

TOWN OF FORT FRANCES

AGENDA - October 15, 2013

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 111) 5:30 p.m. to 6:20 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: 5:31 p.m. to 5:33 p.m.**
 - 4.1 Fort Frances Police Services Board Provincial Appointment.
 - 4.2 Non agenda items.
- 5. Public Session Resumes in Council Chambers: 5:40 p.m.**
- 6. Consent Agenda: 5:41 p.m. to 5:55 p.m.**
 - 6.1 2014 Budget Consideration - Increase Tree Maintenance Services. 4 - 10
 - 6.2 Selection of Capital Project to be submitted under Round Two of the Municipal Infrastructure Investment Initiative (MIII) Capital Program. 11 - 12
 - 6.3 2014 Budget Considerations - New Sidewalk Extension - West Side - Keating Avenue from J.W. Walker School property to First Street Intersection. 13 - 17
 - 6.4 Request for Exception from the new \$4.00 per month Environmental Fee - Skyview Apartment Building - Letter dated September 27, 2013. 18 - 25
 - 6.5 2014 Parks and Cemetery Flowers. 26 - 28
 - 6.6 Nuisance By-Law Request. 29 - 41
 - 6.7 1000 King's Highway - Canadian Tire - Site Plan Control Agreement Certificate of Final Acceptance/Release of Security. 42
 - 6.8 840 King's Highway - Boston Pizza Site Plan Control Agreement Certificate of Final Acceptance/Release of Security. 43

	Page
6.9 Municipal Insurance re: Property Values.	44 - 61
6.10 WSIB Safety Group Policies.	62 - 74
6.11 Mark McCaig, CAO - NOMA Regional Conference Travel Expenses.	75 - 79
7. Administration and Finance Division - 5:55 p.m. to 6:00 p.m.	
7.1 Mayor Roy Avis - NOMA Regional Conference Travel and Per Diem Claims.	80 - 87
7.2 Mayor Roy Avis - Economic Development Meeting Expense.	88 - 90
7.3 Councillor John Albanese - NOMA Regional Conference Travel and Per Diem Claim.	91 - 97
7.4 Councillor Andrew Hallikas - NOMA Regional Conference Travel and Per Diem Claims.	98 - 102
7.5 Councillor Paul Ryan - NOMA Regional Conference Travel and Per Diem Claims.	103 - 111
7.6 Councillor Rick Wiedenhoeft - NOMA Regional Conference Travel and Per Diem Claim.	112 - 116
7.7 Minutes of Settlement - Requests for Reconsideration re: Gas Distribution Lines (2013). (<i>Item previously decided</i>).	117 - 127
8. Planning and Development Division: 6:00 p.m. to 6:05 p.m.	
8.1 Town of Fort Frances Zoning By-Law Update.	128 - 130
9. Operations and Facilities Division: 6:05 p.m. to 6:10 p.m.	
9.1 Update on Capital Projects	
10. Information:	
10.1 Capital Fund Budget vs Actual as at September 30, 2013*.	131 - 134
10.2 General Fund (Operating) and Water and Sewer Fund (Operating) as at September 30, 2013*.	135 - 138
10.3 Building Department Statistics Canada Report for the period September 1, 2013 to September 30, 2013.	139 - 140
10.4 By-Law Enforcement Department Activities Report for the months of July, August and September 2013.	141 - 143
10.5 Letters of Notification and Congratulations dated September 11, 2013 from Municipal Law Enforcement Officers Association (Ontario) re: Award of the Ontario Municipal Law Enforcement Long Service Medal to Arlene Byrnes - Municipal Law Enforcement Officer for 20 Years of Service.	144 - 145

	Page
10.6 August 2013 Operations and Facilities Division - Environmental Area Operations Statistics.	146 - 148
10.7 August 2013 Waste Disposal Site Monthly Inspection Form.	149 - 150
10.8 Frog Creek Road Maintenance.	151 - 155
10.9 September 2013 Complaint Register.	
11. Non-agenda items: 6:15 p.m.	



September 30, 2013

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: 2014 Budget Consideration – Increase Tree Maintenance Services

A letter dated September 23, 2013 from Merv Ahrens – a concerned citizen was referred to the Operations & Facilities Executive Committee for review and recommendation. See attached a copy of the letter. Mr. Ahrens is requesting that the Town improve the level of tree maintenance services going forward into 2014.

After a lengthy discussion at the O & F executive committee meeting held on October 9, 2013, the committee recommends the following;

- 1) The Town Council and administration would like to thank Mr. Ahrens for informing the Town that there are some dead trees along the Town's road allowances and park areas.
- 2) That 4 (four) of the completely dead trees within the Legion Park pointed out by Mr. Ahrens have been removed during the week of September 30 to October 4 by Parks staff who were participating in a chain saw training course.
- 3) The Town will address the matter of tree removal and replacement in a prudent and timely fashion.
- 4) That the information contained in Mr. Ahrens' letter dated September 23, 2013 is mostly operational in nature and will be taken into account when finalizing the 2014 operating budget.

Respectfully Submitted
Operations & Facilities Division,

Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1) The Town Council and administration would like to thank Mr. Ahrens for informing the Town that there are some dead trees along the Town's road allowances and park areas.
- 2) That 4 (four) of the completely dead trees within the Legion Park pointed out by Mr. Ahrens have been removed during the week of September 30 to October 4 by Parks staff who were participating in a chain saw training course.
- 3) The Town will address the matter of tree removal and replacement in a prudent and timely fashion.
- 4) That the information contained in Mr. Ahrens' letter dated September 23, 2013 is mostly operational in nature and will be taken into account when finalizing the 2014 operating budget.

2013SeptkeatingaveSIDEWALK

RECEIVED
SEP 24 2013
EXECUTIVE COMM.
Dug B...

September 23, 2013

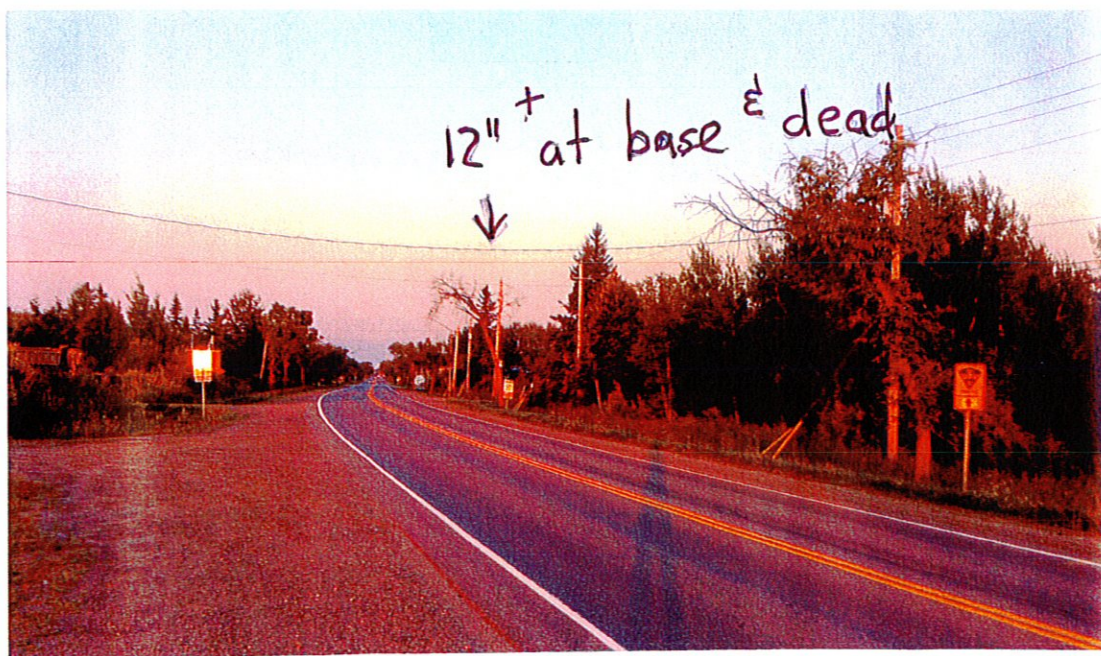
Dear Mayor Avis and Council:

One of your goals as municipal leaders is to make the Town of Fort Frances SAFE and ATTRACTIVE.

The following six snapshots were taken the week of Aug. 17th, 2013. These photos focus on only a few of the DEAD and / or dying trees in our community.

PHOTO #1

Some of the war memorial trees along the 1st kilometre of Highway 11/71 at the west entrance gateway to the Town of Fort Frances. At a minimum there are 24 dying or DEAD specimens. These trees give a negative 1st impression of our town!



Page 1 of 4

The Legion Park and West End Sports Field in west Fort Frances is the leading playground for our children and grandchildren. Over the past decade it has lost 10 or more significant shade trees with at least another 6 DEAD and needing to be removed.



A DEAD 15 m basswood
beside the playground
equipment & picnic table.



A 5 metre DEAD red maple stub just east of the playground equipment.



A silver maple on the park's south edge with 3/4th of its crown DEAD.



Almost every ash tree found in the picnic and playground area at Pither's Point Park has a DEAD upper half.



URGENTLY NEEDED:

- 1) Tree maintenance & removal of DEAD trees throughout the Town of Fort Frances.
- 2) PLANTING of REPLACEMENT TREES for the FUTURE beautification and enjoyment of Fort Frances citizens.

Signed: M. Ahrens Merv Ahrens, a concerned citizen





October 8, 2013

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: Selection of Capital Project to be submitted under round two of the Municipal Infrastructure Investment Initiative (MIII) - Capital Program.

On October 7, 2013 the Town received official notification from the Ministry of Rural Affairs that \$ 847,379 was approved under the small rural and northern municipal infrastructure funding program for the 2nd Street /Mowat Avenue reconstruction project completed by Makkinga earlier this construction season.

There is still \$71 million in funding available under this program where the 2nd round expression of interest (EOI) must be submitted by the Town prior to November 1st, 2013.

Presently, Administration has directed Hatch-Mott-Macdonald to complete a pick-up survey prior to the winter season in order to prepare a tender package for 2014 for two sections of roadways;

- 1) **Colonization Road West between 1302 Colonization Road West , west to the water valve just east of the Armstrong Place intersection.** This project includes replacing 478 meters of universal type (two bolt mechanical connection) water main, which was originally installed in 1967 or 46 years ago, plus 276 meters of 12-inch sanitary sewer main. The existing storm sewer piping and surface infrastructure will also be replaced at the same time. A very rough preliminary cost estimate is \$1,800,000.
- 2) **3rd Street East between Crowe Avenue to Frenette Avenue –** Replacement of 274 meters of 18 inch diameter sanitary sewer. At the same time replace the water main, storm sewer piping and surface infrastructure. A very rough preliminary cost estimate is \$ 995,000.

As Council is already aware Public Sector Digest is in the process of completing an Asset Management Plan (AMP) where completion is required prior to the December 31, 2013 deadline. Eventually a critical listing of capital projects will be available going forward into 2014. At this time, administration wants to ensure Council is in full support of the Colonization Road West project.

The Operations & Facilities Executive Committee recommends the following:

- 1) That Council support administration in submitting an expression of interest under the second round of Municipal Infrastructure Investment Initiative (MIII) - Capital Program by the November 1st, 2013 deadline.
- 2) If eligible under the MIII – capital program criteria to submit both projects as outlined above or if not possible under the program criteria just the Colonization Road West water main replacement project.

Respectfully submitted,
Operations & Facilities Division

Doug Brown

Doug Brown, P. Eng.
Manager Operations & Facilities

RECOMMENDED

OCT 09 2013
DIV MNG. *Day B*
EXECUTIVE COMM. _____

Council approval of this report will ensure the following:

- 1) That Council support administration in submitting an expression of interest under the second round of Municipal Infrastructure Investment Initiative (MIII) – Capital Program by the November 1st, 2013 deadline.
- 2) If eligible under the MIII – Capital Program criteria to submit both projects as outlined above or if not possible under the program criteria just the Colonization Road West water main replacement project.

20113Octoberexpressionofinterestfunding



September 30, 2013

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: 2014 Budget Consideration – New Sidewalk Extension- West Side – Keating Avenue from JW Walker School property to First Street Intersection

A letter dated September 20, 2013 from Anne McCoy – Fort Frances Traffic Safety Committee was referred to the Operations & Facilities Executive Committee for review and recommendation. See attached a copy of the letter. This sidewalk extension is approximately 124 meters long located along the west side of Keating Avenue. I have taken the liberty to list some Pros and Cons in regards to the proposed sidewalk extension;

PROS

- Can be included in the 2014 tender package for construction works
- Will improve safety for students walking to JW Walker School
- There appears to be financial partners to participate in funding this project based on information in the September 20th letter.
- Achieves the long term objective set out in the Town's 2011 Official Plan for sidewalk requirements within the right-a-way for new or reconstruction, sidewalks shall be provided as follows: On at least one side of all local roads (except cul-de-sacs, unless the cul-de-sac can connect to a destination such as a school, park etc... in which case the sidewalk will be required on the side of the street which provides the most effective pedestrian route to the destination)
- This sidewalk extension project can be funded under the federal gas tax revenue funding program.

CONS

- Might be perceived as a negative impact to the 5 homeowners abutting the new sidewalk extension – i.e.- loss of front yard lawn, trimming of trees and possibility of creating a dam effect – ponding of water as very little relief.
- Might have to relocate hydro poles to construct sidewalk extension depending on sidewalk location with the right-a-way
- There is a financial cost to construct the new sidewalk extension

Based on Wagner's 2013 tender unit prices (low bid) submitted for the Huffman School Subdivision project, a cost estimate has been prepared. (see-attached spreadsheet). A preliminary cost for the sidewalk extension is estimated at \$65,000.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the construction of 124 meters of new sidewalk along Keating Avenues West Side – from JW Walker School property to First Street Intersection will be referred to the 2014 budget process with the understanding that the Town might consider funding 50% of this project if the proponents of the letter dated September 20, 2013 signed by Ann McCoy (Rainy River District School Board, the OPP and the Northwest Catholic District School Board) fund the other 50% of the costs.
- 2) That the proponents of the letter dated September 20, 2013 signed by Ann McCoy have a duty to consultant with all 5 abutting property owners which will be impacted by the construction of the new sidewalk to ensure these property owners are in support of this sidewalk.

Respectfully Submitted
Operations & Facilities Division,

Doug Brown

Doug Brown, P. Eng.
Operations & Facilities Manager

RECOMMENDED

OCT 09 2013

DIV. ENG.

Doug Brown

EXECUTIVE COMM.

Council approval of this report will ensure the following:

- 1) That the construction of 124 meters of new sidewalk along Keating Avenues West Side – from JW Walker School property to First Street Intersection will be referred to the 2014 budget process with the understanding that the Town might consider funding 50% of this project if the proponents of the letter dated September 20, 2013 signed by Ann McCoy (Rainy River District School Board, the OPP and the Northwest Catholic District School Board) fund the other 50% of the costs.
- 2) That the proponents of the letter dated September 20, 2013 signed by Ann McCoy have a duty to consultant with all 5 abutting property owners which will be impacted by the construction of the new sidewalk to ensure these property owners are in support of this sidewalk.

2013SeptkeatingaveSIDEWALK

- FORT FRANCES TRAFFIC SAFETY COMMITTEE -

September 20, 2013

Mayor and Council
Town of Fort Frances
322 Portage Ave.
Fort Frances, ON P9A 3P9

Re: Budget Request for 2014- construction of a sidewalk on Keating Avenue between JW Walker School and First St. West.

Dear Mayor and Council,

Since 2009, a collaborative of community partners, groups, residents, parent councils and schools have worked together to improve traffic and pedestrian safety within the Town of Fort Frances. These on-going collaborative efforts have resulted in significant positive changes particularly in our school zones.

In September, 2013, we officially launched the Kiss 'n Ride Program to reduce identified traffic/pedestrian concerns arising at three schools. In moving through the implementation phase of the Kiss N Ride project we have seen great success and this is due largely to the great partnerships, in particular, the support we have seen from Town staff (planning and operations, bylaw), our media partners and volunteers. Please accept our thanks.

Through a daily debrief over the past few weeks, there has been one traffic/pedestrian safety concern identified that we feel requires the consideration of the Town if it is to be remedied in the area of Keating Avenue. Currently, there are children who are walking to and from school along the Keating Avenue corridor. The children are walking along the grass area in front of west side of Keating Avenue residences to stay off the roadway but come winter we will have snowbanks in that area which we anticipate will move the children onto the roadway. As much as we will continue to work with our partners to address the snow removal situation and will try to ensure the banks are pushed down/removed, there will always be some form of a snowbank during the winter months and safety, accessibility and a lack of a level surface will remain a concern unless there is a sidewalk.

A motion was presented to the Traffic Safety Committee and approved. Subsequently, the Committee is submitting this letter as a formal request to the Town of Fort Frances to consider constructing a sidewalk on Keating Avenue between JW Walker School and First Street West.

The Town of Fort Frances is encouraged to continue discussions with the Traffic Safety committee so together we may investigate ways to reduce costs. We invite you to attend any of our upcoming meetings and encourage you to engage in discussions prior to the budget decision.

We applaud the Town of Fort Frances staff and council, key stakeholders, media partners and volunteers for their ongoing support related to active and safe routes. We will continue to work on a comprehensive approach that will ensure that the best design and safety features are in place to create a supportive environment where it will be easier for all populations to be safe and active.

Regards,

Anne McCoy
Fort Frances Traffic Safety Committee

September 30, 2013 - 2014 Capital - Proposed Keating Avenue Sidewalk Extension

Item No.	Description	Estimated Quantity	Units	Unit Price	Total
A.001	Earth Excavation (Grading)	65	m ³ (P)	\$ 12.00	\$780.00
A.002	Concrete Sidewalk	186	m ²	\$ 225.00	\$41,850.00
A.003	100 mm Top Soil and Sod	250	m ²	\$ 13.00	\$3,250.00
A.004	Curb Cuts	2	ea	\$ 200.00	\$400.00
A.005	Relocation of Hydro Poles	1	LS	\$ 10,000.00	\$10,000.00
A.006	Subtotal				\$56,280.00
A.007	Portion of Bonds, Insurance and (de)mobilization				\$1,226.90
A.008	Engineering Costs -10%				\$5,750.69

A.009 Subtotal

\$63,257.59

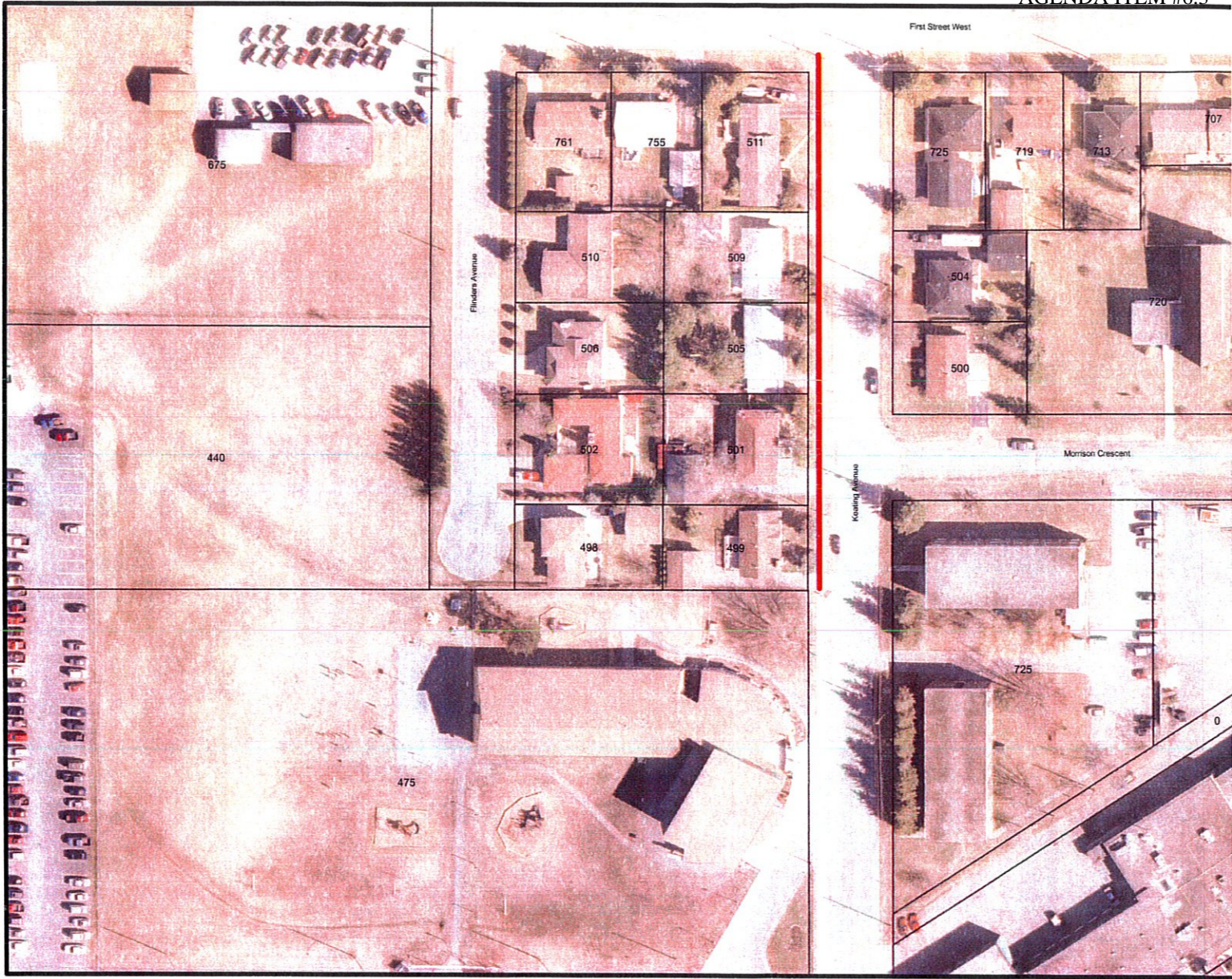
A.010 Town's portion of HST

\$1,113.33

A.011 Total

\$64,370.93

Say \$ 65,000



October 1st, 2013

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities



SUBJECT: Request for Exception from the new \$4.00 per month Environmental Fee – Skyview Apartment building – Letter dated September 27, 2013

As of July 1st, 2013 the new \$4.00 per month environmental fee was added to the water and sanitary sewer bills. Management prepared an explanation to be used by staff to ensure all water and sanitary sewer customers received the same explanation. See attached memo and email dated August 26, 2013.

Jeanne Kaun, acting landlord for the Skyview apartment building is requesting that this multi-residential apartment building be excluded from the new \$4.00 per month environmental fee per occupied apartment unit. Her reason for the exception is based on the fact that this multi-residential apartment building pays a commercial hauler to handle it's residential waste. See attached copy of her letter dated September 27, 2013.

As Council is fully aware the revenue from the \$4.00 per month environmental fee is utilized to pay for the ongoing operating costs of providing waste management services to the entire community. These services include; operating the landfill site, provides a residential blue box recycling program, includes operating the transfer station, curbside collection of waste and recyclables and hosting a MHSW event day. The Skyview apartment receives bi-weekly collection of recyclables, if placed on the curbside and Skyview apartment renters can drop off their blue box recyclables at the transfer station on 6th Street West 24 hours per day seven days per week plus the MHSW event day is available to all citizens in the community including these renters. All residential and ICI water customers in Fort Frances will be responsible for the operating costs of providing waste management system services to the entire community.

The Operations & Facilities Executive Committee recommends the following;

1) That the letter dated September 27, 2013 from Jeanne Kaun, acting landlord for the Skyview apartment building has been reviewed and her request be denied.

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 September 27, 2013 from Jeanne Kaun, acting landlord for the Skyview apartment building has been reviewed and her request be denied.

2013OctoberKaunenvironmentalfee

RECOMMENDED
OCT 03 2013
DIVISION
EXHIBIT
Dwyer
R. Wiedenhaupt

2013-09-30 cc Mayor, Council
Mark Douglas
(for the October 9th C of F Exe
meeting)
AGENDA ITEM #6.4
E

SKYVIEW APARTMENT

275 First St. E.

Fort Frances, On P9A 1K4



Sept. 27, 2013

Town of Fort Frances,

Att: Mayor Avis and Town Council cc: Water & Sewer

Re: Garbage Charges.

Attached please find a letter faxed to the town office on Apr. 29, 2013 addressing the charges to be levied to the water and sewer accounts. I've also attached a copy of the Fort Frances Times dated April 10th, with the article that prompted the letter of April 29th. This letter was never responded to.

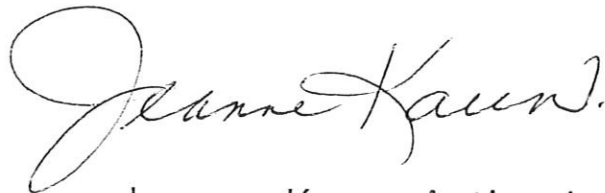
On Sept. 16th, I contacted Mr. Doug Herr and faxed him the letter as well.

Since we pay for garbage pickup at Skyview Apartments, and we do not benefit from the single bag pickup for each residence, we should be exempt of the additional \$4.00 per month increase on the Water & Sewer Charges

In order to keep our account in good standing, I am paying the full Water & Sewer charges this time. You can issue an \$8.00 credit to each account for the next 2 month's billing.

I expect you to respond this letter before the end of October so that this problem can be resolved.

Respectfully,

A handwritten signature in black ink, reading "Jeanne Kaun". The signature is written in a cursive style with a large, looping initial "J".

Jeanne Kaun, Acting Landlord

SKYVIEW APARTMENT

275 First St. E.

Fort Frances, On P9A 1K4

Apr. 29, 2013

FAX: 274-8479

FAX: 274-7360

Town of Fort Frances,

Att: Mr. Roy Avis cc: Water & Sewer Accounts

RE: Garbage Charges

In a recent announcement, it was stated that all water and sewer billings will be increased by \$4.00 per month in order to offset the garbage pickup charges.

Since we are already pay for garbage pick- up at our establishment, we feel that we should be exempt of the extra charges. We would like to have a letter stating that the extra charges will not be levied on any of our 24 apartments.

Respectfully,
Jeanne Kaun
Jeanne Kaun, Acting Landlord

Council nixes weekly bag tag exemption

More from A1
taxation to the community," added Coun. Wiedenhoft, referring to the current budget deficit of \$372,000 as of yesterday's meeting.

Coun. John Albanese said he felt like council was punishing people such as himself and thousands of other residents who put out only one bag of garbage each week and recycle diligently.

"I don't believe in it," he remarked, noting the town has to clamp down on some residents who have been putting out extra bags of garbage each week without putting bag tags on them and they still get picked up.

"We have to have some con-

trol, maybe send somebody to do some policing," he stressed. "Don't punish me and the people like me—punish the guilty ones."

Operations and Facilities manager Doug Brown noted this was a good point, as it is hard to manage when the town gives one "free" bag.

"If everything's tagged, that's what gets picked up," he said. "If anything's not tagged, we're not picking it up."

"It's a lot simpler."

Noting Kenora and Dryden have been using bag tags since 1996, Brown also said having bag tags on everything will encourage more recycling and less garbage going to the landfill.

As a side note, he's currently

"If everything's tagged, that's what gets picked up," he said. "If anything's not tagged, we're not picking it up. It's a lot simpler."

—Doug Brown

putting together an application to get compacting bins for the recycle depot on Sixth Street, which will save having to get every additional container.

He said everybody he's spoken to does not want to use bag tags because they are a hassle.

An environmental fee prevents this inconvenience.

"You're going to pay for it anyways; no matter how you

cut it, you're going to pay for it," Coun. Perry stressed, noting that right now, Fort Frances is not in the minority but in the majority of places that allow for at least one "free" bag.

Thunder Bay, for instance, allows residents to put out four bags for pick-up while Sault Ste. Marie allows for three.

But Brown countered an environmental fee would unfairly penalize some taxpayers, such as multi-residential owners, some of whom do not even use waste management services the town provides.

In the end, the majority of council opted for all garbage receptacles to have a bag tag on them to be picked up, starting June 3.

New bag tags of a different colour, possibly green, will be sold for \$1.25 each.

One detail that still has to be worked out is what to do with the current orange \$2.25 bag tags.

Brown advised the public to hold off on buying too many of those from now until June 3.

