8  
Fort Frances  
Canadian  
Bass  
Championship Inc.  
P.O. Box 531  
Fort Frances, ON  
P9A 3M8

April 20, 2013.

Jason Kabel, B.Sc., B.Ed.  
Manager of Community Services

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

Re: Fort Frances Canadian Bass Championships (July 25<sup>th</sup> - July 27<sup>th</sup>, 2013)

Dear Mr. Kabel

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2013 event.

As we look forward, The move back to the water front will be a new venture for our current board. We apologize in advance for any oversights. The 2013 tentative schedule will include a Parade of Boats, three days of competition and three nights of affordable entertainment.

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

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant community festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent.

- 4) The FFCBC will submit a letter to Glenn Treftlin requesting permission for the boat parade. We ask the Town of Fort Frances to place barricades at intersections as in years past. We also request the use of four barricades for the use at the Sorting Gap.
- 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Paint lines in the "Resolute" woodyard to indicate safe parking areas for tournament angler vehicles and trailers.
- 8) Waive launch fees for tournament competitors and volunteers from July 22<sup>nd</sup> to 27<sup>th</sup> . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 9) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 10) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 11) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

We look forward to discussing our request in greater detail at your convenience. We invite any Town Council to any FFCBC board meeting (May 15<sup>th</sup>, 7PM Rendez-Vous)

Respectfully,  
Gord Watson, Chairman

2013 FFCBC Board of Directors

- |                    |                                  |
|--------------------|----------------------------------|
| Wayne Allen        | Bar Operations                   |
| Patricia Armstrong | Secretary                        |
| Kathy Cuthbertson  | Food Court                       |
| Jim Cuthbertson    | Vice President/Site & Facilities |
| Greg Gustafson     | Treasurer/Angler Registrations   |
| Paul Jewiss        | Anglers' Representative          |

Robin Reed  
Paul Cousineau  
Gord Watson

Tournament Operations  
Vice Chairman  
Chairman

AGENDA ITEM #6.8





## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURER'S REPORT 2012/59

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** May 23, 2012  
**SUBJECT:** Fort Frances Canadian Bass Championship Financial Request

### BACKGROUND

At the May 14, 2012 Council Meeting the financial request received from Gord Watson, Chair of the Fort Frances Canadian Bass Championship (FFCBC) was referred to the Administration & Finance Executive Committee for recommendation.

The FFCBC have submitted a request for reconsideration for financial support of \$5,000.00. The annual bass tournament event is scheduled for July 23 – 28, 2012. I have attached the prior January 5, 2012 approved report with regard to this event for your information.

### RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council support a donation to the Fort Frances Canadian Bass Championship (FFCBC) in the amount of \$2,000.00 for 2012 annual bass tournament event scheduled for July 23 – 28, 2012. In consideration of the financial challenges in the near future, the Administration & Finance Executive Committee further recommends to deny the FFCBC's request for a long-term agreement and to continue request considerations on a year-by-year basis for the annual bass tournament.

Council Approval of This Report Will agree to the Administration & Finance Executive Committee recommendation to provide a donation to the Fort Frances Canadian Bass Championship (FFCBC) in the amount of \$2,000.00 for 2012 annual bass tournament event scheduled for July 23 – 28, 2012. Further that the request for a long-term agreement be denied and to continue request considerations on a year-by-year basis for the annual tournament.





## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2012/05

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** January 5, 2012

**SUBJECT:** Fort Frances Canadian Bass Championship (FFCBC) Request

#### BACKGROUND

The Fort Frances Canadian Bass Championship's request for continued financial and in-kind support for the annual bass tournament scheduled for July 23 – 28, 2012 was referred to the Administration and Finance Executive Committee for recommendation with input from all other Executive Committees.

Attached are the FFCBC support request responses from Rick Wiedenhoeft, Chairman of the Operations & Facilities Executive Committee, with comments only on items related to Operations & Facilities Division, George Bell's response with comments on items relating to Community & Services and Rick Hallam's report for comments relative to Planning & Development.

The Administration & Finance Executive Committee's recommendation is sought for the following:

1. Designate the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant community festival & event and proclaim the period commencing July 23, 2012 as "Fort Frances Canadian Bass Championship Week";
2. Consider a \$5,284.01 financial request for the FFCBC operating budget to offset arena rental charges.

#### RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council approve the following:

- designate the FFCBC Live Release Tournament as a significant community festival event and proclaim the period commencing July 23, 2012 as "Fort Frances Canadian Bass Championship Week",

- in-kind services from Town of Fort Frances divisions as recommended in committee divisional reports as attached;
- forward the request for financial support to the budget process and the January 16, 2012 budget meeting for Committee of the Whole consideration; and
- encourage the Fort Frances Canadian Bass Championship committee to seek out and apply for other available funding applicable for significant community events.

Council Approval of This Report Will Agree to the recommendations made by the Operations & Facilities, Community Services, Planning & Development and Administration & Finance Executive Committees for in-kind services, to designate the FFCBC Live Release Tournament as a significant community festival event and proclaim the period commencing July 23, 2012 as "Fort Frances Canadian Bass Championship Week", to forward the request for financial support to the budget process, and to encourage the Fort Frances Canadian Bass Championship committee to apply for available funding applicable for significant community events, as outlined in this report and the accompanying Committee reports.

May 15, 2013

Report To: Mayor & Council

From: Doug Brown, Operations & Facilities Manager

**SUBJECT: In-Kind Services and Financial Support for 2013 Fort Frances Canadian Bass Championship**



The Chairman of the Fort Frances Canadian Bass Championship Inc. wrote a letter to Mr. Jason Kabel, Community Services Manager requesting in-kind services and financial contribution for the up-coming Bass Tournament in July 2013. Please find attached letter dated April 20, 2013 from Mr. Gord Watson, FFCBC Chairman. I have taken the liberty to comment *only* on items related to the Operations & Facilities Division;

**Continued Operational Assistance;**

Item 2) – **Supply of Picnic Tables** - Town will provide picnic tables where the FFCBC tournament volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. Co-ordinate through Doug Brown, Operations & Facilities Manager at 274-9893.

Item 4) – **Use of Barricades for Boat Parade**- Similar request made in 2012. The barricades will be set out near the appropriate intersections by Town staff, where the FFCBC tournament volunteers will be responsible to set the barricades on the roadways just prior to the start of the parade and take down the barricades after the parade. Co-ordinate through Milt Strachan at 274-9893.

Item 7) – **Line Painting of Parking Spaces** – Similar request made in 2012. The Town will provide supplies, labour, and equipment to paint parking lot lines on the Resolute Forest Products Wood Yard and the Town's Right of Way. Co-ordinate through Milt Strachan at 274-9893.

Item 10) – **Allow the Tournament to attach pennants, signs & banners to streetlight poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed.** This was a new request in 2010. The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street. Ensure that the same method of attaching the banners, signs & pennants to the streetlight poles as in 2012 is utilized in 2013.

Other divisions within the Town's organization will deal with all other items outlined in the FFCBC Chairman's letter dated April 20, 2013.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 4 & 7 as outlined in the April 20, 2013 letter from FFCBC Chairman, Gord Watson;
- 2) That permission is granted to the FFCBC Inc. organization in regards to items No. 2 & 10 in accordance with the guidelines listed above.

Respectfully submitted,



Doug Brown, P. Eng.  
Operations & Facilities Manager

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

- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 4 & 7 as outlined in the April 20<sup>th</sup>, 2013 letter from FFCBC Chairman, Gord Watson.
- 2) That permission is granted to the FFCBC Inc. organization in regards to items No. 2 & 10 in accordance with the guidelines listed above.

RECOMMENDED

2013MayFFCBCrequest.doc

MAY 22 2013

DIV. MNG. Doug Brown

EXECUTIVE COMM. R. Williams





## REPORT



**TO:** Mayor and Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** May 3, 2013

**RE:** Fort Frances Canadian Bass Championship Requests

At the April 1, 2013 meeting of the Community Services Executive the committee reviewed a letter received from the Fort Frances Canadian Bass Championship that did not include a comprehensive list of requests as in years past, with the following direction given to J. Kabel:

- Contact FFCBC to ask for a list of needs for moving the tournament back to the waterfront as was done in the past.
- Look at the previous inventory of requests from the Tournament Committee and forward most recent list to the FFCBC Chair for their immediate attention.
- J. Kabel will be made available as a contact person for the Committee.

