

# TOWN OF FORT FRANCES

AGENDA - December 9, 2013

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 115) 5:30 p.m. to 7:25 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 6:45 p.m.**

- 4.1 Personnel Matters.
- 4.2 Taxation Matter - 714 Armit Avenue.
- 4.3 Town of Fort Frances Branding Project and Process - Grievance.
- 4.4 Request from Town of Fort Frances Police Services Board.
- 4.5 Application to Boards and Committees: Business Improvement Area Board of Management (BIA).
- 4.6 Assessment Matter.
- 4.7 Non agenda items.

### **5. Public Session Resumes in Council Chambers: 6:55 p.m.**

### **6. Consent Agenda: 6:55p.m. to 7:05 p.m.**

- |     |   |         |
|-----|---|---------|
| 6.1 | Pulse Fitness - Equipment Purchase for Memorial Sports Centre Aerobic Room.   | 3 - 4   |
| 6.2 | Townshend Theatre Operating Procedures Manual.  | 5 - 18  |
| 6.3 | Contribution Agreement with Ontario Minister of Rural Affairs - Second Street/Mowat Avenue Project.                   | 19 - 21 |
| 6.4 | Second Amending Agreement for Municipal Hazardous or Special Waste Services (MHSW) with Stewardship Ontario.          | 22 - 32 |
| 6.5 | Funding Agreement with Stewardship Ontario for Upgrades to the Blue Box Transfer Station/Drop-off Recycling Facility. | 33 - 48 |
| 6.6 | Individual Accommodation Plan (IAP) Policy.   | 49 - 53 |
| 6.7 | 2014 Temporary Borrowing to Meet Current Expenditures.  | 54 - 55 |

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6.8 Christmas Greetings on 93.1 The Border.	56 - 58
<b>7. Administration and Finance Division - 7:05 p.m. to 7:15 p.m.</b>	
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8.6 Building Department Statistics Canada Report for the period November 1, 2013 to November 30, 2013.	97
<b>9. Non-agenda items: 7:20 p.m.</b>	
<b>10. General:</b>	



## REPORT



**TO:** Mayor and Council

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

**DATE:** December 3, 2013

**RE:** **Pulse Fitness – Equipment purchase for MSC Aerobic room**

### Preamble

The Memorial Sports Centre made its final lease agreement payment (3years) for the two treadmills in the fitness area on October 15, 2013. At the executive committee meeting on November 4, 2013 the executive committee requested more information on the options available before making a decision on re-leasing, purchasing, or adding another piece of equipment to the area.

At the last meeting of the executive on November 18, 2013 the committee made recommendation to purchase the equipment if possible. To proceed with the purchase of the equipment, direction needs to be provided to treasury as to where the funds will be drawn from.

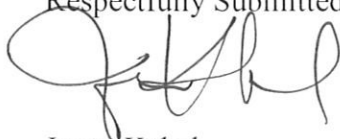
Existing Agreement (#2165) Buyout – 2 Treadmills	\$ 3,947.50 + tax
New Tread-climber Quote (#2274)	<u>\$10,965.00</u> + tax
TOTAL	\$14,912.50 + tax

Lease Options for Tread-climber	Option 1	Option 2
Equipment Value Term	\$10,965.00	\$ 10,965.00
Term	36 months	36 months
Payment	\$365.00	\$326.00
HST	<u>\$ 47.45</u>	<u>\$ 42.38</u>
TOTAL	\$412.45 /month	\$368.38 /month
Purchase Option (after 36 month term)	\$ 100.00 + tax	\$ 1,645.00 + tax
Amount paid during term	<u>\$13,140.00</u> + tax	<u>\$11,736.00</u> + tax
TOTAL (cost of equipment if purchased after term)	\$13,240.00 + tax	\$13,381.00 + tax

The Community Services Executive Committee feels that it best to buy-out the existing lease on the current treadmills in the fitness area of the Memorial Sports Centre at a cost

of \$3,497 and also purchase one new tread-climber for the facility at a cost of \$10,965. Funds for the purchase can be drawn from existing Town reserve funds.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J. Kabel', written over a horizontal line.

Jason Kabel

**Council approval of this report will authorize:**

- 1) the buy-out of lease #2165 with Pulse Fitness for the two treadmills at the Memorial Sports Centre at a cost of \$3,497 + tax.
- 2) the purchase of quotation #2274 with Pulse Fitness for a new Tread-climber at a cost of \$10,965 +tax.
- 3) the funds for the purchase to be drawn from the existing Town reserve account.





## REPORT



**TO:** Mayor and Council

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

**DATE:** December 4, 2013

**RE:** **Townshend Theatre Operating Procedures Manual**

### Background

Early in 2013 the Townshend Theatre Advisory Committee struck an ad-hoc sub-committee to rewrite the existing Theatre Operating Procedures Manual that was badly out of date and had portions that were copied from another theatre manual that didn't make sense for the current operations of our Theatre. The sub-committee consisted of Heather Campbell, David Kircher, Darlyss Krinke, John Dutton, and Jason Kabel. The committee gathered for several meetings to rewrite the Manual from beginning to end.

Please find the rewritten Theatre Operating Procedures Manual attached for your reference. The Theatre Advisory Committee has reviewed the document and is bringing it forward to the executive committee for a proposed recommendation to Council for adoption as the document to lead operations and decision making for most issues that arise for the Townshend Theatre. The agreement between the Town of Fort Frances, Rainy River District School Board, and Confederation College was used as a guide in the revision of the document.

The Community Services Executive Committee recommends to Town Council to adopt the re-written version of the Townshend Theatre Operating Procedures Manual as the document to help lead operations of the Townshend Theatre.

Respectfully Submitted,

Jason Kabel

**Council approval of this report will adopt** the attached document as the new Townshend Theatre Operating Procedures Manual.

# TOWNSHEND THEATRE

## Operating Procedures Manual



TOWN OF FORT FRANCES

Community Services Division

*June 2013*

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**TOWNSHEND THEATRE**  
**OPERATING PROCEDURES MANUAL**

**INTRODUCTION**

Townshend Theatre is owned and operated by The Corporation of the Town of Fort Frances under management of the Community Services Department.

The, 430 capacity, Theatre is available for use to all individuals, organizations and corporations on a non-discriminatory basis under the terms and conditions laid out in the Operating Procedures Manual and Contract. All Permit Holders and patrons will be responsible for compliance with all local, provincial and federal laws and policies, and by-laws of the Town of Fort Frances.

The material contained in this Operating Procedures Manual is intended to serve as an adjunct and integral part of all permits for the use of the Theatre and as a guide for potential Permit Holders.

The COMMUNITY SERVICES MANAGER or designate may, by specific exception or amendment to the main body of the permit, alter sections of the Operating Procedures Manual to better suit the needs of specific events. However, in the absence of written changes, all policies enumerated in the manual will be in full force as stated.

In this manual the THEATRE is the Townshend Theatre. The user group is the PERMIT HOLDER. The COMMUNITY SERVICES MANAGER is the Town of Fort Frances Community Services Manager.

## OPERATION PROCEDURES MANUAL

### 1. GENERAL BOOKING

#### 1.1 Master Calendar and THEATRE Bookings

- a) The COMMUNITY SERVICES MANAGER or designate will maintain a one year running calendar of **scheduled** activities **for the Theatre** and will accept tentative event dates for potential PERMIT HOLDERS for available dates within that one year period.
- b) Events will be scheduled and considered booked only when a 20% deposit is made, at which time the party will be considered a PERMIT HOLDER. At any time additional payments may be requested by the COMMUNITY SERVICES MANAGER or designate to cover the cost of expenses incurred on the PERMIT HOLDER'S behalf. If an event is cancelled by the PERMIT HOLDER, any deposit money will be forfeited as liquidation damages.
- c) During the school year, the THEATRE is available for community use during the hours of 6:00 p.m. to 11:00 p.m. weekdays, to 1:00 a.m. on evenings of performances, 8:00 a.m. to 1:00 a.m. on weekends, and 8:00 a.m. to 1:00 a.m. each day for the remainder of the year.
- d) The maximum seating capacity of the THEATRE is four hundred and thirty (430). This is the maximum number of people that may be accommodated at one time in the THEATRE seating area. No one may sit in the aisles or on the stairs in the THEATRE. All people in the THEATRE must have a valid ticket for the event. No babes in arms.

#### 1.2 Application Forms/Permits

Once an application form is completed for use of the THEATRE and a 20% deposit is made, a person/group will sign the rental contract and be deemed a PERMIT HOLDER. A copy of the contract will be given to the PERMIT HOLDER.

#### 1.3 Signed Contract with an Act

- a) The PERMIT HOLDER agrees to furnish the COMMUNITY SERVICES MANAGER or designate, at the time of executing the Permit Agreement, a copy of the contract rider between PERMIT HOLDER and the Act to be presented, to ensure that performance requirements will be fulfilled.
- b) Performance Contract – At the request of the COMMUNITY SERVICES MANAGER, the PERMIT HOLDER shall produce any contract that it may have with an artist with regards to any question of copyright or other matter which the COMMUNITY SERVICES MANAGER may deem necessary to determine that the PERMIT HOLDER has completed arrangements for the engagement.

#### 1.4 Permit Holder Representative

The PERMIT HOLDER will furnish to the COMMUNITY SERVICES MANAGER or designate the name, address and phone number of the PERMIT HOLDER'S representative. This representative will be the sole person authorized to make decisions or to negotiate with the COMMUNITY SERVICES MANAGER or designate. This representative, who must be present at each performance, will then be the sole person authorized to resolve problems and conflicts or to negotiate any alterations in performance procedure with the staff of the THEATRE.

#### 1.5 Theatre as Supplied

The THEATRE will be made available to the PERMIT HOLDER with ordinary THEATRE lighting, heating and air conditioning, subject to equipment breakdown. The basic theatrical stage lighting system and stage sound system will also be available subject to equipment breakdown for the PERMIT HOLDER to use during their rental of the THEATRE at no additional charge.

#### 1.6 Building Cleanliness

The THEATRE will be supplied in a reasonable state of cleanliness at the beginning of the rental period. If the THEATRE dressing rooms or other rooms used by the PERMIT HOLDER or the PERMIT HOLDER'S performers cast or crew are left in an unsatisfactory condition, in the sole opinion of the COMMUNITY SERVICES MANAGER or designate (the on duty custodial staff), the PERMIT HOLDER shall be responsible for cleaning costs incurred.

#### 1.7 Building Alterations

There will be no alterations to the THEATRE without written approval of the COMMUNITY SERVICES MANAGER.

#### 1.8 Building Damage

Any damage inflicted on the THEATRE or its equipment, however caused, will be paid for by the PERMIT HOLDER. All equipment brought into the THEATRE including stage sets, decorations, attachments in the premises and surrounding areas shall be subject to the approval of the COMMUNITY SERVICES MANAGER or designate. All electrical equipment must be approved (see Section 2.5).

#### 1.9 Building Overtime

The standard daily rental period is seven (7) consecutive hours. The rental period starts when the PERMIT HOLDER or group enter the THEATRE or set up is started on the PERMIT HOLDER'S behalf. The rental period ends when:

- a) All stage equipment has been put away;
- b) All lighting that has been adapted for the PERMIT HOLDER'S specific show is reset to the standard;
- c) The stage floor has been swept and/or mopped;
- d) The PERMIT HOLDER'S group has vacated the building; and
- e) The THEATRE building is locked and a security check is completed by the on duty custodial staff.

#### 1.10 Financial Settlement

If funds are outstanding at the conclusion of an event, an invoice for the balance owed will be issued to the PERMIT HOLDER. Any money owing will be due NET 30 DAYS from the issue date of the invoice. A full accounting of charges made by the COMMUNITY SERVICES MANAGER or designate will accompany the invoice. In the event of seating surcharge, the surcharge will be included in this invoice.

#### 1.11 Site Visits

Site visits to view the THEATRE and the technical equipment are encouraged and may be arranged during normal business hours, Monday to Friday, with the COMMUNITY SERVICES MANAGER.

#### 1.12 Backstage Policies

- a) The PERMIT HOLDER will provide an adequate number of people to run their performance, set up, strike, or rehearsal in a safe and efficient manner.
- b) The PERMIT HOLDER shall be responsible for all its personal property in the building including all backstage areas.
- c) *No one is permitted in restricted and technical areas of the THEATRE (lighting grid, box booms, or control booth) unless specifically authorized by the COMMUNITY SERVICES MANAGER or designate.*
- d) All the PERMIT HOLDER'S effects must be removed from the THEATRE at the termination of the rental period. If effects are not removed, they will be removed at the owner's expense. All technical aspects of events conducted at the THEATRE are subject to the supervision and approval of the COMMUNITY SERVICES MANAGER or designate.
- e) Painting is not permitted in the THEATRE except in the loading dock area. Appropriate drop cloths must be used to protect the floor. Expense to repair any damage will be charged back to the PERMIT HOLDER.



- f) No stapling, screwing or nailing into the stage floor is permitted.
- g) All exit doors and hallways must be kept free and clear of any obstructions at all times.
- h) No costumes, properties, etc., are to be hung from the fire equipment, emergency lighting fixtures or backstage equipment at any time.
- i) Food and drinks are not permitted in the THEATRE, catwalks or control room.
- j) Nothing may be attached to the stage drapes. This includes anything that may be pinned or taped to the curtains.
- k) There will be no 'tours' of the THEATRE, backstage or any of the technical areas without the authorization of the COMMUNITY SERVICES MANAGER or designate.
- l) Audience members should not be encouraged to go on the stage or into the backstage area after a performance. Guests of the performers may be greeted in the lobby.

#### 1.13 Volunteer Ushers

Volunteer ushers will supply the required front of house personnel free of charge to the PERMIT HOLDER including house manager, security, ushers and personnel to assist with the box office, if required, to ensure that theatre policies are adhered to.

#### 1.14 Advertising and Promotions

All advertising and promotions for engagements will be by the PERMIT HOLDER at the PERMIT HOLDER'S sole cost and expense.

#### 1.15 Equipment, Signs and Posters

- a) The PERMIT HOLDER will not do, or permit to be done, anything that will tend to damage, mar or in any manner deface the property of the THEATRE, and will not drive or install, or permit to be driven or installed, any nails, hooks, tacks or screws into any part of the THEATRE, and will not make, or allow to be made, any lacerations of any kind to the THEATRE or any equipment or facilities thereof.
- b) The PERMIT HOLDER will not post or exhibit or allow to be posted or exhibited, any signs, advertisements, show bills, lithographs, posters or cards of any description on any part of the THEATRE, except upon the regular areas provided for such purpose. The PERMIT HOLDER will post or exhibit only such material as approved by the COMMUNITY SERVICES MANAGER or designate as it relates to the performance or exhibition to be given in the THEATRE under this license. The COMMUNITY SERVICES MANAGER or designate reserves the right to reject materials that do not conform to fire and safety regulations (e.g. non-flame proofed banners), or community standards.