Due to the difficulty in giving people refunds, several members of council suggested those who still have the orange bag tags after June 3 can still use them, but they would be good for two garbage receptacles rather than just one.

Bag tags were first introduced here in 2004.



Spring SALES EVENT

UP TO
0%
UP TO
72 MONTHS!

OR

UP TO
\$12,000
IN DISCOUNTS!

+

NO CHARGE \$1,000 CHROME PACKAGE!

2013 CHEVY SILVERADO EXT. CAB AVAIL

New Environmental Fee Charge on Water/Sewer Billings

The Environmental Fee was established to offset the cost of the on-going waste management system services provided to the community. These services include operating the landfill site, curb side collection of waste and recycle materials, operating the blue box recycling system and hosting Municipal Hazardous Waste (MHSW) event day. This new \$4.00 per month fee is effective as of July 1st, 2013.

All residential and Industrial/Commercial/Institutional (ICI) water customers in Fort Frances will be responsible for the operating costs of providing waste management system services in the community.

Doug Brown/Frances
08/26/2013 10:18 AM

To Laurie Witherspoon/Frances@Frances, Doug
Herr/Frances@Frances, Mark McCaig/Frances@Frances
cc
bcc
Subject Re: \$ 4.00 per month Environmental Fees per Water
Customer within the Community

Hi Laurie, further to our telephone conversation this morning, it is my understanding you want me to provide a written explanation why the \$ 4.00 per month environmental fees per water customer was implemented as of July 1st, 2013. As you are aware this was a Council initiative and not administration.

Based on my understanding Council made a decision in early April to implemented a \$4.00 per month environmental fees per water customer in the Town of Fort Frances. Approximately \$ 93, 120 in additional revenue will be realized in 2013, which will be used to pay for the on-going operating costs of providing waste management system services to the community. These services include; operating the landfill site, provide curbside collection of waste and recyclables, operating the blue box recycling system and host a MHSW event day. All residential and ICI water customers in Fort Frances will be responsible for the operating costs of providing waste management system services in the community.

Based on my understanding the reasons why Council chose implementing the \$ 4.00 monthly environmental fee is fourfold;

- 1) Provides additional revenue to balance the on-going operating budget.
- 2) Allows all homeowners and apartment buildings under 6 units to continue to receive one free receptacle or garbage container per week.
- 3) Not necessary to raise the bag tag fee of \$ 2.25 for every additional receptacle or garbage container.
- 4) More convenient for customers as not necessary to affix a bag tag to all receptacles or garbage containers on a weekly basis i.e. - Less hassles.

Maybe you want to run this by Mark as this is my understanding and maybe he wants to adjust the information communicated to all the water customers. We are breaking new grounds

Thanks

Doug Brown, P. Eng.
Operations & Facilities Manager
320 Portage Avenue, Fort Frances, Ontario
Town of Fort Frances
Work #-807-274-9893 Ext. 306
Cell # 807-275-9755

October 7, 2013

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities



SUBJECT: 2014 PARKS & CEMETERY FLOWERS

The usual practice for the Town is to give a purchase order in December prior to the new budget being finalized to the supplier of the flowers for the upcoming planting season. However based on information received from one (1) of the suppliers during the 2011 process, Administration started the quotation process early this year (Mid-September) for the supply of the 2014 flowers.

For 2013 a report was approved on October 9, 2012. The Town ordered 4649 dozen flowers for planting in 2013 at a cost of \$11,102.00 (taxes extra). The average cost per dozen is \$2.39 (taxes extra).

For 2014 the Town obtained quotations from two (2) businesses for the supply of 4692 dozen flowers to be available during the third week in May 2014. See attached a spreadsheet outlining the quotes from Lowey's Greenhouse and Hammond's Landscaping Ltd.

It is recommended by the Operations & Facilities Executive Committee that the Town approve the purchase of 4692 dozen flowers from Lowey's Greenhouse & Market Gardens at a cost of \$11,682 (taxes extra) or \$2.49 (taxes extra) per dozen for the 2014 season prior to the 2014 operating budget being finalized.

Respectfully submitted,
Operations & Facilities Division

Doug Brown, P. Eng.
Manager Operations & Facilities

Council approval of this report will authorize Administration to purchase 4692 dozen flowers from Lowey's Greenhouse & Market Gardens at a cost of \$ 11,682.00 (taxes extra).

2013OctFlowers2014

RECOMMENDED
OCT 09 2013
CITY MANAGER
EXECUTIVE COMM
Daryn
R. Lidenholz

FLOWER LISTING 2014 as of August 22, 2013

FLOWER TYPE	SERIES	COLOUR	No. of Dozens	Lowey's Greenhouse		Hammond Landscaping Ltd.	
				Unit Price per dozen	Total	Unit Price per dozen	Total
Geraniums							
	Maverick Series	Red	8	\$12.00	\$96.00	\$3.94	\$31.52
		White	8	\$12.00	\$96.00	\$3.94	\$31.52
Alyssum							
		Snow Crystals	10	\$2.00	\$20.00	\$3.94	\$39.40
Zinnias							
	Dreamland	mix	12	\$4.00	\$48.00	\$3.94	\$47.28
Marigolds							
	Durango	Yellow	250	\$2.00	\$500.00	\$3.94	\$985.00
		Orange	250	\$2.00	\$500.00	\$3.94	\$985.00
		Red	150	\$2.00	\$300.00	\$3.94	\$591.00
Supertunia							
	Vista	Silverberry	20	\$12.00	\$240.00	\$3.94	\$78.80
		White	12	\$12.00	\$144.00	\$3.94	\$47.28
		Blue	12	\$12.00	\$144.00	\$3.94	\$47.28
		Red	20	\$12.00	\$240.00	\$3.94	\$78.80
		Citrus	12	\$12.00	\$144.00	\$3.94	\$47.28
		Bordeaux	12	\$12.00	\$144.00	\$3.94	\$47.28
		Raspberry Blast	10	\$12.00	\$120.00	\$3.94	\$39.40
		Fuchsia	10	\$12.00	\$120.00	\$3.94	\$39.40
		Bubble Gum	10	\$12.00	\$120.00	\$3.94	\$39.40
Superbells							
		Blackberry Punch	10	\$12.00	\$120.00	\$3.94	\$39.40
		Cherry Blossom	10	\$12.00	\$120.00	\$3.94	\$39.40
		White	20	\$12.00	\$240.00	\$3.94	\$78.80
		Lemon Slice	10	\$12.00	\$120.00	\$3.94	\$39.40
		Sweet Tart	10	\$12.00	\$120.00	\$3.94	\$39.40
Petunias							
	Ultra	White	350	\$2.00	\$700.00	\$3.94	\$1,379.00
	Ultra	Red	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Ultra	Blue	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Ultra	Burgundy	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Ultra	Pink	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Celebrity	Yellow	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Ultra	Violet	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Ultra	Salmon	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Ultra	Rose Star	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Ultra	Lilac	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Ultra	Blue Ice	310	\$2.00	\$620.00	\$3.94	\$1,221.40
	Daddy	Sugar	310	\$2.00	\$620.00	\$3.94	\$1,221.40
Verbena							
	Aztec	Dark Red	2	\$12.00	\$24.00	\$3.94	\$7.88
		White	2	\$12.00	\$24.00	\$3.94	\$7.88
Cool Wave Pansy	Spring Matrix	tricolour mix	12	\$4.00	\$48.00	\$3.94	\$47.28
Portulca							
	Happy Trail	Mix	15	\$2.00	\$30.00	\$3.94	\$59.10
Cosmos	Cutesy Mix	Mix	10	\$4.00	\$40.00	\$3.94	\$39.40
Civic Center Flowers							
			25	\$12.00	\$300.00	\$3.94	\$98.50
Subtotal			4692	\$2.49	\$11,682.00	\$3.94	\$18,486.48
HST- 13%				\$0.32	\$1,518.66	\$0.51	\$2,403.24
Total				\$2.81	\$13,200.66	\$4.45	\$20,889.72

Net Cost to Town

\$11,887.60

\$18,811.84

Net Cost per Dozen

\$2.53

\$4.01



Report To: Mayor and Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Nuisance By-Law Request.

Council will recall that at their meeting on March 25, 2013 a request from Mr. Doug Anderson, Chairman of BIA was received in regards to Council's consideration for implementation of a Nuisance By-Law. Council referred this matter to Planning & Development Executive Committee for recommendation.

Attached to this report is the original report to the Planning & Development Executive Committee and all relevant materials for your review. A copy of the By-Law is also attached.

At their meeting held on Monday October 7, 2013 the Planning & Development Executive Committee has reviewed the By-Law and is recommending that Council approve this By-Law.

Respectfully submitted

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: 1) will authorize the preparation of an appropriate By-Law for signing by Mayor & Clerk.

By-Law Enforcement Department

Report

Date: September 26, 2013

To: Planning & Development Executive Committee

From: Patrick Briere, By-Law Enforcement Officer

Subject: Draft Nuisance By-Law #45/13

The Planning & Development Executive Committee will recall that Council at their meeting on March 25, 2013 received a request from Mr. Doug Anderson, Chairman of BIA in regards to Council's consideration for implementation of a Nuisance By-Law similar to The Town of Whitby's By-Law. Council referred this matter to Planning & Development Executive Committee for recommendation.

The Planning & Development Executive Committee referred this item to the Police Services Board for their input.

On May 28, 2013 the Police Services Board recommended to Council that a Public Nuisance By-Law be prepared as an additional enforcement tool for the OPP. It was noted at the Planning & Development Executive Committee meeting that a review of the OPP policy in regards to the enforcement of the Town's Municipal By-Laws is necessary, as the last review was conducted on April 10, 2008. I have spoken with CAO McCaig and Inspector Shouldice, OPP and it has been agreed that once the Nuisance By-Law was decided upon than all parties would meet to discuss OPP policy on enforcement of By-Laws.

On June 17, 2013 the Planning & Executive Committee reviewed the Police Services Board recommendation and made recommendations to Council to direct By-Law Enforcement to take all necessary steps and include the appropriate stakeholders to begin process of drafting a By-Law.

Now that all of the original steps have been completed this office is now presenting to you a DRAFT By-Law for your consideration and direction for recommendation to Council.

I have attached for your reference copies from the original report to PDEC and a copy of the DRAFT By-Law.

To Mayor + Council
Town of Fort Frances
with the petty vandalism
occurring throughout the
town

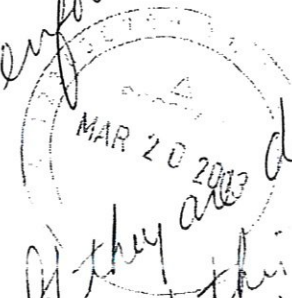
This might be a
solution or partial solution

Thankyou for your
consideration

Doug Anderson
Chairman
BIA

279-9568

Police enforce
By-laws that constitute
safety violations / concerns.
Don't know if nuisance
would be enforced.



If they are down town
would this by-law be a
tool they could use
to move people
along?

WHITBY

THIS WEEK

Wednesday, March 13, 2013

metrolandmedia
Connected to your community

28
East South



Police patrol downtown Whitby.



Join us Good Friday for Dinner
OPEN FROM 4PM TILL CLOSE
843 King St. W. Oshawa
(Thornton & King) 905.725.7500
www.shrimppcocktailcafe.com

COPS have eyes on Whitby

New public nuisance bylaw won't
replace Criminal Code charges

PARVANEH PESSIAN
ppessian@durhamregion.com

WHITBY -- Durham police have a new tool in their arsenal to address unruly behaviour in highly concentrated areas of Whitby, such as the downtown.
Town council approved a public nuisance bylaw that prohibits a variety of rowdy and undesirable activities, including urinating in public, use of profane language, fighting, carrying open liquor, damaging property, littering and public intoxication.



Insurance markets, we can

Bylaw another tool for police to use in controlling downtown crime

From page 1

"In the last several years, downtown Whitby has seen a large rise in evening population and a large rise in crime and disorder that would occur when you increase the population and the consumption of alcohol," says Sergeant Ron Kapuscinski of Durham Regional Police.

The bylaw, passed by members of Whitby Council at a public meeting on March 11, was brought forward by staff as a result of concerns raised by police regarding disruptive, destructive and occasionally violent behaviour occurring in the downtown core. These problems typically take place on Thursdays, Fridays and Saturdays during the late evening and early morning hours.

Sgt. Kapuscinski says he's spoken to many residents and business owners in downtown Whitby who are fed-up with the ongoing problems.

"A lot of them have been increasingly frustrated with the activity that happens in the evenings and the mess, or the incidents of vandalism, or urination or whatever that they're finding in the morning when they return to their shops or they're leaving their apartment," he says.

"So this is just an extra tool that will assist us in keeping the incidence of those type of activities down."

The new bylaw will provide officers with an enforcement option that can be used to quell unwanted behaviours that may not necessarily cross the criminal threshold. Police can now more efficiently address indiscretions by issuing a ticket under the Municipal Act that carries a monetary fine. The City of Oshawa has had a similar bylaw in place since 2009 with favourable results.

The tool is not intended to replace charges for offences under the Criminal Code, which police will continue to enforce.

"If there are people assaulting each other or doing damages and there are criminal activities going on, the police will enforce the Criminal Code," says Bob Petrie, Whitby's chief administrative officer.

"This is meant for those instances where perhaps people aren't exactly breaking the law or don't have intent to break the law, and are doing inappropriate things in public that are more of a nuisance than any Criminal Code violation."

Town staff will submit proposed fines to be enacted under the new bylaw to the Ministry of the Attorney General for approval.

www.durhamregion.com

To Club 88 and the patrons of Club 88

This is to advise you that if we are called one more time, ^{in the wee hours in the morning} because of broken windows or other disturbances we will do everything ^{that we can} to ensure that Club 88 loses its liquor license.

Also the patrons of Club 88 are asked to please refrain from urinating and peewking on the fronts of our buildings. ^{and ripping out flowers} ^{↑ spitting}

Also the patrons of Club 88 are asked to please stop from screaming and shouting loudly in the wee hours of the morning as there are tenants who are trying to sleep. ^{fighting}

If the above is not respected ~~again~~ ^{+ one more incident occurs} we will do everything that we can to ensure that Club 88 loses its liquor licence.

Also Club 88 and its patrons are asked to please pay the appropriate business owners for any damages ^{the} which have occurred in the last few months. ^{Such as broken windows, etc.}

We are sure that if the above is adhered to ~~that~~ we can all get along and the young people will have a good place to go to.

Respectfully Yours

Blain Ashman

Dylan

Ashley

Lisa Schmid

of L.D.

Melanie Logie

M. Butler

Betty Rehr
Bobbie Halliday

U. H.

Didym Fraser

Brian Wilson

Idkudson

J. Kuimaki

Samuel

Patricia Herin

Allison Ogilvie

Ken Sander

Natalie Donaldson

Russ Joseph

D. R. Cousineau
Stan Odenjag

T. Martinson



Administration & Finance Division
Civic Centre

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

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



Planning & Development Division
Civic Centre

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

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

www.fort-frances.com

POLICE SERVICES BOARD

June 6, 2013

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

Attention: Mayor and Council

Dear Sirs:

At the regular meeting of the Police Services Board held May 28, 2013, the following resolution was approved:

"That the Police Services Board recommend to Council that a Public Nuisance By-law be prepared as an additional tool for the OPP as part of the By-law review the OPP."

We are enclosing the by-law from the Town of Whitby as a reference.

Yours truly


for Glenn Witherspoon
Vice-Chair

GW/elh
Encl.

Administration & Finance Division
Civic Centre

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

Civic Centre
320 Portage Avenue
Phone: 807-274-5323
Fax: 807-274-8479
email: town@fort-frances.com
8 April 2013



Planning & Development Division
Civic Centre

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

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

www.fort-frances.com

Loreen Holt, Secretary
Town of Fort Frances Police Services Board
1628 Colonization Road W.
Fort Frances, ON P9A 2V1

Dear Loreen,

Subject: Memorandum Received April 3, 2013 from Blair Anderson addressed to Club 88
& its Patrons

I have attached a copy of a memorandum the Town received from Blair Anderson, addressed to Club 88 and its patrons, signed by a number of persons.

This is being forwarded because of the nature of the complaint(s) embodied in the memorandum and for any further action deemed appropriate in the circumstances by the Police Services Board.

Yours truly,

ADMINISTRATION AND FINANCE DIVISION

Glenn W. Treftlin, A.M.C.T.

Town Clerk

Enclosures (1)

GT

cc: Blair Anderson

Administration & Finance Division
Civic Centre

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

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

THE TOWN OF FORT FRANCES



FORT FRANCES, ONTARIO
CANADA

Planning & Development Division
Civic Centre

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

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

www.fort-frances.com

March 27, 2013

Business Improvement Area Board
of Management
Attn: Doug Anderson, Chairperson
c/o Shelley Wepruk, Board Secretary
335 Scott Street
Fort Frances, Ontario
P9A 1H1

Dear Sir:

At their meeting March 25, 2013, Council referred the request dated March 20, 2013 from D. Anderson, Chair Business Improvement Area Board of Management re: Consideration of a Public Nuisance By-Law to Planning and Development Executive Committee for recommendation.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Ms. Faye Flatt, Municipal Planner/Planning and Development Executive Committee Secretary and/or Mr. M. McCaig, CAO, at 274-5323.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

c.c. Planning and Development Executive Committee
Attn: F. Flatt, Municipal Planner/Executive Committee Secretary
M. McCaig, CAO (att'd)

TOWN OF FORT FRANCES**BY-LAW No. 45/13**

Being a by-law to prohibit and abate nuisances within the Town of Fort Frances.

WHEREAS the Municipal Act 2001, S.O. c.25 as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority and that it may do so by by-law;

AND WHEREAS section 128(1) of the Municipal Act, 2001 provides that a local municipality may prohibit and regulate with respect to public nuisances, including matters that, in the opinion of Council, are or could become or cause public nuisances;

AND WHEREAS section 128(2) of the Municipal Act, 2001 states that Council's determination of what constitutes a nuisance, where arrived at in good faith, is not subject to review;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF FORT FRANCES HEREBY ENACTS AS FOLLOWS:

PART I – Interpretation**Definitions**

1. In this by-law:

- (a) **“Defecate”** means to discharge excrement from the human body;
- (b) **“Fixture”** means any structure that the Town permits to be located within a highway and/or any public place including but limited to, trees, utility boxes, benches, telephone boxes, telephone booths, transformer boxes, telephone poles, hydro poles, street lights, traffic control poles, traffic control components, recycling waste modules, mailboxes, street signs, a Canada Post relay mailbox, permitted signs, a blue box, or other garbage container, cemetery markers and monuments, or any equipment located in a park.
- (c) **“Highway”** means a common and public highway (whether assumed or unassumed) and includes any street, avenue, parkway, driveway, square, place, any part of which is intended for or used by the general public for the passage of vehicles or persons, and includes the area between lateral property lines thereof, including sidewalks and boulevards;
- (d) **“Littering”** means throwing, dropping, placing or otherwise depositing or permitting to be deposited any garbage, paper, plastic, paper products, plastic products, cans, bottles, rubbish or other debris or objects on public or private property, unless otherwise so authorized by the property owner or the Town of Fort Frances Waste Management by-law;
- (e) **“Loitering”** means to remain or linger in a public place without due cause;

- (f) **“Nuisance”** includes, but not limited to;
 - (i) soliciting, including, without limitation,
 - a) soliciting a person who is using, waiting to use, or departing from an automated teller machine;
 - b) soliciting a person who is using or waiting to use a pay telephone or a public toilet facility;
 - c) soliciting a person who is waiting at a taxi stand or a public transit stop;
 - d) while on a highway, soliciting a person who is in a stopped, standing or parked vehicle.
 - (ii) loitering after having been requested by an officer to move on;
 - (iii) fighting, screaming, spitting, yelling or using profane or abusive language or gestures;
 - (iv) carrying open liquor, except while on private property that is owned or occupied by the person who is carrying the liquor or an invited guest of the owner or occupant;
 - (v) remaining in or refusing to leave a public place after it is closed and/or when ordered to leave by an officer;
 - (vi) littering;
 - (vii) defacing, damaging or vandalizing public or private property;
 - (viii) obstructing an officer in the course of his or her duties;
 - (ix) being intoxicated in a public place; and
 - (x) any other activity or conduct that is disorderly or obnoxious.
- (g) **“Officer”** means a municipal law enforcement or police officer while in the course of his or her duties;
- (h) **“Person”** means an individual, association, firm, partnership, corporation, trust, organization, trustee, or agent, and their heirs, executors, or legal representatives of the person to whom the context can apply accordingly to law;
- (i) **“Public Place”** includes a highway and any place to which the public has access as of right or invitation, express or implied, and private property that is exposed to public view, whether or not the property is owned by the person contravening the by-law;
- (j) **“Solicit”** means to request in person, the immediate provision of money or another thing of value, regardless of whether consideration is offered or provided in return, using spoken, written or printed word, a gesture or other means;

- (k) **“Town”** means the Corporation of The Town of Fort Frances;
 - (l) **“Urinate”** means to discharge urine from the human body;
 - (m) **“Vehicle”** includes an automobile, motorcycle, van, truck, trailer, bus, mobile home, traction engine, farm tractor, road-building machine, bicycle, motor-assisted bicycle, motorized snow vehicle, and any other vehicle drawn, propelled or driven by any kind of power including muscular power;
 - (n) **“Vomit”** means to discharge the contents of the stomach by mouth.
2. When reading and interpreting this by-law,
- (a) this by-law shall be read with all changes in gender or number as the context requires;
 - (b) references in this by-law to items in the plural include singular and references to the singular include the plural, as applicable; and
 - (c) the words “include”, “includes” or “including” are not to be read or interpreted as limiting the words, phrases or descriptions that precede it.

Severability

3. If a court of competent jurisdiction declares any section or any part of any section of this by-law to be invalid, or to be of no force or effect, it is the intention of the Town that every other provision of this by-law be applied and enforced in accordance with its terms to the extent possible according to law.

Conflict

4. This by-law shall not be construed to reduce or mitigate any restrictions or regulations lawfully imposed by the Town or by any government authority having jurisdiction to make such restrictions or regulations.
5. If a provision of this by-law conflicts with the provision of any applicable by-law, the provision that establishes the higher or more restrictive standard to protect the health, safety and welfare of the general public shall prevail.

Part 2 – Restrictions

Offences

6. No person shall cause, create or permit a nuisance in any public place in the Town.
7. (a) No person shall, without reasonable excuse, urinate, vomit or defecate in a public place.
- (b) For the purposes of this section, reasonable excuse means;
- (i) the contravention of this by-law must be inevitable, unavoidable and afford no reason or opportunity for an

- alternative course of action that does not contravene this by-law; or
- (ii) where the contravention of this by-law is the consequence of illness, the person did not contemplate, or acting reasonably ought not to have contemplated, that the person's actions would likely cause the illness or give rise to the contravention of this by-law.

8. No person shall knock over, attempt to knock over, deface, attempt to deface, remove, or attempt to remove or otherwise damage a fixture.

Part 3 – Enforcement

9. The provisions of this by-law may be enforced by an officer.
10. An officer may, at any reasonable time, enter upon any public place for the purpose of determining whether or not the provisions of this by-law have been complied with.
11. No person shall prevent, hinder or interfere or attempt to prevent, hinder or interfere with an officer, including refusing to identify themselves when requested to do so by an officer.

Part 4 – Penalty

Penalty

12. Every person who contravenes or fails to comply with any of the provisions of this by-law is guilty of an offence, and pursuant to section 429 of the Municipal Act, 2001, is liable to a maximum penalty of \$10,000 (ten thousand dollars) and a minimum penalty of not less than \$200.00 (two hundred dollars).

Part 5 – Enactment

Short Title

13. This by-law may be referred to as the Public Nuisance By-law.

Effective Date

READ THREE (3) TIMES and finally passed in open Council this 15th day of October, 2013.

R. Avis, Mayor

K. Lawson, Deputy Clerk

REPORT



To: Mayor and Council
From: Faye Flatt, Municipal Planner
Date: 7 October 2013
Re: 1000 King's Highway – Canadian Tire – Site Plan Control Agreement
Certificate of Final Acceptance/Release of Security

In 2003 Canadian Tire demolished and reconstructed its building at 1000 King's Hwy. The development was subject to Site Plan Control and a standard agreement, including security filed to ensure compliance.

The building was completed within a reasonable period of time but because of deficiencies in the site works, the agreement remained open and the security filed was not reduced. In April of 2012, the project was considered sufficiently complete that the security was reduced and the Certificate of Final Completion issued. This triggered the one-year maintenance period with a holdback of \$75000 to ensure no deficiencies in infrastructure or service works.

Earlier this year staff conducted an on-site inspection and found deficiencies. The property owner was notified and a recent inspection showed only very minor issues to be resolved. The local contractor has assured me that these issues will be completed before the next Council meeting at the latest.

Based on the foregoing, it appears that the Town is in a position to authorize the issuance of the Certificate of Final Acceptance and release the balance of security. If approved, staff will confirm all issues are completed before any funds are dispersed.

RECOMMENDATION:

It is recommended that this project be recognized as complete, that the Certificate of Final Acceptance be issued and that the balance of security be released. The Planning and Development Executive Committee at its meeting October 7th, supported this recommendation.

Respectfully submitted,

F. Flatt, AMCT, ACST, CPT

COUNCIL APPROVAL OF THIS REPORT WILL: Recognize the completion of the development at 1000 King's Highway; authorize the issuance of the Certificate of Final Acceptance by the Environmental Superintendent on behalf of the Town of Fort Frances; and authorize the release of the balance of security held by Letters of Credit for this project.



REPORT

To: Mayor and Council

From: Faye Flatt, Municipal Planner

Date: 7 October 2013

Re: 840 King's Highway – Boston Pizza Site Plan Control Agreement
Certificate of Final Acceptance/Release of Security

Municipal Planner
Report #2013-23



The construction of a Sports Bar and Restaurant in 2009 at 840 King's Highway was subject to Site Plan Control. The owners of the property entered into an agreement with the Town and filed security to ensure the work was completed in accordance with it.

Three years after the business opened the project there remained a number of documents that had not been submitted by the property owners and as such, the file on the project could not be closed. After numerous attempts to obtain the required documents, the Town notified the owner that in accordance with the agreement, the Town would undertake the work with the costs being covered by the security.

In January, after the documents were obtained, the Certificate of Final Completion issued and 90% of the security released. This reduction triggered the one-year maintenance period where the remaining balance (\$7000) is held to ensure no deficiencies in infrastructure or service works. Earlier this year staff conducted an on-site inspection with deficiencies noted. Arrangements were made by the Town to have the issues resolved and a recent inspection showed they had been. Notwithstanding that it has not been a full year since the security was reduced, this project may be a candidate for consideration where the balance of maintenance period is waived. This has been done in the past in similar situations where infrastructure is in the ground more than 3 years ago (New Beginning Church, McIrvine Bingo Hall). In those instances, the maintenance period was considered redundant and the project considered complete.

Recommendation

It is recommended the Town waive the remainder of maintenance period, consider this project complete such that the Certificate of Final Acceptance can be issued and authorize the release of the balance of security. The Planning and Development Executive Committee supported this recommendation at its meeting October 7th.

Respectfully submitted,

F. Flatt, AMCT, ACST, CPT

COUNCIL APPROVAL OF THIS REPORT WILL: Recognize the completion of the development at 840 King's Highway and authorize the issuance of the Certificate of Final Acceptance by the Environmental Superintendent on behalf of the Town of Fort Frances; and authorize the release of the balance of security held by Letters of Credit for this project.





TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/99

TO: Mayor Avis & Members of Council

FROM: Debbie Scofield, Deputy-Treasurer

DATE: October 8, 2013

SUBJECT: Municipal Insurance Re Property Values

BACKGROUND

The Town of Fort Frances is in its third year of a four-year term of the current insurance RFP. Attached please find the renewal proposal from BFL Canada for the period November 1, 2013 to November 1, 2014 as well as correspondence between Bruce Armstrong of Gillons' and myself in regards to the Town's property values. The quoted amount of \$201,793.08 (including PST) is a 4.34% (\$8,701.00) overall increase from the 2012/13 premium, with increases in property and general liability and a decrease in automobiles due to several trailers being dropped.

For your information, I have also attached a history of the Town's property values from 2007/08 to 2012/13. With the exception of one year, inflation rates supplied by the insurer have been applied each year as well as a substantial increase made to several of the larger Town owned buildings, as determined by the Chief Building Official, for the 2010/11 term. The Town has the option to lower the 3% inflation increase applied for the 2013/14 term or to keep the values at the same amount as 2012/2013. A savings of \$2,323.00 (including PST) would be realized if values remained the same.