J. Kabel contacted the Committee Chair, Gord Watson as directed with a past requisition list and attended the most recent meeting of the FFCBC Committee requesting that a 'needs list' be forwarded to Mayor and Council as soon as possible. Attached please find a list of requests from the Canadian Bass Championship Committee that did not go to Mayor and Council as suggested but rather to the Manager of Community Services.

The Community Services Executive Committee recommends that Council refer the attached list of requests by the Fort Frances Canadian Bass Championship Committee to the necessary executive committees for recommendation and action to the specific requests.

Respectfully Submitted,

Jason Kabel,  
Manager of Community Services

**Council approval of this report will** refer the attached list of requests by the Fort Frances Canadian Bass Championship Committee to the necessary executive committees for recommendation and action to the specific requests.



AGENDA ITEM #6.8  
Fort Frances  
Canadian  
Bass  
Championship Inc.  
P.O. Box 531  
Fort Frances, ON  
P9A 3M8

April 20, 2013.

Jason Kabel, B.Sc., B.Ed.  
Manager of Community Services

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

Re: Fort Frances Canadian Bass Championships (July 25<sup>th</sup> - July 27<sup>th</sup>, 2013)

Dear Mr. Kabel

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2013 event.

As we look forward, The move back to the water front will be a new venture for our current board. We apologize in advance for any oversights. The 2013 tentative schedule will include a Parade of Boats, three days of competition and three nights of affordable entertainment.

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

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant community festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. ✓  
FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent.

- ✓ 4) The FFCBC will submit a letter to Glenn Treftlin requesting permission for the boat parade. We ask the Town of Fort Frances to place barricades at intersections as in years past. We also request the use of four barricades for the use at the Sorting Gap.
- 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Paint lines in the "Resolute" woodyard to indicate safe parking areas for tournament angler vehicles and trailers.
- 8) Waive launch fees for tournament competitors and volunteers from July 22<sup>nd</sup> to 27<sup>th</sup> . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 9) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- ✓ 10) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 11) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

We look forward to discussing our request in greater detail at your convenience. We invite any Town Council to any FFCBC board meeting (May 15<sup>th</sup>, 7PM Rendez-Vous)

Respectfully,  
Gord Watson, Chairman

#### 2013 FFCBC Board of Directors

Wayne Allen	Bar Operations
Patricia Armstrong	Secretary
Kathy Cuthbertson	Food Court
Jim Cuthbertson	Vice President/Site & Facilities
Greg Gustafson	Treasurer/Angler Registrations
Paul Jewiss	Anglers' Representative



Robin Reed  
Paul Cousineau  
Gord Watson

Tournament Operations  
Vice Chairman  
Chairman

AGENDA ITEM #6.8

May 23, 2013

REPORT TO: Mayor and Council

FROM: Mark McCaig, CAO

SUBJECT: Fort Frances Canadian Bass Championship Request

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At the Planning and Development Executive Committee meeting of May 21, 2013, the April 20<sup>th</sup> letter from the Fort Frances Canadian Bass Championship (FFCBC) was considered.

Within the FFCBC letter, there was 11 requests made of the Town to help facilitate the 2013 event. Of those 11 requests, only 1 fell under the purview of the Planning and Development division.

The Planning and Development Executive Committee is recommending that the Town waive the building permit fees related to the erection of the tent. The FFCBC will still need to apply for the permit through the Chief Building Official, Travis Rob.

Respectfully submitted,



Mark McCaig, CAO

MM/kl

<p><b>Council approval of this report</b> will approve the waiving of building fees related to the erection of the Fort Frances Canadian Bass Championship event tent.</p>
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## REPORT

**TO:** Mayor and Council

**FROM:** Jason Kabel, Manager of Community Services

**DATE:** May 22, 2013

**RE:** **Fort Frances Canadian Bass Championship Requests**

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At the recent meeting of Council held on Monday, May 13, 2013 there was a resolution to refer the Fort Frances Canadian Bass Championship requests to all of the executive committees for recommendation. Below are the items that were identified by the Community Services Executive Committee to be managed by the Community Services Division (11 requests):

- 2) Authorize the use of the Memorial Sports Centre Stage, Tables, Chairs, & Town picnic tables. FFCBC will arrange for pick-up and return with J. Kabel.
- 6) Provide FFCBC, early in July, with the list of Sorting Gap Marina slip lessees. The FFCBC committee will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 8) Waive launch fees for tournament competitors and volunteers from July 22<sup>nd</sup> to 27<sup>th</sup>. FFCBC will provide the Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 9) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp as in previous years in consultation with J. Kabel.
- 10) Allow the FFCBC to attach pennants, signs and banners to street light poles, fencing, and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 11) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

Respectfully Submitted,

Jason Kabel,  
Manager of Community Services

**Council approval of this report will** authorize the Community Services Division to liaise with the Fort Frances Canadian Bass Championship Committee representatives to help facilitate requests #2, 6, 8, 9, 10, 11.

May 23, 2013

REPORT TO: Mayor and Council

FROM: Mark McCaig, CAO

SUBJECT: Branding Exercise Resolution from Economic Development Advisory Committee.

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The Administration and Finance Executive Committee considered the April 8<sup>th</sup>, 2013 resolution passed by the Economic Development Advisory Committee.

The EDAC is recommending that the Town approve the undertaking of a branding exercise as explained in the resolution. The \$7,500.00 grant the Town provides to the Fort Frances Chamber of Commerce would be transferred to the Rainy River Future Development Corporation and it's economic development undertakings. The RRFDC would pay the FFCC for all approved advertising and mailing costs purchased on behalf of the Town. The expected savings of this new approach would be between \$4,000.00 and \$5,000.00. Currently there is a duplication of efforts where all three parties are advertising in the same publication with no tracking of advertisement success.

The RRFDC is proposing to reduce association memberships and advertise using leveraged funds from senior government. RRFDC is also lobbying the Ontario Regional Tourism Associations to pay for a June campaign in International Falls, Winnipeg and Southern Manitoba. Savings from these reductions and lobbied funds is projected to be \$18,000.00.

The last step for RRFDC is to leverage \$23,000.00 with senior government funds and utilize existing funds within the economic development budget to pay for a Fort Frances branding exercise that is expected to cost between \$35,000.00 and \$50,000.00.

The Administration and Finance Executive Committee is recommending that the Town support the EDAC resolution for the Town to approve the undertaking of a branding exercise.

Respectfully submitted,



Mark McCaig, CAO

MM/kl

<p><b>Council approval of this report</b> will approve the resolution passed April 8, 2013 from the Economic Development Advisory Committee re: Undertaking of a Branding Exercise.</p>
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## TOWN OF FORT FRANCES ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

May 8<sup>th</sup>, 2013

Mayor and Council  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9

Mayor and Council:

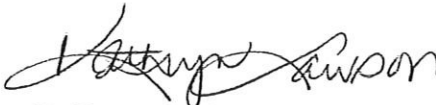
At the April 8th, 2013 meeting of the Economic Development Advisory Committee the following resolution was passed:

**Fortes-Perry:** THAT as recommended by the Economic Development Advisory Committee, the Town of Fort Frances approve undertaking a branding exercise.  
CARRIED.

EDAC recommends that the Town undertake a branding exercise. This will require the purchase of services from a marketing expert and a process of community consultation. After a unique and authentic brand is agreed upon, the Town will change over assets to support that brand. Understanding that this process will cost anywhere from \$30,000.00 to \$50,000.00, EDAC is proposing advertising for the 2013 season. The largest tourism budget item is a grant to assist with mailing and sending of brochures, etc. EDAC proposes that mailing costs continue to be paid on a fee for service basis, but the remainder be invested in branding. Reducing memberships, scaling back grants and pulling out of advertisements in magazines like Bearskin and Sunset Country or paid TV commercials for one season will result in about \$18,000.00 in savings. Rainy River Future Development Corporation can leverage Federal and Provincial funds to pay for approximately 2/3 of the costs.

The Economic Development Advisory Committee respectfully requests Council's endorsement of this resolution.

Yours truly

  
for: G. Rogozinski, Chair

May 23, 2013

REPORT TO: Mayor and Council

FROM: Mark McCaig, CAO

SUBJECT: 2013 Tourism Marketing Plan

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The resolution passed by the Economic Development Advisory Committee at the meeting of April 8, 2013 regarding the 2013 Tourism Marketing Plan was discussed the May 21<sup>st</sup> meeting of the Administration and Finance Executive Committee.

