

# TOWN OF FORT FRANCES

## AGENDA - October 28, 2013

### COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre  
(Session No. 112) 5:30 p.m. to 6:45 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 6:15 p.m.**

4.1 Potential Property Acquisition.

4.2 Personnel Matters.

4.3 Non agenda items.

**5. Public Session Resumes in Council Chambers: 6:20 p.m.**

**6. Consent Agenda: 6:20 p.m. to 6:30 p.m.**

6.1 Proposed Grant of Easement to Bell Canada over Lot 3, Williams Avenue, Huffman Development. 3 - 6

6.2 1204 Strachan Place - Request to Delete Notice of Agreement. 7

6.3 September 2013 Drinking Water Systems Monthly Summary Report. 8 - 15

6.4 Request from United Native Friendship Centre to Perform Park Clean-Up and Town to Provide Assistance. 16 - 17

6.5 Renewal of Information Technology Consulting Contract with Darryl Allan. 18 - 20

6.6 Renewal of Municipal Insurance 2013-2014. 21 - 57

6.7 Friends of the Fort Frances Museum Fundraiser Gala. 58 - 62

6.8 Bancroft and Hastings Highlands Disaster Relief Committee Financial Request. 63 - 67

6.9 Community Foundation. 68 - 77

**7. Administration and Finance Division - 6:30 p.m. to 6:31 p.m.**

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7.1 Councillor Rick Wiedenhoeft - Zone 1 OAPSB Meeting Travel and Per Diem Claims.	78 - 88
<b>8. Community Services Division: 6:31 p.m. to 6:33 p.m.</b>	
8.1 Museum Policies (2) - Collections Management Policy, Conservation Policy.	89 - 96
<b>9. Operations and Facilities Division: 6:33 p.m. to 6:35 p.m.</b>	
9.1 Submission of Expression of Interest for Funding for the Replacement of 478 Meters of Water Main Along Colonization Rd. West.	97 - 109
<b>10. Information:</b>	
10.1 Sewer and Water Data for 2013 - Updated October 1st, 2013.	110
10.2 Fort Frances Municipal Airport - Aircraft Landings 2013 and Fuel Sales 2013 as of September 30, 2013.	111 - 112
10.3 2013 Tonnage at Landfill Site - Updated October 1, 2013.	113
10.4 September 2013 - Operations and Facilities Division - Environmental Area - Operations Statistics.	114 - 116
10.5 Ontario Clean Water Agency - Fort Frances Treatment Facility - September 2013 Monthly Report.	117 - 122
10.6 2013 Operations and Facilities Division Capital Program.	123 - 124
10.7 Administration and Finance Department Stats for the period ending September 30, 2013.	125 - 126
10.8 2013 Reserve Funds.	127
10.9 Provincial Offences - 2014 Budget.	128
<b>11. Non-agenda items: 6:40 p.m.</b>	





October 22, 2013

Report To: Mayor and Council

From: Travis Rob, CBO, Facilities/Special Projects Coordinator

**RE: Proposed Grant of Easement to Bell Canada over Lot 3, Williams Avenue, Huffman Development**

In a letter dated September 24, 2013 from Bell Canada, attached to this report, is asking the Town for a 3m by 3m service easement to be granted on the southwest corner of Lot #3 on Williams Avenue. This easement will contain a Fort Frances Power Corporation Transformer as well as a Bell pedestal and Shaw pedestal. All of this infrastructure will be installed in the southwest corner of Lot #3 as close to the sidewalk as possible so to limit the impact on Lot #3. At the October 21, 2013 meeting of the Planning and Development Executive Committee, the location and infrastructure contained within the easement were discussed and it was the decision of the committee that consideration should be given to the purchaser of Lot #3 in exchange for the easement contained within. Bell is asking that the costs associated with this transaction be the Town's responsibility and acquisition be completed for a nominal fee of \$2.

**Recommendation**

It is the recommendation of the Planning and Development Executive Committee that the proposed easement be approved and recommend that the necessary work be completed to register the easement on Lot #3.

Respectfully Submitted

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

Travis Rob, EIT  
CBO, Facilities/Special Projects Coordinator.

**Council Approval of this Report will** approve the proposed service easement on the southwest corner of Lot #3 Huffman Development and further an authorizing by-law be prepared.

Right of Way  
2<sup>nd</sup> Floor, 140 Bayfield St.  
Barrie, Ontario  
L4M 3B1

Tel: 1-800-689-4430  
Fax: 705-722-2263

**Bell**



September 24, 2013

Town of Fort Frances  
320 Portage Ave.  
Fort Frances, Ontario  
P9A 3P9

Attention: Travis Rob, EIT

**Subject: Proposed Grant of Easement to Bell Canada over Lot 3, Williams Avenue  
Williams Avenue & Fifth Street East Development**

Dear Sir,

Subsequent to review of the above noted development by our Engineering Department, it has been identified that Bell Canada will require a 3m by 3m wide easement over the frontage of Lot 3 in order to place a pedestal adjacent to the proposed Hydro transformer as indicated on the enclosed plan.

Since the easement is required in order to provide service to this development, all costs associated with this transaction will be the Owner's responsibility and consideration is to be set at a nominal \$2 for the acquisition of the easement rights.

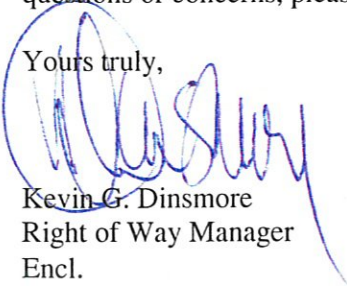
The Town's Solicitor will be required to arrange for the separate, registered postponement from any mortgagees as well as provide certification of title. Please find enclosed a copy of our standard easement Schedule that should be used for this transaction.

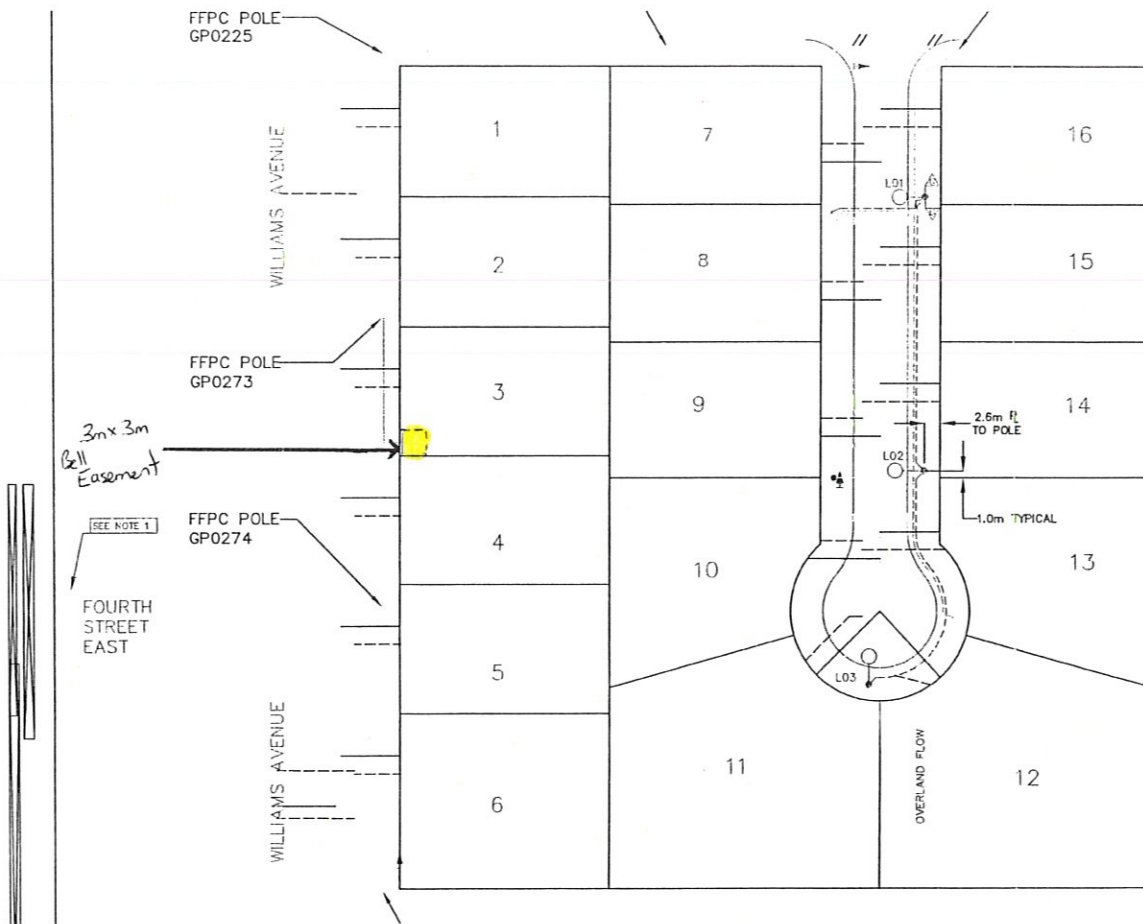
We kindly request the inclusion of the additional comment "Transfer of Easement for a Utility Line as Defined in the Ontario Energy Board Act, 1998" in section 4 of the Land Transfer Tax Statement and confirm that the undersigned will be taking said Affidavit. Our address for service will be that of this office.

We look forward to receipt of the draft easement documents and reference plan for our review and approval prior to registration as well as the Acknowledgement and Direction for our execution.

We trust this proposal meets with the Town of Fort Frances' approval and if there are any questions or concerns, please do not hesitate to call.

Yours truly,

  
Kevin G. Dinsmore  
Right of Way Manager  
Encl.





## SCHEDULE

968-S/E(04-03)

WHEREAS the Transferee is the owner in fee simple of those lands and premises (the "Transferee's lands") being composed of Parts of Town Lots 5 and 6 on the North side of Adelaide Street West according to the Plan of the Town of York and designated as Parts 1 and 2, Plan 63R-545, City of Toronto.

WHEREAS the Transferor is the owner in fee simple of lands described as

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(the "Property").

THE TRANSFEROR grants and transfers to the Transferee, its successors and assigns to be used and enjoyed as appurtenant to the Transferee's lands, a free and unencumbered easement (the "Easement") in perpetuity upon, over, in, under and across lands more particularly described in the Properties Section of this Transfer Easement attached (the "Easement Lands"):

1. the right to construct, operate, maintain, repair, replace, renew, or make additions at all times to telecommunications facilities (the "Facilities") or any part thereof forming part of continuous lines between the Transferee's lands and other lands including, without limitation, all necessary cable and wires (both buried and aerial), conduits, conduit structures, markers, poles, anchors, guys, maintenance holes, fixtures, equipment, and all appurtenances thereto.
2. the right of free and unimpeded access at all times to the Transferee, its contractors, agents, employees, vehicles, equipment, and supplies to and over the Easement Lands.
3. the right of free and unimpeded access at all times to the Easement Lands from and over the Property or abutting road allowances or abutting rights of way for the purpose of exercising the rights hereby granted.
4. the right to remove, trim, sever, or fell any obstructions such as trees, roots, brush, stumps, boulders or rock encountered during the course of construction or subsequent maintenance of the Facilities.

THE TRANSFEROR shall have the right to fully use and enjoy the Easement Lands provided that without the prior written consent of the Transferee, such consent not to be unreasonably withheld, the Transferor shall not place any buildings or other structures or dig, drill, pave or excavate within the Easement Lands.

THE TRANSFEE shall:

1. be responsible for any damage caused at any time by its agents or employees to the Property. When practical, the Transferee, after any of its activities, shall restore the Property appropriately. The subsequent maintenance of the Property shall be the responsibility of the Transferor.
2. indemnify and save the Transferor harmless from all actions, causes of actions, suits, claims and demands of every nature and kind whatsoever which may be made against the Transferor relating to or arising out of the placement of the Facilities by the Transferee and for which the Transferee, in law, is responsible.
3. at its sole discretion, be permitted to attach, or permit the attachment of, wires, cables and equipment of any other company or commission for the purposes only of supplying a service to the public.

NOTWITHSTANDING any rule of law or equity and even though any of the Facilities may become annexed or affixed to the Easement Lands, title to the Facilities shall nevertheless remain in the Transferee.

THIS AGREEMENT including all rights, privileges, and benefits herein contained shall extend to, be binding upon, and enure to the benefit of, the parties hereto and their respective heirs, executors, administrators, successors, and assigns.

THE TRANSFEE, in the event it grants a release of Easement, may abandon the Facilities annexed/affixed to the Easement Lands at its option.

# REPORT

To: Mayor and Council  
From: Faye Flatt, Municipal Planner  
Date: 3 October 2013  
Re: 1204 Strachan Place – Request to delete Notice of Agreement



In 1982, under authority of By-Law #32/82, a subdivision agreement was entered into with Jim's Construction of Fort Frances Ltd. The agreement provided for development standards relative to the "Strachan Place" subdivision and was registered on title to the parent property as A25282 and was subsequently carried forward to each lot as it was sold. The agreement was amended twice. The first was in September of 1983 to amend the guarantee period from 2 years to 3 and the second in October of 1983 to modify exterior noise attenuation measures as it relates to Lot 1. Both of these changes were authorized by amendment to the by-law and registered on title as A28343 and A28344 respectively.

The property noted above is being sold and the solicitor for the current owner has requested on behalf of his client that the agreements be deleted from title.

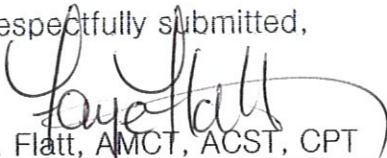
It appears that the 'developer' has complied with the terms and conditions of the agreements. The original subdivision agreement contains ongoing requirements for grading and drainage for all lots in the subdivision at Section 6 of Article X. Amending agreements A28343 and A28344 can be removed from title because one is redundant and the other does not relate to the lot in question. If request is approved, removal should be at no cost to the Town.

## Recommendation

The original subdivision should remain on title but amending agreements A28343 and A28344 could be removed provided it is at no cost to the Town.

The Planning and Development Executive Committee recommend that amending agreements A28343 and A28344 be removed from title to 1204 Strachan Place provided it is at no cost to the Town, and authorize the Mayor and Clerk to execute such documents as may be required.

Respectfully submitted,



F. Flatt, AMCT, ACST, CPT

**COUNCIL APPROVAL OF THIS REPORT WILL:** Authorize the removal of amending agreements registered as A28343 and A28344 from title to the property known as 1204 Strachan Place and authorize the Mayor and Clerk to execute such documents as maybe required to facilitate same.





October 9, 2013

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: September 2013 Drinking Water Systems Monthly Summary Report**

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

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

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

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

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

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

09 Council Water ReportSeptember 2013.doc

**RECOMMENDED**

OCT 23 2013

DIV. MNG. *Doug Brown*

EXECUTIVE COMM. *R. Wiedeman*

**September, 2013**

**Monthly Summary Report  
Water Systems**

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

**Dated: October 09, 2013**

### 1) Introduction -

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

### 2) Flow Data

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

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

Water Treatment Plant (treated): 4 samples taken no adverse results  
 Water Treatment Plant (raw): 4 samples taken no adverse results  
 Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count HPC no adverse results

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

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

No samples taken.

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



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

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

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

Signs posted, exempt from testing.

**7) Maintenance Activities at the WTP**

- Sept. 03<sup>rd</sup> - cleaned Turbidity meter # 4.
- Sept. 05<sup>th</sup> - Todd Hahkala did routine maintenance on the diesel fire pump and ran it for 45 minutes to get ready for the 8 hour power outage on September 8, 2013.
  - cleaned the four (4) check valves on the poly unit.
  - cleaned the top and bottom tank on the poly unit.
- Sept 08<sup>th</sup> - 8 hour power outage hooked up generators here and at water tower.
- Sept 09<sup>th</sup> - took soda ash system apart and cleaned hoses and fittings and pump – put system back on line
- Sept 12<sup>th</sup> - cleaned soda ash auger and elevator.
- Sept 17<sup>th</sup> - rebuilt soda ash pumps.
  - flushed poly lines to the clarifiers.
- Sept 24<sup>th</sup> - took grab samples from the filter turbidities.
  - recalibrated distribution chlorine analyzer.
- Sept 26<sup>th</sup> - cleaned the four (4) check valves on the poly unit.
  - cleaned the top and bottom tank on the poly unit.
- Sept 30<sup>th</sup> - changed west chlorine tank.

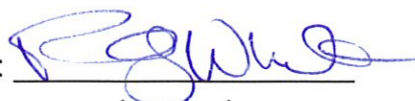
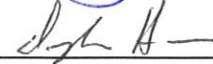
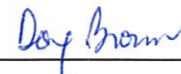


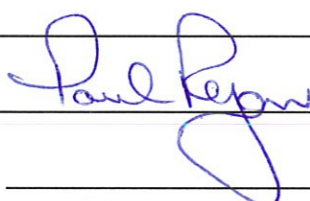
## 8) Water Complaints –

- Poor Pressure – 0 complaint.
- Water quality – 0 complaints.

## 9) Other Miscellaneous Information:

- Sept. 03<sup>rd</sup> - took weekly routine bacteria samples
- Sept. 04<sup>th</sup> - took quarterly samples at Water Treatment Plant and Tower.  
 - took total suspended solids (TSS) samples at Water Treatment plant.  
 - took bacteria samples at Sunny Cove.  
 - took quarterly samples at Sunny Cove.
- Sept. 09<sup>th</sup> - took weekly routine bacteria samples.
- Sept. 10<sup>th</sup> - new water main samples – 1<sup>st</sup> set.
- Sept. 12<sup>th</sup> - new water main samples – 2<sup>nd</sup> set.  
 - water service repair samples; 413 First St. E. – 1<sup>st</sup> set.
- Sept. 16<sup>th</sup> - took weekly routine bacteria samples  
 - water service repair samples; 413 First St. E. – 2<sup>nd</sup> set.  
 - water service repair samples; 611 Victoria Ave. – 1<sup>st</sup> set.
- Sept. 17<sup>th</sup> - service repair samples; 611 Victoria Ave. – 2<sup>nd</sup> set.
- Sept. 23<sup>rd</sup> - took weekly routine bacteria samples.
- Sept. 26<sup>th</sup> - Q.M.S. meeting.
- Sept. 27<sup>th</sup> - Tailgate meeting at Public Works.
- Sept. 30<sup>th</sup> - water service repair samples; 712 Nelson St. – 1<sup>st</sup> set.

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

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

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

Town of Fort Frances - WTP - 220000978  
 September 2011/2012vs September 2013  
 Flow and Operating Data

Flow Data	SEPTEMBER	Units	2011		2012		2013	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water		m <sup>3</sup>		190980		180550		151120
Raw Maximum Day		m <sup>3</sup>	Sunday 11th	7550	Tuesday 04th	7240	Saturday 07th	6390
Raw Minimum Day		m <sup>3</sup>	Friday 30th	5500	Sunday 30th	5070	Saturday 21st	4370
Raw Average Daily Consumption		m <sup>3</sup>		6370		6020		5040
Total Treated Water		m <sup>3</sup>		130060		129620		117050
Treated Water Maximim Day Consumption		m <sup>3</sup>	Saturday 10th	5520	Tuesday 04th	5640	Sunday 08th	4390
Treated Water Minimim Day Consumption		m <sup>3</sup>	Friday 23rd	3470	Saturday 22nd	3600	Saturday 21st	3310
Treated Water Average Day Consumption		m <sup>3</sup>		4340		4320		3900
Daily Average Per Household Consumption Rate		m <sup>3</sup>		1.15		1.14		1.03
* Daily Average Per Person Consumption Rate		m <sup>3</sup>		0.54		0.54		0.49
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water		mg/L		1.87		1.73		1.81
Total Chlorine Residual - Treated Water		mg/L		2.22		2.06		2.18
Aluminum Sulphate - Raw Water		mg/L		34.5		33.9		34.0
Aluminum Sulphate - Treated Water Residual		mg/L		0.06		0.05		0.06
Fluoride - Treated Water		mg/L		0.63		0.62		0.58
Soda Ash - Raw Water		mg/L		34		34		34
PH - Adjusted		mg/L		7.22		7.38		7.15
Temperature		C		17.7		17.5		19.3
Quantity of Chemical Used:		kg						
Aluminum Sulphate		kg		6588.8		6133.1		5138.1
Polyelectrolyte		kg		50		75		62.5
Chlorine Gas		kg		774		717		475
Soda Ash - Used for PH Adjustment		kg		6493.3		6138.7		5138.1
Fluoride		kg		693		570		578

\* The Canadian Average is 450 Litres (0.45 m<sup>3</sup>) per day.

\* Population is 7986

\* Number of Households is 3783



Operating Data			Units	*MAC or Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
Flow rates																																				
Raw Water	10 <sup>3</sup> M <sup>3</sup>	17	4.94	5.18	5.24	5.26	6.12	6.39	6.00	4.82																										
Peak Instantaneous - Raw Water	L/s	n/a	59.96	59.76	59.4	59.1	61.9	71.33	78.2	81.6																										
Treated Water	10 <sup>3</sup> M <sup>3</sup>	17	3.66	3.34	3.98	4.21	3.78	4.29	4.16	4.39	3.65	4.21	4.19	3.75	4.19	3.42	3.89	3.80	3.68	3.69	4.14	4.09	3.31	3.96	4.26	4.18	3.68	4.16	3.61	3.71	3.76	3.91	117.05	3.90		
Peak Instantaneous - Treated Water	L/s	n/a	64.96	61.23	61.14	63.58	63.56	82.82	64.31	63.14																										
Backwash Water	10 <sup>3</sup> M <sup>3</sup>	n/a	0.218	0.219	0.444	0.219	0.215	0.215	0.218	0.217																										
Fluoride Information																																				
Fluoride Residual - Treated Water	mg/l		0.5 to 0.8	0.54	0.55	0.58	0.60	0.61	0.60	0.61	0.60	0.61	0.61	0.60	0.59	0.51	0.50	0.52	0.60	0.61	0.59	0.61	0.52	0.51	0.53	0.52	0.51	0.56	0.58	0.60	0.63	0.64	0.68	0.68	17.39	0.58
Turbidity Information																																				
Raw Water	NTU	n/a	0.85	0.84	0.88	0.81	0.78	0.84	0.80	0.76	0.78	0.78	0.75	0.77	0.71	0.92	0.97	0.95	0.92	1.02	1.01	1.07	1.08	1.13	1.07	1.10	1.16	1.09	1.14	1.20	1.00	0.98	1.06	28.44	0.95	
Settled Water	NTU	n/a	0.09	0.08	0.09	0.08	0.09	0.08	0.09	0.08	0.09	0.08	0.09	0.09	0.08	0.09	0.09	0.09	0.08	0.09	0.09	0.09	0.11	0.09	0.09	0.09	0.09	0.09	0.08	0.07	0.08	0.08	0.06	2.57	0.09	
Treated Water	NTU	1	0.06	0.06	0.06	0.04	0.05	0.04	0.05	0.05	0.04	0.05	0.04	0.06	0.07	0.04	0.06	0.05	0.06	0.04	0.08	0.07	0.08	0.07	0.08	0.08	0.07	0.05	0.06	0.05	0.04	0.04	0.05	1.69	0.06	
Other Operating Parameters																																				
pH - Treated Water	no units	6.5 to 8.5	7.21	7.24	7.20	7.24	7.28	7.10	7.07	7.22	7.20	7.17	7.17	7.10	7.15	7.01	7.10	7.15	7.12	7.12	7.17	7.17	7.17	7.15	7.22	7.14	7.18	7.22	7.13	7.16	7.11	7.09	7.07	7.07	214.56	7.15
pH - Settled water	no units	n/a	6.22	6.28	6.20	6.16	6.21	6.19	6.16	6.21	6.24	6.2	6.2	6.15	6.12	6.36	6.30	6.21	6.15	6.27	6.36	6.33	6.37	6.51	6.35	6.52	6.21	6.29	6.34	6.36	6.34	6.36	6.32	188.29	6.28	
pH - Raw Water	no units	n/a	7.15	7.16	7.12	7.08	7.11	7.07	7.04	7.07	7.09	7.05	7.00	7.03	6.99	7.00	7.03	7.10	7.13	7.07	7.05	6.81	7.09	6.83	7.04	7.08	7.03	7.06	7.03	7.00	7.03	7.01	211.35	7.05		
FAC - Treated Water	mg/l	0.2 to 4	1.64	1.60	1.57	1.61	1.74	1.88	1.91	1.9	1.98	1.96	1.94	1.96	1.90	1.96	1.89	1.89	1.73	1.79	1.76	1.86	1.78	1.69	1.70	1.65	1.80	1.85	1.84	1.86	1.91	1.88	1.81	54.37	1.81	
Total Chlorine Residual Treated	mg/l	0.3 to 7	1.99	1.96	1.99	1.97	2.14	2.18	2.22	2.19	2.29	2.21	2.17	2.19	2.15	2.19	2.14	2.12	2.22	2.28	2.34	2.30	2.16	2.14	2.00	2.16	2.35	2.26	2.29	2.27	2.24	2.24	65.35	2.18		
Temperature	C	15	23.0	21.0	21.0	21.0	21.0	21.0	21.0	20.0	20.0	20.0	20.0	21.0	20.0	20.0	20.0	20.0	19.0	19.0	19.0	19.0	19.0	18.0	18.0	17.0	17.0	17.0	17.0	17.0	17.0	17.0	578.0	19.3		
Fluoride used (Total Daily Consumption)	kg	n/a	13.0	16.0	16.0	18.0	19.0	19.0	19.0	17.0	18.0	19.0	19.0	19.0	15.0	13.0	15.0	14.0	15.0	14.0	14.0	14.0	15.0	14.0	18.0	17.0	17.0	14.0	17.0	15.0	15.0	14.0	18.0	475.0	15.8	
Chlorine used (Total Daily Consumption)	kg	n/a	22.0	24.0	21.0	24.0	25.0	31.0	35.0	32.0	25.0	31.0	32.0	32.0	23.0	22.0	22.0	22.0	22.0	22.0	21.0	22.0	22.0	20.0	23.0	22.0	22.0	21.0	22.0	21.0	22.0	21.0	22.0	716.0	23.9	
Soda ash (Total Daily Consumption)	kg	n/a	168.0	176.1	166.9	178.2	178.8	208.1	217.3	204.0	163.9	205.0	205.0	167.3	162.5	166.6	155.7	162.9	161.5	161.5	161.2	148.6	169.0	165.9	160.8	158.8	162.5	158.4	162.2	157.4	161.8	5138.1	160.0	337.1		
Soda Ash - Dosage	mg/l	n/a	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	1020.0	34.0	
Alum residual - (Total Daily Consumption)	kg	n/a	168.0	176.1	166.9	178.2	178.8	208.1	217.3	204.0	163.9	205.0	205.0	167.3	162.5	166.6	155.7	162.9	161.5	161.5	161.2	148.6	169.0	165.9	160.8	158.8	162.5	158.4	162.2	157.4	161.8	5138.1	160.0	337.1		
Alum residual - Dosage	mg/l	n/a	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	34.0	1020.0	34.0	
Alum residual - Treated Water	mg/l	0.1	0.09	0.08	0.06	0.06	0.07	0.08	0.07	0.06	0.05	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.04	0.06	0.09	0.09	0.08	0.03	0.04	0.06	0.04	0.03	0.04	0.06	0.07	0.06	0.02	1.72	0.06	
Poly bags added (25 kg bags )	kg							0.5						0.5						0.5		0.5						0.5						62.5		



October 23, 2013

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Request from the United Native Friendship Center – to Perform Park Clean-up and Town to Provide Assistance.**

A letter dated October 9, 2013 was received from Lana Smith, Youth Justice Worker of the United Native Friendship Center requesting permission to clean-up some park areas within the Community and for the Town to provide assistance with their clean-up event. See attached copy of the letter. Further to my discussion with Lana on Tuesday October 22, 2013, it was agreed that the clean-up event would be postponed until the 2014 Earth Day on Tuesday, April 22, 2014 as the weather has already turned to the winter season. This information was conveyed to the Operations & Facilities Executive Committee at the October 23, 2013 meeting.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the United Native Friendship Center be granted permission to host a clean-up event of the park & green space areas in the community on the next Earth Day-scheduled for Tuesday, April 22, 2014.
- 2) That the Town's workforce will provide assistance to the United Native Friendship Center during the clean-up event. For example collecting and transporting the filled plastic garbage bags from the clean-up event sites to the landfill site.