Administration is seeking Council's direction in regards to property values.

RECOMMENDATION

That the Administration and Finance Executive Committee recommend to keep property values at the same level as 2012/13 for the 2013/14 term of insurance and to request an amended renewal proposal reflecting the adjusted values, from BFL Canada through Gillons' Insurance Brokers Ltd.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to keep property values at the same level as 2012/13 for the 2013/14 term of insurance and to request an amended renewal proposal reflecting the adjusted values, from BFL Canada through Gillons' Insurance Brokers Ltd.



Bruce Armstrong
<Bruce.Armstrong@gillons.on.ca>

10/01/2013 02:43 PM

To "dscofield@fort-frances.com" <dscofield@fort-frances.com>
cc Carrie Shouldice <Carrie.Shouldice@gillons.on.ca>
bcc
Subject FW: Town of Fort Frances - 2013 Renewal Proposal

Hi Debbie,

Thank you for your patience in this matter. Attached is the Renewal Proposal for the Town of Fort Frances Nov. Insurance policy. We just received it within the past ½ hour or so. The bottom line is a 4% total increase including inflation. The proposed renewal premium for the Nov.1st 2012/2013 policy term is \$189,155.00, this premium also incorporates all changes made over the past yr.

Bruce Armstrong C.A.I.B
Account Executive
Gillons' Insurance Brokers Ltd.
Phone 807-274-8595 ext.230
Toll Free 1-800-465-7797
bruce.armstrong@gillons.on.ca
www.gillons.on.ca

From: Mahsa Hosseinnejad [mailto:mhosseinnejad@bflcanada.ca]
Sent: Tuesday, October 01, 2013 1:52 PM
To: Bruce Armstrong; Carrie Shouldice
Cc: Mike Johns
Subject: FW: Town of Fort Frances - 2013 Renewal Proposal

Please see attached.

I had to create a zip file for the proposal as the size was to big when I first tried to send it to you.

Regard,

Mahsa Hosseinnejad, BA, RIBO, CAIB
Client Service Manager



BFL CANADA Risk and Insurance Services Inc.
181 University Avenue, Suite 1605, Toronto, Ontario M5H 3M7
Direct Line: 416-915-3449 | Email: mhosseinnejad@BFLCANADA.ca
Toll Free: 1-800-668-5901 ext. 3449 | Fax: 416-599-5458

From: Mahsa Hosseinnejad
Sent: Tuesday, October 01, 2013 2:31 PM
To: Bruce Armstrong (Bruce.Armstrong@gillons.on.ca); Carrie Shouldice (Carrie.Shouldice@gillons.on.ca)
Cc: Mike Johns
Subject: Town of Fort Frances - 2013 Renewal Proposal

Hi Bruce,

As promised, please find attached the 2013 Renewal Proposal for the Town of Fort Frances' November 1, 2013 Municipal Insurance Program renewal.

Please review and let us know if you have any questions.

I have attached the most recent Loss Run, 2013 Property and Vehicle schedules for your reference.

To assist you in your meeting with our client, I have provided some information relating to the increase in Municipal insurance premiums that we are seeing and will be seeing going forward due to the increase in the claims settlement payments for Third Party Liability.

Municipalities are paying significantly more for liability claims than ever before. I am enclosing information on two recent court decisions that are now having a negative impact on all Ontario municipalities through increased insurance premiums.

Deering Sisters v. Scugog (Deering Sisters.pdf)

In August of 2004 the Deering sisters sustained catastrophic spinal injuries resulting from a motor vehicle accident. The driver of the car took evasive action when it appeared an oncoming car had veered into her lane. She unfortunately lost control of the vehicle, causing the vehicle to roll and hit a rock culvert. In the end the Court found the municipality to be 75% liable. The case was referred to the Supreme Court of Canada but it was not heard. The lawsuit was finalized in late 2012 with the plaintiffs seeking damages of approximately \$30,000,000.

Fordham v. Municipality of Dutton-Dunwich (PmLaw and Fordham.pdf)

In January of 2007 a young man with a G2 license was driving on a country road with a passenger. Neither was wearing their seatbelt and both were drinking while travelling in the car. The driver ran a marked and clearly visible stop sign while traveling at a rate of 80/kph. As a result, the driver lost control of the car, crashed and suffered an unfortunate brain injury. In the end the Court found the municipality to be 50% liable. – Please refer to the attached document or alternatively you can open their link at <http://www.pmlaw.com/?p=749>. The court decision is currently under appeal. If not successful the potential cost to the municipality is estimated at \$5,500,000.

To assist municipalities, since 2009 the Association for Municipalities in Ontario (AMO) has been actively looking to the Province to reform joint and several liability however to date there has been no amendments.

I trust you will find the information provided to be of value. You may wish to discuss the cases discussed above with Council so that they will be better informed as to what the courts are awarding.

We trust everything to be in order. Please do not hesitate to contact me if you have any questions.

Awaiting binding instructions.

Regards,

Mahsa Hosseinejad, BA, RIBO, CAIB

Client Service Manager



BFL CANADA Risk and Insurance Services Inc.

181 University Avenue, Suite 1605, Toronto, Ontario M5H 3M7

Direct Line: 416-915-3449 | Email: mhosseinejad@BFLCANADA.ca



BFL CANADA Risk and Insurance Services Inc.
 181 University Avenue, Suite 1605
 Toronto, Ontario M5H 3M7
 Tel.: 416-599-5530
 Direct: 416-915-3449
 1-866-688-9888
 Fax: 416-599-5458

Memorandum

DATE: October 1, 2013
TO: Bruce Armstrong @ Gillons Insurance Brokers
FROM: Mahsa Hosseinnejad
SUBJECT: Town of Fort Frances - 2013 Renewal Proposal

Dear Bruce,

We are pleased to enclose our 2013 Renewal Proposal with respect to the Town of Fort Frances' upcoming November 1, 2013 renewal.

INSURANCE COMPANIES

In order to secure the most competitive terms for the Town of Fort Frances, we approached 3 different insurance companies and asked them to provide a quotation for your Municipal General Liability, Public Officials Errors & Omissions and Non-Owned Automobile coverage. We are presenting the quote from AIG Insurance Company of Canada (your current Property and Automobile underwriter) as they delivered the most competitive price. There is no change in limits, coverage or deductibles.

All other insurance companies for all other policies remain the same.

As we are changing underwriters for the Public Officials Errors and Omissions (claims made) coverage, please ask the Town to survey their employees and report any known claims or incidents that could result in a future claim on or before January 1, 2014 to keep in line with the policy's 60 Day reporting period.

The overall renewal premium has increased from \$181,286 to \$189,155, which is an overall increase of approximately 4%.

The enclosed Renewal Proposal details the changes that account for the increase in the 2013 renewal premium. Please refer to page. 8.

With respect to the Municipal General Liability coverage the increase in premium is due to the overall market conditions with respect to Municipal risks as well as the two open Liability claims dated February 5, 2013 and February 17, 2013.

Please review and advise if you have any questions or concerns.

If there are no questions or concerns we look forward to receiving your renewal instructions to issue the policy documents and renewal invoices.

The above noted changes are outlined on page 8 of the Renewal Proposal.

International Insurance Brokers
www.BFLCANADA.ca

Memorandum

Date: October 1, 2013

To: Bruce Armstrong @ Gillons

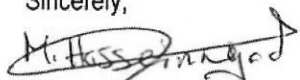
From: Mahsa Hosseinnejad

*Note: Deductible changes can be made at any time during the policy term.

Please review and advise if you have any questions or concerns.

If there are no questions or concerns we look forward to receiving your renewal instructions to issue the policy documents and renewal invoices.

Sincerely,



Mahsa Hosseinnejad, BA, RIBO, CAIB
Client Service Manager
BFL CANADA



BFL MAKES A DIFFERENCE

**Municipal Insurance Program
Renewal Proposal**

The Corporation of the Town of Fort Frances

For the period
November 1, 2013 to November 1, 2014



Municipal Insurance Program Renewal Proposal**Page 2****2. SUMMARY OF PROPOSED COVERAGES, LIMITS, DEDUCTIBLES AND PREMIUMS**

SUMMARY OF COVERAGES	LIMITS AND DEDUCTIBLES	
MUNICIPAL LIABILITY	\$ 25,000,000	(no annual aggregate)
Including:		
Tenants Legal Liability		
Incidental Medical Malpractice		
Abuse/Molestation		
Third Party Deductible, including expenses	\$ 10,000	per occurrence
Sewer Back Up Deductible, including expenses	\$ 10,000	per claimant
LEGAL EXPENSE FOR STATUTE LAW	\$ 100,000	per action
	\$ 500,000	aggregate
Deductible	NIL	
WRONGFUL DISMISSAL LEGAL EXPENSE	\$ 250,000	per action
	\$ 500,000	aggregate
Deductible	\$ 10,000	per action
FOREST FIRE FIGHTING EXPENSE	\$ 500,000	per occurrence
	\$ 2,000,000	aggregate
Deductible	\$ 10,000	
MEDICAL EXPENSE	\$ 25,000	any one person
Deductible	\$ 2,500	per person
VOLUNTARY COMPENSATION	\$ 50,000	per claim
	\$ 250,000	annual aggregate
Deductible	NIL	
PUBLIC OFFICIALS (ERRORS & OMISSIONS) LIABILITY	\$ 25,000,000	each claim
Including:		
Municipal Employee Benefits Liability		
Deductible	\$ 10,000	each claim;

Municipal Insurance Program Renewal Proposal**Page 3**

SUMMARY OF COVERAGES	LIMITS AND DEDUCTIBLES	
S.P.F. 6 – NON-OWNED AUTOMOBILE	\$ 25,000,000	any one accident
Deductible	NIL	
SEF 94 Legal Liability for Non-Owned Vehicles	\$ 250,000	per vehicle
Deductible	\$ 1,000	per vehicle
OWNED AUTOMOBILE – Third Party Liability	\$ 25,000,000	per occurrence
All Perils Deductible	\$ 5,000	per vehicle
* Replacement Cost on all vehicles unless otherwise stated		
ENVIROMENTAL IMPAIRMENT LIABILITY	\$ 5,000,000	each loss
	\$ 5,000,000	aggregate
Deductible	\$ 10,000	each loss
* No Retro-Active Date		
COMPREHENSIVE CRIME INSURANCE		
Employee Dishonesty Form A	\$ 1,000,000	
Loss of Money/Security Inside the Premises	\$ 200,000	
Loss of Money/Security Outside the Premises	\$ 200,000	
Money Orders & Counterfeit Paper Currency	\$ 200,000	
Depositors Forgery	\$ 1,000,000	
Audit Expenses	\$ 200,000	
Computer Fraud	\$ 200,000	
Deductible	NIL	



Municipal Insurance Program Renewal Proposal**Page 4****COMBINED PHYSICAL DAMAGE BROAD FORM****LIMITS AND DEDUCTIBLES**

Blanket Limit	\$	122,151,080	
Property of Every Description	\$	118,348,550	
Boiler & Machinery – Limit Per Accident	\$	50,000,000	
Valuable Papers	\$	500,000	
Extra Expense	\$	500,000	
Accounts Receivable	\$	500,000	
Gross Rentals	\$	500,000	
Media/Computers/Electronic Data Processing	\$	1,600,000	
Fine Arts	\$	50,000	
Profits	\$	100,000	
Expediting Expenses	\$	500,000	
Contamination – Ammonia, Hazardous Substance (including PCB)	\$	500,000	
Professional Fees	\$	50,000	
Pollutant Clean Up and Removal	\$	25,000	
Solar Panel Profits	\$	52,530	
Fire Suppression System Recharge	Included		(\$10,000 per item including debris removal)
Growing Plants, Trees, Shrubs or Flowers in the Open	Included		(\$5,000 per Officer/Employee)
Personal Property of Officers and Employees	Included		
Water Damage	Included		
Building Damage by Theft	Included		
Debris Removal	Included		
Increased Costs Repairs – Laws & By-Laws	Included		
Consequential Damage – Premises Power Protection	Included		
New Generation	Included		
Inflation Protection	Included		
Exhibition Form/Waterfront Sign	Included		
Deductibles	\$	10,000	per claim except
	\$	1,000	applies to Computer/EDP
	\$	1,000	applies to Fine Arts
	\$	25,000	applies to Anaerobic Digestors
	\$	5,000	applies to Pollutant Clean Up & Removal
	\$	2,500	applies to Fire Suppression System Recharge
	\$	50,000	applies to Flood
		3%	of Total Loss or \$100,000 min., whichever is greater, applies to Earthquake



Municipal Insurance Program Renewal Proposal**Page 5****MUNICIPAL OFFICIALS ACCIDENT****LIMITS AND DEDUCTIBLES**

Principal Sum	\$	250,000	applies on a 24 Hour Basis
---------------	----	---------	----------------------------

Limits as outlined in Coverage Description

Coverage applies to 7 (Seven) Council Members and Staff Members

RENEWAL PREMIUM: 2013-2014

Annual Premium, as per preceding coverage description:	\$189,155.00
Provincial Sales Tax:	<u>\$12,638.08</u>
Total Annual Cost, including P.S.T.:	\$201,793.08

NOTE: Limits of Liability are comprised of \$5,000,000 Primary with \$20,000,000 Excess. Aggregate limit of \$20,000,000 applies to Products-Completed Operations.

Policies supercede the summaries of insurance contained herein



PREMIUM BREAKDOWN BY LINE OF COVERAGE

NAME OF INSURED: Town of Fort Frances

POLICY PERIOD: November 1, 2013 to November 1, 2014

LINE OF COVERAGE	2012 PREMIUM	2013 PREMIUM
Municipal General Liability (includes Public Officials Liability, Employee Benefits Liability, Legal Expense Insurance, and Non-Owned Automobile	\$ 65,098	\$ 70,000
Excess Liability	\$ 4,200	\$ 4,200
Environmental Impairment Liability	\$ 7,000	\$ 7,000
Crime	\$ 600	\$ 600
Owned Automobile	\$ 33,710	\$ 31,179
Property (includes Boiler & Machinery and Computer / EDP / Media)	\$ 69,502	\$ 75,000
Municipal Officials' Accident	\$ 1,176	\$ 1,176
TOTAL - ALL LINES	\$ 181,286	\$ 189,155



Debbie Scofield/Frances

10/07/2013 09:59 AM

To

cc

bcc

Subject Fw: Town of Fort Frances



Bruce Armstrong

<Bruce.Armstrong@gillons.on.ca>

10/04/2013 10:57 AM

To "dscofield@fort-frances.com" <dscofield@fort-frances.com>

cc Carrie Shouldice <Carrie.Shouldice@gillons.on.ca>

Subject RE: Town of Fort Frances

Hi Debbie,

Yes you definitely have the option of not adding an inflation increase to your buildings this yr. I spoke to the underwriter yesterday and again today. She confirmed this for the very reasons you mentioned below. If the A&F Committee needs further info please advise. Have a good weekend and thanks for getting back to me.

Bruce Armstrong C.A.I.B
Account Executive
Gillons' Insurance Brokers Ltd.
Phone 807-274-8595 ext.230
Toll Free 1-800-465-7797
bruce.armstrong@gillons.on.ca
www.gillons.on.ca

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

From: dscofield@fort-frances.com [mailto:dscofield@fort-frances.com]

Sent: Friday, October 04, 2013 10:37 AM

To: Bruce Armstrong

Subject: RE: Town of Fort Frances

Hi Bruce,

I will be bringing the information I have to the A & F Executive Committee to see what they recommend in the way of an increase to our property values, if any increase.

Just to be clear, we do have the option of not increasing values over last year? Since the appraisal done by Frank Cowan in 2007 to our 2012/13 term, we have increased our values by a total of 16%. This percentage does not include the significant increases we made to several of our larger buildings over and above Frank Cowan's estimate by \$9,362,480, for the 2010/11 term (effectively creating a 16% increase overall for that particular year).

Thanks, Bruce.

Debbie Scofield
Deputy-Treasurer
Town of Fort Frances

Phone: (807) 274-5323 Ext 247

Bruce Armstrong
<Bruce.Armstrong@
gillons.on.ca>

10/03/2013 10:10
AM

'Mahsa Hosseinnejad'
<mhosseinnejad@bflcanada.ca>
To
cc
"dscofield@fort-frances.com"
<dscofield@fort-frances.com>,
"Carrie Shouldice"
<Carrie.Shouldice@gillons.on.ca>
Subject
RE: Town of Fort Frances

Hi Mahsa,

Yes the Town of Fort Frances had an appraisal done by Frank Cowan back in 2007 since that time they have had inflation increase added to their buildings each yr. The building inspector at the time actually increased some of the building limits even higher than the Cowan recommendation. I will advise what the Town decides to go with for this yrs. limits once received. Debbie is consulting with their Administration regarding this matter.

Thank you,

Bruce Armstrong C.A.I.B
Account Executive
Gillons' Insurance Brokers Ltd.
Phone 807-274-8595 ext.230
Toll Free 1-800-465-7797
bruce.armstrong@gillons.on.ca
www.gillons.on.ca

From: Mahsa Hosseinnejad [mailto:mhosseinnejad@bflcanada.ca]
Sent: Thursday, October 03, 2013 8:12 AM
To: Bruce Armstrong
Cc: dscofield@fort-frances.com; Carrie Shouldice
Subject: RE: Town of Fort Frances

Hi Bruce,

Can you also advise if there have been any appraisal done and if so for which of the locations?

Thanks

Mahsa Hosseinnejad, BA, RIBO, CAIB

Client Service Manager

(Embedded image moved to file: pic19169.gif)

cid:image001.gif@01CE7CBF.8120EEEE0

BFL CANADA Risk and Insurance Services Inc.

181 University Avenue, Suite 1605, Toronto, Ontario M5H 3M7 Direct Line:

416-915-3449 | Email: mhosseinnejad@BFLCANADA.ca Toll Free: 1-800-668-5901

ext. 3449 | Fax: 416-599-5458

From: Bruce Armstrong [mailto:Bruce.Armstrong@gillons.on.ca]

Sent: Thursday, October 03, 2013 8:55 AM

To: Mahsa Hosseinnejad

Cc: dscofield@fort-frances.com; Carrie Shouldice

Subject: RE: Town of Fort Frances

Hi Mahsa,

Just want reaffirm our discussion this morning. BFL Canada is ok with the insured requesting a lower inflation increase for the 2013/2014 policy term provided the request comes directly from the insured and should be in writing /email. Once this is received you will make the adjustment on the property limit prior to sending to your request to the underwriters for a re quote on the property premium #1 current 10,000 deductible and #2 an optional quote using a 25,000 deductible.

Thank you,

Bruce Armstrong C.A.I.B

Account Executive

Gillons' Insurance Brokers Ltd.

Phone 807-274-8595 ext.230

Toll Free 1-800-465-7797

bruce.armstrong@gillons.on.ca

www.gillons.on.ca

From: Mahsa Hosseinnejad [mailto:mhosseinnejad@bflcanada.ca]

Sent: Thursday, October 03, 2013 7:40 AM

To: Carrie Shouldice

Cc: Bruce Armstrong

Subject: RE: Town of Fort Frances

Hi Carrie,

To confirm you would like to have options to increase the Property and Liability deductibles from \$10,000 to \$25,000.

I will get back to you with the deductible options as soon as possible.

Regards,

Mahsa Hosseinnejad, BA, RIBO, CAIB

Client Service Manager

(Embedded image moved to file: pic15724.gif)

cid:image001.gif@01CE7CBF.8120EEEE0

BFL CANADA Risk and Insurance Services Inc.

181 University Avenue, Suite 1605, Toronto, Ontario M5H 3M7 Direct Line:

416-915-3449 | Email: mhosseinnejad@BFLCANADA.ca Toll Free: 1-800-668-5901

ext. 3449 | Fax: 416-599-5458

From: Carrie Shouldice [mailto:Carrie.Shouldice@gillons.on.ca]

Sent: Wednesday, October 02, 2013 5:12 PM

To: Mahsa Hosseinnejad

Cc: Bruce Armstrong
Subject: Town of Fort Frances

Hi Mahsa:

As per our discussion on Monday, did you get the higher deductible options for the insured. We can at least present them on renewal. We will go with property and liability ded. Increased.
Thank you

Description: cid:image001.png@01CDB13A.D37CBF80

Carrie Shouldice C.I.P. C.A.I.B.
Account Manager/Marketing Team
Gillons' Insurance Brokers Ltd.
Phone: 807-274-8595 ext 248
Toll Free: 1-800-465-7797
fax: 807-274-2416
carrie.shouldice@gillons.on.ca
www.gillons.on.ca

Please be advised that no coverage can be added, removed or changed without first speaking directly to a licensed broker.

This email is priveleged and confidential and is intended only for the use of the recipient named above. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribuiton or copying of this message is strictly prohibited. If you are not the intended recipient please notify the sender and delete. Thank you.

Description	2007/08 (Values based on Frank Cowan Estimate Nov 1, 2007)				2008/09				2009/10				2010/11 (Values changed on some buildings to reflect CBO's values)				2011/12				2012/13			
	Building	Equip. etc.	Total		Building	Equip. etc.	Total		Building	Equip. etc.	Total		Building	Equip. etc.	Total		Building	Equip. etc.	Total		Building	Equip. etc.	Total	
AIRPORT																								
Municipal Airport Garage	\$ 417,600	\$ 1,419,300	\$ 1,836,900		\$ 417,600	\$ 1,419,300	\$ 1,836,900		\$ 438,480	\$ 1,419,300	\$ 1,857,780		\$ 456,019	\$ 1,476,072	\$ 1,932,091		\$ 474,260	\$ 1,535,115	\$ 2,009,375		\$ 488,488	\$ 1,581,168	\$ 2,069,656	
Airport Terminal	\$ 604,400	\$ 19,600	\$ 624,000		\$ 604,400	\$ 19,600	\$ 624,000		\$ 634,620	\$ 19,600	\$ 654,220		\$ 652,019	\$ 20,384	\$ 672,403		\$ 686,912	\$ 21,199	\$ 708,111		\$ 713,519	\$ 21,835	\$ 735,354	
Runway Lighting/Electrical	\$ 53,400		\$ 53,400		\$ 53,400		\$ 53,400		\$ 56,070		\$ 56,070		\$ 58,313		\$ 58,313		\$ 60,645		\$ 60,645		\$ 62,464		\$ 62,464	
Fuel Centre	\$ 62,000		\$ 62,000		\$ 62,000		\$ 62,000		\$ 65,100		\$ 65,100		\$ 67,704		\$ 67,704		\$ 70,412		\$ 70,412		\$ 72,574		\$ 72,574	
			\$ 2,576,300				\$ 2,576,300				\$ 2,633,170				\$ 2,691,292				\$ 3,048,543				\$ 3,139,998	
DAY CARE																								
Children's Complex	\$ 844,000	\$ 277,800	\$ 1,121,800		\$ 844,000	\$ 277,800	\$ 1,121,800		\$ 886,300	\$ 277,800	\$ 1,164,100		\$ 1,678,560	\$ 288,912	\$ 1,967,472		\$ 1,745,702	\$ 300,468	\$ 2,046,170		\$ 1,798,073	\$ 309,482	\$ 2,107,555	
Toy Storage Building #1	\$ 39,600		\$ 39,600		\$ 39,600		\$ 39,600		\$ 41,380		\$ 41,380		\$ 43,243		\$ 43,243		\$ 44,973		\$ 44,973		\$ 46,322		\$ 46,322	
Toy Storage Building #2	\$ 14,100		\$ 14,100		\$ 14,100		\$ 14,100		\$ 14,805		\$ 14,805		\$ 15,397		\$ 15,397		\$ 16,013		\$ 16,013		\$ 16,493		\$ 16,493	
			\$ 1,175,500				\$ 1,175,500				\$ 1,220,385				\$ 1,220,385				\$ 1,207,156				\$ 1,207,156	
POLICE / FIRE / MUNICIPAL																								
<i>Civic Centre, Police Station, Fire Hall ***</i>																								
Fire Department Contents - Firefighting / Rescue	\$ 4,073,800	\$ 742,400	\$ 4,816,200		\$ 4,073,800	\$ 742,400	\$ 4,816,200		\$ 4,277,490	\$ 742,400	\$ 5,019,890		\$ 10,920,000	\$ 771,680	\$ 11,691,680		\$ 11,356,800	\$ 802,547	\$ 12,159,347		\$ 11,697,504	\$ 826,623	\$ 12,524,127	
Fire Department Content - Firefighting / Rescue	\$ 62,800	\$ 62,800	\$ 125,600		\$ 62,800	\$ 62,800	\$ 125,600		\$ 62,800	\$ 62,800	\$ 125,600		\$ 62,800	\$ 62,800	\$ 125,600		\$ 62,800	\$ 62,800	\$ 125,600		\$ 62,800	\$ 62,800	\$ 125,600	
Police Department Content	\$ 1,600	\$ 1,600	\$ 3,200		\$ 1,600	\$ 1,600	\$ 3,200		\$ 1,600	\$ 1,600	\$ 3,200		\$ 1,600	\$ 1,600	\$ 3,200		\$ 1,600	\$ 1,600	\$ 3,200		\$ 1,600	\$ 1,600	\$ 3,200	
	\$ 43,700	\$ 43,700	\$ 87,400		\$ 43,700	\$ 43,700	\$ 87,400		\$ 43,700	\$ 43,700	\$ 87,400		\$ 43,700	\$ 43,700	\$ 87,400		\$ 43,700	\$ 43,700	\$ 87,400		\$ 43,700	\$ 43,700	\$ 87,400	
			\$ 5,489,300				\$ 5,489,300				\$ 5,692,590				\$ 5,692,590				\$ 6,207,140				\$ 6,207,140	
GENERAL																								
Animal Shelter	\$ 36,000	\$ 3,300	\$ 39,300		\$ 36,000	\$ 3,300	\$ 39,300		\$ 37,800	\$ 3,300	\$ 41,100		\$ 39,312	\$ 3,432	\$ 42,744		\$ 40,884	\$ 3,569	\$ 44,453		\$ 42,111	\$ 3,676	\$ 45,787	
Shirley Penny Kennedy Centre	\$ 679,500	\$ 74,200	\$ 753,700		\$ 679,500	\$ 74,200	\$ 753,700		\$ 713,475	\$ 74,200	\$ 787,675		\$ 1,664,000	\$ 77,168	\$ 1,741,168		\$ 1,730,560	\$ 80,255	\$ 1,810,815		\$ 1,782,477	\$ 82,663	\$ 1,865,140	
Senior's Fris-it Shop, Utility Sheds	\$ 121,900	\$ 24,000	\$ 145,900		\$ 121,900	\$ 24,000	\$ 145,900		\$ 127,995	\$ 24,000	\$ 151,995		\$ 131,115	\$ 24,960	\$ 156,075		\$ 138,439	\$ 25,958	\$ 164,397		\$ 142,592	\$ 26,737	\$ 169,329	
Townsend Theatre for Performing Arts	\$ 38,500	\$ 38,500	\$ 77,000		\$ 38,500	\$ 38,500	\$ 77,000		\$ 38,500	\$ 38,500	\$ 77,000		\$ 38,500	\$ 38,500	\$ 77,000		\$ 38,500	\$ 38,500	\$ 77,000		\$ 38,500	\$ 38,500	\$ 77,000	
Dwelling	\$ 68,300	\$ 68,300	\$ 136,600		\$ 68,300	\$ 68,300	\$ 136,600		\$ 71,715	\$ 68,300	\$ 140,015		\$ 74,584	\$ 71,715	\$ 146,299		\$ 77,567	\$ 74,584	\$ 152,151		\$ 79,894	\$ 77,567	\$ 157,461	
Dwelling	\$ 67,300	\$ 67,300	\$ 134,600		\$ 67,300	\$ 67,300	\$ 134,600		\$ 70,665	\$ 67,300	\$ 137,965		\$ 73,492	\$ 70,665	\$ 144,157		\$ 77,944	\$ 73,492	\$ 151,446		\$ 18,482	\$ 18,482	\$ 36,964	
Garage & Utility Sheds (2)	\$ 15,800	\$ 15,800	\$ 31,600		\$ 15,800	\$ 15,800	\$ 31,600		\$ 16,590	\$ 15,800	\$ 32,390		\$ 17,254	\$ 16,590	\$ 33,844		\$ 17,944	\$ 16,590	\$ 34,534		\$ 18,482	\$ 16,590	\$ 35,072	
Vacant School Property			\$ 1,428,800				\$ 1,428,800				\$ 1,478,240				\$ 1,538,665				\$ 1,599,110				\$ 1,659,555	
LIBRARY																								
<i>Old Library ***</i>																								
New Library	\$ 1,024,200	\$ 2,233,800	\$ 3,258,000		\$ 1,024,200	\$ 2,233,800	\$ 3,258,000		\$ 1,075,410	\$ 2,233,800	\$ 3,309,210		\$ 1,664,000	\$ 2,323,152	\$ 3,987,152		\$ 1,730,560	\$ 2,413,712	\$ 4,144,272		\$ 1,782,477	\$ 2,504,190	\$ 4,286,667	
Postage Machine		\$ 10,900	\$ 10,900			\$ 10,900	\$ 10,900			\$ 10,900	\$ 10,900			\$ 11,336	\$ 11,336			\$ 11,789	\$ 11,789			\$ 12,143	\$ 12,143	
Computers		\$ 20,000	\$ 20,000			\$ 20,000	\$ 20,000			\$ 20,000	\$ 20,000			\$ 20,800	\$ 20,800			\$ 21,632	\$ 21,632			\$ 22,281	\$ 22,281	
Fire Art on Loan - split between Library & Museum			\$ 3,288,900				\$ 3,288,900				\$ 3,400,110				\$ 3,517,688				\$ 3,636,125				\$ 3,756,106	
MARINA																								
Spring Gun Marina - Marina Building	\$ 185,800	\$ 8,700	\$ 194,500		\$ 185,800	\$ 8,700	\$ 194,500		\$ 195,090	\$ 8,700	\$ 203,790		\$ 202,894	\$ 9,048	\$ 211,942		\$ 211,009	\$ 9,410	\$ 220,419		\$ 217,339	\$ 9,692	\$ 227,031	
Spring Gun Marina - Marina Docks	\$ 540,000	\$ 540,000	\$ 1,080,000		\$ 540,000	\$ 540,000	\$ 1,080,000		\$ 567,000	\$ 540,000	\$ 1,107,000		\$ 589,680	\$ 567,000	\$ 1,156,680		\$ 613,267	\$ 589,680	\$ 1,202,947		\$ 631,665	\$ 613,665	\$ 1,245,330	
Public Shelters - La Verendry Parkway	\$ 27,000	\$ 27,000	\$ 54,000		\$ 27,000	\$ 27,000	\$ 54,000		\$ 28,530	\$ 27,000	\$ 55,530		\$ 29,484	\$ 28,530	\$ 58,014		\$ 30,663	\$ 29,484	\$ 60,147		\$ 31,583	\$ 30,663	\$ 62,246	
			\$ 761,500				\$ 761,500				\$ 799,140				\$ 831,106				\$ 864,349				\$ 890,279	
MUSEUM																								
<i>Museum & Cultural Centre ***</i>																								
Fire Art - Fire Boat Hallett 60' Hull - Display Only	\$ 1,947,000	\$ 60,100	\$ 2,007,100		\$ 1,947,000	\$ 60,100	\$ 2,007,100		\$ 2,044,350	\$ 60,100	\$ 2,104,450		\$ 2,126,124	\$ 62,504	\$ 2,188,628		\$ 2,211,169	\$ 65,004	\$ 2,276,173		\$ 2,277,504	\$ 66,954	\$ 2,344,458	
Fire Art on Loan - split between Library & Museum	\$ 184,546	\$ 184,546	\$ 369,092		\$ 184,546	\$ 184,546	\$ 369,092		\$ 184,546	\$ 184,546	\$ 369,092		\$ 191,928	\$ 191,928	\$ 383,856		\$ 199,605	\$ 199,605	\$ 399,210		\$ 205,593	\$ 205,593	\$ 405,186	
Novel Morrisseau Painting		\$ 20,000	\$ 20,000			\$ 20,000	\$ 20,000			\$ 20,000	\$ 20,000			\$ 20,800	\$ 20,800			\$ 21,632	\$ 21,632			\$ 22,281	\$ 22,281	
			\$ 2,211,646				\$ 2,211,646				\$ 2,308,996				\$ 2,401,356				\$ 2,497,410				\$ 2,594,920	