It was noted by the executive committee that the new plan for marketing tourism offerings was implemented following the closure of the Ontario Travel Information Centre. The executive committee acknowledged that the new plan is a logical and prudent response to the closure of the OTIC and it works well.

The Administration and Finance Executive Committee is recommending Council's endorsement of the resolution passed by EDAC regarding the 2013 Tourism Marketing Plan.

Respectfully submitted,



Mark McCaig, CAO

MM/kl

<p><b>Council approval of this report</b> will endorse the resolution as passed April 8, 2013 from the Economic Development Advisory Committee re: 2013 Tourism Marketing Plan.</p>
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## TOWN OF FORT FRANCES ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

May 8<sup>th</sup>, 2013

Mayor and Council  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9

Mayor and Council:


At the April 8th, 2013 meeting of the Economic Development Advisory Committee the following resolution was passed:

**McTaggart-Fortes:** THAT as recommended by the Economic Development Advisory Committee, the Tourism Marketing Plan for 2012 Season be continued for the 2013 season. **CARRIED.**

Costing for the 2013 season includes two summer students at the border and a supply of brochures at the Museum and Sorting Gap Marina. As in 2012, the Rainy River Future Development Corporation will employ students for the border and train the summer students at the Sorting Gap Marina and Museum. In 2012, most of the costs for these students were defrayed by grants and the same grants have been applied for again this year. The cost without Provincial or Federal Support will be about \$10,000.00.

The Economic Development Advisory Committee respectfully requests Council's endorsement of this resolution.

Yours truly

  
for: G. Rogozinski, Chair



**OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA**  
**OPERATIONS STATISTICS**  
**March 2013**

**STAFFING**

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

	2012	2013
WSIB	20.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	14.38	11.75
COMPASSIONATE LEAVE	4.00	10.00
FLOATERS	3.00	6.00
VACATION	58.00	20.00
BANKED TIME USED	13.75	10.25
OFF	1.00	0.50
STATUTORY HOLIDAYS	0.00	28.00
<b>TOTAL</b>	<b>114.13</b>	<b>86.50</b>



**OVERTIME HOURS**

Equivalent Straight Time Hours:

	2012	2013	2012	2013
	March	March	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
CAPITAL	0.00	0.00	0.00	0.00
ENGINEERING	0.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.00	6.00	8.00	10.50
PRIVATE WORK	0.00	24.00	8.00	24.00
RECYCLE/GARBAGE	0.00	0.00	21.50	0.75
ROADS	0.00	129.00	455.50	611.25
SEWER COLLECTION	18.00	34.00	51.50	97.75
SIDEWALKS	0.00	6.00	42.25	39.00
STORES	0.00	0.00	33.00	9.00
VEHICLE & EQUIPMENT	0.00	32.00	149.50	147.00
WATER TREATMENT PLANT	7.50	16.00	38.25	25.00
WATER DISTRIBUTION	14.50	37.25	80.50	213.00
WATER TOWER	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>40.00</b>	<b>284.25</b>	<b>888.00</b>	<b>1177.25</b>

## **TRANSPORTATION REPORT**

### **ROADS:**

#### **Storm Water Management – Water:**

- Cleaned snow and ice from catch basins
- Steamed catch basin and frozen laterals

#### **Storm Water Management – Rural:**

- Steamed frozen culverts

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

- Levelled utility cuts – twice weekly
- Pothole patching as required

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

#### **Roadside Maintenance:**

#### **Winter Controls:**

- Three (3) events – March 4<sup>th</sup>, 9<sup>th</sup> and 18<sup>th</sup>
- Applied sand/salt to roads as required
- Plowed roads, parking lots and lanes as required
- Removed snow from boulevards in School Zones with Temco Blower and hired trucks
- Removed snow from downtown area
- Mixed additional sand/salt
- Removed snow from boulevards on 100, 200 and 300 blocks of First Street East
- Removed snow from cul-de-sacs
- Removed snow piles from alley entrances
- Removed snow from boulevards along Church Street near the Royal Canadian Legion for a funeral on March 21<sup>st</sup>
- Cut down ice on streets with graders

### **Winter Controls (cont'd)**

- Removed snow from Memorial Sports Centre parking lot and from boulevard along Gillon Street
- Removed snow from boulevard in front of LCBO
- Removed snow from Municipal Parking lots
- Removed snow from OPP/Fire Department Parking Lots
- Removed snow from the underpass and overpass
- Removed snow from the emergency crossing at Victoria Avenue and the CN Tracks
- Removed snow from hydrants
- Pushed up piles at snow dump daily
- Plowed snow dump as required.

### **Traffic Operations:**

- Repaired and replaced signs as required

### **Regular Maintenance:**

- Garbage pick up – Tuesday and Friday – Downtown and Public Works Shop
- Assisted engineering with locates and CCTV inspections
- Assisted with tasks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

### **Buildings and Grounds:**

- Cleaned shop as required
- Cleaned vehicles and equipment as required
- Plowed Public Works yard as required
- Cleaned snow and ice from solar panels at Public Works Building, Memorial Sports Centre, Water Treatment Plant and Day Care Centre

### **Private Work:**

- Thawed frozen water lines in Atikokan on March 26<sup>th</sup>

### **Sidewalks – Winter:**

- Removed snow from Civic Centre sidewalks and applied ice melt as required.

- Cleaned snow from underpass sidewalk and downtown corners – applied ice melt or sand/salt as required
- Cut down ice on underpass sidewalk
- Plowed all sidewalks as required.

#### **Sidewalks – Summer:**

#### **Vehicles and Equipment:**

- Preventative maintenance – pre-trip inspections 5:30 – 7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.

#### **Public Relations:**

#### **Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance
- Handout out “Water Turn off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required.
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

#### **Interdepartmental:**

- Pushed up zamboni snow at Memorial Sports Centre as required.
- Hauled zamboni snow from Memorial Sports Centre to snow dump.
- Dale Gill provided coverage at the Airport for vacation and illness from March 1<sup>st</sup> to March 31<sup>st</sup>.

#### **Recycling:**

- Emptied glass recycling bins as required.
- Pushed up piles in recycling building as required
- [Loaded recycling trailer](#)

- Emptied bins from “drop off centre” as required.

**Training:**

**Health and Safety:**

- A workplace inspection was done at the Water Treatment Plant and the Water Tower on March 4<sup>th</sup>
- A Joint Health and Safety Meeting was held on March 6<sup>th</sup>.



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

Fort Frances WPCP  
200 McIrvine Rd  
PO Box 712  
Fort Frances, Ontario  
P9A 3N1  
Tel: 807-274-3121  
Fax: 807-274-8381

May 10, 2013

Town of Fort Frances  
320 Portage Avenue  
Fort Frances Ontario  
P9A 3M5



Attention: Mr. Doug Herr  
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility**  
**April 2013 Monthly Report**

As per the operating agreement, the attached document is the April 2013 monthly report for the Fort Frances Wastewater Treatment Facility.

The report highlights the influent and effluent quality and the process parameters. Additionally, the routine operation and maintenance activities conducted by the operators are summarized.

If you have any questions regarding this report do not hesitate to contact Mr. Larry Wachter – Operations Manager.

Yours truly,

A handwritten signature in black ink, appearing to read "Kelly Cunningham".

Kelly Cunningham  
Senior Operator

For Larry Wachter  
Operations Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
April 2013 Monthly Operations Report**

## **INTRODUCTION**

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of April 2013; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

## **DESCRIPTION OF WORKS**

Capacity of Works	9000 m <sup>3</sup> /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

The Fort Frances Sewage Treatment Plant received and operates its operation under *Certificate of Approval Number 3-0049-96-006*, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions and the report captures these terms and conditions in the following sections.

## **LABORATORY**

ALS Laboratory Group – Thunder Bay is contracted to conduct the required analytical tests of the influent (raw) and effluent samples; weekly requirement.



## APRIL 2013 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD <sub>5</sub>	2.7 mg/L	25 mg/L	15 mg/L	19.2 kg/d	225 kg/d	135 kg/d
Suspended Solids	10.2 mg/L	25 mg/L	15 mg/L	82.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.30 mg/L	1.0 mg/L	1.0 mg/L	2.3 kg/d	9 kg/d	9 kg/d
Ammonia as N	1.50 mg/L					
Nitrite as N	0.21 mg/L					
Nitrate as N	4.96 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		22.9 count/100 ml (geometric mean )		200 count/100ml (geometric mean )		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH						pH range 7.4 to 7.8; average pH was 7.6
Temperature degrees C						Temperatures ranged from 7.0-8.5 average temperature of effluent at 7.9

Compliance criteria are mandatory requirements of the C of A and performance objectives are a goal to be achieved using best reasonable efforts.

