

TOWN OF FORT FRANCES

AGENDA - June 10, 2013

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 101) 5:30 p.m. to 6:14 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 5:45 p.m.**
 - 4.1 Fort Frances Professional Fire Fighters Association negotiations.
 - 4.2 Agreement with CUPE Local 65
 - 4.3 Non-agenda items.
- 5. Public Session Resumes in Council Chambers: 5:50 p.m.**
- 6. Consent Agenda: 5:52 p.m. to 5:58 p.m.**
 - 6.1 400 Butler Avenue - Encroachment Agreement. 3 - 5
 - 6.2 Request for Laneway Maintenance - Mr. Jay Burnett - Property Owner 724 Third Street West. 6 - 11
 - 6.3 Maintenance and Condition of Frog Creek Road - Fronting Airport Property. 12 - 13
 - 6.4 Selection of Municipal Special or Hazardous Waste (MSHW) Service Provider to Host a Household Hazardous Waste Day in 2013. 14 - 15
 - 6.5 April 2013 Drinking Water Systems Monthly Summary Report. 16 - 23
 - 6.6 2013 Graduation Congratulatory Message on 93.1 The Border. 24 - 26
 - 6.7 Child Care Service Audited Statements. 27 - 29
 - 6.8 Sister Kennedy Centre - Corporate Reserve Fund Request. 30 - 39
 - 6.9 RBC Royal Bank Annual Golf Tournament Financial Request. 40 - 43
 - 6.10 Health and Safety Policy, Workplace Harassment and Violence Policy. 44 - 46

7. Planning and Development Division: 5:58 p.m. to 6:03 p.m.

- | | | |
|-----|--|---------|
| 7.1 | Fort Frances Native Urban Wahkaihanun Corporation - Zoning Amendment (File 8/98-XX). | 47 - 51 |
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8. Operations and Facilities Division: 6:03 p.m. to 6:08 p.m.

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| 8.1 | Update on Capital Projects. |
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9. Information -

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|-----|--|---------|
| 9.1 | Building Department Statistics Canada Report for the period May 1, 2013 to May 30, 2013. | 52 - 53 |
| 9.2 | Operations Statistics - Operations and Facilities Division - Public Works Area - April 2013. | 54 - 57 |
| 9.3 | Complaint Register - May 2013. | |

10. Non-agenda items: 6:09 p.m.

Report

To: Mayor and Council
From: Faye Flatt, Municipal Planner
Date: 4 June 2013
Re: 400 Butler Avenue – Encroachment Agreement

JUN 14 2013
Municipal Planner
Report #2013-15

Purpose:

This report will provide information on an encroachment of the building at 400 Butler Avenue into the road allowance of Church Street and recommends that the Town enters into an Encroachment Agreement with the owner.

Background:

The above property is being sold and as often occurs, a request for zoning confirmation was received. In responding to that request it came to my attention that the main building, a one storey residential dwelling constructed in 1925, encroaches into the road allowance of Church Street. Structures that predate zoning are considered legal as existing structures but this status does not apply to encroachments. To correct the situation, the vendors solicitor was advised to request an encroachment agreement from the Town. Rather than proceed as recommended, a request was received to purchase a portion of the road allowance.

The request was considered by the Planning and Development Executive Committee with input from the Operations and Facilities Executive Committee and at the May 13th meeting, Council approved the recommendation that the request be denied for a number of reasons.

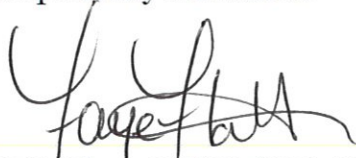
Mr. Taylor has now submitted a request for an Encroachment Agreement together with the applicable fee.

Recommendation:

It is recommended that the Town enter into an Encroachment Agreement with the owner of 400 Butler Avenue to formally recognize the encroachment. In anticipation of support, an agreement with standard provisions was drafted and forwarded to the solicitor for signature and is attached for review. Please note that proof of insurance as per paragraph 4 will be confirmed prior to enacting of authorizing by-law.

The Planning and Development Executive Committee supported the above recommendation at it's meeting held June 4, 2013.

Respectfully submitted



N. F. Flatt, AMCT, CPT, ACST

COUNCIL APPROVAL OF THIS REPORT WILL: authorize the preparation of an Encroachment Agreement with the owner of 400 Butler Avenue and associated by-law for the Mayor and Clerk.



This is Schedule "A" to By-Law 29/13, being an Encroachment Agreement made in triplicate this 3rd day of June 2013, between

THE CORPORATION OF THE TOWN OF FORT FRANCES

hereinafter called the "Town"

- a n d -

Patrick Gregory Foran

hereinafter called the "Owner"

WHEREAS the Owner is the registered owner of the land and premises legally described as Parcel 8129 being the South Part of Lot 290 Alb. Plan, and municipally known as **400 Butler Avenue** in the Town of Fort Frances, District of Rainy River.

AND WHEREAS a part of the buildings or structures located on the said lands have been identified as encroaching on a municipal public road allowance or laneway in the said Town of Fort Frances, a distance of 0.76 ft as shown on Schedule "A" attached hereto (hereinafter called the "Encroachment"), being a Real Property Report dated July 21, 1988 as prepared by B. Maskell Limited, an Ontario Land Surveyor.

AND WHEREAS the Owner has requested permission from the Town to maintain the Encroachment.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and covenants and agreements hereinafter contained on the part of the Owner to be observed, fulfilled and performed, the Town hereby grants to the Owner permission to maintain the Encroachment, upon the following terms and conditions:

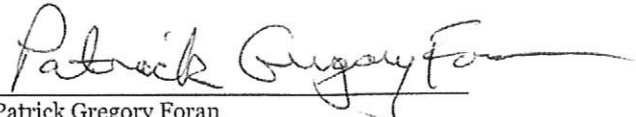
1. The Owner shall maintain the Encroachment in a good and workmanlike fashion and shall comply in all respects with the provisions of the Building Code Act, all by-laws of the Town, and any other applicable legislation and shall not do or cause anything to be done which would further increase the amount of Encroachment.
2. The Owner and their agents and servants may have access to the lands and premises under the jurisdiction and control of the Town for the purpose of causing any repairs or maintenance to be made to the building or structure provided that the Owner, their agents or servants shall not cause any damage or waste upon the lands and premises under the jurisdiction and control of the Town and shall restore such lands to their original condition as soon as practicable after such repairs or maintenance have been performed.
3. The Owner acknowledges and agrees that the permission granted by the Town to maintain the Encroachment is at the sole risk of the Owner and agrees to save harmless the Town from any and all claims or actions for liability and/or damages which may be brought against or made upon the Town and against all loss, costs, damages, charges, or expenses whatsoever, which may be sustained, incurred or paid by the Town in consequence of the Encroachment, or otherwise by reason of the exercise by the Owner of the permission hereby granted to maintain the Encroachment. The Owner hereby grants to the Town full power and authority to settle any action, suit, claim or demand on such terms as the Town may deem advisable and hereby covenants and agrees with the Town to pay to the Town, on demand, all monies paid by the Town in pursuance of any such settlement, in defending or settling any such action, suit, claim or demand. This Agreement shall not be alleged as a defense by the Owner in any action, or by any person, for actual damage suffered by reason of the permission granted to maintain the Encroachment.
4. The Owner agrees to maintain in full force and effect property damage and public liability insurance, naming the Town as an additional named insured, and with a cross-liability endorsement in the minimum amount of One Million Dollars (\$1,000,000.00) per occurrence. The Owner shall provide the Town with evidence confirming the existence of the above noted insurance coverage.
5. The Owner acknowledges and agrees that should the Town require the use, for public purposes, of the lands upon which the Encroachment is located, the Owner shall, upon thirty (30) days written notice from the Town by registered mail to the address of the subject property, remove or relocate the encroachment including reinstatement of the Town lands, to the satisfaction of the Town and at the sole expense of the Owner. Said removal or relocation to be commenced within a reasonable period of time following the giving of notice.

6. The Owner acknowledges and agrees that should the building creating the encroachment be destroyed by fire, demolition or otherwise and is reconstructed by the Owner, said reconstruction is to be effected in such a manner as to ensure that the encroachment is removed.
7. This Agreement shall be registered on title to the property and shall serve as perpetual notice to successors in title. This Agreement shall enure to the benefit of, and be binding upon, the parties hereto, their respective heirs, executors, administrators, successors and assigns.
8. The Owner hereby agrees to pay all legal costs and disbursements relating to the negotiation, preparation and registration of this agreement.

IN WITNESS WHEREOF the Parties hereto have executed this Agreement under the hands of the authorized signing officers and seal on the date first above written.

SIGNED, SEALED & DELIVERED

Witness


Patrick Gregory Foran

The Corporation of the Town of Fort Frances

Per: R. Avis, Mayor

(Seal)

Per: Glenn W. Treftlin, Clerk

May 30, 2013

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Request for Laneway Maintenance – Mr. Jay Burnett – Property owner 724 3rd Street West



A letter dated May 20, 2013 was received from Mr. Jay Burnett requesting some maintenance work be completed on the laneway just west of his property. See attached copy of his letter.

Based on my review of the laneway it appears that some additional granular “A” must be placed in the laneway to ensure surface runoff water drains positively to the existing catchbasins located in the 3rd Street West/Keating Avenue intersection.

Also some elevation shots are required to properly grade this section of the laneway as it is a low lying area with very little relief (slope). This is a maintenance issue, which will be addressed, in a timely fashion. Also there are several other laneways within the community, which have similar drainage characteristics (low lying with minimal slope) where surface water will pond during extreme rainfall events. The Town received 88.2 mm or 3.47 inches of rain over the May long weekend as this is when I expected the pictures attached to his letter were taken.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the letter dated May 20, 2013 from Mr. Jay Burnett, property owner of 724 3rd Street West was reviewed.
- 2) That the Town’s workforce will perform some maintenance activities on the laneway near 724- 3rd Street West in a timely fashion.

Respectfully Submitted
Operations & Facilities Division,

Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1) That the letter dated May 20, 2013 from Mr. Jay Burnett, property owner of 724 3rd Street, West was reviewed.
- 2) That the Town's workforce will perform some maintenance activities on the laneway near 724- 3rd Street West in a timely fashion.

2013MayJayBurnett7243rdstreetwest

RECOMMENDED

JUN 05 2013

DIV. MNG: Day Brown

EXECUTIVE COMM. _____

May 20, 2013

Fort Frances Town Council

To Whom It May Concern:

I am writing you in regards to a drainage problem I have been experiencing for a few years now at my residence located at 724 Third St West. The west boulevard area between my house and the unpaved portion of Keating (the small section of gravel road allowing access to the Mormon Church) is lower than the roadway. When we have large rainfalls or the water table is high there is nowhere for the water to escape. My sump pump system can barely keep up and basically recycles the water. There are two storm sewer drains located at the northeast and northwest corners at the Third St and Keating intersection. However, because of the low grade of the boulevard and the road height it will not allow the water to drain into them. I brought this to the attention of Doug Herr a couple of times over the last two years but I have not received any follow-up. I am asking you if we can meet to do a site visit at this area and discuss a possible solution to this problem. I am very concerned that my basement will flood.