Description	2007/08 (Values based on Frank Cowan Estimate Nov 1, 2007)			2008/09			2009/10			2010/11 (Values changed on some buildings to reflect CBO's values)			2011/12			2012/13		
	Building	Equip. etc.	Total	Building	Equip. etc.	Total	Building	Equip. etc.	Total	Building	Equip. etc.	Total	Building	Equip. etc.	Total	Building	Equip. etc.	Total
PARKS & RECREATION / CEMETERY																		
Cemetery Storage	\$ 216,800	\$	\$ 216,800	\$ 216,800	\$	\$ 216,800	\$ 216,800	\$	\$ 216,800	\$ 216,746	\$	\$ 216,746	\$ 246,215	\$	\$ 246,215	\$ 253,601	\$	\$ 253,601
Columbarium	\$ 20,000	\$	\$ 20,000	\$ 20,000	\$	\$ 20,000	\$ 20,000	\$	\$ 20,000	\$ 21,840	\$	\$ 21,840	\$ 22,714	\$	\$ 22,714	\$ 23,395	\$	\$ 23,395
Lunch Room	\$ 70,200	\$ 11,900	\$ 82,100	\$ 70,200	\$ 11,900	\$ 82,100	\$ 70,200	\$ 11,900	\$ 82,100	\$ 85,610	\$ 12,376	\$ 97,986	\$ 92,596	\$ 12,871	\$ 105,467	\$ 118,357	\$ 13,257	\$ 121,624
Equipment Shed	\$ 3,400	\$ 39,300	\$ 42,700	\$ 3,400	\$ 39,300	\$ 42,700	\$ 3,400	\$ 39,300	\$ 42,700	\$ 42,872	\$ 44,585	\$ 87,457	\$ 42,507	\$ 3,861	\$ 46,368	\$ 3,977	\$ 43,382	\$ 47,359
Equipment Storage Building	\$ 50,200	\$ 55,600	\$ 105,800	\$ 50,200	\$ 55,600	\$ 105,800	\$ 50,200	\$ 55,600	\$ 105,800	\$ 54,818	\$ 57,824	\$ 112,642	\$ 57,011	\$ 60,137	\$ 117,148	\$ 58,721	\$ 61,941	\$ 120,662
Parks Garage/Equipment Shelter	\$ 158,500	\$ 641,900	\$ 800,400	\$ 158,500	\$ 641,900	\$ 800,400	\$ 158,500	\$ 641,900	\$ 800,400	\$ 808,325	\$ 667,576	\$ 1,475,901	\$ 840,625	\$ 180,005	\$ 1,020,630	\$ 185,405	\$ 715,107	\$ 900,512
Greenhouse ***	\$ 15,700	\$	\$ 15,700	\$ 15,700	\$	\$ 15,700	\$ 15,700	\$	\$ 15,700	\$ 17,144	\$	\$ 17,144	\$ 17,830	\$	\$ 17,830	\$ 18,365	\$	\$ 18,365
Mortuary Building	\$ 68,800	\$	\$ 68,800	\$ 68,800	\$	\$ 68,800	\$ 68,800	\$	\$ 68,800	\$ 72,240	\$	\$ 72,240	\$ 78,135	\$	\$ 78,135	\$ 80,479	\$	\$ 80,479
Columbarium	\$ 20,000	\$	\$ 20,000	\$ 20,000	\$	\$ 20,000	\$ 20,000	\$	\$ 20,000	\$ 21,840	\$	\$ 21,840	\$ 22,714	\$	\$ 22,714	\$ 23,395	\$	\$ 23,395
East End Community Hall	\$ 216,200	\$ 20,800	\$ 237,000	\$ 216,200	\$ 20,800	\$ 237,000	\$ 216,200	\$ 20,800	\$ 237,000	\$ 247,722	\$ 21,632	\$ 269,354	\$ 268,031	\$ 22,497	\$ 290,528	\$ 23,172	\$ 253,656	\$ 313,698
West End Park Washrooms	\$ 28,100	\$	\$ 28,100	\$ 28,100	\$	\$ 28,100	\$ 28,100	\$	\$ 28,100	\$ 30,685	\$	\$ 30,685	\$ 31,913	\$	\$ 31,913	\$ 32,870	\$	\$ 32,870
West End Park Picnic Shelter	\$ 13,100	\$	\$ 13,100	\$ 13,100	\$	\$ 13,100	\$ 13,100	\$	\$ 13,100	\$ 14,305	\$	\$ 14,305	\$ 14,877	\$	\$ 14,877	\$ 15,323	\$	\$ 15,323
Lookout Tower Museum	\$ 72,000	\$ 6,600	\$ 78,600	\$ 72,000	\$ 6,600	\$ 78,600	\$ 72,000	\$ 6,600	\$ 78,600	\$ 83,488	\$ 6,864	\$ 90,352	\$ 88,908	\$ 7,139	\$ 96,047	\$ 84,222	\$ 7,553	\$ 103,575
Central Statute Rink Shack	\$ 61,100	\$	\$ 61,100	\$ 61,100	\$	\$ 61,100	\$ 61,100	\$	\$ 61,100	\$ 66,721	\$	\$ 66,721	\$ 69,390	\$	\$ 69,390	\$ 71,523	\$	\$ 71,523
North End Statute Rink Shack	\$ 41,600	\$	\$ 41,600	\$ 41,600	\$	\$ 41,600	\$ 41,600	\$	\$ 41,600	\$ 45,427	\$	\$ 45,427	\$ 47,244	\$	\$ 47,244	\$ 48,661	\$	\$ 48,661
McVine Rink Shack	\$ 53,900	\$ 27,300	\$ 81,200	\$ 53,900	\$ 27,300	\$ 81,200	\$ 53,900	\$ 27,300	\$ 81,200	\$ 83,895	\$ 28,392	\$ 112,287	\$ 112,287	\$ 61,213	\$ 173,500	\$ 63,049	\$ 30,415	\$ 203,915
Point Park Office	\$ 55,600	\$ 3,100	\$ 58,700	\$ 55,600	\$ 3,100	\$ 58,700	\$ 55,600	\$ 3,100	\$ 58,700	\$ 60,715	\$ 3,224	\$ 63,939	\$ 61,144	\$ 3,353	\$ 64,497	\$ 65,038	\$ 3,454	\$ 68,492
Point Park Washrooms	\$ 35,300	\$	\$ 35,300	\$ 35,300	\$	\$ 35,300	\$ 35,300	\$	\$ 35,300	\$ 38,548	\$	\$ 38,548	\$ 40,090	\$	\$ 40,090	\$ 41,293	\$	\$ 41,293
Point Park Garage	\$ 112,000	\$	\$ 112,000	\$ 112,000	\$	\$ 112,000	\$ 112,000	\$	\$ 112,000	\$ 122,304	\$	\$ 122,304	\$ 127,196	\$	\$ 127,196	\$ 131,012	\$	\$ 131,012
Lifeguard Equipment Building	\$ 12,800	\$	\$ 12,800	\$ 12,800	\$	\$ 12,800	\$ 12,800	\$	\$ 12,800	\$ 13,978	\$	\$ 13,978	\$ 14,537	\$	\$ 14,537	\$ 14,973	\$	\$ 14,973
Point Park Showers/Washrooms	\$ 57,200	\$	\$ 57,200	\$ 57,200	\$	\$ 57,200	\$ 57,200	\$	\$ 57,200	\$ 62,462	\$	\$ 62,462	\$ 64,961	\$	\$ 64,961	\$ 66,910	\$	\$ 66,910
Philler's Point Park Dock	\$ 344,000	\$	\$ 344,000	\$ 344,000	\$	\$ 344,000	\$ 344,000	\$	\$ 344,000	\$ 375,648	\$	\$ 375,648	\$ 390,674	\$	\$ 390,674	\$ 402,394	\$	\$ 402,394
Lions Park Fountain	\$ 106,000	\$	\$ 106,000	\$ 106,000	\$	\$ 106,000	\$ 106,000	\$	\$ 106,000	\$ 115,752	\$	\$ 115,752	\$ 120,382	\$	\$ 120,382	\$ 123,993	\$	\$ 123,993
Lions Park Washrooms	\$ 37,200	\$ 39,060	\$ 76,260	\$ 37,200	\$ 39,060	\$ 76,260	\$ 37,200	\$ 39,060	\$ 76,260	\$ 80,622	\$	\$ 80,622	\$ 82,247	\$	\$ 82,247	\$ 83,514	\$	\$ 83,514
Lions Park Pavilion	\$ 49,500	\$	\$ 49,500	\$ 49,500	\$	\$ 49,500	\$ 49,500	\$	\$ 49,500	\$ 54,054	\$	\$ 54,054	\$ 56,216	\$	\$ 56,216	\$ 57,902	\$	\$ 57,902
Concession Booth/Washrooms	\$ 74,900	\$	\$ 74,900	\$ 74,900	\$	\$ 74,900	\$ 74,900	\$	\$ 74,900	\$ 81,791	\$	\$ 81,791	\$ 85,062	\$	\$ 85,062	\$ 87,614	\$	\$ 87,614
Playground Equipment	\$ 240,500	\$	\$ 240,500	\$ 240,500	\$	\$ 240,500	\$ 240,500	\$	\$ 240,500	\$ 250,120	\$	\$ 250,120	\$ 260,125	\$	\$ 260,125	\$ 267,929	\$	\$ 267,929
Recreational Fencing	\$ 170,000	\$	\$ 170,000	\$ 170,000	\$	\$ 170,000	\$ 170,000	\$	\$ 170,000	\$ 176,800	\$	\$ 176,800	\$ 183,872	\$	\$ 183,872	\$ 189,388	\$	\$ 189,388
Recreational Floodlighting	\$ 154,800	\$	\$ 154,800	\$ 154,800	\$	\$ 154,800	\$ 154,800	\$	\$ 154,800	\$ 160,992	\$	\$ 160,992	\$ 167,432	\$	\$ 167,432	\$ 172,455	\$	\$ 172,455
Spectator Bleachers	\$ 66,000	\$	\$ 66,000	\$ 66,000	\$	\$ 66,000	\$ 66,000	\$	\$ 66,000	\$ 68,640	\$	\$ 68,640	\$ 71,386	\$	\$ 71,386	\$ 73,528	\$	\$ 73,528
Sun Shelter	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
			\$ 3,431,900			\$ 3,431,900				\$ 3,672,868		\$ 3,672,868			\$ 3,849,785			\$ 3,893,804
POLLUTION CONTROL (Sewage)																		
Water Pollution Control Plant ***	\$ 17,232,600	\$	\$ 17,232,600	\$ 17,232,600	\$	\$ 17,232,600	\$ 17,232,600	\$	\$ 17,232,600	\$ 18,817,999	\$	\$ 18,817,999	\$ 19,570,719	\$	\$ 19,570,719	\$ 20,157,841	\$	\$ 20,157,841
Sewage Lift Station	\$ 138,500	\$	\$ 138,500	\$ 138,500	\$	\$ 138,500	\$ 138,500	\$	\$ 138,500	\$ 151,242	\$	\$ 151,242	\$ 157,292	\$	\$ 157,292	\$ 162,011	\$	\$ 162,011
Sewage Lift Station	\$ 137,500	\$	\$ 137,500	\$ 137,500	\$	\$ 137,500	\$ 137,500	\$	\$ 137,500	\$ 150,150	\$	\$ 150,150	\$ 156,156	\$	\$ 156,156	\$ 160,841	\$	\$ 160,841
Sewage Lift Station	\$ 369,500	\$ 21,200	\$ 390,700	\$ 369,500	\$ 21,200	\$ 390,700	\$ 369,500	\$ 21,200	\$ 390,700	\$ 403,494	\$ 22,048	\$ 425,542	\$ 419,634	\$ 22,930	\$ 442,564	\$ 432,223	\$ 23,618	\$ 466,141
Sewage Lift Station	\$ 482,700	\$ 21,200	\$ 503,900	\$ 482,700	\$ 21,200	\$ 503,900	\$ 482,700	\$ 21,200	\$ 503,900	\$ 527,108	\$ 22,048	\$ 549,156	\$ 543,193	\$ 22,930	\$ 572,123	\$ 564,639	\$ 23,618	\$ 595,757
Sewage Lift Station	\$ 334,300	\$ 21,200	\$ 355,500	\$ 334,300	\$ 21,200	\$ 355,500	\$ 334,300	\$ 21,200	\$ 355,500	\$ 365,056	\$ 22,048	\$ 387,104	\$ 379,658	\$ 22,930	\$ 410,088	\$ 391,048	\$ 23,618	\$ 433,666
Sewage Lift Station	\$ 177,500	\$	\$ 177,500	\$ 177,500	\$	\$ 177,500	\$ 177,500	\$	\$ 177,500	\$ 193,830	\$	\$ 193,830	\$ 201,583	\$	\$ 201,583	\$ 207,630	\$	\$ 207,630
			\$ 19,042,200			\$ 19,042,200				\$ 20,785,263		\$ 20,785,263			\$ 21,616,675			\$ 22,265,177
SPORTS COMPLEX																		
Memorial Sports Centre ***	\$ 16,904,800	\$ 290,400	\$ 17,195,200	\$ 16,904,800	\$ 290,400	\$ 17,195,200	\$ 16,904,800	\$ 290,400	\$ 17,195,200	\$ 18,460,042	\$	\$ 18,460,042	\$ 19,198,443	\$	\$ 19,198,443	\$ 19,774,396	\$	\$ 19,774,396
Memorial Sports Centre - Zamboni	\$	\$ 79,500	\$ 79,500	\$	\$ 79,500	\$ 79,500	\$	\$ 79,500	\$ 79,500	\$ 82,680	\$	\$ 82,680	\$ 85,987	\$	\$ 85,987	\$ 88,567	\$	\$ 88,567
			\$ 17,274,700			\$ 17,274,700				\$ 18,544,738		\$ 18,544,738			\$ 19,598,527			\$ 20,186,483

[illegible]

MEMORANDUM



TO: Mayor and Council

FROM: Christine Ruppenstein, Human Resources Manager

DATE: September 30, 2013

SUBJECT: WSIB Safety Group Policies

Please see the attached Policies for review and approval.

The Corporation is participating in a program called Safety Groups through WSIB, which outlines specific initiatives that the Corporation has agreed to undertake that will improve the health and safety program within our organization.

If all of the outlined initiatives are completed, then there is a possibility of receiving a certain percentage of WSIB premium refunded at the end of the year. This program is a group program with multiple employers, and the success of the program is dependent upon the collective outcome of all the participating employers.

COUNCIL APPROVAL OF THIS REPORT WILL authorize the approval of the Individual Responsibility, Health and Safety Orientation and Training, Joint Health and Safety Committee and Health and Safety Representative, Physical Demands Analysis Policies.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Individual Responsibility

Creation Date: September 2004

Revised Date: November 2007, September 2013

Resolution Number:

Supersedes Resolution Number: 406 (consent) 11/07

Policy Number: 5.14

1. PURPOSE

To provide a guideline which outlines the health and safety responsibilities of various workplace parties.

2. RESPONSIBILITY

The Town of Fort Frances (Town) in its capacity as the employer is responsible for carrying out the responsibilities and duties outlined through the delegation of these functions to individuals in the corporation.

All individuals in the workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

3. PROCEDURE

A. General

- a) Responsibility is defined as an individual's obligation to carry out assigned duties.
- b) Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
- c) The supervisor remains accountable for seeing that they are carried out.

B. Senior Management

This level of the organization includes the Chief Administrative Officer and the Division Managers.

The health and safety responsibilities attached to this level include the following:

- a) Provide a safe and healthy workplace.
- b) Establish and maintain a health and safety program.
- c) Ensure that workers are properly trained.
- d) Report accidents and injuries to authorities as required by law.
- e) Provide medical/first aid facilities.
- f) Provide workers with health and safety information.
- g) Inspect projects and meet regularly with supervisors to monitor the program and take corrective action.

- h) Provide the motivation and resources necessary to make the program work.
- i) Ensure that operations comply with both the law and the program.
- j) Demonstrate commitment to accident prevention.
- k) Consider accident prevention and safety performance when evaluating employees, especially supervisors.

C. Supervisors / Superintendents

The health and safety responsibilities attached to this level include the following:

- (a) Taking care of the occupational health and safety of the employees within their respective area.
- (b) Be familiar with the applicable requirements of the Occupational Health and Safety Act and the Regulations, and ensure compliance.
- (c) Understand and enforce the Town's Health & Safety Policies and Procedures.
- (d) Responsible for ensuring that workplace inspections are performed apart from those conducted by the Joint Health and Safety Committee / Health and Safety representative.
- (e) Ensure that employees wear the appropriate personal protective equipment.
- (f) Advise each worker of the existence of any potential or actual danger to the health and safety of the worker, of which the supervisor is aware.
- (g) Investigate and determine the causes of all incidents/accidents and initiate or recommend corrective action.
- (h) Take every precaution reasonable in the circumstance for the protection of a worker.
- (i) Ensure workers receive proper instruction and training, through safety meetings prior to the commencement of work.
- (j) Identify and inform superiors of occupational health and safety concerns.
- (k) Responsible for correcting substandard acts or conditions.
- (l) Responsible for commending good health and safety performance.
- (m) Responsible for performing employee safety observations.
- (n) Accountable for health and safety
- (o) Responsible for performing regular crew visits.
- (p) Set a good example by always wearing the appropriate PPE when required.
- (q) Ensure that supervisors regularly attend safety meetings.
- (r) Ensure that health and safety reference materials are readily available to workers.
- (s) Ensure that safety is a component of your hiring criteria.

D. Supervisors (Forepersons)

- a) Make sure that the program is carried out at the work level.
- b) Ensure that protective equipment required by law and by the program is used and maintained properly by workers and that workers understand the reasons for its use.
- c) Instruct personnel in proper work practices and update instruction as needed.
- d) Check work practices and work areas for hazards and take corrective action where required.
- e) Consult with the health and safety representative.
- f) Ensure that injuries are treated and reported.
- g) Investigate and report all accidents and take corrective action.
- h) Acquaint the new worker with hazards and safe work procedures.

E. Workers, Contract/Temporary Workers

This level of the organization includes all workers in the workplace, up to and including the Chief Administrative Officer, as well as those individuals on the Municipal payroll on a contract basis.

The health and safety responsibilities attached to this level include the following:

- (a) Learning, understanding and practicing standard operating procedures.
- (b) Responsible to work safely, work in compliance with the Act, wear PPE, report hazards, not remove guards and not engage in pranks or other dangerous conduct.
- (c) Comply with Town health and safety policies and procedures
- (d) Take every possible precaution to protect themselves and fellow workers from health and safety hazards and unsafe situations.
- (e) Report unsafe acts or conditions to their supervisor, health and safety committee, or health and safety representative.
- (f) Report any near-miss incident or loss immediately to their supervisor.
- (g) Report any occupational injury or illness immediately to their supervisor.
- (h) Use personal protective equipment, where required.
- (i) Report any contraventions of the Occupational Health and Safety Act or Regulations to their supervisor or employer.
- (j) Participate in annual performance appraisals that include health and safety.

F. Contractors and Sub-Contractors

This classification is external to the Town and includes all those individuals or organizations working on a contract for the Town.

The health and safety responsibilities attached to this classification include the following:

- (a) Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and will provide qualified workers and meet all applicable legislation as well as Town health and safety policy and procedures
- (b) Are held accountable for their health and safety performance
- (c) Provide a WSIB clearance certificate or equivalent insurance
- (d) Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area

This section will be included in all contracts tendered and proof of the above may be required by the Town at any time from tendering to project completion.

G. Health & Safety Officer

This level of the organization includes the Human Resources Manager.

The health and safety responsibilities attached to this level include the following:

- (a) Formulate and implement the Town health and safety programs.
- (b) Establish and implement policies and procedures to ensure compliance with provincial legislation. (Occupational Health & Safety Act and Workplace Safety & Insurance Act)
- (c) Co-ordinate activities with joint health & safety committee(s).
- (d) Assist Division Manager / Superintendent when meeting with MOL.
- (e) Co-ordinate and deliver safety training and education for workers.

- (f) Assist in conducting accident/incident investigations.
- (g) Has training in safety legislation, incident investigation, and workplace inspections, or basic certification.
- (h) Report directly to a top management official.

H. Visitors and General Public

This classification is external to the Town's organization and includes all those individuals or organizations not identified in the above classifications.

Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.

Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.

In the event that a visitor is required to enter a work area that is normally restricted to employees:

- (a) The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
- (b) Any and all required personal protective equipment will be used by the visitor.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Health & Safety Orientation & Training

Creation Date: July 2004

Revised Date: September 2013

Resolution Number:

Supersedes Resolution Number: 293 (consent) 07/04

Policy Number: 5.2

1. PURPOSE:

To develop guidelines to ensure all employees receive the proper orientation and training necessary for maintaining a safe work environment.

2. RESPONSIBILITY:

- A. The supervisor is responsible for ensuring the employee receives all the necessary orientation and training, as defined in this policy.
- B. The Human Resources Manager is responsible for auditing the records for compliance.

3. PROCEDURE:

A. ORIENTATION:

- i. The up to date health and safety manual is available through the Town of Fort Frances website under the Human Resources Department.
- ii. The following areas will be reviewed in detail by the Human Resources Manager during the safety orientation:
 - (a) Health and Safety Policy
 - (b) Personal Protective Equipment Policy
 - (c) Individual Responsibility Policy
 - (e) Employee Accident / Incident Reporting
 - (f) Smoking Policy
 - (g) Reporting Hazardous Conditions
 - (h) Refusal to Work Policy
 - (i) Workplace Violence and Harassment policy and procedure
- iii. The following areas will be reviewed in detail by the direct supervisor during the safety orientation:
 - (a) Tour of department facilities

- (b) Location of Fire Extinguishers / Exits
 - (c) Location of First Aid Stations
 - (d) Location and review of the Health and Safety bulletin board
 - (e) Location of MSDS Centre
 - (f) Clean-up rules (housekeeping)
 - (g) Specific health and safety guidelines for department
 - (h) Personal protective equipment
4. All employees will be shown by their supervisor or designate, proper safety procedures, specific to their job.
- B. WHMIS:**
- i. All workers will receive WHMIS training. This general training will include information on hazardous materials, labels, material safety data sheets, and health hazards.
 - ii. Workplace specific training relating to the hazardous materials used in individual workplaces will be provided to workers in those workplaces whenever new products are introduced to the workplace or on an annual basis, whichever is less.
 - iii. Material Safety Data Sheets will be kept at each workplace for the hazardous materials present in that workplace. They shall be accessible to all employees and shall be unexpired (less than three (3) years old).
- C. FIRST AID:**
- i. The Town will provide training, supplies, and equipment as required, in order to maintain compliance with the applicable regulations under the Act.
- D. PERSONAL PROTECTIVE EQUIPMENT:**
- i. Employees will be provided with and instructed in the use and care of all personal protective equipment required for their work prior to the commencement of their work.
- E. FIRE AND EMERGENCY PROCEDURES:**
- i. All employees will be shown the location of fire alarm pull stations and fire extinguishers and employees will be instructed in the proper use of fire extinguishers.
 - ii. All employees will be instructed in emergency evacuation of their workplace and practice evacuations will be conducted at least annually.
- F. TRAINING PROGRAMS:**
- i. Health and Safety Committee members will be encouraged to attend health and safety seminars and workshops to keep their knowledge current.
 - ii. Senior management, Managers, and supervisors will attend relevant health and safety seminars and workshops to provide them with the basic knowledge and skills necessary to ensure compliance with the legislation.
 - iii. All staff training will be documented and records will be maintained by the Human Resources Manager.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Joint Health & Safety Committee & Health & Safety Representative

Creation Date: July 2004

Revised Date: November 2007, September 2013

Resolution Number:

Supersedes Resolution Number: 406 (consent) 11/07

Policy Number: 5.3

1. PURPOSE

To ensure Municipal Health and Safety Representatives (HSR's) and Joint Health and Safety Committees (JHSC's) comply with the requirements of the Occupational Health and Safety Act (OHSA).

2. RESPONSIBILITIES

JHSC's and HSR's are an integral part of the Internal Responsibility System of the municipality. The municipality will establish a JHSC or HSR as required by the OHSA and support and assist them in carrying out their responsibilities on an ongoing basis.