## WASTEWATER LIQUID PROCESS

The average daily flow for April was 6452.2 m<sup>3</sup>/day; representing 72% of the design average flow. Total treated flow for the month was 193,567 m<sup>3</sup>.

Maintenance at the water plant which involved draining a clarifier and the sludge blanket to sewer served to push the blanket levels in our secondary clarifiers above preferred operating levels. As a result, the effluent SS on the last three days of the month exceeded daily values when high flows associated with snow melt and rain entered the system.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Certificate of Approval.

**INVENTORY**

<b>Chemical</b>	<b>End of Month Status</b>	<b>Units</b>
Hypochlorite	365 +/- @ 7.0% + 600 @ 10%	Litres
Alum	20.5 +/- @ 65 %	Cubic meters
Polymer	31 Bags (775 kg)	Bags (25 kg/bag)

**MAINTENANCE**

The operators performed the routine operations and maintenance at the treatment plant and pumping stations. The activities are highlighted as follows:

**Treatment Plant:**

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Hot water flushed alum lines
- Regular cleaning of head works EW basket strainer
- Exercised portable generators
- Greased all blowers
- Regular cleaning of seal water strainer TFP 9-5
- Replaced belt head works exhaust fan 02
- Removed grit from head works inlet channel
- Drained, cleaned and inspected teacup. Removed debris
- Changed oil blower 3
- Drained polymer mixer tank and replaced brushes poly mixer motor
- Cleared debris from teacup outlet and overflow sensor
- Replaced drain fitting on sodium hypochlorite tank
- Installed smallest drive pulley on blower 1 motor

**Pump Stations:**

- Ran gen sets
- Changed seal water strainers
- Cleaned bar screens

**OPERATIONAL ISSUES**

The facility met all operational requirements for the month.

**SLUDGE SUMMARY**

The volume directed to the gravity belt thickener totaled 802.0 m<sup>3</sup> for the month. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 250.1 m<sup>3</sup> (average 10.9 m<sup>3</sup>/load) to the agricultural drying bed. The Organic Soil Conditioning site has a valid Certificate of Approval - number S-71048-31.

**COMPLAINTS**

There were no complaints during the report period.

**BY-PASS REPORT(S)**

There were no by-pass events during the report period.

**COMMENTS**

Plant power consumption for the month was 642 (x 180 multiplier) kWh.  
The additional effluent testing that is required as of January 1, 2013 to meet the requirements of the Wastewater Systems Effluent Regulations is now a part of our regular sampling regimen.

**REPORTS**

ALS – Environmental Analytical Reports (on-file at plant)  
Fort Frances WPCP Equipment Run Time Report (on-file at plant)  
Bypass Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2013					Usage % Plant Capacity	Sludge Volume Hauled M3	Removal Efficiency	
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume (ML)	ByPass Volume (ML)	Total Volume (ML)			CBOD5	
								Suspended Solids	Total Phosphorus
January	4781.7	5473	148234		148234	53%	208.6		
February	4686.2	5427	131213		131213	52%	183.5		
March	4576.3	5880	141866		141866	51%	191.0		
April	6452.2	12672	193567		193567	72%	250.1		
May						0%			
June						0%			
July						0%			
August						0%			
September						0%			
October						0%			
November						0%			
December						0%			
Sum				0	614880		833.2		
Average	5124		153720		153720	57%	208.3		
Max		12672	193567		193567				
C of A	9000	18000							

Month	CBOD5				Suspended Solids				Total Phosphorus				E. Coli		pH	
	Avg Raw CBOD (mg/L)	Avg Eff. CBOD (mg/L)	Avg Load CBOD (kg/day)	Avg Raw S.S. (mg/L)	Avg Eff. S.S. (mg/L)	Avg Load S.S. (kg/day)	Avg Raw T.P. (mg/L)	Avg Eff. T.P. (mg/L)	Avg Load T.P. (kg/day)	Avg Raw T.P. (mg/L)	Avg Eff. T.P. (mg/L)	Avg Load T.P. (kg/day)	Geo Mean Counts /100ml	Monthly Minimum	Monthly Maximum	Monthly Maximum
January	78.5	2.1	10.0	125.0	4.2	20.3	2.6	0.26	1.23	2.6	0.26	1.23	5.1	7.4	7.4	7.7
February	93.3	2.5	12.0	166.0	6.7	31.8	3.0	0.27	1.30	3.0	0.27	1.30	7.8	7.3	7.3	7.6
March	70.7	3.4	15.1	139.9	5.8	26.7	2.7	0.31	1.41	2.7	0.31	1.41	4.4	7.3	7.3	7.6
April	53.6	2.7	19.2	143.3	10.2	82.2	2.1	0.3	2.3	2.1	0.3	2.3	22.9	7.4	7.4	7.8
May																
June																
July																
August																
September																
October																
November																
December																
Average	74.0	2.7	14.1	143.6	6.7	40.3	2.6	0.29	1.56	2.6	0.29	1.56	10.1	7.4	7.4	7.7
Max	93.3	3.4	19.2	166	10.2	82.2	3	0.31	2.3	3	0.31	2.3	22.9	7.4	7.4	7.8
C of A		25	225		25	225		1	9				150	6.0	6.0	9.5

May 2, 2013

2013 O & F Division Capital Program					
Capital Code	TOTAL BUDGET	As of April 30, 2013	Variance	Notes	
TRANSPORTATION					
Public Works Buildings/General Misc					
C-310-9105-1471	\$8,000.00		\$8,000.00		
	\$8,000.00	\$0.00	\$8,000.00	0.00%	
GIS/Engineering Services					
C-360-9261-1523	\$25,531.00		\$25,531.00	Demo Twice Public Sector Digest software for all town staff/FFPC - Kenora presently utilizes citywide TA/works/CPA/GIS	
	\$25,531.00	\$0.00	\$25,531.00	0.00%	
Roads					
C-313-9258-1523	\$203,832.00		\$203,832.00	Awarded Contract to Makkinga on Feb. 19, 2013 schedule to start work on May 27, 2013	
C-313-9259-1523	\$201,000.00		\$201,000.00	Tender closed on March 12, 2013 - Wagner low	
	\$404,832.00	\$0.00	\$404,832.00	0.00%	
C-345-9135-1471	\$5,000.00		\$5,000.00		
	\$5,000.00	\$0.00	\$5,000.00	0.00%	
	\$443,363.00	\$0.00	\$443,363.00	0.00%	
TOTAL TRANSPORTATION					
PARKS & CEMETERIES					
Parks					
C-580-9105-1471	\$5,000.00		\$5,000.00		
Cemeteries					
C-580-9157-1471	\$5,000.00		\$5,000.00		
C-582-9256-1523	\$10,000.00		\$10,000.00	Letter to TSSA on February 7, 2013	
	\$20,000.00	\$0.00	\$20,000.00	0.00%	
TOTAL PARKS & CEMETERIES					
AIRPORT					
C-390-9256-1523	\$10,000.00		\$10,000.00	Letter to TSSA on February 7, 2013	
C-390-9257-1471	\$225,000.00		\$225,000.00		
	\$235,000.00	\$0.00	\$235,000.00	0.00%	
TOTAL AIRPORT					