Respectfully Submitted  
Operations & Facilities Division,

*Doug Brown*

Doug Brown, P. Eng.  
Operations & Facilities Manager

RECOMMENDED

OCT 23 2013

DIV. MNG. *Doug Brown*

EXECUTIVE COMM. *R. W. [Signature]*

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

- 1) That the United Native Friendship Center be granted permission to host a clean-up event of the park and green space areas in the community on the next Earth Day – scheduled for Tuesday, April 22, 2014.
- 2) That the Town's workforce will provide assistance to the United Native Friendship Center during the clean-up event. For example collecting and transporting the filled plastic garbage bags from the clean-up event sites to the landfill site.



*In Unity There Is Strength*

Mayor & Council  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P2

PHONE (807) 274-8541 FAX (807) 274-4110

P.O. BOX 752, 516 PORTAGE AVENUE  
FORT FRANCES, ONTARIO P9A 3N1

Lana Smith  
Youth Justice Worker

October 9, 2013

# REQUEST OF CLEAN UP

Dear Mr. Mayor and Council members,

As you may know, at the United Native Friendship Center, there are a few of our Community based programs. Such as; the Alternative Education, Wasa-Nabin, Akewgo, and Youth Justice Program.

Anyhow, the above mentioned programs at the United Native Friendship Centre have been collectively collaborating on how to foster better working relationships and make more of a contribution to our community of Fort Frances. What we are proposing and requesting is permission to have a, Clean Up Day, at the Point Park or any park that needs cleaning before the snow comes.

In an earlier telephone conversation, with Doug Brown at public works, he suggested that there would be needed coordination, in regards, to garbage disposal. At the United Native Friendship Center we would provide Whimis Training to the People involved, gloves, garbage bags, and the man power.

If you have any questions feel free to contact me at 274-8541, ext.225.

I look forward to hearing from you with a favorable response.

Sincerely,

Lana Smith  
Youth Justice Worker

Cc: FF Mayor & Council, UNFC Exec.Dir.; Prog.Dir., Alt Edu. ,Wasa-Nabin, Akewgo, & YJP.





## MEMORANDUM



**TO:** Mayor and Council

**FROM:** Christine Ruppenstein, Human Resources Manager

**DATE:** October 7, 2013

**SUBJECT:** Renewal of Information Technology Consulting Contract with Darryl Allan

Darryl Allan has been performing IT Services for the Corporation on a contract basis for a period of 2 years.

Administration is satisfied with the performance of the contractor and would like to renew the Agreement with Darryl Allan dba DA IT Consulting Services for an additional year (or upon notice).

The terms and conditions (including the hourly rate) would remain the same.

**COUNCIL APPROVAL OF THIS REPORT** will direct the preparation of a bylaw and authorize the execution of a Renewal of the Information Technology Services Agreement with Darryl Allan dba DA IT Consulting Services effective November 1, 2013.



**INFORMATION SYSTEMS SUPPORT**

**Standard Form Agreement**

This agreement made in duplicate this \_\_\_\_ day of \_\_\_\_, 2013

**Between:**

**The Corporation of the Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9**

**Hereinafter referred to as the Corporation**

**and:**

**Darryl Allan  
(doing business as DA IT Consulting Services)  
849 Fourth Street East  
Fort Frances, ON P9A 1T3**

**Hereinafter referred to as the Contractor**

**Whereas the Corporation and the Contractor (collectively referred to herein as the Parties) entered into an agreement effective November 1, 2011 (the Agreement), pursuant to which the Contractor has provided to the Corporation certain Information Systems Support services (the Services) for compensation;**

**And Whereas the Corporation continues to require the Services on a contract basis effective November 1<sup>st</sup>, 2013;**

**And Whereas the Contractor is prepared to continue to provide the Services to the Corporation for compensation;**

**And Whereas the Parties wish to now enter into a renewal of said Agreement.**

**Now Therefore the Parties Hereto Agree as Follows:**

**The terms and conditions as set out in the original Agreement remain in force and effect during this renewal period unless specifically changed by the terms of this renewal agreement.**

**Each party to this agreement acknowledges that they have in their possession an executed original of the Agreement.**

**The terms and conditions of the Agreement are hereby modified as follows:**

**Work Schedule**

**The Contractor agrees to attend the Corporation offices during regular work hours on a flexible schedule as mutually agreed to with the Chief Administrative Officer. In addition the Contractor will provide services remotely as may be required.**

**DA IT Consulting Services Contract**  
Effective November 1, 2013  
Page 2 of 2

**Duration of Agreement**

The Agreement shall have a duration of 1 (one) year commencing November 1, 2013 and terminating October 31, 2014 unless earlier terminated as provided for in the Termination of Contract clause.

**IN WITNESSETH WHEREOF** the Parties have hereunto caused their corporate seals to be affixed duly attested to by the hands of their proper signing officers in that behalf or (in the case of unincorporated parties) set their hands and seals.

**For the Contractor:**

**For the Corporation:**

\_\_\_\_\_  
**Darryl Allan**

\_\_\_\_\_  
**R. Avis, Mayor**

\_\_\_\_\_  
**G. Trefillin, Town Clerk**

\_\_\_\_\_  
**Witness as to Signature of  
Darryl Allan.**

**(We have authority to bind the Corporation)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/100

**TO:** Mayor Avis & Members of Council  
**FROM:** Debbie Scofield, Deputy-Treasurer  
**DATE:** October 22, 2013  
**SUBJECT:** Renewal of Municipal Insurance 2013-2014

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### BACKGROUND

The Town of Fort Frances is in its third year of a four-year term of the current insurance RFP. The terms of the RFP state that:

“The contract shall be for a one-year term effective November 1, 2011, with an option to renew for three additional years upon satisfactory negotiation by both parties”.

Attached please find an amended renewal proposal from BFL Canada, reflecting the adjusted property premium for the period November 1, 2013 to November 1, 2014, as well as e-mail correspondence regarding confirmation of blanket coverage on the Town’s Property Policy. The quoted amount of \$199,489.44 (including PST) is a 3.03% (\$5,864.20) overall increase from the 2012/13 premiums, with increases in General Liability and Property. For your information I have also attached a history of the Town’s insurance premiums from 2005 to 2012.

### RECOMMENDATION

That the Administration and Finance Executive Committee recommend accepting the Renewal of Municipal Insurance provided by BFL Canada, represented by Gillons’ Insurance Brokers Ltd., for the term November 1, 2013 to November 1, 2014.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to accept the Renewal of Municipal Insurance provided by BFL Canada, represented by Gillons’ Insurance Brokers Ltd., for the term November 1, 2013 to November 1, 2014.



BFL CANADA Risk and Insurance Services Inc.  
 181 University Avenue, Suite 1605  
 Toronto, Ontario M5H 3M7  
 Tel.: 416-599-5530  
 1-866-688-9868  
 Fax: 416-599-5458

## Memorandum

DATE: October 10, 2013  
 TO: Bruce Armstrong @ Gillons Insurance  
 FROM: Mahsa Hosseinejad  
 SUBJECT: Town of Fort Frances - 2013 Revised 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 \$187,022, which is an overall increase of approximately 3%.

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.

The Property values were not increased by the 3% inflation rate, as per our client's instructions. The onus is on the Insured to ensure that the declared values on their Property schedule are sufficient in the event of a loss.

International Insurance Brokers  
[www.BFLCANADA.ca](http://www.BFLCANADA.ca)

Page 1 of 2

**Memorandum**

**From:** Bruce Armstrong @ Gillons Insurance

**Date:** October 10, 2013

**From:** Mahsa Hosseinejad

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.

Sincerely,



Mahsa Hosseinejad, 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 i

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## **Municipal Insurance Program Renewal Proposal**

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**Page 1**

### **1. INTRODUCTION**

It is with pleasure that BFL CANADA presents the Corporation of the Town of Fort Frances with the following Municipal Insurance Program Renewal Proposal.

Please review this document carefully and contact our representative, if you have any questions or comments.

Thank you for your business. We look forward to being of further service to you.





**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	\$ 5,000	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	\$	118,676,423
Property of Every Description	\$	114,873,893
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	\$	500,000
Pollutant Clean Up and Removal	\$	50,000
Solar Panel Profits	\$	52,530
Fire Suppression System Recharge	\$	25,000
Growing Plants, Trees, Shrubs or Flowers in the Open	Included	(\$10,000 per item including debris removal)
Personal Property of Officers and Employees	Included	(\$5,000 per Officer/Employee)
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:	\$187,022.00
Provincial Sales Tax:	<u>\$12,467.44</u>
Total Annual Cost, including P.S.T.:	\$199,489.44

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	2013 DIFFERENCE IN PREMIUM
Municipal General Liability (includes Public Officials Liability, Employee Benefits Liability, Legal Expense Insurance, and Non-Owned Automobile	\$ 65,098	\$ 70,000	\$ 4,902
Excess Liability	\$ 4,200	\$ 4,200	\$ -
Environmental Impairment Liability	\$ 7,000	\$ 7,000	\$ -
Crime	\$ 600	\$ 600	\$ -
Owned Automobile	\$ 33,710	\$ 31,179	\$ (2,531)
Property (includes Boiler & Machinery and Computer / EDP / Media)	\$ 69,502	\$ 72,867	\$ 3,365
Municipal Officials' Accident	\$ 1,176	\$ 1,176	\$ -
<b>TOTAL - ALL LINES</b>	<b>\$ 181,286</b>	<b>\$ 187,022</b>	<b>\$ 5,736</b>

2013 Premium Split - Fort Frances

10/10/2013

1 of 1

**Municipal Insurance Program Renewal Proposal****Page 6**

This quotation has been provided by BFL CANADA Risk and Insurance Services Inc., who is permitted to confirm coverage terms, limits, deductibles, and premiums under a binding authority agreement with the following insurance carriers:

1) AIG Insurance Company of Canada (100%)

Municipal General Liability, Public Officials (Errors & Omissions) Liability, Legal Expense (including Conflict of Interest and Wrongful Dismissal), Municipal Employee Benefits Liability, SPF 6 – Standard Non-Owned Automobile, Owned Automobile, Comprehensive Crime, Combined Physical Damage Broad Form, including Boiler and Machinery

2) Ace INA Insurance (100%)

Environmental Impairment Liability

3) SSQ Insurance Company Inc.(100%)

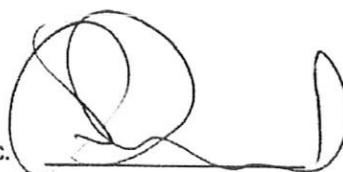
Municipal Officials' Accident

4) Certain Underwriters at Lloyds (100%)

Follow Form Excess Liability

Authorized Signature

BFL CANADA Risk and Insurance Services Inc.



Date: October 10, 2013



## **Municipal Insurance Program Renewal Proposal**

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**Page 7**

### **3. PREMIUM BREAKDOWN**

Please find attached the following premium breakdown:

1. Premium Breakdown per Line of Coverage
2. Property Premium Breakdown
3. Vehicle Premium Breakdown



## Municipal Insurance Program Renewal Proposal

Page 8

### 4. CHANGES IN EXPOSURE FROM EXPIRING POLICY

#### AUTOMOBILE

- Deleted 1 Emergency Vehicle valued greater than \$100,000
- Added 1 Emergency Vehicle valued less than \$100,000
- Deleted 9 Trailers

#### PROPERTY

- As instructed by the Insured, Total Insured Values were not increased by the 3% inflation rate.
- The following changes were made to the Property Schedule:

Vacant School Property	850 Williams Avenue	160,680	Deleted
Fine Art on Loan	259 Scott St.	52,000	Increased values



## Municipal Insurance Program Renewal Proposal

Page 9

### 5. RECOMMENDED IMPROVEMENTS/CHANGES IN COVERAGE

2 <sup>nd</sup> EXCESS LIABILITY	<p>We suggest the Corporation of the Town of Fort Frances considers increasing their total Liability limit to \$50,000,000 for an Additional Premium of \$2,500.</p> <p>\$25,000,000 Excess of \$25,000,000 Underlying policies.</p>
OWNER CONTROLLED INSURANCE PROGRAM - CONSTRUCTION PROJECTS	<p>Municipalities build new Offices, Public Works Facilities and Community Centres to better serve their community. An important part of these projects is to ensure the proper insurance is in place to protect the Municipality and its interests.</p> <p>The Owner Controlled Insurance Program is an effective way for a Municipality to have control over their construction project insurance requirements. As the Municipality is the entity organizing the insurance on the project, it can make sure the policies have the correct wording, coverage and limits. An OCIP includes: insurance requirements for the engineering and design professionals (architects, contractors etc), general liability (includes wrap-up liability), environmental and property insurance (course of construction and building materials).</p> <p>BFL works with each Municipality to create an OCIP policy and risk management plan for their individual construction projects.</p>
MUNICIPAL OFFICIALS' ACCIDENT	<p>Pays benefits to Insured Persons under the age of 80 years who suffer bodily injury as a result of an accident. The policy may apply on either a "While on Municipal Business, including Travel" basis or a "24-Hour" basis, except Weekly Accident Indemnity, which applies only while traveling on business of the Public Sector Entity.</p> <p>Please see Section 6 for a full breakdown of coverage and limits.</p>
VOLUNTEER FIRE FIGHTER ACCIDENT	<p>Pays benefits to Insured Persons under the age of 80 years who suffer bodily injury as a result of an accident. The policy applies on a "While On Duty" basis ("24-Hour" coverage is available upon request).</p> <p>Please see Section 6 for a full breakdown of coverage and limits.</p>
MUNICIPAL OFFICIALS' CRITICAL ILLNESS	<p>Pays benefits to Insured Persons under the age of 70 years who suffer a "Critical Illness".</p> <p>Please see Section 6 for a full breakdown of coverage and limits.</p>



**Municipal Insurance Program Renewal Proposal****Page 10****USERS FACILITY  
PROGRAM**

This policy is for the Town's facilities where third parties may rent rooms for private functions and activities. An important Risk Management step is to ensure third party renters have their own insurance when using the Town's facilities. Our Users Facility Program is a "user friendly" system which gives third party renters affordable and easily accessible insurance.

This program is not a Public Entity Insurance Program and does not replace or participate with your General Insurance Program. The User Program enhances your General Insurance Program by transferring the risk. It also offers the following advantages to both the User and the Town:

- It provides the Town with direct knowledge of the insurance protection including its terms, conditions, limitations and the financial stability of the insurer without depending upon the User to find suitable insurance.
- The User is relieved of the need and difficulties of finding acceptable insurance and of providing their own Certificate of Insurance.
- It eliminates the expensive minimum premium cost to the User for "one shot" policies.
- It eliminates the need for the Town to require a Certificate of Insurance from the Users.
- It is convenient and functional to both the Town and its Users.



## Municipal Insurance Program Renewal Proposal

Page 11

### 6. COVERAGE DESCRIPTIONS

The pages that follow offer a brief description of coverages available to municipal entities, including some policy conditions, special features, and exclusions applicable to these lines of Insurance: (see Policy wording for actual conditions and exclusions).

#### Casualty Insurance Coverage

- Municipal General Liability Insurance
- Legal Expense for Statute Law (including Conflict of Interest and Wrongful Dismissal) Insurance
- Public Officials (Errors & Omissions) Liability Insurance
- Municipal Employee Benefits Liability Insurance
- SPF 6 – Standard Non-Owned Automobile Insurance
- Owned Automobile Insurance (including leased vehicles)
- Follow Form Excess Liability Insurance
- Environmental Impairment Liability Insurance
- Crime Insurance

#### Property Insurance Coverage

Property Insurance – Combined Physical Damage Broad Form

#### Accident Coverage

- Municipal Officials' Accident Insurance
- Municipal Officials' Critical Illness
- Volunteer Fire Fighters' Accident Insurance

#### Casualty Insurance Coverage (Risk Management)

User Facility Program

Please refer to Summary of Proposed Coverages, Limits, Deductibles and Premiums to confirm which of the above lines of coverage are included in this premium quotation.



**Municipal Insurance Program Renewal Proposal****Page 12****MUNICIPAL GENERAL LIABILITY INSURANCE**

Description	Pays those sums that the Insured becomes legally obligated to pay as compensatory damages because of bodily injury (including personal injury) or property damage
Details of Coverage and Conditions	<ul style="list-style-type: none"> <li>▪ Liability for Bodily Injury and Property Damage</li> <li>▪ Incidental Medical Malpractice (including use of defibrillation equipment) included to policy limit</li> <li>▪ Contingent Employers' Liability</li> <li>▪ Blanket Contractual Liability</li> <li>▪ Liability under the Provincial Liquor License Act</li> <li>▪ Personal Injury Liability</li> <li>▪ Tenants Legal Liability</li> <li>▪ Medical Payments</li> <li>▪ Abuse/Molestation</li> <li>▪ Claims settled on an occurrence basis</li> </ul>
Named Insured includes	<ul style="list-style-type: none"> <li>▪ The Public Sector Entity and all Additional Insureds named on the Policy</li> <li>▪ Council Members</li> <li>▪ Employees</li> <li>▪ Volunteers</li> <li>▪ Committee Members</li> <li>▪ Appointees</li> <li>▪ Statutory Officers</li> <li>▪ Fire Fighters</li> <li>▪ Volunteer Boards, Commissions and Committees (including their Officers, Employees, and Volunteers)</li> </ul>

The following lines of coverage are not insured under this section of the policy

- Nuclear Liability
- \*Environmental Impairment Liability
- \*Errors and Omissions Liability
- \*Automobile Liability

Those lines of coverage marked with an asterisk (\*) may be insured elsewhere under the package policy or under a



## Municipal Insurance Program Renewal Proposal

Page 13

separate policy. Please see Summary of Proposed Coverages, Limits, Deductibles, and Premiums to confirm whether these lines of coverage have been included in the quotation.

The following operations and activities are not insured under the policy. These operations and activities may be added to the policy by special endorsement. Please contact our office if coverage is required for any of these operations and activities:

- Aircraft / Airports / Helipads
- Electrical and / or Gas Utilities
- Hospitals
- Rodeos
- Port Authorities
- Agricultural Fairs and Exhibitions
- Demolition Derbies
- Snowmobile Races

### \*Special Extension of Coverage\*

Voluntary Compensation can be paid to employees or volunteers of the Insured who suffer an accidental bodily injury while working for the Insured, whether or not the Insured is liable for such bodily injury. This coverage will also pay Medical, Surgical, Pharmaceutical and Hospital expenses within a certain time frame following the accident causing injury.

### Voluntary Compensation – Summary of Benefits Schedule

Loss of Life	Up to \$50,000
Temporary Total Disability	Up to \$50,000
Permanent Total Disability	Up to \$50,000
Loss or Total Irrecoverable Loss of Use of:	
Arm	Up to \$50,000
Leg	Up to \$50,000
Hand at Wrist	Up to \$40,000
Foot at Ankle	Up to \$37,500
Thumb	Up to \$12,500
Index Finger	Up to \$12,500
Other Finger	Up to \$ 7,500
Big Toe	Up to \$ 7,500
Other Toe	Up to \$ 5,000
One Eye	Up to \$25,000
Two Eyes	Up to \$50,000
Hearing in One Ear	Up to \$12,500
Hearing in Both Ears	Up to \$50,000



**Municipal Insurance Program Renewal Proposal****Page 14****LEGAL EXPENSE FOR STATUTE LAW (Including Conflict of Interest and Wrongful Dismissal) INSURANCE**

Description	Reimburses costs of defending Legal Proceedings against any Insured, even if any of the allegations of the action are groundless, false, or fraudulent.
Legal Proceedings refer to:	<ul style="list-style-type: none"> <li>▪ Any actual or threatened judicial proceeding brought against the Insured concerning its legal rights, powers, privileges, immunities, duties or liabilities</li> <li>▪ Any actual or threatened judicial procedure brought against the elected Municipal Official concerning the Municipal Conflict of Interest Act, when a contravention is committed through inadvertence or by reason of a bona fide error in judgment</li> </ul>
Extension of Coverage	<ul style="list-style-type: none"> <li>▪ Wrongful Dismissal extension for reimbursement of legal fees to defend wrongful dismissal actions, subject to a separate limit for any one claim</li> <li>▪ Extension does not apply to Wrongful Dismissal arising from shutdown, redundancies, merger with another municipality, strike, lockout, labour dispute, or union grievance procedure</li> </ul>
Details of Coverage and Conditions	<ul style="list-style-type: none"> <li>▪ Claims made policy, which insures claims first made during the current policy term</li> <li>▪ Prior claims are covered, provided the Insured had no knowledge of the claim at the effective date of coverage</li> <li>▪ Includes reimbursement for Inquiry, Inquest and Judicial Review</li> <li>▪ Reimbursement as per Provincial guidelines</li> <li>▪ Applies to both Guilty and Not Guilty verdicts (Criminal Code cases are covered for Not Guilty verdicts only)</li> </ul>
Exclusions	<ul style="list-style-type: none"> <li>▪ Where prohibited by law, Legal Proceedings arising out of contravention of the Criminal Code of Canada, the Highway Traffic Act, or the Municipal Act</li> <li>▪ Legal Proceedings arising out of employment, or involving labour relations</li> </ul>
Named Insured includes	<ul style="list-style-type: none"> <li>▪ The Public Sector Entity and any Additional Insureds named on the Policy (Wrongful Dismissal only)</li> <li>▪ Council Members</li> <li>▪ Employees</li> <li>▪ Members of Boards, Commissions and Committees</li> </ul>



**Municipal Insurance Program Renewal Proposal****Page 15****PUBLIC OFFICIALS (ERRORS AND OMISSIONS) LIABILITY INSURANCE****Description**

Pays those sums that the Insured becomes legally obligated to pay as compensatory damages because of "Wrongful Acts" (an actual or alleged violation of a federal, provincial or local statutes or an error, omission, misleading statement, neglect or breach of duty).