3. PROCEDURE:

A. Composition:

1. Below lists the **minimum** legal requirements for determining the correct health and safety representation for the total number of regularly employed workers at a workplace:

1 Representative	more than 5 workers, but fewer than 20
2 Committee Members	20 or more workers, but fewer than 50
4 Committee Members	50 or more workers
2. At least half the members on the JHSC shall be workers who do not exercise managerial functions.

3. The worker member(s) of the JHSC or the HSR shall be selected by the workers they represent. In a unionized workplace, the member(s) shall be chosen by the union.
4. The employer shall select the remaining JHSC members from among persons who exercise managerial functions, to the extent possible, who do so at the workplace.
5. One co-chairperson who represents the worker members shall be selected by the worker committee members, and one co-chairperson shall be appointed by management.
6. At least two members of each JHSC shall be certified, one representing the workers and one representing management, and they shall fulfil the requirements of the certified member.
7. The names and work locations of all HSR / JHSC members shall be posted in conspicuous workplace locations.

NOTE:

Where more than one workplace requires a JHSC, it may be mutually agreed to between the workplace parties to apply to the Ministry of Labour for permission to form a **Multi-site Committee**. If such a committee is established, representatives from those workplaces requiring a committee shall form the committee.

B. Meetings and Minutes:

1. Committee members should meet monthly but shall, as a minimum, meet once every three months.
2. Members are responsible for making arrangements with their supervisor for attendance at the meetings and for preparation time prior to the meetings.

The employer will allow adequate paid time for JHSC members to prepare for meetings and to fulfil the requirements under the Occupational Health and Safety Act (OHSA).

3. An annual schedule of JHSC meetings is to be posted in conspicuous workplace locations at the beginning of each calendar year, listing the date, time, and location of all meetings.
4. An agenda is to be developed by the co-chairs for each meeting and circulated at least one week in advance of each meeting.
5. Written minutes of meetings are to be taken outlining:
 - (a) date, time, and location of meetings held
 - (b) names of all members and other persons present
 - (c) records of all items discussed, including:
 - reports presented and by whom
 - problems identified
 - recommendations agreed upon
 - action to be taken by individual members
 - approval of last meeting minutes

- business the committee has agreed to discuss at the next meeting
- response by management to the committee
- discussion with respect to the above response
- date, time, and location of the next meeting

6. Minutes are to be signed by the co-chairpersons, circulated to the JHSC members within a week, and one copy:

- posted in all workplace locations
- maintained for a minimum three years
- forwarded to the Human Resources Manager, Supervisor and Division Manager

C. General Duties for the HSR / JHSC:

1. Develop and post, at the beginning of each calendar year, a schedule for the monthly workplace inspections for that year.
2. Conduct workplace inspections monthly by trained workers; document all substandard acts and working conditions on "**WORKPLACE INSPECTION REPORT**", with one copy:
 - (a) posted in each workplace location
 - (b) forwarded to the Human Resources Manager, Supervisor and Division Manager for review and signature
 - (d) attached to the JHSC minutes
 - (e) forwarded to the JHSC co-chairs
3. Review all completed "**EMPLOYEE ACCIDENT / INCIDENT REPORTS**"; analyze information and make recommendations to management to reduce recurrences.
4. The HSR or designated JHSC worker member may investigate any accident in which a worker is killed, or critically injured as defined under Reg. O. 834/90.
5. Investigate issues regarding:
 - (a) hazardous materials, processes, or equipment
 - (b) designated substances and the respective control program reports
 - (c) workplace testing which is being carried out for health and safety purposes
6. Review any "**HAZARD REPORT FORM**" received.
7. Provide recommendations to the employer on health and safety programs in general.
 - (a) The co-chairs/HSR are responsible for ensuring the written recommendations are forwarded to the employer.
 - (b) The employer shall respond to the recommendations, in writing within 21 days, with:
 - (i) timetable for implementation, if the employer agrees with the recommendation
 - (ii) reasons for disagreement, if the recommendation is not acceptable

8. Encourage fellow workers to work safely and to report hazardous or unsafe conditions immediately to their supervisors.
9. Identify areas of health and safety training for all workers.
10. Be present for, or assist in, work refusal investigations.
11. Be available to accompany a Ministry of Labour Officer on workplace inspections.

D. Management Responsibilities

The Town supports our joint health and safety committee and has instructed its members to carry out the committee's four (4) principal functions and any other activity that is in compliance with applicable health and safety legislation/regulations. With respect to the functions of our joint health and safety committee, the Town is responsible for:

- Initiating the establishment of a joint health and safety committee and supporting its functions (as required);
- Selecting committee members who exercise managerial functions to sit on the health and safety committee;
- Assisting and cooperating with committee members in the carrying out of their functions;
- Providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries;
- Providing the committee with a copy of all orders or reports issued to The Town by a Ministry of Labour inspector;
- Informing the committee of any work related incidents involving injury, death or occupational;
- Consulting with the committee on the development of health and safety programs and policies (including training programs), where prescribed;
 - This includes advising the committee of the results of the assessment or reassessment of the risks of workplace violence and providing it with a copy of the assessment if it is in writing.
- Providing a committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace;
- Responding to written recommendations within twenty-one (21) calendar days; and
- Providing any other specific information where prescribed.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Physical Demands Analysis

Creation Date: September 2013

Revised Date: no date

Resolution Number:

Supersedes Resolution Number:

Policy Number:

INTENT

A Physical Demands Analysis (PDA) is a systematic procedure to quantify and evaluate the physical, cognitive, and environmental demands of the essential and non-essential tasks of a job.

Completing a PDA will help identify potential risk factors for injuries on a job, and may also help to discover ways to modify the job to reduce risk factors and / or accommodate an injured worker's restriction so they can return to work.

Completion of the PDA form is not a complete physical demands analysis. It collects key information about the Physical Demands of a job as they relate to a worker's injury.

Ideally the worker's supervisor in conjunction with the Human Resources Manager should complete the PDA. The supervisor should get input from the worker, and / or from other people who are familiar with the physical demands of the job and the work processes involved.

The PDA should be completed while observing a worker performing the job. The following is a general step-by-step discussion of the five components of the PDA Process.

GENERAL GUIDELINES

STEP 1 – DETERMINE JOB FUNCTION:

The worker and employer meet to discuss the existing information of the job title and job description. In most cases, there will already be a narrative job description.

Reviewing the existing job description, supervisors should determine:

- If the job information is current;
- The purpose or intent of the position;
- Identify all different components of the job (*i.e. all related tasks*); and
- All essential and non-essential functions.

STEP 2 - VERIFICATION OF JOB FUNCTION:

This process verifies that the duties and tasks outlined by the job description are actually performed in the job being analysed. The common work areas where the normal performance of the duties takes place must also be verified. Job analysts should obtain a clear understanding of the flow of the work going into and out of the workstation being analysed, and identify the relationship of the position being analysed to other positions in the department.

STEP 3 - IDENTIFY JOB FUNCTION:

The third component of the PDA process is to identify or break down what functions of the job are essential and non-essential. Next, the investigators should determine as objectively as possible the various tasks, subtasks or functional components of the job/position. After determining the various tasks, subtasks, or functional components of the job/position, the investigators should quantify the duration of each task/subtask by:

- Timing the time spent performing each function;
- Calculating the percentage of time per day, week, or shift spent on various tasks; or
- Counting the cycles or repetitions of functions being performed.

STEP 4 - QUANTIFY PHYSICAL DEMANDS OF EACH JOB FUNCTION

The fourth component of the job analysis process is to objectively quantify the physical and environmental requirements for each task/duty. In order to objectively measure the intensity, frequency, and duration of physical functions;

The physical elements to quantify for each task can include the following activities:

- mobility (*walking, sitting, standing, crouching, stooping, climbing, balancing, crawling, and kneeling*);
- manual material handling (*lifting, pushing, pulling, and carrying*);
- reaching (*vertical and horizontal work*);
- handling;
- fingering; and
- proprioception (*feeling, seeing, taste/smell, talking and hearing*).

For each essential and nonessential duty, the investigators should determine if any of the physical elements are required to perform the task. If physical demands are required to perform a task, objective quantification of the intensity, frequency, and duration of each physical function should be recorded.

STEP 5 - RECORD ALL PROCESSES

Once all physical demands of each task are quantified, the following process should be followed:

- Enter the PDA data including all the essential and non-essential tasks into the appropriate form
- Provide copies of form to appropriate parties including the relevant insurance carrier, and employee if it is as part of a return to work.

Organizations requiring PDA information such as the Town's disability carrier and WSIB will provide their individual forms for completion. These forms can also be utilized when completing a PDA that isn't related to a return to work requirement. Samples of Sunlife's PDA form and WSIB's PDA form are attached as Appendix A to this policy.



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/96

To: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 9, 2013

SUBJECT: Mark McCaig, CAO – NOMA Regional Conference Travel Expenses

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the total amount of \$116.00 in regard to travel and attendance of the NOMA Regional Conference held in Thunder Bay from September 25 - 27, 2013 as submitted by Mark McCaig, CAO.

Conference Expenses

1. Meals	\$ 86.00
3. Per Diem (3 days)	<u>30.00</u>
Total Per Diem & Travel Claims	<u>\$ 116.00</u>

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11, Schedule ‘A’ 1. and 2.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the travel expense claim in the total amount of \$116.00 for attendance at the NOMA Regional Conference held in Thunder Bay from September 25 - 27, 2013 as submitted by Mark McCaig, CAO.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the travel expense claim as submitted by Mark McCaig, CAO in the amount of \$116.00 to attend the NOMA Regional Conference held in Thunder Bay from September 25 - 27, 2013 as outlined in this report.

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

AGENDA ITEM #6.11

1.	Attendee	<i>MARK MCCAIG</i>							
2.	Conference/Seminar Attended	<i>NWORC SEPT 25, 26, 27</i>							
	Location (Facility and City)	<i>THUNDER BAY, VICTORIA INN</i>							
	Dates	<i>SEPT. 25, 26, 27</i>							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				<i>15.00</i>	<i>—</i>	<i>—</i>		
	Lunch				<i>15.00</i>	<i>—</i>	<i>—</i>		<i>16.00</i>
	Dinner				<i>35.00</i>	<i>35.00</i>	<i>—</i>		<i>70.00</i>
	Per Diem				<i>10.00</i>	<i>10.00</i>	<i>10.00</i>		<i>30.00</i>
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed			KM x \$0.45 =	

6.	Approved		Total Expenses	<i>\$116.00</i>
			Advance Received	
			Balance Claimed	<i>\$116.00</i>
			Balance Refunded	

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

September 28, 2013
Date

Mark MCCAIG
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Follow us on

A A A

search the site



Twitter

ABOUT NOMA OUR MEMBERS NEWS POLICY / ISSUES EVENTS RESOURCES & LINKS

Northwestern Ontario Regional Conference

The 2013 Northwestern Ontario Regional Conference is scheduled for September 25, 26 & 27 at the Victoria Inn in Thunder Bay.

Please click the following link for the registration form. Registration forms can be sent via mail P.O. Box 10308, Thunder Bay, ON P7E 6T8 or

Fax (807) 683-6662 or Scan and email to admin@noma.on.ca

Agenda At A Glance

AGENDA

Wednesday, September 25, 2013

5:00 pm to 7:00 pm	Registration & After Business Networking	Valhalla Inn, Thunder Bay
NOTE - 6:30 pm SNC Lavalin will hold their Grand Opening at its office in Thunder Bay located at Suite 804, 34 Cumberland St. N. Thunder Bay.		

Thursday, September 26, 2013 – All meetings held at the Victoria Inn

8:00 am to 9:00 am	Buffet Breakfast and Welcome Address	Victoria Inn, Thunder Bay
9:00 am to 10:00 am	Connecting the Dots: Empowering an Entrepreneurial Ecosystem in Your Community <i>Maria Meyers, Network Builder, US Sourelink</i>	
10:20 am to 11:15 am	College & University: Economic Impacts on our Communities, President Jim Madder, Confederation College Dr. Rodney Hanley, Provost & Vice President, Lakehead University	
11:15 am to 12:00 pm	Hon. Michael Gravelle, Minister of Northern Development and Mines	

12:00 pm to 1:00 pm	Lunch followed by a presentation from David Sword, Union Gas – Update on the Pipelines	
1:00 pm to 2:00 pm	<p>NOMA Concurrent Session – Making Choices: Using Service Delivery Reviews to Improve Municipal Services and Better Manage Spending</p> <p><i>Municipalities are faced with making hard decisions now more than ever in maintaining service demands while making choices that ensure their financial integrity. This session will take a look at an overview of a six stage approach to Service Delivery Reviews as well as examine some examples of SDRs done by municipalities across the Region and Northern Ontario with an intent to reduce costs and find efficiencies.</i></p> <p>NOACC Business Meeting</p> <p>NODN Business Meeting</p>	
2:00 pm to 3:00 pm	<p>NOMA Concurrent Session – Overview of Shared Services for Municipalities</p> <p>Oscar Poloni, KPMG to present</p> <p><i>An overview of shared services and what that means for municipalities in an effort to maintain performance while identifying ways of saving costs in order to operate more cost efficiently.</i></p> <p>NOACC Business Meeting</p> <p>NODN Business Meeting</p>	
3:20 pm to 4:00 pm	Charles Cirtwell, CEO, Northern Policy Institute	
4:00 pm to 4:30 pm	<p>District Labour Market Update</p> <p>Sonja Wainio, Executive Director, Northwest Training & Adjustment Board</p> <p>Madge Richardson, Executive Director, North Superior Workforce Planning Board</p>	
4:30 pm to 4:45 pm	Aime Dimatteo, Director General, FedNor	
4:45 p.m.	<p>Adjournment</p> <p>Note: Confederation College is hosting the Partners Reception at the Valhalla Inn. For ticket information contact –</p> <p>Cheryl-Lyn.Lamers@confederationnc.on.ca</p>	
8:30 pm to 11:00 pm	Hospitality Suite – Hosted by Unison Benefits	Victoria Inn, Thunder Bay

Friday, September 27, 2013

7:45 am to 8:40 am	<p>Buffet Breakfast and Presentation from Ontario Power Generation to recognize their 50th Anniversary of the Thunder Bay Generating Station</p>	Victoria Inn, Thunder Bay
--------------------	---	---------------------------

8:45 am to 9:45 am	Competitive Ready Communities George Borovilos, Director of Business Development Branch with the Ministry of Agriculture and Food and Ministry of Rural Affairs	
9:45 am to 10:30 am	Immigration Portal – Connecting to Newcomers	
10:45 am to 11:30 am	Plenary Discussion Examination & Prioritization of Key Projects Related to Economic Development of Northwestern Ontario Bruce Strapp, Executive Director, Northern Ontario Heritage Fund Corporation	
11:30 am to 12:00 pm		
12:00 pm to 1:30 pm	Buffet Lunch – Hon. Greg Rickford, Minister of State for Science & Technology and FedNor	
Adjournment 1:45 p.m.		

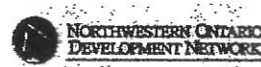
The event is co-hosted by:

- Northwestern Ontario Municipal Association
- Ministry of Municipal Affairs & Housing
- Northwestern Ontario Associated Chambers of Commerce
- Northwestern Ontario Development Network

The NWO Regional Conference is held in conjunction with the Thunder Bay Chamber of Commerce Prosperity Northwest Trade Show. Interested exhibitors and attendees are encouraged to visit www.tbchamber.ca/prosperitynorthwest for more information.

Hotel accommodations are available at the Victoria Inn at a rate of \$115.99 + HST per night. Please quote number 381244 when booking your room.

Rooms must be booked by September 4, 2013.



© 2013 Northwestern Ontario Municipal Association, All rights reserved.



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/94

To: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 9, 2013

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

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$234.23 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the NOMA Regional Conference attendance in Thunder Bay from September 25 - 27, 2013 as submitted by Mayor Roy Avis.

Travel Expenses

1.	Meals	\$ 70.00
2.	Own Vehicle Gas	164.23
3.	Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims		<u>\$ 684.23</u>

The registration fee of \$175.00 and Thunder Bay hotel accommodation of \$262.14 were paid by the Town resulting in the total cost of \$1,121.37 to attend the NOMA Regional Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$684.23 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 2013 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Mayor Roy Avis, in the total amount of \$684.23 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

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

1. Attendee	<i>ROY AULIS</i>							
2. Conference/Seminar Attended	<i>NOMMA</i>							
Location (Facility and City)	<i>TIMBER DAY</i>							
Dates	<i>SEPT 25 - 26 27</i>							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation		<i>PAID BY K LAWSON</i>						
Transportation						<i>95.02</i>	<i>69.21</i>	<i>164.23</i>
Breakfast				-	-	-		
Lunch					-	-		
Dinner				<i>35.00</i>	<i>35.00</i>			<i>70.00</i>
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason		<i>Booked</i>			Total
Mileage Claimed	KM x \$0.47 =							
6. Approved				Total Expenses			<i>234.23</i>	
				Advance Received				
				Balance Claimed			<i>234.23</i>	
				Balance Refunded				

The agenda must be attached to process payment

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

SEPT 30 2013
 Date

[Signature]
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

REPRINTED ON 9/28/2013 5:46:13 PM

Safeway
417 Scott Street
Fort Frances, ON
P9A1H3
Canada
STORE NO: 674

XXXXXXXXXX6746
Visa **/**
Appr # 003087
Seq # 960001001021
Terminal # V0674CRN
Trans : Purchase
Res Code: 001 - 00
APPROVED
Inv # 90050037
09/28/2013 18:43:42

Pump # 8-REG
Vol : 53.278 L
Price/L : \$1.299
Total: \$69.21

Fuel Includes:
GST/HST(13.0%): \$7.96
GST/HST #: 119347672

You Saved
5 Cents Per Litre
LET US HEAR FROM YOU!
1-800-723-3929 OR VISIT
SAFEWAY.CA

THANK YOU
ASK FOR OUR SPECIALS !

ESSO EXPRESS PAY

West Arthur ESSO
645WEST ARTHUR ST
Thunder Bay ON

Site #: 00303214
2013/09/27 13:39
VISA

Auth# 057901-F
Inv # PAD45000
Credit
Pump#01 EXTRA
Litres 67.922
@ \$1.399/LTR
Fuel \$95.02

TL/NoTax \$95.02
Total \$95.02
HST IN FUEL \$10.93

AERO. MILES THIS
SALE: 31
BONUS MILES: 31

AEROPLAN #:
6274211135826138
IMPORTANT - retain
this copy for your
records

THANK YOU
Station# 88001930

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print)	Signature
<i>Troy Davis</i>	<i>[Signature]</i>
Approved	Date
	<i>SEPT 25 2013</i>

31st Annual Northwestern Ontario Regional Conference

"Connecting the Dots"

September 25, 26 & 27 - Victoria Inn



This conference is an excellent opportunity for learning and networking and provides a venue to share issues of common interest with municipal, business and community leaders from across the Northwest. Our region is on the threshold of many significant opportunities in natural resources, education and healthcare. Join us as we explore ways to strengthen our communities and identify opportunities by "Connecting the Dots".

Hotel and program information available at:
www.noma.on.ca

AGENDA AT A GLANCE

Wednesday, September 25

5:00pm–7:00pm Chamber After Business & Prosperity
 Northwest Forum at Valhalla Inn

Reconnect with colleagues from across the Northwest and visit a broad range of exhibitors. Hors d'oeuvres and Cash Bar available.

Thursday, September 26

8:00 am–5:00pm Plenary & Concurrent Sessions

Friday, September 27

8:00 am–2:00pm Plenary & Concurrent Sessions

REGISTRATION FORM

Contact Name: Kathryn Lawson

Municipality/Ministry/Company: Town of Fort Frances

Address: 300 Portage Avenue

City/Province/Postal Code: Fort Frances, Ontario R9A 3P9

Phone: 274-5323 Member of (circle one): NOACC NODN (NOMA)

Email: klawson@fort-frances.com

ATTENDEE NAME(S) & ELECTED TITLE(S)

- ① Mayer Roy Avis
- ② Councillor John Albanese
- ③ Councillor Andrew Hallikas
- ④ Councillor Paul Ryan
- ⑤ CAO – Mark McCaig

FEE SCHEDULE

Full Conference

Member/Ministry: \$175 ☒

Non-member: \$275 ☐

Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch

One Day Only

Member/Ministry: \$100 ☐

Non-Member: \$125 ☐

Includes one day breakfast & lunch

Total Fee \$ 875.00

Cheque attached OR Visa/Mastercard #: [REDACTED]

Expiry date: [REDACTED]

Return with payment to: NOMA P.O. Box 10308,
 Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662
 Email: admin@noma.on.ca A \$50 administration fee
 will be charged on cancellations prior to September 1,
 cancellations after that date will not be refunded.



VICTORIA INN

AGENDA ITEM #7.1

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Roy. Avis

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page # 1
Res. # 381276
Checked in Wed Sep 25/13 - 3:38 am
Checked out Fri Sep 27/13 - 10:34 am
Nights 2
Room Rate 115.99
Room 206

Date	Description	Reference	Charges	Credits
Sep25	PAID BY VISA - Th auth #046278	*****8250		262.14
Sep25	Room - Government Rate		115.99	
Sep25	HST		15.08	
Sep26	Room - Government Rate		115.99	
Sep26	HST		15.08	
			0.00	262.14

N.O.M.A.
Attn: Charla Robinson
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8
P.O. number: cc auth form

Thank you for staying with us, Please visit our sister hotels
Located in Brandon, Winnipeg, Flin Flon & Owen Sound
Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:
HST

30.16

~~ROY~~
Email: Klawson@fort-frances.com

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

Attendee	<i>Roy Aulis</i>
Conference / Seminar Attended	<i>NOMA</i>
Location	<i>THUNDER Bay ONT</i>
Dates	<i>SEPT 25 26 27</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>9/25</i>	<i>9/26</i>	<i>9/27</i>			
Amount			<i>150</i>	<i>150</i>	<i>150</i>			<i>450-</i>

Name (Please Print)	Signature
<i>Roy Aulis</i>	<i>[Signature]</i>
Approved	Date
	<i>SEPT 30 / 2013</i>

To be submitted to Payroll for processing when approved by Council



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/95

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 9, 2013

SUBJECT: Mayor Roy Avis – Economic Development Meeting Expense

BACKGROUND

Attached is a copy of Schedule “D” Entertainment Expense Reimbursement claim in the amount of \$40.85 with regard to an Economic Development meeting with Doug Murray and Mark McCaig in Thunder Bay on September 26, 2013 as submitted by Mayor Roy Avis.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Entertainment Expense Reimbursement claim in the amount of \$40.85 with regard to an Economic Development meeting with Doug Murray and Mark McCaig in Thunder Bay on September 26, 2013 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Entertainment Expense Reimbursement claim in the amount of \$40.85 with regard to an Economic Development meeting with Doug Murray and Mark McCaig in Thunder Bay on September 26, 2013 as submitted by Mayor Roy Avis.

**TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST**

Name <i>Troy Aulis</i>	Purpose of Travel
Location of Event	Dates <i>SEPT 26 2013</i>
Signature of Division Manager <i>[Signature]</i>	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to
properly account for the HST

**TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <i>Troy Aulis</i>	Date <i>SEPT 26 2013</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>DOUG MURRAY</i>	
2. <i>MARR M'CAIG</i>	
3.	
4.	
Purpose of Entertainment <i>Re: ECONOMIC DEVELOPMENT</i>	
Amount Claimed <i>40.85</i>	
Treasurer Signature	Date

An itemized receipt must be attached to process payment

CHICAGO JOE'S THUNDER
BAY
555 ARTHUR ST
THUNDER BAY ON

CARD *****6746
CARD TYPE VISA
DATE 2013/09/26
TIME 1601 08:38:46
RECEIPT NUMBER
C06613346-001-031-015-0

PURCHASE
AMOUNT \$35.85
TIP \$5.00
TOTAL

\$40.85

VISA CREDIT
A000000003101001
E1D93D9E66319E3B
0000008000-E800
6209EF945479C929
0000008000-F800

APPROVED

AUTH# 054147 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

*MEETING WITH
DONG MURRAY
MARK McCLANE*



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/93

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 9, 2013

SUBJECT: Councillor John Albanese – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$204.54 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the NOMA Regional Conference attendance in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor John Albanese.

Travel Expenses

1. Meals	\$ 70.00
2. Own Vehicle Gas	134.54
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 654.54</u>

The registration fee of \$175.00 and Thunder Bay hotel accommodation of \$262.14 were paid by the Town resulting in the total cost of \$1,091.68 to attend the NOMA Regional Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$654.54 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor John Albanese.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor John Albanese, in the total amount of \$654.54 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

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

1. Attendee	JOHN ALBANESE							
2. Conference/Seminar Attended	31 ST Northwestern Ontario Regional Conference							
Location (Facility and City)	"Victoria INN HOTEL" Thunder Bay, Ontario							
Dates	Sept. 25-26-27							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner				35-	35-	-		70-
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason "Personal Reason"					Total
Mileage Claimed			KM x \$0.45 =					
	"fuel with receipt"							\$134.54
6. Approved								
	Total Expenses							
	Advance Received							
	Balance Claimed							
	Balance Refunded							\$204.54

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

Date

John Albanese
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date

Treasurer

A/P

Cashier

SHELL CANADA PRODUCTS

ON BEHALF OF
4794 HIGHWAY 11 & 17
Kakabeka Falls ON
POT 1WO
(807) 577-8767

Tax Description	Qty	Amount
H Bronze No1		
52.943 L @ \$1.359/ L		\$71.95
AIR MILES Discount	1	\$0.00
Sub Total		\$71.95
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$71.95
MASTERCARD:		\$71.95
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX9412
TERMINAL No. 89221561
PURCHASE CHIP
INV No. 2215610573
APPROVAL No. 09194B
MasterCard
AID A0000000041010
TVR 0000008000

VERIFIED BY PIN

IMPORTANT
retain this copy for your records

AM 81704XXXXXX SCANNED Promo 555
Fuel Includes HST 13.0% \$8.28
Fuel Includes HST-F 5.0% \$0.00

HST - Fuel - ON No. 863700670RT0001

Help us change the world,
one click at a time.
www.fuellingchange.com

THANK YOU

Questions? 1-800-661-1600

REG: 1 CSH:Falls TRAN:7622
2013/09/27 15:23:06 ST:C22156



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

PR GAS REGULAR UNLEAD 65.00
SC \$.05 Fuel Disc. 2.41-
GAS REGULAR UNLEAD 48.185L @ \$1.299 P5
**** TAX .00 BAL 62.59
VF MasterCard 62.59
ACCOUNT NUMBER *****2687
AUTHOR. #: 076103
CHANGE .00

TOTAL SAVINGS 2.41
TOTAL NUMBER OF ITEMS SOLD = 1
GAS REGULAR UNLEAD
INCLUDES 13.0% GST/HST 7.20
9/28/13 10:29 0674-45-0036-1663

YOUR CASHIER TODAY WAS ANDREW

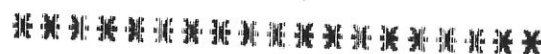
GIOVANNI ALBANESE 6660

Your Savings

Card Savings 2.41
Total 2.41
Total Savings Value 4%



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



Visit us online for Weekly
flyer specials at safeway.ca

Like us on Facebook for
exclusive coupons, recipes & more
[Facebook.com/SafewayCanada](https://www.facebook.com/SafewayCanada)

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <i>JOHN ALBANESE</i>	Signature <i>John Albanese</i>
Approved	Date

31st Annual Northwestern Ontario Regional Conference

"Connecting the Dots"

September 25, 26 & 27 - Victoria Inn



This conference is an excellent opportunity for learning and networking and provides a venue to share issues of common interest with municipal, business and community leaders from across the Northwest. Our region is on the threshold of many significant opportunities in natural resources, education and healthcare. Join us as we explore ways to strengthen our communities and identify opportunities by "Connecting the Dots".

Hotel and program information available at:
www.noma.on.ca

AGENDA AT A GLANCE

Wednesday, September 25

5:00pm–7:00pm Chamber After Business & Prosperity
Northwest Forum at Valhalla Inn

Reconnect with colleagues from across the Northwest and visit a broad range of exhibitors. Hors d'oeuvres and Cash Bar available.