10/21/2013

2013 O & F Division Capital Program					Notes
ENVIRONMENT	Capital Code	TOTAL BUDGET	As of April 30, 2013	Variance	
<b>Sanitary Sewer - Collection System</b>					
Tools & Equipment	C-410-9105-1471	\$10,000.00		\$6,941.39	
Refurbishing Sanitary Manholes	C-410-9138-1523	\$50,000.00	\$3,058.61	\$50,000.00	
Phase 2 Tender No. 12-OF-01 2nd St from Central Ave to Mowat Ave & Mowat Ave from 2nd St to 3rd St.	C-410-9258-1523	\$578,156.00		\$578,156.00	Awarded Contract to Makkinga on Feb. 19, 2013 schedule to start work on May 27, 2013
Williams Ave from 5th St to 3rd St (190 meters)	C-410-9259-1523	\$343,954.00		\$343,954.00	Tender closed on March 12, 2013 - Wagner low
Residential Development of old Huffman School Property	C-410-9282-1523	\$139,405.00		\$139,405.00	Tender closed on March 12, 2013 - Wagner low
Year 3 of 3 Phase design for Infrastructure Renewal Project	C-410-9179-1523	\$37,500.00		\$37,500.00	
		\$1,159,015.00	\$3,058.61	\$1,155,956.39	0.26%
<b>Sewage Treatment Plant</b>					
Misc Capital Upgrades	C-413-9105-1471	\$150,520.00	\$5,784.04	\$144,735.96	
Honeywell Improvements	C-410-9280-0000	\$130,457.00	\$24,386.08	\$106,070.92	
		\$280,977.00	\$30,170.12	\$250,806.88	10.74%
<b>Water System</b>					
<b>Water Distribution System</b>					
Replacing Main Line Water Valves/Hydrants	C-961-9137-1523	\$97,935.00	\$106.10	\$97,828.90	
Leak Detection Equipment	C-961-9105-1471	\$23,000.00		\$23,000.00	
Phase 2 Tender No. 12-OF-01 2nd St from Central Ave to Mowat Ave & Mowat Ave from 2nd St to 3rd St.	C-961-9258-1523	\$489,080.00	\$2,604.35	\$486,475.65	Awarded Contract to Makkinga on Feb. 19, 2013 schedule to start work on May 27, 2013
Williams Ave from 5th St to 3rd St (190 meters)	C-961-9259-1523	\$384,171.00		\$384,171.00	Tender closed on March 12, 2013 - Wagner low
Residential Development of old Huffman School Property	C-961-9282-1523	\$192,514.00		\$192,514.00	Tender closed on March 12, 2013 - Wagner low
Year 3 of 3 Phase design for Infrastructure Renewal Project	C-961-9179-1523	\$37,500.00		\$37,500.00	
General Misc Tools/Equipment	C-961-9105-1471	\$10,000.00		\$10,000.00	
		\$1,234,200.00	\$2,710.45	\$1,231,489.55	0.22%
<b>Water Treatment Plant</b>					
Misc Small Capital Equipment	C-965-9105-1471	\$40,000.00	\$1,231.38	\$38,768.62	
Replace In-Plant Water Lines	C-965-9152-1471	\$27,000.00	\$27,271.74	-\$271.74	Prydes plumbing completed work - labelling piping still outstanding
Honeywell Improvements	C-965-9280-1523	\$212,366.00	\$75,074.16	\$137,291.84	
Backup Generator	C-965-9260-1471	\$130,000.00		\$130,000.00	Discussions with Honeywell to complete this work with energy retrofit work at WTP
		\$409,366.00	\$103,577.28	\$305,788.72	25.30%
		\$3,083,558.00	\$139,516.46	\$2,944,041.54	4.52%
<b>TOTAL ENVIRONMENT</b>					
<b>Total O &amp; F Division</b>		\$3,781,921.00	\$139,516.46	\$3,642,404.54	3.69%



JanCFN8town2011waterdata



**Northwestern  
Health Unit**

www.nwhu.on.ca

210 First Street North  
Kenora, ON P9N 2K4

May 7, 2013

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



Dear Mr. Treftlin:

Re: 2012 Surplus – Municipal Levy Funds

This letter is to advise you of Northwestern Health Unit Board of Health, Resolution No. 61-2013 whereby,

"THAT, following a risk assessment of the 2012 fourth quarter results for cost shared programs according to Policy, Accumulated Surplus – Current and Reserve Funds, the Board of Health has identified a surplus of municipal levy funds in the amount of \$128,386; and approves a reallocation of same funds to its obligated municipalities, according to the same municipal per capita funding formula under which they were levied in 2012."

I have therefore enclosed your Levy Refund Allocation cheque regarding 2012 in the amount of \$19,096.60 based on 2012 population of 6,741.

If you have any questions or concerns, please contact me directly at 807-468-3147, ext. 3260, or email [mperrault@nwhu.on.ca](mailto:mperrault@nwhu.on.ca).

Sincerely,

Mark Perrault  
Chief Executive Officer

Attachment

c: Julie Roy, Chair, Board of Health

*Copy made  
for Y/E binder*

### Northwestern Health Unit Refund of Municipal Levies

<b>Municipality</b>	<b>Population 2012</b>	<b>Levy Refund Allocation 2012</b>
City of Dryden	6,562	\$ 18,589.51
City of Kenora	12,401	35,130.82
Municipality of Machin	901	2,552.45
Municipality of Red Lake	3,537	10,019.98
Town of Fort Frances	6,741	19,096.60
Town of Rainy River	726	2,056.69
Town of Sioux Lookout	3,942	11,167.30
Township of Alberton	851	2,410.80
Township of Atikokan	2,814	7,971.79
Township of Chapple	680	1,926.37
Township of Dawson	500	1,416.45
Township of Ear Falls	808	2,288.99
Township of Emo	1,115	3,158.69
Township of Ignace	1,184	3,354.16
Township of La Vallee	943	2,671.43
Township of Lake of the Woods	285	807.38
Township of Morley	458	1,297.47
Township of Pickle Lake	273	773.38
Township of Sioux Narrows-Nestor Falls	599	1,696.91
<b>Totals</b>	<b>45,320</b>	<b>\$ 128,387.17</b>

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

**Town of Fort Frances**  
**Capital Fund Budget vs Actual**  
**as at April 30, 2013**

		Actual to Date	2013 Budget	Variance
	<b>Administration</b>			
C-140-0490-0952	Contribution from Reserve Funds		(62,000.00)	(62,000.00)
C-140-9109-0000	Server Upgrades	611.89	42,000.00	41,388.11
C-140-9109-0000	Computer/Network Upgrades		20,000.00	20,000.00
	Total Revenue	-	(62,000.00)	(62,000.00)
	Total Expenditures	611.89	62,000.00	61,388.11
	<b>TOTAL ADMINISTRATION</b>	<b>611.89</b>	<b>-</b>	<b>(611.89)</b>
	<b>Honeywell Project</b>			
C-105-0490-0400	Federal Grants	(9,676.53)	(127,338.00)	(117,661.47)
C-105-0490-0490	OPA/FFPC Grants		(135,087.00)	(135,087.00)
C-105-0490-0942	Long-term Debt Loan		(1,243,000.00)	(1,243,000.00)
C-105-9280-0000	Honeywell Improvement Project	480,562.85	1,505,425.00	1,024,862.15
	Total Revenue	(9,676.53)	(1,505,425.00)	(1,495,748.47)
	Total Expenditures	480,562.85	1,505,425.00	1,024,862.15
	<b>TOTAL CIVIC CENTRE</b>	<b>470,886.32</b>	<b>-</b>	<b>(470,886.32)</b>
	<b>EMERGENCY SERVICES</b>			
C-211-0490-0952	Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-211-9239-1431	Fire Hose Replacement		4,000.00	4,000.00
C-211-9264-1471	Compressor/Fill Station		4,000.00	4,000.00
	Total Revenue	-	(8,000.00)	(8,000.00)
	Total Expenditures	-	8,000.00	8,000.00
	<b>TOTAL EMERGENCY SERVICES</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>PUBLIC WORKS</b>			
	<b>Transportation</b>			
C-310-0490-0406	AMO Federal Gas Tax			-
C-360-0490-0412/360	Provincial Grant	(25,731.89)	(25,531.00)	200.89
C-310-0490-0952/320/33	Contribution from Reserve Funds		(13,000.00)	(13,000.00)
C-313-0490-0400/C320	Federal Gas Tax Reserve		(404,832.00)	(404,832.00)
C-350-0490-0954	Contribution from Revenue Fund (O&F)			-
C-310-1620-5390	Transfer to FGT Reserve Fund			-
C-310-9105-1471	Small Equipment Purchases		8,000.00	8,000.00
C-313-9258-1523	2nd St-Central to Mowat & Mowat from 2nd to 3rd		203,832.00	203,832.00
C-313-9259-1523	Williams Ave from 5th St to 3rd St		201,000.00	201,000.00
C-345-9135-1471	Pole Replacement		5,000.00	5,000.00
C-360-9123-1471	GIS Equipment & Mapping			-
C-360-9261-1523	Asset Management Plan		25,531.00	25,531.00
	<b>Airport</b>			
C-390-0490-0400	Federal Grant		(225,000.00)	(225,000.00)
C-390-0490-0952	Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-390-9256-1523	Remove Underground Fuel Storage Tank		10,000.00	10,000.00
C-390-9257-1471	Front End Loader c/w sweeper		225,000.00	225,000.00