**Details of Coverage and Conditions**

- Claims made policy, which insures claims first made during the current policy term
- Prior acts are covered, provided the Insured had no knowledge of the act at the effective date of coverage
- Extended reporting period available in the event of termination or non-renewal of the policy
- No retro-active date

**Named Insured includes**

- The Public Sector Entity and all Additional Insureds named on the Policy
- Council Members
- Employees
- Committee Members
- Appointees
- Statutory Officers
- Fire Fighters
- Boards, Commissions and Committees (including their Officers and Employees)



## Municipal Insurance Program Renewal Proposal

Page 16

### MUNICIPAL EMPLOYEE BENEFITS LIABILITY

Description	Pays claims made by any employee or former employee due to any negligent act, error or omission of the Insured arising out of the administration of employee benefits (Group Life insurance, Group Accident and Health insurance, Pension Plans or Employee Stock Subscription Plans).
Details of Coverage and Conditions	<ul style="list-style-type: none"> <li>▪ Claims made policy, which insures claims first made during the current policy term</li> <li>▪ Prior claims are covered, provided the Insured had no knowledge of the claim at the effective date of coverage</li> <li>▪ Extended reporting period available in the event of termination or non-renewal of the policy</li> </ul>
Named Insured includes	<ul style="list-style-type: none"> <li>▪ The Public Sector Entity and all Additional Insureds named on the Policy</li> <li>▪ Council Members</li> <li>▪ Employees</li> <li>▪ Committee Members</li> <li>▪ Appointees</li> <li>▪ Statutory Officers</li> <li>▪ Fire Fighters</li> <li>▪ Boards, Commissions and Committees (including their Officers and Employees)</li> </ul>





## Municipal Insurance Program Renewal Proposal

Page 17

### SPF 6 – STANDARD NON-OWNED AUTOMOBILE INSURANCE

#### Description

- Standard Non-Owned Automobile Policy Form (S.P.F. 6)
- Insures against bodily injury or property damage claims arising from the use or operation of vehicles not owned by the Insured (vehicles that are leased, rented or hired for a period of 30 days or less)

#### Special Coverage Extensions

- S.E.F. No. 94 – Insuring legal liability for all perils of physical damage to vehicles that are leased, rented or hired for a period of 30 days or less.
- S.E.F. No. 96 – Contractual Liability for Elected Officials, Board Members, Employees and Volunteers for excess liability protection over and above any primary automobile insurance, when on business of the Insured, subject to a Resolution having been passed by the Insured, thus forming a Contractual Agreement (not restricted to authorized trips and does not exclude traveling to and from work)



## Municipal Insurance Program Renewal Proposal

Page 18

### OWNED AUTOMOBILE INSURANCE (Includes Leased Vehicles)

Description	As per Ontario Automobile Policy (O.A.P. 1) or Insured's Provincial equivalent
Details of Coverage and Conditions	<ul style="list-style-type: none"> <li>▪ Insures all vehicles owned, operated or leased by the Insured, except those vehicles leased or rented for less than 30 days (please see Non-Owned Automobile for coverage details on these vehicles)</li> <li>▪ All Compulsory coverages are met or exceeded as per the legal requirements of the Insured's Province</li> <li>▪ Physical Damage coverage insures for loss or damage by "All Perils" (unless specifically endorsed otherwise)</li> </ul>
Special Coverage Extensions	<ul style="list-style-type: none"> <li>▪ Automatic coverage is provided for newly acquired vehicles through the Blanket Fleet Endorsement</li> <li>▪ All operators of insured vehicles are automatically covered, even if under age 25</li> <li>▪ Liability for trailers, whether or not the property of the Insured</li> <li>▪ Construction or maintenance equipment, whether or not attached to the insured vehicle</li> <li>▪ Permission to carry explosives</li> <li>▪ Permission to rent or lease</li> <li>▪ Permission to carry passengers for compensation or hire</li> <li>▪ Replacement cost coverage provided on all vehicles unless otherwise endorsed</li> <li>▪ Only new parts and materials are used when repairs are made</li> <li>▪ Non-owned equipment endorsement</li> <li>▪ Freezing of Fire Fighting equipment</li> </ul>



## Municipal Insurance Program Renewal Proposal

Page 19

### FOLLOW FORM EXCESS LIABILITY INSURANCE

Description	This coverage provides increased limits with respect to certain Liability coverages, as specifically detailed below, so that total liability limits reach <b>\$25,000,000</b> each.
Follows Form	<ul style="list-style-type: none"> <li>▪ Municipal General Liability</li> <li>▪ Tenants Legal Liability</li> <li>▪ Marina Liability (if applicable)</li> <li>▪ Public Officials (Errors and Omissions) Liability</li> <li>▪ Municipal Employee Benefits Liability</li> <li>▪ Municipal Nursing Home and Health Care Facilities Professional Liability (if applicable)</li> <li>▪ Owned Automobile Liability</li> <li>▪ SPF 6 – Standard Non-Owned Automobile</li> </ul>
Exclusion	<ul style="list-style-type: none"> <li>▪ War and Civil War</li> <li>▪ Radioactive Contamination</li> <li>▪ Nuclear Energy</li> <li>▪ Toxic Mould</li> <li>▪ Absolute Pollution (Hostile Fire exception)</li> <li>▪ Wrongful Dismissal / Legal Expense for Statute Law</li> </ul>
Endorsements	<ul style="list-style-type: none"> <li>▪ Service of Suit clause</li> <li>▪ Several Liability clause</li> <li>▪ Identification of Insurer / Action Against Insurer clause</li> <li>▪ Canadian Automobile Insurance Specific Conditions endorsement</li> </ul>



## Municipal Insurance Program Renewal Proposal

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### ENVIRONMENTAL IMPAIRMENT LIABILITY INSURANCE

Description	Pays on behalf of the Insured, Loss that the Insured becomes legally obligated to pay as Claims for Bodily Injury, Property Damage or Clean-up Costs resulting from "Pollution Conditions" (discharge, dispersal, release or escape of any solid, liquid, gaseous or thermal irritant or contaminant, including, but not limited to, smoke, vapours, soot, fumes, acids, alkalis, toxic chemicals, medical waste and waste materials into or upon land, or any structure on land, the atmosphere, or any watercourse or body of water, including ground water, provided such conditions are not naturally present in the environment in the amounts or concentrations discovered).
Details of Coverage and Conditions	<ul style="list-style-type: none"> <li>▪ Claims made policy, which insures claims first made during the current policy term</li> <li>▪ Unknown prior impairments are covered, provided the Insured had no knowledge of the impairment at the effective date of coverage</li> <li>▪ Extended reporting period available in the event of termination or non-renewal of the policy and no retro-active date.</li> </ul>
Key Exclusions	<ul style="list-style-type: none"> <li>▪ Fines or penalties</li> <li>▪ Liability assumed by the Insured under any contract or agreement except any agreement with Her Majesty the Queen as represented by the Minister of the Environment, or any other agreement specifically endorsed onto the policy</li> <li>▪ Intentional Non-Compliance</li> <li>▪ Abandoned Properties and Acquired Properties (until reported and confirmed)</li> <li>▪ Asbestos and Lead</li> </ul>
Named Insured includes	<ul style="list-style-type: none"> <li>▪ The Public Sector Entity and Additional Insureds named on the Policy</li> <li>▪ Council Members, Employees, Volunteers</li> <li>▪ Committee Members, Appointees</li> <li>▪ Statutory Officers, Fire Fighters</li> <li>▪ Volunteer Boards, Commissions and Committees (including their Officers, Employees and Volunteers)</li> </ul>



## Municipal Insurance Program Renewal Proposal

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### CRIME INSURANCE

Description	Insures against Employee Dishonesty, Loss of Money and Securities, and those costs associated with determining the amount of the loss. Includes the dishonest or fraudulent acts of any employees, appointed officials, Council members, or volunteers.
Details of Coverage and Conditions	<ul style="list-style-type: none"> <li>▪ Employee Dishonesty coverage limit applies on a per claim basis, regardless of the number of employees committing the dishonest act</li> <li>▪ Loss of Money or Securities Inside the Premises</li> <li>▪ Loss of Money or Securities Outside the Premises</li> <li>▪ Money Orders and Counterfeit Paper Currency</li> <li>▪ Depositors Forgery</li> <li>▪ Computer Fraud</li> <li>▪ Audit Expenses</li> </ul>
Named Insured includes	<ul style="list-style-type: none"> <li>▪ The Public Sector Entity and all Additional Insureds named on the Policy</li> <li>▪ Commissions, Committees, and Volunteer Boards</li> </ul>



## Municipal Insurance Program Renewal Proposal

Page 22

### PROPERTY INSURANCE, INCLUDING BOILER AND MACHINERY INSURANCE

Description	Insures against direct physical loss of or damage to Property of Every Description. Coverage applies to all property owned by the Insured and property for which the Insured is legally liable or has agreed in advance to insure.
Details of Coverage and Conditions	<ul style="list-style-type: none"> <li>▪ Property insured against All Risks of loss or damage, including Flood and Earthquake</li> <li>▪ Replacement Cost Basis of Loss Settlement applies, unless endorsed otherwise</li> <li>▪ No Coinsurance Clause applies</li> <li>▪ New Generation coverage (increase in the Replacement Cost of equipment when necessary to replace with newer equipment, even if it has greater capacity, processing ability or efficiency)</li> <li>▪ Inflation Protection included</li> <li>▪ Vacant property included</li> <li>▪ Automatic coverage for additions, alterations and repairs up to \$1,000,000 in value, to be reported within 90 days for adjustment</li> <li>▪ Inspections of Boilers and Refrigeration Equipment, as required by law, are provided at no additional cost</li> </ul>

The following items are insured, to the Total Sum of Insurance amount listed in SUMMARY OF PROPOSED COVERAGES, LIMITS, DEDUCTIBLES, AND PREMIUMS, unless a specific sub-limit has been indicated:

- Computers / Electronic Data Processing Equipment
- Fine Arts
- Water Damage to building, contents and equipment
- Building Damage by Theft
- Debris Removal
- Increased Costs of Repairs – Laws and By-laws
- Consequential Damage – Premises Power Protection
- Removal Costs to prevent loss or damage
- Growing Plants, Trees, Shrubs or Flowers in the Open (\$10,000 limit per item, including Debris Removal)
- Personal Property of Officers and Employees (\$5,000 limit per Officer or Employee)



**Municipal Insurance Program Renewal Proposal****Page 23****Property Excluded from Coverage**

- Licensed vehicles, watercraft over 8 metres in length, or aircraft
- Bridges, dams, parking meters, power lines, fencing
- Pavement, roads, streetlights, guardrails, road signs, tunnels
- Please see the Policy Wordings for a complete description of Excluded Property.
- Please contact our office if you require a coverage quotation for any excluded items listed above.

**Perils Excluded from Coverage**

- War
- Nuclear Incident
- Criminal Acts of the Insured's employees or agents
- Wear and tear
- Terrorism
- Fungi and Fungal Derivatives

**Named Insured includes**

- The Public Sector Entity and all Additional Insureds named on the Policy
- Lessors, Mortgagees, and other third party interests, as requested by the Public Sector Entity, when appropriate



**Municipal Insurance Program Renewal Proposal****Page 24****MUNICIPAL OFFICIALS' ACCIDENT INSURANCE****Description**

Pays benefits to Insured Persons under the age of 80 years who suffer bodily injury as a result of an accident. The policy may apply on either a "While on Municipal Business, including Travel" basis or a "24-Hour" basis, except Weekly Accident Indemnity, which applies only while traveling on business of the Public Sector Entity.

Please refer to Summary of Proposed Coverages, Limits, Deductibles, and Premiums for the Principal Sum Amount applicable to this quotation.

DESCRIPTION OF BENEFIT	MAXIMUM AMOUNT PAID	
	\$150,000 Principal Sum	\$250,000 Principal Sum
Loss of Life	\$150,000	\$250,000
Paralysis (Quadriplegia, Paraplegia, Hemiplegia)	\$300,000	\$500,000
Permanent Total Disability	\$150,000	\$250,000
Seat Belt Benefit	\$ 15,000	\$ 25,000
Hospital Indemnity (for up to 365 days per injury)	\$50.00 per day Maximum \$2,500 per month	\$83.33 per day Maximum \$2,500 per month
Spousal Benefit (Loss of Life only)	\$10,000	
Repatriation Benefit	\$15,000	
Funeral Expense Benefit	\$ 5,000	
*Education Benefit (up to 4 years per eligible child)	\$5,000 per year per eligible child	
*Day Care Benefit (up to 4 years per eligible child)	\$5,000 per year per eligible child	
Rehabilitation Benefit	\$15,000	
Occupational Training	\$15,000	
Weekly Accident Indemnity – Total Disability	\$500 per week	
Weekly Accident Indemnity – Partial Disability	\$250 per week	
**Accident Reimbursement Expense	\$10,000	
Accidental Dental Expense	\$ 2,000	
Fracture	\$ 2,500	
Complete Dislocation	\$ 1,050	
Severance of tendon or tendons	\$ 550	
Miscellaneous injuries: ruptured kidney, liver or spleen; punctured lung requiring surgery; burns requiring skin grafts; knee requiring surgery; bone operation	\$ 675	
Eyeglasses or Contact Lenses	\$ 2,000	
Family Transportation	\$15,000	
Home Alteration and/or Vehicle Modification Benefit	\$15,000	
Work Place Modification and Accommodation Benefit	\$ 5,000	
Aggregate Limit per any one accident	\$2,500,000	

\*If none of the Insured Person's children are eligible for either the Education or Day Care Benefits, \$2,500 will be paid to the Insured Person's beneficiary.

\*\*Expenses covered under this benefit include, but are not limited to: upgraded hospital accommodation; prescribed Nurse (up to \$5,000); prescription drugs, sera and vaccines; physiotherapy (up to \$25 per treatment, \$250 per accident, \$500 per policy term); ambulance services (up to \$1,000); hearing aids, crutches, splints, casts, trusses, and braces; rental of wheelchair or iron lung (up to \$5,000); and chiropractic care (up to \$25 per treatment, \$250 per accident, \$500 per policy term).





**Municipal Insurance Program Renewal Proposal****Page 25****Details of Coverage and Conditions**

In the event of accidental death of the Insured Person, the benefit is paid to the Estate of the Insured Person, unless an alternate Beneficiary has been previously declared to the Public Sector Entity

**Exclusions**

- Suicide or intentionally self-inflicted injury
- Participation in a riot, insurrection, civil commotion or disturbance
- Active full-time, part-time or temporary services in the armed forces of any country
- War
- Sickness or disease
- Persons while acting in their duty as an aircraft pilot or crew member
- Experimental drugs not approved by the appropriate governing authority

Named Insured includes all persons eligible for coverage, which the Public Sector Entity has declared to the insuring company, and for whom premium has been paid. Such persons can include, but are not limited to:

- Active Council Members
- Directors, Trustees and Officials
- Members of Commissions, Boards, or other special units
- Other employees or volunteers of the Insured Public Sector Entity, as declared



**Municipal Insurance Program Renewal Proposal****Page 26****MUNICIPAL OFFICIALS' CRITICAL ILLNESS INSURANCE**

Description	Pays benefits to Insured Persons under the age of 70 years who suffer a "Critical Illness". Please refer to Summary of Proposed Coverages, Limits, Deductibles, and Premiums for the Principal Sum Amount applicable to this quotation.
Details of Coverage and Conditions	<p>In the event of a Critical Illness affecting of the Insured Person, the benefit is paid to the Estate of the Insured Person, unless an alternate Beneficiary has been previously declared to the Public Sector Entity.</p> <p>Critical Illness includes: Heart Attack, Coronary Artery Bypass Surgery, Stroke, Life Threatening Cancer, Parkinson's, Alzheimer's Disease, Multiple Sclerosis, Kidney Failure, Paralysis, Blindness, Deafness, Loss of Speech, Benign Brain Tumour, Coma, Major Burns, Major Organ Transplant, Major Organ Failure Requiring Transplant, Motor Neuron Disease, subject to the policy definitions.</p>
Exclusions	<ul style="list-style-type: none"> <li>▪ Diagnosis of Cancer within 90 days of coverage inception, including any symptoms or medical problems commenced and initiated investigations leading to the subsequent diagnosis of cancer</li> <li>▪ Suicide or intentionally self-inflicted injury</li> <li>▪ The use of illicit drugs</li> <li>▪ Pre-existing Conditions unless if diagnosed Twenty-four (24) months after the Insured Persons effective date</li> </ul>
Named Insured includes	All Council Members eligible for coverage, which the Public Sector Entity has declared to the insuring company, and for whom premium has been paid.



**Municipal Insurance Program Renewal Proposal****Page 27****VOLUNTEER FIRE FIGHTERS' ACCIDENT INSURANCE****Description**

Pays benefits to Insured Persons under the age of 80 years who suffer bodily injury as a result of an accident. The policy applies on a "While On Duty" basis ("24-Hour" coverage is available upon request).

Please refer to Summary of Proposed Coverages, Limits, Deductibles, and Premiums for the Principal Sum Amount applicable to this quotation.

DESCRIPTION OF BENEFIT	MAXIMUM AMOUNT PAID	
	\$150,000 Principal Sum	\$250,000 Principal Sum
Loss of Life	\$150,000	\$250,000
Paralysis (Quadriplegia, Paraplegia, Hemiplegia)	\$300,000	\$500,000
Heart and Circulatory Malfunction	\$150,000	\$250,000
Permanent Total Disability	\$150,000	\$250,000
Cosmetic Disfigurement Indemnity	\$150,000	\$250,000
Infectious Disease Benefit	\$150,000	\$250,000
Seat Belt Benefit	\$ 15,000	\$25,000
Hospital Indemnity (for up to 365 days per injury)	\$50.00 per day Maximum \$2,500 per month	\$83.33 per day Maximum \$2,500 per month
Repatriation Benefit	\$10,000	
Funeral Expense Benefit	\$ 5,000	
*Education Benefit (up to 4 years per eligible child)	\$5,000 per year per eligible child	
*Day Care Benefit (up to 4 years per eligible child)	\$5,000 per year per eligible child	
Rehabilitation Benefit	\$10,000	
Occupational Training	\$10,000	
Weekly Accident Indemnity – Total Disability	\$500 per week	
Weekly Accident Indemnity – Partial Disability	\$250 per week	
Home-Maker Weekly Indemnity	\$150 per week	
**Accident Reimbursement Expense	\$10,000	
Accidental Dental Expense	\$ 2,000	
Dentures or Bridgework Benefit	\$ 500	
Fracture	\$ 2,500	
Complete Dislocation	\$ 1,050	
Severance of tendon or tendons	\$ 550	
Miscellaneous injuries: ruptured kidney, spleen or liver; punctured lung requiring surgery; burns requiring skin grafts; knee requiring surgery; bone operation	\$ 675	
Eyeglasses or Contact Lenses	\$ 200	
Family Transportation and Accommodation Benefit	\$10,000	
Home Alteration and/or Vehicle Modification Benefit	\$10,000	
Aggregate Limit per any one accident	\$2,500,000	

\*If none of the Insured Person's children are eligible for either the Education or Day Care Benefits, \$2,500 will be paid to the Insured Person's beneficiary.

\*\*Expenses covered under this benefit include, but are not limited to: upgraded hospital accommodation; prescribed Nurse (up to \$5,000); prescription drugs, sera and vaccines; physiotherapy (up to \$5,000 per policy term); ambulance services (up to \$1,000); hearing aids, crutches, splints, casts, trusses, and braces (up to \$750 per policy term); rental of wheelchair or iron lung (up to \$5,000); and chiropractic care.

**Details of Coverage and Conditions**

- All duties of the Volunteer Fire Department are covered,



**Municipal Insurance Program Renewal Proposal****Page 28**

including meetings, training drills, parades, fundraising events, and equipment testing

- In the event of accidental death of the Insured Person, the benefit is paid to the Estate of the Insured Person, unless an alternate Beneficiary has been previously declared to the Public Sector Entity

**Exclusions**

- Suicide or intentionally self-inflicted injury
- War
- Participation in a riot, insurrection, civil commotion or disturbance
- Active full-time, part-time or temporary service in the Armed Forces of any country
- Sickness or disease, other than as provided under "Heart and Circulatory Malfunction Benefit" and "Infectious Disease Benefit"
- Persons while acting in their duty as an aircraft pilot or crew member
- Persons not covered under any Federal or Provincial Hospital or Medical Plan
- Experimental drugs not approved by the appropriate governing authority, or experimental medical treatments

**Named Insured includes**

All active members of the volunteer fire brigade, whether or not they receive remuneration for their services, as well as individuals drafted into emergency service at the scene of a fire by the Fire Chief or Acting Fire Chief of the Insured Public Sector Entity.



## Municipal Insurance Program Renewal Proposal

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### USERS FACILITY PROGRAM

This program is not a Public Entity Insurance Program and does not replace or participate with your General Insurance Program. The User Program enhances your General Insurance Program by transferring the risk. It also offers the following advantages to both the User and the Municipality:

- It serves as a promotion/sales tool for the Municipality to attract more Users by having insurance readily available at reasonable rates, thereby increasing revenues for the Municipality.
- It provides the Municipality with direct knowledge of the insurance protection including its terms, conditions, limitations and the financial stability of the insurer without depending upon the User to find suitable insurance.
- The User is relieved of the need and difficulties of finding acceptable insurance and of providing his own Certificate of Insurance.
- It eliminates the expensive minimum premium cost to the User for "one shot" policies.
- It eliminates the need for the Municipality to require a Certificate of Insurance from the Users.
- It is a convenient and functional to both the Municipality and its Users.

An open "Master Policy" is issued to the Tenants and/or Lessees of the Facilities, owned and/or operated by "The Corporation of the Named Municipality" c/o "The Corporation of the Named Municipality".

Coverage applies only when the Facilities are rented to and being used by the Tenants/Users/Lessees for short-term events and are specifically declared to the "Master Policy".

Tenants/Users/Lessees of the Facilities are added as "Named Insureds" to the Master Policy. The Municipality is automatically an "Additional Insured" at no charge.

A certificate of insurance can be issued to the Tenant/User/Lessee if requested







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

10/10/2013 10:35 AM

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

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

bcc

Subject FW: Insurance Renewal - Fort Frances

Hi Debbie,

Attached and below is the information you require to complete your agenda for the next Council meeting. Let me know if you have any questions or concerns.

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: Mahsa Hosseinnjad [mailto:mhosseinnjad@bflcanada.ca]

Sent: Thursday, October 10, 2013 10:13 AM

To: Bruce Armstrong

Cc: Carrie Shouldice; Mike Johns

Subject: RE: Insurance Renewal - Fort Frances

Hi Bruce,

Please find attached the revised Premium Split and Property Premium breakdown. I have revised it to incorporate the 2012 expiring Property values. Please advise our client that they do not have to increase all of their locations by the 3% inflation rate and can choose to apply the rate to location where they think could be under insured.

We can confirm that their Property policy offers Blanket coverage, and that there are no penalties/co-insurance clauses should there be an insured loss at one of the insured locations and the value declared lower than the actual replacement cost. However, our client should be advised that if the property is grossly underinsured it can cause problems, as the onus is on the Insured to ensure that the declared values on their Property schedule are sufficient in the event of a loss.

I will send you an email with respect to our User Facility program shortly.

Awaiting binding instructions.

Please let us know if you have any questions.

Thank you

Mahsa Hosseinnjad, 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: mhosseinnjad@BFLCANADA.ca Toll Free: 1-800-668-5901  
ext. 3449 | Fax: 416-599-5458



Insurance Distribution		GILLONS Renewal 2012/13	GILLONS RFP Year 2011/12	AON Renewal 2010/11	AON Renewal 2009/10	AON RFP Year 2008/09	GILLONS Renewal 2007/08	GILLONS RFP Year 2006/07	AON
Administration Vehicle	G-121-2910-1580	369	738.00	421.00	421.00	421.00	590.00		2005/06
Police Department	G-233-1500-1580	3900.69	3,697.38	3,585.93	3,678.53	1,591.22	3,119.04	3,280.55	2,745.09
PW-Insurance	G-311-1500-1580	24277.32	23,795.64	6,724.13	6,714.45	6,524.61	30,876.12	29,896.92	17,758.56
PW-Vehicles	G-333-2910-1580	12394	12,078.00	10,441.00	10,441.00	10,441.00	16,596.00	15,843.00	11,516.40
Fire Department-Vehicles	G-211-2910-1580	4839	4,609.00	5,600.00	6,321.00	6,321.00	6,644.00	6,633.00	4,969.00
Fire Department	G-211-1500-1580	4312.17	4,072.14	4,372.94	4,366.63	2,332.98	4,227.12	4,334.63	3,251.79
Handi-Van Transit	G-653-2910-1580	3111	2,074.00	3,022.00	3,022.00	3,022.00	1,850.00	1,850.00	2,925.40
Airport	G-390-1500-1580	3438.88	3,622.12	5,734.29	5,751.96	5,461.05	5,969.12	3,503.50	5,380.93
Day Care	G-641-6410-1580	1440.18	1,368.36	1,308.89	1,307.01	796.15	555.12	572.07	779.68
Resource Centre	G-643-6430-1580	1440.18	1,368.36	1,308.89	1,307.00	796.16	555.12	572.06	779.67
Resource Centre-Vehicle	G-643-2910-1580	369	369.00	421.00	421.00				
Parks & Cemeteries	G-580-1500-1580	11388.6	11,348.64	3,732.57	3,793.67	3,816.24	12,711.60	13,017.01	10,587.45
Parks & Cemeteries-Vehicles	G-580-2910-1580	6450	8,472.00	9,923.00	9,217.00	8,796.00	5,856.00	5,817.00	5,932.00
Memorial Sports Centre	G-722-1240-1580	35077.64	33,506.60	27,238.61	27,736.77	28,178.46	32,296.56	31,530.02	30,299.10
Library	G-781-1240-1580	4526.28	5,265.00	11,942.83	5,638.23	5,182.02	2,525.28	2,581.35	3,668.00
Museum	G-791-1240-1580	2139.48	1,945.08	3,168.61	3,180.54	3,244.24	1,737.72	1,218.10	1,229.77
Sorting Gap	G-817-1240-1580	5828.76	5,759.64	1,073.80	1,078.81	1,038.68	6,797.52	5,914.63	4,322.68
Building Official Vehicle	G-813-2910-1580	369	369.00	421.00	421.00	421.00	622.00	622.00	953.37
ByLaw-Vehicles	G-271-2910-1580	829	829.00	991.00	991.00	991.00	754.00	849.04	953.37
ByLaw-Animal Shelter	G-272-1500-1580	29.16	25.92	33.00	31.74	27.59	85.32		
SKC	G-622-6220-1580	1285.2	1,166.40	1,466.59	1,410.19	631.54	1,662.12	1,075.68	2,390.00
Townshend Theatre	G-713-1500-1580	238.68	216.00	271.85	261.39	237.63	155.52	605.88	978.00
Town Real Estate	G-122-1500-1580	164.16	147.96	70.93	122.76	106.29	717.12	401.76	435.00
Sewer Pollution Control	S-410-1500-1580	25006.68	22,955.40	26,911.94	26,816.28	27,246.26	14,585.40	14,319.73	20,695.27
Waterworks	W-961-1500-1580	24406.2	22,008.24	34,439.43	34,447.70	35,135.84	11,052.96	10,298.98	18,618.01
General Insurance	G-140-1500-1580	12273.3	10,655.28	17,954.45	17,362.26	12,647.36	19,178.48	19,857.05	16,885.08
Sunny Cove	G-740-1240-1580	3435.48	3,381.48	654.53					
Solar Panels	G-830-1500-1580	286.2	231.12						
<b>TOTALS</b>		<b>\$193,625.24</b>	<b>\$186,074.76</b>	<b>\$183,234.21</b>	<b>\$176,260.92</b>	<b>\$165,407.32</b>	<b>\$181,719.24</b>	<b>\$174,593.96</b>	<b>\$168,053.62</b>
Increase/Decrease over prior year		4.06%	1.55%	3.95%	6.56%	-9.86%	4.09%	3.89%	

Note: Does not include FFNPH insurance which was paid from Town for 2005-2008 and invoiced to RRDSSAB. Subsequent years have been paid directly by RRDSSAB.