Thursday, September 26

8:00 am–5:00pm Plenary & Concurrent Sessions

Friday, September 27

8:00 am–2:00pm Plenary & Concurrent Sessions

REGISTRATION FORM

Contact Name: Kathryn Lawson

Municipality/Ministry/Company:
Town of Fort Frances

Address:
320 Portage Avenue

City/Province/Postal Code:
Fort Frances, Ontario R9A 3P9

Phone: 274-5323 Member of (circle one): NOACC NODN (NOMA)

Email: klawson@fort-frances.com

ATTENDEE NAME(S) & ELECTED TITLE(S)

- ① Mayor Roy Avis
- ② Councillor John Albanese
- ③ Councillor Andrew Hallikas
- ④ Councillor Paul Ryan
- ⑤ CAO - Mark McCalla

FEE SCHEDULE

Full Conference

Member/Ministry: \$175 ☒

Non-member: \$275 ☐

Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch

One Day Only

Member/Ministry: \$100 ☐

Non-Member: \$125 ☐

Includes one day breakfast & lunch

Total Fee \$ 875.00

Cheque attached OR Visa/Mastercard #: [REDACTED]

Expiry date: [REDACTED]

Return with payment to: NOMA P.O. Box 10308,
Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662
Email: admin@noma.on.ca A \$50 administration fee
will be charged on cancellations prior to September 1,
cancellations after that date will not be refunded.



VICTORIA INN

GENDA ITEM #7.3

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

John. Albanese

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page #	1
Res. #	383696
Checked in	Wed Sep 25/13 - 3:20 am
Checked out	Fri Sep 27/13 - 12:34 pm
Nights	2
Room Rate	115.99
Room	162

Date	Description	Reference	Charges	Credits
Sep25	PAID BY VISA - Th auth #001847	*****8250		262.14
Sep25	Room - Best Available Rate		115.99	
Sep25	HST		15.08	
Sep26	Room - Best Available Rate		115.99	
Sep26	HST		15.08	
			0.00	262.14
				262.14

N.O.M.A.
Attn: Charla Robinson
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8
P.O. number: cc auth form

Thank you for staying with us, Please visit our sister hotels
Located in Brandon, Winnipeg, Flin Flon & Owen Sound
Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:
HST

30.16

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee JOHN ALBANESE

Conference/Seminar Attended 31ST ANNUAL NORTHWESTERN Reg. Conference

Location VICTORIA INN THUNDER BAY

Dates Sept. 25-26-27

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept. 25	Sept. 26	Sept. 27			
Amount			150	150	150			\$450.00

Submitted by:

John Albanese

Date: Sept. 30/13

Approved by:

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll	
Pay period	



TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/90

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 9, 2013

SUBJECT: Councillor Andrew Hallikas – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$70.00 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the NOMA Regional Conference attendance in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Andrew Hallikas.

Travel Expenses

1. Meals	\$ 70.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 520.00</u>

The registration fee of \$175.00 and Thunder Bay hotel accommodation of \$262.14 were paid by the Town resulting in the total cost of \$957.14 to attend the NOMA Regional Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$520.00 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor Andrew Hallikas, in the total amount of \$520.00 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

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

1. Attendee	Andrew Hallikas							
2. Conference/Seminar Attended	NOMA Conference (Fall)							
Location (Facility and City)	Thunder Bay							
Dates	Sept 25, 26, 27 (2013)							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner				35.00	35.00			70.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.45 =							
6. Approved								
	Total Expenses							70.00
	Advance Received							
	Balance Claimed							
	Balance Refunded							

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

Sept 30/13

Date



Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date

Treasurer

A/P

Cashier

31st Annual Northwestern Ontario Regional Conference

"Connecting the Dots"

September 25, 26 & 27 - Victoria Inn



This conference is an excellent opportunity for learning and networking and provides a venue to share issues of common interest with municipal, business and community leaders from across the Northwest. Our region is on the threshold of many significant opportunities in natural resources, education and healthcare. Join us as we explore ways to strengthen our communities and identify opportunities by "Connecting the Dots".

Hotel and program information available at:
www.noma.on.ca

AGENDA AT A GLANCE

Wednesday, September 25

5:00pm–7:00pm Chamber After Business & Prosperity
Northwest Forum at Valhalla Inn

Reconnect with colleagues from across the Northwest and visit a broad range of exhibitors. Hors d'oeuvres and Cash Bar available.

Thursday, September 26

8:00 am–5:00pm Plenary & Concurrent Sessions

Friday, September 27

8:00 am–2:00pm Plenary & Concurrent Sessions

REGISTRATION FORM

Contact Name: Kathryn Lawson
Municipality/Ministry/Company: Town of Fort Frances
Address: 320 Portage Avenue
City/Province/Postal Code: Fort Frances, Ontario R9A 3P9
Phone: 274-5323 Member of (circle one): NOACC NODN (NOMA)
Email: klawson@fort-frances.com

ATTENDEE NAME(S) & ELECTED TITLE(S)

- ① Mayor Roy Avis
- ② Councillor John Albanese
- ③ Councillor Andrew Hallikas
- ④ Councillor Paul Ryan
- ⑤ CAO – Mark McCalla

FEE SCHEDULE

Full Conference

Member/Ministry: \$175 ☒

Non-member: \$275 ☐

Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch

One Day Only

Member/Ministry: \$100 ☐

Non-Member: \$125 ☐

Includes one day breakfast & lunch

Total Fee \$ 875.00

Cheque attached OR Visa/Mastercard #: [REDACTED]

Expiry date: [REDACTED]

Return with payment to: NOMA P.O. Box 10308,
Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662
Email: admin@noma.on.ca A \$50 administration fee
will be charged on cancellations prior to September 1,
cancellations after that date will not be refunded.



VICTORIA INN

AGENDA ITEM #7.4

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Andrew Hallikas

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page #	1
Res. #	383695
Checked in	Wed Sep 25/13 - 11:02 am
Checked out	Fri Sep 27/13 - 11:30 am
Nights	2
Room Rate	115.99
Room	366

Date	Description	Reference	Charges	Credits
Sep25	PAID BY VISA - Th auth #092725	*****8250		262.14
Sep25	Room - Government Rate		115.99	
Sep25	HST		15.08	
Sep26	Room - Government Rate		115.99	
Sep26	HST		15.08	
			0.00	262.14

N.O.M.A.

Attn: Charla Robinson

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

P.O. number: cc auth form

Thank you for staying with us, Please visit our sister hotels
Located in Brandon, Winnipeg, Flin Flon & Owen Sound
Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:

HST 30.16

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee Andrew Hallikas
 Conference/Seminar Attended NOMA
 Location Thunder Bay
 Dates Sept 25, 26, 27 (2013)

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 25	Sept 26	Sept 27			
Amount			150. ⁰⁰	150. ⁰⁰	150. ⁰⁰			450. ⁰⁰

Submitted by: Andrew Hallikas

Date: Sept 30/13

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period _____



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/92

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 3, 2013

SUBJECT: Councillor Paul Ryan – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$174.89 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the NOMA Regional Conference attendance in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Paul Ryan.

Travel Expenses

1. Meals	\$ 70.00
2. Town Vehicle Gas	104.89
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 624.89</u>

The registration fee of \$175.00 and Thunder Bay hotel accommodation of \$262.14 were paid by the Town resulting in the total cost of \$1,062.03 to attend the NOMA Regional Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$624.89 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Paul Ryan.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor Paul Ryan, in the total amount of \$624.89 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

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

1. Attendee	Paul Ryan								
2. Conference/Seminar Attended	Northwestern Ontario Municipal Association, 31st Annual Regional Conference								
Location (Facility and City)	Victoria Inn - Thunder Bay ON.								
Dates	September 25, 26, 27, 2013								
3.	September	Sun.	Mon.	Tues.	Wed. 25	Thurs. 26	Fri. 27	Sat.	Total
Accommodation									
Transportation									
Breakfast					Ø	Ø	Ø		
Lunch					Ø	Ø	Ø		
Dinner					35.00	35.00	Ø		70.00
Per Diem									
Other									
4. Prepaid Expenses	Registration		Air Travel		Other			Total	
Town of F. Frances	Yes				Hotel, Victoria Inn			Ø	
5. Town Used Vehicle	(Yes)	No	Reason						Total
Mileage Claimed	Ø	KM x \$0.47 =	Ø Gas Re: Admin Vehicle						104.89
6. Approved					Total Expenses				174.89
					Advance Received				Ø
					Balance Claimed				174.89
					Balance Refunded				

The agenda must be attached to process payment

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

Date

Date

Date

Employee Signature

Supervisor Signature

Division Manager Signature

Date	Treasurer	A / P	Cashier

SHELL CANADA PRODUCTS

ON BEHALF OF
1110 WEST ARTHUR STREET
THUNDER BAY ON
P7E 6P9
(807) 473-4325

Tax Description	Qty	Amount
H Bronze No2		
22.425 L @ \$1.339/ L		\$30.03
AIR MILES Discount	1	\$0.00
Sub Total		\$30.03
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$30.03
Cash		\$40.03
Change		\$10.00

AM 80003XXXXXX SCANNED Promo 0
Fuel Includes HST 13.0% \$3.45
Fuel Includes HST-F 5.0% \$0.00

HST - Fuel - ON No. 137400032RT

Help us change the world,
one click at a time.
www.fuellingchange.com

THANK YOU

Questions? 1-800-661-1600

REG: 2 CSH:Dan, TRAN:1870
2013/09/27 13:41:28 ST:C20344

Noma Conference
Thunder Bay
Sept 25, 26, 27/13

Gas:
Re: Town Admin. Vehicle

30.03
74.86
104.89

Total

SHELL CANADA PRODUCTS

ON BEHALF OF
HWY 11 EAST
FORT FRANCES ON
P9A 3M3
(807) 274-2221

Tax Description	Qty	Amount
H Bronze FS No1		
54.682 L @ \$1.369/ L		\$74.86
AIR MILES Discount	1	\$0.00
Sub Total		\$74.86
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$74.86
MASTERCARD:		\$74.86
Change		\$0.00

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX1937
TERMINAL No. 89102381
CHIP

PURCHASE
INV No. 1023818265
APPROVAL No. 04212Z
CAPITAL ONE
AID A0000000041010
TVR 0000008000

VERIFIED BY PIN

IMPORTANT

retain this copy for your records

AM 81704XXXXXX SCANNED Promo 0
Fuel Includes HST 13.0% \$8.61
Fuel Includes HST-F 5.0% \$0.00

HST - Fuel - ON No. R106555360

Help us change the world,
one click at a time.
www.fuellingchange.com

THANK YOU

Questions? 1-800-661-1600

REG: 1 CSH:Gusta TRAN:8476
2013/09/27 15:58:07 ST:C10238

Councillor P. Ryan AGENDA ITEM #7.5

Follow us on

A A A

search the site



Twitter

ABOUT NOMA OUR MEMBERS NEWS POLICY / ISSUES EVENTS RESOURCES & LINKS

Northwestern Ontario Regional Conference

The 2013 Northwestern Ontario Regional Conference is scheduled for September 25, 26 & 27 at the Victoria Inn in Thunder Bay.

Please click the following link for the registration form. Registration forms can be sent via mail P.O. Box 10308, Thunder Bay, ON P7E 6T8 or

Fax (807) 683-6662 or Scan and email to admin@noma.on.ca

Agenda At A Glance

AGENDA

Wednesday, September 25, 2013

5:00 pm to 7:00 pm	Registration & After Business Networking	Valhalla Inn, Thunder Bay
NOTE - 6:30 pm SNC Lavalin will hold their Grand Opening at its office in Thunder Bay located at Suite 804, 34 Cumberland St. N. Thunder Bay.		

Thursday, September 26, 2013 – All meetings held at the Victoria Inn

8:00 am to 9:00 am	Buffet Breakfast and Welcome Address	Victoria Inn, Thunder Bay
9:00 am to 10:00 am	Connecting the Dots: Empowering an Entrepreneurial Ecosystem in Your Community <i>Maria Meyers, Network Builder, US Sourelink</i>	
10:20 am to 11:15 am	College & University: Economic Impacts on our Communities, President Jim Madder, Confederation College Dr. Rodney Hanley, Provost & Vice President, Lakehead University	
11:15 am to 12:00 pm	Hon. Michael Gravelle, Minister of Northern Development and Mines	

12:00 pm to 1:00 pm	Lunch followed by a presentation from David Sword, Union Gas – Update on the Pipelines	
1:00 pm to 2:00 pm	<p>NOMA Concurrent Session – Making Choices: Using Service Delivery Reviews to Improve Municipal Services and Better Manage Spending</p> <p><i>Municipalities are faced with making hard decisions now more than ever in maintaining service demands while making choices that ensure their financial integrity. This session will take a look at an overview of a six stage approach to Service Delivery Reviews as well as examine some examples of SDRs done by municipalities across the Region and Northern Ontario with an intent to reduce costs and find efficiencies.</i></p> <p>NOACC Business Meeting NODN Business Meeting</p>	
2:00 pm to 3:00 pm	<p>NOMA Concurrent Session – Overview of Shared Services for Municipalities</p> <p>Oscar Poloni, KPMG to present</p> <p><i>An overview of shared services and what that means for municipalities in an effort to maintain performance while identifying ways of saving costs in order to operate more cost efficiently.</i></p> <p>NOACC Business Meeting NODN Business Meeting</p>	
3:20 pm to 4:00 pm	Charles Cirtwell, CEO, Northern Policy Institute	
4:00 pm to 4:30 pm	<p>District Labour Market Update</p> <p>Sonja Wainio, Executive Director, Northwest Training & Adjustment Board</p> <p>Madge Richardson, Executive Director, North Superior Workforce Planning Board</p>	
4:30 pm to 4:45 pm	Aime Dimatteo, Director General, FedNor	
4:45 p.m.	<p>Adjournment</p> <p>Note: Confederation College is hosting the Partners Reception at the Valhalla Inn. For ticket information contact – Cheryl-Lyn.Lamers@confederationc.on.ca</p>	
8:30 pm to 11:00 pm	Hospitality Suite – Hosted by Unison Benefits	Victoria Inn, Thunder Bay

Friday, September 27, 2013

7:45 am to 8:40 am	Buffet Breakfast and Presentation from Ontario Power Generation to recognize their 50 th Anniversary of the Thunder Bay Generating Station	Victoria Inn, Thunder Bay
--------------------	---	---------------------------

8:45 am to 9:45 am	Competitive Ready Communities George Borovilos, Director of Business Development Branch with the Ministry of Agriculture and Food and Ministry of Rural Affairs	
9:45 am to 10:30 am	Immigration Portal – Connecting to Newcomers	
10:45 am to 11:30 am	Plenary Discussion Examination & Prioritization of Key Projects Related to Economic Development of Northwestern Ontario	
11:30 am to 12:00 pm		
	Bruce Strapp, Executive Director, Northern Ontario Heritage Fund Corporation	
12:00 pm to 1:30 pm	Buffet Lunch – Hon. Greg Rickford, Minister of State for Science & Technology and FedNor	
Adjournment 1:45 p.m.		

The event is co-hosted by:

- Northwestern Ontario Municipal Association
- Ministry of Municipal Affairs & Housing
- Northwestern Ontario Associated Chambers of Commerce
- Northwestern Ontario Development Network

The NWO Regional Conference is held in conjunction with the Thunder Bay Chamber of Commerce Prosperity Northwest Trade Show. Interested exhibitors and attendees are encouraged to visit www.tbchamber.ca/prosperitynorthwest for more information.

Hotel accommodations are available at the Victoria Inn at a rate of \$115.99 + HST per night. Please quote number 381244 when booking your room.

Rooms must be booked by September 4, 2013.



© 2013 Northwestern Ontario Municipal Association, All rights reserved.

31st Annual Northwestern Ontario Regional Conference "Connecting the Dots"

September 25, 26 & 27 - Victoria Inn



This conference is an excellent opportunity for learning and networking and provides a venue to share issues of common interest with municipal, business and community leaders from across the Northwest. Our region is on the threshold of many significant opportunities in natural resources, education and healthcare. Join us as we explore ways to strengthen our communities and identify opportunities by "Connecting the Dots".

Hotel and program information available at:
www.noma.on.ca

AGENDA AT A GLANCE

Wednesday, September 25

5:00pm- 7:00pm Chamber After Business & Prosperity
Northwest Forum at Valhalla Inn

Reconnect with colleagues from across the Northwest and visit a broad range of exhibitors. Hors d'oeuvres and Cash Bar available.

Thursday, September 26

8:00 am-5:00pm Plenary & Concurrent Sessions

Friday, September 27

8:00 am-2:00pm Plenary & Concurrent Sessions

REGISTRATION FORM	FEE SCHEDULE
Contact Name: <u>Kathryn Lawson</u>	Full Conference
Municipality/Ministry/Company: <u>Town of Fort Frances</u>	Member/Ministry: \$175 <input checked="" type="checkbox"/>
Address: <u>320 Portage Avenue</u>	Non-member: \$275 <input type="checkbox"/>
City/Province/Postal Code: <u>Fort Frances, Ontario</u> <u>R9A 3P9</u>	Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch
Phone: <u>274-5323</u> Member of (circle one): NOACC NODN <u>(NOMA)</u>	One Day Only
Email: <u>klawson@fort-frances.com</u>	Member/Ministry: \$100 <input type="checkbox"/>
ATTENDEE NAME(S) & ELECTED TITLE(S)	Non-Member: \$125 <input type="checkbox"/>
<u>① Mayor Roy Avis</u>	Includes one day breakfast & lunch
<u>② Councillor John Albanese</u>	Total Fee \$ <u>875.00</u>
<u>③ Councillor Andrew Hallikas</u>	Cheque attached OR Visa/Mastercard #: <u>[REDACTED]</u>
<u>④ Councillor Paul Ryan</u>	Expiry date: <u>[REDACTED]</u>
<u>⑤ CAO - Mark McCaig</u>	Return with payment to: NOMA P.O. Box 10308, Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662 Email: admin@noma.on.ca A \$50 administration fee will be charged on cancellations prior to September 1, cancellations after that date will not be refunded.



VICTORIA INN

AGENDA ITEM #7.5

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Paul Ryan

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page # 1
Res. # 383697
Checked in Wed Sep 25/13 - 4:59 am
Checked out Fri Sep 27/13 - 10:37 am
Nights 2
Room Rate 115.99
Room 230

Date	Description	Reference	Charges	Credits
Sep25	PAID BY VISA - Th auth #079413	*****8250		262.14
Sep25	Room - Government Rate		115.99	
Sep25	HST		15.08	
Sep26	Room - Government Rate		115.99	
Sep26	HST		15.08	
			0.00	262.14

N.O.M.A.
Attn: Charla Robinson
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8
P.O. number: cc auth form

Thank you for staying with us, Please visit our sister hotels
Located in Brandon, Winnipeg, Flin Flon & Owen Sound
Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:
HST

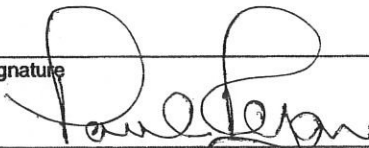
30.16

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

Attendee	PAUL RYAN
Conference / Seminar Attended	NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION 31 ST ANNUAL REGIONAL CONFERENCE
Location	VICTORIA INN - THUNDER BAY ON.
Dates	September 25, 26, 27 / 2013

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 25 / 13	Sept 26 / 13	Sept 27 / 13			
Amount			150. ⁰⁰	150. ⁰⁰	150. ⁰⁰			450. ⁰⁰

Name (Please Print) PAUL RYAN	Signature 
Approved	Date September 30 / 2013

To be submitted to Payroll for processing when approved by Council



TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/91

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 9, 2013
SUBJECT: Councillor Rick Wiedenhoeft – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$70.00 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the NOMA Regional Conference attendance in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Rick Wiedenhoeft.

Travel Expenses

1. Meals	\$ 70.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 520.00</u>

The registration fee of \$175.00 and Thunder Bay hotel accommodation of \$262.14 were paid by the Town resulting in the total cost of \$957.14 to attend the NOMA Regional Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$520.00 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 - 27, 2013 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Councillor Rick Wiedenhoeft, in the total amount of \$520.00 for the NOMA Regional Conference attendance held in Thunder Bay from September 25 to 27, 2013.

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

1.	Attendee	<i>Rick Widenhoeft</i>							
2.	Conference/Seminar Attended	<i>Fall NOMA.</i>							
	Location (Facility and City)	<i>Victoria Inn Thunder Bay.</i>							
	Dates	<i>Wed. Sept 25 - Friday Sept. 27, 2013</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								<i>paid by Town.</i>
	Breakfast								
	Lunch								
	Dinner				<i>35.00</i>	<i>35.00</i>			
	Per Diem								<i>70.00</i>
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason	<i>Paul Ryan submitting claim.</i>				Total
	Mileage Claimed	KM x \$0.45 =							
6.	Approved					Total Expenses		<i>70.00</i>	
						Advance Received			
						Balance Claimed		<i>\$70.00</i>	
						Balance Refunded			

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

Mon. Sept. 30, 2013
Date

R. Widenhoeft
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date

Treasurer

A/P

Cashier

31st Annual Northwestern Ontario Regional Conference

"Connecting the Dots"

September 25, 26 & 27 - Victoria Inn



This conference is an excellent opportunity for learning and networking and provides a venue to share issues of common interest with municipal, business and community leaders from across the Northwest. Our region is on the threshold of many significant opportunities in natural resources, education and healthcare. Join us as we explore ways to strengthen our communities and identify opportunities by "Connecting the Dots".

Hotel and program information available at:
www.noma.on.ca

AGENDA AT A GLANCE

Wednesday, September 25

5:00pm–7:00pm Chamber After Business & Prosperity
Northwest Forum at Valhalla Inn

Reconnect with colleagues from across the Northwest and visit a broad range of exhibitors. Hors d'oeuvres and Cash Bar available.

Thursday, September 26

8:00 am–5:00pm Plenary & Concurrent Sessions

Friday, September 27

8:00 am–2:00pm Plenary & Concurrent Sessions

REGISTRATION FORM	FEE SCHEDULE
Contact Name:	Full Conference
Municipality/Ministry/Company:	Member/Ministry: \$175 <input checked="" type="checkbox"/>
Town of Fort Frances	Non-member: \$275 <input type="checkbox"/>
Address:	<i>Includes: Wednesday reception; Thursday breakfast & lunch; Friday breakfast & lunch</i>
320 Portage Avenue	One Day Only
City/Province/Postal Code:	Member/Ministry: \$100 <input type="checkbox"/>
Fort Frances Ontario P9A 3P9	Non-Member: \$125 <input type="checkbox"/>
Phone: 807-274-5323	<i>Includes one day breakfast & lunch</i>
Member of (circle one): NOACC NODN NOMA	Total Fee \$ 175.00
Email: klawson@fort-frances.com	Cheque attached OR Visa/Mastercard #:
ATTENDEE NAME(S) & ELECTED TITLE(S)	
Councillor Rick Wiedenhoef	Expiry date:
	Return with payment to: NOMA P.O. Box 10308, Thunder Bay, ON P7B 6T8 Ph/Fx: (807)683-6662 Email: admin@noma.on.ca A \$50 administration fee will be charged on cancellations prior to September 1, cancellations after that date will not be refunded.



VICTORIA INN

AGENDA ITEM #7.6

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Rick Wiedenhdeft.

MAde by Kathy Lawson

EXT 257

Group: Noma*

Page #	1
Res. #	383694
Checked in	Wed Sep 25/13 - 4:51 am
Checked out	Fri Sep 27/13 - 11:29 am
Nights	2
Room Rate	115.99
Room	234

Date	Description	Reference	Charges	Credits
Sep25	PAID BY VISA - Th auth #047786	*****8250		262.14
Sep25	Room - Government Rate		115.99	
Sep25	HST		15.08	
Sep26	Room - Government Rate		115.99	
Sep26	HST		15.08	
			0.00	262.14

N.O.M.A.
Attn: Charla Robinson
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8
P.O. number: cc on file 25

Thank you for staying with us, Please visit our sister hotels
Located in Brandon, Winnipeg, Flin Flon & Owen Sound
Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:
HST

30.16

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

Attendee Rick Widenborg
 Conference/Seminar Attended Fall NOMA.
 Location Thunder Bay.
 Dates Wednesday Sept 25 - Friday 27th.

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sep 25	Sep 26	Sep 27			
Amount			150.00	150.00	150.00			\$450.00

Submitted by:



Date:

Sep. 30, 2013

Approved by:

Date:

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/98

To: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 9, 2013

SUBJECT: MOS – Requests for Reconsideration
 Re: Gas Distributions Lines (2013) Roll #59-12-030-007-24300-0000

BACKGROUND

At the September 9, 2013 Council Meeting, Treasury Report 2013/84 was approved to appeal the Minutes of Settlement received with regard to Roll Number 5912-030-007-24300-0000 Gas Distribution Lines located within the Town of Fort Frances.

Following that decision of Council, I contacted P. Begall, MPAC Municipal Relations Assistant at the Thunder Bay office to inquire as to the procedure to appeal the received MOS for the Gas Distribution lines. MPAC provided the attached information that she received from the analyst that processed the MOS for Union Gas. Also attached for your reference is the Assessment Act – O. Reg 282/98 that regulates the rates for pipeline assessment for 2013 through to 2016 taxation years and of which includes Table 1 Offshore Pipe Line, Table 2 Plastics Field and Plastic Gas Distribution Pipe Lines, and Table 3 Pipe Lines Other than those to which Tables 1 or 2 applies. In a telephone conversation with P. Begall, she indicated that the municipality would not be able to appeal as legislation sets out the method to determine the assessed value for gas distribution lines. I have requested this in writing from MPAC.

Also attached is further information forwarded to me from Darlene Morgan, MPAC Thunder Bay Office (from Ryan Ford, Property Valuation Specialist – Linear Centralized Properties) that states the municipality maintains the right to appeal the MOS. However the calculated values are legislated by the Ministry of Finance therefore leaving an appeal argument on quantum of pipe assessed or incorrect pipeline rate applied.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council first reconsider the previously decided matter to appeal the Minutes of Settlement (M.O.S.) received for Roll Number 59-12-030-007-24300-0000 for Gas Distribution Lines located within the Town of Fort Frances and secondly to receive the MOS for Roll Number 59-12-030-007-24300-0000 for Gas Distribution Lines be processed as originally received. Further, that at the CAO's discretion, a letter be sent to MPAC CEO and the MPAC Board Chair with copy to the Minister of Finance with regard to this matter.

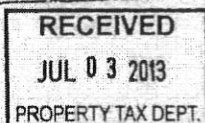
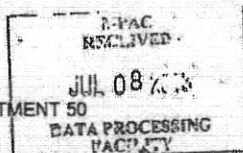
Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement (MOS) for Roll Number 59-12-030-007-24300-0000 being Gas Distribution Lines within the Town of Fort Frances and that the MOS be processed as originally received. Further that at the CAO's discretion, a letter be sent to the MPAC CEO and the MPAC Board Chair with copy to the Minister of Finance with regard to this matter.



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Request for Reconsideration Minutes of Settlement 2013 Tax Year

UNION GAS LIMITED
PROPERTY TAX DEPARTMENT 50
PO BOX 2001 STN MAIN
CHATHAM ON N7M 5M1



Questions?

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

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

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

Roll number	59-12-030-007-24300-0000	
Property location and description	GAS DISTRIBUTION LINES	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2012 Current Value	\$2,848,000	\$2,351,000
2008 Current Value	\$2,639,000	\$2,178,472
Property Classification	Pipeline (PT)	Pipeline (PT)
Tax Year	Phased-in Assessment	Phased-in Assessment
2013	\$2,691,250	\$2,221,604
2014	\$2,743,500	\$2,264,736
2015	\$2,795,750	\$2,307,868
2016	\$2,848,000	\$2,351,000

Reason(s) why your property assessment changed

- Updated property data

Please see reverse

Please check the appropriate box and sign below

☒ I accept my revised assessment.

or

☐ I reject my revised assessment.