**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at April 30, 2013**

		Actual to Date	2013 Budget	Variance
<b><u>Parks</u></b>				
C-580-0490-0952/C-585	Contribution from Reserve Funds		(20,000.00)	(20,000.00)
C-586-0430-0632	Lions Millennium Park- Donations	(700.00)		700.00
C-580-9105-1471	Small Equipment Replacement		5,000.00	5,000.00
C-580-9157-1471	Replace Riding Tractors		5,000.00	5,000.00
C-582-9256-1523	FF Cemetery-remove underground fuel tank		10,000.00	10,000.00
C-585-9108-1471	Dock Repairs			-
C-586-1620-5390	Transfer to Reserve Fund			-
C-586-9232-1523	Lions Park Contracted Works			-
	Total Revenue	(26,431.89)	(698,363.00)	(671,931.11)
	Total Expenditures	-	698,363.00	698,363.00
	<b>TOTAL PUBLIC WORKS</b>	<b>(26,431.89)</b>	<b>-</b>	<b>26,431.89</b>
<b><u>FORT FRANCES CHILDREN'S COMPLEX</u></b>				
C-641-0490-0436	Health & Safety Grant (DSSAB)		(47,000.00)	(47,000.00)
C-641-0490-0952	Contribution from Reserve Funds			-
C-641-9105-0000	Small Capital Purchases			-
C-641-9106-0000	Health & Safety		22,000.00	22,000.00
C-641-9253-0000	Infant Care Feasibility Study		25,000.00	25,000.00
	Total Revenue	-	(47,000.00)	(47,000.00)
	Total Expenditures	-	47,000.00	47,000.00
	<b>TOTAL FFCC</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>SISTER KENNEDY CENTRE</u></b>				
C-622-0490-0448	Provincial Grant		(25,000.00)	(25,000.00)
C-622-0490-0952	Contribution from Reserve Funds			-
C-622-9105-0000	Small Capital Purchases			-
C-622-9108-1523	Centre Upgrades			-
C-622-9133-0000	Enabling Accessibility Van		25,000.00	25,000.00
	Total Revenue	-	(25,000.00)	(25,000.00)
	Total Expenditures	-	25,000.00	25,000.00
	<b>TOTAL SKC</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>MSC/Recreation</u></b>				
C-722-0490-0952/C740	Contribution from Reserve Funds		(68,600.00)	(68,600.00)
C-740-04300632	Donations			-
C-740-0490-0412	Provincial Grant		(52,000.00)	(52,000.00)
C-740-0490-0437	Kiwanis Club Grant			-
C-740-0490-0952	Contribution from Reserve Funds		(13,000.00)	(13,000.00)
C-722-9262-1523	52 Canadian Condenser Replacement		68,600.00	68,600.00
C-740-9105-0000	Sunny Cove Camp Small Equipment			-
C-740-9108-1523	Sunny Cove Russell Hall Upgrades		65,000.00	65,000.00
	Total Revenue	-	(133,600.00)	(133,600.00)
	Total Expenditures	-	133,600.00	133,600.00
	<b>TOTAL MSC</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b><u>LIBRARY</u></b>				
C-781-0490-0400	Federal Grant (CAPP)			-
C-781-0490-0952	Contribution from Reserve Funds			-
C-781-9109-0000	Computer Equipment			-
	Total Revenue	-	-	-
	Total Expenditures	-	-	-
	<b>TOTAL LIBRARY</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at April 30, 2013**

		Actual to Date	2013 Budget	Variance
<b>MUSEUM</b>				
C-791-0490-0412	Provincial Grant		(2,115.00)	(2,115.00)
C-791-0490-0632	Donations	(975.00)		975.00
C-791-0490-0952	Contribution from Reserve Funds		(529.00)	(529.00)
C-791-9109-0000	Computer/Scanner	951.67	2,189.00	1,237.33
C-791-9263-0000	Photo Studio Lighting		455.00	455.00
	Total Revenue	(975.00)	(2,644.00)	(1,669.00)
	Total Expenditures	951.67	2,644.00	1,692.33
	<b>TOTAL MUSEUM</b>	<b>(23.33)</b>	<b>-</b>	<b>23.33</b>
<b>PLANNING &amp; DEVELOPMENT</b>				
C-122-0490-0952	Contribution from Reserve Funds		(229,383.00)	(229,383.00)
C-122-9281-1523-9282	Huffman Demolition	43,037.01	229,383.00	186,345.99
C-815-9123-1471	GIS Expense			-
	Total Revenue	-	(229,383.00)	(229,383.00)
	Total Expenditures	43,037.01	229,383.00	186,345.99
	<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>43,037.01</b>	<b>-</b>	<b>(43,037.01)</b>
<b>SANITARY SEWER</b>				
C-410-0490-0400	Federal Gas Tax Funds		(110,084.00)	(110,084.00)
C-410-0490-0412	Provincial Grants		(212,000.00)	(212,000.00)
C-410-0490-0952	Contribution from Reserve Funds		(395,102.00)	(395,102.00)
C-410-0490-0954	Contribution from Revenue Funds		(441,829.00)	(441,829.00)
C-410-9105-1471	Sanitary Sewer Small Tools	3,058.61	10,000.00	6,941.39
C-410-9123-1471	GIS Equipment & Mapping			-
C-410-9138-1523	Sanitary Manholes		50,000.00	50,000.00
C-410-9179-1523	Infiltration & Inflow Study (Year 3 of 3)		37,500.00	37,500.00
C-410-9258-1523	2nd St-Central to Mowat & Mowat-2nd to 3rd		578,156.00	578,156.00
C-410-9259-1523	Williams Ave-from 5th St to 3rd St		343,954.00	343,954.00
C-410-9282-1523	Development of Huffman Property		139,405.00	139,405.00
	Total Revenue	-	(1,159,015.00)	(1,159,015.00)
	Total Expenditures	3,058.61	1,159,015.00	1,155,956.39
	<b>TOTAL SANITARY SEWER</b>	<b>3,058.61</b>	<b>-</b>	<b>(3,058.61)</b>
<b>SEWAGE TREATMENT PLANT</b>				
C-410-0490-0952	Contribution from Reserve Funds		(130,457.00)	(130,457.00)
C-413-0490-0954	Contribution from Revenue Fund		(150,520.00)	(150,520.00)
C-410-9280-0000	STP-Honeywell Improvements	24,386.08	130,457.00	106,070.92
C-413-9105-1471	Small Miscellaneous Capital	187.24	150,520.00	150,332.76
C-413-9105-1523	Small Miscellaneous Capital - Contracted Works	5,596.80		(5,596.80)
	Total Revenue	-	(280,977.00)	(280,977.00)
	Total Expenditures	30,170.12	280,977.00	250,806.88
	<b>TOTAL STP</b>	<b>30,170.12</b>	<b>-</b>	<b>(30,170.12)</b>
<b>WATERWORKS ADMINISTRATION</b>				
C-961-0490-0400	Federal Gas Tax Funds		(110,084.00)	(110,084.00)
C-961-0490-0412	Provincial Grants		(212,000.00)	(212,000.00)
C-961-0490-0952	Contribution from Reserve Funds		(192,514.00)	(192,514.00)
C-961-0490-0954	Contribution from Revenue Fund		(719,602.00)	(719,602.00)
C-961-9105-1471	Miscellaneous Tools/Equipment	218.78	33,000.00	32,781.22
C-961-9123-1471	GIS Equipment & Mapping			-
C-961-9137-1523	Replacing Main Line Water Valves/Hydrants	106.10	97,935.00	97,828.90
C-961-9179-1523	Infiltration & Inflow Study (Year 3 of 3)		37,500.00	37,500.00
C-961-9247-1523	Kigs Hwy - Pit Rd to east of Daniel Ave	2,604.35	-	(2,604.35)
C-961-9238-1523	Geo/Engineering Contracted Works			-