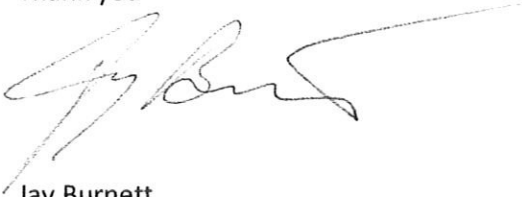
The above letter is a transcript of the exact letter I hand delivered to Milt Strachan and Doug Herr on April 4, 2013. I was giving them advance notice to my problem in the laneway. During my conversation with Doug and Milt, Doug suggested that it would be a good idea to take some "elevation shots" in various places in the laneway and boulevard areas and compare them to the two storm sewer drains on the northeast and northwest corners of the intersection at the laneway. I assumed that the elevation shots would be taken sometime in the spring. At that time (April 4, 2013) there was a significantly large deposit of snow in the boulevard area adjacent to the lane and it concerned me that upon melting it would produce a problem. Within two days Milt had sent over a loader and a truck to remove some of the snow.

As of the first week of May, there was a large body of water between the boulevard and the laneway in the areas mentioned above. I contacted Milt Strachan and he sent over a pump truck. My sump pump had been kicking on every 15 seconds. This was a band aid fix as the water reappeared shortly after. I pump water from my sump pit into this area. If I were to pump into the storm sewer drains I would have to run a hose overtop of the sidewalk posing a tripping hazard to a pedestrian (a liability issue). If I were to pump water from my sump to the other storm sewer I would have to run the hose overtop of the lane where it would be subject to being run over by any traffic. This is my dilemma.

I feel there are a couple of solutions to this problem. One of which would be to raise the grade of the low lying area where the water collects so that it will drain off to the rear of the property and to the drain located on the northwest corner of the intersection. Another solution in conjunction with the later could be to put a catch basin in the lower area and have it run back over to the storm sewer. This of course is for the Town's experts to decide.

I would appreciate your immediate attention to remedy this problem. My home is at risk to water damage until this is resolved.

Thank you

A handwritten signature in black ink, appearing to read 'Jay Burnett', with a long horizontal flourish extending to the right.

Jay Burnett
724 Third St West
Fort Frances, Ontario
P9A 3B6

Home 274-7929
Cell 275-7716







June 5, 2013

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Maintenance & Condition of Frog Creek Road – Fronting Airport Property

Mayor, Avis has received several complaints over the past couple of months about the condition of a section of Frog Creek Road fronting the Airport Property. This section of road is utilized by land ambulances to transport patients to/from the Airport where the condition of the roadway is causing some discomfort to these patients. The length of the road in question is approximately 1.1 kms and is located in the unorganized Township of Miscampbell. It should be clearly stated that this section of Frog Creek Road is not owned by the Town.

Back in 2003, the Town, at its own cost upgraded this section of Frog Creek Road due to the fact that this section of roadway was primarily used by the customers going to/from the Fort Frances Airport facility. During the 2013 capital budget deliberations it was recommended to surface treat this section of roadway, however due to the financial state of the community this item was removed from the 2013 capital budget and deferred to the 2014 capital budget process. The cost to surface treat this section of Frog Creek Road was estimated at \$ 55,650.

After a lengthy discussion at the Operations & Facilities Executive committee meeting on June 5, 2013, the committee recommends the following;

- 1) That administration prepares a letter to the Miscampbell Road Authority to properly maintain the existing driving surface of the section of Frog Creek Road fronting the airport property.
- 2) That a copy of the letter addressed to the Miscampbell Road Authority be forwarded to the Rainy River District Social Area Board and Ontario Ministry of Transportation.
(Service Administration) Rev.
- 3) That the Town is not in a financial position to incur any unbudgeted capital expenditure to surface treat this section of Frog Creek Road in 2013.

Respectfully Submitted
Operations & Facilities Division,

Doug Brown P Eng

Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1) That the administration prepares a letter to the Miscampbell Road Authority to properly maintain the existing driving surface of the section of Frog Creek Road fronting the airport property.
- 2) That a copy of the letter addressed to the Miscampbell Road Authority be forwarded to the Rainy River District Social Area Board and Ontario Ministry of Transportation.
- 3) That the Town is not in a financial position to incur any unbudgeted capital expenditure to surface treat this section of Frog Creek Road in 2013.

(Service Administration) Re

2013JuneFrogCreekRoad

RECOMMENDED

JUN 05 2013
DIV. MNG.

EXECUTIVE COMM.

Doug B.

R. W. ...



May 29, 2013

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: Tender – Selection of Municipal Special or Hazardous Waste (MSHW) Service Provider to Host A Household Hazardous Waste Drop-off Day Event in 2013

The Town has tendered with the communities of Kenora & Dryden for a common Municipal Special or Hazardous Waste (MSHW) service provider to host a one-day household hazardous waste drop-off event in each community in 2013. In 2013 the City of Kenora was responsible for preparing the tender documents and specifications.

The Town's MSHW event day is scheduled for Saturday, September 7, 2013 starting at 9:00 am and ending at 3:00 pm. All citizens living in the Rainy River District will be allowed to drop off household hazardous waste at the Public Works Yard located at 900 Wright Avenue. The Town will be advertising for the MSHW event day once Council has approved the MSHW service provider. All costs associated with phase-one MSHW materials are reimbursable under the Municipal Hazardous or Special Waste Agreement with Stewardship Ontario. Also the phase two MSHW materials are reimbursable from the Provincial Government where the phase two data or information will be submitted to Recycling Council of Ontario for processing. Phase three materials are the responsibility of the Municipality.

There were two tenders submitted;

MSHW Service Provider	Subtotal	HST	Total Price
Miller Environmental Corporation	\$17649.51	\$2,294.45	\$19,945.06
Hotz Environmental	\$60774.26	\$ 7,900.65	\$ 68,874.91

The Miller Group, out of Winnipeg was the lowest tender submitted. Each community will authorize The Miller Group to be their 2013 MSHW service provider. The 2013 total estimated cost to the Town of Fort Frances without any reimbursement from Stewardship Ontario is \$ 17,960.14 (Town's portion of HST included) based on the average quantity of MSHW materials collected in 2011 & 2012. The 2013 approved operating budget has a net operating cost of \$ 2,000 where the total operating expenditure is estimated at \$15,000 and the revenue received is \$13,000. The exact net cost is very dependant on the amount and types of MSHW materials dropped off on the event day.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the Miller Group out of Winnipeg be designated the Town 's 2013 MSHW service provider at an estimated cost of \$19,945.06 (includes HST) in accordance with the tender documents.
- 2) That Administration be directed to submit MSHW data from the one day event to both Stewardship Ontario (Phase 1 MSHW materials) and Recycling Council of Ontario (Phase 2 MSHW materials) to obtain the appropriate funding allocation. It is estimated that the Town will receive funding at 75% to 90% of the costs of the one-day MSHW event.
- 3) That the Town 's MSHW event day is scheduled on Saturday September 7, 2013 from 9:00 am to 3:00 pm.

Respectfully submitted,
Operations & Facilities Division

Doug Brown

Doug Brown, P. Eng.
Manager Operations & Facilities

RECEIVED

JUN 05 2013

Doug Brown
EXECUTIVE COMM. *R. Widenhoff*

Council approval of this report will ensure the following:

- 1) That the Miller Group out of Winnipeg be designated the Town's 2013 MSHW service provider at an estimated cost of \$19,945.06 (includes HST) in accordance with the tender documents.
- 2) That Administration be directed to submit MSHW data from the one day event to both Stewardship Ontario (Phase 1 MSHW materials) and Recycling Council of Ontario (Phase 2 MSHW materials) to obtain the appropriate funding allocation. It is estimated that the Town will receive funding at 75% to 90% of the costs of the one-day MSHW event.
- 3) That the Town's MSHW event day is scheduled on Saturday September 7, 2013 from 9:00 a.m. to 3:00 p.m.

May 30, 2013

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: April 2013 Drinking Water Systems Monthly Summary Report

JUN - 5 2013

Please find attached the April 2013 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the April 2013 report as presented.

Respectfully submitted,
Operations & Facilities Division

Doug Brown

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

Council approval of this report will accept the April 2013 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.

c.c. – Doug Herr, Environmental & Facilities Supt.
Randy White, Senior WTP Operator

01 Council Water Report April 2013.doc

RECOMMENDED

JUN 5 2013

OP. MNG.

Doug Brown

EXECUTIVE COMM.

R. W. White

EXECUTIVE COMM.

OP. MNG.

JUN 5 2013

RECOMMENDED

April, 2013

**Monthly Summary Report
Water Systems**

**Prepared by: Randy White, ORO
Senior Water Treatment Plant Operator**

Dated: May 17, 2013

1) **Introduction -**

This report contains the major maintenance activities and operational events that occurred during the month of April 2013 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 26002736. This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

2) **Flow Data**

Water Treatment Plant: See attached spreadsheet. No flow data for Airport groundwater well.

3) **Microbiological (Health Related) Water Analysis– Main Water System # 220000978**

Water Treatment Plant (treated): 5 samples taken no adverse results
 Water Treatment Plant (raw): 5 samples taken no adverse results
 Water Distribution System: 20 samples taken where 25% of samples were tested for heterotrophic plate count HPC no adverse results

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

4) **Microbiological (Health Related) Water Analysis– Airport Groundwater Well # 26002736**

No samples taken.

The Airport has signs posted in the men's and women's washroom stating that the water has not been tested or treated for drinking purpose in accordance with the Health Protection and Promotion Act – Section 7 of the Small Drinking Water Systems Regulation, O. Reg. 318/08 (*Amended to Safe Drinking Water Act, 2002 - Section 6 of Ontario Regulation 252/05*). The operators do a visual inspection of the warning notices at a minimum of once per week to ensure that they are legible and comply with Ontario Regulation 318/08, Section 7(5).

5) Free Available Chlorine Residual (FAC) – Main Water System – # 220000978

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine residual (FAC) – Airport Groundwater Well System # 26002736

Signs posted, exempt from testing.

7) Maintenance Activities at the WTP

- April 01st - Cleaned the flumes at the plant.
 - Put Clarifier No. 1 back on-line.
- April 02nd - Calibrated distribution chlorine analyzer.
- April 04th - Flushed ploy lines to clarifiers.
 - Cleaned the top and bottom tank on the poly unit.
 - Cleaned all four (4) check valves on the poly lines.
- April 08th - Cleaned out soda ash lines.
 - Calibrated distribution chlorine analyzer.
- April 09th - Repaired the settled water sample pump.
 - Worked on Low Lift Pumps No. 3.
- April 11th - Took Clarifiers No. 2 off-line for maintenance and cleaning.
- April 12th - Cleaned out the sludge from Clarifier No. 2.
- April 16th - Checked filter turbidity readings by taking grab samples.
- April 23rd - Worked on High Lift Pump No. 4.
- April 25th - Cleaned the top and bottom tank on the poly unit.
- April 26th - Cleaned all four (4) check valves on poly unit.
- April 30th - Transferred sludge over from Clarifier No. 1 to Clarifier No. 2.