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

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by October 02, 2013.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

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

Signature of property owner/representative X <i>Kyle Simpson</i>	Print Name X <i>Kyle Simpson</i>	Date (yyyy/mm/dd) <i>2013/07/03</i>
---	-------------------------------------	--

Signature of MPAC representative X <i>Walter Veneruzzo</i>	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2013/06/24
---	--	---------------------------------

Objection by Municipality

Municipal Signature X <i>Mark McCaig</i>	Print Name X <i>Mark McCaig, CAO</i>	Date (yyyy/mm/dd) <i>2013/Sept/10</i>
---	---	--

To finalize your RFR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: **October 9, 2013**

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2013 Roll Number: 59-12-030-007-24300-0000



"Begall, Paula"
<PAULA.BEGALL@mpac.ca>

09/10/2013 01:15 PM

To "lwitherspoon@fort-frances.com"
<lwitherspoon@fort-frances.com>
cc "Morgan, Darlene" <DARLENE.MORGAN@mpac.ca>
bcc

Subject Union Gas Section 39.1 Minutes of Settlement

Hi Laurie,

I spoke with the analyst that processed the Minutes for Union Gas – he has advised me that pipeline rates are legislated – (his comments below)

The legislated rates are found in O.Reg 282/98. Sec 41 is the Assessment of Pipe Lines and Part X has the legislated rate tables. You can also see Sec 25 of the Assessment Act.

In regards to roll 5912 030 007 24300 - **Some pipe removed**, some added and change in conditions. 2012 cva from 2,848,000 to 2,351,000 for the **2013 MOS**.

Omits issued for **pipeline addition**. Information provided by Spectra Energy in March 2012 report (received April 27 2012). Omits: \$129,000 Eff 2011-09-01 \$129,000 Eff 2012-01-01

If you have any questions, please let me know.

Thank-you,

Paula Begall

Municipal Relations Assistant

807 622-1400 x249

Paula.Begall@mpac.ca

Fax: 807 622-1404

Toll free: 877 268 9231 x249

NOTICE: This e-mail message and any attachments are confidential, subject to copyright and may be privileged. Any unauthorized use, copying or disclosure is prohibited. If you are not the intended recipient, please delete and contact the sender immediately. Please consider the environment before printing this e-mail. AVIS : le présent courriel et toute pièce jointe qui l'accompagne sont confidentiels, protégés par le droit d'auteur et peuvent être couverts par le secret professionnel. Toute utilisation, copie ou divulgation non autorisée est interdite. Si vous n'êtes pas le destinataire prévu de ce courriel, supprimez-le et contactez immédiatement l'expéditeur. Veuillez penser à l'environnement avant d'imprimer le présent courriel

PART VIII ASSESSMENT OF PIPE LINES

ASSESSED VALUE FOR SPECIFIED YEARS

41. (1) For the 2013, 2014, 2015 and 2016 taxation years, the assessed value of a pipe line shall be determined as follows:

1. The length of the pipe line in feet shall be multiplied by the applicable rate in Table 1, 2 or 3 of Part X. Table 1 applies to offshore pipe lines. Table 2 applies to plastic field gathering pipe lines and plastic distribution pipe lines. Table 3 applies to other pipe lines.
2. The amount determined under paragraph 1 shall be depreciated by reducing the amount by the applicable percentage in Table 4 for offshore pipe lines and in Table 5 for plastic field gathering pipe lines, plastic gas distribution pipe lines and other pipe lines.
3. After the reduction under paragraph 2, \$250 shall be added for each connection to an end user. O. Reg. 338/12, s. 1.

(2) If Table 1, 2 or 3 applies, but the outside diameter of the pipe line is not included in the Table, the applicable rate for the purposes of paragraph 1 of subsection (1) is the rate for the closest outside diameter or range of outside diameter that is included in the Table. O. Reg. 338/12, s. 1.

41.1, 41.2 Revoked: O. Reg. 338/12, s. 2.

PART X
TABLES RE ASSESSMENT OF PIPE LINES

TABLE 1
OFFSHORE PIPE LINES — 2013 TO 2016 TAXATION YEARS

Outside Diameter (in inches)	Rate (in dollars per foot)
1	4.77
1.25 to 1.5	8.08
2 to 2.5	13.16
3	19.11
4 to 4.5	21.43
5 to 5 ⁵ / ₈	23.54
6 to less than 8	28.05
8	39.94

O. Reg. 338/12, s. 3.

TABLE 2
PLASTIC FIELD GATHERING PIPE LINES AND PLASTIC GAS DISTRIBUTION PIPE
LINES — 2013 TO 2016 TAXATION YEARS

Outside Diameter (in inches)	Rate (in dollars per foot)
0.5	4.18
1	5.02
1.25 to 1.5	5.87
2 to 2.5	7.56
3	12.15
4 to 4.5	14.63
6 to less than 8	31.10
8	38.83

O. Reg. 338/12, s. 3.

TABLE 3
PIPE LINES OTHER THAN THOSE TO WHICH TABLE 1 OR 2 APPLIES — 2013 TO 2016
TAXATION YEARS

Outside Diameter (in inches)	Rate (in dollars per foot)
0.75 to 1.0	12.40
1.25 to 1.5	14.70
2 to 2.5	17.33
3	24.82
4 to 4.5	28.89
5 to 5 ⁵ / ₈	32.96
6 to 6 ⁵ / ₈	37.21
8	48.00
10	56.77
12	72.83
14	89.06
16	116.83
18	139.61
20	154.82
22	183.46

24	216.85
26	243.36
28	285.60
30	303.09
32	352.90
34	388.68
36	420.37
38	456.82
40	490.57
42	535.93
44	589.13
46	642.74
48	672.59

O. Reg. 338/12, s. 3.

TABLE 4
DEPRECIATION RATES FOR OFFSHORE PIPE LINES — 2013 TO 2016 TAXATION
YEARS

Year of Installation of Pipe Line	Percentage Reduction
1981 or earlier	80
1982	79
1983	78
1984	76
1985	75
1986	73
1987	72
1988	71
1989	70
1990	68
1991	67
1992	66
1993	65
1994	63
1995	62
1996	61
1997	59
1998	57
1999	57
2000	56
2001	54
2002	52
2003	51
2004	49
2005	44
2006	39
2007	33
2008	27
2009	21
2010	15
2011	10
2012	5
2013	0

O. Reg. 338/12, s. 3.

TABLE 5
PIPE LINES OTHER THAN THOSE TO WHICH TABLE 4 APPLIES — 2013 TO 2016
TAXATION YEARS

Year of Installation of Pipe Line	Percentage Reduction
1944 or earlier	80
1945	79
1946	78
1947	78
1948	78
1949	76
1950	76
1951	75
1952	75
1953	74
1954	73
1955	73
1956	73
1957	71
1958	71
1959	70
1960	69
1961	69
1962	68
1963	68
1964	67
1965	66
1966	65
1967	65
1968	64
1969	64
1970	63
1971	62
1972	61
1973	61
1974	60
1975	60
1976	59
1977	58
1978	57
1979	57
1980	56
1981	56
1982	55
1983	55
1984	54
1985	53
1986	52
1987	52
1988	51
1989	50

1990	49
1991	47
1992	44
1993	42
1994	40
1995	37
1996	35
1997	32
1998	30
1999	27
2000	24
2001	22
2002	20
2003	18
2004	16
2005	14
2006	12
2007	10
2008	8
2009	8
2010	7
2011	4
2012	2
2013	0

O. Reg. 338/12, s. 3.

[Back to top](#)



"Morgan, Darlene"
<DARLENE.MORGAN@mpac.ca>
10/04/2013 02:26 PM

To Laurie Witherspoon <lwitherspoon@fort-frances.com>
cc "Begall, Paula" <PAULA.BEGALL@mpac.ca>, "Mick, Bonnie" <BONNIE.MICK@mpac.ca>
bcc
Subject FW: Union Gas Section 39.1 Minutes of Settlement

Good Afternoon Laurie:

See the response below, if you have additional questions or concerns, please do not hesitate to contact me.

d

From: Ford, Ryan
Sent: Friday, October 04, 2013 3:25 PM
To: Morgan, Darlene
Cc: Cranney, Mike; Brisebois, Rick
Subject: RE: Union Gas Section 39.1 Minutes of Settlement

Hi Darlene,

The municipality maintains the right to appeal the Minutes of Settlement as they would on other property types. The difference in this case is that the rates used to calculate the values are legislated by the Ministry of Finance in section 41 of O.Reg 282/98 and cannot be argued. Therefore that leaves an argument based on quantum of pipe assessed or incorrect pipeline rate applied.

The subject property has had approximately 77,000 lf of pipe demolished in 2012. The majority of pipe demolished was steel.

The increase in pipe laid was 2010 lf. This was captured in the omit issued in 2012 for \$129,000. There is a difference in the rates applied for steel and plastic in O.Reg 282/98. There is an average difference of approximately \$10.00/foot between the two types of pipe.

Sincerely,

Ryan Ford
Property Valuation Specialist – Linear
Centralized Properties
905.432.9470 ext 217
289-387-2506 (cell)

From: Morgan, Darlene [<mailto:DARLENE.MORGAN@mpac.ca>]
Sent: Thursday, October 03, 2013 2:24 PM
To: Ford, Ryan
Cc: Cranney, Mike

Report

To: Mayor & Council
From: Faye Flatt, Municipal Planner
Date: 7 October 2013
Re: Town of Fort Frances Zoning By-Law Update



Municipal Planner
Report #2013-25

In 2009 the Town began the process of updating the Official Plan (OP) and Zoning By-Law (ZBL) for the municipality. Although there were a number of delays, the OP was completed and approved by the Ministry of Municipal Affairs and Housing on December 3, 2012. Notwithstanding the delays with the OP, work continued on the ZBL including a comprehensive line by line review by consultant staff and me. In that regard the consultant has stated that this type of review is not common but that the Town should have a document customized to it's needs when completed because of it.

There are a number of situations where the zoning does not coincide with the current use or where there is potential for a type of use but the property is not zoned appropriately for that use. Now is the time to clean up those inconsistencies and make changes to the mapping to accommodate either current or future use. The draft by-law was recently provided to staff and council for review with a meeting to be set in the near future to discuss it. We want the public involved as well because it is important that people understand if and how any changes proposed will affect their property when the by-law comes into effect.

There are about 20 to 25 properties where the Town is proposing to change the zoning and for those properties, the property owner will receive a letter outlining the proposed change. In addition, individual property owners also have the opportunity to request a change to their property by writing a letter or completing a "Request for Zoning Change" (copy attached).

A public notice (copy attached) will be published to let everyone know that if they are contemplating future development that may require a zoning change, or if they receive a letter from the Town advising that a change is proposed for their property, they can come in for a one-on-one discussion. A request does not guarantee the change will be made but all requests received by December 1st will be evaluated and considered. A summary of those changes will be prepared for use at the public meeting, which will probably be early in the New Year.

Respectfully Submitted for information purposes.

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

COUNCIL APPROVAL OF THIS REPORT is not required.





REQUEST FOR ZONING CHANGE

1. The person making the request:

Name: _____ Mailing Address: _____

Telephone No. : _____

Email: _____

2. The Property Owner:

Name: _____ Mailing Address: _____

Telephone No. : _____

Email: _____

3. The Property:

Address of Property: _____ Roll No. : 59-12- _____ - _____ - _____

Legal Description: _____

Frontage: _____ Depth: _____ Area: _____

4. Current Official Plan designation: _____

5. Current Zoning: _____

6. Proposed Zoning: _____

7. Current use of Property: _____

8. Reason for requested change: _____



NOTICE TO RESIDENTS RE: ZONING BY-LAW UPDATE

Are you contemplating development that may require a zoning amendment? Do you know what your property is zoned or what and how it can be used, built on or altered?

The Town of Fort Frances is updating it's Zoning By-Law to implement the policies of the new Official Plan approved by the Province of Ontario in December 2012. The completed by-law will eliminate outdated regulations and modernize standards with changes proposed for general regulations such as setbacks from property lines, types of home businesses allowed and rules for building sheds and additions, etc. as well as to specific properties.

It is important for you to understand if and how any changes proposed will affect your property when the by-law comes into effect.

In addition to changes proposed by the Town, you, as a property owner, also have the opportunity to request changes to your property.

If you are contemplating future development that may require a zoning change, or if you receive a letter from the Town advising that a change in zoning is proposed for your property, you are invited to have a one-on-one discussion with planning staff about your property.

This is your opportunity to review the zoning on your property and help ensure that the new Zoning By-Law fits the community so it will continue to be known as a great place to live and do business.

Please ensure your submission is received no later than December 1st to be considered.

To set up an appointment or get more information, contact the planning department by phone at 274-5323 (ex. 275), by email at fflatt@fort-frances.com or stop in to the civic centre at 320 Portage Avenue.

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

		Actual to Date	2013 Budget	Variance
	Administration			
C-140-0490-0952	Contribution from Reserve Funds		(62,000.00)	(62,000.00)
C-140-9109-0000	Server Upgrades	1,779.79	42,000.00	40,220.21
	Computer/Network Upgrades		20,000.00	20,000.00
	Total Revenue	-	(62,000.00)	(62,000.00)
	Total Expenditures	1,779.79	62,000.00	60,220.21
	TOTAL ADMINISTRATION	1,779.79	-	(1,779.79)
	Honeywell Project			
C-105-0490-0400	Federal Grants	(75,247.53)	(127,338.00)	(52,090.47)
C-105-0490-0490	OPA/FFPC Grants		(135,087.00)	(135,087.00)
C-105-0490-0589	Expense Recovery	(260.00)	-	260.00
C-105-0490-0942	Long-term Debt Loan		(1,243,000.00)	(1,243,000.00)
C-105-9280-0000	Honeywell Improvement Project	1,180,038.63	1,505,425.00	325,386.37
	Total Revenue	(75,507.53)	(1,505,425.00)	(1,429,917.47)
	Total Expenditures	1,180,038.63	1,505,425.00	325,386.37
	TOTAL CIVIC CENTRE	1,104,531.10	-	(1,104,531.10)
	EMERGENCY SERVICES			
C-211-0490-0952	Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-211-9239-1431	Fire Hose Replacement	4,189.49	4,000.00	(189.49)
C-211-9264-1471	Compressor/Fill Station		4,000.00	4,000.00
	Total Revenue	-	(8,000.00)	(8,000.00)
	Total Expenditures	4,189.49	8,000.00	3,810.51
	TOTAL EMERGENCY SERVICES	4,189.49	-	(4,189.49)
	PUBLIC WORKS			
	Transportation			
C-310-0490-0406	AMO Federal Gas Tax	(248,559.53)		248,559.53
C-360-0490-0412/360	Provincial Grant	(25,731.89)	(25,531.00)	200.89
C-310-0490-0952/320/33	Contribution from Reserve Funds		(13,000.00)	(13,000.00)
C-313-0490-0400/C320	Federal Gas Tax Reserve (Federal Funding)		(404,832.00)	(404,832.00)
C-350-0490-0954	Contribution from Revenue Fund (O&F)			-
C-310-1620-5390	Transfer to FGT Reserve Fund	248,559.53		(248,559.53)
C-310-9105-1471	Small Equipment Purchases		8,000.00	8,000.00
C-313-9110-1523	Upgrades to Pumping Station	1,138.36		
C-313-9258-1523	2nd St-Central to Mowat & Mowat from 2nd to 3rd	352,454.68	203,832.00	(148,622.68)
C-313-9259-1523	Williams Ave from 5th St to 3rd St	174,448.95	201,000.00	26,551.05
C-345-9135-1471	Pole Replacement		5,000.00	5,000.00
C-360-9123-1471	GIS Equipment & Mapping			-
C-360-9261-1523	Asset Management Plan	37,641.11	25,531.00	(12,110.11)
	Airport			
C-390-0490-0400	Federal Grant		(225,000.00)	(225,000.00)
C-390-0490-0952	Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-390-9256-1523	Remove Underground Fuel Storage Tank		10,000.00	10,000.00
C-390-9257-1471	Front End Loader c/w sweeper		225,000.00	225,000.00

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

	Actual to Date	2013 Budget	Variance
<u>Parks</u>			
C-580-0490-0952/C-585 Contribution from Reserve Funds		(20,000.00)	(20,000.00)
C-586-0430-0632 Lions Millennium Park- Donations	(4,500.00)		4,500.00
C-580-9105-1471 Small Equipment Replacement	1,093.26	5,000.00	3,906.74
C-580-9157-1471 Replace Riding Tractors	4,883.47	5,000.00	116.53
C-582-9256-1523 FF Cemetery-remove underground fuel tank		10,000.00	10,000.00
C-585-9108-1471 Dock Repairs			-
C-586-1620-5390 Transfer to Reserve Fund			-
C-586-9232-1523 Lions Park Contracted Works	3,531.08		(3,531.08)
Total Revenue	(278,791.42)	(698,363.00)	(419,571.58)
Total Expenditures	823,750.44	698,363.00	(124,249.08)
TOTAL PUBLIC WORKS	544,959.02	-	(543,820.66)
<u>FORT FRANCES CHILDREN'S COMPLEX</u>			
C-641-0490-0436 Health & Safety Grant (DSSAB)		(47,000.00)	(47,000.00)
C-641-0490-0952 Contribution from Reserve Funds			-
C-641-9105-0000 Small Capital Purchases			-
C-641-9106-0000 Health & Safety		22,000.00	22,000.00
C-641-9253-0000 Infant Care Feasibility Study		25,000.00	25,000.00
Total Revenue	-	(47,000.00)	(47,000.00)
Total Expenditures	-	47,000.00	47,000.00
TOTAL FFCC	-	-	-
<u>SISTER KENNEDY CENTRE</u>			
C-622-0490-0448 Provincial Grant	(12,200.00)	(25,000.00)	(12,800.00)
C-622-0490-0952 Contribution from Reserve Funds			-
C-622-9105-0000 Small Capital Purchases			-
C-622-9108-1523 Centre Upgrades			-
C-622-9133-0000 Enabling Accessibility Van		25,000.00	25,000.00
Total Revenue	(12,200.00)	(25,000.00)	(12,800.00)
Total Expenditures	-	25,000.00	25,000.00
TOTAL SKC	(12,200.00)	-	12,200.00
<u>MSC/Recreation</u>			
C-722-0490-0952/C740 Contribution from Reserve Funds		(68,600.00)	(68,600.00)
C-740-04300632 Donations			-
C-740-0490-0412 Provincial Grant		(52,000.00)	(52,000.00)
C-740-0490-0437 Kiwanis Club Grant			-
C-740-0490-0952 Contribution from Reserve Funds		(13,000.00)	(13,000.00)
C-722-9262-1523 52 Canadian Condenser Replacement	1,170.00	68,600.00	67,430.00
C-740-9105-0000 Sunny Cove Camp Small Equipment			-
C-740-9108-1523 Sunny Cove Russell Hall Upgrades		65,000.00	65,000.00
C-817-9249-0000 Marina Cash Register	884.95	-	(884.95)
Total Revenue	-	(133,600.00)	(133,600.00)
Total Expenditures	2,054.95	133,600.00	131,545.05
TOTAL MSC	2,054.95	-	(2,054.95)

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

		Actual to Date	2013 Budget	Variance
LIBRARY				
C-781-0490-0400	Federal Grant (CAPP)			-
C-781-0490-0952	Contribution from Reserve Funds			-
C-781-9109-0000	Computer Equipment			-
	Total Revenue	-	-	-
	Total Expenditures	-	-	-
	TOTAL LIBRARY	-	-	-
MUSEUM				
C-791-0490-0412	Provincial Grant		(2,115.00)	(2,115.00)
C-791-0490-0632	Donations	(4,230.00)		4,230.00
C-791-0490-0952	Contribution from Reserve Funds		(529.00)	(529.00)
C-791-9109-0000	Computer/Scanner	951.67	2,189.00	1,237.33
C-791-9263-0000	Photo Studio Lighting		455.00	455.00
	Total Revenue	(4,230.00)	(2,644.00)	1,586.00
	Total Expenditures	951.67	2,644.00	1,692.33
	TOTAL MUSEUM	(3,278.33)	-	3,278.33
PLANNING & DEVELOPMENT				
C-122-0490-0952	Contribution from Reserve Funds		(229,383.00)	(229,383.00)
C-122-9281-1523-9282	Huffman Demolition/Development	236,223.84	229,383.00	(6,840.84)
C-815-9123-1471	GIS Expense			-
	Total Revenue	-	(229,383.00)	(229,383.00)
	Total Expenditures	236,223.84	229,383.00	(6,840.84)
	TOTAL PLANNING & DEVELOPMENT	236,223.84	-	(236,223.84)
SANITARY SEWER				
C-410-0490-0400	Federal Gas Tax Funds		(110,084.00)	(110,084.00)
C-410-0490-0412	Provincial Grants		(212,000.00)	(212,000.00)
C-410-0490-0952	Contribution from Reserve Funds		(525,559.00)	(525,559.00)
C-410-0490-0954	Contribution from Revenue Funds		(441,829.00)	(441,829.00)
C-410-9105-1471	Sanitary Sewer Small Tools	3,452.37	10,000.00	6,547.63
C-410-9123-1471	GIS Equipment & Mapping			-
C-410-9138-1523	Sanitary Manholes		50,000.00	50,000.00
C-410-9144-1523	Upgrades to Storm Sewer -CW	2,276.73		
C-410-9179-1523	Infiltration & Inflow Study (Year 3 of 3)		37,500.00	37,500.00
C-410-9238-1523	Geo/Engineering Contract	9,335.96	-	(9,335.96)
C-410-9258-1523	2nd St-Central to Mowat & Mowat-2nd to 3rd	215,080.32	578,156.00	363,075.68
C-410-9259-1523	Williams Ave-from 5th St to 3rd St	109,483.34	343,954.00	234,470.66
C-410-9265-1523	8th St- Wahnaihanun Contracted Works	28,493.67		
C-410-9280-0000	STP-Honeywell Improvements	49,789.71	130,457.00	80,667.29
C-410-9282-1523	Development of Huffman Property	93,215.37	139,405.00	46,189.63
	Total Revenue	-	(1,289,472.00)	(1,289,472.00)
	Total Expenditures	511,127.47	1,289,472.00	809,114.93
	TOTAL SANITARY SEWER	511,127.47	-	(480,357.07)
SEWAGE TREATMENT PLANT				
C-413-0490-0954	Contribution from Revenue Fund		(150,520.00)	(150,520.00)
C-413-9105-1471	Small Miscellaneous Capital	5,656.86	150,520.00	144,863.14

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

		Actual to Date	2013 Budget	Variance
C-413-9105-1523	Small Miscellaneous Capital - Contracted Works	5,596.80		(5,596.80)
	Total Revenue	-	(150,520.00)	(150,520.00)
	Total Expenditures	11,253.66	150,520.00	139,266.34
	TOTAL STP	11,253.66	-	(11,253.66)
	WATERWORKS ADMINISTRATION			
C-961-0490-0400	Federal Gas Tax Funds		(110,084.00)	(110,084.00)
C-961-0490-0412	Provincial Grants		(212,000.00)	(212,000.00)
C-961-0490-0952	Contribution from Reserve Funds		(192,514.00)	(192,514.00)
C-961-0490-0954	Contribution from Revenue Fund		(719,602.00)	(719,602.00)
C-961-9105-1471	Miscellaneous Tools/Equipment	25,637.35	33,000.00	7,362.65
C-961-9123-1471	GIS Equipment & Mapping			-
C-961-9137-1523	Replacing Main Line Water Valves/Hydrants	66,843.40	97,935.00	31,091.60
C-961-9179-1523	Infiltration & Inflow Study (Year 3 of 3)		37,500.00	37,500.00
C-961-9238-1523	Geo/Engineering Contracted Works	9,335.98		(9,335.98)
C-961-9247-1523	Kigs Hwy - Pit Rd to east of Daniel Ave	2,604.35	-	(2,604.35)
C-961-9258-1523	2nd St-Central to Mowat & Mowat-2nd to 3rd	148,257.82	489,080.00	340,822.18
C-961-9259-1523	Williams Ave-from 5th St to 3rd St	136,818.46	384,171.00	247,352.54
C-961-9265-1523	8th St- Wahnaihanun Contracted Works	28,493.67		
C-961-9282-1523	Development of Huffman Property	142,266.77	192,514.00	50,247.23
	Total Revenue	-	(1,234,200.00)	(1,234,200.00)
	Total Expenditures	560,257.80	1,234,200.00	702,435.87
	TOTAL WATERWORKS ADMIN	560,257.80	-	(531,764.13)
	WATER TREATMENT PLANT			
C-965-0490-0952	Contribution from Reserve Funds		(144,808.00)	(144,808.00)
C-965-0490-0954	Contribution from Revenue Fund		(264,558.00)	(264,558.00)
C-965-9105-1471	Misc. Small Capital	7,558.23	40,000.00	32,441.77
C-965-9152-1471/1523	Replace In-Plant Potable Water Lines	28,490.02	27,000.00	(1,490.02)
C-965-9260-1471	Backup Generator		130,000.00	130,000.00
C-965-9252-1523	Honeywell - WTP Boilers	5,406.22		(5,406.22)
C-965-9254-1523	Honeywell - Elec Motors High Lift Pumps	92,091.45		(92,091.45)
C-965-9280-1523	Honeywell Improvements	8,715.14	212,366.00	203,650.86
	Total Revenue	-	(409,366.00)	(409,366.00)
	Total Expenditures	142,261.06	409,366.00	267,104.94
	TOTAL WTP	142,261.06	-	(142,261.06)
	TOTAL REVENUE	(370,728.95)	(5,794,973.00)	(5,424,244.05)
	TOTAL EXPENDITURES	3,473,888.80	5,794,973.00	2,381,486.63
	TOTAL CAPITAL	3,103,159.85	-	(3,042,757.42)

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

	Actuals to Date	2013 Budget	Variance
CORPORATE			
050 Municipal Tax Levy (Interim Tax Levy)	(11,025,265.42)	(11,025,265.00)	0.42
051 Education Tax Levy	(1,987,086.52)	(1,987,086.00)	0.52
052 Supp/Omit Municipal Tax Levy	(5,638.32)		5,638.32
053 Supp/Omit Education Tax Levy	(720.11)		720.11
056 W/O Municipal	1,793,041.31	1,763,640.00	(29,401.31)
057 W/O Education	372,944.56	353,929.00	(19,015.56)
061 OMPF	(2,397,975.00)	(3,197,300.00)	(799,325.00)
062 Payments-in-Lieu	(777,756.74)	(775,935.00)	1,821.74
070 Contribution from Reserve Funds	(575,000.00)	(575,000.00)	-
110 Mayor & Council	827,586.16	729,350.00	(98,236.16)
112 Contribution to Reserves & Reserve Funds		-	-
113 Long Term Debt	569,895.28	1,000,520.00	430,624.72
115 Election		529.00	529.00
161 Riverside Health Care/Dr Recruitment	56,000.75	74,000.00	17,999.25
161 Clinic Financing Interest		16,500.00	16,500.00
162 RR DSSAB	1,552,580.82	2,043,162.00	490,581.18
163 Rainycrest	161,674.46	242,511.00	80,836.54
164 Northwestern Health Unit	286,102.38	366,240.00	80,137.62
820 Economic Development	103,099.78	164,535.00	61,435.22
830 Solar Panel Project	(14,598.95)	(33,200.00)	(18,601.05)
991 English Public School Board	936,647.54	1,343,602.00	406,954.46
992 English Separate School Board	196,214.55	284,094.00	87,879.45
993 French Public School Board	1,224.49	1,633.00	408.51
994 French Separate School Board	2,871.31	3,828.00	956.69
Total Corporate	(9,924,157.67)	(9,205,713.00)	718,444.67
ADMINISTRATION AND FINANCE			
070 Other Unassigned Revenue	(208,780.70)	(314,960.00)	(106,179.30)
120 Administration	243,133.60	338,160.00	95,026.40
121 Admin Vehicle	1,478.83	3,077.00	1,598.17
122 Municipal Buildings	26,285.58	39,355.00	13,069.42
125 HR Department	27,821.72	38,750.00	10,928.28
130 Clerk	111,813.51	156,150.00	44,336.49
140 Treasury	336,638.30	402,290.00	65,651.70
910 PUC Administration	64,192.08	82,615.00	18,422.92
Total Administration and Finance	602,582.92	745,437.00	142,854.08
EMERGENCY SERVICES			
211 Emergency Services	630,319.21	935,389.00	305,069.79
227 Emergency Measures	(37,304.52)	20,062.00	57,366.52
228 911 Service	5,784.84	17,500.00	11,715.16
231 Police Revenue	(24,163.50)	(21,000.00)	3,163.50
232 Police Services Board	11,135.96	17,600.00	6,464.04
233 Police Administration	1,998,232.17	2,565,424.00	567,191.83
Total Emergency Services	2,584,004.16	3,534,975.00	950,970.84