**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at April 30, 2013**

		<b>Actual to Date</b>	<b>2013 Budget</b>	<b>Variance</b>
C-961-9258-1523	2nd St-Central to Mowat & Mowat-2nd to 3rd		489,080.00	489,080.00
C-961-9259-1523	Williams Ave-from 5th St to 3rd St		384,171.00	384,171.00
C-961-9282-1523	Development of Huffman Property		192,514.00	192,514.00
	Total Revenue	-	(1,234,200.00)	(1,234,200.00)
	Total Expenditures	2,929.23	1,234,200.00	1,231,270.77
	<b>TOTAL WATERWORKS ADMIN</b>	<b>2,929.23</b>	<b>-</b>	<b>(2,929.23)</b>
	<b>WATER TREATMENT PLANT</b>			
C-965-0490-0952	Contribution from Reserve Funds		(144,808.00)	(144,808.00)
C-965-0490-0954	Contribution from Revenue Fund		(264,558.00)	(264,558.00)
C-965-9105-1471	Misc. Small Capital	1,231.38	40,000.00	38,768.62
C-965-9152-1471	Replace In-Plant Potable Water Lines	27,271.74	27,000.00	(271.74)
C-965-9260-1471	Backup Generator		130,000.00	130,000.00
C-965-9252-1523	Honeywell - WTP Boilers	4,148.76		(4,148.76)
C-965-9254-1523	Honeywell - Elec Motors High Lift Pumps	62,466.70		(62,466.70)
C-965-9280-1523	Honeywell Improvements	8,458.70	212,366.00	203,907.30
	Total Revenue	-	(409,366.00)	(409,366.00)
	Total Expenditures	103,577.28	409,366.00	305,788.72
	<b>TOTAL WTP</b>	<b>103,577.28</b>	<b>-</b>	<b>(103,577.28)</b>
<b>TOTAL REVENUE</b>		<b>(37,083.42)</b>	<b>(5,794,973.00)</b>	<b>(5,757,889.58)</b>
<b>TOTAL EXPENDITURES</b>		<b>664,898.66</b>	<b>5,794,973.00</b>	<b>5,130,074.34</b>
<b>TOTAL CAPITAL</b>		<b>627,815.24</b>	<b>-</b>	<b>(627,815.24)</b>

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2013**

	Actuals to Date	2013 Budget	Variance
<b>CORPORATE</b>			
050 Municipal Tax Levy (Interim Tax Levy)	(6,261,159.19)	(11,025,265.00)	(4,764,105.81)
051 Education Tax Levy		(1,987,086.00)	(1,987,086.00)
052 Supp/Omit Municipal Tax Levy			-
053 Supp/Omit Education Tax Levy			-
056 W/O Municipal	1,786,011.73	1,763,640.00	(22,371.73)
057 W/O Education	364,347.31	353,929.00	(10,418.31)
061 OMPF	(1,598,650.00)	(3,197,300.00)	(1,598,650.00)
062 Payments-in-Lieu	(21,436.04)	(775,935.00)	(754,498.96)
070 Contribution from Reserve Funds		(575,000.00)	(575,000.00)
110 Mayor & Council	711,786.74	729,350.00	17,563.26
112 Contribution to Reserves & Reserve Funds		-	-
113 Long Term Debt	166,621.80	1,000,520.00	833,898.20
115 Election		529.00	529.00
161 Riverside Health Care/Dr Recruitment	22,667.00	74,000.00	51,333.00
161 Clinic Financing Interest		16,500.00	16,500.00
162 RR DSSAB	701,263.32	2,043,162.00	1,341,898.68
163 Rainycrest	60,628.11	242,511.00	181,882.89
164 Northwestern Health Unit	152,599.58	366,240.00	213,640.42
820 Economic Development	689.37	164,535.00	163,845.63
830 Solar Panel Project	2,991.50	(33,200.00)	(36,191.50)
991 English Public School Board	225,285.35	1,343,602.00	1,118,316.65
992 English Separate School Board	52,681.36	284,094.00	231,412.64
993 French Public School Board	401.63	1,633.00	1,231.37
994 French Separate School Board	1,084.44	3,828.00	2,743.56
<b>Total Corporate</b>	<b>(3,632,185.99)</b>	<b>(9,205,713.00)</b>	<b>(5,573,527.01)</b>
<b>ADMINISTRATION AND FINANCE</b>			
070 Other Unassigned Revenue	(88,655.40)	(314,960.00)	(226,304.60)
120 Administration	108,396.53	338,160.00	229,763.47
121 Admin Vehicle	765.89	3,077.00	2,311.11
122 Municipal Buildings	1,291.48	39,355.00	38,063.52
125 HR Department	10,407.30	38,750.00	28,342.70
130 Clerk	53,525.11	156,150.00	102,624.89
140 Treasury	147,038.26	402,290.00	255,251.74
910 PUC Administration	26,977.97	82,615.00	55,637.03
<b>Total Administration and Finance</b>	<b>259,747.14</b>	<b>745,437.00</b>	<b>485,689.86</b>
<b>EMERGENCY SERVICES</b>			
211 Emergency Services	286,890.91	935,389.00	648,498.09
227 Emergency Measures	5,009.27	20,062.00	15,052.73
228 911 Service	3,709.83	17,500.00	13,790.17
231 Police Revenue	(6,508.10)	(21,000.00)	(14,491.90)
232 Police Services Board	2,078.47	17,600.00	15,521.53
233 Police Administration	814,375.51	2,565,424.00	1,751,048.49
<b>Total Emergency Services</b>	<b>1,105,555.89</b>	<b>3,534,975.00</b>	<b>2,429,419.11</b>

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2013**

		Actuals to Date	2013 Budget	Variance
<b>COMMUNITY SERVICES</b>				
622	Sister Kennedy Centre	7,912.05	29,800.00	21,887.95
641	Fort Frances Children's Complex	25,484.69	66,938.00	41,453.31
643	Toy Lending Library/Resource	(19,479.50)	(493.00)	18,986.50
644	Day Care Resource Teacher	(19,463.85)	-	19,463.85
653	Handi-Transit System	25,401.07	100,544.00	75,142.93
713	Townshend Theatre	(3,751.70)	-	3,751.70
722	Recreation Facilities	134,831.09	528,217.00	393,385.91
725	Recreation Programs	(27,893.39)	103,000.00	130,893.39
732	Community Services	34,480.17	134,166.00	99,685.83
740	Sunny Cove Camp	2,713.81	-	(2,713.81)
781	Fort Frances Public Library	129,586.00	470,160.00	340,574.00
791	Museum	9,857.59	121,590.00	111,732.41
817	Waterfront Development/Marina	719.92	53,550.00	52,830.08
<b>Total Community Services</b>		<b>300,397.95</b>	<b>1,607,472.00</b>	<b>1,307,074.05</b>
<b>OPERATIONS AND FACILITIES</b>				
310	PW Administration	(98,551.97)	14,047.00	112,598.97
311	PW Buildings & Yards	39,160.23	112,521.00	73,360.77
313	Municipal Roads	484,183.17	1,264,306.00	780,122.83
318	Public Parking Lots	11,310.06	22,556.00	11,245.94
320	Sidewalks	48,052.93	97,399.00	49,346.07
330	Private Works Charges	8,943.12	58,563.00	49,619.88
331	Private Crossing Charges		20,135.00	20,135.00
333	PW Vehicles	67,778.70	190,874.00	123,095.30
334	PW Equipment	87,357.29	221,058.00	133,700.71
344	PW Stores	24,601.07	67,264.00	42,662.93
345	Traffic Signal Maintenance	726.16	8,356.00	7,629.84
346	Streetlight Maintenance	26,207.61	83,750.00	57,542.39
350	Garbage Collection	25,710.95	(73,471.00)	(99,181.95)
351	Recycling Services	44,858.61	185,449.00	140,590.39
352	Sanitary Landfill	(13,708.46)	(94,498.00)	(80,789.54)
360	Engineering	9,274.60	26,890.00	17,615.40
390	Airport	63,981.09	5,060.00	(58,921.09)
391	Airport Building Maintenance	11,275.74	37,271.00	25,995.26
393	Airport Grounds Maintenance	11,688.37	53,500.00	41,811.63
580	Parks & Cemeteries Admin.	41,067.19	164,381.00	123,313.81
582	Fort Frances Cemetery	4,503.56	77,832.00	73,328.44
583	Riverview Cemetery	6,073.87	138,207.00	132,133.13
584	Point Park	1,978.95	27,935.00	25,956.05
585	Parks - Outdoor Facilities	29,489.56	265,523.00	236,033.44
586	Lions Millennium Park	173.30	7,319.00	7,145.70
<b>Total Operations and Facilities</b>		<b>936,135.70</b>	<b>2,982,227.00</b>	<b>2,046,091.30</b>