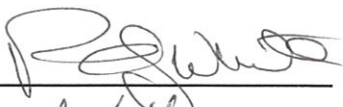
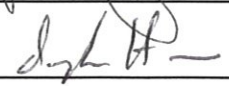
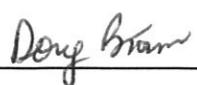

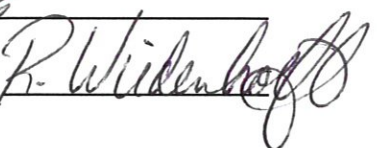
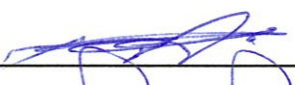
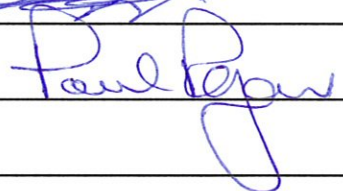
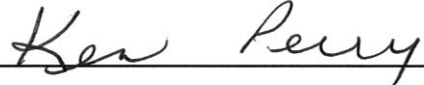
8) **Water Complaints –**

- Poor Pressure – 0 complaints
- Water Quality – 0 complaints

9) **Other Miscellaneous Information:**

- April 01st - Took weekly routine bacti samples
- April 02nd - Lead sampling program as per O. Reg. 170/03.
- April 03rd - Lead sampling program as per O. Reg. 170/03.
- April 08^h - Took weekly routine bacti samples.
- April 15th - Took weekly routine bacti samples.
- April 16th - QMS meeting at the Water Treatment Plant.
- April 22nd - Took weekly routine bacti samples.
- April 25th - QMS meeting at the Water Treatment Plant.
- April 26th - QMS meeting at the Water Treatment Plant.
- April 29th - Took weekly routine bacti samples.
- April 30th - QMS meeting at the Water Treatment Plant.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Randy White, ORO, Senior WTP Operator: 
- Doug Herr, Environmental & Facilities Supt.: 
- Doug Brown, Manager of Operations & Facilities: 
- Mark McCaig, CAO: 
- Rick Wiedenhoeft, Chair O & F Exec Committee: 
- Roy Avis, Mayor: 
- Paul Ryan, Councillor: 
- John Albanese, Councillor: _____
- Andrew Hallikas, Councillor: _____
- Doug Kitowski, Councillor: _____
- Ken Perry, Councillor: 

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Randy White, Senior WTP Operator at 274-2325.

Monthly Report April, 2013

Flow Data	APRIL	Units	2011		2012		2013	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water		m ³		153480		149680		126330
Raw Maximum Day		m ³	Saturday 2nd	5270	Saturday 14th	5350	Sunday 28th	5140
Raw Minimum Day		m ³	Saturday 23rd	4970	Thursday 5th	4910	Monday 01st & 9th	4210
Raw Average Daily Consumption		m ³		5120		5160		4360
Total Treated Water		m ³		120870		125040		111400
Treated Water Maximim Day Consumption		m ³	Thursday 7th	4400	Monday 2nd	4710	Friday 28th	4070
Treated Water Minimim Day Consumption		m ³	Sunday 10th	3610	Tuesday 17th	3400	Friday 12th	3340
Treated Water Average Day Consumption		m ³		4030		4170		3710
Daily Average Per Household Consumption Rate		m ³		1.07		1.10		0.98
* Daily Average Per Person Consumption Rate		m ³		0.57		0.52		0.46
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water		mg/L		1.82		2.01		1.68
Total Chlorine Residual - Treated Water		mg/L		2.12		2.21		2.02
Aluminum Sulphate - Raw Water		mg/L		34.8		34.5		33.9
Aluminum Sulphate - Treated Water Residual		mg/L		0.07		0.05		0.08
Fluoride - Treated Water		mg/L		0.62		0.62		0.62
Soda Ash - Raw Water		mg/L		34.0		34.3		34.0
PH - Adjusted		mg/L		7.13		7.17		7.20
Temperature		C		4.0		5.9		3.1
Quantity of Chemical Used:								
Aluminum Sulphate		kg		5341.2		5346.1		4425.5
Polyelectrolyte		kg		50		75		50
Chlorine Gas		kg		497		473		391
Soda Ash - Used for PH Adjustment		kg		5218.3		5309.7		4438.4
Fluoride		kg		475		415		311

* The Canadian Average is 450 Litres (0.45 m³) per day.

* Population is 7986

* Number of Households is 3783

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
April 2013

Operating Data			Units	*MAC or Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
Flow rates																																				
Raw Water	10 ³ M ³ /3	17	4.21	4.31	4.24	4.33	4.3	4.32	4.35	4.21	4.34	4.29	4.30	4.25	4.31	4.36	4.28	4.29	4.29	4.30	4.32	4.32	4.34	4.26	4.30	4.31	4.26	4.36	4.28	5.04	5.14	4.33	4.29	126.33	4.36	
Peak Instantaneous - Raw Water	L/s	n/a	50.30	50.91	50.31	50.36	50.27	50.35	50.28	50.33	50.33	50.37	50.37	50.36	50.32	50.37	50.39	50.42	50.39	50.42	50.36	50.41	50.39	50.42	50.44	50.37	50.39	50.31	50.30	50.32	50.34	50.37	50.53	1511.43	50.38	
Treated Water	10 ³ M ³ /3	17	3.42	4.00	3.92	4.05	3.99	3.96	3.74	3.85	3.62	3.47	3.83	3.34	3.37	3.91	3.58	3.92	3.46	3.59	3.89	3.90	3.83	3.64	3.72	3.53	3.72	4.07	3.64	3.85	3.78	3.91	111.40	3.71		
Peak Instantaneous - Treated Water	L/s	n/a	66.93	67.54	70.41	68.65	68.31	68.53	67.16	68.01	68.53	68.31	69.08	68.17	67.50	67.51	67.81	68.31	68.27	69.16	69.96	68.29	67.54	67.68	68.57	69.21	62.53	62.16	61.37	61.66	61.88	62.46	2011.50	67.05		
Backwash Water	10 ³ M ³ /3	n/a	0.229	0.237	0.212	0.225	0.238	0.215	0.229	0.234	0.217	0.228	0.237	0.221	0.228	0.245	0.222	0.228	0.240	0.219	0.230	0.242	0.220	0.229	0.240	0.222	0.227	0.245	0.223	0.209	0.248	0.456	7.096	0.237		
Fluoride Information																																				
Fluoride Residual - Treated Water	mg/l		0.5 to 0.8	0.54	0.58	0.62	0.62	0.66	0.55	0.65	0.77	0.62	0.61	0.60	0.61	0.62	0.60	0.61	0.61	0.59	0.60	0.61	0.62	0.61	0.62	0.61	0.52	0.59	0.58	0.61	0.62	0.75	0.76	0.88	18.63	0.62
Turbidity Information																																				
Raw Water	NTU		n/a	0.37	0.32	0.39	0.34	0.35	0.33	0.35	0.35	0.33	0.40	0.39	0.39	0.33	0.37	0.37	0.42	0.45	0.39	0.35	0.32	0.35	0.37	0.46	0.36	0.36	0.40	0.37	0.52	0.40	0.44	11.34	0.38	
Settled Water	NTU		n/a	0.21	0.13	0.09	0.09	0.09	0.08	0.13	0.11	0.21	0.11	0.12	0.11	0.10	0.09	0.09	0.15	0.12	0.09	0.12	0.11	0.11	0.14	0.11	0.15	0.16	0.14	0.14	0.19	0.13	0.11	3.73	0.12	
Treated Water	NTU		1	0.09	0.09	0.09	0.09	0.07	0.06	0.09	0.10	0.13	0.07	0.07	0.06	0.06	0.05	0.04	0.06	0.05	0.07	0.06	0.07	0.05	0.08	0.09	0.06	0.08	0.08	0.07	0.10	0.09	0.06	2.23	0.07	
Other Operating Parameters																																				
pH - Treated Water	no units		6.5 to 8.5	7.25	6.94	7.09	7.38	7.39	7.32	7.32	7.29	7.23	7.19	7.16	7.14	7.19	7.18	7.11	7.12	7.07	7.12	7.02	7.11	7.05	7.10	7.20	7.23	7.26	7.29	7.32	7.31	7.3	7.28	216.03	7.20	
pH - Settled water	no units		n/a	6.00	5.93	5.91	5.97	5.99	6.06	6.05	6.06	6.13	6.08	6.04	6.12	6.08	6.06	6.10	6.12	6.06	6.00	6.00	6.02	6.00	5.92	5.99	6.12	6.34	6.44	6.39	6.21	6.45	6.22	182.86	6.10	
pH - Raw Water	no units		n/a	7.07	6.96	6.76	7.18	7.03	7.01	6.98	7.00	7.04	7.07	7.08	7.03	7.06	7.06	7.09	7.05	7.12	7.07	7.00	7.00	7.01	7.01	7.00	6.98	7.02	6.44	6.39	6.21	6.45	6.22	207.48	6.92	
FAC - Treated Water	mg/l		0.2 to 4	1.82	1.83	1.73	1.80	1.71	1.67	1.66	1.64	1.59	1.72	1.69	1.72	1.74	1.65	1.64	1.67	1.60	1.64	1.75	1.63	1.67	1.68	1.62	1.64	1.52	1.70	1.65	1.57	1.66	1.79	50.40	1.69	
Total Chlorine Residual Treated	mg/l		0.3 to 7	2.19	2.20	2.12	2.17	2.06	1.97	1.95	1.94	2.04	2.11	2.07	2.16	2.21	2.03	1.96	1.82	1.86	1.83	1.93	1.85	1.92	1.86	2.08	2.03	2.02	2.05	1.99	1.96	1.96	2.14	60.48	2.02	
Temperature	°C		15	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	4.0	4.0	93.0	3.1		
Fluoride used (Total Daily Consumption)	kg		n/a	12.0	14.0	13.0	13.0	13.0	13.0	13.0	13.0	12.0	14.0	13.0	12.0	13.0	14.0	13.0	13.0	13.0	13.0	13.0	13.0	14.0	12.0	13.0	14.0	13.0	13.0	13.0	13.0	13.0	391.0	13.0		
Chlorine used (Total Daily Consumption)	kg		n/a	143.1	146.5	144.2	147.2	146.2	146.9	147.9	143.1	147.6	145.9	146.2	144.5	146.5	148.2	145.5	145.9	146.2	146.9	146.9	147.6	144.8	146.5	146.5	144.8	148.2	145.5	171.4	174.8	147.2	145.9	4438.4	147.9	
Soda ash (Total Daily Consumption)	kg		n/a	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	1020.0	34.0	
Soda Ash - Dosage	mg/l		n/a	143.1	146.5	144.2	147.2	146.2	146.9	147.9	143.1	147.6	145.9	146.2	144.1	146.5	148.2	145.5	145.9	146.2	146.9	146.9	147.6	144.8	146.5	146.5	144.8	148.2	145.5	171.4	174.8	147.2	145.9	4425.5	147.9	
Alum residual - Total Daily Consumption	kg		n/a	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	2.23	0.08	
Alum residual - Dosage	mg/l		n/a	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	2.23	0.08	
Alum residual - Treated Water	mg/l		0.1	0.09	0.06	0.06	0.08	0.09	0.08	0.09	0.09	0.09	0.06	0.07	0.08	0.09	0.05	0.07	0.07	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.08	0.07	0.07	0.07	0.07	0.07	0.06	1017.0	33.9	
Poly bags added (25 kg bags)	kg			0.5										0.5													0.5						0.5	50.0		



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/61

To: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: June 4, 2013

SUBJECT: 2013 Graduation Congratulatory Message on 93.1 The Border

BACKGROUND

On June 3, 2013, the attached request for the 2013 Graduation advertising package was received from 93.1 The Border.

The Congratulations to the 2013 Grad Class 15 seconds spots can be purchased and aired on 93.1 The Border during the month of June.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve twenty-five (25) 15-seconds congratulatory messages for the 2013 graduates on 93.1 The Border for the cost of \$150.00 plus applicable taxes.

Council Approval of This Report Will Agree to the recommendations from the Administration & Finance Executive Committee to authorize twenty-five (25) 15-seconds graduation congratulatory messages on 93.1 The Border for the cost of \$150.00 plus applicable taxes.