- c) The PERMIT HOLDER'S production requires cast members to smoke on stage; the COMMUNITY SERVICES MANAGER must provide prior approval at the time the Theatre Rental Agreement is signed. Once approved and at the PERMIT HOLDER'S expense, ALL advertising must include a disclaimer that smoking is part of the production.

#### 1.16 Loading Entrance

All articles, exhibits, fixtures, materials, displays, etc., will be brought into or out of the building only at such entrances as may be designated by the COMMUNITY SERVICES MANAGER or designate.

#### 1.17 Objectionable Persons

- a) The COMMUNITY SERVICES MANAGER or designate reserves the right to eject or cause to be ejected from the THEATRE any objectionable person or persons; and neither the COMMUNITY SERVICES MANAGER nor any of its officers, agents or employees shall be liable to the PERMIT HOLDER for any damages that may be sustained by the PERMIT HOLDER through the COMMUNITY SERVICES MANAGER'S exercise of such right.
- b) The term 'objectionable persons' shall include those persons who by virtue of disorderly conduct, intoxication, disruptive behavior, violation, policies pertaining to the THEATRE, municipal, provincial or federal law, make the proper conduct of business, an event, or the enjoyment by others of the event, difficult or impossible.

#### 1.18 Limitations

- a) The COMMUNITY SERVICES MANAGER or designate may refuse to make requested areas available if the proposed use interferes with the school, the THEATRE'S normal business, or is deemed hazardous, unsafe or objectionable.

## 2. TECHNICAL FACILITIES AND EQUIPMENT

#### 2.1 Technical Staff

- a) When technical equipment is being used by the PERMIT HOLDER, qualified technical persons are required to operate the equipment. A listing of the personnel will be made available to the PERMIT HOLDER upon request. An extra charge for the cost of technical staff will be applied to the Contract.
- b) Under special circumstances for those PERMIT HOLDERS providing special technical staff, arrangements may be made with the COMMUNITY SERVICES MANAGER.

## 2.2 Technical Information

Technical information will be sent to the PERMIT HOLDER if requested. This information includes lighting, audio, and stage equipment lists, drawings of the stage and lighting grid, the house light plot and stock lighting gel list.

## 2.3 Additional Charges for Special Equipment

Any equipment required beyond the existing equipment package requires the PERMIT HOLDER to gain approval from the COMMUNITY SERVICES MANAGER or designate.

## 2.4 Additional Equipment

Audio-visual equipment, including VCR and TV monitor, flip charts, video projector easels or other specialized equipment may be arranged at a cost to the PERMIT HOLDER, through the COMMUNITY SERVICES MANAGER or designate pending availability.

## 2.5 Electrical Equipment

- a) All electrical equipment used in the THEATRE must be CSA, U/L or Ontario Hydro approved.
- b) In the event that the standard electrical connections provided by the COMMUNITY SERVICES MANAGER or designate are not sufficient for the PERMIT HOLDER'S purposes, the PERMIT HOLDER will inform the COMMUNITY SERVICES MANAGER or designate that additional electrical connections are required. The COMMUNITY SERVICES MANAGER or designate may require the PERMIT HOLDER to retain a qualified electrician which will be selected by the COMMUNITY SERVICES MANAGER or designate to do all work involved in the connection or disconnection of electrical equipment. The costs of these electrical services will be borne by the PERMIT HOLDER.
- c) If the COMMUNITY SERVICES MANAGER or designate determined that any piece of electrical equipment brought into the THEATRE is damaged, impaired or otherwise deficient so as to create a potentially dangerous situation, the COMMUNITY SERVICES MANAGER or designate will refuse to let it be used in the THEATRE until such impairment or deficiency is remedied.

## 2.6 Pyrotechnics

All pyrotechnical effects to be set up and used in the THEATRE are subject to the safety approval of the COMMUNITY SERVICES MANAGER or designate and the Fort Frances Fire Department.

This will include how the effects are to be set up and fired. Pyrotechnics must be set and used by an individual certified by the Explosives Branch of Natural Resources of Canada. For greater certainty the Pyrotechnic process from set up, execution and removal must be under the direct supervision of an individual certified by the Explosives Safety and Security Branch of Natural Resources Canada.

## 2.7 Sound Pressure Levels

Sound pressure levels in the THEATRE may not exceed the guidelines set out by the Ontario Ministry of Labour – Safety guidelines for the Live Performance Industry in Ontario (as amended). If sound pressure levels are felt to be exceeding these levels, the COMMUNITY SERVICES MANAGER or designate will measure the levels utilizing the THEATRE'S equipment. If the sound pressure levels exceed an acceptable level, the PERMIT HOLDER will be advised immediately to lower the sound pressure levels. If this is not done, the performance may be stopped.

## 2.8 Rigging

The rigging of signs, small set pieces, etc., will be executed or supervised only by the COMMUNITY SERVICES MANAGER or designate. This includes items that are dead hung and items that are rigged to fly.

## 2.9 Piano Use

- a) Requests for use of and piano tuning must be arranged through the COMMUNITY SERVICES MANAGER or designate. The piano(s) will be tuned on a regular basis. Only tuners approved and hired by the COMMUNITY SERVICES MANAGER or designate are permitted to tune and repair the instruments. Piano tuning is at the expense of the PERMIT HOLDER.
- b) The piano(s) are to be used only as instruments, not as stage props. (Users should feel free to bring in their own pianos for such uses.). The COMMUNITY SERVICES MANAGER or designate reserves the right to restrict the use of the piano(s) at any time.
- c) Any damage suffered by the piano(s) during their use by a group will be paid for by the group. The piano(s) will be inspected by the COMMUNITY SERVICES MANAGER or designate and the PERMIT HOLDER prior to and following each use.

## 2.10 Orchestra Pit – Stage Thrust

The orchestra pit is available for use by any groups using the THEATRE. It is, however, due to its design, very labour intensive to move. Please consult the COMMUNITY SERVICES MANAGER or designate when making plans to utilize the orchestra pit.

If the PERMIT HOLDER wishes to use a piano in the orchestra pit, he/she must supply his/her own electric piano.

### 3. **CATERING**

#### 3.1 Authorized Caterers

All food services must be supplied by a caterer arranged through or authorized by the COMMUNITY SERVICES MANAGER or designate.

#### 3.2 Licensed Events

The High School Cafeteria adjacent to the Lobby may be available for special licensed Events, subject to Fort Frances Municipal Alcohol Policies.

### 4. **MISCELLANEOUS**

#### 4.1 Coat Check Services

The THEATRE will not operate a coat check service. The PERMIT HOLDER may operate one and charge a fee to patrons for this service.

#### 4.2 Box Office

A box office is available in the lobby area for use by the PERMIT USER.

### 5. **GENERAL POLICIES**

#### 5.1 Lost Articles

- a) The COMMUNITY SERVICES MANAGER or designate will have the sole right to collect, to have custody of and to dispose of articles left in the building by persons attending any performance, exhibition or entertainment present in the THEATRE. The PERMIT HOLDER, and any other persons in the PERMIT HOLDER'S employ, or under his/her control, will not collect nor interfere with the collection or custody of such articles. LOST AND FOUND: Please call the COMMUNITY SERVICES MANAGER or designate.
- b) Where lost articles can readily be identified to be the property of the PERMIT HOLDER, his employee, or others under his/her control, the COMMUNITY SERVICES MANAGER or designate will make every effort to return articles to the rightful owner, but will not be responsible for incurring any cost for shipping said articles to the owner.

#### 5.2 Stage Entrance

The THEATRE stage entrance is located on the south side of the building. All performers, technicians, and other personnel associated with the PERMIT HOLDER'S event will use this door when entering and leaving the facility. The main THEATRE entrance should not be used. In some cases and with prior approval, when the Drama Room is being used by

performers, the school door immediately to the right (north) of the main THEATRE doors can also be used as the stage door entrance. Access may also be obtained through the school.

## **6. PARKING LOT/GROUNDS USE**

- 6.1 The parking lot and the grounds surrounding the THEATRE are available for use. There is no smoking allowed in the parking lot and on the grounds surrounding the Theatre.

Both the Town of Fort Frances and the Rainy River District School Board are not responsible for any loss or damage however caused in the use of the parking lot and grounds surrounding the Theatre.

## **7. USE OF ASSIGNED ROOMS**

- 7.1 By agreement with the Rainy River District School Board, the PERMIT HOLDER of the THEATRE may request to use the Drama Room, the Cafeteria adjacent to the THEATRE, as well as other school rooms. The Principal or designate, shall have sole discretion regarding the access, use, and designation of these rooms, subject to permit considerations already granted by the Board. Use of the school room(s) is a privilege and may be revoked by the Principal or designate at any time. The PERMIT HOLDER shall provide sufficient supervision so as to protect school/Board property. Any damage shall be the responsibility of the PERMIT HOLDER.
- 7.2 Requests of additional school rooms, including the Cafeteria or Drama Room, are made through the COMMUNITY SERVICES MANAGER or designate who will liaise with the Rainy River District School Board Community Use of Schools Coordinator. The COMMUNITY SERVICES MANAGER or designate will then communicate the availability of the school room(s) to the PERMIT HOLDER.

For greater clarity, the Permit Holder will direct all communication regarding the availability of, booking of, or any other item(s) related to the use of school rooms to the Community Services Manager or designate.



November 20, 2013

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Execution of Contribution Agreement with Ontario Minister of Rural Affairs for the 2<sup>nd</sup> Street/Mowat Avenue Project**

February 19, 2013, Council approved awarding the second phase of Tender No. 12-OF-01 to Makkinga Contracting & Equipment Rentals for \$1,283,150.03 for the completion of the 2<sup>nd</sup> Street/Mowat Avenue Project. The Project was substantially completed on September 13, 2013. Back in April of 2013 the Town of Fort Frances applied for \$424,000 funding under the MIII – Capital Program for this project. On October 28, 2013 the Ministry of Rural Affairs notified the Town that it would be receiving \$847,397 in funding for this project. See attached letter.

At this time the contribution agreements with the Ontario Minister of Rural Affairs must be executed for this project.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Mayor and Clerk be authorized to execute the contribution agreements with the Ontario Minister of Rural Affairs.
- 2) That the executed contribution agreements are forwarded ASAP to the Ontario Ministry of Agriculture, Food & Rural Affairs in order to receive a portion of the funding prior to December 31, 2013 (year-end).

Respectfully submitted,  
Operations & Facilities Division

Doug Brown, P. Eng.  
Manager Operations & Facilities

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

- 1) That the Mayor and Clerk be authorized to execute the contribution agreements with the Ontario Minister of Rural Affairs.
- 3) That the executed contribution agreements are forwarded ASAP to the Ontario Ministry of Agriculture, Food & Rural Affairs in order to receive a portion of the funding prior to December 31, 2013 (year end).

2013FebMIIIIfundingagreement

RECOMMENDED  
DEC 04 2013  
DIV. MNG. *Dayman*  
EXECUTIVE COMM. *R. Widenkoff*



Ministry of Agriculture  
and Food

Ministère de l'Agriculture et De  
L'Alimentation

Ministry of Rural Affairs

Ministère des Affaires rurales

4th Floor  
1 Stone Road West  
Guelph, Ontario N1G 4Y2  
Tel: 519 826-3153  
Fax: 519 826-4336

4<sup>e</sup> étage  
1 Stone Road West  
Guelph (Ontario) N1G 4Y2  
Tél. : 519 826-3153  
Télec. : 519 826-4336



## Rural Programs Branch

October 28, 2013

Doug Brown, O & F Manager. P Eng.  
Town of Fort Frances  
320 Portage Avenue,  
Fort Frances, Ontario  
P9A 3P9  
dbrown@fort-frances.com

Re: SRN-TOP-00318 - Second Street and Mowat Avenue Reconstruction

Dear Doug Brown:

As follow up on your recent funding approval for the above-noted project, we are now in the process of preparing the Contribution Agreements. As part of this process, it is necessary to ask the municipality for some further information. We would like to confirm that your project has been approved for a maximum of \$ 847,379.00.

Accordingly, please populate the template included with this letter and return it to us within two weeks from the date of the same.

Should you have any questions, please send them directly to me at Lynn.Pardoe@ontario.ca or call me directly at 519 537-8422. If you prefer a toll free number please contact 1-877-424-1300 and ask to be connected to me in Woodstock.

Best regards,

Lynn Pardoe  
Project Analyst





November 20, 2013

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Execution of 2<sup>nd</sup> Amending Agreement for Municipal Hazardous or Special Waste Services (MHSW) with Stewardship Ontario**

Background

Back in July of 2011, the Town entered into a new Municipal Hazardous or Special Waste Services Agreement with Stewardship Ontario in order to continue to receive funding for Phase 1 MHSW materials. A letter was received by email on February 15, 2012 from David Pearce of Stewardship Ontario explaining the reasons why the Town should execute the first amending agreement with Stewardship Ontario for MHSW services.

Please find attached an email dated November 20, 2013 from Kent Hollister of Stewardship Ontario explaining the reasons why the Town should execute the second amending agreement with Stewardship Ontario for MHSW services. Also please find attached a copy of the proposed 2<sup>nd</sup> amending agreement with Stewardship Ontario.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the Town enter into a 2<sup>nd</sup> amending agreement for Municipal Hazardous or Special Waste Services with Stewardship Ontario.
- 2) That the Mayor and Clerk be authorized to execute the 2<sup>nd</sup> Municipal Hazardous or Special Waste Services amending Agreement with Stewardship Ontario prior to December 31, 2013.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Manager Operations & Facilities

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

- 1) That the Town enter into a 2<sup>nd</sup> amending agreement for Municipal Hazardous or Special Waste Services with Stewardship of Ontario.
- 2) That the Mayor and Clerk be authorized to execute the 2<sup>nd</sup> Municipal Hazardous or Special Waste Services amending Agreement with Stewardship Ontario prior to December 31, 2013.