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/102

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 23, 2013  
**SUBJECT:** Friends of the Fort Frances Museum Fundraiser Gala

---

### BACKGROUND

At the October 15, 2013 Council Meeting the Friends of the Fort Frances Museum fundraising Gala request for consideration was referred to the Administration & Finance Executive Committee for their recommendation.

The Friends of the Fort Frances Museum will be hosting their second annual fall soirée and fundraiser gala on November 7, 2013 from 6:30 – 9:30 p.m. As indicated in the attached letter, the event will feature art exhibits, live music, a silent auction, games and socializing. Tickets for this fundraising event are \$35.00 per person or 2 for \$60.00.

The Friends of the Museum is a non-profit group of volunteers who raise funds for extras that are beyond the operating budget for the museum. In 2012, Council supported this community event authorizing the purchase of 10 tickets (\$350.00).

### RECOMMENDATION

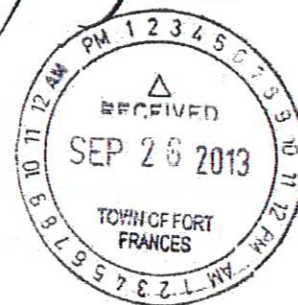
The Administration & Finance Executive Committee recommends that Council approve the purchase of 10 tickets in the total amount of \$300.00 for the fall soirée and fundraising gala at the Fort Frances Museum on November 7, 2013.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the purchase of 10 tickets in the total amount of \$300.00 for the fall soirée and fundraising gala to be held at the Fort Frances Museum on November 7, 2013.



*Friends of the Fort Frances Museum*  
*Wine and Cheese Fundraising Gala*

September 27, 2013



Dear Mayor and Council,

The Friends of the Fort Frances Museum would appreciate your attendance at its second-annual fall soir  e and fundraiser gala on Thursday, Nov. 7 at the Fort Frances Museum.

The gala, which will take place from 6:30-9:30 p.m., will be a fun event featuring art exhibits, live music from the Borderland Community Orchestra and other local talent, a silent auction, games, and socializing with wine, cheese, and hors d'oeuvres.

Tickets cost \$35 each or 2 for \$60.

Tickets are available at the museum, Fort Frances Times, and from Friends of the Museum members.

They also can be reserved by calling 274-7891 or emailing [ffmuseum@fort-frances.com](mailto:ffmuseum@fort-frances.com)

The focus of the gala this year will be the opening both of "Threadworks", a juried exhibition that features exceptional and creative needlework by artists from across Canada, and the first-ever Fort Frances Fibre Art Festival, which will highlight the talent in our own area and at the same time provide a venue for local artisans to exhibit samples of their work.

Friends of the Museum is a non-profit group of volunteers which has been working over the past two years to raise funds for "extras" at the museum which go beyond its annual operating budget.

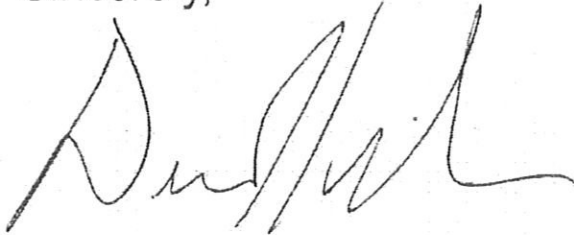
So far, we have been fairly successful in our efforts to raise funds, but we anticipate our gala on Nov. 7 will be a major boost for our coffers.

Funds raised will be used in the near future to provide cultural programming locally, such as a song-writing workshop for youths, and to pay for projects to help promote the museum, including a rack card (a two-sided card with information about the museum to encourage tourists to visit there) which will be distributed locally as well as across the region and into Minnesota and possibly other northern states.

We are expecting this year's gala to be bigger and better than ever. We truly appreciated attendance by council and town staff at our event last fall, and urge you to attend our

fall soirée again on Nov. 7.

Sincerely,

A handwritten signature in black ink, appearing to read 'Duane Hicks', with a stylized, cursive script.

Duane Hicks  
President,  
Friends of the Fort Frances Museum



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

October 16, 2013

Friends of the Fort Frances Museum  
Attn: Duane Hicks, President  
c/o 1609 Colonization Road West  
Fort Frances, Ontario  
P9A 2T9

Dear Sir,

At their meeting October 15, 2013, Council referred the financial request dated September 27, 2013 from Friends of the Fort Frances Museum re: Wine and Cheese Fundraising Gala – November 7<sup>th</sup> at the Fort Frances Museum to the Administration and Finance Executive Committee for recommendation.

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

Please direct any questions you may have to Laurie Witherspoon, Treasurer at 274-5323, ext 248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

c.c. Administration and Finance Executive Committee  
-Attn: L. Witherspoon, Treasurer

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Financial Request - Wine and Cheese Fundraising Gala - November 7th, 2013.doc







**TOWN OF FORT FRANCES**  
**ADMINISTRATION & FINANCE DIVISION**  
**TREASURY REPORT 2013/103**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 23, 2013  
**SUBJECT:** Bancroft & Hastings Highlands Disaster Relief Committee Financial Request

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**BACKGROUND**

At the October 15, 2013 Council Meeting the letter received from Bancroft & Hastings Highlands Disaster Relief Committee request for donation was referred to the Administration & Finance Executive Committee for their recommendation.

A Disaster Relief Committee has been appointed in order to both coordinate both fundraising efforts and to adjudicate claims. Under ODRAP the Province will top up funds raised to a maximum of \$2:\$1 ratio. The Bancroft & Hastings Highlands Disaster Relief Committee are asking municipal councils across the province to support their fundraising efforts by making a donation.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council support the request for financial support of the Bancroft and Hastings Highlands Disaster Relief fundraising efforts by way of a \$100.00 donation accompanied by a letter from Mayor Avis.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to support the Bancroft and Hastings Highlands Disaster Relief Committee fundraising efforts by way of a donation in the amount of \$100.00 and that the donation be accompanied by a letter from Mayor Avis.

## Bancroft & Hastings Highlands Disaster Relief Committee



Hastings Highlands Municipal Office  
33011 Hwy 62 North, Maynooth, On K0L 2S0



September 2013

Dear Council Head and Members of Council

On May 16, 2013, the Minister of Municipal Affairs and Housing, in response to local council motions, declared the Town of Bancroft and the Municipality of Hastings Highlands as disaster areas for the purpose of the Ontario Disaster Relief Assistance Program (ODRAP)

The Town of Bancroft and the Municipality of Hastings Highlands experienced flood conditions during the last weekend of April, caused by heavy rain falls in addition to the spring thaw. This flood led to severe infrastructure damage to homes and small businesses, as well as the temporary closure of schools and businesses in both municipalities.

A Disaster Relief Committee has been appointed in accordance with the requirements of ODRAP in order to coordinate both fund-raising efforts and to adjudicate claims from private residents, farmers and small businesses that were impacted by the flood.

The Committee has set a financial goal of \$87,500 and is making measurable gains towards meeting it by the fundraising campaign deadline of October 31, 2013. This \$87,500 goal was established following preliminary assessments by the Provincial Disaster Assessment Team. Under ODRAP, the province will top up funds raised to the amount that is needed to pay eligible claims at 90 per cent up to a maximum of \$2:\$1 ratio. Claims for financial support will continue to be submitted until August 30, 2013.

The Bancroft and Hastings Highlands area is predominately rural in nature and is not densely populated. For that reason, we know that the \$87,500 goal is a challenging one but we are working extremely hard towards that end and are confident we can reach it. Our fundraising campaign began less than a month ago and early results are encouraging. For your information, I am enclosing a copy of our brochure which is a living document and will evolve as events are completed and new initiatives roll out.

On behalf of the Bancroft and Hastings Highlands Disaster Relief Committee, I am asking municipal councils across the province to support our fundraising efforts by making a donation to this worthy cause. Contributions in any amount will be gratefully received.

Cheques should be made out to Bancroft and Hastings Highlands Disaster Relief Committee and mailed to the Municipality of Hastings Highlands at 33011 Highway 62 N, PO Box 130, Maynooth, ON K0L 2S0.

Yours truly

*Dennis Purcell*

Dennis Purcell  
DRC Chair



## MAKE A DONATION

Donations are eligible for a tax receipt, issued by the Municipality of Hastings Highlands.

►► I would like to make a donation:

20\$ 50\$ \$100 Other

Name:

Address

Telephone #

Email:

Date:

Please make cheque payable to the Bancroft & Hastings Highlands Disaster Relief Committee and send to the Municipality of Hastings Highlands.

☐ I require a tax receipt.

Thank you for your support!



## CLAIMS APPROVALS

Applications for funding assistance have been available, over the course of the summer, through the Ontario Disaster Assistance Relief Program (ODRAP).

Applicants were able to acquire these forms, in person and on-line, from both municipal offices. The deadline to submit applications was August 30, 2013.

Multiple applications, from both municipalities, have been adjudicated and multiple approvals for advance funding have occurred.

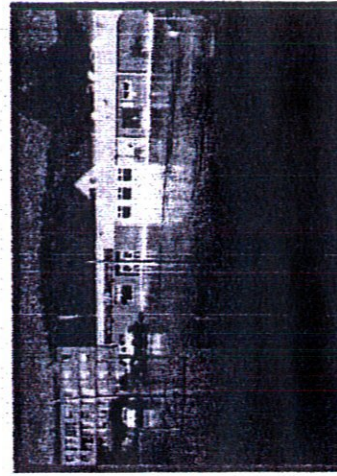
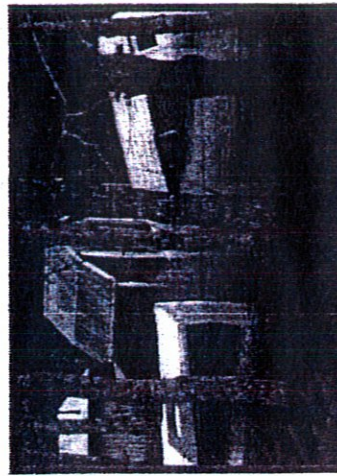
This advance funding is critical for residents, who continue to live with the consequences of the flood today.

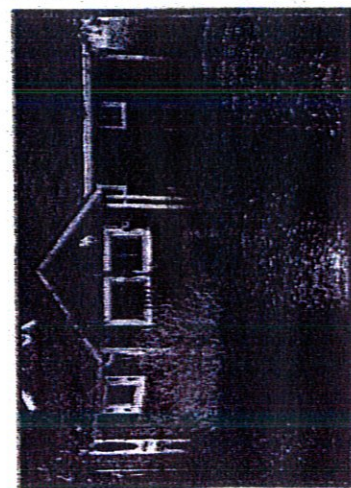
Bancroft and Hastings Highlands  
Disaster Relief Committee  
Municipality of Hastings  
Highlands 33011 Hwy 62 N  
P.O. Box 130, Maynooth, ON  
K0L 2S0



DISASTER RELIEF 2013

## Bancroft & Hastings Highlands Disaster Relief





## Disaster Relief

The Bancroft and Hastings Highlands Disaster Relief Committee has been established to respond to community need after severe flooding in April caused significant damage in Bancroft and Hastings Highlands.

This is a joint effort between The Town of Bancroft and The Municipality of Hastings Highlands which has been appointed in accordance with the Ministry of Municipal Housing and Affairs.

Following an assessment by the Ministry of Municipal Housing and Affairs, the Bancroft and Hastings Highlands Disaster Relief Committee has set a financial goal of \$87 500 which we are seeking to raise by October 31, 2013.

The province tops up private funds raised to the amount that is needed to pay eligible claims at 90 per cent, up to a maximum of \$2:\$1 ratio.

## REQUEST FOR SUPPORT

The Bancroft and Hastings Highlands Disaster Relief Committee is



appealing to businesses, municipalities, and community organizations to provide financial assistance in support of 2013 flood victims. The needs in our region continue to be on-going and substantial.

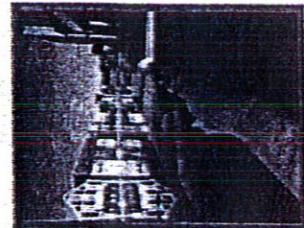
## COMMUNITY EFFORTS

Many fundraising efforts have occurred and together the community has raised over \$11,000 for flood victims in our region.

Notable donations include \$5,000 from the Insurance Bureau of Canada; \$500 from the Bancroft & Area Community Policing Advisory Committee; and \$300 from the Papineau Lake Community Association.

The financial needs in Bancroft and Hastings Highlands, however, continue to be greater than the funds raised.

Tax receipts are available upon request.



## PRODUCT SALES

Two styles of t-shirts are available for \$20 at the Hastings Highlands Public Library.



These use images created by local artists Arne Roosman and Ren Lanchbitt.

## ED ROBERTSON CONCERT

Ed Robertson of Barenaked Ladies will be joined by Mary Milne, at the Village Playhouse in Bancroft for a concert in support of flood relief, on September 27, 2013. Tickets for



this concert have sold out and the committee is actively seeking in-kind gifts to support a silent auction. Donations of products and services are being received by the Municipality of Hastings Highlands.



Photo credits : Diane Hamish



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

October 16, 2013

Bancroft and Hastings Highlands  
Disaster Relief Committee  
Hasting Highlands Municipal Office  
33011 Hwy 62 North  
Maynooth, Ontario  
K0L 2S0

Attn: Dennis Purcell, DRC Chair

Dear Sir:

At their meeting, October 15, 2013, Council referred the financial request dated September 2013 from Bancroft and Hastings Highlands Disaster Relief Committee re: Fundraising to Assist Those Affected by April 2013 Area Flooding to the Administration and Finance Executive Committee for recommendation.

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

Please direct any questions you may have to Laurie Witherspoon, Treasurer at 274-5323, ext 248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

c.c. Administration and Finance Executive Committee  
-Attn: Laurie Witherspoon, Treasurer

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# **TOWN OF FORT FRANCES** **ADMINISTRATION & FINANCE DIVISION** **TREASURY REPORT 2013/104**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 23, 2013  
**SUBJECT:** Community Foundation

---

## **BACKGROUND**

At the October 15, 2013 Council Meeting the follow-up report received from T. Drysdale, Rainy River Future Development Corporation re: Community Foundation was referred to the Administration & Finance Executive Committee for their recommendation.

Tannis Drysdale, Rainy River Future Development Corporation EDAC, participated in the Community Foundation discussion via telephone conference call for the Administration & Finance Executive Committee Meeting held on October 22, 2013.

## **RECOMMENDATION**

The Administration & Finance Executive Committee recommends that T. Drysdale, Rainy River Development Corporation be invited to make a Community Foundation presentation at the November 12, 2013 Council Meeting.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation that T. Drysdale, Rainy River Development Corporation be invited to make a Community Foundation presentation at the November 12, 2013 Council Meeting.



## REPORT TO MAYOR AND COUNCIL

RE: COMMUNITY FOUNDATION  
FROM: T DRYSDALE, S DARBY RRFDC EDAC

The Town of Fort Frances Strategic Plan sets out that EDAC should investigate the Community Foundation model and make a recommendation to Council on if and how this model for charitable funding would work within the Town of Fort Frances.

### What is a Community Foundation?

A Community Foundation is an independent, volunteer-driven, charitable organization which partners with donors to build permanent endowments. These funds are then invested back into the community in the form of grants to support community projects. A Community Foundation is governed by a board of directors featuring influential and experienced members with an active interest in the community. An initial community donor is generally also needed to provide the first endowed funds to make grant-making possible.

The first Canadian Community Foundation originated in Winnipeg in 1921, and since that time the Winnipeg Foundation has built to a multi-million dollar organization. However the concept is applicable to smaller communities as well. The Killarney Foundation located in Killarney, Manitoba, hosts assets of \$2.2 million for a population of 2,500. Across the country, these foundations are united by Community Foundations of Canada which provides guidance to ensure success.

### What advantages would the creation of a Community Foundation bring to Fort Frances?

A Community Foundation stimulates a mindset of philanthropy and leadership on issues of broad community concern. It is a joint community effort which nurtures relationships within a community, creating a sense of belonging, "social capital," and improved community and individual well-being. A Foundation enables donors to achieve their charitable goals within their home community.

In Fort Frances, a community foundation will provide resident donors the opportunity to give locally in a reliable and secure manner. Local community groups will be able to apply for beneficial grants from the foundation for their activities, operations and to encourage increased membership. A Fort Frances Community Foundation has the potential to touch the lives of residents across the community, whether through involvement in the organization, endowment of funds or participation in recipient community groups.

Previous Recommendation

EDAC reviewed the concept of Community Foundations in the Winter/Spring of 2011/12. As a committee they decided, based on the experience of other communities of a similar size, that they should investigate creating a Foundation for Fort Frances. The following recommendations were to Council:

That the Town of Fort Frances proceeds with the creation of a Foundation and that the Town:

- Purchase the start up pkg from the Community Foundation Network.
- Appoint an adhoc committee who will become the initial Board of Directors.
- Budget for the cost of registration and legal filings if required.
- Budget for the cost of initial marketing materials.
- Provide administrative and in kind support.
- Make a long term commitment to absorb all accounting and administrative costs for the first five years of the foundations existence.

Council then requested further information on more specific costing to begin and run a foundation.

The following budget is being submitted back to Council to assist with their decision making process. This budget is prepared based on quotes from vendors, discussions with other foundations and information provided by Community Foundations of Canada.

Fort Frances Community Foundation Proposed Operating Budget (\$)			
<u>Expenses</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Legal Fees	1,450		
Incorporation Fees	960		
Promotional Marketing	3,000	10,000	5,000
Website Development*	1,200	440	440
Annual report/newsletters	200	250	300
CFC* Membership	250	250	250
Audit	3,000	3,000	3,000
Insurance	1,900	1,900	1,900
Annual meeting		300	400
<b>Total</b>	<b>11,960</b>	<b>16,140</b>	<b>11,290</b>
<u>In Kind</u>			
Administration/Bookkeeping*	7,800	11,700	11,700
office supplies/postage	1,000	1,000	1,000
telephone/internet	600	650	650
<b>Total</b>	<b>9,400</b>	<b>13,350</b>	<b>13,350</b>

Notes:

\*website based of FF Times Webdesign, with graphic design, four static pages and an email address

\* CFC stands for Community Foundations of Canada

\*Administration/bookkeeping based on one person at \$15/hr for 10 hr/wk year 1, and 15hr/wk year 2



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

December 18, 2012

Rainy River Future Development Corporation  
Attn: G. Gillon, Regional Economic Developer  
608 Scott Street,  
Fort Frances, Ontario  
P9A 1H6

Dear Sir:

At their meeting December 17, 2012, Council approved the report dated December 11, 2012 from M. McCaig, CAO re: Request for Community Foundation.

A copy of the report from Mr. McCaig is attached for your reference.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

c.c. M. McCaig, CAO  
T. Drysdale, Consultant  
L. Witherspoon, Treasurer

December 11, 2012

REPORT TO: Mayor and Council  
FROM: Mark McCaig, CAO  
SUBJECT: Request for a Community Foundation

---

At the Administration and Finance Executive Committee meeting of December 11, 2012, a report from Tannis Drysdale of the Rainy River Future Development Corporation and Economic Development Advisory Committee requesting the formation of a community foundation was discussed.

Although the committee appreciated the merits of a community foundation and the other information presented in the report, they require more information and are recommending that the Rainy River Future Development Corporation be tasked with providing specific financial data related to the formation and the operation of a community foundation.

Respectfully submitted,



Mark McCaig  
CAO

MM/kl

Council approval of this report will direct that Rainy River Future Development Corporation be tasked with providing specific financial data related to the formation and operation of a community foundation.

## REPORT TO MAYOR AND COUNCIL

RE: COMMUNITY FOUNDATION  
FROM: T DRYSDALE RRFC EDAC

The Town of Fort Frances Strategic Plan sets out that EDAC should investigate the Community Foundation model and make a recommendation to Council on if and how this model for charitable funding would work within the Town of Fort Frances.

EDAC reviewed the concept of Community Foundations in the Winter/Spring of 2011/12. As a committee they decided, based on the experience of other communities of a similar size, that they should investigate creating a Foundation for Fort Frances. EDAC created a sub committee consisting of Gray Rogozinski, Shauna DeGagne, Jim Cummings and Theresa Hazel. The committee met three times and reported back to EDAC twice. The committee after the second meeting decided to request the inclusion of Councillor Tibbs as she had suggested that the Foundation be created.

A major point of discussion has been the geography that the Foundation would cover and if it should be just the Town or also include the District. The recommendation was to create a Fort Frances Foundation and begin within the Town and over time as the Foundation develops expand, if prudent, to a larger geography.

EDAC received advice from the committee created a recommendation to Council is:

That the Town of Fort Frances proceeds with the creation of a Foundation and that the Town:

- Purchase the start up pkg from the Community Foundation Network.
- Appoint an adhoc committee who will become the initial Board of Directors.
- Budget for the cost of registration and legal filings if required.
- Budget for the cost of initial marketing materials.
- Provide administrative and in kind support.
- Make a long term commitment to absorb all accounting and administrative costs for the first five years of the foundations existence.



### Fort Frances Community Foundation

#### Community Foundations

Community Foundations exist in many municipalities across Canada. At least 40 exist in Manitoba and over 60 are listed from Ontario on the Canadian Community Foundations website.

The Foundations support community work by attracting charitable investments and making grants to various good works. In most cases these funds operate on expenditures of interest only. In nearly all cases the foundations have a variety of funds that are dispersed based on either donors requested purposes or the foundations priority areas. For example the Foundation may have single bequest that is specified for a particular use such as playground equipment and another pool of money that is generally contributed to that the fund has decided to use to support arts programming.

The Foundations are run by independent Boards of Directors who may or may not be appointed by the municipal governments sponsoring the organization. The Foundations are registered Charities and as such responsible for all the legal filings and reporting's of this type of legal entity.

#### Fort Frances Foundation

The initial committee discussions regarding a Fort Frances Foundation revolved around the geographic scope of a local Foundation. These discussions lead to a conclusion that the Foundation should be district wide. However, while an ideal situation, when the concept is applied to the practical budgetary limits of the Towns resources the committee rethought this recommendation and have decided to recommend that the Foundation begin smaller within the Town. Over time as the organization is developed it should be encouraged to expand its mandate when requested by other partners in the region.

The Foundation Committee will require the following resources of Council:

- A small budget to cover:
  - the costs of registration and legal filings. ( the committee intends to request pro-bono legal assistance)
  - the costs of community foundation start up materials ( 300)
  - initial marketing material expenses
- Administrative support, meeting rooms and misc materials.
- Either the authority to appoint an adhoc committee who will become the initial Board of Directors or for Council to appoint this committee.
- A long term commitment to absorb all accounting and administrative costs for at least the first 5 years of the Foundation.



## **Fort Frances Community Foundation**

### **Community Foundations**

Community Foundations exist in many municipalities across Canada. At least 40 exist in Manitoba and over 60 are listed from Ontario on the Canadian Community Foundations website.

The Foundations support community work by attracting charitable investments and making grants to various good works. In most cases these funds operate on expenditures of interest only. In nearly all cases the foundations have a variety of funds that are dispersed based on either donors requested purposes or the foundations priority areas. For example the Foundation may have single bequest that is specified for a particular use such as playground equipment and another pool of money that is generally contributed to that the fund has decided to use to support arts programming.