Deborah Emes
<Emes.Deborah@radioabl.ca>
>

06/03/2013 09:35 AM

To "Town of Fort Frances (lwitherspoon@fort-frances.com)"
<lwitherspoon@fort-frances.com>
cc
bcc
Subject Graduation announcements radio

Hi Laurie,

Attached you will find 2013 Grad package from 93.1 The Border, the town and councils chance to wish all graduates congratulations and best wishes for the future.

Last year the Town purchased the package #2, please fax back or email your selection for this year.

Thanks Laurie, have a great day

Cheers!

Deborah Emes

Advertising Consultant

93.1 The Border

Office: 807-274-5341

Cell: 807-275-7093

Fax: 807-274-2033

email: emes.deborah@radioabl.ca

This communication and its attachments are confidential and may be privileged. If you are not the intended recipient, please immediately notify the sender and then delete this communication and its attachments without reading or forwarding it. Thank You.



THINK GREEN! before printing this email. Congratulations to the Grad Class of 2013.docx

Congratulations to the Grad Class of 2013

Congratulate the “Class of 2013”! Show the Grads that you acknowledge their accomplishment. Your “Congrats to the Grads” advertisement will be heard by our grads, their families and friends, each one a potential customer!

Grad Greetings will be run between June 17th and June 29th and all packages are based on 15-second commercials.

If there is a special graduate you would like to acknowledge by name, we would be pleased to do so in your commercial.

15 x 15-second spots - \$99

25 x 15-second spots - \$150

35 x 15-second spots - \$199

*Please respond by email... or fax this sheet with your choice circled and any instruction to: Att: Deb to 274-2033 by Friday, June 14th.
Thanks!*

Sign me up! _____ of _____
Name Business



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/58

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: June 4, 2013

SUBJECT: Child Care Service Audited Statements

BACKGROUND

In accordance with Sections 1.3, 2.4, 2.8 and 3.6 of the Ontario Child Care Service Management Guidelines – Wage Subsidy, which refers to an agreement between the Town of Fort Frances and the Government of Ontario, an annual audited statement is required.

Attached is the Child Care Service audited compliance report for the period of January 1, 2012 to December 31, 2012 as provided by BDO Canada LLP as per funding agreement requirements, along with their invoice in the amount of \$1,650.00 plus HST.

RECOMMENDATION

The Administration and Finance Executive Committee recommends acceptance of the Child Care Service Auditor's Report of Compliance with Agreement for the year ended December 31, 2012 as prepared by BDO Canada LLP and further that their invoice in the amount of \$1,650.00 plus HST be paid.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to accept the Child Care Service Auditor's Report on Compliance with Agreement for the year ended December 31, 2012 and further that the invoice for audited services be paid.

Auditor's Report on Compliance with Agreement

To the Rainy River District
Social Services Administration Board

We have audited the Corporation of the Town of Fort Frances's compliance with the criteria established in Sections 1.3, 2.4, 2.8 and 3.6 of the Ontario Child Care Service Management Guidelines - Wage Subsidy, which refers to an agreement between the Corporation of the Town of Fort Frances and the Government of Ontario, for the period January 1, 2012, to December 31, 2012. Compliance with the criteria established in the Guidelines is the responsibility of the Municipality's management. Our responsibility is to express an opinion on this compliance based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the Corporation of the Town of Fort Frances complied with the criteria established in the Guidelines referred to above. Such an audit includes examining, on a test basis, evidence supporting compliance with the Guidelines, and where applicable, assessing the accounting principles used and significant estimates made by management.

In our opinion, for the period of January 1, 2012, to December 31, 2012, the Corporation of the Town of Fort Frances is in compliance, in all material respects, with the criteria established and described in Sections 1.3, 2.4, 2.8 and 3.6 of the Ontario Child Care Service Management Guidelines - Wage Subsidy.

BDO CANADA LLP

Chartered Accountants, Licensed Public Accountants

Fort Frances, Ontario
April 16, 2013



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

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

May 17, 2013

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

Attention: Mrs. Laurie Witherspoon

Invoice **87482961**
Electronic Banking Account No. 151360322599
HST Registration No. 131585366RT0043

For Professional Services

Audit of compliance with criteria established in Sections 1.3, 2.4, 2.8 and 3.6 of the Ontario Child Care Service Management Guidelines - Wage Subsidy, which refer to an agreement between the Town of Fort Frances and the Government of Ontario for the period ended January 31, 2012, to December 31, 2012.

Reporting to you on same.

	\$1,650.00
HST	214.50
Total	<u>\$1,864.50</u>

Accounts are due when rendered

Interest at 1.00% per month (12.00% per annum) will be charged on accounts over 30 days

1825-KFF3035-5



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURER'S REPORT 2013/60

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: June 4, 2013

SUBJECT: Sister Kennedy Centre – Corporate Reserve Fund Request

BACKGROUND

The attached report dated May 16, 2013 from Jason Kabel, Manager of Community Services with regard to the Sister Kennedy Centre Board resolution passed requesting that Town Council reconsider the decision made on November 23, 2009 to reallocate discretionary reserve funds to Corporate Reserve Funds was forwarded to me for recommendation from the Administration & Finance Executive Committee.

Also attached for your reference is Treasury Report 2009/106 Reserve Fund Reallocation which was approved at the November 23, 2009 Council Meeting. The reserve fund review initiative stemmed from the Strategic Plan, October 2008 item #31 ii) a) as a component of the Long Term Capital Management Plan. At the time of the review, there were 35 Reserve Funds of which only 6 were dedicated funds, 3 others had dedicated components and the remaining 26 were discretionary Reserve Funds. The majority of the discretionary reserve funds were balances that accumulated from past years and their purpose to maintain was no longer current and could not be identified for future specific projects. In the early 2000's the Corporation's objective was to move to Corporate Reserve Funds rather than to contribute to individual silo department reserve funds from tax-supported surpluses on an annual basis. The Reserve Fund reallocation has proven to provide efficient use of funds meeting corporate objectives and priorities.

The Sister Kennedy Centre Reserve Funds was identified as a discretionary reserve fund with a dedicated like component. As at December 31, 2009 the balance of that Reserve Fund was \$145,299.18, which included \$19,398.96 that was bequeathed/gifted to the Sister Kennedy Center. The Reserve Fund reallocation of \$125,900.22 was split between the Corporate Projects and Corporate Building Reserve Funds. The bequeathed/gifted amount of \$19,398.96 remained and was considered dedicated for the SKC Reserve Fund, as it was not a tax-supported surplus contribution.

The SKC Board at any time has, on Council approval of project(s) and/or expenditure(s), the ability to access Corporate Reserve Fund financing. A prime example is the most recent approval to replace the SKC roof with financing from Corporate Reserve Funds.

Page 2

RECOMMENDATION

The Administration & Finance Executive Committee recommend that the request from the Sister Kennedy Centre Board to reconsider the 2009 Corporate Reserve Fund allocation be denied.

Council Approval of This Report Will Agree to the Administration & Finance Executive Committee recommendation to deny the request from the Sister Kennedy Centre Board to reconsider the 2009 Corporate Reserve Fund reallocation.



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Manager of Community Services

DATE: May 16, 2013

RE: Sister Betty Kennedy Centre – Corporate Reserve Fund Request

At the regular board meeting of the Sister Kennedy Centre on April 9, 2013 there was a discussion that ensued of the Town of Fort Frances Corporate Reserve Fund allocation as it relates to the Sister Kennedy Centre. The contention is that the funds in 2008 were specifically delineated as 'Sister Kennedy Reserve' and in 2009 a reallocation of the funds was made through a resolution of Mayor and Council that should not have been passed (see attached report from L. Witherspoon dated November 19, 2009 and table 'Sister Kennedy Centre Reserve Fund History').

The following resolution was passed by the Sister Kennedy Board of management at the meeting on April 9, 2013 for consideration,

727 Nick Wihnan/Shirley Nault

That the Town Council be requested by the Sister Kennedy Centre Board to return all monies previously removed from the SKC Reserve Fund. This money to be returned to the Reserve Fund and not be touched by any party other than the SKC Board.

Carried.

As a point of reference, the resolution passed by Mayor and Council in 2009 based on the report from L. Witherspoon states, among other things, to 'reallocate the discretionary reserve funds as indicated on the Summary of Reserve Fund Reallocation report (please find attached).

Recommendation

Provide direction to J. Kabel, Manager of Community Services regarding the sentiment of the Community Services Executive to make recommendation to Mayor and Council to reconsider the Council resolution passed in 2009.

Respectfully Submitted,

Jason Kabel,
Manager of Community Services

Sister Kennedy Centre Reserve Fund History
1992 - 2012

YEAR	Interest Earned Surplus Transfer	Town Contribution to Reserve Fund	Project Funding & Donations	Gaylord Beneficiary	Capital Projects & Corp Building	Reserve Fund Reallocation to Corp Projects	Balance
1991							40,529.41
1992	2,352.86	7,445.62					50,327.89
1993	3,269.08	18,782.38	4,059.90				86,439.25
1994	5,397.38	2,066.13			(54,591.00)		39,311.76
1995	3,354.61	9,574.38			(11,142.84)		41,097.91
1996	3,349.89	10,242.65			(6,500.00)		48,190.45
1997	2,885.75		10,885.94				61,962.14
1998	4,355.41	11,653.15					77,970.70
1999	4,572.90	13,999.43					96,543.03
2000	7,507.53	19,481.82			(9,732.85)		113,799.53
2001	8,415.53						122,215.06
2002	14,807.29						137,022.35
2003	6,287.66	(9,891.00)					133,419.01
2004	6,451.21				(21,510.28)		118,359.94
2005	3,409.14						121,769.08
2006	4,588.79				(28,074.60)		110,983.27
2007	3,742.22		12,700.00	18,975.21			133,700.70
2008	5,917.96			423.75			140,042.41
2009	5,254.27					(125,897.92)	19,398.76
2010	661.44						20,060.20
2011	648.99						20,709.19
2012	573.56						19,602.15
	<u>97,803.47</u>	<u>83,354.56</u>	<u>10,000.00</u>	<u>19,398.96</u>	<u>(133,232.17)</u>	<u>(125,897.92)</u>	



TOWN OF FORT FRANCES

COUNCIL

Session No. 26

Resolution No. _____

Moved by Paul RyanDated November 23, 2009Seconded by Sharon Lewis

THAT the report dated November 19, 2009 from L. Witherspoon, Treasurer re: Reserve Fund Reallocation be approved.

COMMITTEE OF WHOLE

NOV 23 2009

ACTION passed by
consent

TO: <u>L. Witherspoon, Treasurer</u>
FROM: K.M. LAWSON DEPUTY-CLERK CORPORATION OF THE TOWN OF FORT FRANCES
DATE: <u>Nov. 26 / 09</u>

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

<input type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
_____ MAYOR or DEPUTY MAYOR	



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2009/106

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: November 19, 2009

SUBJECT: Reserve Fund Reallocation

BACKGROUND

Review of the Reserve Funds was identified in the Strategic Plan, October 2008, item #31 ii) a) as a component of the Long Term Capital Management Plan.

It was evident during the review that we were maintaining 35 Reserve Funds of which 6 were dedicated Reserve Funds, 3 were or had components that should remain as dedicated and the remaining were discretionary reserve funds. The majority of the discretionary reserve funds are balances that have accumulated from past years, their purpose to maintain is no longer current and cannot be identified for future specific projects. Over the past 5 years, the Corporation has made strides to set up Corporate Reserve Funds rather than to maintain individual department reserve funds. With this initiative, the Corporate Rolling Stock Reserve Fund and the Corporate Building Reserve Fund were specifically set up to support future vehicle and equipment replacement and building capital purposes.