2013NovMSHWagreement.doc

RECOMMENDED  
DEC 0 4 2013  
DWM/2013  
EXECUTIVE COMMITTEE  
*Doug Brown*  
*R. Wieckhoff*



Kent Hollister  
<khollister@stewardshipontario.ca>

11/20/2013 10:38 AM

To D Brown <dbrown@fort-frances.com>

cc

bcc

Subject Fort Frances, Town Of - 2014 MHSW Amending Agreement - ACTION REQUIRED

To all municipalities providing MHSW collection services,

Attached to this email you will find an amending agreement for the New Municipal or Hazardous Special Waste Services Agreement between Stewardship Ontario and your municipality. This amending agreement is necessary to incorporate the following changes negotiated by the Regional Public Works Commissioners of Ontario, the Association of Municipalities of Ontario, and the Municipal Waste Association (Member Associations) and Stewardship Ontario:

- Reflect changes to the reporting and payment processes that were implemented in 2013 to reduce administrative burdens and expedite payments to municipalities.
- Provide additional clarity about the methodology used to conduct Lab Pack Audits and to provide the Member Associations with the option of observing the Lab Pack Audits and reviewing the results.
- Remove penalties for the late submission of Depot hourly Claims Submissions.
- Insert language to demonstrate how the Depot hourly rate will be calculated if a materials exits Stewardship Ontario's program, such as through the awarding of an ISP. The percentages used to complete the table found in Schedule C, for those municipalities providing Depot collection services, are based on the provincial average share of tonnes collected by material through the Depot channel from Q4 2012 to Q3 2013.

Stewardship Ontario received endorsement of these changes in principle from the Member Associations on September 23<sup>rd</sup>.

The Amending Agreement has an effective date of January 1, 2014. While we recognize that this provides only six weeks to obtain the necessary signatures, we are asking that you make every effort to **return two signed original copies** of the amending agreement by **December 31, 2013** to the following address:

Stewardship Ontario  
ATTN: Kent Hollister  
1 St. Clair Ave. West, 7<sup>th</sup> Floor  
Toronto, ON M4V 1K6

Thank you very much for your continued efforts to collect Phase 1 MHSW. We are on pace for another successful year.

Regards,

**Kent Hollister**

Operations Manager, MHSW  
Stewardship Ontario  
1 St. Clair Ave. West, 7th FL  
Toronto, ON M4V 1K6  
T: 416-323-0101 x187  
F: 416-323-3185



Fort Frances, Town Of - MHSW Amending Agreement - January 1, 2014.pdf



**AMENDING AGREEMENT  
NEW MUNICIPAL HAZARDOUS OR SPECIAL WASTES SERVICES AGREEMENT**

**WHEREAS:**

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

**THE PARTIES THEREFORE AGREE AS FOLLOWS:**

- 1 The Agreement is hereby amended effective January 1, 2014 as set out in Schedule "A" hereto.
- 2 Any section marked as "Intentionally Deleted" in the Agreement remains "Intentionally Deleted" and is not replaced by or amended by anything in Schedule "A".
- 3 All other provisions of the Agreement remain unamended and in full force and affect.

**IN WITNESS WHEREOF** the Parties have signed this AMENDING AGREEMENT as of December 31, 2013.

**STEWARDSHIP ONTARIO**

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

Name: Lyle Clarke

Title: Executive Vice President

**THE CORPORATION OF THE TOWN OF FORT FRANCES**

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

Name:

Title:

**SCHEDULE “A” TO THE AMENDING AGREEMENT  
NEW MUNICIPAL HAZARDOUS OR SPECIAL WASTES SERVICES AGREEMENT**

1. **Definitions and Interpretation.** The Parties agree that Section 1.2 of the Agreement is deleted in its entirety and replaced with the following:
  - 1.2 In this Agreement:
    - (a) **“Agreement”** means this Agreement and includes all schedules and amendments thereto;
    - (b) **“Business Day”** means Monday through Friday, excluding statutory holidays and any other day that the Government of Ontario has elected to be closed for business;
    - (c) **“Claims Submission”** means submission to SO of data required to validate claim for payment;
    - (d) **“Collection Services”** means all the activities, including those conducted at Events and Depots operated by or on behalf of the Municipality, for the purpose of receiving, classifying, packing, storing and transferring Obligated MHSW onto transportation vehicles, including the manifesting of the MHSW prior to transportation away from the Event or Depot;
    - (e) **“Commingled Materials”** means the materials listed in Schedule E that can be safely packed together for transportation as per the Packing Standards;
    - (f) **“Depot”** means a collection and transfer facility/location operated by or on behalf of the Municipality for receiving MHSW from the public and/or Exempt Small Quantity IC&I Generators and transferring same to transporters for processing or recycling;
    - (g) **“Diversion Report”** means invoices, MHSW material tonnage reports, or other such documents as may reasonably be required by SO from time to time for the validation of Claims Submissions;
    - (h) **“End Processor”** means a Service Provider that processes collected Obligated MHSW;
    - (i) **“Event”** means a one-day or other collection event, operated by or on behalf of a municipality to collect, pack, transport, weigh, and process MHSW from the public and/or Exempt Small Quantity IC&I Generators;
    - (j) **“Exempt Small Quantity IC&I Generator” or “Exempt SQG”** means a business that is not required to submit a Generator Registration Report with respect to MHSW under subsection 18 (1) of Regulation 347, made under the *Environmental Protection Act* (Ontario), as amended from time to time;

- (k) **“FOB”** means free on board;
- (l) **“Generator”** means the final user who generates waste which will be reused, recycled or disposed;
- (m) **“Lab Pack Audit”** means a lab pack study conducted by a third party, with optional observation by no more than two representatives of the Member Associations at their discretion, that follows a methodology designed by SO with input from Member Associations to achieve a high level of statistical confidence, the results of which, after providing an opportunity for representatives of the Member Associations to review them in confidence, are used to determine the proportionate share of each Commingled Material to be paid by SO as set out in this Agreement;
- (n) **“Manifesting”** means those activities associated with preparing a manifest for Post-Collection Services in accordance with Regulation 347 made under the *Environmental Protection Act* (Ontario);
- (o) **“Member Associations”** has the meaning set out in Section 4.3;
- (p) **“MHSW Program Plan”** means the current MHSW waste diversion program as it applies to Phase 1 materials approved by the Minister pursuant to section 26 of the *Waste Diversion Act, 2002* (Ontario), and any amendments thereto and replacements thereof;
- (q) **“MHSW Services”** means the Collection Services and/or Post-Collection Services provided by the Service Provider;
- (r) **“Minister”** means the Minister of the Environment for the Province of Ontario;
- (s) **“Non-Commingled Materials”** means the materials listed in Schedule E that must be packed separately for transportation as per the Packing Standards;
- (t) **“Obligated MHSW”** means MHSW designated as Phase 1 in the Minister’s program request letter to Waste Diversion Ontario received on October 25, 2010 requesting a revised waste diversion program for Phase 1 MHSW and as may be further defined by the Minister from time to time;
- (u) **“Packing Standards”** means the Waste Packing Protocols listed in Schedule “E” as amended by SO from time to time;
- (v) **“Post-Collection Services”** means the management of Obligated MHSW after delivery of such MHSW to a transportation Service Provider FOB the Event or Depot location, including but not limited to transportation of Obligated MHSW materials from Events and Depots, consolidation, sorting, weighing, processing, recycling, and safe disposal of residual waste and other post-collection waste management activities;



- (w) **“Service Provider”** means the Municipality and/or a commercial party that provides MHSW Services to SO or the Municipality as the case may be; and
- (x) **“SO Portal”** means SO’s online system for uploading Claims Submissions.

2. **Payment.** The Parties agree that Section 3.2 of the Agreement is deleted in its entirety and replaced with the following:

### 3.2 Payment

#### (a) MHSW Services – Depot.

- (i) For Depot Collection Services payable pursuant to Section 3.1(a)(i), SO will pay the Municipality pursuant to this Agreement within thirty (30) days of the end of each calendar month.
- (ii) To receive payment for Depot Post-Collection Services for the Commingled Materials, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) and Diversion Report(s) from the End Processor with respect to the Commingled Materials. The Claims Submission is to be submitted by Municipality to SO within thirty (30) days of Municipality receiving the related Diversion Report(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the manifest(s) and Diversion Report(s) received from Municipality within thirty (30) days of receipt and SO will pay the Municipality pursuant to this Agreement within thirty (30) days of the date on which SO determines the claim to be correct and accurate. If any errors or omissions are found, SO will issue a payment adjustment and SO may require a corrected Claims Submission from the Municipality.

#### (b) MHSW Services - Event.

- (i) To receive payment for Event Collection Services and Post-Collection Services, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) and Diversion Report(s) from the End Processor with respect to the Obligated MHSW. The Claims Submission is to be submitted by Municipality to SO within thirty (30) days of Municipality receiving the related Diversion Report(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the Diversion Report(s) received from Municipality within thirty (30) days of receipt and SO will pay the Municipality pursuant to this Agreement within thirty (30) days of the date on which SO determines the claim to be correct and accurate. If any errors or omissions are found, SO will issue a payment adjustment and SO may require a corrected Claims Submission from the Municipality.

## (c) MHSW Services – Event (and transportation to Depot).

- (i) To receive payment for Event Collection Services and transportation of Obligated MHSW to a Depot, the Municipality must upload a Claims Submission via the SO Portal and send SO a copy of the shipping manifest(s) with respect to the Obligated MHSW. The Claims Submission is to be submitted by Municipality to SO within thirty (30) days of Municipality receiving the related manifest(s) but no later than the end of the following calendar quarter. SO will validate the Claims Submission with the manifest(s) received from Municipality within thirty (30) days of receipt and SO will pay the Municipality pursuant to this Agreement within thirty (30) days of the date on which SO determines the claim to be correct and accurate. If any errors or omissions are found, SO will issue a payment adjustment and SO may require a corrected Claims Submission from the Municipality.

3. **Late Submission.** The Parties agree that Section 3.5 of the Agreement is deleted in its entirety and replaced with the following:

3.5 Late Submission

- (a) SO may reduce amounts payable under Claims Submissions which are not submitted to SO within the time periods set out in section 3.2(a)(ii), (b) and (c) by five (5%) per cent per month.
- (b) SO will have no responsibility to pay and Municipality will forfeit the right to claim for, any Claim Submission in respect of a calendar year which is not received by SO within three (3) months of the end of that calendar year.

4. **Term.** The Parties agree that Section 4.3 of the Agreement is deleted in its entirety and replaced with the following:

- 4.3 At least one hundred and fifty (150) days prior to the expiration of the Initial Term or the then current Renewal Term (as applicable) SO will invite representatives from the Regional Public Works Commissioners of Ontario, the Association of Municipalities of Ontario, and the Municipal Waste Association (the "Member Associations") to meeting(s) hosted by SO with the purpose of sharing any changes to the Lab Pack Audit methodology and results, and to discuss possible changes to the Collection Accessibility Schedules and Payment for Collection Services as set out in Schedule "B" and Schedule "C" respectively. SO's position on changes to Schedule "B" and Schedule "C" following the foregoing meeting(s) will be communicated to the Municipality within one hundred and twenty (120) days of the expiration of the Initial Term or the then current Renewal Term (as applicable).

5. **Schedules.** The Parties agree that Section 28.1 of the Agreement is deleted in its entirety and replaced with the following:

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



6. **Schedule “C”.** The Parties agree that Schedule “C” – Payment for Collection Services of the Agreement is deleted in its entirety and replaced with the following new Schedule “C” – Payment for Collection Services:

### **SCHEDULE “C” – PAYMENT FOR COLLECTION SERVICES**

SO will pay the Municipality for MHSW Collection Services as follows:

For MHSW Services – Depot, SO will pay the Municipality the Hourly Rate (defined below) per hour plus applicable taxes for the Total Reimbursable Hours set out in Schedule “B”, to be paid in twelve (12) equal monthly instalments. For greater clarity, the monthly instalment will be calculated as Total Reimbursable Hours divided by twelve (12) and multiplied by the Hourly Rate.

The “Hourly Rate” is \$0.00.

If any individual materials are removed from the scope of this Agreement as a change pursuant to section 2.3 of this Agreement, the component amounts below for the remaining in-scope materials will be used to calculate the new reduced Hourly Rate. In such an event, the Hourly Rate will then be the sum of the component amounts for each individual material that remains within the scope of the Agreement, as set out in the table below.

<b>Individual Material (for Obligated MHSW)</b>	<b>Component Amount</b>
Antifreeze, and the containers in which it is contained	\$0.00
Fertilizers, and the containers in which they are contained	\$0.00
Containers that have a capacity of 30 litres or less and that were manufactured and used for the purpose of containing lubricating oil	\$0.00
Oil filters – after they have been used for their intended purpose	\$0.00
Paints and Coatings, and containers in which they are contained	\$0.00
Pesticides, and the containers in which they are contained	\$0.00
Pressurized containers – non-refillable	\$0.00
Pressurized containers - refillable	\$0.00
Single-use dry cell batteries	\$0.00
Solvents, and the containers in which they are contained	\$0.00

For MHSW Services – Event, SO will pay the Municipality a rate of **\$1,100.00** per tonne of Obligated MHSW plus applicable taxes.

For MHSW Services – Event (and transportation to Depot), SO will pay the Municipality a rate of **\$0.00** per tonne of Obligated MHSW plus applicable taxes.

7. **Schedule “F”**. The Parties agree that Schedule “F” – Due Dates and Penalties of the Agreement is deleted in its entirety.

November 25, 2013

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Execution of Funding Agreement with Stewardship Ontario for Upgrades (Installation of two Compactor Units and 4- 40 cubic yard roll off containers) to the Blue Box Transfer Station/Drop-off Recycling Facility**



### **Background**

In April of 2013, the Town submitted an Request for Expression of Interest (REIO) application under the Stewardship Ontario Continuous Improvement Fund (CIF) for the installation of 2 new stationary compactor units c/w properly sized hoppers and 4-40 cubic yard roll off containers. The total project cost was estimated at \$ 218,275.20 where the town requested 75% or \$ 163,706.40 in funding. The Town was notified by Linda Franz of CIF administration on October 31, 2013 that Stewardship Ontario approved 44% of project costs up to a maximum of \$ 117,700. The Town's portion (\$ 100,575.20) of the project could be possibly funded from utilizing a portion of the 2013 Federal Gas Tax (FGT) revenue, which was previously assigned for the 2<sup>nd</sup>/Mowat Avenue Road Reconstruction project. The Town received an additional \$ 424,000 in funding under the MIII capital funding program thus some FGT funding revenue is available for such a project. The upgrades to the Town' transfer station/drop-off depot facility are eligible under the Federal Gas Tax revenue arrangement.

Once the new compaction equipment is installed and fully operational the following operational changes will occur;

- 1) The 4 – 8 cubic yards drop-off bins will be taken out of service
- 2) Blue Box Recyclables will not be stored in the existing storage building
- 3) The Manpower & equipment (loader) utilized to load the walking floor trailers and emptying the 4 drop-off bins on a regular basis will be distributed to other more meaningful maintenance tasks such as winter control activities or adjusting catchbasins.
- 4) No longer required to use walking floor trailer trucks thus will convert to roll off container trucks capable of hauling two 40 cu. yard containers at one time.
- 5) A forecasted cost saving of \$ 63,588 should be realized.