The Foundations are run by independent Boards of Directors who may or may not be appointed by the municipal governments sponsoring the organization. The Foundations are registered Charities and as such responsible for all the legal filings and reporting's of this type of legal entity.

### **Fort Frances Foundation**

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The Foundation Committee will require the following resources of Council:

- A small budget to cover:
  - the costs of registration and legal filings. ( the committee intends to request pro-bono legal assistance)
  - the costs of community foundation start up materials ( 300)
  - initial marketing material expenses
- Administrative support, meeting rooms and misc materials.
- Either the authority to appoint an adhoc committee who will become the initial Board of Directors or for Council to appoint this committee.
- A long term commitment to absorb all accounting and administrative costs for at least the first 5 years of the Foundation.

- researches further the Timiskaming model and other usual ALF's structures
- seek out funding for a simplified business plan( feasibility study) for the operation of an ALF to determine the minimum size for break even.

There is a special ALAG meeting on Monday March 26 from 8:00 a.m. to 1:00 p.m. as the Sister Kennedy Centre to develop a Strategic Plan – Gary will attend on behalf of the EDAC committee and report back to us at the next meeting.

ii) Community Fund: Tannis presented the following recommendations to the committee: a small budget will be needed to cover:

- the costs of registration and legal filings ( the committee intends to request pro-bono legal assistance)
- the costs of community foundation start up materials (\$300.00)
- initial marketing material expenses
- administrative support, meeting rooms and misc materials
- initial marketing material expenses
- administrative support, meeting rooms and misc materials
- either the authority to appoint an adhoc committee who will become the initial Board of Directors or for Council to appoint this committee.
- a long term commitment to absorb all accounting and administrative costs for at least the first 5 years of the Foundation.

Dale Lawrence-Fortes – Jim Cumming: that the Economic Development Advisory Committee forward the recommendations presented by Tannis on to Town Council.

CARRIED.

iii) Alag – Invitation to a Strategic Planning Meeting – Gary will attend the Strategic planning meeting on Monday March 26 from 8:00 a.m. to 1:00 p.m. on behalf of the EDAC committee.

6. Discussion and Action Request Items:

i) Rainy Lake Hotel – Tannis did a presentation with a brief history of the Rainy Lake Hotel and its current condition – building is unable to be saved – only course of action is to demo the building – Tannis presented



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



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

October 16, 2013

Tannis Drysdale Consulting  
601 Mowat Avenue  
Fort Frances, Ontario  
P9A 1Z2

Dear Ms. Drysdale:

At their meeting October 15, 2013, Council referred the Follow Up Report received October 7, 2013 from T. Drysdale, Consultant, Rainy River Future Development Corporation re: Community Foundation to Administration and Finance Executive Committee for recommendation.

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

Please direct any questions you may have to Laurie Witherspoon, Treasurer at 274-5323, ext 248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

- c.c. Administration and Finance Executive Committee  
-Attn: L. Witherspoon, Treasurer  
Rainy River Future Development Corporation  
-Attn: G. Gillon, Regional Economic Developer





## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2013/101

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** October 23, 2013

**SUBJECT:** Councillor Rick Wiedenhoeft – Zone 1 OAPSB Meeting Travel & Per Diem Claims

#### BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claim in the amount of \$640.64 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 for the Zone 1 Ontario Association of Police Services Board (OAPSB) meeting attended in Thunder Bay from October 9 - 11, 2013 as submitted by Councillor Rick Wiedenhoeft.

#### Travel Expenses

1. Meals	\$ 59.00
2. Hotel Accommodations	257.64
3. Mileage (Own vehicle)	324.00
4. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$1,090.64</u>

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

#### RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims as submitted by Councillor Rick Wiedenhoeft in the total amount of \$1,090.64 for the Zone 1 OAPSB meeting attended in Thunder Bay from October 9 – 11, 2013 as approved by the Town of Fort Frances Police Services Board.

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 \$1,090.64 for attendance at the Zone 1 Ontario Police Services Board Meeting held in Thunder Bay from October 9 – 11, 2013 as approved by the Town of Fort Frances Police Services Board.



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

1. Attendee	<u>RICK WIEDENHOEFF.</u>							
2. Conference/Seminar Attended	<u>OAPSB &amp; OACP Conference</u>							
Location (Facility and City)	<u>Thunder Bay Police Station &amp; Valhalla Inn Thunder Bay.</u>							
Dates	<u>Wednesday Oct 9, 10 &amp; 11, 2013</u>							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation				128.82	128.82			257.64
Transportation								
Breakfast					12.00	12.00		24.00
Lunch								
Dinner				35.00				35.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	<u>(No)</u>	Reason <u>Unavailable (in use)</u>					Total
Mileage Claimed	<u>720</u> KM x \$0.45 =		<u>324.00</u>					<u>324.00</u>
6. Approved						Total Expenses		<u>\$ 640.64</u>
						Advance Received		
						Balance Claimed		<u>640.64</u>
						Balance Refunded		

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

Tuesday Oct. 15, 2013  
Date

R. Wiedenhoeff  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Date

Treasurer

A / P

Cashier



MR. Rick Wiedenhoeft  
320 Portage Ave  
Fort Frances, On P9A 3P9  
Canada

Company Name: Thunder Bay Police Svcs Brd

Group Name: Thunder Bay Police Svcs Brd

**INFORMATION INVOICE**

HST No.: RT 895695716

Room No. 211  
Arrival : 10/09/13  
Departure : 10/11/13  
Invoice No. :  
Conf. No. : 27064  
Cashier No. : 2  
Purchase :  
Order :  
A/R No. :

Date	Description	Charges	Credits
10/09/13	Room Charge	114.00	
10/09/13	Harmonized Sales Tax	14.82	
10/10/13	Room Charge	114.00	
10/10/13	Harmonized Sales Tax	14.82	
10/11/13	Mastercard - Front Desk		257.64
<b>Total Charges</b>		257.64	
<b>Total Credits</b>			257.64
<b>Balance</b>			0.00

Page No. 1 of 1

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

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || www.valhallainn.com





**ZONE 1**

**ONTARIO ASSOCIATION OF POLICE SERVICES  
BOARD**

**ONTARIO ASSOCIATION OF CHIEFS OF POLICE  
MEETING**

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October 9, 10, 11, 2013  
Thunder Bay, Ontario

**AGENDA**

**Wednesday, October 9, 2013**

**7:00 p.m.**                      Meet and Greet – Valhalla Inn – Fireside Room  
Appetizers and cash bar  
Registration

**Thursday, October 10, 2013**

Balmoral Police Station – 1200 Balmoral Street

**8:00 am – 8:30 am**              Registration

**8:40 am – 9:00 am**              Welcoming Remarks from Mayor Keith Hobbs,  
Chief J. P. Levesque, Thunder Bay Police Service,  
Councillor Joe Virdiramo, Chair – Thunder Bay  
Police Services Board, and Mr. Don Smith, Chair  
– Shuniah Police Services Board

**9:00 am – 9:45 am**              Presentation – Crimes against Seniors with D/Cst.  
D. MacLaurin – Thunder Bay Police Service

<b>9:45 am – 10:00 am</b>	Break
<b>10:00 am – 11:45 am</b>	Keynote address from Commissioner Lewis (OPP), Chief Paul Cook (President – OACP), and Mr. Ron Bain (Executive Director – OACP)
<b>12:00 pm – 1:00 pm</b>	Lunch buffet
<b>1:00 pm – 2:00 pm</b>	Presentation – Thunder Bay Drug Strategy with Ms. Cynthia Olsen – Thunder Bay Drug Strategy Coordinator
<b>2:00 pm – 2:45 pm</b>	Presentation – Thunder Bay Police Services – Aboriginal Liaison Unit with Constable John Walmark and Constable Larry Baxter – Brief overview of Aboriginal Liaison Unit and information relative to the Seven Sacred Teachings
<b>2:45 pm – 3:30 pm</b>	Presentation – Distracted Driving/Highway Closures with OPP Traffic Staff Sgt. Ken Mantey
<b>3:30 pm to 3:45 pm</b>	Break
<b>3:45 pm – 4:30 pm</b>	Presentation – Zone Watch – Mr. Chris Adams, Executive Officer, Constable Julie Tilbury – Thunder Bay Police Service
<b>5:30 pm</b>	<p>Bus pick up at Valhalla Inn to Mariner's Hall – Marina Park – 2201 Sleeping Giant Parkway</p> <p>Welcome from Chief J. P. Levesque – Thunder Bay Police Service, Councillor Joe Virdiramo, Chair – Thunder Bay Police Services Board, and Mr. Don Smith, Chair – Shuniah Police Services Board</p> <p>Evening walk (weather permitting) to the Spirit Garden to listen to traditional song. Followed by dinner at Mariner's Hall. Bus to pick up at 9:30 pm to travel back to Valhalla Inn. Dinner served at 7:00 pm.</p>

**Friday, October 11, 2013**

- |                             |  |
|-----------------------------|--|
| <b>8:00 am to 8:30 am</b>   | Registration   |
| <b>8:30 am to 9:15 am</b>   | Ministry Update with Mr. Duane Sprague, Police Services Advisor, Ministry of Community Safety and Correctional Services      |
| <b>9:15 am to 10:00 am</b>  | Presentation – Restorative Practices with Sgt. Shelley Garr (OPP) and Ms. Sheena Albanese (Thunder Bay District Health Unit) |
| <b>10:00 am to 10:15 am</b> | Break  |
| <b>10:15 am to 11:15 am</b> | Presentation – Afghanistan Deployment with Nato with Insp. Darryl Smiley (OPP)   |
| <b>11:15 am to 12:15 pm</b> | Lunch Buffet   |
| <b>12:15 pm</b>             | Closing Remarks – Mr. Don Smith – Chair – Shuniah Police Services Board  |
| <b>12:30 pm</b>             | Zone meetings (Closed Sessions)  |

# **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) <b>rick WIEDENHOEFT</b>	Signature <i>R. Wiedenhoef</i>
Approved	Date <i>Tuesday Oct. 8, 2013.</i>



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

Attendee Rick Wiedenbach  
 Conference/Seminar Attended OAPSB Conference (Zone 1)  
 Location Thunder Bay.  
 Dates Wednesday Oct 9 - Friday Oct 11, 2013.

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Oct 9	Oct 10	Oct 11			3 days
Amount			150.00	150.00	150.00			450.00

Submitted by: R. Wiedenbach

Date: Tues. Oct 15, 2013.

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

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

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

or Payroll

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



**TOWN OF FORT FRANCES  
POLICE SERVICES BOARD**

Minutes

Session 8  
October 4, 2013

The regular meeting of the Police Services Board was held at 7:00 a.m. in the Committee Room.

The following members were present: John McTaggart, Rick Wiedenhoeft, Ron Scofield and Roy Avis.

Also present: Inspector S. Shouldice, L. Holt, Secretary, Randy Thoms B-93 and D. Hicks – Fort Frances Times. Platoon – Const. D. McLean, Const. E. Barr and Const. G. Johnson.

<b>NOVEMBER 1, 2013</b> <b>7:00 A.M. COMMITTEE ROOM</b>
--

**AGENDA:**

1. **37/13 R. Wiedenhoeft – R. Scofield:** That the Police Services Board approved the Agenda as prepared with the addition of the Non-Agenda Items. **CARRIED.**
  - i) Officers Volunteering
  - ii) Drug paraphernalia
  - iii) Procedures Protocol/Communications
2. **38/13 R. Scofield – R. Wiedenhoeft:** That the Minutes of the Board Meeting being Session No. 7 Dated June 28, 2013 having been typed and distributed to the members be approved. **CARRIED.**
3. **Business Arising from Previous Meeting:**
  - i) Kiss-N-Ride – Covered in OPP monthly report
  - ii) Enforced By-Law review – Town and OPP – covered in OPP monthly report
4. **New Business:**

**39/13 R. Scofield – R. Avis:** That the Police Services Board authorize Rick Wiedenhoeft to attend the OAPSB Zone 1 Meeting in Thunder Bay October 10 & 11, 2013. **CARRIED.**
5. **Inspector S. Shouldice June, July and August 2013 OPP Activity Report.**
  - OPP Business Plan – 2014 – 2016 – open for community input

**6. Non-Agenda Items:**

- i) Officers Volunteering – when an officer volunteers for an event are they covered to use OPP equipment? Inspector Shouldice commented that the individuals must advise him and they are covered for the use of the equipment in the event.
- ii) Drug Paraphernalia – Displayed in an establishment window
- iii) Procedures/Communications – The incident at the Credit Union – the Town was not made aware of. The information released to the Press was sufficient.

**7. Information/Correspondence Received:**

- Letter from G. Treftlin, Clerk re: Financial Request re: 2013 OPP Annual Auction Proceeds.

**8. Next Meeting Date:**

**November 1, 2013 and November 29, 2013**

**9. In-Camera:**

- i) Personnel Issue – Provincial Appointment to the Board

**40/13 R. Scofield – R. Wiedenhoft:** That this Police Services Board now meet in-camera in order to address a matter pertaining to security of the property of the municipality or local board; personal matters about an identifiable individual, including municipal or local board employees. **CARRIED.**

**41/13 R. Wiedenhoft – R. Scofield:** That the Police Services Board receive Insp. S. Shouldice June, July and August OPP Activity Reports. **CARRIED.**

**10. Matters Previously Decided**

**42/13 R. Avis – R. Scofield:** That the Police Services Board nominate Rick Wiedenhoft as the Vice-Chair for a term ending November 30, 2013. **CARRIED**

**43/13 R. Wiedenhoft – R. Scofield:** That the matter of the attendance at the OAPSB Zone 1 Meeting in Fort Frances having been previously decided September 21, 2012 by resolution now be reconsidered. **CARRIED.**

**44/13 R. Avis – R. Wiedenhoft:** That the Members of the Police Services Board be authorized to attend the Zone 1 Meeting in Fort Frances, October 1 – 3, 2012. **CARRIED.**

**45/13 R. Scofield – R. Wiedenhoft:** That the matter of Payment of Travel Expense Statement for L. Holt having been previously decided October 26, 2012 by resolution now be reconsidered. **CARRIED.**

**46/13 R. Avis – R. Wiedenhoeft:** That the Police Services Board approve the Travel Expense Statement for Loreen Holt, Secretary in the amount of \$150.00 for the Zone 1 OAPSB Conference. **CARRIED.**

**47/13 R. Scofield – R. Wiedenhoeft:** That the Rules and Procedures Protocol having been previously decided by resolution December 21, 2012 now be reconsidered. **CARRIED.**

**48/13 R. Wiedenhoeft – R. Avis:** That the Police Services Board approved the Rules and Procedures Protocol between the Town of Fort Frances Police Services Board and the Ontario Provincial Police. **CARRIED.**

**49/13 R. Scofield – R. Wiedenhoeft:** That the matter of the Police Services Board Members attendance at the Joint Police Service Meeting with Atikokan, having been previously decided December 21, 2012 by resolution be reconsidered. **CARRIED.**

**50/13 R. Avis – R. Scofield:** That the Police Services Board be authorized to attend the Joint Meeting with the Atikokan Police Services Board in Atikokan April 29, 2013. **CARRIED.**

**51/13 R. Scofield – R. Wiedenhoeft:** That this meeting of the Board be now closed. **CARRIED.**

---

Loreen Holt, Secretary

---

John McTaggart, Chair

/elh  
06/10/2013





## REPORT



**TO:** Mayor and Council

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

**DATE:** October 24, 2013

**RE:** **Museum Policies (2) – Collections Management Policy, Conservation Policy**

In the Spring of 2013 Museum Curator – Sherry George received direction from our provincial contact that we were to have policies in place as adopted by Town Council regarding Collections Management and Conservation at the Museum.

Please find attached the Collections Management Policy and Conservation Policy that have been developed by Sherry George to satisfy the provincial requirement as stipulated. The policies were developed in consultation with provincial representatives to satisfy the specific guidelines. They are to be approved by Town Council prior to October 31 to remove any CMOG (Community Museum Operating Grant) funding implications that The Fort Frances Museum receives annually (\$21,000).

The Community Services Executive Committee recommends to Council endorse the Collections Management Policy and Conservation Policy as presented for the Fort Frances Museum.

Respectfully Submitted,

Jason Kabel,  
Manager of Community Services

**Council approval of this report will:**

Endorse the Collections Management Policy and Conservation Policy as presented for the Fort Frances Museum.



## **Fort Frances Museum & Cultural Centre Collections Management Policy**

The Fort Frances Museum's collection management policy sets forth the goals of the Fort Frances Museum with respect to managing its collections. The policy outlines responsibilities and sets standards for all collection-related activities.

The collection is held and managed in the public trust.

### **The Acquisition of Objects**

The Fort Frances Museum collects objects, photographs, printed and audio-visual material pertaining to the history of Fort Frances and area, in accordance with its Statement of Purpose. The collections are made for the purpose of documentation, preservation, research, exhibition and interpretation for all generations.

The Fort Frances Museum collects according to the following criteria:

1. Artifacts that are specific to Fort Frances and area; i.e. items related to historically important people, places and events in Fort Frances and area.
2. Artifacts that are typical of Fort Frances as a community in Northwestern Ontario, Canada; i.e. artifacts used in Fort Frances and area and/or owned by Fort Frances and area residents.

A budget line is provided in the annual operating budget for the acquisition of objects, their cataloguing, storage and care.

### **Ethics of Acquisition**

The Fort Frances Museum acquires artifacts and/or collections only if it has adequate resources (human, financial, temporal, spatial) to document, preserve, store, research, exhibit and interpret the artifact/collection in accordance to museum standards and while adhering to Canadian Museum Association Ethics Guidelines.

The Fort Frances Museum does *not* acquire material:

1. That has been collected, sold or otherwise transferred in contravention of any provincial or national statute;
2. That has questionable, undetermined or unethical history of ownership;
3. That has been collected, sold or otherwise transferred in contravention of the 1970 UNESCO Convention on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property (or any similar statutes) as ratified by Canada on June 28, 1978;
4. If, in addition to, or beyond the preceding clauses, there is any reason to believe that the object's recovery involved recent unscientific handling and/or intentional destruction or damage of archaeological/historical sites or illegal/clandestine excavations.

In addition to the above considerations, acquisition and deaccession of artifacts will be made in light of sensitivity concerning the evolving nature of the relationship between First Peoples and museums.

In situations where copyright is of relevance, the Fort Frances Museum respects the provisions of the Copyright Act (Bill C.32, an Act to Amend the Copyright Act, April 25, 1997). Also, the Fort Frances Museum respects the provisions of the Ontario Heritage Act (1974). Also, the Fort Frances Museum respects the Freedom of Information Act as pursuant to the Municipal Act, R.S.O., 1990 Chap.M.45, the Firearms Act (1995 C.39), the Occupational Health and Safety Act and the Wild Animals and Plant Protection Regulation of the International and Interprovincial Trade Act (WAPPRITA), 1992.

### **Mode of Acquisition**

1. Objects/artifacts are acquired by means of donation, bequest, exchange, and on rare occasions, by purchase.
2. All decisions to acquire an artifact are made by the Curator.
3. Any purchases made by the Curator are reported to the Advisory Committee and to the public via Advisory Committee minutes and through the museum's newsletter.
4. All acquisitions involving transfer of ownership and/or responsibility must be accompanied by a *signed* gift agreement or other proof of legal title to the object, such as a transfer of title form or a bill of sale.
5. *No* acquisition is made by which the conditions of acquisition restricts the use of, or disposition of, the object(s) by the Fort Frances Museum as per the Fort Frances Museum's mandate and policies, and professional standards. In rare occasions, should the Curator determine that an artifact is of utmost importance to the collection and the potential donor insists on certain conditions, the donation will be considered.

### **Management of Artifacts & the Collection**

1. Artifacts are stored and handled according to current professional standards.
2. Records are maintained and updated according to current professional standards and staff resources.
3. Artifacts are researched, interpreted and exhibited according to current professional standards and staff resources.
4. A comprehensive inventory is maintained in order to ensure current information about the collection for management and insurance purposes.

### **Education**

The Fort Frances Museum recognizes the importance of experiential learning for its visitors. In fulfillment of this need and to ensure the integrity of the permanent collection, the Fort Frances Museum collects and manages objects separate from the permanent collection to be used for the purpose of enhancing the learning experience during a museum visit, school program or travelling exhibition.

These items may be duplicates or reproductions, and should be in good condition and directly relevant to current research, exhibition, or interpretation programs.

### **Loans:**

- Objects may be loaned to other institutions for temporary displays or educational purposes. Off-site locations must offer reasonable security and environmental conditions. Loans that could pose undue risk to an artifact will not be considered. All loans must be fully documented.



- The Museum will accept loans only for specific purposes – i.e. special displays or temporary exhibits. The Museum will provide the same quality of care as for items in its own collection. No long-term loans from individuals will be accepted due to expense and liability involved in housing, handling, maintaining and insuring the items.

## Deaccessioning

Deaccessioning refers to the permanent removal of one or more artifacts from *the permanent collection*.

In order to maintain a growing and relevant collection in accordance with the Museum's Statement of Purpose and current professional standards, occasionally it is necessary to deaccession an artifact or artifacts.

The decision to deaccession will be made on the recommendation of the Museum Curator, and with approval of the Museum's Advisory Committee.

In order to deaccession material from the permanent collection, the Fort Frances Museum adheres to the following standards:

1. The Fort Frances Museum does not acquire any artifact with the intention of eventual deaccession.
2. Criteria for deaccessioning an artifact are: minimal value or significance to the collection and/or to history; poor quality; poor condition; duplication; lack of documentation verifying authenticity, and/or origins, and/or chronological history, and/or owner and/or donor(s); expense of conservation; the possibility/act of upgrading the collection by means of exchange or other transaction.
3. The Fort Frances Museum will deaccession an artifact/artifacts for the purpose of repatriation, when it is legally proven that another body, organization, people, and/or government has the legal and ethical right to the artifact.
4. Once the decision to deaccession has been made, subsequent disposal will:
  - a) Adhere to all applicable laws;
  - b) Be in the best interest of the artifact, the Museum and the public;
  - c) Take into account any restrictions made when the artifact was gifted to the Museum;
  - d) Be in accordance with professional ethical standards;
  - e) Make every effort to keep the artifact in the public domain: artifacts with significant national, regional or local importance should be directed towards appropriate public institutions;
  - f) Ensure that any receiving institution must be able to adequately care for the artifact;
  - g) Employ public sales that are open and transparent, through reputable auction houses or dealers. Funds thus gained must not be used for operational purposes, but for further developing the collection.
5. If an artifact must be destroyed, the Curator and a representative of the Advisory Committee will witness the destruction.
6. No artifact will be returned to its original owner (as stipulated by the Canada Revenue Agency).
7. No artifact can be acquired by staff, Advisory Committee members, or their families.

## Repatriation

- The Fort Frances Museum will be committed to the return of culturally sensitive objects when requested by communities or groups with a demonstrable claim or historical relationship to them.

- Every request for restitution, repatriation or return will be given immediate and serious consideration, and treated with respect and sensitivity. Each request will be resolved on a case-by-case basis.
- In respect to First Nations peoples, the Museum will be guided by the Museums Association of Saskatchewan “Standards for the Care of First Nations and Métis Collections”.

### **Policy Review & Approval**

The Collection Management Policy will be reviewed every three years by the Curator, Museum Advisory Committee and Community Services Manager. Recommended changes will be forwarded to Town Council for approval.

Policy revised: October 2013



## Fort Frances Museum & Cultural Centre

### Conservation Policy

#### Objective

As a museum's collection is to be kept in trust for future generations, the Fort Frances Museum & Cultural Centre will ensure the preservation of its collection through sound preventive conservation measures.

#### Definitions

***Conservation** is the application of science to the examination, maintenance, and treatment of artifacts and archival material. Its principal aim is to stabilize artifacts and archival material in their present state. It encompasses both preventive conservation and conservation treatment.*

***Preventive Conservation** consists of non-intrusive actions taken to slow or stop deterioration and to prevent damage.*

***Conservation Treatment** involves interventions causing changes in the physical properties or structure of the object.*

***Restoration** involves removal or modification of existing material, or the addition of new material in order to reinstate earlier known aesthetic, historical, or scientific value.*

#### Conservation Procedures

The Museum will achieve conservation of the collection by the following means:

- 1) The Museum will ensure that there are good preventive care measures in place to protect the collection from damage. In the event that conservation care is required, the museum will ensure that appropriate measures are taken.
- 2) The Museum will be committed to preventive conservation of its collection through regular assessment and good housekeeping practices.
- 3) The Museum will ensure that only those who have training pertaining to conservation treatment will be responsible for collection management.
- 4) The Museum will refer to up-to-date Canadian Conservation Institute (CCI) Notes when basic conservation treatment is required on objects.
- 5) The museum will consult qualified experts when deemed necessary for objects that require more intensive treatment.
- 6) The Museum will be committed to ethical behaviour in the care of its collection.
- 7) The Museum will meet all municipal, provincial and federal legislative requirements that apply to the conservation of its collection.

The museum will be committed to protecting the collection through proper care and handling by way of the following:

- 1) Ensuring that staff are trained in the safe handling of artifacts, and that instruction and practice are carried out periodically to reaffirm the training.
- 2) Ensuring that any artifact that is to be exhibited or used for hands-on activities or interpretation can withstand the use.
- 3) Carrying out safe packing, unpacking and transporting of artifacts, and ensuring that staff are appropriately trained in those procedures.