Section 417 (1) of the Municipal Act provides for the establishment and maintenance of a reserve fund for which the municipality has the authority to spend money and s. 417 (4) provides that a municipality that has raised money for a reserve fund established under subsection (1) may be spent, pledged or applied to a purpose other than for which the fund was established.

Reserve Fund reallocation would provide efficient use of funds and better reflects current Corporate needs. Council approval is required for the reallocation of reserve funds. Attached is the Reserve Fund reallocation material, which indicates the desired restructure of the Reserve Funds. Operations & Facilities has requested that the name of the Water Pollution Plant Reserve Fund be changed to Sanitary Sewer Reserve Fund to better reflect the intent of the reserve fund. I have consulted with Jon Evans, BDO Dunwoody with respect to this proposed reallocation of funds. Jon commented that the Reserve Fund Rolling Stock could be renamed to Corporate Vehicles & Equipment Reserve Fund to alleviate any misconception of the reserve fund intention otherwise he saw no problem with the reallocation with Council approval.

With Council approval the reallocation of discretionary reserve funds to the Corporate Projects, Corporate Vehicles & Equipment and Corporate Buildings Reserve Funds in the same manner as shown in the Summary of Reserve Fund Reallocation would occur after the completion of the 2009 year end transactions using the actual December 31, 2009 amounts as opposed to the estimated amounts to December 31, 2009.

The approval of this report will provide for the following:

1. Change the Water Pollution Plant Reserve Fund name to Sanitary Sewer Projects Reserve Fund;
2. Change the name of the Corporate Rolling Stock Reserve Fund to Corporate Vehicle & Equipment Reserve Fund; and
3. Reallocate the discretionary reserve funds as indicated on the Summary of Reserve Fund Reallocation report effective December 31, 2009 using reserve fund actual amounts after the completion of the 2009 year end transactions.

RECOMMENDATION

The Administration & Finance Executive Committee recommends the approval of the following:

1. Change the Water Pollution Plant Reserve Fund name to Sanitary Sewer Projects Reserve Fund;
2. Change the name of the Corporate Rolling Stock Reserve Fund to Corporate Vehicle & Equipment Reserve Fund; and
3. Reallocate the discretionary reserve funds as indicated on the Summary of Reserve Fund Reallocation report effective December 31, 2009 following the completion of the 2009 year end transactions.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the Water Pollution Plant Reserve Fund name change to Sanitary Sewer Projects Reserve Fund, Corporate Rolling Stock Reserve Fund name change to Corporate Vehicles & Equipment Reserve Fund and to reallocate the discretionary Reserve Funds to Corporate Projects Reserve Fund, Corporate Vehicle & Equipment Reserve Fund and Corporate Buildings Reserve Funds effective December 31, 2009 following the completion of the 2009 year end transactions.

Summary of Reserve Fund Reallocation

Reserve Fund		
TO	FROM	AMOUNT
Corporate Projects	Salary Matters	48,480.22
	Fire & EMO Projects	9,830.95
	Arena, Rec, Sportsplex Projects	12,074.25
	Industrial Park Development	135,391.98
	Parks & Cemeteries Projects	101,218.12
	Parks-Playground Equipment	34,332.02
	Community Development Projects	60,252.93
	Library Projects	249,690.40
	Planning & Development Project	286.11
	Sister Kennedy Centre Projects	62,950.11
	Centennial & Community Celebrations	1,784.78
	A&F Surplus (35%)	253,528.99
	P&D Surplus (35%)	76,279.83
	Re-Inventing Fort Frances	2,775.43
		<u><u>1,048,876.12</u></u>
Corporate Vehicles & Equipment	PW Building & Equipment	3,693.77
	Handi-Transit Van	87,910.18
	Insurance Deductible (74%)	184,518.51
	A&F Equipment Replacement	17,613.61
	FF Power Corp Sick Benefit	105,217.85
	P&D Vehicle	18,640.93
	Administration Vehicle	33,022.79
	A&F Surplus (50%)	362,184.27
	P&D Surplus (50%)	108,971.19
	Corporate Rolling Stock (name change only)	154,442.86
		<u><u>1,076,215.96</u></u>
Corporate Building	Children's Complex	41,165.91
	Insurance Deductible	65,000.00
	Sister Kennedy Centre Projects	62,950.11
	Airport Capital Projects	28,471.86
	A&F Surplus (15%)	108,655.28
	P&D Surplus (15%)	32,691.36
	Sorting Gap Marina	45,115.11
	Community Auditorium	9,592.88
	Corporate Building (to remain)	170,757.78
		<u><u>564,400.29</u></u>

Note: 1) Estimated Reserve Fund amounts are as of December 31, 2009
 2) Transfer at December 31/09 after final transactions recorded for 2009

Reserve Fund Reallocation

Account Name	G/L Account #	Estimated Dec. 31/08 Balance	Dedicated Reserves	Transfer to Corporate Projects	Transfer to Corporate Vehicles & Equip	Transfer to Corporate Building	TOTAL
Salary Matters	R-L60-0800-0000	48,480.22		48,480.22			48,480.22
PW Building & Equip	R-L60-0802-0000	3,693.77			3,693.77		3,693.77
Fire & EMO Projects	R-L60-0806-0000	9,830.95		9,830.95			9,830.95
Handi-Transit Van	R-L60-0807-0000	87,910.18			87,910.18		87,910.18
Handi-Transit Van-MTO Gas Tax	R-L60-0809-0000	63,974.57					63,974.57
Children's Complex Projects	R-L60-0811-0000	41,165.91				41,165.91	41,165.91
Day Care/Toy Library Donations	R-L60-0812-0000	1,963.46					1,963.46
Waterworks Projects	R-L60-0816-0000	2,963,055.16					2,963,055.16
Insurance Deductible	R-L60-0817-0000	249,518.51					249,518.51
Arena, Rec, Sportplex Projects	R-L60-0819-0000	12,074.25		12,074.25			12,074.25
Industrial Park Development	R-L60-0820-0000	135,391.98		135,391.98			135,391.98
Parkland Fees/Lion's Park portion to Remain	R-L60-0823-0000	101,218.12		101,218.12			101,218.12
Parks & Centenaries Projects	R-L60-0825-0000	34,332.02	39,757.93				140,975.95
Parks-Playground Equipment	R-L60-0825-0000	34,332.02		34,332.02			34,332.02
Community Development Projects	R-L60-0826-0000	60,252.93		60,252.93			60,252.93
Library Projects	R-L60-0827-0000	249,690.40		249,690.40			249,690.40
Planning & Development Project	R-L60-0831-0000	286.11		286.11			286.11
Sister Kennedy Centre Projects	R-L60-0832-0000	145,299.18	19,398.96	62,950.11		62,950.11	145,299.18
Centennial & Community Celebrations	R-L60-0833-0000	1,784.78		1,784.78			1,784.78
A & F Equipment Replacement	R-L60-0836-0000	17,813.61			17,813.61		17,813.61
FF Power Corp Sick Benefit	R-L60-0837-0000	105,217.85			105,217.85		105,217.85
Airport Capital Projects	R-L60-0843-0000	28,471.86				28,471.86	28,471.86
P & D Vehicle	R-L60-0850-0000	18,640.93			18,640.93		18,640.93
Post Landfill Closure	R-L60-0851-0000	226,071.27					226,071.27
Administration Vehicle	R-L60-0854-0000	33,022.79			33,022.79		33,022.79
Water Pollution Plant	R-L60-0859-0000	489,625.11					489,625.11
A & F Surplus	R-L60-0861-0000	724,368.54					724,368.54
P & D Surplus	R-L60-0864-0000	217,942.38					217,942.38
Sorting Gap Marina	R-L60-0865-0000	45,115.11					45,115.11
Community Auditorium	R-L60-0866-0000	9,592.88					9,592.88
Townshend Theatre	R-L60-0871-0000	77,706.28					77,706.28
Re-Inventing Fort Frances	R-L60-0873-0000	2,775.43					2,775.43
Corporate Rolling Stock	R-L60-0874-0000	154,442.86					154,442.86
Corporate Buildings	R-L60-0875-0000	170,757.78					170,757.78
Federal Gas Tax	R-L60-0878-0000	401,287.78					401,287.78
SUB-TOTAL		8,972,332.80					8,972,332.80
Library Building (Separate Act)	R-L61-0828-0000	256,516.09					256,516.09
TOTAL		7,228,848.89					7,228,848.89

**SUMMARY of
Reallocated Reserve Funds
Estimated to December 31, 2009**

		Comments
Handi-Transit Van-MTO Gas Tax	63,974.57	
Day Care/Toy Library Donations	1,963.46	
Waterworks Projects	2,963,055.16	
Parkland Fees/Lion's Park Portion to Remain	39,757.83	
Sister Kennedy Centre Projects	19,398.96	
Post Landfill Closure	226,071.27	
Sanitary Sewer Projects	489,625.11	Previously Water Pollution Plant Reserve Fund
Townshend Theatre	77,706.28	
Corporate Projects	1,048,876.12	
Corporate Vehicles & Equipment	1,076,215.96	Previously Corporate Rolling Stock Reserve Fund
Corporate Buildings	564,400.30	
Federal Gas Tax	401,287.78	
Library Building (Separate Acct)	256,516.09	
	<u>7,228,848.89</u>	



TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURER'S REPORT 2013/59

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: June 4, 2013

SUBJECT: RBC Royal Bank Annual Golf Tournament Financial Request

BACKGROUND

At the May 27, 2013 Council meeting the attached letter requesting support for the RBC Royal Bank – The Northwestern Ontario Sports Hall of Fame 26th Annual Golf Tournament was referred to the Administration & Finance Executive Committee for recommendation.

The RBC Royal Bank – The Northwestern Ontario Sports Hall of Fame 26th Golf Tournament will be held at the Fort William Country Club in Thunder Bay on Monday, July 22, 2013. The request is for support by way of sponsorship, donation of prizes and silent auction items.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council receive the financial request for the RBC Royal Bank – The Northwestern Ontario Sports Hall of Fame 26th Annual Golf Tournament and that no further action be taken.

Council Approval of This Report Will Agree to the recommendation from the Administration & Finance Executive Committee to receive the financial request for the RBC Royal Bank – The Northwestern Ontario Sports Hall of Fame 26th Annual Golf Tournament at the Fort William Country Club in Thunder Bay to be held on July 22, 2013 and that no further action be taken.



MAY 2 - 2013

RBC Royal Bank Proudly Presents
The Northwestern Ontario Sports Hall of Fame
26th Annual Golf Tournament



Fort William Country Club
 Monday, July 22nd, 2013 ~ 2:00 pm Shot Gun Start
 9 holes ~ 4 Person Scramble ~ \$100 per person (cart not included)

Planning is underway for the **26th Annual Northwestern Ontario Sports Hall of Fame Golf Tournament** which will be held on **Monday, July 22nd, 2013** at the Fort William Country Club. Participants in this 4-Person Scramble tournament will have the chance to enjoy an afternoon of 9 holes of golf at one of Thunder Bay's historic and premier courses, followed by a meal, silent auction, and an evening of socializing.

Participants will also be given the exclusive opportunity to be on hand for the official announcement of our 2013 Hall of Fame Inductees and meet some of our current Hall of Fame members who will be participating in the tournament.