At this time, Council is required to execute the funding agreements with Stewardship Ontario under the Continuous Improvement Fund (CIF)

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Mayor and Clerk be authorized to execute the funding agreements with the Stewardship under the Continuous Improvement Fund (CIF).
- 2) That the Town portion's of the project be funded by utilizing a portion of Federal Gas Tax revenue which was previously assigned to the 2013 2<sup>nd</sup>/Mowat Avenue Road Reconstruction project.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Manager Operations & Facilities

RECOMMENDED

DEC 04 2013  
DIV. MNG.

EXECUTIVE COMM.

*Doug B.*  
*R. Wiedenberg*

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

- 1) That the Mayor and Clerk be authorized to execute the funding agreements with the Stewardship Ontario under the Continuous Improvement Fund (CIF).
- 2) That the Town portion's of the project be funded by utilizing a portion of Federal Gas Tax revenue which was previously assigned to the 2013 2<sup>nd</sup>/Mowat Avenue Road Reconstruction project.

2013NovCIFfundingagreement





## *Project Grant*

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### CIF Project Number 814.3 – Compactor Units & Bins

---

DATE: November 27, 2013

TO: Town of Fort Frances (the “Recipient”)

WHEREAS:

- A. Waste Diversion Ontario, a corporation incorporated by the *Waste Diversion Act*, 2002 (Ontario) (“WDO”), maintains a fund known as the Continuous Improvement Fund, that funds improvements in recycling practices by Ontario municipalities, comprised of a portion of the fees paid to municipalities by stewards under the Blue Box Program Plan,.
- B. The Continuous Improvement Fund (“CIF”) is a committee of Waste Diversion Ontario, and has been established through an agreement among the Associations of Municipalities of Ontario, the City of Toronto, Stewardship Ontario and WDO under the Blue Box Program Plan.
- C. Stewardship Ontario, a corporation continued under the *Waste Diversion Act*, 2002 (Ontario), acts as custodian of the CIF monies is to provide funding to the Recipient.
- D. The Recipient made an application to the CIF for a grant to assist in the cost of their project entitled: Compactor Units & Bins (the “Project”). A copy of this application is attached hereto as Schedule “A” (the “Application”).
- E. The CIF has agreed to provide the grant to the Recipient to assist in financing the cost of the Project as set out below:

1. **Grant**

Based on the Application, WDO and Stewardship Ontario hereby agree to provide a grant from the CIF to the Recipient in the aggregate amount of 44% of the blue box related Project costs up to a maximum of \$117,700, inclusive of any applicable taxes, government levies or governmental imposts of any kind (the “Grant”), to be applied by the Recipient toward the cost of the Project.

The Project shall be carried out by the Recipient in consultation with the CIF Managing Director. The Recipient shall devote a sufficient amount of staff time and other resources to carry out the Project in accordance with the timelines, budget and other contingencies set out in the appendices hereto. The Recipient shall act in accordance with any policy established by the CIF related to the completion of project grants.

2. **Budget**

The Grant is based upon the budget for the development and implementation of the Project set out in Schedule "B" hereto.

3. **Disbursement of Grant**

The Grant will be disbursed by the CIF to the Recipient as the Project progresses, in accordance with the schedule set out in Schedule "C" hereto. The Recipient shall make a written request to the CIF for each disbursement of a portion of the Grant not less than thirty (30) days prior to the proposed disbursement date and will provide such documentation, to substantiate any such request, as the CIF may reasonably require. Disbursement requests are to be addressed to the CIF Managing Director at the address noted below. Satisfactory completion of the Project report and final disbursement shall be at the sole discretion of the CIF acting reasonably.

4. **No Transfer or Encumbrance of the Project**

The Recipient shall not sell, assign or transfer the Project to a third party nor mortgage, charge or otherwise encumber the Project without the prior written approval of the CIF or repayment of the Grant.

5. **Repayment of Grant**

In the event of any material breach by the Recipient of the terms of the Application or this Agreement which is not remedied within thirty (30) days following written notice by the CIF to the Recipient or any failure by the Recipient to carry out the Project in accordance with the timetable set out in the Application or in this Agreement (subject to any delay which may be acceptable to Waste Diversion Ontario acting reasonably), the Recipient shall repay all amounts received on account of the Grant and WDO and Stewardship Ontario shall be relieved of any obligation to disburse any remaining unutilised portions of the Grant.

6. **Notices**

All notices, requests, demands or other communications (collectively "Notices") by the terms hereof required or permitted to be given by one party to any other party, or to any other person shall be given in writing by personal delivery or registered mail (postage prepaid), by facsimile transmission, or by email to such other party as follows:

Waste Diversion Ontario  
4711 Yonge Street, Suite 1102  
Toronto, ON M2N 6K8  
Attention: Michael Scott, Chief Executive Officer  
Tel: (416) 226-5113 Fax: (416) 226-1368 Email: [michaelscott@wdo.ca](mailto:michaelscott@wdo.ca)



With a copy to:

Continuous Improvement Fund  
92 Caplan Avenue, Suite 511  
Barrie, ON L4N 0Z7  
Attention: Mike Birett, Managing Director  
Tel: (905) 936-5661 Email: mbirett@wdo.ca

To Stewardship Ontario at:

Stewardship Ontario  
1 St. Clair Avenue West, 7th Floor  
Toronto, On M4V 1K6  
Attention: Lyle Clarke, Executive Vice President  
Tel: (416)323-0101 ext. 154 Fax: (416) 323-3185 Email: lclarke@stewardshipontario.ca

To the Recipient at:

Town of Fort Frances  
320 Portage Ave.  
Fort Frances, ON P9A 3P9  
Attention: Doug Brown, P.Eng., Operations & Facilities Manager  
Tel: 807-274-9893 Fax: 807-274-7360 Email: dbrown@fort-frances.com

Or at such other address as may be given by any such person to the other Parties hereto in writing from time to time.

## 7. **General**

- (a) The Parties recognize the importance of making information about the Project available for public use. The Recipient shall cooperate fully in providing information which is not of a commercially confidential nature on the Project, as requested by the CIF Managing Director, for publication by the CIF on websites, at conferences and in newsletters.
- (b) The Recipient shall, at their own cost, present the results and learnings from their project at a public event organized by the CIF within 12 months of submission of their project report if so requested by the CIF Managing Director. The CIF may elect to provide financial assistance to remote municipalities.
- (c) The Recipient shall recognize and state in an appropriate manner, as approved by the CIF Managing Director, the support offered by CIF, WDO and Stewardship Ontario under this Grant. Unless the Recipient has received written notice to the contrary from the CIF Managing Director, the following shall be incorporated into the reports and other documents produced by the Recipient and any sub-contractor in connection with the Project:

*This Project has been delivered with the assistance of the Continuous Improvement Fund, a fund financed by Ontario municipalities and stewards of blue box waste in Ontario. Notwithstanding this support, the views expressed are the views of the author(s), and CIF, Waste Diversion Ontario and Stewardship Ontario accept no responsibility for these views.*

- (d) It is understood and agreed that neither WDO nor Stewardship Ontario has any ownership interest in the Project and neither WDO nor Stewardship Ontario has any responsibility for or liability with respect to the operations of the Project.
- (e) There is no relationship of partnership, agency, joint venture or independent contractor between or among WDO, Stewardship Ontario and/or the Recipient and none of them has any right to bind any of the others to any contractual obligation.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2013

**STEWARDSHIP ONTARIO**

By: \_\_\_\_\_  
Name: Lyle Clarke  
Title: Executive Vice President

\*\*\*      \*\*\*      \*\*\*

DATED this \_\_\_\_ day of \_\_\_\_\_, 2013

**WASTE DIVERSION ONTARIO**

By: \_\_\_\_\_  
Name: Michael Scott  
Title: Chief Executive Officer

**ACKNOWLEDGEMENT AND AGREEMENT**

The undersigned hereby acknowledges and accepts the Grant on the terms set out above. The undersigned further agrees to indemnify and hold WDO and Stewardship Ontario harmless in respect of any losses, costs, claims, damages or expenses incurred by either of them in respect of the funding or operation of the Project.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2013

**Town of Fort Frances**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## SCHEDULE "A" APPLICATION FOR GRANT

*Request for Expressions of Interest for CIF Funding for Priority Projects – FORM 1(Mandatory)*

### FORM 1: Applicant General Information

Municipality or Program Name: Town of Fort Frances

Project Contact (name and title): Doug Brown - P. Eng. Operations & Facilities Manager

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

Email Address: dbrown@fort-frances.com

Phone Number: 807-274-9893

Fax Number: 807-274-7360

URL (if applicable): \_\_\_\_\_

**Check which project(s) you are applying for:**

<input type="checkbox"/>	FORM 2    Projects Related to MIPC Study
<input checked="" type="checkbox"/>	FORM 3    Projects Achieving Cost Savings
<input type="checkbox"/>	FORM 4    Blue Box Harmonization Projects
<input type="checkbox"/>	FORM 5    Projects Increasing Curbside Collection Capacity
<input type="checkbox"/>	FORM 6    Promotion and Education Projects
<input type="checkbox"/>	FORM 7    Ideas and Requests for the Centre of Excellence Initiatives

Work through the Form(s) to fill in as many details as you can. **Contact a CIF staff member, as needed to complete remaining portions.** Be sure to review the Form(s) and that you have filled in every field not marked as "Optional" and that all information is complete and correct. Please check which (if any) supporting documentation is attached to this submission that will help describe or support your project.

Please note that projects are expected to be completed within the timelines stated in your application form(s). CIF reserves the right to terminate projects and cease funding for projects not completed on time.

*Continuous Improvement Fund  
Closing Date: April 30, 2013 at 4:00 p.m.*

Page 1 of 2

*Request for Expressions of Interest for CIF Funding for Priority Projects – FORM 1 (Mandatory)*

**Supporting documentation attached:**

- |   |   |
|---|---|
| <input type="checkbox"/> Collection records                             | <input checked="" type="checkbox"/> Staff reports (to Council, etc.)                            |
| <input type="checkbox"/> Processing records                             | <input type="checkbox"/> Council resolutions  |
| <input type="checkbox"/> Contracts or agreements                        | <input checked="" type="checkbox"/> Other – please specify<br>CIF Project No. 110 - Improvement |
| <input checked="" type="checkbox"/> Waste Management planning documents | Other – please specify<br>ENL Drawing A1-10027-G1 showing                                       |

Dated at April , 23 , 2013  
(Month) (Day) (Year)

I/We have the authority to bind the Corporation

Doug Brown  
(Project Contact)

  
(Signature of Authorized Signing Officer)

Mayor, Roy Avis & Clerk, Glenn Treftlin  
(Position of Authorized Signing Officer)

### FORM 3: Projects Achieving Cost Savings

Work through the Form to fill in as many details as you can. Contact a CIF staff member, as needed to complete remaining portions.

#### Section 1 – Form 3 Details

1. Is this project:

- ☒ A new submission in response to the 2013 REOI?  
☐ An updated 2011 REOI submission?  
☐ A 2011 REOI submission with no updates?

2. Project Description: What are the key features of the project? (Tip: Add your initial thoughts, then complete the remainder of the Form, and come back to finish this response.)

The present single stream drop-off recyclables depot (24 hours service) has 4 - 8 cubic yards bins which are full every day of the week (5 days/ week) and must be emptied usually 2x a day on week days in the morning 7:45 & 3:30 prior to quitting time. The depot is open on all weekends including long statutory holiday weekends thus every Monday or Tuesday morning since Jan of 2011, the 4 bins are overflowing with recyclables left on the roadway and beside the bins. It takes 2 labourers & 1 loader operator between 1.0 to 2 hours to clean-up the overflow recyclables every Monday or Tuesday morning to get the depot back in service. See attached pictures. This process is very time consuming and ties up staff from performing other duties. Recently due to financial restraints, Council eliminated a lift position in the PW area, thus reducing the available manpower to operate the transfer station. The Town is very interested in reviewing the present method of handling/ loading/ transferring BB recyclables from the Transfer Station/Drop-off depot site to the Winnipeg MRF via walking floor trailers as it is very labour intensive and very costly. In 2012 the costs was \$ 367.85 per tonne due to the inefficient way the BB recyclables are handled. Based on a preliminary review it makes sense to install two compactor bins c/w 4- 40 cu. yard roll off containers at the transfer station. Also a closed circuit security camera will be installed to ensure only blue box recyclables are being disposed in the compactor bins. The project would be completed in two stages; detail cost analysis/design in 2013 with implementation in 2014.

3. Which element(s) of your recycling program does this project address?

- |  |  |
|--|--|
| <input type="checkbox"/> Enhanced Communication    | <input checked="" type="checkbox"/> Technology/Capital Efforts |
| <input checked="" type="checkbox"/> Best Practices | <input type="checkbox"/> Hard-to-Market/New Materials          |
| <input checked="" type="checkbox"/> Innovation     | <input type="checkbox"/> Other (please specify):               |

*Request for Expressions of Interest for CIP Funding for Priority Projects – FORM 1*

**Section 2 – Blue Box Program Costs & Cost-Effectiveness**

When this project is fully implemented (i.e. completely operational), how will it affect your blue box program costs and costs per tonne?

1. How will this project save your municipality money on an annual or amortized basis? Please attach a copy of the draft budget showing both capital and operating impacts over the planning period.

By installing two new stationary compactor bins complete with 4-40 cubic yard roll off containers and utilizing a roll off container truck capable of hauling 2-40 cubic yards roll off containers to the Winnipeg MRF there will be a positive financial impact on the on-going operating costs. The present monthly operating costs of \$ 8,899 will be reduced to \$3600 per month or a saving of \$ 5,299 per month or \$ 63,588 per year. As there will be no labour and front-end loader to empty the depot stationary compactor bins and to load the top loaded walking floor trailers in the future. Also the fact the haulage rate to haul BB recyclables to the Winnipeg MRF will be reduced to approximately a \$ 100 per hour. Based on a 12 hours per round trip to the MRF and 3 loads per month it is estimated that it will cost \$ 43,200 per year compared to \$ 65,976.64.

2. How will you monitor and measure project effects on your program's cost-effectiveness?

The Town has been monitoring the on-going operating costs since January of 2011, thus a bench mark on how many man-hours and equipment hours are required to operate the Blue Box Transfer Station/drop off depot site is well documented. Once the two compactor bins c/w 40 cubic yard roll off containers are installed there will be an immediate reduction in on-going operating costs as there will be no labour or equipment hours requirements.

**Additional comments:**

Fort Frances benefited by using walking floor trailers in 2012. As Feb. 13, 2013 the local pulp mill lay off 240 employees and idled the kraft mill and 2 paper machines indefinitely. As a result our hauler is not bringing wood chips from the Winnipeg area to the mill and can't provide a reduced rate for back hauling our BB to MRF. Increase costs projected in 2013.

**Section 3 – Blue Box Diversion**

What effect will this project have on your program's overall blue box diversion (i.e. tonnes of blue box materials sent to market)?