The museum will provide a separate space for the storage of its collection. These areas will be:

- 1) Designated for collection storage areas – for artifacts only.
- 2) An area large enough to store the collection without crowding and will be large enough to accommodate future growth.
- 3) Organized by type of object or material.
- 4) Subject to a regular housekeeping schedule.
- 5) Exposed to as little light as possible – only when staff are in the room.
- 6) Restricted to museum staff only. No visitor will have access to storage areas without knowledge and permission of museum personnel.
- 7) Equipped with suitable shelving, cabinets and cupboards to provide for safe storage and support of artifacts. Poly-foam will be used where needed to prevent slippage. Mylar or aluminum foil will be used where off-gassing is possible.

The Museum will maintain the safety and preservation of the artifacts while on exhibition by:

- 1) Ensuring that cases and floor spaces are large enough to exhibit the artifacts without crowding or distortion.
- 2) Ensuring that any artifact that is on exhibition has adequate support that will not be harmful to the artifact.
- 3) Constructing cases, artifact mounts or supports, labels and backgrounds out of material that is safe for the artifacts: i.e., adhesives, film and cardboard will be archival quality and acid-free.
- 4) Ensuring that only trained staff will be allowed to clean or handle artifacts during exhibition planning, preparation or construction.
- 5) Ensuring that artifacts are removed from exhibition prior to reaching recommended time limits for that item (CCI Notes).
- 6) Monitoring exhibit areas for damage or loss.

The Museum will ensure the security of the collection by:

- 1) Taking all necessary measures to protect the collection from water or other damage through regular inspection and maintenance of the building; i.e. including water pipes, eaves troughing, and drainage.
- 2) Protecting the artifacts from theft and vandalism by restricting access to the collection while on exhibition by using cases that are locked; keeping small artifacts out of reach; restricting bags, knapsacks, etc, from the exhibit area; and by regular monitoring of the objects while on display. The museum will ensure that the security system is activated after hours and that the collection storage area is restricted for use by staff only or by the approval of the curator or designate.
- 3) Following sound preventive measures to prevent the occurrence of a disaster. In the event of a disaster, museum staff will follow standard procedure to handle the emergency or disaster as laid out in the Museum's Disaster Plan. All staff will be required to be completely aware of the contents of the plan and will be trained to carry out the duties listed within the plan.



The Museum will ensure that the artifacts within storage or on exhibition have an appropriate environment by:

- 1) Ensuring that visible light levels are maintained at acceptable standards (CCI Notes).
- 2) Ensuring the absence of ultraviolet light.
- 3) Maintaining humidity within a 40 to 60 percent range and temperatures within the 20 to 22 degrees Celsius range. Trained staff will monitor rooms daily for humidity and temperature readings using a thermohygrometer. Records will be kept and deviations reported so that corrective measures can be taken promptly.
- 4) Limiting dust and pollution by keeping the interior door on the vestibule closed, and by regularly replacing filters and cleaning ductwork. The Museum will use doormats at all entrances and will regularly vacuum storage and exhibition areas. There will be no smoking within the building.
- 5) Carrying out weekly cleaning and regular maintenance of the facility by trained personnel.
- 6) Ensuring that a weekly monitoring schedule for pests is carried out by the placement of pest traps throughout the facility and that materials that are prone to moths are checked for evidence of infestation on a regular basis. Garbage will be removed from all areas nightly to a sealed bin in the shipping area, then removed twice weekly by cleaning staff. No food or drinks will be allowed in the collection storage area.

The Museum will ensure that conservation treatment will not damage artifacts and are carried out in accordance with professional standards of practice by:

- 1) Ensuring that staff are trained to an appropriate level for basic conservation, and using up-to-date CCI Notes for reference. Staff will consult with a professional conservator on any matter that goes beyond their training.
- 2) Carrying out conservation treatment in an area that is separate from the exhibition and storage areas and appropriately equipped and ventilated in accordance with health and safety standards. The Museum will adhere to Town of Fort Frances Health & Safety Policies during any conservation treatment (i.e. wearing proper safety equipment).

### **Policy Review & Approval**

The Conservation Policy will be reviewed every three years by the Curator, Museum Advisory Committee and Community Services Manager. Recommended changes will be forwarded to Town Council for approval.

Policy revised: October 2013



October 18, 2013

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Submission of Expression of Interest for Funding for the Replacement of 478 meters of Water Main Along Colonization Road West (between VAL012 to VAL014) under the – Capital Program**

Further to the administration report dated October 8, 2013 approved by Council at the October 15, 2013 Council meeting, based on program funding criteria the Town can only submit **one** project as the two projects outlined in the October 8, 2013 report are not connected i.e. – water distribution system piping replacement VS sanitary sewer collection system piping replacement. The Colonization Road West water main replacement project will be the project submitted by the Town under this funding program. Please find attached pertinent information on submitting the Expression of Interest (EOI) form, the completed Expression of Interest (EOI) form for this project and a spreadsheet outlining the estimated costs for the project.

At this time, a separate Council resolution is required certifying the following;

- 1) That the information in the Expression of Interest (EOI) is factually accurate.
- 2) The Town of Fort Frances will have a comprehensive asset management plan that includes all of the information and analysis described in **Building Together: Guide for Municipal Asset Management** in place by December 31, 2013.
- 3) That the comprehensive asset management plan will be publicly available including online on the Town's website by May 30, 2014.
- 4) That the Colonization Road West Water Main Replacement Project will be completed by December 31, 2015.

Also it should be noted that the Town already submitted the Town's 2012 municipal FIR forms to the Ministry of Municipal Affairs on May 31, 2013.

The project funding is based on the following;

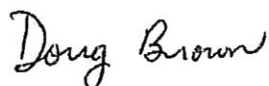
1) 1/6 cost – Federal Gas Tax Revenue -	\$ 295,800
2) 1/6 cost - Town's water and sewer reserve funds -	\$ 295,800
3) 2/3 cost – Small, Rural and Northern Municipal Infrastructure Fund	\$ 1,183,202
<b>Total</b>	<b>\$1,744,802</b>



The Operations & Facilities Executive Committee recommends the following:

- 1) That Council endorses a separate resolution- that includes the following information;
  - That the information in the "Expression of Interest" form is factually accurate.
  - The Town of Fort Frances will have a comprehensive asset management plan that includes all of the information and analysis described in **Building Together: Guide for Municipal Asset Management** in place by December 31, 2013.
  - That the comprehensive asset management plan will be publicly available including online on the Town's website by May 30, 2014.
  - That the Colonization Road West Water Main Replacement Project will be completed by December 31, 2015.
- 2) That a copy of the resolution outlined in Item No. 1 will accompany the "Expression of Interest" Form to be submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs prior to the deadline of November 1<sup>st</sup>, 2013.

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Manager Operations & Facilities

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

- 1) That Council endorses a separate resolution – that includes the following information:
  - That the information in the "Expression of Interest" form is factually accurate
  - The Town of Fort Frances will have a comprehensive asset management plan that includes all of the information and analysis described in **Building Together: Guide for Municipal Asset Management** in place by December 31, 2013.
  - That the comprehensive asset management plan will be publicly available

including online on the Town's website by May 30, 2014.  
 -That the Colonization Road West Water Main Replacement Project will be completed by December 31, 2015.

- 2) That a copy of the resolution outlined in Item No. 1 will accompany the "Expression of Interest" Form to be submitted to the Ontario Ministry of Agriculture, Food and Rural Affairs prior to the deadline of November 1<sup>st</sup>, 2013.

2013Octoberexpressionofinterestfunding2

RECOMMENDED  
 OCT 23 2013  
 DOWLING  
 EXECUTIVE COMM. *Doug Brown*  
*R. Widenberg*

Applicants must have a comprehensive asset management plan completed by December 31, 2013 that identifies the proposed project as a priority.

Applicants are encouraged to consider renewal, rehabilitation, and replacement projects before expansion projects. If expansion projects are proposed, applicants must have a plan to fund the lifecycle costs of the expansion (e.g., ongoing maintenance) consistent with their asset management plan.

### **3.3 Can a project include multiple components?**

Yes, a single project may include multiple components. For example, a project to reconstruct a street including paving, watermain and sewer pipe work is acceptable. If a combined project is proposed, the applicant must clearly identify this in the project information section of the EOI. In addition, the applicant must provide details in the project description section of the EOI on how the components are all necessary to address the health and safety issue(s) identified.



In most cases, projects should not include components that are not connected (e.g. paving two streets located in different parts of a municipality).

### **3.4 Can two or more municipalities or Local Services Boards (LSBs) submit a joint project?**

Yes, partnerships are encouraged. Working together may reduce administrative burdens, cut costs, draw on collective resources and expertise, and allow for strategic planning and innovation across a broader geographic area. As part of the evaluation of a project, additional consideration will be given to applicants that are pursuing projects in partnership with other municipalities, LSBs and/or First Nation communities. In addition, for joint projects, applicants may request up to \$2 million per municipality / LSB.

### **3.5 What project costs are eligible / ineligible for reimbursement?**

Funds can be used for:

- Environmental Assessment Costs (if any)
- Design / Engineering Costs
- Project Management Costs
- Materials
- Construction
- Contingency Costs (Maximum 15%).

Proposed projects must include a capital component (i.e., studies and/or environmental assessments alone are ineligible projects).



The EOI form is available online [PDF]. Paper copies can also be obtained via fax or regular mail by calling 1-877-424-1300.

2. Make a declaration through council resolution or for LSBs, by resolution from the LSB board, certifying that:
  - the information in EOI is factually accurate; and
  - the municipality or LSB has a comprehensive asset management plan that includes all of the information and analysis described in *Building Together: Guide for Municipal Asset Management Plans* in place or will have one in place by December 31, 2013.
  - the comprehensive asset management plan will be publicly available, including online if the municipality/LSB has a website, by May 30, 2014.
  - the project put forward in this application will be completed by December 31, 2015.
3. Submit the 2012 municipal FIR to the Ministry of Municipal Affairs and Housing (if it has not already been submitted) by 5 p.m. EST on November 1, 2013. Note: LSBs are not required to complete this step. *submitted on May 31, 2013*
4. Submit the completed EOI form, along with the declaration, to the Ministry of Rural Affairs (MRA) by 5 p.m. EST on November 1, 2013.

EOIs will be accepted electronically or through regular mail. Municipalities and LSBs are encouraged to submit electronically, where possible.

#### **If using an electronic EOI form**

If submitting by email, please save the completed form to your desktop and send as an attachment to [new-municipal-infrastructure@ontario.ca](mailto:new-municipal-infrastructure@ontario.ca). Please attach the relevant documents to the email (e.g., council resolution).

#### **If filling out a paper EOI form**

If submitting a hardcopy of the completed form, all supporting documentation, including the applicable declaration documents must be sent to the following address:

*Small, Rural and Northern Municipal Infrastructure Fund – Capital Program  
c/o Rural Programs Branch  
Ministry of Rural Affairs  
1 Stone Rd West, 4th Floor  
Guelph ON N1G 4Y2*

#### **6.2 Can a municipality or LSB send in more than one EOI?**



The objective of the Small, Rural and Northern Municipal Infrastructure Fund - Capital Program is to support:

- Critical road, bridge, water and wastewater projects where the primary objective is to address urgent public health and safety issues or maintain public health and safety in the long-term
- Projects identified as priorities in municipal asset management plans
- Applicants with challenging economic conditions and limited fiscal flexibility, with additional consideration for applicants who are making significant infrastructure investments.

For more information, please refer to the Program Manual.

If submitting by email, please save the completed form to your desktop and send as an attachment to [new-municipal-infrastructure@ontario.ca](mailto:new-municipal-infrastructure@ontario.ca). Please attach the relevant documents to the email (e.g., council resolution).

If submitting a hardcopy of the completed form, all supporting documentation, including the applicable declaration documents must be sent to the following address:

Small, Rural and Northern Municipal Infrastructure Fund - Capital Program  
c/o Rural Programs Branch  
Ministry of Rural Affairs  
1 Stone Road West, 4<sup>th</sup> Floor  
Guelph ON N1G 4Y2

**Please fill in all fields on this form that apply to your proposed project.**

\*Note if this is a joint project, please list all partners that are involved in this project, but only the contact information for the lead municipality/LSB.

### Section 1 - Municipality/LSB contact information

Municipality/LSB\*

[The Corporation of the Town of Fort Frances](#)

#### Mailing Address

Unit No./Suite/Apt.	Street No.	Street Name	
	320	Portage Avenue	
Rural Route	PO Box	Postal Station	County/District
n.a.	n.a.	n.a.	Rainy River District
City/Town		Province	Postal Code
Fort Frances		Ontario	P9A 3P9

#### Authorized Contact

Last Name	First Name	Middle Initial
Brown	Doug	D.C
Position	Telephone Number	Email Address
O & F Manager	807 274-9893	dbrown@fort-frances.com

### Section 2 - Project Information

Project Name

[Reconstruction of Colonization Road West](#)

Project Type. (Please Check all that apply)

☒ Road ☐ Bridge ☒ Water ☒ Wastewater

Combined Projects - Which of the above is addressing the primary problem (road, bridge, water or wastewater)?

[Water](#)

For Bridge Projects - Has a Municipal Structure Inspection Form been completed within the last two years (if no, will it be completed by the application deadline)?

☐ Yes, currently have one or will have one by application deadline

☐ No

**Note:** Bridge or combined projects with bridge elements must have a completed Municipal Structure Inspection Form for the proposed bridge to be eligible for funding at the application stage.

**Section 3 - Project Financial Information**

AGENDA ITEM #9.1

Total Project Cost	Amount of provincial funding requested	Provincial Funding as % of Total project costs \$
\$1,774,803.00	\$1,183,202.00	66.70%

List the sources of financing for the project other than the provincial funding requested

	Funding source	Amount
1	Water Reserve Funds	\$295,800.00
2	Federal Gas Tax Revenue	\$295,801.00
	Total	\$591,601.00

**Section 4 - Project Details**

Please provide an estimated cost of the work plan as outlined below

Activities	Estimated Cost \$
Engineering/Design	\$81,439.68
EA/Permits	\$0.00
Project Management	\$81,439.67
Construction	\$1,628,793.44
Miscellaneous	\$179,167.27
Total Eligible Costs	\$1,970,840.06
Less Rebatale Taxes	\$196,037.54
Total Net Eligible Cost	\$1,744,802.52
Provincial Share at (must match Section 3)	\$1,183,201.68

**Section 5 - Project Location**

Unit No./Suite/Apt.	Street No.	Street Name		
	1302	Colonization Road West		
Rural Route	PO Box	Postal Station	County/District	
n.a.	n.a.	n.a.	Rainy River District	
City/Town	Province		Postal Code	
Fort Frances	Ontario			
Latitude		Longitude		

**Section 6 - Health and Safety Issue Description**

The issue description should clearly describe the current or future public health and/or safety problem arising from the current situation and the impact of the problem on the municipality or LSB (e.g., number of people affected).

There are 478 meters of water main which was originally installed in 1967 along Colonization Road West which needs to be replaced as this main is becoming less reliable to deliver water and service the homes & businesses in the west end of the community. The watermain in question is a 2-Bolt Bolt-lok joint bell end type pipe commonly known as "griffin" pipe. There are approximately 131- 2- bolt mechanical joints or connections along this 478 meter section of water main. This section of water main is an integral part of the west end of the community looping or interconnectivity of the water piping network. The issue with this section of the water main is that the two bolts at the mechanical joints are corroding and failing as a result of the corrosive soil environment where the Town is



required to repair these leaking joints once they occur. Just recently for example from June 2012 to June 2013 there were six water main breaks within the Town's entire water distribution system (consists of 71.2 kilometers of piping), where 3 out of the 6 breaks or 50% of the breaks occurred along this 478 meter section of water main and was a result of the failure of the two bolt mechanical connections. Because of the native soil deposits or conditions (high silt content) along this section of water main and the frost action all three breaks occurred during the winter months (January 8, February 8 & February 20, 2013). The repair costs were doubled compared to a non-frost time repair. It is estimated at each one of the three water main breaks cost was approximately \$14,000. In order to ensure interconnectivity of the west end water piping network, this section of water main must be replaced so that potable water of high quality and quantity can be delivered to 204 properties in the west end of the community on a consistent basis. If the water main is not replaced in the near future, costly emergency repairs will most likely continue to occur during the winter months as the two bolt mechanical connections will continue to fail as a result of being exposed to the frost action. The water main is scheduled to be replaced as soon as possible during the 2014 construction season.

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## Section 7 - Project Description

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The project description should outline the scope of the project and alternative options considered.

Due to the age of the infrastructure along this section of water main the Town will be undertaking a complete rebuild of the roadway. This will include the removal of the old asphalt surface, road base, curb and gutter, 478 meters of water main, 221 meters of sanitary sewer main, 3 sanitary sewer manholes, 19 storm sewer catchbasins & manholes and 74 meters of storm sewer leads. The water main will be replaced with new PVC water main, including isolation valves, and service lines to the property line. 220 meters of existing asbestos sanitary sewer main will be replaced with new PVC main including new manholes, new sewer service lines to the property line and a closed circuit television (CCTV) inspection of the completed main to check for deficiencies. The old CSP storm sewer catchbasin leads will be replaced with PVC storm sewer piping. Also 19 CSP storm sewer manholes and catch basins will be replaced with precast concrete manholes and catchbasins. Finally the existing concrete curb and gutter, road base and asphalt surface will be replaced. The work will be scheduled to be completed during the 2014 construction season once the frost is out of the ground. In October 2013, the Town's consultant, Hatch-Mott-McDonald has already completed a pick up survey in order to prepare a tender package-engineering drawings. It is the Town's intent to call a tender in late February of 2014 with awarding taking place at the end of March of 2014.

If this is a joint project in partnership with other municipalities, LSBs and/or First Nation communities, please describe the nature of the partnership.

The water main replacement project is within the Town limits of Fort Frances, thus there are no other partners available only the water & sanitary sewer customers of Fort Frances.

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## Section 8 - Project Rationale

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Please describe how the project would reduce or eliminate the current or future public health and/or safety problem.

By having a sound, reliable, non-corrosive watermain in place this will reduce the number of water main breaks within this section of the west end water distribution system, which in return will reduce the level of exposure for 27 property owners to a risk of contaminates that enter the water distribution system under break repair scenarios i.e.- zero water pressure events. Also by replacing this section of water main will ensure that the west end looping characteristics of the water distribution system is maintained so that 204 property owners receive a high quality and quantity of potable water on a consistent basis and limit the exposure to any deterioration in quality due to break repair events.



## Section 9 - Asset Management Planning

AGENDA ITEM #9.1

Is the proposed project a priority within your municipality's or LSB's comprehensive asset management plan? If your municipality/LSB is developing an asset management plan for December 31, 2013 but has not yet completed it, is the proposed project expected to be a priority within the plan once complete?

- ☒ Yes, the proposed project is a part of the comprehensive asset management plan or expected to be once completed
- ☐ No
- ☐ Other (explain)

**Note:** Applicants that pass the pre-screen and are invited to submit a detailed application will be required to include their asset management plan with their application.

## Section 10 - Declaration

Each Expression of Interest must be accompanied by a declaration\*. For municipalities, the declaration must be made by council resolution. For LSBs, the declaration must be made by resolution from the LSB board.

I certify that

- the information in the Expression of Interest is factually accurate; and
- the municipality or LSB has a comprehensive asset management plan that includes all of the information and analysis described in [Building Together: Guide for Municipal Asset Management Plans](#) in place or will have one in place by December 31, 2013.
- the comprehensive asset management plan will be publicly available, including online if the municipality/LSB has a website, by May 30, 2014.
- the project put forward in this application will be completed by December 31, 2015.

I have the authority to bind the municipality/LSB.

Last Name

Brown

First Name

Doug

Title

Operations & Facilities Manager, P. Eng.

Date (yyyy/mm/dd)

2013/10/28

\*If submitting an electronic copy of the resolution, please attach this document to the email submitted

## Section 11 - Documents Submitted With This Expression of Interest

Please outline any files or documents (e.g., council resolution) you will be submitting along with this Expression of Interest.

If you are submitting this form by email, write a description of the file's contents to the left and indicate the file name or hyperlink to the right.

Attach all documents to the same email as this form.

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

### Documents attached

Description

File name

Cost Estimate of Project including HST and Contingency  
Typical Picture of 2 bolt mechanical connection

2013OctoberColonizationRoadWest.pdf

## Submission

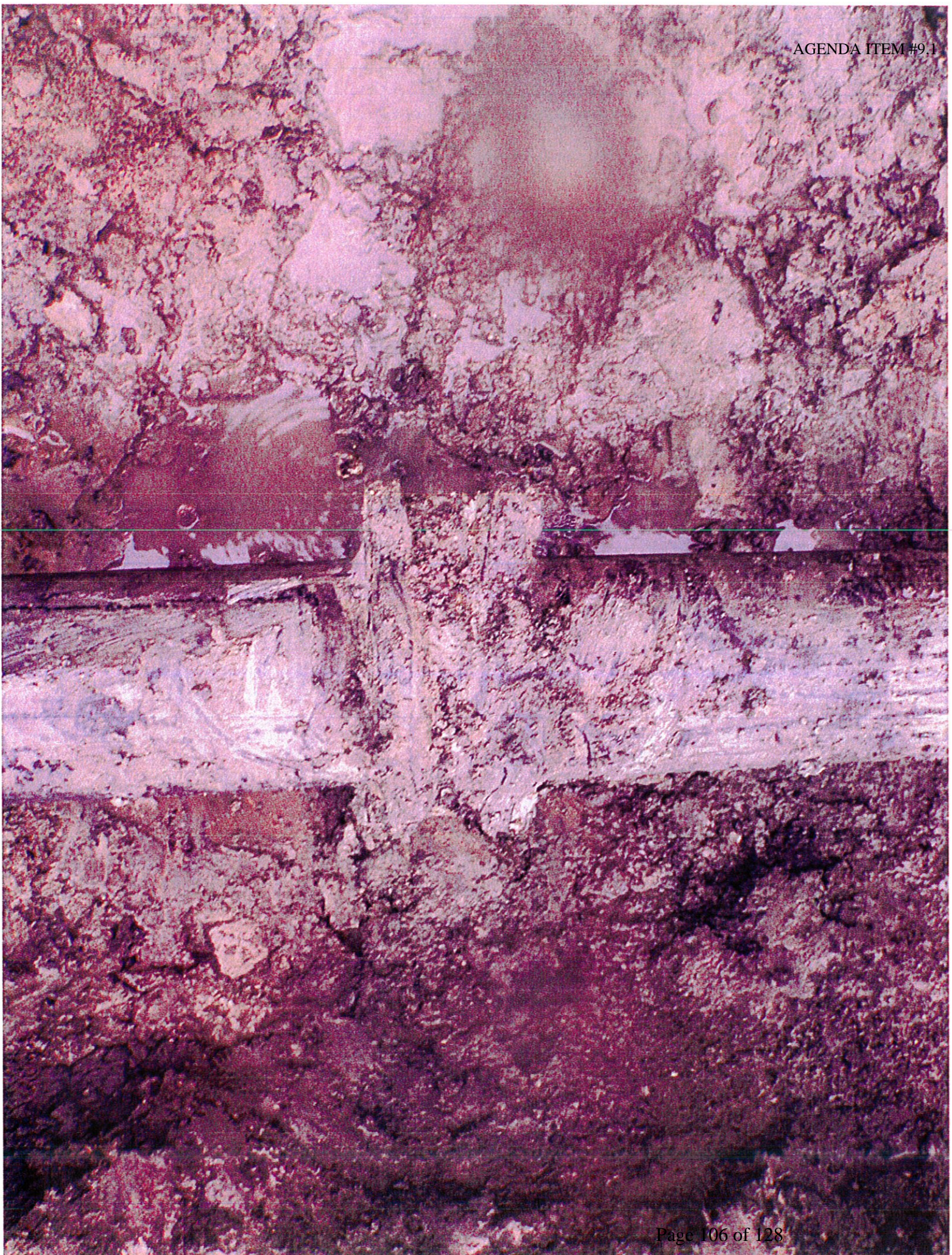
Expressions of Interest must be received by 5 p.m. EST on November 1, 2013.