This is a great opportunity to get together a group of past team-mates and friends to enjoy some time on the links and reminisce about the 'good old days', while creating some new memories and helping support the Sports Hall of Fame in our efforts to preserve and honour our rich and proud sports heritage.

Last year's tournament raised over \$12,000 for our organization thanks to the support of a number of individuals and local businesses. The funds raised through our annual golf tournament greatly assist our non-profit, charitable organization with the ongoing operation of our sports museum and hall of fame and the delivery of our sports heritage educational programming.

We are currently seeking the support of individuals and companies to help us make this year's tournament another great success. We have enclosed registration and sponsorship forms which provide information on the various ways you can get involved such as becoming a sponsor, golfing in the tournament, donating prizes and silent auction items.

On behalf of our volunteer Board of Directors and Golf Committee members thank you for your consideration in becoming a part of our 26th Annual Golf Tournament. If you have any questions please feel free to contact our Executive Director, Diane Imrie, at 622-2852 or via email at nwosport@tbaytel.net.

Thank you for your consideration.

Sincerely,

Dave Siciliano
 Hall of Fame Vice-President &
 Golf Committee Chair

Charitable Registration # 10778 5859 RR0001

Sports Hall of Fame
26th Annual Golf Tournament
Planning Committee Members

Dave Siciliano (Chair)
 Doug Colbon
 Diane Imrie
 Sylvia Kayzer
 Pat McDonald
 Al McLean
 Rob Murphy
 Lou Pero
 Mike Simeoni (RBC)
 Dave Stasiuk



RBC Royal Bank Proudly Presents
The Northwestern Ontario Sports Hall of Fame
26th Annual Golf Tournament



Fort William Country Club

Monday, July 22nd, 2013 ~ 2:00 pm Shot Gun Start

9 holes ~ 4 Person Scramble ~ \$100 per person
(cart not included)

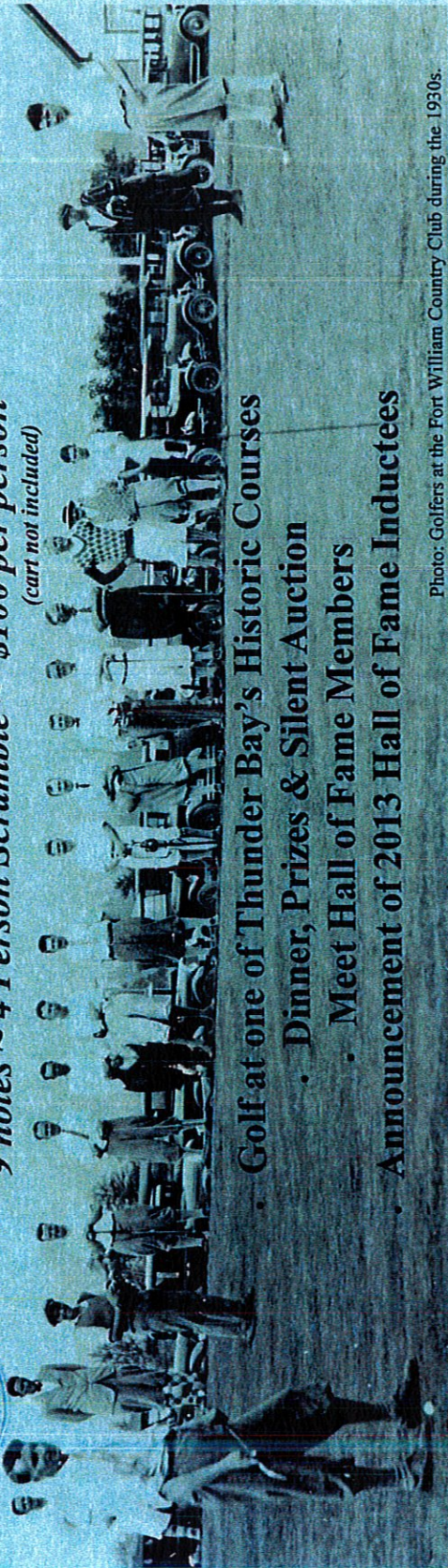


Photo: Golfers at the Fort William Country Club during the 1930s.

Register today by Mail, Phone, Fax or Email: 219 May St S, Thunder Bay ON P7E 1B5 Phone: (807) 622-2852 Fax: (807) 622-2736 nwosport@tbaytel.net

Name: _____

Address: _____

Phone: _____

Email: _____

Team Member(s): _____

Players will be placed on a team, unless otherwise specified

Method of Payment: _____ Cash/Cheque _____ MasterCard _____ Visa _____ Invoice _____ # of Registrations _____ @ \$100 each **Total: \$** _____

Credit Card # _____ **Expiry Date** _____ **Signature** _____

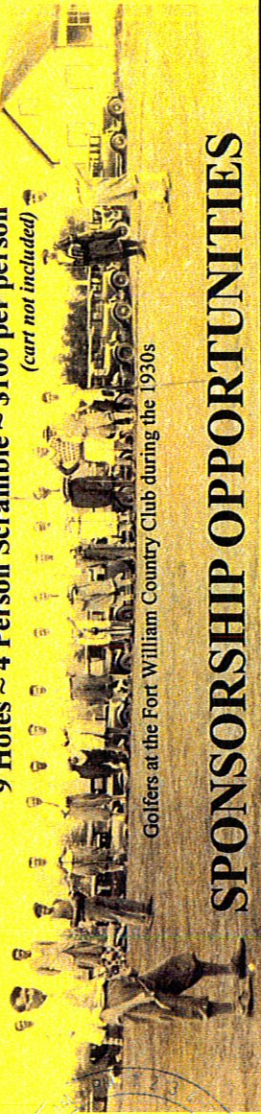


**RBC ROYAL BANK Proudly Presents
The Northwestern Ontario Sports Hall of Fame**

26th Annual Golf Tournament

Monday, July 22nd, 2013 ~ Fort William Country Club ~ 2:00 Start

**9 Holes ~ 4 Person Scramble ~ \$100 per person
(cart not included)**



Golfers at the Fort William Country Club during the 1930s



SPONSORSHIP OPPORTUNITIES

Please indicate ☒ how you would like to be a part of our 26th Annual Golf Tournament:

☐ **GOLD SPONSOR - \$500**

- ★ recognition on signage & in advertising
- ★ recognition during presentations
- ★ recognition in event program
- ★ recognition in Hall of Fame newsletter 'Echoes of Glory'
- ★ recognition on Hall of Fame website with link to your website

☐ **SILVER SPONSOR - \$250**

- ★ recognition on signage & in advertising
- ★ recognition in event program
- ★ recognition in Hall of Fame newsletter
- ★ recognition on Hall of Fame website

☐ **HOLE SPONSOR - \$100**

- ★ Individual signage at a Hole
- ★ recognition in event program
- ★ recognition in Hall of Fame newsletter

☐ **TEE SPONSOR - \$50**

- ★ recognition in event program
- ★ recognition in Hall of Fame newsletter

☐ **Yes, I would like to donate a prize and/or silent auction item**

☐ **Yes, I would be interested in golfing in this event**

Business Name: _____

Contact: _____

Address & Postal Code: _____

Phone: _____

Fax: _____

Email: _____

Please ☒ : ☐ **Payment Enclosed** _____ Please call for Credit Card Information _____ Please Send Invoice _____ Please call to discuss

Please return to: Northwestern Ontario Sports Hall of Fame, 219 May Street South, Thunder Bay ON P7E 1B5
(807) 622-2852 (phone) (807) 622-2736 (fax) email: nwosport@tbaytel.net

MEMORANDUM

TO: Mayor and Council

FROM: Christine Ruppenstein, Human Resources Manager

DATE: May 24, 2013

SUBJECT: Health and Safety Policy, Workplace Harassment and Violence Policy

An employer must prepare and review at least annually a written Occupational Health and Safety Policy and develop and maintain a program to implement that policy; as well as review annually the Workplace Violence and Harassment Policy.

Please see attached policies for review and approval.



<p>COUNCIL APPROVAL OF THIS REPORT WILL authorize the annual approval of the Occupational Health and Safety Policy and the Workplace Harassment and Violence Policy.</p>

<i>The Town of Fort Frances</i>	SECTION
	HEALTH AND SAFETY
<u>HEALTH AND SAFETY</u> <u>POLICY</u>	NEW: December 1999 REVIEWED: May 2001, June: 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013
Resolution No.	Supercedes Resolution No. 605 (consent) 05/12
Policy Number 5.1	PAGE 1 of 1

Management of the Town of Fort Frances is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Town of Fort Frances will make every effort to provide a safe, healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

The Town of Fort Frances, as employer, is ultimately responsible for worker health and safety and will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries / illness. Accidental loss can be controlled through good management in combination with active employee involvement.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipments are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Corporation.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization from the Mayor to the workers.

Current Review Date: _____

Mayor: _____

Clerk: _____

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>WORKPLACE HARASSMENT & VIOLENCE</u> POLICY	NEW: June 2011 REVIEWED: June 2012, 2013
Resolution No.	Supercedes Resolution 605 (consent) 05/12
Policy Number 5.34	PAGE 1 of 1

1. POLICY STATEMENT

At the Town of Fort Frances, the physical and mental health, safety, security, dignity, self-respect and well-being of all of our workers is important. Employees and other internal and external stakeholders have a right to work and conduct their business without fear of harassment or violence that would disrupt the safe and respectful workplace and place of business.

Violence, intimidation, harassment and bullying are unacceptable at any of our workplaces, premises, at any Town event or while conducting corporation business. Any act of violence or threat of violence in the workplace is unacceptable and will give rise to disciplinary sanctions, up to and including termination of employment.

We acknowledge our responsibility to support and assist persons exposed to violence and harassment in the workplace. Appropriate action will be taken, whether an employee, manager, contractor or a member of the public acts in a harassing or violent manner. Furthermore, we will not discriminate or retaliate against an employee because he or she complains or is perceived to be a victim of workplace violence or harassment.

The Town of Fort Frances has implemented a workplace violence and harassment prevention program. Please refer to the following procedures:

Workplace Harassment Procedure

Working Alone Procedure

Workplace Violence Procedure. Prevention program includes

- A. Workplace Violence Risk Assessment (Appendix A)
- B. How to Complain About Workplace Violence and Harassment (Appendix B)
- C. How to Deal with a Potentially Violent Person or Situation (Appendix C)
- D. Zero Tolerance for Violence Sign (Appendix D)
- E. Emergency Contact Telephone List (Appendix E)
- F. Contents of an Emergency Plan (Appendix F)
- G. Quick Reference Sheet (Appendix G)

Report

JUN - 4 2013

To: Mayor and Council

From: Faye Flatt, Municipal Planner

Date: 4 June 2013

Re: Fort Frances Native Urban Wahkailganun Corporation
Zoning Amendment (File 8/98-XX)

Municipal Planner
Report #2013-14

1. Purpose of Report

This report will provide information and recommendation on an application to change the zoning for 1026 York Avenue North to 1040 York Avenue from R2 to R4 to permit multi-residential use and the construction of a 6-unit residential complex, and include as a site specific provision a reduction in the lot frontage of 237 8th Street West, as property to be merged with a portion of the rezoned lands that was recently given provisional consent.

2. Background:

In 2010 the rear portion of Lot 1 was severed and rezoned to R4 to accommodate the construction of a 10-unit apartment complex. That construction was completed this past fall and is addressed as 237 8th St. W. The development was recognized at that time as the first in phased project. This application begins the second phase of the project, which, similarly, will be the severance of the rear portion of Lot 2 Plan SM-138 as a lot addition to the first property. Additional information is provided in this regard in section 6 below.