1. Describe any potential implications that this project will have on overall blue box diversion for your program and neighbouring programs (if applicable).

In accordance with the Town's residential BB waste recycling strategy completed in the December of 2010, the short term (3 to 5 years) BB diversion objective was set at 20% compared to the 2009 actual diversion rate of 14.4%. In 2012 the Town diverted 528.14 T of BB materials where the Town has achieved the diversion objective in less than 2 years. Fort Frances is the largest community in the Rainy River District and is considered a regional destination. As a result citizens from other communities could possibly drop off their blue box recyclables when coming to Fort Frances without any additional operating costs other than hauling the containers to MRF if compactor bins c/w roll off containers are installed.

*Request for Expressions of Interest for CIP Funding for Priority Projects – FORM 3*

**Section 4 – Program Improvements and Regionalization Benefits**

What other effects will this project have on your program or on other communities? Use this section to describe whether you plan to work with other communities to develop and deliver the project, how the costs/savings might compare with other similar undertakings.

1. Will the proposed project (please select all that apply):

- ☒ Help your program adapt to changes in the material mix (i.e. manage seasonal variations, prepare for future materials)?
- ☒ Process new materials?
- ☒ Be transferable to other communities?
- ☐ None of the above

2. What other effects will this project have?

Will greatly reduce the on-going operating costs to provide a 24 hour a day-7 day per week-52 weeks per year depot for blue box recyclables.

3. Will you work with other municipalities/partners to develop and deliver this project?

- ☒ Yes ☐ No

If no, please explain why not:

If yes, what municipalities will you work with and how will they benefit?

The Town would gladly offer access to our transfer station/drop-off depot system facility. The Town would entertain a cost recovery user pay system with our neighbouring communities.

4. How do you plan to share costs or savings with partner municipalities?

Presently Fort Frances is the largest community (approximately a population of 8000) in the Rainy River District and is surrounded with 16 municipalities or 1st nation communities with a population less than 5000 within one hour driving distance from the existing depot/transfer station.

In March of 2011, the Town contacted these communities to determine if there was any interest in utilizing the transfer station to enhance recycling services for their communities. Most communities were interested in enhancing recycling services, but once the costs were explained to them no communities were interested. As of April 1st, 2013 the Ministry of Natural Resources(MNR) as a result of closing the MNR landfill site which serviced the community of Mine Center is dropping off BB recyclables at our transfer station. The Town signed a ten-year agreement with the MNR.



*Request for Expressions of Interest for CIF Funding for Priority Projects - FORM 3*

5. What stage are you at in planning your work with other municipalities? Please select your choice below to respond.

- ☐ preliminary discussions
 ☐ awaiting council approval  
☐ draft agreement
 ☐ agreement in place  
☒ other: see information below

Additional comments:

It might be difficult to attract other communities in the Rainy River District to participate in such a recycling project as none are mandated to recycle under Ontario Regulation 101/94.

**Section 5 – Project Costs and Payback Period**

How much will it cost to implement the project and how long is its expected payback period?

1. What is the total cost of completing the proposed project? \$ 218,275.20  
 2. What is the total funding request to CIF? 75% or \$ 163,706.40  
 3. What is the project payback period for CIF support (in years)? Preliminary Calculations is 2.57 years

Additional comments:

The Town will provide in-kind services (labour and equipment) to complete the civic works to construct the foundation for the stationary compactor bins c/w 40 cubic yard roll off containers.

**Section 6 – Project Management and Implementation**

In this section, provide as much information as you can about project management, timing and monitoring.

1. Please identify staff and consultants who will be responsible for this project.

Project Manager

Name: Doug Brown P. Eng

Title: Operations & Facilities Manager

Affiliation: Town of Fort Frances

Role in project: project management, inspection & design

Related experience: greater than 27 years managing/designing municipal infrastructure projects

*Continuous Improvement Fund  
Closing Date: April 30, 2013 at 4:00 p.m.*

Page 4 of 5

*Request for Expressions of Interest for CIF Funding for Priority Projects – FORM 3*

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2. Additional project team members: please identify key staff/consultants, their roles and related experience (optional).

Efficient Waste Management has agreed to partner with the town directly on this project, through to fruition.

3. Project Timing: Upon project approval, how soon can this project be ready to start-up? Please select your choice below to respond.

- ☐ Budget approved by council & project underway  
☐ Budget approved by council; project not yet started  
☒ Awaiting budget and/or council approval  
☒ Other, please describe: installation scheduled for the spring of 2014 once funding is secured

4. How many months will it take to complete the proposed project from start to finish? 3 months

Additional comments:

Spreadsheet outlining the capital costs, simple payback, CIF support payback.

Spreadsheet showing annual Blue Box recyclables diverted from 2003 to 2012

Spreadsheet showing 2012 Trips of Blue Box recyclables to MRF each day of month, total per month and average weight per load.

Spreadsheet outlining 2013 Trips of Blue Box recyclables to MRF each day of month, total per month and average weight per load.

## SCHEDULE "B"

### BUDGET

April, 2013 - Proposed Upgrades to Fort Frances Transfer Station/Drop-off Depot

	Components	Items	Unit Cost
A	Curbside Collection Truck Access Stationary Compactor	Larger Hopper for Rear loading truck	
		4 yard Stationary Compactor	
		Computer Software Package	\$ 75,000.00
		2-40 cubic yard roll off containers	
B	Public Access Stationary Compactor	Larger Hopper for Public Drop off	\$ 60,000.00
		3 yard Stationary Compactor	
		2-40 cubic yard roll off containers	
D	Shipping Equipment to Fort Frances		\$ 15,000.00
E	Foundation for Stationary Compactor and roll off containers	preparation of subgrade	\$ 25,000.00
		concrete work	
		trenching for electrical conductors	
		adjustment of loading ramp grade	
F	Installation of 3 phase electrical service for Stationary Compactors	upgrade existing transformers	\$ 15,000.00
		100 ampere service 120/208 volts	
		hydro meter base	
		new pole	
		electrical conductor	
G	Installation of Close Circuit Security Camera		\$ 5,000.00
H		Subtotal	\$ 195,000.00
I		Town's portion of HST	\$ 3,432.00
J		Total	\$ 198,432.00
K		Contingency Allowance 10%	\$ 19,843.20
L		<b>Total</b>	<b>\$ 218,275.20</b>

simple payback

Total Costs / Total Saving

Total Costs	\$218,275.20		
Total Saving per year	\$63,588	3.43	years
Project payback for CIF support	\$163,706.40	2.57	years
	\$63,588		

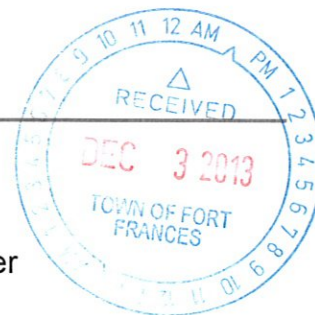
**SCHEDULE "C"**  
**DISBURSEMENT OF GRANT**

The Grant will be disbursed as follows upon compliance with the contingencies outlined in your funding award, i.e.:

- Fort Frances entering into discussions with Sioux Narrows-Nestor Falls to investigate developing an arrangement with them for the handling of their residential Blue Box materials.
- The completion and submission of a monitoring and measurement plan.

<b>Milestones</b>	<b>Tasks / Description</b>	<b>Anticipated Completion Date</b>	<b>Grant Contribution</b> (includes 1.76% non-recoverable taxes)
<b>1 – Monitoring &amp; Measurement Plan</b>	Submission of a Monitoring & Measurement Plan. Please refer to CIF guidance document (attached)	December 20, 2013	
<b>Council Report</b>	Copy of Council report suggesting discussions with Sioux Narrows-Nestor Falls regarding handling of residential Blue Box materials		
<b>2 - Purchase and Delivery</b>	<p><b>Proof of expenditure for 2 compaction units &amp; 4 - 40 cubic yard compactor bins</b> - Photos demonstrating that the equipment has been delivered to the site and documentation confirming that capital expenditures have been incurred in connection with the purchase of this equipment.</p> <p><b>Installation of equipment - Complete performance testing</b> - Provide the CIF with confirmation that the equipment commissioning meets the installation and testing specifications outlined by the vendor.</p>	April 15, 2014	<b>44% of project cost up to \$88,275</b>
<b>3 - Final Report</b> (25% of approved funding)	Submission of final report summarizing Project, including performance, impact and learnings.	September 30, 2015	<b>\$29,425</b>
<b>TOTAL GRANT</b>			<b>\$117,700</b>

MEMORANDUM



**TO:** Mayor and Council

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

**DATE:** December 2, 2013

**SUBJECT:** Individual Accommodation Plan (IAP) Policy

It is a *requirement* under the Employment Standard of the Accessibility for Ontarians with Disabilities Act (AODA) to have in place a documented Individual Accommodation Plan (IAP) process. All Ontario employers (other than employers that are small organizations) must develop and have in place, a written process for the development of documented individual accommodation plans for employees with disabilities.

Please see attached policy for review and approval.



**COUNCIL APPROVAL OF THIS REPORT WILL** authorize the approval of the Individual Accommodation Plan (IAP) Policy.

# THE TOWN OF FORT FRANCES

## Section: Health and Safety

### Policy: Individual Accommodation Plan

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**Creation Date:** November 2013

**Revised Date:** no date

**Resolution Number:**

**Supersedes Resolution Number:** no date

**Policy Number:** 5.41

#### 1. POLICY STATEMENT

It is a *requirement* under the Employment Standard of the Accessibility for Ontarians with Disabilities Act (AODA) to have in place a documented Individual Accommodation Plan (IAP) process. All Ontario employers (other than employers that are small organizations) must develop and have in place, a written process for the development of documented individual accommodation plans for employees with disabilities.

#### 2. THE ACCOMMODATION PROCESS

The Town of Fort Frances (The Town) is committed to providing accommodations for people with disabilities. The Human Resources Manager works with the employee and Supervisor through all steps of the process. When an employee with a disability requests an accommodation, the following process will be followed.

##### Step 1: Recognize the Need for Accommodation

- The need for accommodation can be: requested by the employee through their supervisor or through human resources; or
- identified by the employee's manager or the hiring manager.

##### Step 2 Gather Relevant Information and Assess Needs

- The employee is an active participant in this step:
- The Town does not require details on the nature of the employee's disability to provide an accommodation; it needs to know only about the employee's functional abilities.
- The Supervisor may ask for a functional abilities assessment at the Town's expense.
- The employee and supervisor evaluate potential options to find the most appropriate measure.
- An external expert may be involved, at the Town's expense.
- The employee can request the participation of a representative from the bargaining agent or, if there is no bargaining agent, from a different representative from the workplace.

##### Step 3 Write a Formal, Individual Accommodation Plan

- Once the most appropriate accommodation has been identified, the accommodation details are written down in a formal plan, including:
  - accessible formats and communication supports, if requested;
  - workplace emergency response information, if required;
  - any other accommodation that is to be provided.
  - The accommodation plan is provided to the employee in a format that takes into account the accessibility needs due to the disability:
  - The employee's personal information is protected at all times.
- If an individual accommodation is denied, the supervisor provides the employee with the reason for the denial, in an accessible format (if required).

**Step 4                    Implement, Monitor, and Review the Accommodation Plan**

- The employee and supervisor monitor the accommodation to ensure that it has effectively resolved the challenge:
- Formal reviews are conducted at a predetermined frequency.
- The accommodation plan is reviewed if the employee's work location or position changes.
- The accommodation is reviewed if the nature of the employee's disability changes.

If the accommodation is no longer appropriate, the employee and the manager work together to gather relevant information and reassess the employee's needs, in order to assist the employer in finding the best accommodation measure (Step 2) up to the point of undue hardship.

## APPENDIX A: Individual Accommodation Plan

Under section 28 (1) of the Employment Standard—Documented Individual Accommodation Plans—employers (other than small businesses) are *required* to develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.

Employee's Name:	Date:
Employee's Title and department:	Supervisor:

Limitations	Job Related Tasks/Activities affected by Limitations	Is this an essential job requirement?

Sources of expert input into the individual accommodation plan (e.g. human resources manager, family doctor, specialist):

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Accommodation measures are to be implemented from \_\_\_\_\_ to \_\_\_\_\_.

If no end dates is expected, the next review of this accommodation plan will occur on \_\_\_\_\_ and reviewed annually, at minimum).

Description of Accommodation Measure(s)

Which job requirements and related tasks require accommodation?	What are the objectives of the accommodation (i.e. what must the accommodation do to be successful)?	What accommodation strategies/tools have been selected to facilitate this task/activity?

Roles and Responsibilities

Outstanding actions to implement accommodation	Assigned to	Due Date

Employee's Signature

Supervisor's / Human Resources Signature



## TOWN OF FORT FRANCES FUNCTIONAL ABILITIES FORM FOR NON WORK RELATED INJURIES

Accident Information (This information should be completed by the employer or the injured worker)

Worker's Last Name	Worker's First Name
Position	Work Location
Type of job at time of injury	Area of Injury
Signature of Worker (by signing, I am authorizing any health professional who treats me to provide myself and my employer with information about my functional abilities:	

The Health Professional should complete the following information:

<b>1</b>	Date of examination on which the report is based:	Area of Injury:
<b>2</b>	Rehabilitation/Treatment Required? Yes      No	Is the worker capable of returning to work immediately without restrictions?    Yes      No If no, please complete the next section.
<b>3</b>	Please complete where capabilities are known or limitations recommended. Note: 'as tolerated' implies that restrictions are recommended but must be quantified in the workplace.	
<b>CAPABILITIES:</b>		
Walking: Short Distance Only ____: As tolerated ____: Other _____		<b>General Comments / Specific Limitations</b>
Standing: Less than 15 min ____: Less than 30 Min. ____: As tolerated ____: Other _____		
Sitting: Less than 30 Min. ____: Less than 1 hour ____: as tolerated ____: Other _____		
Lifting Floor to Waist: Less than 10 KG ____: Less than 25 KG ____: As tolerated ____: Other _____		
Stair Climbing: None ____: 2-3 steps only ____: Short flight ____: Own pace ____: As tolerated ____:		
Ladder Climbing None ____: 2-3 steps only ____: 4-6 steps only ____: Own pace ____: As tolerated ____:		
Limited ability to use hand to: Hold object ____: Grip ____: type ____: Write ____:		
<b>LIMITATIONS</b>		
__ Bending or twisting of		__ Repetitive movement of:
__ Chemical exposure to		__ Environmental exposure to
__ Operating motorized equipment		__ Restrictions related to medications: (specify)
__ Above shoulder activity		__ Below shoulder activity
__ Exposure to vibration		__ Limit physical exertion to __ mild __ moderate __ as tolerated
<b>4</b>	Recommendation for work hours __ Full-time hours    __ Modified hours    __ Graduated hours	Complete recovery expected __ Yes    __ No
Estimated Duration of Limitations:		

Health professional's name:	Date of next appoint. for review of capabilities:
Contact Information of Health Professional:	

Please return completed form to the worker or mail / fax to: Human Resources Department,  
Town of Fort Frances, 320 Portage Avenue, Fort Frances, ON P9A 3P9. FAX (807) 274-8479.