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

		Actuals to Date	2013 Budget	Variance
COMMUNITY SERVICES				
622	Sister Kennedy Centre	19,323.98	29,800.00	10,476.02
641	Fort Frances Children's Complex	(95,708.70)	66,938.00	162,646.70
643	Toy Lending Library/Resource	11,410.16	(493.00)	(11,903.16)
644	Day Care Resource Teacher	7,409.83	-	(7,409.83)
653	Handi-Transit System	57,655.47	100,544.00	42,888.53
713	Townshend Theatre	(4,966.69)	-	4,966.69
722	Recreation Facilities	339,137.94	528,217.00	189,079.06
725	Recreation Programs	15,959.72	103,000.00	87,040.28
732	Community Services	79,324.15	134,166.00	54,841.85
740	Sunny Cove Camp	(12,748.94)	-	12,748.94
781	Fort Frances Public Library	325,628.01	470,160.00	144,531.99
791	Museum	59,734.51	121,590.00	61,855.49
817	Waterfront Development/Marina	42,997.63	53,550.00	10,552.37
Total Community Services		845,157.07	1,607,472.00	762,314.93
OPERATIONS AND FACILITIES				
310	PW Administration	(87,486.67)	14,047.00	101,533.67
311	PW Buildings & Yards	73,163.44	112,521.00	39,357.56
313	Municipal Roads	1,024,580.18	1,264,306.00	239,725.82
318	Public Parking Lots	12,557.16	22,556.00	9,998.84
320	Sidewalks	79,969.09	97,399.00	17,429.91
330	Private Works Charges	27,597.29	58,563.00	30,965.71
331	Private Crossing Charges	4,983.28	20,135.00	15,151.72
333	PW Vehicles	132,072.82	190,874.00	58,801.18
334	PW Equipment	161,260.14	221,058.00	59,797.86
344	PW Stores	58,601.53	67,264.00	8,662.47
345	Traffic Signal Maintenance	3,737.41	8,356.00	4,618.59
346	Streetlight Maintenance	49,832.87	83,750.00	33,917.13
350	Garbage Collection	(58,236.89)	(73,471.00)	(15,234.11)
351	Recycling Services	118,304.44	185,449.00	67,144.56
352	Sanitary Landfill	(142,354.18)	(94,498.00)	47,856.18
360	Engineering	18,036.07	26,890.00	8,853.93
390	Airport	30,250.51	5,060.00	(25,190.51)
391	Airport Building Maintenance	26,053.25	37,271.00	11,217.75
393	Airport Grounds Maintenance	26,288.90	53,500.00	27,211.10
580	Parks & Cemeteries Admin.	126,045.67	164,381.00	38,335.33
582	Fort Frances Cemetery	51,961.71	77,832.00	25,870.29
583	Riverview Cemetery	129,257.94	138,207.00	8,949.06
584	Point Park	3,550.63	27,935.00	24,384.37
585	Parks - Outdoor Facilities	234,324.42	265,523.00	31,198.58
586	Lions Millennium Park	2,796.24	7,319.00	4,522.76
Total Operations and Facilities		2,107,147.25	2,982,227.00	875,079.75

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

		Actuals to Date	2013 Budget	Variance
PLANNING AND DEVELOPMENT				
150	Civic Centre	33,551.46	93,790.00	60,238.54
271	By-Law Enforcement	87,249.39	126,280.00	39,030.61
272	Animal Shelter	5,397.78	10,163.00	4,765.22
813	Building Official	5,650.44	10,816.00	5,165.56
815	Planning & Zoning	63,938.47	94,552.00	30,613.53
	Total Planning and Development	195,787.54	335,601.00	139,813.46
	Sub-Total General Fund (Operating)	(3,589,478.73)	(1.00)	3,589,477.73
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	(3,589,478.73) -	1.00	3,589,477.73
	TOTAL BUDGET - Revenue	-21,003,194.61	-22,505,675.00	-1,502,480.39
	TOTAL BUDGET - Expenditures	17,413,715.88	22,505,675.00	5,091,959.12
		-3,589,478.73	0.00	3,589,478.73

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

WATER		Actuals to Date	2013	Variance
961	Waterworks Administration	-1,320,467.48	-663,561.00	656,906.48
965	Water Treatment Plant	311,682.14	537,917.00	226,234.86
966	Water Storage Facility	98,090.47	125,644.00	27,553.53
		-910,694.87	0.00	910,694.87
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-910,694.87	0.00	910,694.87

SEWER		Actual to Date	2013 Budget	Variance
410	Sanitary Sewer Administration	-1,028,398.25	-694,070.00	334,328.25
413	Sewage Treatment Plant	508,078.85	694,070.00	185,991.15
		-520,319.40	0.00	520,319.40
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-520,319.40	0.00	520,319.40

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period: 09-01-2013 - 09-30-2013

Municipality	Permit	Applicant	Contractors	Property Address	Work Description	Units / Area	Value
Fort Frances							
2013065	59-12-010-002-04700-0000	CHENIER MARCEL ROGER 703 THOMPSON ST FORT FRANCES ON P9A 2W6	CHENIER MARCEL ROGER 703 THOMPSON ST FORT FRANCES ON (807) 274 2451	703 THOMPSON ST Legal Description: PSM187 LOT 7 PCL 19115	Construct a 10 x 5.5 addition to Existing Shed Stat's Canada Codes Building: 450 Work: 02	1	\$1,600,000
2013069	59-12-010-005-11500-0000	Ed Kaun RR #1 FORT FRANCES ONTARIO P9A 3M2	Ed Kaun RR #1 FORT FRANCES (807) 274 6246	1001 KINGS HWY Legal Description: PLAN SM235 PART 2 PCL 11880; PLAN 48R3645 PT 4 PCL 25913	Construct a Entry Tower and new sign Stat's Canada Codes Building: 570 Work: 03	1	\$61,000.00
2013069	59-12-010-005-11500-0000	Ed Kaun RR #1 FORT FRANCES ONTARIO P9A 3M2	Ed Kaun RR #1 FORT FRANCES (807) 274 6246	1001 KINGS HWY Legal Description: PLAN SM235 PART 2 PCL 11880; PLAN 48R3645 PT 4 PCL 25913	Construct a Entry Tower and new sign Stat's Canada Codes Building: 570 Work: 03	1	\$61,000.00
2013064	59-12-020-006-16800-0000	ALBRIGHT WILLIAM EARL 1005 CROWE AVE FORT FRANCES ON P9A 2M3	ALBRIGHT WILLIAM EARL 1005 CROWE AVE. FORT FRANCES ON (807) 274 9779	1005 CROWE AVE Legal Description: PLAN SM33 PT BLK 30 PT CROWE AVE & SIXTH ST E RP 48R147; PART 1	Resize two windows and install a new window Stat's Canada Codes Building: 110 Work: 03	1	\$1,800.00
2013071	59-12-030-001-04500-0000	PERLETTE MARIE ALYSSA 625 CHURCH STREET FORT FRANCES ONTARIO P9A 1E7	PERLETTE MARIE ALYSSA 625 CHURCH STREET FORT FRANCES (807) 274 9779	625 CHURCH ST Legal Description: PLAN ALB W40FT LOTS 270 & 271 PCL 7763	Resize window opening, Replace lintle, repair wall framing Stat's Canada Codes Building: 110 Work: 03	1	\$1,000.00

Friday, October 04, 2013

Page 1 of 2

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:09-01-2013 - 09-30-2013

2013062	Dan Thurber RR #2 30 ELMCREST DRIVE FORT FRANCES	Dan Thurber RR #2 30 ELMCREST DRIVE FORT FRANCES	612 THIRD ST E	Removal and reconstruction of roof and walls of addition and resize doors	\$10,000.00	
59-12-030-003-03200-0000	FORT FRANCES P9A 3M3	P9A 3M3	Legal Description: PLAN SM 65 LOTS 22 & 23 PCL 22-1 & PT LANE PLAN SM 33;DESIGNATED AS PLAN 48R1528;PTS 1 & 2 PCL STR- 12	Stat's Canada Codes Building: 110 Work: 03	1	
2013067	MADORE TRENT JOSEPH 1108 SECOND STREET EAST	MADORE TRENT JOSEPH 1108 SECOND STREET EAST FORT FRANCES	1108 SECOND ST E	Construct a lean to addition to existing accessory use building	\$1,200.00	
59-12-030-007-00400-0000	FORT FRANCES P9A 1P2	P9A 1P2 (807) 270 3700	Legal Description: PLAN SM48 LOT 22 PCL 11484 and PLAN SM48 LOT 21 PCL 21-1 SEC SM48	Stat's Canada Codes Building: 450 Work: 02	1	
2013068	MADORE TRENT JOSEPH 1108 SECOND STREET EAST	MADORE TRENT JOSEPH 1108 SECOND STREET EAST FORT FRANCES	1108 SECOND ST E	Construct a roof over an existing rear deck	\$1,200.00	
59-12-030-007-00400-0000	FORT FRANCES P9A 1P2	P9A 1P2 (807) 270 3700	Legal Description: PLAN SM48 LOT 22 PCL 11484 and PLAN SM48 LOT 21 PCL 21-1 SEC SM48	Stat's Canada Codes Building: 110 Work: 02	1	
Sum	Summary (8 detail records)				8	\$138,800.00
Grand Total	Summary (8 detail records)				8	\$138,800.00

Administration & Finance Division
Civic Centre

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

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



Planning & Development Division
Civic Centre

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

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

www.fort-frances.com

TO: Mayor and Council

From: By-Law Enforcement Department

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



JULY 2013

The following were activities by-law were involved in:

Impounded Dogs 1

Impounded Cats 1 Total Visits to shelter 7

- vicious dog – attempted attack on a Canada Post Letter Carrier
- dog picked up in Atikokan ,brought to Fort Frances (owner found in Atikokan)
- property standards – overgrown grass (many letters sent)
- property standards – messy yard and overgrown grass (letter sent)
- property standards – vacant lot – overgrown grass and messy
- pick up stolen bikes for OPP
- issue moving permits
- assisting the Chief Building Official in property standards
- taxi inspection – new taxi company
 - property standards – derelict vehicles
 - parking tickets
 - kiss-n-ride program (signage)
 - feed deer complaint(letter and inspection conducted)
 - fence by-law enforcement



AUGUST 2013

Impounded Dogs 0

Impounded Cats 1

Total visits to animal shelter 13

- property standards – vacant house complaint- in need of repair (letter sent)
- assist Chief Building Official with inspection of yard for shed construction.
- Assist OPP in an illegal move of a house on town roadway.
- Property standards complaint of a messy yard
- Enforcement of parking for kiss-n-ride
- Parking tickets
- Garbage reports from Asselin's
- Parking complaint on York Avenue North
- Property Standards – water lead directed to neighbours property
- Barking dog complaint
- Property Standards – landlord tenant issues in an apartment
- Property Standards – sump pump directed to neighbours property
- Property Standards – demo of shed completed
- Property Standards – clean up of vacant property
- Property Standards – complaint of messy yard (letter sent) (cleaned up)
- Assist OPP in controlling dog
- Fence By-Law Complaint (put wrong side out facing neighbours)

SEPTEMBER 2013

Impounded Dogs 3

Impounded Cats 2

Total visits to animal shelter 28

- Property Standards – chicken coup on residential property
- Fence By-law complaint
- Ministry of Environment complaint of neighbour using wrong pesticides for yard. Inspected and found that everything was in compliance
- Calls for bears being in town (unable to respond, no agreement with MNR)
- Pick up stolen bikes for OPP
- Parking tickets
- Garbage reports from Asselin's
- Enforcement of parking for Kiss-n-Ride program
- Enforcement of smoking by-law at arena



- Fence by-law – put wrong side face out to neighbours
- Property standards – overgrown grass
- Barking dog complaints X3
- Property standards – water lead directed towards neighbour's property
- -taxi by-law amendments passed
- parking complaint – truck parking in laneway (removed)
- animal control complaint – wild cat
- new business license applications
- community garden approval of fencing
- sign permit issued





Municipal Law Enforcement Officers Association (Ontario)

September 11, 2013

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



Dear Mayor Avis,

On behalf of the Board of Directors of the Municipal Law Enforcement Officers' Association of Ontario (MLEOA), I am pleased to advise you that a member of your municipalities staff has been awarded the *Ontario Municipal Law Enforcement Long Service Medal* for their years of service in Ontario municipal law enforcement.

The MLEOA has awarded the

Ontario Municipal Law Enforcement Long Service Medal to

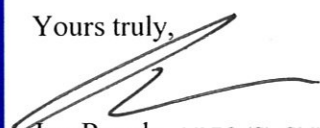
Arlene Byrnes – Municipal Law Enforcement Officer

For 20 Years of Service

The MLEOA is a non-profit professional Association representing Municipal Law Enforcement Officers throughout the Province of Ontario. It was established in 1979, and incorporated in 1985 as a non-profit organization. Currently, the Association represents over 1500 Municipal Law Enforcement Officers from small rural communities to the large urban centers.

The **Ontario Municipal Law Enforcement Long Service Medal** was developed by the MLEOA in cooperation with the Ontario Ministry of Municipal Affairs and Housing to recognize any person whose Ontario Municipal Law Enforcement Officer service equals or exceeds a period of 15 years. May we ask if you would arrange to have this achievement recognized at a council meeting, or at another appropriate function.

Yours truly,


Jon Popple, MLEO (C), CMM III Municipal Law Enforcement Executive
Certification & Awards Committee Chair
President – MLEOA
C/o Town of Bradford West Gwillimbury
100 Dissette Street, P.O. Box 100
Bradford, ON L3Z 2A7
jpopple@townofbwg.com

C.c. Arlene Byrnes

MLEOA **Board of Directors**

Jon Popple, MLEO (C),
CMM III Municipal Law Enforcement Executive
President
Manager of Enforcement
Town of Bradford West Gwillimbury

Randy Berg, MLEO (C),
CMM III Municipal Law Enforcement Executive
Past President/Vice President
Supervisor,
By-law Compliance & Security
City of Guelph

Justin Harris, MLEO (C),
CMM II Municipal Law Enforcement
Professional
Treasurer
Municipal Law Enforcement Officer
City of Kitchener

Adam Harrod MLEO (C),
CMM I Municipal Law Enforcement
Professional
Secretary
Municipal Law Enforcement Officer
Town of Collingwood

Randy Charlton, MLEO (C),
CMM III Municipal Law Enforcement Executive
Director
Manager of Building & By-law
Haldimand County

Brenda Russell, MLEO (C),
CMM III Municipal Law Enforcement Executive
Director
Mgr, Municipal Law & Prosecution Services
City of Barrie

Doug Godfrey
Director
Manager,
By-Law Compliance & Security
City of Guelph

Yvon Godard, MLEO (C)
Director
Municipal Law Enforcement Officer
City of Kingston

Doug Rose, MLEO (C)
Director
Retired Mgr, Standards & Licensing
City of Hamilton

www.mleoa.ca

September 11, 2013

On behalf of the Board of Directors of the Municipal Law Enforcement Officers' Association (MLEOA), I extend congratulations on your achievement of the:

Ontario Municipal Law Enforcement Long Service Medal

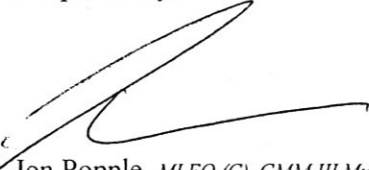
Your specially commissioned MLEOA Ontario Municipal Law Enforcement Long Service Medal is attached hereto. You are one of the first Municipal Law Enforcement Officers in the Province of Ontario to be awarded this medal.

I hope that you will wear it with pride on your uniform or formal wear displaying your achievement to your family, fellow officers, co-workers and the general public. Attached hereto you will find a certificate commemorating your achievement, a letter sent to the mayor of your municipality advising him/her of the award. You will also find information about how to properly wear the medal, undress uniform pin and under what circumstances.

If you require further information about the medal or the requirements to obtain additional years of service clasp, we would be more than pleased to answer your questions.

Once again congratulations on your achievement and service to municipal law enforcement in Ontario.

Respectfully,


Jon Popple, MLEO (C), CMM III Municipal Law Enforcement Executive
Certification & Awards Committee Chair
President – MLEOA
C/o Town of Bradford West Gwillimbury
100 Dissette Street, P.O. Box 100
Bradford, ON L3Z 2A7
jpopple@townofbwg.com
905-775-5366 Ext. 1111

MLEOA **Board of Directors**

Jon Popple, MLEO (C),
CMM III Municipal Law Enforcement Executive
President
Manager of Enforcement
Town of Bradford West Gwillimbury

Randy Berg, MLEO (C),
CMM III Municipal Law Enforcement Executive
Past President/Vice President
Supervisor,
By-law Compliance & Security
City of Guelph

Justin Harris, MLEO (C),
CMM II Municipal Law Enforcement
Professional
Treasurer
Municipal Law Enforcement Officer
City of Kitchener

Adam Harrod MLEO (C),
CMM I Municipal Law Enforcement
Professional
Secretary
Municipal Law Enforcement Officer
Town of Collingwood

Randy Charlton, MLEO (C),
CMM III Municipal Law Enforcement Executive
Director
Manager of Building & By-law
Haldimand County

Brenda Russell, MLEO (C),
CMM III Municipal Law Enforcement Executive
Director
Mgr, Municipal Law & Prosecution Services
City of Barrie

Doug Godfrey
Director
Manager,
By-Law Compliance & Security
City of Guelph

Doug Rose, MLEO (C)
Director
Retired Mgr, Standards & Licensing
City of Hamilton

www.mleoa.ca

Municipal Law Enforcement Officers Association (Ontario)

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(August 2013)



STAFFING:

See Operations Statistics (August) 2013 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (August) 2013 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:

Water Main Breaks:

- Number of water main breaks: One (1)
- Crowe Ave. at Nelson St.

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: One (1)
- 410 Third St. W.

Water Service Repairs:

- Number of water service repairs: None

Water Service Installations (NEW):

- Number of water service installations: None

Water Service Replacements:

- Number of water service replacements: None

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Five (5)
- 306 Victoria Ave., 1209 Second St. E., 105 Sixth St. W., 1222 Third St. E. and 292 Crowe Ave.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: Two (2)
 - 310 Sinclair St. (Resolute F.P. - Mill Stores) and 318 Mowat Ave. (Resolute F.P. - Ground Wood Rm.)

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: Two (2)
 - 310 Sinclair St. (Resolute F.P. - Mill Stores) and 318 Mowat Ave. (Resolute F.P. - Ground Wood Rm.)

Other Information:

- Summarized final costs for invoicing associated with private works
- Recorded locations of curb stops at various locations.
- Roto Rooter in Town continuing with the cleaning and televising sanitary sewer mains.
- Continued with locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Continued with the valve exercising program (Area 3)
- Worked in conjunction with Wagner Construction to disinfect and test water quality before putting the new water main and service lines into service.
(Williams Ave. - Third St. E. to Fifth St. E.).
- Worked in conjunction with Makkinga to disinfect and test water quality before putting the new water main and service lines into service.
(Second St. E.: Central Ave. to 40 m east of Mowat Ave. and Mowat Ave.: Second St. E. to Third St. E.)

WATER TREATMENT PLANT:

- August, 2013 - In receipt of the Water Treatment Plant Monthly Report
- August 29, 2013 - Workplace Safety Inspection completed

SEWERAGE COLLECTION:

Wastewater Main Backups:

- Number of wastewater main backup: Three (3)
 - Minnie Ave. - 300 blk. & 400 blk., Second St. E. at Victoria Ave.

Wastewater Main Repairs:

- Number of wastewater main repairs: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Breaks:

- Number of sewer service breaks: None

Sewer Service Repairs:

- Number of sewer service repairs: Two (2)
 - 307 Kirsti Pl. and 607 Armit Ave.

Sewer Service Installations (NEW):

- Number of sewer service installations: None

Sewer Service Terminations:

- Number of sewer service terminations: None

Sewer Service Replacements:

- Number of sewer service replacement: None

Other Information:

- Cleaned Eight (8) plugged sewer services at the following locations:
 - 1000 First St. E., 607 Armit Ave., 631 Third St. E., 917 Phair Ave., 430 Second St. E.,
 - 1121 Second St. E., 1104 Third St. E. and 521 Second St. E.
- August 7 & 13, 2013 - Performed connection inspections at 607 Armit Ave. and 237 Eighth St. W.
- CCTV inspected various building sewer services.
- Recorded locations of cleanouts at various locations.
- August 29 & 30, 2013 - Flushed/cleaned sanitary sewer mains/manholes along Fifth St. E. for Wagner

WASTE-WATER TREATMENT FACILITY:

- August, 2013 - In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:

Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 2 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 271,510 kgs (271.51 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 339,100 kgs (339.10 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
 - 39,390 kgs (39.39 tonnes) Metro

Prepared By: 

Environmental & Facilities Superintendent

Date: 17-09-2013

WASTE DISPOSAL SITE MONTHLY INSPECTION FORM

MONTH: August 2013 INSPECTION DATE/TIME: September 10, 2013 @ 9:20 a.m.OPERATOR: Tom VeertTOWN OF FORT FRANCES REPRESENTATIVE: Douglas Herr

	YES	NO
1) Adequate signs posted	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2) Scavaging	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3) Operating According to Conditions on Certificate of Approval	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	SATISFACTORY	UNSATISFACTORY
4) Compaction of Refuse	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>see item 1</i>
5) Cover of Refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6) Housekeeping of Site	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7) Working Face	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8) Number of Dumping Areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9) Segregation of Refuse	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10) Controlling Litter	<input checked="" type="checkbox"/>	<input type="checkbox"/>

GENERAL COMMENTS:

1. Garbage Disposal Area – Keep garbage covered on a regular basis. Garbage turn around area gets quite small at times due to no one being on site to push back and compact the garbage.

2. Steel Refuge Area: Turn around area is in satisfactory condition.

3. Propane tank disposal area: Satisfactory condition.

4. Wood Refuge: Wood refuge turn around area in satisfactory condition.

5. Appliance Refuge Area: K.J. Refrigeration had been on site July 26, 2013 to have the refrigerants removed from the appliances. Appliances (tagged) were removed from this refuge area and placed in the steel refuge area.

6. Weigh scale operating well since the last inspection. Rubber skirting around scale has come off. To be re-fastened to scales.
7. Road access to landfill scale and disposal areas in satisfactory condition.

c.c. Tom Veert, Contractor
Doug Brown, Manager Operations & Facilities

P:Landfill Inspection Form - August 2013



Doug Brown/Frances

10/01/2013 04:49 PM

To "Wilcox, Larry (MTO)" <Larry.Wilcox@ontario.ca>, sheldon.smith@ontario.ca, Milt Strachan/Frances@Frances, Kathy Lawson/Frances@Frances, Mark

cc

bcc

Subject Re:2014 Proposed Capital Works for 1600 meters of Frog Creek Road

Hi Larry & Sheldon - please find attached a preliminary cost estimate for this work, basically 1266 meters will be double surface treatment surface and 334 meters of gravel road where the surface treatment exists now (past last home just west of Airport property). These numbers will be adjusted based on actual



tender prices received. 2013OctoberFrogcreekroad.xls Any new information on the ownership of Frog Creek Road ROW? May be we should have a telephone conference call next week sometime? Please confirm. Thanks

Doug Brown, P. Eng.
Operations & Facilities Manager
320 Portage Avenue, Fort Frances, Ontario
Town of Fort Frances
Work #-807-274-9893 Ext. 306
Cell # 807-275-9755

----- Forwarded by Doug Brown/Frances on 10/01/2013 04:37 PM -----

Doug Brown/Frances

09/12/2013 07:57 AM

To "Wilcox, Larry (MTO)" <Larry.Wilcox@ontario.ca>, sheldon.smith@ontario.ca, Milt Strachan/Frances, Kathy Lawson/Frances, Mark McCaig/Frances

cc

Subject Re: Oakwood Road Agreement with the Township of Alberton - Feb, 2011

Hi Larry and Sheldon, please find attached the Oakwood Road agreement executed with the Township of Alberton. Also when Milt was going through his files he found an agreement that the Town executed back in May of 1975 with the Miscampbell Local Road Board for the North Boundary Road I assuming it is for the Frog Creek Road. You guys have any records of this agreement? It appears that Miscampbell LRB pays 50% of the capital costs. Nothing about the Miscampbell LRB's position on not surface treating the section of Frog creek road abutting the airport property and residential homeowners. The revised cost



estimate to come in the next two weeks. 2013septnorthboundaryroadabreement.pdf



2013septOakwoodRoadABREEMENT.pdf

Regards

Doug Brown, P. Eng.
Operations & Facilities Manager

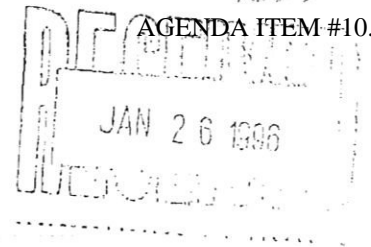
320 Portage Avenue, Fort Frances, Ontario
Town of Fort Frances
Work #-807-274-9893 Ext. 306
Cell # 807-275-9755

October 1, 2013 - 2014 Capital - Proposed Reconstruction of 1600 meters of Frog Creek Road

Item No.	Description	Estimated			Unit Price	Total
		Quantity	Units			
A.001	Grind of Existing Surface Treatment and RAP Material	12,916	m ²	\$	0.91	\$11,753.56
A.002	Supply and installation of 100 mm of Granular A	2,600	tonne	\$	20.00	\$52,000.00
A.003	Supply and placement of double surface treatment	9,500	m ²	\$	4.20	\$39,900.00
A.004	Supply of Pea Gravel for Surface treatment Process	380	tonne	\$	17.00	\$6,460.00
A.005	Supply and Installation of 900 mm diameter CSP	57	m	\$	400.00	\$22,800.00
	Supply and Installation of 650 mm diameter CSP	43	m	\$	350.00	\$15,050.00
A.006	Subtotal					\$147,963.56
A.007	Portion of Bonds, Insurance and (de)mobilization					\$3,225.61
A.008	Engineering Costs -10%					\$15,118.92

A.009	Subtotal	\$166,308.08
A.010	Town's portion of HST	\$2,927.02
A.011	Total	\$169,235.10

Say \$ 170,000



MEMO TO: R. Roy

FROM: K. Huitikka

Attached is a copy of the agreement with Miscampbell Local Roads Board re Maintenance of North Boundary Road.

I could not find any record of an agreement with Alberton Township re Maintenance of Boundary Road West.

1996 January 25

cc: G. Treftlin

MEMORANDUM OF AGREEMENT made this 21st day of MAY 1975.

AGENDA ITEM #10.8

BETWEEN:

THE CORPORATION OF THE TOWN OF
FORT FRANCES, hereinafter called
the "Corporation" of the FIRST PART,

-and-

MISCAMPBELL LOCAL ROADS BOARD, hereinafter
called the BOARD" of the SECOND PART.

WHEREAS a certain thoroughfare known as "NORTH BOUNDARY ROAD" is the dividing
line between the Corporation of the Town of Fort Frances, and the
Township of Miscampbell;

AND WHEREAS the Corporation has, until the present time, maintained the said
road by snowplowing, grading, placing gravel thereon, and any other general
maintenance required;

AND WHEREAS it has been agreed between the Corporation and the Board that the
cost of maintaining this road shall be borne equally by the said parties;

NOW THEREFORE THIS AGREEMENT WITNESSETH that:

The parties hereto agree as follows:-

1. The Corporation shall continue to maintain the said North Boundary Road
by snowplowing, grading, placing gravel thereon when required, and any other
general maintenance so as to keep the said road in good condition.
2. In the event that the Corporation plans to carry out any major repair,
construction or re-construction to North Boundary Road, such work shall not be
carried out without prior approval of the Miscampbell Local Roads Board.
3. The cost of such maintenance, and any major repairs, construction or
re-construction as mentioned in paragraph 2 hereof, shall be shared equally
by the two parties and an invoice for the Board's 50% of same will be invoiced
quarterly or as often as necessary.

IN WITNESS WHEREOF, the said Corporation and the said Board have indicated
their agreement thereto by the officials of such signing same and affixing
their corporate seals thereto, the day and year first above written.

SIGNED, SEALED AND DELIVERED

in the presence of:

CORPORATION OF THE TOWN OF FORT FRANCES

by [Signature] MAYOR

[Signature] CLERK

MISCAMPBELL LOCAL ROADS BOARD

by [Signature] CHAIRMAN

[Signature] SECRETARY