Questions? Call 1 877 424 1300 or send an email to [new-municipal-infrastructure@ontario.ca](mailto:new-municipal-infrastructure@ontario.ca)

### Mailing address

Small, Rural and Northern Municipal Infrastructure Fund - Capital Program  
c/o Rural Programs Branch  
Ministry of Rural Affairs  
1 Stone Rd West, 4<sup>th</sup> Floor  
Guelph ON N1G 4Y2















**Cost Estimate Colonization Road**  
**West VAL012 to VAL014**

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	2013 AVERAGE COSTS	
Colonization Road West RECONSTRUCTION						
Section A - Grading						
A.001	206, SP	Earth Excavation (Grading)	4,325	m <sup>3</sup> (P)	\$10.41	\$45,023.25
A.002	310, SP	Hot Mix HL4 Asphalt	1,512	t	\$230.58	\$348,563.17
A.003	314, SP	Granular 'A'	2,082	t	\$19.70	\$41,015.40
A.004	314, SP	Granular 'B' (Type 1)	5,963	t	\$16.21	\$96,653.26
A.005	510, SP	Removal of Asphalt Pavement (Full Depth)	5,258	m <sup>2</sup> (P)	\$3.27	\$17,193.66
A.006	510, SP	Remove Curb and Gutter	956	m (P)	\$9.20	\$8,795.20
A.007	510, SP	Remove Concrete Driveway, and Aprons	248	m <sup>2</sup>	\$54.50	\$13,516.00
A.008	510, 351, SP	Concrete Driveways and Aprons	248	m <sup>2</sup>	\$216.96	\$53,806.08
A.009	353, SP	Concrete Curb and Gutter (R-109-S)	956	m	\$172.24	\$164,661.44
A.010	510, 351, SP	100 mm Topsoil and Sod	2,266	m <sup>2</sup>	\$11.76	\$26,648.16
Total Section A - Grading					\$	815,875.62
Section B - Storm Sewers						
B.001	510, SP	Remove Existing Catchbasins and Manholes	19	ea	\$539.20	\$10,244.80
B.002	510, SP	Remove Existing Catchbasin Leads	74	m	\$21.32	\$1,577.68
B.007	407, SP	Catchbasins	11	ea	\$2,615.60	\$28,771.60
B.008	407, SP	Catchbasin Manholes	8	ea	\$4,910.40	\$39,283.20
B.010	410, SP	250 mm PVC SDR 35 Catchbasin Leads	74	m	\$153.82	\$11,382.68
B.011	410, SP	Connect to Existing Storm Sewer	1	ea	\$1,477.00	\$1,477.00
Total Section B - Storm Sewers					\$	92,736.96
Section C - Watermain						
C.001	441, SP	Remove and Replace existing 150mm Watermain with New 150mm PVC DR 18 Class 150 Watermain	478.0	m	\$299.22	\$143,027.16
C.002	441, SP	New 150 mm Water Valve and Box	3	ea	\$2,011.40	\$6,034.20
C.003	441, SP	Remove and Replace 19mm Copper Water Service	27	ea	\$2,242.20	\$60,539.40
C.004	441, SP	Temporary Water Service	1	LS	\$20,000.00	\$20,000.00
C.005	441, SP	Remove and Replace Hydrant Sets	4	ea	\$8,146.20	\$32,584.80
Total Section C - Watermain					\$	262,185.56
Section D - Sanitary						
D.001	408, SP	Supply, Adjust and Install New Adjustable Manhole Frame and Cover on Existing Sanitary Manhole	2	ea	\$1,453.20	\$2,906.40
D.002	510, SP	Remove Existing Sanitary Manhole	3	ea	\$859.00	\$2,577.00
D.003	410, 310, SP	Remove Existing 300 mm Sanitary Sewer	221	ea	\$51.90	\$11,469.90
D.004	410, SP	300 mm PVC SDR Sanitary Sewer	221	m	\$340.44	\$75,237.24
D.005	410, SP	Remove and Replace Existing 150 mm Sanitary Service	24	ea	\$2,037.80	\$48,907.20
D.006	410, SP	Sanitary Manhole	3	ea	\$5,546.40	\$16,639.20
D.007	409, SP	Closed Circuit Television Inspection of Sewer Mainline	221	m	\$13.92	\$3,076.32
D.008	SP	Sanitary Sewer Bedding Upgrade	221	m	\$18.92	\$4,181.32
Total Section D - Sanitary					\$	164,994.58
Total Williams Av. Reconstruction					\$	1,335,792.72
SECTION G - GENERAL						
G.001		Bonds & Insurance	1	LS	\$34,133.40	\$34,133.40
G.002		Mobilization & Demobilization	1	LS	\$71,484.00	\$71,484.00
G.003		Contingency Allowance	1	LS	\$0.00	\$0.00
Total Section G - General					\$	105,617.40
SUMMARY OF TENDER PRICES						
COLONIZATION ROAD WEST RECONSTRUCTION						
Section A - Grading					\$	815,875.62
Section B - Storm Sewers					\$	92,736.96
Section C - Watermain					\$	262,185.56
Section D - Sanitary					\$	164,994.58
Colonization Road West Reconstruction Total					\$	1,335,792.72
SECTION G - GENERAL						
General Total					\$	105,617.40
SUB-TOTAL					\$	1,441,410.12
13% HST					\$	187,383.32
TOTAL TENDER PRICE					\$	1,628,793.44
Engineering Cost 10%					\$144,141.01	\$81,439.67
Subtotal					\$1,585,551.14	\$162,879.34
10% Contingency Allowance					\$158,555.11	\$179,167.28
Total					\$1,744,106.25	\$1,970,840.06
Town's portion of HST					\$30,696.27	
Grand Total					\$1,774,802.52	



Sewer & Water data for 2013  
up-dated October 1st, 2013

Month	Days per month	2013 Total Sewage STP cu. meters monthly	2013 Sewage STP daily	2013 Couch. Wastewater Meters monthly	2013 Couch. 2 Water Meters monthly	2013 Total Treated WTP cu. meters monthly	2013 Treated WTP cu. meters daily	2012 Total Treated WTP cu. meters monthly	2012 Treated WTP cu. meters daily	2013-2012 Diff WTP monthly	2013-2012 Diff Wastewater STP monthly	2013 Difference STP-WTP monthly	2013 Infiltration daily average	2012 Infiltration daily average
2013														
January	31	148234.0	4781.7	8355.0	269.5	9472.5	305.6	115230.0	3717.1	8.22%	-7495.0	33004.0	1064.6	350.9
February	28	131213.0	4686.2	6942.0	247.9	9472.5	338.3	107000.0	3821.4	8.35%	-9559.0	24213.0	864.8	310.8
March	31	141866.0	4576.3	8015.0	258.5	9748.5	314.5	112290.0	3622.3	8.68%	-32133.0	29576.0	954.1	1070.9
April	30	193567.0	6452.2	8503.0	283.4	9748.5	325.0	111310.0	3710.3	8.76%	-7204.0	82257.0	2741.9	2524.4
May	31	341032.0	11001.0	12266.0	395.7	10178.0	328.3	118680.0	3828.4	8.58%	147638.0	222352.0	7172.6	2331.7
June	30	226855.0	7561.8	7787.0	259.6	10178.0	339.3	119730.0	3991.0	8.50%	43040.0	107125.0	3570.8	1409.2
July	31	235007.0	7580.9	9125.8	294.4	11358.5	366.4	134850.0	4350.0	8.42%	-46558.0	100157.0	3230.9	400.9
August	31	207852.0	6704.9	9678.9	312.2	11358.5	366.4	129740.0	4185.2	8.75%	24555.0	78112.0	2519.7	1146.0
September	30	186449.0	6215.0	9007.0	300.2	11358.5	366.4	117050.0	3901.7		30457.0	69399.0	2313.3	879.1
October	31		0.0		0.0		0.0		0.0			0.0	0.0	1366.3
November	30		0.0		0.0		0.0		0.0			0.0	0.0	1515.2
December	31		0.0		0.0		0.0		0.0			0.0	0.0	1375.1
Total	365	1812075.0	6668.1	79679.7	290.2	81515.0	335.5	1065880.0	3903.2	8.80%	235857.0	746195.0	2764.9	1223.4
Monthly Average														
Jan to Aug				70672.7		81515.0		118603.8						
JanCFN&town2011waterdata				adjusted flows for May to August		9047.0								



## Aircraft Landings 2013

As of September 30, 2013 - Airport Statistics - Page 1/2

Month	Bearskin Flights			Bearskin Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance 2013-2012
	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011	2013	2012	2011	
January	79	90	93	306	447	354	0	0	0	11	4	3	33	41	44	2	3	5	40	50	45	165	188	190	-23
February	75	90	80	370	465	380	7	0	0	16	16	7	49	45	45	2	5	4	46	41	40	195	197	176	-2
March	87	89	97	435	469	381	6	5	4	13	8	21	40	44	45	7	4	9	47	56	56	200	206	232	-6
1/4 Total	241	269	270	1111	1381	1115	13	5	4	40	28	31	122	130	134	11	12	18	133	147	141	560	591	598	-31
April	83	87	77	448	408	329	1	2	0	26	18	26	34	36	30	4	13	4	49	50	55	197	206	192	-9
May	89	90	96	408	402	374	7	7	13	45	14	38	43	59	46	25	35	37	71	73	83	280	278	313	2
June	86	89	92	400	399	429	4	12	5	66	48	64	27	44	47	75	104	104	49	76	95	307	373	407	-66
1/2 Total	499	535	535	2367	2590	2247	25	26	22	177	108	159	226	269	257	115	164	163	302	346	374	1344	1448	1510	-104
July	87	89	92	378	414	389	6	7	2	52	80	52	37	29	35	79	95	97	55	111	72	316	411	350	-95
August	88	88	90	390	352	373	1	0	0	74	45	38	24	52	42	67	81	62	68	89	71	322	355	303	-33
September	78	81	88	432	410	312	5	7	4	43	51	42	41	34	42	44	40	53	42	61	80	253	274	309	-21
3/4 Total	752	793	805	3567	3766	3321	37	40	28	346	284	291	328	384	376	305	380	375	467	607	597	2235	2488	2472	-253
October		87	88		432	371		11	5		22	36		37	61		9	19		73	72	0	239	281	-239
November		78	93		361	492		2	2		13	9		44	46		5	4		53	52	0	195	206	-195
December		67	78		248	325		1	0		7	4		28	39		4	6		54	46	0	161	173	-161
Total	752	1025	1064	3567	4807	4509	37	54	35	346	326	340	328	493	522	305	398	404	467	787	767	2235	3083	3132	-848



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2013- tonnage at landfill site- up-dated October 1st, 2013

6 Year Average

6 Year Average

2013

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2012 Total Tonnes	2007 to 2012 Total Waste Tonnes	2013 Total Tonnes	2012 Total Fees	2007 to 2012 Fees	Total Fees	2013-2012 Tonnes	2013-2012 Fees
JAN	145.11	39.65	207.42	56.68	13.42	3.67	0.00	391.69	353.89	365.95	\$20,495.48	\$16,406.35	\$18,495.66	-25.74	-\$1,999.82
FEB	115.15	36.65	187.76	59.76	11.28	3.59	0.00	334.58	297.13	314.19	\$17,382.70	\$14,170.70	\$16,015.00	-20.39	-\$1,367.70
MAR	132.67	42.17	175.54	55.79	6.43	2.04	0.00	477.06	435.51	314.64	\$24,375.00	\$21,247.93	\$17,752.37	-162.42	-\$6,622.63
APRIL	182.36	42.21	249.62	57.79	0.00	9.86	0.00	554.59	604.31	431.98	\$31,190.56	\$30,114.11	\$24,394.44	-122.61	-\$6,796.12
MAY	346.93	44.73	413.24	53.28	15.44	1.99	1030.20	606.63	706.07	775.61	\$35,933.62	\$35,194.23	\$41,442.14	168.98	\$5,508.32
JUNE	300.21	19.42	1233.38	79.79	12.16	0.79	152.90	651.75	709.97	1,545.75	\$37,055.94	\$36,052.43	\$40,248.26	894.00	\$3,192.32
JULY	249.65	39.80	366.57	58.44	11.07	1.76	91.07	613.22	696.02	627.29	\$34,823.87	\$36,215.23	\$36,414.31	14.07	\$1,590.44
AUG	271.51	43.44	339.10	54.25	14.43	2.31	296.40	627.12	642.92	825.04	\$34,261.03	\$32,808.25	\$35,268.95	-2.08	\$1,007.92
SEPT	252.15	33.76	482.48	64.60	12.20	1.63	1,283.56	559.91	609.38	746.63	\$32,486.48	\$30,420.65	\$41,702.96	186.92	\$9,216.48
OCT	0.00	#DIV/0!	0.00	#DIV/0!	0.00	#DIV/0!	0.00	671.66	631.39	0.00	\$34,008.84	\$31,664.66		-671.66	-\$34,008.84
NOV	0.00	#DIV/0!	0.00	#DIV/0!	0.00	#DIV/0!	0.00	532.56	561.87	0.00	\$25,765.53	\$27,212.91		-532.56	-\$25,765.53
DEC	0.00	#DIV/0!	0.00	#DIV/0!	0.00	#DIV/0!	0.00	346.61	377.05	0.00	\$18,990.48	\$20,606.68		-346.61	-\$18,990.48
average per month	166.31	39.49	304.59	57.41	8.04	3.10	237.84	530.62	552.13	478.94	\$28,897.48	\$27,676.18	\$30,192.68		-\$1,347.61
Total	1995.74		3655.11		96.43		2854.13	6367.38	6625.51	5747.28	\$346,769.73	\$332,114.13	\$271,734.09	731.82	-8,085.63

Actual Forecasted

Budgeted

Difference

Town of Fort  
Frances  
Tonnage

5650.85

5747.28

Residential

1995.74

34.72%

ICI Tonnage

3655.11

63.60%

Coverage materi:

2854.13

fm:p: 2010Janlandfillsitedata2010



# TOWN OF FORT FRANCES

## Operations and Facilities Division - Environmental Area - Operations Statistics (September 2013)

### STAFFING:

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

### OVERTIME HOURS - Equivalent Straight Time Hours

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

### WATER DISTRIBUTION:

#### Water Main Breaks:

- Number of water main breaks: None

#### 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: One (1)
- Second St. E. at Shevlin Ave.

#### Main Valve Replacements:

- Number of water main valve replacements: None

#### Water Service Breaks:

- Number of water service breaks: Three (3)
- 413 First St. E., 611 Victoria Ave. and 712 Nelson St.

#### Water Service Repairs:

- Number of water service repairs: One (1)
- 1202 Fifth St. E.

#### 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: One (1)
- 715 Colonization Rd. E. (Abandon Live Service)

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Five (5)
- 908 Christie Ave. N., 111 Fourth St. W., 1129 First St. E. (2) and 210 Butler Ave.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: None

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Worked in conjunction with Wagner Construction to disinfect and test water quality before putting the new water main and service lines into service.
- Continued with the valve turning program (Area 3) and hydrant valve exercising.
- September 24, 2013 - repaired the fire hydrant at Portage Ave./Sinclair St. for Resolute F.P. (Private)
- Completed locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Recorded locations of curb stops at various locations.

**WATER TREATMENT PLANT:**

- September, 2013 - In receipt of the Water Treatment Plant Monthly Report

**SEWERAGE COLLECTION:**

Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Main Repairs:

- Number of wastewater main repairs: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Sewer Service Breaks:

- Number of sewer service breaks: None



Sewer Service Installations (NEW):

- Number of sewer service installations: None

Sewer Service Replacements:

- Number of sewer service replacements: One (1)
- 1100 Second St. E.

Other Information:

- Cleaned Nine (9) plugged sewer services at the following locations:
  - 830 Smith St., 1000 First St. E., 719 Thompson St., 1111 Christie Ave. N., 930 Portage Ave. N.,
  - 1104 Third St. E., 1039 Christie Ave. N., 905 Frenette Ave. and 929 Victoria Ave.
- Sewer main flushing (Dead Ends) - Areas 11.
- September 4 & 5, 2013 - cleaned the sanitary sewer main on Fifth St. E. for Wagner Construction.
- CCTV inspected various building sewer services.
- September 12, 2013 - Roto Rooter in Town completed the cleaning and televising sanitary sewer mains.
- Traced sanitary sewer services
- Completed locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Recorded locations of cleanouts at various locations.

**WASTE-WATER TREATMENT FACILITY:**

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

**WASTE MANAGEMENT:**

Garbage Collection:

- Number of complaints regarding garbage collection:
  - Town - 0 complaint, Asselin's - 4 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during the period.

- Amount of residential waste delivered to the landfill:
  - 251,150 kgs (251.15 tonnes)
- Amount of ICI waste delivered to the landfill:
  - 482,48 kgs (482.48 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
  - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
  - 28,050 kgs (28.05 tonnes) Metro

Prepared By: \_\_\_\_\_

Environmental & Facilities Superintendent

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



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

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



October 9, 2013

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

Attention: Mr. Doug Herr  
Environmental and Facilities Superintendent

Dear Doug:

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

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

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

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

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C.' followed by a stylized flourish.

Kelly Cunningham  
Senior Operator

For Larry Wachter  
Operations Manager

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

## **INTRODUCTION**

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

## **DESCRIPTION OF WORKS**

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

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

## **LABORATORY**

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



### SEPTEMBER 2013 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD <sub>5</sub>	2.3 mg/L	25 mg/L	15 mg/L	14.6 kg/d	225 kg/d	135 kg/d
Suspended Solids	5.6 mg/L	25 mg/L	15 mg/L	35.9 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.29 mg/L	1.0 mg/L	1.0 mg/L	1.8 kg/d	9 kg/d	9 kg/d
Ammonia as N	0.33 mg/L					
Nitrite as N	0.06 mg/L					
Nitrate as N	7.04 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli	6.0 count/100 ml (geometric mean )		200 count/100ml (geometric mean )		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)	
pH			pH range 7.4 to 7.8; average pH was 7.6			
Temperature degrees C			Temperatures ranged from 17.0 - 17.5 average temperature of effluent at 17.4			

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

### WASTEWATER LIQUID PROCESS

The average daily flow for September was 6215.0 m<sup>3</sup>/day; representing 69% of the design average flow. Total treated flow for the month was 186,449 m<sup>3</sup>. Although daily effluent SS and Total P. were exceeded on September 25<sup>th</sup> when clarifier 1 was drained for the annual inspection, the treatment process has proven to be quite resilient since.

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

## INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	400 +/- @ 7.0% + 200 @ 12%	Litres
Alum	13.0 +/- @ 65 %	Cubic meters
Polymer	26 Bags (650 kg)	Bags (25 kg/bag)

## MAINTENANCE

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

### Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Hot water flushed alum lines
- Regular cleaning of head works EW basket strainer
- Exercised portable generators
- Greased all blowers
- Regular cleaning of seal water strainer TFP 9-5
- Pulled, cleaned and gapped impeller RAS pump 2
- Replaced belt ASU-02
- Cleaned the Headcell inlet and Teacup
- Calibrated both automatic samplers
- Adjusted packing TFP 9-5
- Replaced belt EF 03
- Pressure washed polymer mixer and tank
- Removed sand from headworks inlet channel
- Changed oil in clarifier 1 gear drives and adjusted drive chains
- Shoveled sand from clarifier 1 inlet channel
- Drained and inspected clarifier 1 and removed 1 link each side of long collector chain

**Pump Stations:**

- Ran gen sets
- Changed seal water strainers
- Cleaned bar screens
- Bell was called in to troubleshoot Boundary Rd communication

**OPERATIONAL ISSUES**

The facility met all operational requirements for the month.

**SLUDGE SUMMARY**

The volume directed to the gravity belt thickener totaled 608.6 m<sup>3</sup> for the month. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 244.9 m<sup>3</sup> (average 11.3 m<sup>3</sup>/load) to the agricultural drying bed. The Organic Soil Conditioning site has a valid Certificate of Approval - number S-71048-31.

**COMPLAINTS**

There were no complaints during the report period.

**BY-PASS REPORT(S)**

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

**COMMENTS**

Plant power consumption for the month was 613 (x 180 multiplier) kWh.

All MCCs and transformers and panels were inspected by B.A. Norris Electric for loose connections and hot spots. As follow up, a transformer will be replaced in the headworks building and the panel manufacturer was contacted regarding the colour of some panel buses that were found to be ok.

The additional effluent testing that is required as of January 1, 2013 to meet the requirements of the Wastewater Systems Effluent Regulations is now a part of our regular sampling regimen.

**REPORTS**

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



Month	Avg. Day Flow m3	Max Day Flow m3	Sewage Flows Year 2013				Usage % Plant Capacity	Sludge Volume Hauled M3	Removal Efficiency CBOD5 Suspended Solids Total Phosphorus
			Treated Volume ML	ByPass Volume ML	Total Volume ML	Total Volume ML			
January	4781.7	5473	148234		148234	53%	208.6		
February	4686.2	5427	131213		131213	52%	183.5		
March	4576.3	5880	141866		141866	51%	191.0		
April	6452.2	12672	193567		193567	72%	250.1		
May	11001.0	21372	341032	4640.3	345672.3	122%	233.2		
June	7561.8	10741	226855		226855	84%	193.1		
July	7580.9	17259	235007	266.2	235273.2	84%	206.5		
August	6704.9	7822	207852		207852	74%	180.5		
September	6215.0	6991	186449		186449	69%	244.9		
October						0%			
November						0%			
December						0%			
Sum				4906.5	1816981.5		1891.4		
Average	6618		201342		201887	74%	210.2		
Max		21372	341032		345672.3				
C of A	9000	18000							

Month	CBOD5										Suspended Solids				Total Phosphorus				E. Coli		pH	
	Avg Raw CBOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg Raw S.S (mg/L)	Avg. Eff. S.S (mg/L)	Avg. Load S.S (kg/day)	Avg Raw T.P (mg/L)	Avg. Eff. T.P (mg/L)	Avg. Load T.P (kg/day)	Geo Mean Counts /100ml	Monthly Minimum	Monthly Maximum	pH									
January	78.5	2.1	10.0	125.0	4.2	20.3	2.6	0.26	1.23	5.1	7.4	7.7										
February	93.3	2.5	12.0	166.0	6.7	31.8	3.0	0.27	1.30	7.8	7.3	7.6										
March	70.7	3.4	15.1	139.9	5.8	26.7	2.7	0.31	1.41	4.4	7.3	7.6										
April	53.6	2.7	19.2	143.3	10.2	82.2	2.1	0.30	2.30	22.9	7.4	7.8										
May	23.3	2.2	26.8	65.4	8.9	115.1	1.0	0.30	3.76	16.6	7.6	7.7										
June	47.4	3.1	23.3	118.3	8.0	80.8	1.4	0.21	1.60	6.4	7.5	8.0										
July	41.5	2.0	14.1	172.7	8.4	74.8	1.7	0.24	2.00	3.5	7.7	8.1										
August	57.5	2.1	13.7	127.6	2.8	18.4	1.7	0.19	1.24	2.7	7.5	7.8										
September	67.3	2.3	14.6	147.4	5.6	35.9	1.80	0.29	1.79	6.0	7.4	7.8										
October																						
November																						
December																						
Average	59.2	2.5	16.5	134.0	6.7	54.0	2.0	0.26	1.85	8.4	7.5	7.8										
Max	93.3	3.4	26.8	172.7	10.2	115.1	3	0.31	3.76	22.9	7.7	8.1										
C of A		25	225		25	225		1	9	150	6.0	9.5										



2013 O & F Division Capital Program						
Capital Code	TOTAL BUDGET	2013	Variance	Notes		
TRANSPORTATION						
Public Works Buildings/General Misc						
C-310-9105-1471	\$8,000.00		\$8,000.00			
	\$8,000.00	\$0.00	\$8,000.00	0.00%		
GIS/Engineering Services						
C-360-9261-1523	\$25,531.00	\$37,641.11	-\$12,110.11	Demo Twice Public Sector Digest software for all town staff/FFPC - Kenora presently utilizes citywide TA/works/CPA/GIS		
	\$25,531.00	\$37,641.11	-\$12,110.11	147.43%		
Roads						
C-313-9258-1523	\$203,832.00	\$352,454.68	-\$148,622.68	Awarded Contract to Makkinga on Feb. 19, 2013 schedule to start work on July 2nd, 2013		
C-313-9259-1523	\$201,000.00	\$174,448.95	\$26,551.05	Awarded Contract to Wagner on May 13, 2013 schedule to start work on June 17, 2013		
	\$404,832.00	\$526,903.63	-\$122,071.63	130.15%		
C-345-9135-1471	\$5,000.00		\$5,000.00			
	\$5,000.00	\$0.00	\$5,000.00	0.00%		
	\$443,363.00	\$564,544.74	-\$121,181.74	127.33%		
TOTAL TRANSPORTATION						
PARKS & CEMETERIES						
Parks						
C-580-9105-1471	\$5,000.00	\$1,093.26	\$3,906.74			
C-580-9157-1471	\$5,000.00	\$4,883.47	\$116.53	New tractor on-site middle of May, 2013		
C-582-9256-1523	\$10,000.00	\$0.00	\$10,000.00	Letter to TSSA on February 7, 2013		
	\$20,000.00	\$5,976.73	\$14,023.27	29.88%		
TOTAL PARKS & CEMETERIES						
AIRPORT						
C-390-9256-1523	\$10,000.00	\$0.00	\$10,000.00	Letter to TSSA on February 7, 2013		
C-390-9257-1471	\$225,000.00		\$225,000.00			
	\$235,000.00	\$0.00	\$235,000.00	0.00%		
TOTAL AIRPORT						