Single detached dwellings occupy the rest of the subject lands being rezoned. Single detached dwellings are permitted in an R4 zone but must comply with R2 regulations and as such, the rezoning will have no affect on these properties. They have been included simply to ensure a more cohesive zoning boundary. There is no construction proposed on the rear portion of lots 3 and 4 at this time but rezoning would provide the opportunity if needed in future.

3. Official Plan:

The property is designated as the **Living Area**. All forms of residential use are permitted in this designation. The direction provided by the Official Plan on residential development is that:

- *a variety of housing types to meet the demands of the present and future inhabitants of the Town with a desired mix of housing of low density (70%); medium density (15%); and high density (15%). (s. 2.1.1.(iii))*
- *new housing developments should reflect a range of housing types including smaller, affordable housing units, which would be suitable for seniors and smaller families... new development should be designed and landscaped to be compatible with the character of the surrounding neighbourhoods. New residential and sensitive uses shall be designed to consider pre-existing uses such that those existing uses can continue to function without on-going conflicts between the new and prior existing uses. (s. 2.1.3. (iii))*
- *prior to approving new residential uses, Council shall be satisfied that the development can be adequately serviced with sanitary sewers, municipal water, fire protection and utilities... and shall also be satisfied that there is safe access to the development for existing and future traffic. (s. 2.1.3. (v))*
- *prior to approving new residential development, Council shall ensure that the land use compatibility policies in this Plan are satisfied. (s. 2.1.3. (vi))*

4. Zoning:

The property is zoned Residential Type Two (R2). Multi residential use is not permitted in this zone and as such the property must be rezoned. With exception of the property to the north, which is multi-residential, land uses on all adjacent properties, are single detached residential.

The single detached dwellings located on York Avenue are included in the rezoning application simply to maintain a cohesive zone boundary and avoid a patchwork quilt effect. No additional construction is proposed for these properties.

In an R4 zone, the number of dwelling units determines lot frontage. An additional 48 metres of frontage is required for the proposed 6-unit complex. It is noted that when the 10 unit complex was constructed on the property to the north (237 8th St. W), a minor variance was granted to reduce the frontage from 80 metres to 70.8 metres and that although the frontage will not change, the requirement may if property is severed from the south and added to this piece in future for additional dwelling structures. Although the piece with the 10-unit complex is not part of this zoning amendment application, once the severance is completed, the properties will be joined. When this happens, the previous approval for lot frontage will be void and 237 8th St. W. will become non-compliant again. I would like to incorporate a site specific provision for lot frontage for 237 8th St. W. in the zoning by-law so that the frontage is no longer an issue for either the proposed 6 unit structure or any future structures.

5. Provincial Policy Statements:

The Planning Act requires that zoning amendments be consistent with provincial interests as identified in the 2005 Provincial Policy Statements (PPS). This proposal appears to support the direction of the PPS in regards to the direction of intensification and providing an appropriate range of housing types, with the following policies of the 2005 PPS:

- s. 1.1.1 (b)- accommodating an appropriate range and mix of residential, employment (including industrial, commercial and institutional uses), recreational and open space uses to meet long-term needs;
- s. 1.1.1. (d) - avoids development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas;
- s. 1.1.3.3. – promotes opportunities for *intensification* and *redevelopment* where this can be accommodated taking into account existing building stock or areas, and the availability of suitable existing or planned *infrastructure* and *public service facilities* required to accommodate projected needs.
- s. 1.1.3.7 – ensuring new development occurs adjacent to the existing built-up area in a compact form, mix of uses and densities that allow for the efficient use of land, *infrastructure and public service facilities*.
- s. 1.4.3. – provides for an appropriate range of housing types and densities to meet projected requirements of current future residents by facilitating all forms of housing and *residential intensification and redevelopment* to meet the social, health and well-being of current and future residents in accordance with policy 1.1.3.3..
- s. 1.6.2. – optimizing the use of existing *infrastructure* and *public service facilities* before consideration is given to developing new *infrastructure* and *public service facilities*.

6. Comments – circulated departments & public consultation:

Divisions/Agencies:

The application was circulated for comment to the manager/supervisor of each division for dissemination to appropriate staff and as well to the Fort Frances Power Corporation. There was nothing of concern identified as a result of circulation.

Committee of Adjustment:

The Committee of Adjustment, at the meeting held May 14, 2013, passed a motion recommending the rezoning application be approved.

At its meeting held June 3rd, the Committee gave provisional approval to consent application File B3/2013 to sever part of Lot 2 Plan SM-138, which is the subject of the rezoning, as a lot addition to the property immediately to the north, namely 237 8th St. W. Once the consolidation is completed, the north property will be enlarged. The lot frontage is insufficient for the proposed 6-unit building so to accommodate that construction, I propose to include in the zoning amendment by-law a site specific provision to reduce the lot frontage to 70.8 metres.

Public Consultation:

Pursuant to legislated requirements, a public meeting was held on May 13, 2013. Mr. George Bliss spoke in opposition to the rezoning citing issues relative to drainage, grading and garbage. Amy Marchuk spoke in opposition to the rezoning stating that people who would be living in the units were already disadvantaged and the location would put them at a further disadvantage.

A review of his written submission indicates sewer back-up and drainage issues resulted because some of the residential dwellings on York Avenue where “built at a higher grade than the other houses on York Avenue North”. Operations & Facilities Division has confirmed that as a result of partial blockage in the sewer main on York Avenue and the proposed development on 8th Street, the sewer main was concurrently televised and cleaned by a third party. The cleaning process caused a sewage backup in Mr. Bliss’ residence. This occurred in November of 2011. Mr. Bliss confirmed to me today that he has had no backup issues since. While it is unfortunate that the backup occurred, all indications are that it was a direct result of work being conducted and not related to the construction of the apartment complex which was only just completed in January this year.

With regard to Mr. Bliss’ comments regarding garbage, refuse and a carcass on the property, although property standards issues are not a planning consideration evaluated for a zoning amendment application, I did consult with the By-Law Enforcement Department and asked that an inspection of the property be conducted. I am advised that an inspection was conducted and spoke with property owner maintenance worker was in the process of correcting any property standards issues. A dumpster has been installed on the property for the use of the residents within the complex.

Ms. Marchuk opined that many of the tenants in the geared to income’ housing units were “women with small children who already feel isolated due to their circumstances and this location will only isolate them more as not all have vehicles”. Although tenancy or proposed tenancy of residential dwellings is not a land use planning issue nor an issue that should be given significant consideration during an evaluation of a zoning amendment, I did speak with the Project Manager and Housing Manager to obtain more information regarding the issues Ms. Marchuk raised.

In the first instant, I am advised that the 6-unit building proposed for construction falls under the “Investment in Affordable Housing” Program of the Ontario Ministry of Housing. The units are neither “Low Income” nor “Rent Geared to Income”. The rents reflect “affordable housing” and follow the CMHC average market rent guidelines. In this regard, the proposal would satisfy the provincial initiative for infilling and providing affordable housing as outlined in the Provincial Policy Statements.

In the second instant, the Housing manager has advised me that the majority of tenants within the existing

complex own vehicles and that in the majority of instances, they are closer to the amenities that their previous accommodation (7 of the 10 tenants are from the district).

7. Conclusion:

The Official Plan permits a wide range of residential uses for this property. Since the implementation of zoning more than fifty years ago, residential development has been permitted on this property. The proposal to construct a 6-unit multi-residential apartment complex is consistent with the direction of the Provincial Policy Statements in regards to intensification and providing an appropriate range of housing types. The development proposed will provide medium density housing within an existing single detached residential area. The development is considered intensification and will provide a range of affordable housing to meet all forms of housing needs.

8. Recommendation:

Based on a thorough evaluation of the proposal from a planning, servicing and community perspective as noted above, it is my recommendation that

- a. to accommodate the deficiency in lot frontage of the adjacent property to which a portion of the rezoned property is being added, the application be amended to include, as a site specific provision for 237 8th Street West, a reduction in the lot frontage from 80 metres to 70.8 metres;
- b. in accordance with Section 34(17) of the Planning Act, the change in the proposed by-law be considered by Council to be minor in nature such that further public notice is not required; and that
- c. the zoning application 8-98-XX, as amended, be approved.

The Planning and Development Executive Committee considered the matter at its meeting held June 4, 2013 and supported the above recommendation. In addition, the Committee felt that to ensure the proposed construction does not adversely affect the adjacent properties, a drainage plan is to be submitted for evaluation by the Operations & Facilities Division as part of the building permit process.

Respectfully submitted
Planning and Development Division



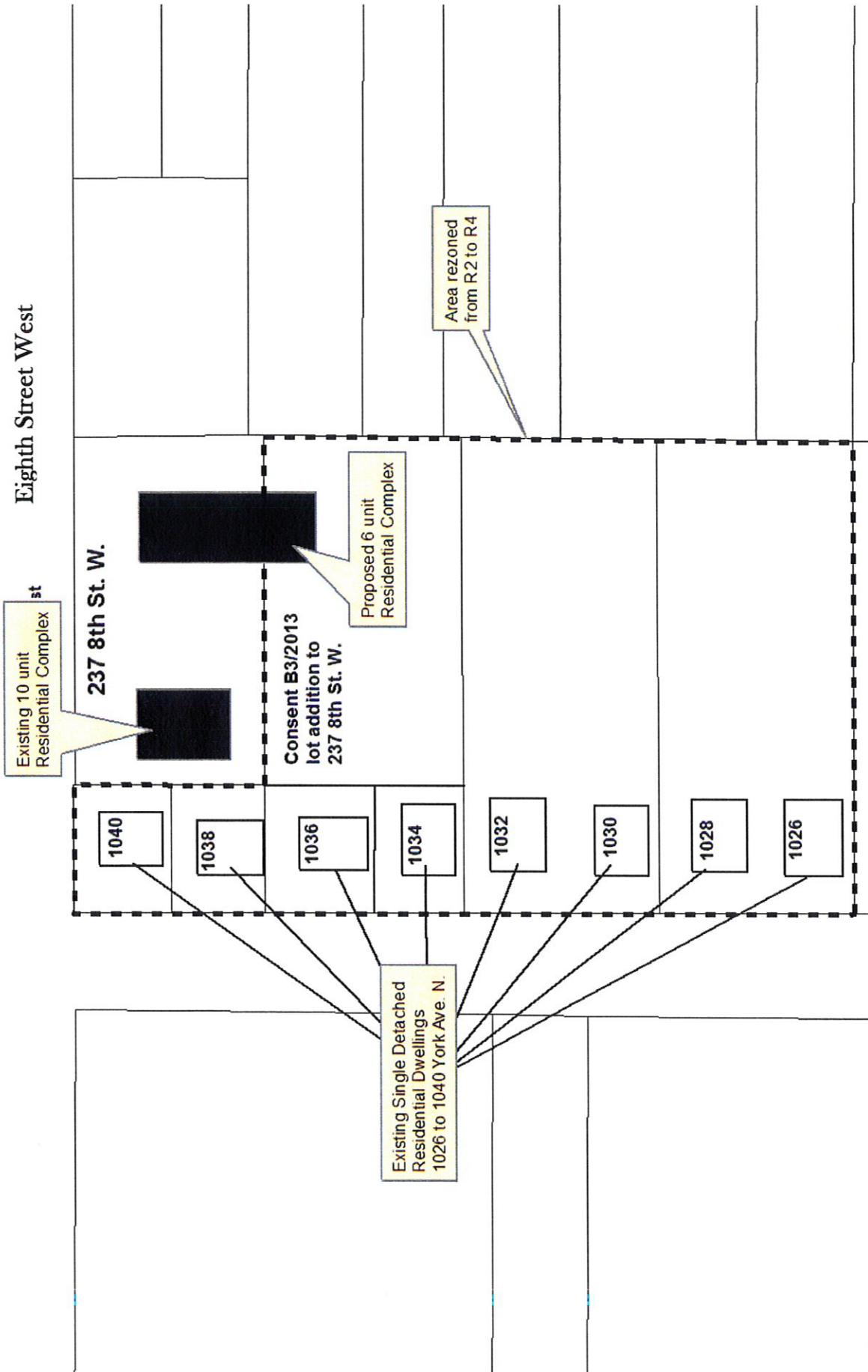
N. Faye Flatt, AMCT, ACST, CPT
Municipal Planner

Att'd.