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/116

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** December 4, 2013  
**SUBJECT:** 2014 Temporary Borrowing to Meet Current Expenditures

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### BACKGROUND

Section 407 of the Municipal Act authorizes the Town to provide for temporary borrowing, until taxes are collected and other revenue is received, necessary to meet the current expenditures of the municipality for the year. Pursuant to the Act, the total amount borrowed at any one time plus any outstanding principal borrowed and accrued interest shall not exceed 50 per cent of the total estimated revenues of the municipality from January 1 to September 30 and 25 per cent of the total estimated revenues of the municipality from October 1 to December 31 for the year.

Attached is the CIBC required documentation for borrowing for the 2014 fiscal year. An authorizing by-law must be passed.

### RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council authorize the preparation of a by-law for temporary borrowing in the amount of \$4,000,000 to meet 2014 expenditures.

**Council Approval of This Report Will Agree** to the recommendation of the Administration and Finance Executive Committee to authorize the preparation of an authorizing By-Law for temporary borrowing in the amount of \$4,000,000.00 to meet 2014 expenditures.



By-Law No. \_\_\_\_\_

A by-law authorizing the borrowing of money to meet current expenditures of the council of  
(the "Municipality")*The Corporation of the  
Town of Fort Frances*

- A. In accordance with subsection 407(1) of the Ontario *Municipal Act*, S.O. 2001, c.25 (the "Act"), the Municipality considers it necessary to borrow the amount of \$ 4,000,000.00 to meet, until taxes are collected and other revenues are received, the current expenditures of the Municipality for the year.
- B. Pursuant to subsection 407(2) of the Act, the total amount borrowed pursuant to this by-law together with the total of any similar borrowings is not to exceed the limits set forth in that subsection or other relevant sections of the Act and if so required under subsection 407(2), the Municipality shall have obtained the approval of the Ontario Municipal Board.

Therefore, the Council of the Municipality enacts as follows:

1. The Head and the Treasurer are authorized on behalf of the Municipality to borrow from time to time from **Canadian Imperial Bank of Commerce** ("CIBC") a sum or sums not exceeding in the aggregate \$ 4,000,000.00 to meet, until taxes are collected, the current expenditures of the Municipality for the year pursuant to subsection 407(1) of the Act, and to execute any documents that are required in connection with the borrowing of the above sum, plus interest, at a rate to be agreed upon from time to time with CIBC, in addition to any reasonable charges of CIBC associated with this borrowing.
2. All sums borrowed pursuant to this by-law, as well as all other sums borrowed pursuant to the Act in this year and in previous years from CIBC for any purpose will, with interest thereon, be a charge upon the whole of the revenues of the Municipality for the current year and for all preceding years as and when this revenue is received.
3. The Treasurer is authorized and directed to apply in payment of all sums borrowed plus interest, all of the moneys collected or received on account in respect of taxes levied for the current year and preceding years or from any other source which may lawfully be applied for this purpose.
4. The Treasurer is authorized to furnish to CIBC a statement showing the nature and amount of the estimated revenues of the Municipality not yet collected and also showing the total of any amounts borrowed that have not been repaid.

Passed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Head of the Municipality\_\_\_\_\_  
Clerk

I hereby certify that the foregoing is a true and complete copy of the By-law numbered above of the Municipality in the Province of Ontario, duly passed at a meeting of the Council of the Municipality and that this By-law is in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Witness the corporate seal

\_\_\_\_\_  
Clerk



## TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/118

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** December 4, 2013  
**SUBJECT:** Christmas Greetings on 93.1 The Border

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### BACKGROUND

Please find attached the 2013 Holiday Greetings request for consideration received from 93.1 The Border for 30 (\$189.00 plus HST) or 60 (\$299.00 plus HST) radio holiday greetings running 15 seconds in length. The greetings would air on or around December 20, 2013 ending January 1, 2014.

Last year Council authorized 30-fifteen second Holiday Greetings on 93.1 The Border from December 21/12 to January 1/13 for a cost of \$189.00 plus HST

### RECOMMENDATION

The Administration & Finance Executive Committee recommends Council approve Choice B – 30 15-second holiday greetings from December 20/13 to January 1/14 on 93.1 The Border in the amount of \$189.00 plus applicable taxes.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to authorize 30 fifteen second Holiday Greetings on 93.1 The Border from December 20/13 to January 1/14 for a cost of \$189.00 plus HST.



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

11/20/2013 11:47 AM

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

cc

bcc

Subject Christmas Greetings on 93.1 The Border

Hi Laurie,

It's that time again, Christmas greetings on 93.1 The Border. You will find the package attached please make your package selection and include any info you wish to have in greeting. You can email or fax back your choice, if you have any questions please give me a call.

Cheers!

Deborah Emes

Advertising Consultant  
93.1 The Border

**Office: 807-274-5341**

**Cell: 807-275-7093**

**Fax: 807-274-2033**

**email:** [emes.deborah@radioabl.ca](mailto:emes.deborah@radioabl.ca)

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



THINK GREEN! before printing this email. Christmas greetings 2013.docx

### 93.1 The Border2013 Holiday Greeting Package

Wish your customers and staff and friends a Merry Christmas and Happy New Year on the RADIO. Holiday greetings will begin to air on or around December 20,2013ending January 1,2014. Your holiday greeting will be 15 seconds in length;all announcements will air between 6am and 12a Monday thru Sunday, We have three packages are available, please circle your choice!

Choice A- 60 x 15 second Greetings \$299 + HST

Choice B- 30 x 15 second Greetings \$189 + HST

Participating Business

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Contact Phone

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Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Special Message \_\_\_\_\_

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Your Advertising Consultant will be following up with a phone call next week!





# **TOWN OF FORT FRANCES**

## **ADMINISTRATION & FINANCE DIVISION**

### **TREASURY REPORT 2013/117**

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** December 4, 2013

**SUBJECT:** Councillor Andrew Hallikas – NOMA Board Meeting

---

#### **BACKGROUND**

Attached is a copy of Travel Statement - Mayor /Council Honorarium claim in the total amount of \$150.00 in regard to attendance of the NOMA Board Meeting held in Thunder Bay on Wednesday, November 27, 2013 as submitted by Councillor Andrew Hallikas.

The per diem claim amount is consistent with By-Law No. 02/10-B Schedule 'A' 4.

#### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$150.00 for attending the NOMA Board Meeting held in Thunder Bay on November 28, 2013 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Andrew Hallikas in the amount of \$150.00 for attending the NOMA Board Meeting held in Thunder Bay on November 28, 2013 as outlined in this report.

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

Attendee Andrew Hallikas

Conference/Seminar Attended NOMA Board Meeting

Location Thunder Bay

Dates Nov 27, 2013

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Nov 27					
Amount			150. <sup>00</sup>					150. <sup>00</sup>

Submitted by: Andrew Hallikas

Date: Nov 28, 2013

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

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

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

For Payroll

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



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2013/119

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** December 4, 2013

**SUBJECT:** Councillor Rick Wiedenhoeft – Travel, Per Diem & Entertainment Expenses

#### BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$297.80, Travel Statement – Mayor/Council Honorarium per diem in the amount of \$300.00, and Schedule “D” Entertainment Expense \$108.65 for Dinner meeting with Jamshed Merchant, Consul General of Canada in Minneapolis, Minnesota on November 21 & 22, 2013 as submitted by Councillor Rick Wiedenhoeft.

The travel and per diem claims are in compliance with the Town of Fort Frances Travel Policy No. 3.11 and By-Law 02/10-B Schedule ‘A’.

#### Travel/Entertainment Expense Summary

1.	Hotel Accommodations	\$ 149.06
2.	Vehicle Gas (Town owed vehicle)	108.74
3.	Meals	40.00
4.	Per Diem (2 days)	300.00
5.	Entertainment Expense	<u>108.65</u>
	Total	<u>\$ 706.45</u>

#### RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the November 21 & 22, 2013 travel expense claim in the amount of \$297.80, Travel Statement – Mayor/Council Honorarium per diem in the amount of \$300.00 and Entertainment Expense \$108.65 for Dinner meeting with Jamshed Merchant, Consul General of Canada in Minneapolis, Minnesota on November 21 & 22, 2013 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration recommendation to approve the travel expense, per diem and entertainment expense claims relating to the authorized meeting with Jamshed Merchant, Consul General of Canada in Minneapolis, Minnesota on November 21 & 22, 2013 as submitted by Councillor Rick Wiedenhoeft in the total amount of \$706.45 as outlined in this report.

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

AGENDA ITEM #7.2

1.	Attendee	<i>Rick Widenhoef</i>						
2.	Conference/Seminar Attended	<i>Meeting with Jamshel Merchant Consul General of Canada</i>						
	Location (Facility and City)	<i>Consul General Office, Minneapolis U.S.A.</i>						
	Dates	<i>Thursday Nov. 21 + 22, 2013.</i>						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation					<i>137.20</i>			<i>137.20 (U.S. funds)</i>
	Transportation								<i>CND 149.06</i>
	Breakfast					<i>/</i>	<i>/</i>		
	Lunch					<i>20.00</i>	<i>20.00</i>		<i>40.00</i>
	Dinner					<i>/</i>	<i>/</i>		
	Per Diem								
	Other								

4. Prepaid Expenses	Registration	Air Travel	Other	Total

5. Town Used Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Reason	Total
Mileage Claimed	KM x \$0.47 =			
			<i>U.S. fuel 60.74 CND</i>	<i>56.16 (U.S.)</i>
			<i>Canadian fuel</i>	<i>48.00</i>

6.	Approved		Total Expenses		Total
			Advance Received		
			Balance Claimed		<i>297.80</i>
			Balance Refunded		

**The agenda must be attached to process payment**

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

*please see Note* ↓

*Nov. 25, 2013*  
Date

*R. Widenhoef*  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Date	Treasurer	A / P	Cashier

Note: Please bill International Falls Council for 1/2 of fuel costs. In care of: Betty Berghstrom acting C.A.O. International Falls.



Murphy USA 6961

1310 Hwy 33 South

Cloquet, MN 55720

11/22/2013 13:44:46 Store#6961

Comments or Concerns, Contact Us:

Customer Service # (800) 843 4298

Email: CustomerCare@MurphyOilCorp.com

Your Cashier: MARILOU MA

1 CUSTOMER SATISFACTIO \$.25

1 UNLEAD \$30.01

Pump #6

9.939 GAL @ \$3.019

TOTAL \$29.76

CASH TENDER \$40.01

CHANGE DUE \$-10.25

Mega Millions

\$181 Million

Buy Your Ticket

Here!

\*\*\*\*\*

\*\*\*\*\*

FOR A CHANCE TO WIN \$100 GAS

Go to [www.tellmurphyusa.com](http://www.tellmurphyusa.com)

SURVEY CODE:

329 063 482 201

\*\*\*\*\*

\*\*\*\*\*

Tran #6961-20131122-1-2-57

AGENDA ITEM #7.2

Murphy USA 6961

1310 Hwy 33 South

Cloquet, MN 55720

11-21-13 12:42

SITE: 6961

TRACE: 9492

PUMP: 8

PROD: UNLEAD

PRICE/GAL: \$3.019

NET/GAL: \$3.019

QTY(GAL): 8.662

FUEL TOTAL: \$26.15

NET TOTAL: \$26.15

Save .10 cents

Per Gallon

When You Buy 3

20oz Pepsi CSD Items

Tran #6961-20131121-1-1-903

CREDIT CARD TRANSACTION RECORD

Canada Safeway Store 0674

417 Scott Street

Fort Frances, ON

P9A-1H3

CASH REG.: 345 EMPLOYEE: 6127

MasterCard PURCHASE

CARD NUMBER: \*\*\*\*\*1122

AMOUNT

\$48.00

13/11/23 10:52:43 AUTHOR. #: 11524Z

REFERENCE #: 66157525 0013370200

MasterCard

A000000004 310

0000008000

01 APPROVED - THANK YOU 027

IMPORTANT - retain this copy for  
your records.

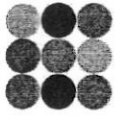
0674 045 6127 0034

1) \$ 32.33

2) \$ 28.41

3) \$ 48.00

\$ 108.74



**HYATT  
PLACE™**

AGENDA ITEM #7.2

Hyatt Place Minneapolis Downtown  
425 7th Street South  
Minneapolis, MN 55415  
Phone: 612-333-3111  
Fax: 612-333-7425  
[minneapolisdowntown.place.hyatt.com](http://minneapolisdowntown.place.hyatt.com)

**INFORMATION INVOICE**

Payee Rick Wiedenhoeft  
704 Portage Ave  
Fort Frances ON P9A 2A5  
Canada

Room No. 0434  
Arrival 11-21-13  
Departure 11-22-13  
Page No. 1 of 1  
Folio Window 1  
Folio No.

Confirmation No. 3139921701

Group Name

Date	Description	Charges	Credits
11-21-13	Guest Room	121.00	
11-21-13	Tax	16.20	
11-22-13	Master Card		137.20
<b>Total</b>		137.20	137.20

Guest Signature

**Balance**

0.00

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges.

**WE HOPE YOU ENJOYED YOUR STAY WITH US!**

Thank you for choosing Hyatt Place Minneapolis Downtown. Our goal is to provide every guest with an exceptional stay and we are interested in any comments regarding your visit.