2013 O & F Division Capital Program		As of September 30,	2013		Variance	Notes
ENVIRONMENT		Capital Code	TOTAL BUDGET			
<i>Sanitary Sewer - Collection System</i>						
Tools & Equipment		C-410-9105-1471	\$10,000.00	\$3,452.37	\$6,547.63	
Refurbishing Sanitary Manholes		C-410-9138-1523	\$50,000.00		\$50,000.00	
Phase 2 Tender No. 12-OF-01 2nd St from Central Ave to Mowat Ave & Mowat Ave from 2nd St to 3rd St.		C-410-9258-1523	\$578,156.00	\$215,080.32	\$363,075.68	Awarded Contract to Makkinga on Feb. 19, 2013 schedule to start work on July 2, 2013
Williams Ave from 5th St to 3rd St (190 meters)		C-410-9259-1523	\$343,954.00	\$109,483.34	\$234,470.66	Awarded Contract to Wagner on May 13, 2013 schedule to start work on June 17, 2013
Residential Development of old Huffman School Property Year 3 of 3 Phase design for Infrastructure Renewal Project		C-410-9282-1523	\$139,405.00	\$93,215.37	\$46,189.63	
		C-410-9179-1523	\$37,500.00		\$37,500.00	
			\$1,159,015.00	\$421,231.40	\$737,783.60	36.34%
<i>Sewage Treatment Plant</i>						
Mise Capital Upgrades		C-413-9105-1471	\$150,520.00	\$6,599.25	\$143,920.75	
Honeywell Improvements		C-410-9280-0000	\$130,457.00	\$49,789.71	\$80,667.29	
			\$280,977.00	\$56,388.96	\$224,588.04	20.07%
<i>Water System</i>						
<i>Water Distribution System</i>						
Replacing Main Line Water Valves/Hydrants		C-961-9137-1523	\$97,935.00	\$66,843.40	\$31,091.60	Awarded Contract to Wagner on May 13, 2013 schedule to start work on June 17, 2013
Leak Detection Equipment		C-961-9105-1471	\$23,000.00	\$25,637.35	-\$2,637.35	
Phase 2 Tender No. 12-OF-01 2nd St from Central Ave to Mowat Ave & Mowat Ave from 2nd St to 3rd St.		C-961-9258-1523	\$489,080.00	\$148,257.82	\$340,822.18	Awarded Contract to Makkinga on Feb. 19, 2013 schedule to start work on July 2nd, 2013
Williams Ave from 5th St to 3rd St (190 meters)		C-961-9259-1523	\$384,171.00	\$127,797.33	\$256,373.67	Awarded Contract to Wagner on May 13, 2013 schedule to start work on June 17, 2013
Residential Development of old Huffman School Property Year 3 of 3 Phase design for Infrastructure Renewal Project		C-961-9282-1523	\$192,514.00	\$142,266.77	\$50,247.23	
General Mise Tools/Equipment		C-961-9179-1523	\$37,500.00		\$37,500.00	
		C-961-9105-1471	\$10,000.00		\$10,000.00	
			\$1,234,200.00	\$510,802.67	\$723,397.33	41.39%
<i>Water Treatment Plant</i>						
Mise Small Capital Equipment		C-965-9105-1471	\$40,000.00	\$7,558.23	\$32,441.77	
Replace In-Plant Water Lines		C-965-9152-1471	\$27,000.00	\$28,490.02	-\$1,490.02	Prydes plumbing completed work - labelling piping still outstanding
Honeywell Improvements		C-965-9280-1523	\$212,366.00	\$106,212.81	\$106,153.19	
Backup Generator		C-965-9260-1471	\$130,000.00		\$130,000.00	Discussions with Honeywell to complete this work with energy retrofit work at WTP
			\$409,366.00	\$142,261.06	\$267,104.94	34.75%
			\$3,083,558.00	\$1,130,684.09	\$1,952,873.91	36.67%
TOTAL ENVIRONMENT						
Total O & F Division			\$3,781,921.00	\$1,701,205.56	\$2,080,715.44	44.98%



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

Revenue	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Certificates	\$ 405.80	\$ 174.30	\$ 290.50	\$ 406.70	\$ 522.30	\$ 1,044.60	\$ 987.70	\$ 1,336.30	\$ 1,510.60				\$ 6,678.80
Business Licences	\$ 15,049.00	\$ 5,226.20	\$ 2,702.40	\$ 2,783.25	\$ 3,484.90	\$ 1,183.60	\$ 462.85	\$ 993.30	\$ 383.55				\$ 32,249.05
Lottery Licences	\$ 2,440.25		\$ 1,093.07	\$ 0.00	\$ 416.40	\$ 160.76	\$ 1,492.71	\$ 201.05	\$ 315.00				\$ 6,119.24
Town Property Rental	\$ 364.60	\$ 364.60	\$ 373.72	\$ 373.72	\$ 373.72	\$ 373.72	\$ 373.72	\$ 373.72	\$ 373.72				\$ 3,345.24
Fort Frances Portion of POA Fines					\$ 11,158.48	\$ 0.00	\$ 8,979.32						\$ 20,137.80
Nat Gas/Purchase Card Rebates					\$ 0.00								\$ -
Death/Still Birth Registrations		\$ 177.30	\$ 265.95	\$ 679.65	\$ 0.00	\$ 325.05	\$ 502.35		\$ 384.15				\$ 2,334.45
Marriage Licences		\$ 134.90	\$ 269.50	\$ 269.80	\$ 0.00	\$ 1,214.10	\$ 1,079.20	\$ 809.40	\$ 289.80				\$ 4,316.80
Civil Marriage	\$ 312.10	\$ 612.10			\$ 0.00	\$ 607.42	\$ 364.10		\$ 134.90				\$ 2,030.62
Certify Copies		\$ 5.45	\$ 10.90		\$ 2.95	\$ 0.00							\$ 19.30
Commissioning Oaths/Affidavits	\$ 105.10	\$ 108.15	\$ 39.25	\$ 38.60		\$ 27.60	\$ 60.01	\$ 239.95	\$ 11.05				\$ 757.41
Investment Income	\$ 670.70	\$ 678.94	\$ 1,082.51	\$ 2,345.93	\$ 2,004.41	\$ 1,941.04	\$ 502.00	\$ 756.77	\$ 2,900.23				\$ 12,882.53
Agreement Fee					\$ 0.00		\$ 8,900.00						\$ 8,900.00
Sale of Land					\$ 0.00								\$ -
Administration Service Charges	\$ 178.80	\$ 18,476.91	\$ 13,036.83	\$ 15,438.89	\$ 20,734.46	\$ 15,447.83	\$ 21,379.85	\$ 15,164.07	\$ 13,954.42				\$ 131,812.06
	\$ 19,526.35	\$ 23,956.85	\$ 19,164.93	\$ 22,336.54	\$ 30,055.12	\$ 22,325.72	\$ 44,993.81	\$ 19,874.56	\$ 20,217.42				\$ 231,483.30
<b>Accounts Receivable</b>													
Balance Forward	\$ 276,262.01	\$ 163,015.01	\$ 174,318.61	\$ 155,448.51	\$ 124,882.94	\$ 105,276.95	\$ 131,879.00	\$ 113,745.18	\$ 145,163.20				\$ 1,974.46
Invoices/Debits	\$ 59,155.28	\$ 119,162.64	\$ 155,091.71	\$ 101,411.96	\$ 113,858.92	\$ 117,058.70	\$ 115,550.57	\$ 149,794.00	\$ 121,720.72				\$ 1,974.46
Payments/Credits	\$ (172,404.50)	\$ (108,589.67)	\$ (174,081.82)	\$ (131,709.68)	\$ (133,580.43)	\$ (90,721.71)	\$ (133,924.25)	\$ (118,567.56)	\$ (137,583.35)				\$ -
Interest Applied	\$ 602.24	\$ 130.03	\$ 100.01	\$ 151.12	\$ 115.52	\$ 265.06	\$ 239.86	\$ 191.58	\$ 178.44				\$ -
Total Amount Owng	\$ 163,615.01	\$ 174,318.61	\$ 155,448.51	\$ 125,301.91	\$ 105,276.95	\$ 131,879.00	\$ 113,745.18	\$ 145,163.20	\$ 129,478.01				\$ -
<b>A/R Invoices Processed</b>													
General/By Law	7	24	10	13	13	16	23	18	20				144
Daycare	0	50	50	55	52	49	52	44	59				411
Airport	4	19	21	6	21	19	22	29	8				149
Landfill	18	27	25	33	37	44	42	44	41				311
Public Works	5	2	4	11	6	9	9	6	6				58
Sewer	9	9	7	15	8	5	7	8	6				74
Water	14	11	26	19	11	7	16	9	6				119
Fire Department	0	0	0	0	0	0	0	0	0				0
Memorial Sports Centre	19	8	20	18	9	15	7	8	33				137
Fort Frances Power Corp	3	5	8	5	7	3	6	13	8				58
Invoices Issued by Month	79	155	171	175	164	167	184	179	187				1,461
<b>NSF/Returned Payments</b>													
Day Care	0	0	0	0	0	0	0	0	0				0
Memorial Sports Centre	1	3	3	7	6	2	1	1	2				26
Utilities	4	4	3	4	1	2	4	7	2				31
Taxation	0	0	3	1	0	1	0	0	0				5
Other	1	0	0	1	1	0	2	2	0				7
<b>Taxes</b>													
Balance Forward	\$ 836,350.20	\$ 6,801,270.07	\$ 2,250,472.61	\$ 784,422.31	\$ 6,085.38	\$ -138,910.19	\$ 6,014,305.67	\$ 2,826,009.93	\$ 1,247,469.31				\$ 116,593.58
Tax Billings/Debits	\$ 7,307,509.07	\$ 2,920.83	\$ 5,972.83	\$ 16,714.75	\$ 3,164.02	\$ 6,166,032.81	\$ 7,708.68	\$ 14,908.85	\$ 16,296.29				\$ -
Payments/Credits	\$ (1,353,373.60)	\$ (4,558,132.90)	\$ (1,491,989.39)	\$ (822,902.38)	\$ (149,451.86)	\$ (24,701.95)	\$ (3,207,364.95)	\$ (1,607,636.26)	\$ (179,441.95)				\$ -
Interest Applied	\$ 10,763.40	\$ 10,405.61	\$ 13,066.26	\$ 15,679.94	\$ 13,483.03	\$ 11,885.00	\$ 11,360.53	\$ 14,186.79	\$ 14,853.02				\$ -
Total Amount Owng	\$ 6,801,270.07	\$ 2,250,472.61	\$ 784,422.31	\$ 6,085.38	\$ 138,910.19	\$ 6,014,305.67	\$ 2,826,009.93	\$ 1,247,469.31	\$ 1,099,178.67				\$ 116,593.58

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Arrears Notices Mailed/Letters	288	249	415	526	298	267	262	412	430	203			
# of Properties in Arrears 3 years+	34	32	31	26	25	22	22	20	18	16			3,440
# of Properties in Arrears 3 years+ with no payment plans	14	14	11	9	8	5	4	4	6	8			81
# Tax Sale Registrations	0	0	0	0	0	0	0	0	0	0			
# Write offs (MOS/357 Applications)		1	3	3			14	3	5				29
Write-off - Municipal Portion		\$ 1,324,863.52	\$ 6,588.61	\$ 432,033.43			\$ 5,975.34	1,417.01	1,166.44				\$ 1,772,041.35
# of Charity Rebates	1					1		1	0				3
Charity Rebates - Municipal Portion	\$ 4,937.90					\$ 7,225.32		13,160.04					\$ 25,323.26
# Vacancy Rebates			7	5	0		1	0	0				13
Vacancy Rebates - Municipal Portion			\$ 7,489.56	\$ 11,797.43			\$ 1,709.97						\$ 20,996.96
<b>E.D. Financial Incentive Plan</b>													
Demolition Grant							1	0	0				1
Grant-In-Lieu of Taxes							548.03						\$ 548.03
<b>Water &amp; Sewer</b>													
Balance Forward	\$ 1,219,748.15	\$ 618,402.99	\$ 555,116.83	409,157.18	323,679.17	387,220.55	325,108.75	400,444.06	323,823.99				
W/S Billings/Debits	192.11	1,263.18	788,364.48	2,148.92	802,767.37	2,136.87	814,437.81	3,723.51	891,025.20				
Payments/Credits	(603,834.35)	(68,902.15)	(937,694.52)	(89,164.29)	(739,847.00)	(65,474.36)	(739,262.06)	(81,659.24)	(699,373.81)				
Interest Applied	2,297.08	4,352.81	3,370.39	1,537.36	621.01	1,225.69	159.56	1,315.66	395.23				
Total Amount Owning	\$ 618,402.99	\$ 555,116.83	\$ 409,157.18	\$ 323,679.17	\$ 387,220.55	\$ 325,108.75	\$ 400,444.06	\$ 323,823.99	\$ 515,870.61	\$ -	\$ -	\$ -	\$ 15,274.79
<b>Bi-Monthly Water/Sewer Bills Issued</b>													
Final Billings Issued	3,388		3,374		3,375		3,397		3,403				16,937
Late Notices Mailed		9		9		18		32					68
Registered Letters		474		442		424		439					1,779
Disconnects		46		40		39		43					168
Reconnections		1		3		1		1					6
		0		0		1		0					1
<b>Provincial Offences</b>													
Fines Paid	\$ 25,297.00	\$ 23,872.00	\$ 34,080.00	\$ 34,757.00	\$ 38,215.00	\$ 29,715.00	\$ 40,420.00	\$ 61,647.00					\$ 288,003.00
Outstanding Fines (pre & post transfer)	\$ 1,883,278.00	\$ 1,890,761.00	\$ 1,888,185.00	\$ 1,906,541.00	\$ 1,923,255.00	\$ 19,739,356.00	\$ 1,971,891.00	\$ 1,952,534.00					
<b>IQOR Collections (pretransfer)</b>							\$ 0.00	\$ 0.00					
IQOR Collections (post-transfer)	\$ 109.70	\$ 557.81	\$ 559.31	\$ 3,373.85	\$ 1,254.98	\$ 2,128.98	\$ 2,128.98	\$ 2,100.00	0.00	0.00	0.00	0.00	\$ 12,213.61
Total IQOR Collected	\$ 109.70	\$ 557.81	\$ 559.31	\$ 3,373.85	\$ 1,254.98	\$ 2,128.98	\$ 2,128.98	\$ 2,100.00					\$ 12,213.61
Hours spent on Collections	40												
Notice of Default - mailed out	60	40	36	38	40	54	32						40.0
New Charges Filed	107	157	179	416	332	284	363	352					300
Court Room Operating Hours	4	4	6	3	5	3	3	3					2,190
<b>Charges Disposed (Before or at Trial)</b>													
Failed to Attend - Convicted	30	23	41	42	71	65	96	68					436
Plead Guilty	15	25	18	31	26	24	13	24					176
Withdrawn	0	1	1	3	4	3	1	4					17
Quashed	1	2	5	1	1	1	5	0					16
Stayed	0	0	0	0	0	0	0	0					0
Dismissed/Acquitted	1	2	2	0	0	1	3	1					10
Plead Not Guilty - Convicted	0	0	2	0	3	3	3	2					16
Other	0	0	0	0	0	0	0	0					0
Total	48	55	69	77	105	97	121	99	0	0	0	0	671

## 2013 RESERVE FUNDS

Account Name	G/L Account #	Balance as at Dec 31/12	Line %	Interest Earned 1st Quarter	Subtotal	Line %	Interest Earned 2nd Quarter	Subtotal	Contributions to (from) Reserve Funds	Subtotal	Line %	Interest Earned 3rd Quarter	Subtotal
Handi-Transit MTO Gas Tax	R-L60-0809-0000	8,586.85	0.082%	53.17	8,640.02	0.083%	54.97	8,694.99		8,694.99	0.085%	59.06	8,754.05
Daycare/Toy Library Donations	R-L60-0812-0000	2,463.90	0.023%	15.26	2,479.16	0.023%	15.77	2,494.93		2,494.93	0.024%	16.95	2,511.88
Waterworks Projects	R-L60-0816-0000	4,848,561.25	46.111%	30,022.52	4,878,583.77	46.111%	31,040.15	4,909,623.92		4,909,623.92	48.153%	33,350.00	4,942,973.92
Parks & Centennial Projects	R-L60-0823-0000	42,648.38	0.406%	264.08	42,912.46	0.406%	273.03	43,185.49		43,185.49	0.424%	293.35	43,478.84
Public Library & Technology Centre	R-L60-0827-0000	264,711.47	2.517%	1,639.11	266,350.58	2.517%	1,694.66	268,045.24		268,045.24	2.629%	1,820.77	269,866.01
Stater Kennedy Centre Projects	R-L60-0832-0000	19,602.35	0.186%	121.38	19,723.73	0.186%	125.49	19,849.22		19,849.22	0.195%	134.83	19,984.05
Post Landfill Closure	R-L60-0851-0000	248,022.47	2.359%	1,535.77	249,558.24	2.359%	1,587.82	251,146.06		251,146.06	2.463%	1,705.98	252,852.04
Sanitary Sewer	R-L60-0859-0000	1,335,143.24	12.698%	8,267.27	1,343,410.51	12.698%	8,547.49	1,351,958.00		1,351,958.00	13.260%	9,183.56	1,361,141.56
Townsend Theatre	R-L60-0871-0000	77,447.05	0.737%	479.56	77,926.61	0.737%	495.81	78,422.42		78,422.42	0.769%	532.71	78,955.13
Corporate Vehicles/Equipment	R-L60-0874-0000	1,389,135.67	13.211%	8,601.59	1,397,737.26	13.211%	8,893.15	1,406,630.41		1,406,630.41	13.796%	9,554.93	1,416,185.34
Corporate Building	R-L60-0875-0000	391,968.63	3.747%	2,439.47	394,408.10	3.747%	2,522.16	396,930.26		396,930.26	3.913%	2,709.85	401,640.11
Corp. Projects Reserve Fund	R-L60-0876-0000	1,175,379.10	11.178%	7,278.00	1,182,657.10	11.178%	7,524.69	1,190,181.79	- 125,000.00	1,065,181.79	10.447%	7,235.55	1,072,417.34
Corporate Contingency	R-L60-0877-0000	576,807.16	5.486%	3,571.62	580,378.78	5.486%	3,692.68	584,071.46	- 575,000.00	9,071.46	0.089%	61.62	9,133.08
Federal Gas Tax Reserve	R-L60-0878-0000	132,445.69	1.260%	820.11	133,265.80	1.260%	847.91	134,113.71	248,559.53	382,673.24	3.753%	2,599.42	385,272.66
		10,314,923.21	100.00%	65,108.91	10,380,032.12	100.00%	67,315.78	10,447,347.90	- 451,440.47	10,195,907.43	100.00%	69,258.58	10,265,166.01
Library Building	R-L61-0828-0000	14,707.17			14,707.17			14,707.17		14,707.17			14,707.17
		10,529,630.38		65,108.91	10,594,739.29		67,315.78	10,662,055.07	- 451,440.47	10,210,614.60		69,258.58	10,279,873.18

Interest Earned - Jan 1/13 - March 31/13	
Reserve Fund Bank Account Int.	532.16
ONE Money Market Investments	5.81
ONE Bond Investments	54,055.01
Reserve Fund B/L 35/96-A Interest	4,968.00
Reserve Fund GIC Interest	5,547.93
	65,108.91

Interest Earned - April 1/13 - June 30/13	
Reserve Fund Bank Acct. Int.	193.55
ONE Money Market Investments	5.30
ONE Bond Investments	57,018.20
Reserve Fund Solar Panel Int.	4,364.14
Reserve Fund GIC Interest	5,734.59
	67,315.78

Interest Earned - July 1/13 - Sept 30/13	
Reserve Fund Bank Acct	554.85
Reserve Fund B/L & Solar Panel Int.	7,069.65
ONE Money Mkt Investments	6.32
ONE Bond Investments	56,692.03
Reserve Fund GIC Interest	4,935.73
	69,258.58



**PROVINCIAL OFFENCES  
2014 BUDGET**

	2008 BUDGET	2008 Actual	2009 BUDGET	2009 Actual	2010 BUDGET	2010 Actual	2011 BUDGET	2011 Actual	2012 BUDGET	2012 Actual	2013 BUDGET	2013 Actual to Aug 31	2014 BUDGET
<b>REVENUE</b>													
FOA Fines	352,500	337,300.23	330,000	330,592.37	330,000	397,453.22	330,000	311,212.34	320,000	341,962.25	320,000	172,458.43	300,000
Investment Income	2,500	1,998.32	2,300	230.25	500	481.87	500	579.77	500	680.70	500	248.89	400
Court Costs													
Administration Fees													
Miscellaneous		1,525.95		151.00		34.50		31.98		1,156.50		86.02	
Transfer from Partners													
<b>TOTAL REVENUE</b>	<b>355,000</b>	<b>340,884.50</b>	<b>332,300</b>	<b>330,973.62</b>	<b>330,500</b>	<b>397,969.59</b>	<b>330,500</b>	<b>311,824.09</b>	<b>320,500</b>	<b>343,799.54</b>	<b>320,500</b>	<b>172,793.34</b>	<b>300,400</b>
<b>EXPENDITURE</b>													
<b>Operating</b>													
Salaries	91,000	87,579.88	92,000	89,261.65	93,000	88,988.32	94,000	88,397.96	94,000	88,095.16	94,000	52,544.81	79,000
Benefits	21,000	18,375.26	21,600	18,875.98	22,000	20,558.40	22,500	22,406.91	23,000	21,625.56	23,500	13,708.36	21,500
Contracted Services (including Legal)	4,000	6,686.10	4,000	2,949.90	3,000	3,409.90	3,000	5,360.46	3,000	2,243.70	3,000	1,415.32	3,000
Collection Agency Costs		10,514.57	9,000	6,829.87	5,800	6,391.29	5,500	8,147.42	5,500	7,086.46	5,500	4,897.44	6,500
ICON Fees	25,000	19,836.83	25,000	22,109.69	25,000	24,039.34	25,000	20,733.93	25,000	21,159.24	25,000	9,241.14	25,000
Transcripts Typed	0	1,433.40	500	0.00	500	0.00	500	0.00	500	1,062.80	500	64.00	500
Office Supplies & Services	1,000	1,114.22	1,000	756.97	1,300	1,990.85	1,200	1,527.87	1,200	3,611.39	3,700	766.26	3,700
Tickets & Forms	5,000	6,623.14	5,000	2,475.96	4,000	1,654.05	4,000	1,492.27	4,000	4,470.06	4,000	3,177.52	2,000
Telephone & Communications	2,500	2,518.51	2,500	2,730.28	2,500	2,659.05	2,600	2,834.74	2,600	2,726.58	2,700	1,927.01	3,000
Conferences & Courses	3,500	2,096.23	3,500	1,802.93	3,500	2,941.10	3,500	2,332.17	3,500	1,519.78	3,000	174.88	3,500
Advertising & Publications		298.38	300	334.11	300	353.95	300	364.15	350	382.44	350	319.38	350
Financial Services	250	55.00	250	752.00	1,000	462.00	1,000	640.00	750	860.00	1,000	794.00	1,100
Audit	3,100	3,100.00	3,200	3,150.00	3,200	3,256.32	3,300	3,307.20	3,300	3,358.08	3,360	0.00	3,460
Management Fee	17,750	17,044.22	16,615	16,548.68	16,525	19,898.47	16,525	15,591.20	16,025	17,189.98	16,025	5,974.83	15,020
Credit Card Discount/Bank Charges	2,200	2,924.50	2,400	3,501.54	4,400	2,617.20	3,500	2,640.17	3,000	3,047.99	3,000	1,782.59	3,000
Interpreter French Language	1,000	0.00	1,000	0.00	1,000	75.00	1,000	933.95	1,000	2,070.68	1,000	0.00	1,000
Rent	17,750	17,044.23	16,615	16,548.68	16,525	19,898.48	16,525	15,591.20	16,025	17,189.97	16,025	5,974.82	15,020
Travel, Mileage & Meals	1,500	609.48	1,000	788.13	1,000	699.93	800	857.06	800	1,413.77	1,000	826.14	1,250
Witness Expenses	500	0.00	500	193.57	500	623.23	500	186.41	500	0.00	500	0.00	500
Postage, Freight, Courier Services	350	968.80	600	1,000.91	800	755.79	800	509.58	700	648.04	700	96.71	700
Memberships	250	150.00	250	200.00	250	200.00	250	200.00	200	200.00	200	349.00	350
<b>Sub-Total</b>	<b>197,650</b>	<b>198,952.75</b>	<b>206,830</b>	<b>190,812.85</b>	<b>206,700</b>	<b>201,472.68</b>	<b>206,300</b>	<b>194,054.65</b>	<b>204,950</b>	<b>199,961.68</b>	<b>208,060</b>	<b>104,034.21</b>	<b>189,450</b>
Transfer to Partners	152,350	141,846.01	120,470	138,352.67	114,400	177,433.91	119,200	114,369.24	110,550	143,837.86	107,440	40,242.96	105,950
<b>Total Operating</b>	<b>350,000</b>	<b>340,798.76</b>	<b>327,300</b>	<b>329,165.52</b>	<b>320,500</b>	<b>378,906.59</b>	<b>325,500</b>	<b>308,423.89</b>	<b>315,500</b>	<b>343,799.54</b>	<b>315,500</b>	<b>144,277.17</b>	<b>295,400</b>
<b>Capital</b>													
Contribution to Capital													
Capital Purchases	5,000	85.74	5,000	1,808.10	10,000	19,063.00	5,000	3,400.20	5,000	0.00	5,000		5,000
<b>TOTAL EXPENDITURES</b>	<b>355,000</b>	<b>340,884.50</b>	<b>332,300</b>	<b>330,973.62</b>	<b>330,500</b>	<b>397,969.59</b>	<b>330,500</b>	<b>311,824.09</b>	<b>320,500</b>	<b>343,799.54</b>	<b>320,500</b>	<b>144,277.17</b>	<b>300,400</b>
<b>Surplus</b>													
Total Revenue	355,000	340,884.50	332,300	330,973.62	330,500	397,969.59	330,500	311,824.09	320,500	343,799.54	320,500	172,793.34	300,400
Total Expenditures	355,000	340,884.50	332,300	330,973.62	330,500	397,969.59	330,500	311,824.09	320,500	343,799.54	320,500	144,277.17	300,400
Net Revenue (Owing to Mun Partners)	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	28,516.17	0