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2013**

		Actuals to Date	2013 Budget	Variance
<b>PLANNING AND DEVELOPMENT</b>				
150	Civic Centre	22,050.29	93,790.00	71,739.71
271	By-Law Enforcement	31,485.59	126,280.00	94,794.41
272	Animal Shelter	2,575.66	10,163.00	7,587.34
813	Building Official	88,062.74	10,816.00	(77,246.74)
815	Planning & Zoning	34,623.62	94,552.00	59,928.38
	<b>Total Planning and Development</b>	<b>178,797.90</b>	<b>335,601.00</b>	<b>156,803.10</b>
	<b>Sub-Total General Fund (Operating)</b>	<b>(851,551.41)</b>	<b>(1.00)</b>	<b>851,550.41</b>
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	<b>(851,551.41) -</b>	<b>1.00</b>	<b>851,550.41</b>
	<b>TOTAL BUDGET - Revenue</b>	<b>-9,265,512.23</b>	<b>-22,505,675.00</b>	<b>-13,240,162.77</b>
	<b>TOTAL BUDGET - Expenditures</b>	<b>8,413,960.82</b>	<b>22,505,675.00</b>	<b>14,091,714.18</b>
		<b>-851,551.41</b>	<b>0.00</b>	<b>851,551.41</b>

**Water and Sewer Fund (Operating)**  
**Actuals to April 30, 2013**

<b>WATER</b>		<b>Actuals to Date</b>	<b>2013</b>	<b>Variance</b>
961	Waterworks Administration	-213,016.66	-663,561.00	-450,544.34
965	Water Treatment Plant	105,785.15	537,917.00	432,131.85
966	Water Storage Facility	7,094.04	125,644.00	118,549.96
		-100,137.47	0.00	100,137.47
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-100,137.47</b>	<b>0.00</b>	<b>100,137.47</b>

<b>SEWER</b>		<b>Actual to Date</b>	<b>2013 Budget</b>	<b>Variance</b>
410	Sanitary Sewer Administration	-241,489.92	-694,070.00	-452,580.08
413	Sewage Treatment Plant	213,125.74	694,070.00	480,944.26
		-28,364.18	0.00	28,364.18
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-28,364.18</b>	<b>0.00</b>	<b>28,364.18</b>

Administration & Finance Department Stats  
for the period ending April 30, 2013

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
<b>Revenue</b>													
Tax Certificates	\$ 405.80	\$ 174.30	\$ 280.50	406.70									\$ 1,277.30
Business Licences	15,049.00	5,226.20	2,702.40	2,783.25									\$ 25,760.85
Lottery Licences	2,440.25	1,093.07	0.00	0.00									\$ 3,533.32
Town Property Rental	364.60	373.72											\$ 1,476.64
Fort Frances Portion of POA Fines													\$ -
Nat Gas/Purchase Card Rebates													\$ -
Death/Still Birth Registrations		177.30	265.95	679.65									\$ 1,122.90
Marriage Licences		134.90	269.80	269.80									\$ 674.50
Civil Marriage	312.10	612.10											\$ 924.20
Certify Copies		5.45	10.90										\$ 16.35
Commissioning Oaths/Affidavits	105.10	108.15	39.25	38.60									\$ 291.10
Investment Income	670.70	678.94	1,082.51	2,345.93									\$ 4,778.08
Agreement Fee													\$ -
Sale of Land													\$ -
Administration Service Charges	179.80	16,476.61	13,036.83	15,444.03									\$ 45,136.57
	\$ 19,526.35	\$ 23,556.85	\$ 19,104.93	\$ 22,341.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 84,991.81
<b>Accounts Receivable</b>													
Balance Forward	276,262.01	163,615.01	174,318.61	155,448.51									
Invoices/Debits	59,155.26	119,102.64	155,091.71	101,411.96									
Payments/Credits	(172,404.50)	(108,588.67)	(174,061.82)	(131,709.68)									
Interest Applied	602.24	130.63	100.01	151.12									
Total Amount Owning	\$ 163,615.01	\$ 174,318.61	\$ 155,448.51	\$ 125,301.91	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 584.00
<b>APR Invoices Processed</b>													
General/By-Law	7	24	10	13									54
Daycare	0	50	50	55									155
Airport	4	19	21	6									50
Landfill	18	27	25	33									103
Public Works	5	2	4	11									22
Sewer	9	9	7	15									40
Water	14	11	26	19									70
Fire Department	0	0	0	0									0
Memorial Sports Centre	19	8	20	18									65
Fort Frances Power Corp	3	5	8	5									21
Invoices Issued by Month	79	155	171	175	0	0	0	0	0	0	0	0	590
<b>NSF/Returned Payments</b>													
Day Care	0	0	0	0									0
Memorial Sports Centre	1	3	3	7									14
Utilities	4	4	3	4									15
Taxation	0	0	3	1									4
Other	1	0	0	1									2
<b>Taxes</b>													
Balance Forward	\$ 838,350.20	\$ 6,801,279.07	\$ 2,256,472.61	\$ 784,422.31									
Tax Billings/Debits	7,307,509.07	2,920.83	5,972.83	16,714.75									
Payments/Credits	(1,353,373.60)	(4,558,132.90)	(1,491,886.39)	(822,902.38)									
Interest Applied	10,793.40	10,405.61	13,966.26	15,679.94									
Total Amount Owning	\$ 6,801,279.07	\$ 2,256,472.61	\$ 784,422.31	\$ 6,085.38	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,845.21
													\$ 50,845.21



	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Arrears Notices Mailed/Letters with no payment plans	288	249	415	526									1,478
# Tax Sale Registrations	34	32	31	26									123
	0	0	0	0									
# Write offs (MOS/357 Applications)		1	3	3									7
Write-off - Municipal Portion		\$ 1,328,102.70	\$ 6,566.61	\$ 432,033.43									\$1,766,724.74
# of Charity Rebates	1												1
Charity Rebates - Municipal Portion	\$ 4,937.90												\$4,937.90
# Vacancy Rebates			7	5									12
Vacancy Rebates - Municipal Portion			\$ 7,489.56	\$ 11,797.43									\$19,286.99
<b>E.D. Financial Incentive Plan</b>													
Demolition Grant													\$0.00
Grant-In-Lieu of Taxes													\$0.00
<b>Water &amp; Sewer</b>													
Balance Forward	\$ 1,219,748.15	\$ 618,402.99	\$ 555,116.83	409,157.18									
W/S Billings/Debits	192.11	1,263.18	786,364.48	2,148.92									
Payments/Credits	(603,634.35)	(66,932.15)	(937,694.52)	(89,164.29)									
Interest Applied	2,297.06	4,352.81	3,370.39	1,537.36									
Total Amount Owng	\$ 618,402.99	\$ 555,116.83	\$ 409,157.18	\$ 323,679.17									\$ 11,557.64
<b>Bi-Monthly Water/Sewer Bills Issued</b>													
Final Billings Issued	3,388	9	3,374	9									6,762
Late Notices Mailed		474		442									18
Registered Letters		46		40									916
Disconnects		1		3									86
Reconnections		0		0									4
													0
<b>Provincial Offences</b>													
Fines Paid	\$ 25,297.00	\$ 23,872.00	\$ 34,080.00										\$ 83,249.00
Outstanding Fines (pre & post transfer)	\$ 1,883,278.00	\$ 1,890,781.00	\$ 1,888,185.00										
<b>IQOR Collections (pre-transfer)</b>													
IQOR Collections (post-transfer)	\$ 109.70	\$ 557.81	\$ 559.31	\$ 3,373.85									\$ 4,500.67
Total IQOR Collected	\$ 109.70	\$ 557.81	\$ 559.31	\$ 3,373.85									\$ 4,500.67
<b>Hours spent on Collections</b>	40												40.0
Notice of Default - mailed out	60	40	36	38									174
New Charges Filed	107	157	179										443
Court Room Operating Hours													0.0
<b>Charges Disposed (Before or at Trial)</b>													
Failed to Attend - Convicted	30	23	41										94
Plead Guilty	15	25	18										58
Withdrawn	0	1	1										2
Quashed	1	2	5										8
Stayed	0	0	0										0
Dismissed/Acquitted	1	2	2										5
Plead Not Guilty - Convicted	1	2	2										5
Other	0	0	0										0
Total	48	55	69	0	0	0	0	0	28	0	0	0	172