COUNCIL APOVAL OF THIS REPORT WILL: authorize the preparation of a by-law to (a) amend the zoning for the properties known as 1026 York Avenue North to 1040 York Avenue North from R2 to R4, and (b) reduce the lot frontage for the property known as 237 8th St. W. to 70.8 metres, a change proposed to the amending by-law after the holding of public meeting and considered minor not requiring further notice.

Planning Report

Planning and Development Division



Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:05-01-2013 - 05-30-2013

Municipality	Permit RollNo	Applicant	Contractors	Property Address	Work Description	Units / Area	Value
Fort Frances	2013019	SMITH WAYNE 1416 COLONIZATION RD W FORT FRANCES ON	SMITH WAYNE 1416 COLONIZATION RD W FORT FRANCES ON	1416 COLONIZATION RD W	DEMOLISH AND REMOVE FROM SITE EXISTING ACCESSORY USE BUILDING		\$1,000.00
	59-12-010-006-02200-0000	FORT FRANCES ON P9A 2T8	(807) 274 1040	Legal Description: RIVER RANGE PT LOT 45 PLAN 48R2898 PART 1 PCL 20895	Stat's Canada Codes Building: 450 Work: 16	0	
2013014	59-12-010-006-06200-0000	BOUSTEAD FREDERICK GEORGE 1119 KING'S HWY FORT FRANCES ON	BOUSTEAD FREDERICK GEORGE 1119 KING'S HWY FORT FRANCES ON	1127 KINGS HIGHWAY	DEMOLITION OF EXISTING ACCESSORY USE BUILDING		\$1,000.00
		FORT FRANCES ON P9A 2X8	(807) 274 3482	Legal Description: RANGE RIV PT LOT 48R2449 2,PARTS 1 & 2 PCL 13169 24706	Stat's Canada Codes Building: 450 Work: 16	26.7	
2013017		Rick Bliss 1114 NELSON ST.	(807) 274 3482 Rick Bliss 1114 NELSON ST. FORT FRANCES	113 SIXTH ST E	INSTALLATION OF A NEW PATIO DOOR IN EXTERIOR WALL		\$2,400.00
	59-12-010-007-04600-0000	FORT FRANCES ONTARIO P9A 1C2	(807) 274 3659	Legal Description: PT HB RES PCL 9228 19563	Stat's Canada Codes Building: 110 Work: 03	1	
2013011	59-12-020-001-06200-0000	Mike Harvey 55 PROGRESS DRIVE	Mike Harvey 55 PROGRESS DRIVE ORILLIA	333 CHURCH ST	BASEMENT RENOVATIONS AND REPAIRS		\$1,150,900.00
		ORILLIA ONTARIO L3V 6H1	(705) 325 7704	Legal Description: PLAN ALB PT LOT 235 TO 237,204 TO 207 COURT HOUSE	Stat's Canada Codes Building: 610 Work: 03	1	
2013016	59-12-020-002-12400-0000	BRIYERE ALEXANDER JAMES 523 FIRST ST E FORT FRANCES ON P9A 1L2	Matt Dronyk 213 SIXTH ST FORT FRANCES (807) 276 0930	523 FIRST ST E Legal Description: PLAN M73 BLK 3 LOT 10 PCL BLK 3- 10-2	STRUCTURAL REPAIRS TO FRONT ROOF OVERHANG & ADDITION OF 6 x 22.5 DECK Stat's Canada Codes Building: 110 Work: 03	1	\$3,000.00

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2013010	PETSNICK DAVID WADE 1341 EMO ROAD FORT FRANCES	PETSNICK DAVID WADE 1341 EMO ROAD FORT FRANCES	809 MCKENZIE AVE STRUCTURE	TWO UNIT ADDITION WITHIN THE EXISTING STRUCTURE	\$76,000.00	
59-12-020-003-06000-0000	FORT FRANCES P9A 2V6	(087) 274 3440 P9A 2V6	Legal Description: PLAN SM34 BLK 12 LOT 24 TO;26 PCL 6074 6075	Stat's Canada Codes Building: 330 Work: 03	400.11	
2013015	LOCKMAN, JOY 817 ARMIT AVENUE FORT FRANCES	LOCKMAN, JOY 817 ARMIT AVENUE FORT FRANCES	817 ARMIT AVE	DEMOLISH AND REMOVE FROM SITE EXISTING ACCESSORY USE BUILDING	\$1,000.00	
59-12-020-004-08800-0000	FORT FRANCES P9A 2J3	(807) 276 6746 P9A 2J3	Legal Description: PLAN SM34 BLK 9 LOT 21 TO 22;PCL 9330	Stat's Canada Codes Building: 450 Work: 16	0	
2013020	Derm Norman 1106 VICTORIA AVE. N FORT FRANCES	Derm Norman 1106 VICTORIA AVENUE N FORT FRANCES	1106 VICTORIA AVE N	CONSTRUCT NEW 28 x 32 ACCESSORY USE BUILDING AND DEMOLISH AND REMOVE FROM SITE EXISTING ACCESSORY USE BUILDING	\$26,000.00	
59-12-020-006-10100-0000	FORT FRANCES P9A 2E7	(807) 276 6746 P9A 2E7	Legal Description: PLAN SM33 PT BLK 37 & CLSD;E7FT VICTORIA AVE PCL BLOCK;37-8 SEC SM33	Stat's Canada Codes Building: 450 Work: 01	83.24	
2013012	MATTSON JOHN JOSEPH 1107 CHRISTIE AVE N FORT FRANCES	MATTSON JOHN JOSEPH 1107 CHRISTIE AVE N FORT FRANCES	1107 CHRISTIE AVE N	DEMOLITION OF EXISTING ACCESSORY USE BUILDING	\$1,000.00	
59-12-020-006-12800-0000	FORT FRANCES ON P9A 2G7	(807) 274 7967 P9A 2G7	Legal Description: PLAN SM33 PTBLK 37 PCL BLK;37-13	Stat's Canada Codes Building: 450 Work: 16	0	
2013013	MATTSON JOHN JOSEPH 1107 CHRISTIE AVE N FORT FRANCES	MATTSON JOHN JOSEPH 1107 CHRISTIE AVE N FORT FRANCES	1107 CHRISTIE AVE N	CONSTRUCTION OF NEW ACCESSORY USE BUILDING	\$30,000.00	
59-12-020-006-12800-0000	FORT FRANCES ON P9A 2G7	(807) 274 7967 P9A 2G7	Legal Description: PLAN SM33 PTBLK 37 PCL BLK;37-13	Stat's Canada Codes Building: 450 Work: 01	93.6	
2013018	Donna Lowey RR#1 RMB 7 ALBERTON	Donna Lowey RR#1 RMB 7 ALBERTON	297 SCOTT ST	ERECT A TEMPORARY 21 x 42 GREENHOUSE STRUCTURE FOR FLOWER SALES NOT TO EXCEED AUGUST 1, 2013	\$1,000.00	
59-12-020-007-06000-0000	ALBERTON P9A 3M2	(807) 274 3633 P9A 3M2	Legal Description: PLAN SM86 LOT 4 PCL 4-1	Stat's Canada Codes Building: 430 Work: 01	1	
Sum	Summary (11 detail records)				9	\$1,293,300.00
Grand Total	Summary (11 detail records)				9	\$1,293,300.00

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

April 2013

STAFFING

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

	2012	2013
WSIB	14.00	0.00
WI/LTD	0.00	0.00
SICK DAYS	9.00	11.56
COMPASSIONATE LEAVE	1.00	5.00
FLOATERS	8.00	7.00
VACATION	59.13	32.00
BANKED TIME USED	3.84	11.13
OFF	0.13	0.13
STATUTORY HOLIDAYS	28.00	0.00
TOTAL	123.10	66.82

OVERTIME HOURS

Equivalent Straight Time Hours:

	2012	2013	2012	2013
	April	April	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	2.25	0.00	2.25	0.00
INTERDEPARTMENTAL	2.25	0.00	10.25	10.50
PRIVATE WORK	0.00	0.00	8.00	24.00
RECYCLE/GARBAGE	8.00	0.00	29.50	0.75
ROADS	22.50	18.25	478.00	629.50
SEWER COLLECTION	17.50	36.25	69.00	134.00
SIDEWALKS	0.00	0.00	42.25	39.00
STORES	0.00	0.00	33.00	9.00
VEHICLE & EQUIPMENT	6.00	19.00	155.50	166.00
WATER TREATMENT PLANT	11.75	0.00	50.00	25.00
WATER DISTRIBUTION	5.50	0.00	86.00	213.00
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	75.75	73.50	963.75	1250.75

TRANSPORTATION REPORT APRIL - 2013

ROADS:

Storm Water Management - Urban:

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

Storm Water Management - Rural:

- Steamed frozen culverts

Hard Top Maintenance:

- Leveled utility cuts – twice weekly
- Pothole patching as required
- Started sweeping priority routes on April 29th

Loose Top Maintenance:

- Graded loose top roads that were dry enough

Roadside Maintenance:

Winter Control:

- Two (2) events – April 12th and 14th
- Applied sand/salt to roads as required
- Plowed roads, parking lots and lanes as required
- Continued removing snow piles from intersections and lane entrances
- Removed snow from the 600 block of First Street East
- Removed snow piles in Memorial Sports Centre parking lot
- Removed snow piles from cul-de-sacs
- Removed snow from downtown area one (1) time

Traffic Operations:

- Repaired and replaced signs as required
- Painted bike racks

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned shop as required
- Cleaned vehicles and equipment as required
- 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
- Cleaned drains in Public Works shop area with high pressure vacuum truck

Private Work:**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:

- Swept sidewalk and bike path along waterfront
- Swept sidewalks along priority routes

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, Recreation Department, Day Care, Handi-Van and Civic Centre vehicles as required.

Public Relations:**Sewer and Water:**

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

Interdepartmental:

- Pushed up zamboni snow from Memorial Sports Centre as required
- Hauled zamboni snow from Memorial Sports Centre to snow dump
- Picked up boxes of documents and loaded on a crate to be shipped to a Law Firm
- Removed ice at 52 Canadians Rink on April 24
- Dale Gill provided coverage for vacation and illness from April 1st to April 30th
- Hauled ice from IFK rink and 52 Canadians rink to snow dump on April 24

Recycling:

- Emptied glass recycling bins as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer three (3) times
- Emptied bins from "drop off center" as required

Training:**Health & Safety:**

- A workplace inspection was done at the Public Works Building on April 24th
- A Health and Safety Tailgate Meeting was held in the Public Works Shop area on April 8th