**Hyatt Gold Passport Summary**

No Membership to be credited

Join Hyatt Gold Passport today and start earning points for stays, dining and more. Visit [goldpassport.com](http://goldpassport.com)

Please remit payment to:  
Hyatt Place Minneapolis Downtown  
425 7th Street South  
Minneapolis, MN 55415

*U.S. Funds.*

137.20 us  
x 1.0865 = \$149.06



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

Attendee	<i>Rick Wiedenhoef</i>
Conference / Seminar Attended	<i>Meeting with Canadian Consul General.</i>
Location	<i>Minneapolis, <sup>MN.</sup> U.S.A.</i>
Dates	<i>Thursday NOV 21 &amp; Friday NOV 22, 2013</i>

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				<i>NOV 21</i>	<i>NOV 22</i>			
Amount				<i>150.00</i>	<i>150.00</i>			<i>300.00</i>

Name (Please Print) <i>RICK WIEDENHOEF</i>	Signature <i>R. Wiedenhoef</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council

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

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

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

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

Name <i>Rick Wiederhoeft</i>	Date <i>Thursday November 21, 2013</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>Tamshed Merchant, Canadian Consul General</i>	
2. <i>Pherosa Merchant (wife)</i>	
3. <i>Cynthia Taksa Councilor, International Falls</i>	
4.	
Purpose of Entertainment <i>To secure support and funds for the July 1st to July 4th celebration in Fort Frances &amp; International Falls for 2014.</i>	
Amount Claimed <i>\$100.00 (U.S. funds)</i>	<i>Cynthia Taksa will cover the additional \$100.00 (99.98) (payable to Rick Wiederhoeft)</i>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

$$100.00 \times 1.0865 = \$108.65$$

*1/2 paid by  
Cynthia Taksa.  
International  
Falls.*

# CRAVE

FRESH • VIBRANT • AMERICAN

CRAVE-Minneapolis  
612.332.1133  
825 Hennepin Ave. S.  
Minneapolis, MN 55402

Server: Bradley  
87/1  
Guests: 4  
Reprint #: 2

11/21/2013  
10:21 PM  
10126

D-Crab & Artichoke	12.95
Angry Dragon Martini	10.95
Bud Light Bottle	5.25
Bombay Sapphire (3 @8.50)	25.50
D-CRAVE Burger	12.95
Mini French Silk (3 @3.50)	10.50
Regular Coffee (3 @2.95)	8.85
Soda Water	2.95
D-Grilled Salmon Salad	14.95
Summit EPA Tap	6.50
D-Spicy Lamb Burger (2 @13.95)	27.90
Bridlewood Pinot N-Glass	8.95
Hot Tea	3.95

Subtotal	152.15
Tax	17.83
Total	169.98

Balance Due 169.98

*TIP 30.00*  
If you would like to donate to  
the Morton Cure Paralysis Fund  
Donation Amount:

\$

For more information please visit  
[www.mcpf.org](http://www.mcpf.org)

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 30, 2013

Councillor Rick Wiedenhoeft  
Town of Fort Frances

Dear Sir:

At the recent meeting of Council held on Monday, October 28, 2013, the following resolution was approved:

"THAT the request dated October 23, 2013 from Councillor R. Wiedenhoeft re: Invitation from City of International Falls Councillor Cynthia Jaksa to attend a joint meeting with Jamshed Merchant, Canadian Consul General, in St. Paul on November 22<sup>nd</sup>, 2013 be received and that the following be authorized to attend: Councillor R. Wiedenhoeft;  
AND FURTHER THAT the following are to apply with respect to attendance at this function: Per diem allowance for members of Council and Travel allowance."

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

c.c. Councillor Cynthia Jaksa, City of International Falls  
L. Witherspoon, Treasurer





## Rates

### Foreign Exchange Rates

Cash rates as of: November 29, 2013

The rates provided are against Canadian dollars, only apply to over the counter cash exchanges and are intended to be used for information purposes only. Please read the additional notes at the bottom of the page as well.

Country	Currency	We will buy from you	We will sell to you
United States	US Dollar (USD)	1.0325	1.0865
European Union	Euro (EUR)	1.375706	1.499282
United Kingdom	Pound Sterling (GBP)	1.649466	1.780866
Australia	Australian Dollar (AUD)	0.901358	1.02485
Austria	Euro (EUR)	1.375706	1.499282
Belgium	Euro (EUR)	1.375706	1.499282
Denmark	Danish Krone (DKK)	0.17733	0.202523
Fiji	Fiji Dollar (FJD)	0.51408	0.62279
Finland	Euro (EUR)	1.375706	1.499282
France	Euro (EUR)	1.375706	1.499282
Germany	Euro (EUR)	1.375706	1.499282
Greece	Euro (EUR)	1.375706	1.499282
Greenland	Danish Krone (DKK)	0.17733	0.202523
Hong Kong	Hong Kong Dollar (HKD)	0.127627	0.146576
Ireland	Euro (EUR)	1.375706	1.499282
Italy	Euro (EUR)	1.375706	1.499282
Japan	Yen (JPY)	0.009874	0.010804
Liechtenstein	Swiss Franc (CHF)	1.093276	1.210316
Luxembourg	Euro (EUR)	1.375706	1.499282
Mexico	Mexican Peso (MXN)	0.075641	0.088246
Netherlands	Euro (EUR)	1.375706	1.499282
New Zealand	New Zealand Dollar (NZD)	0.803903	0.909791
Norway	Norwegian Krone (NOK)	0.161296	0.180406
Portugal	Euro (EUR)	1.375706	1.499282
Singapore	Singapore Dollar (SGD)	0.788504	0.903557
Slovenia	Euro (EUR)	1.375706	1.499282
Spain	Euro (EUR)	1.375706	1.499282
Sweden	Swedish Krona (SEK)	0.150974	0.168977



## TOWN OF FORT FRANCES

### ADMINISTRATION & FINANCE DIVISION

### TREASURY REPORT 2013/121

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

**FROM:** Laurie Witherspoon, Treasurer

**DATE:** December 5, 2013

**SUBJECT:** Ontario Regulation 313/13 Tax Matters – Transition Ratios & Average Transition Ratios

#### BACKGROUND

On December 2, 2013, the Minister of Finance signed the attached Ontario Regulation 313/13 under the Municipal Act, 2001 and amending O. Reg. 385/98 for Tax Matters – Transition Ratios and Average Transition Ratios.

The new regulation was filed on December 3, 2013. The O. Reg. 313/13 sets out adjusted Transition Ratios and Average Transition Ratios for Industrial and Large Industrial for six municipalities for 2013, of which includes the Town of Fort Frances. O. Reg. 313/13 Table 1, Column 2 sets the transition ratio for the Industrial Property Class that will be the starting ratio for 2014. No tax adjustment or additional revenue is required for those properties that are within the Industrial Property Class as the Industrial transition ratio (2.744534) reflects the actual 2013 Industrial tax rate divided by the 2013 Residential Tax Rate (0.04584876/0.01670548). Table 1, Column 3 sets out the Transition Ratio for the Large Industrial Property Class at 5.755343 whereas the 2013 Large Industrial tax rate divided by the 2013 Residential Tax Rate (0.08360501/0.01670548) the transition ratio is 5.004646. Therefore the Large Industrial Property Tax Class will have to be billed the difference no later than December 10, 2013. The expected additional revenue for 2013 is \$270,773.

In compliance with the new regulation, tax related by-laws for 2013 would have to be amended.

Council Approval of This Report Will authorize the amendment of all 2013 taxation related By-Laws in compliance with Ontario Regulation 313/13 to be brought forward.



**ONTARIO REGULATION 313/13**

made under the

**MUNICIPAL ACT, 2001**

Made: December 2, 2013

Filed: December 3, 2013

Published on e-Laws: December 3, 2013

Printed in *The Ontario Gazette*: December 21, 2013

Amending O. Reg. 385/98

(TAX MATTERS — TRANSITION RATIOS AND AVERAGE TRANSITION RATIOS)

**1. Ontario Regulation 385/98 is amended by adding the following sections:**

## TRANSITION RATIOS AND AVERAGE TRANSITION RATIOS FOR CERTAIN MUNICIPALITIES — 2013

**13.** Despite sections 9, 11 and 12, for a municipality set out in Column 1 of Table 1 for the 2013 taxation year,

- (a) the transition ratios for the industrial property class and the large industrial property class set out in Columns 2 and 3 of Table 1 opposite the name of the municipality are prescribed; and
- (b) the average transition ratio for the industrial classes set out in Column 4 of Table 1 opposite the name of the municipality is prescribed.

**14.** (1) For the 2013 taxation year, a municipality set out in Column 1 of Table 1 may establish tax ratios for the industrial property class and the large industrial property class in accordance with the transition ratios set out in Columns 2 and 3 opposite the name of the municipality.

(2) For the 2013 taxation year, a municipality set out in Column 1 of Table 1 may establish the average tax ratio for the industrial classes in accordance with the average transition ratio set out in Column 4 of Table 1 opposite the name of the municipality.

(3) If a municipality has established tax ratios for the industrial classes under subsection (1), the tax rates that apply to property in those classes for the purpose of determining their tax liability for the 2013 taxation year are the tax rates as determined by the municipality by applying the tax ratios established under subsection (1) to the actual tax rate for 2013 for the residential property class as calculated under section 11 of Ontario Regulation 73/03 (Tax Matters — Special Tax Rates and Limits) made under the Act, excluding the tax rate for school purposes.

(4) If a municipality has established tax ratios for the industrial classes under subsection (1), sections 3, 7 and 8 of Ontario Regulation 73/03 do not apply to those classes for the 2013 taxation year and no special levy under subsection 6 (2) of that regulation shall be raised on those classes for that year.

**2. The Regulation is amended by adding the following Table:**

TABLE 1

## TRANSITION RATIOS AND AVERAGE TRANSITION RATIOS FOR 2013

Column 1 Municipality	Column 2 Transition ratio for the Industrial Property Class	Column 3 Transition ratio for the Large Industrial Property Class	Column 4 Average transition ratio for the Industrial Classes
Dryden, City of	1.500000	3.105000	2.992924
Espanola, Town of	2.002511	3.603582	3.503568
Fort Frances, Town of	2.744534	5.755343	5.345883
Iroquois Falls, Town of	1.746654	3.893022	3.617559
James, Township of	2.150929	2.524074	2.519861
Kapuskasing, Town of	1.520900	2.990231	2.748041

**Commencement****3. This Regulation comes into force on the day it is filed.**



Made by:

CHARLES SOUSA  
*Minister of Finance*

Date made: December 2, 2013.

[Back to top](#)

December 5, 2013

REPORT TO: Mayor and Council

FROM: Mark McCaig, CAO

SUBJECT: Request from the Township of Seguin – Support for Proposed Billing Model for Police Services.

---

At the Administration and Finance Executive Committee meeting of December 3, 2013, the request for support of a resolution from Seguin Township regarding the proposed billing model for Police Services was considered.

The Seguin resolution is objecting to the new billing model that proposes a flat \$260.00 per household fee for the base costs related to the provision of police services, plus a variable charge for each call for service in a municipality. During this process, the OPP has advised that 73% of their costs are fixed (i.e. base costs) and 27% are variable. Throughout this entire re-examination of policing costs, the Town of Fort Frances has learned that per household costs range anywhere from \$15.00 to over \$700.00. Fort Frances is at the high end of the spectrum as in 2013, the cost of providing policing for the community is \$670.92 per household.

We have been advised through seminars and reports, that municipalities such as Fort Frances, with per household costs at the high end of the range will realize savings related to the new billing model. In consideration of this, the executive committee is not recommending support of the Seguin resolution.

The committee further recommends that Mayor and Council pass a resolution that supports the new, or any model, that reduces our excessive per household costs for policing and distributes a more equitable sharing of costs for all municipalities and organized territories in Ontario.

Respectfully submitted,



Mark McCaig  
CAO

MM/kl

**Council approval of this report** will support the recommendation from the Administration and Finance Executive Committee not to support the request from the Township of Seguin regarding the proposed billing model for Police Services; and further authorize that Mayor and Council pass a resolution that supports the new, or any model, that reduces our excessive per household costs for policing and distributes a more equitable sharing of costs for all municipalities and unorganized territories in Ontario.





WHEREAS, the Ontario Provincial Police are proposing a new billing model for charging municipalities for policing services, starting in 2015;

AND WHEREAS, the current billing model is a deployment model, in which cost recovery is based on a percentage of detachment workload, actual detachment staffing levels, wages, benefits, and a cost recovery component for other expenditures;

AND WHEREAS, the new methodology would charge each municipality a flat \$260 per household fee for the base costs related to providing police services, plus a variable charge for each call for service in that municipality. The rationale for this is that there is a base fixed cost for providing police services that must be borne by all participating municipalities, regardless of the number of calls for service that the OPP responds to in each municipality. The OPP have advised that 73% of their costs are fixed (i.e. base costs) and 27% are variable;

AND WHEREAS, there is a wide divergence in per household costs for policing across Ontario;

AND WHEREAS, some municipalities in Ontario are paying excessive per household costs for policing such as the Town of Fort Frances at \$670.92;

THEREFORE BE IT RESOLVED THAT the Province of Ontario and Premier Wynne support the proposed billing model change or a model for policing that ensures an equitable distribution of cost sharing for all municipalities and unorganized territories in Ontario;

AND FURTHER THAT this resolution be forwarded to The Honourable Kathleen Wynne, Premier of Ontario, The Honourable Madeleine Meilleur, Minister of Community Safety & Correctional Services, The Honourable John Gerretsen, Attorney General of Ontario and all other municipalities in Ontario.



Resolution No. 2013- 391

**The Corporation of  
the Township of Seguin**

Moved by

Seconded by

Date November 18<sup>th</sup>, 2013

**WHEREAS**, the Ontario Provincial Police are proposing a new billing model for charging municipalities for policing services, starting in 2015;

**AND WHEREAS**, the current billing model is a deployment model, in which cost recovery is based on percentage of detachment workload, actual detachment staffing levels, wages and benefits, and a cost recovery component for other expenditures, which model has been in place for over 15 years;

**AND WHEREAS**, the new methodology would charge each municipality a flat \$260 per household fee for the base costs related to providing police services, plus a variable charge for each call for service in that municipality. The rationale for this is that there is a base fixed cost for providing police services that must be borne by all participating municipalities, regardless of the number of calls for service that the OPP responds to in each municipality. The OPP have advised that 73% of their costs are fixed (i.e. base costs) and 27% are variable;

**AND WHEREAS**, the actual specifics of the cost for the calls for service have not been released or calculated, the OPP has estimated that the average cost per household in Ontario for policing services, including both the base cost and the calls for service, would be approximately \$369;

**AND WHEREAS**, this model would see the OPP costs for West Parry Sound municipalities increase from \$3,412,189 (per 2012 FIR) to \$6,537,204, an increase of \$3,125,015 or 92%;

**AND WHEREAS**, this model would see OPP costs increase for Seguin Township from \$592,659 (per 2012 FIR) to \$1,759,392, an increase of \$1,166,733 or 197%;

**AND WHEREAS**, this model is fundamentally flawed, unfair and inequitable.

**THEREFORE BE IT RESOLVED THAT** the Province of Ontario and Premier Wynne cannot allow this type of unfair treatment towards rural Ontario, and this funding

**Township of Seguin Resolution No. 2013-391 Page 2**

model be scrapped immediately.

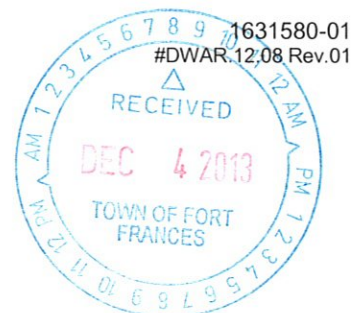
**AND FURTHER THAT** this resolution be forwarded to The Honourable Kathleen Wynne, Premier of Ontario, The Honourable Madeleine Meilleur, Minister of Community Safety & Correctional Services, The Honourable John Gerretsen, Attorney General of Ontario, Federation of Northern Ontario Municipalities (FONOM), Association of Municipalities of Ontario (AMO), and all rural Ontario municipalities with a permanent population of 10,000 or less.

<u>DIVISION LIST</u>	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>
Chidley	—	—	—
Gibbon	—	—	—
Hepworth	—	—	—
Jacklin	—	—	—
Osborne	—	—	—
Sainsbury	—	—	—
Conn	—	—	—

CARRIED

DEFEATED





## **ACCREDITATION PROGRAM FOR OPERATING AUTHORITIES SYSTEMS AUDIT REPORT – 2013**

**FILE #: 1631580-01**

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

**Operating Authority for:**

**Town of Fort Frances Water System**

**12 Month Surveillance Audit**

**Prepared by: Rod Seabrook**

**Date: November 26, 2013**

## Audit Objectives

The objective of the audit was to determine whether the drinking water Quality Management System (QMS) of the subject system conforms to the requirements of the Ontario Ministry of the Environment's (MOE) Drinking Water Quality Management Standard (DWQMS) at all of the locations noted in the Applicant Profile Form (AP 602). It was also intended to gather the information necessary for SAI Global to assess whether continuing accreditation can be offered to the operating authority.

## Audit Scope

Documentation associated with the operating authority's QMS were objectively evaluated to obtain audit evidence and to determine a) whether the quality management activities and related results conform with DWQMS requirements, and b) if they have been effectively implemented.

## Audit Criteria:

- The Drinking Water Quality Management Standard
- Current QMS manuals, procedures and records implemented by the Operating Authority
- SAI Global Accreditation Program Handbook

## Auditor:

Rod Seabrook

## Audit Report Distribution List:

The Audit Report is distributed as follows:

- Operating Authority
- Owner
- Ministry of the Environment Director

## Confidentiality and Documentation Requirements

SAI Global stores their records and reports to ensure their preservation and confidentiality. Unless required by law, SAI Global will not disclose audit records to a third party without prior written consent of the applicant. The only exception will be that SAI Global will provide audit and corrective action reports to the Ontario Ministry of the Environment. For more information, please refer to the SAI Global Accreditation Program Handbook.



## PART A. MANAGEMENT SUMMARY

This was an off-site system audit of the The Corporation of the Town of Fort Frances conformance with the requirements of DWQMS: Oct. 2006.

The overall effectiveness of the The Corporation of the Town of Fort Frances Quality Management System is considered:

- ☒ Effective  
☐ Not effective

No non-conformities were identified during this assessment. The audit objectives were accomplished within the audit scope in accordance with the audit plan and the time allocation.

### Notes

Copies of this report distributed outside the organization must include all pages.

As part of the SAI Global Terms, it is necessary for you to notify SAI Global of any changes to your Quality Management System that you believe are significant enough to risk non-conformity with DWQMS: Oct. 2006. For more information, please refer to the SAI Global Accreditation Program Handbook.



## PART B. GENERAL INFORMATION

### Operating Authority:

Legal name and address The Corporation of the Town of Fort Frances OAP - 224

Address 320 Portage Avenue Fort Frances Ontario

Applicant representative Mr. Doug Brown

Title Operations and Facilities Manager

Telephone 807-274-9893 Fax

E-mail dbrown@fort-frances.com

### Owner:

Legal name and address

☒ same as above, or:

Applicant representative

Title

Telephone  Fax

E-mail

Accreditation Option: Full Scope Entire

Population Served: 9,000

This audit report covers the subject systems listed:

- Town of Fort Frances Water System (treatment and distribution), Fort Frances, ON

## PART C. SUMMARY OF FINDINGS

SUMMARY OF FINDINGS							
OPERATING AUTHORITY The Corporation of the Town of Fort Frances						1631580-01	
ACCREDITATION CYCLE: 12 Month Surveillance Audit							
AUDIT TYPE X Systems		AUDITOR Rod Seabrook			November 26, 2013 to November 26, 2013		
SUBJECT SYSTEM(S) AUDITED ① Treatment and distribution							
REQUIREMENT ↓	SYSTEM →	①	②	③	④	⑤	⑥
1. Quality Management System		C					
2. Quality Management System Policy		C					
3. Commitment and Endorsement		C					
4. Quality Management System Representative		C					
5. Document and Records Control		C					
6. Drinking-Water System		C					
7. Risk Assessment		C					
8. Risk Assessment Outcomes		C					
9. Organizational Structure, Roles, Responsibilities and Authorities		C					
10. Competencies		C					
11. Personnel Coverage		C					
12. Communications		C					
13. Essential Supplies and Services		C					
14. Review and Provision of Infrastructure		C					
15. Infrastructure Maintenance, Rehabilitation & Renewal		C					
16. Sampling, Testing and Monitoring		C					
17. Measurement & Recording Equipment Calibration and Maintenance		C					
18. Emergency Management		C					
19. Internal Audits		C					
20. Management Review		C					
21. Continual Improvement							
Mj	Major non-conformity. The auditor has determined one of the following: (a) a required element of the DWQMS has not been incorporated into a QMS; (b) a systemic problem with a QMS is evidenced by two or more minor non-conformities; or (c) a minor non-conformity identified in a corrective action request has not been remedied.						
Mn	Minor non-conformity. In the opinion of the auditor, part of a required element of the DWQMS has not been incorporated satisfactorily into a QMS.						
OFI	Opportunity for improvement. Conforms to the requirement, but there is an opportunity for improvement.						
C	Conforms to requirement.						
	Not applicable to this audit.						



## PART D. FINDINGS/COMMENTS

DWQMS Reference:	1	Quality Management System
Client Reference:		Operational Plan Rev 5
Results:		<b>Conforms</b>
Details:		<i>The management system is being maintained</i>
DWQMS Reference:	2	Quality Management System Policy
Client Reference:		Operational Plan Rev 5 Element 2 Rev 2
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted</i>
DWQMS Reference:	3	Commitment and Endorsement
Client Reference:		Operational Plan Rev 5 Element 3 Rev 4
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted</i>
DWQMS Reference:	4	Quality Management System Representative
Client Reference:		Operational Plan Rev 5 Element 4 Rev 4
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted</i>
DWQMS Reference:	5	Document and Record Control
Client Reference:		Operational Plan Rev 5 Element 5 Rev 5
Results:		<b>Conforms</b>
Details:		<i>As previously audited with minor revisions</i>
DWQMS Reference:	6	Drinking Water System
Client Reference:		Operational Plan Rev 5 Element 6 Rev 5
Results:		<b>Conforms</b>
Details:		<i>The description is complete; minor revisions made; process flow diagram included</i>
DWQMS Reference:	7	Risk Assessment
Client Reference:		Operational Plan Rev 5 Element 7 Rev 5
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted</i>
DWQMS Reference:	8	Risk Assessment Outcomes
Client Reference:		Operational Plan Rev 5 Element 8 Rev 4
Results:		<b>Conforms</b>
Details:		<i>Annual review conducted Apr 8, 2013 – no changes</i>

DWQMS Reference:	9	Organizational Structure, Roles, Responsibility and Authorities
Client Reference:		<i>Operational Plan Rev 5 Element 9 Rev 5</i>
Results:		<b>Conforms</b>
Details:		<i>As previously audited with minor updates</i>
DWQMS Reference:	10	Competencies
Client Reference:		<i>Operational Plan Rev 5 Element 10 Rev 5</i>
Results:		<b>Conforms</b>
Details:		<i>Competencies for all positions directly affecting water quality described</i>
DWQMS Reference:	11	Personnel Coverage
Client Reference:		<i>Operational Plan Rev 5 Element 11 Rev 5</i>
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted, with minor updates</i>
DWQMS Reference:	12	Communications
Client Reference:		<i>Operational Plan Rev 5 Element 12 Rev 4</i>
Results:		<b>Conforms</b>
Details:		<i>Procedures for communication to owner, staff, suppliers and the public meet requirements</i>
DWQMS Reference:	13	Essential Supplies and Services
Client Reference:		<i>Operational Plan Rev 5 Element 13 Rev 5</i>
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted, with minor revisions</i>
DWQMS Reference:	14	Review and Provision of Infrastructure
Client Reference:		<i>Operational Plan Rev 5 Element 14 Rev 5</i>
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted with minor edit</i>
DWQMS Reference:	15	Infrastructure Maintenance, Rehabilitation and Renewal
Client Reference:		<i>Operational Plan Rev 5 Element 15 Rev 5</i>
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted, with minor edits; activities reported in management review minutes Jun 25/13</i>
DWQMS Reference:	16	Sampling, Testing and Monitoring
Client Reference:		<i>Operational Plan Rev 5 Element 16 Rev 5</i>
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted, with minor edits</i>
DWQMS Reference:	17	Measurement and Recording Equipment Calibration and Maintenance
Client Reference:		<i>Operational Plan Rev 5 Element 17 Rev 5</i>
Results:		<b>Conforms</b>
Details:		<i>As previously audited and accepted, with minor edit</i>

DWQMS Reference: 18 Emergency Management  
 Client Reference: Operational Plan Rev 5 Element  
 Results: **Conforms**  
 Details: As previously audited and accepted; contact list current Oct 16/13

DWQMS Reference: 19 Internal Audits  
 Client Reference: Operational Plan Rev 5 Element 19 Rev 4  
 Results: **Conforms**  
 Details: As previously audited and accepted; internal audit complete May 8/13; report submitted to management May 8/13; 5 findings; corrective actions prepared and completed

DWQMS Reference: 20 Management Review  
 Client Reference: Operational Plan Rev 5 Element 20 Rev 5  
 Results: **Conforms**  
 Details: Procedure as previously audited and accepted; inputs prepared and management review conducted Jun 25/13; all required topics covered



## PART E.

**RECOMMENDATION – Systems Audit**

The auditor recommends the following:

- ☐ Offer of accreditation
- ☐ Offer of accreditation after response to corrective action requests has been deemed acceptable to the SAI Global
- ☐ On-site verification audit after response to corrective action requests has been deemed acceptable by the SAI Global
- ☐ On-site verification audit as next step in the accreditation process
- ☐ On-site verification of corrective action requests
- ☒ Maintenance of existing accreditation
- ☐ Complete re-assessment

Rod Seabrook  
Lead Auditor / Auditor

2013- tonnage at landfill site- up-dated October 31st, 2013

6 Year Average

2012

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	2007 to 2012 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
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
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
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
MAY	346.93	44.73	413.24	53.28	15.44	1.99	1030.20	606.63	706.07	775.61	\$35,933.82	\$35,194.23	\$41,442.14
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
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
AUG	271.51	43.44	339.10	54.25	14.43	2.31	296.40	627.12	642.92	625.04	\$34,261.03	\$32,808.25	\$35,268.95
SEPT	252.15	33.76	482.48	64.60	12.20	1.63	1,283.56	559.91	609.38	748.83	\$32,486.48	\$30,420.65	\$41,702.96
OCT	259.88	37.53	415.96	60.08	16.53	2.39	104.15	671.66	631.39	692.37	\$34,008.84	\$31,664.66	\$41,856.50
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	\$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	\$18,990.48
verage per month	187.97	39.49	339.26	57.41	9.41	3.10	246.52	530.62	552.13	536.64	\$28,897.48	\$27,676.18	\$31,359.06
Total	2255.62		4071.07		112.96		2958.28	6367.38	6625.51	6439.65	\$346,769.73	\$332,114.13	\$313,590.59

Actual Forecasted

Town of Fort  
Frances  
Tonnage

6326.69

Total Tonnage

6439.65

Residential

Tonnage

2255.62

ICI Tonnage

4071.07

Coverage materi:

2958.28

f/n:p: 2010Janlandfillsitedata2010



2013- tonnage at landfill site- up-dated November 30, 2013

6 Year Average

6 Year Average

2013

2012

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	345.93	44.73	413.24	53.28	15.44	1.99	1030.20	606.63	706.07	775.61	\$35,933.82	\$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	625.04	\$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	746.83	\$32,486.48	\$30,420.65	\$41,702.96	186.92	\$9,216.48
OCT	259.88	37.53	415.96	60.08	16.53	2.39	104.15	671.66	631.39	692.37	\$34,008.84	\$31,664.66	\$41,856.50	20.71	\$7,847.66
NOV	203.07	37.67	324.33	60.17	11.63	2.16	81.42	532.56	561.87	539.03	\$25,765.53	\$27,212.91	\$31,123.70	6.47	\$5,358.17
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	\$31,123.70	-346.61	-\$18,990.48
verage per month	204.89	39.49	366.28	57.41	10.38	3.10	253.31	530.62	552.13	581.56	\$28,897.48	\$27,676.18	\$31,337.66		-\$1,347.61
Total	2458.69		4395.40		124.59		3039.70	6367.38	6625.51	6978.68	\$346,769.73	\$332,114.13	\$344,714.29	731.82	-8,085.63

Town of Fort  
Frances  
Tonnage

6854.09

Total Tonnage

6978.68

Residential

2458.69

Tonnage

35.23%

ICI Tonnage

4395.40

Coverage materi:

3039.70

f/n:p: 2010Janlandfillsitedata2010

Actual Forecasted

Budgeted

Difference



adjusted flows for May to August

JanCFN&amp;town2013waterdata



Aircraft Landings 2013  
As of November 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	75	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	92	87	88	398	432	371	0	11	5	28	22	36	35	37	61	12	9	19	57	73	72	224	239	281	-15
November	85	78	93	309	361	492	3	2	2	7	13	9	32	44	46	6	5	4	39	53	52	172	195	206	-23
December	67	78	78	248	325	325	1	1	0	7	7	4	28	39	39	4	4	6	54	54	46	0	161	173	-161
Total	929	1025	1064	4274	4807	4509	40	54	35	381	326	340	395	493	522	323	398	404	563	787	767	2631	3083	3132	-452



Fort Frances Airport- Page 2/2 - Fuel Sales - As of November 30, 2013																						
Fuel Sales Recap - 2013																						
Month	100LL		Jet Trk		Jet Cab		Year		2012	2011	2010	2009	2008	2007	6 year Average	Variance 2013-2012 per month						
	Liters	Total	Liters	Total	Total	Total	per month	per month									per month	per month	per month	per month		
January	663	6,553	0	0	7,216	7,216	10,252	7,308	10,971	15,989	29,926	16,283	15,122	15,122	-3,036							
February	549	1,212	5,501	12,054	147	147	6,918	3,687	5,782	13,135	21,134	11,782	10,406	10,406	-721							
March	750	1,962	10,784	22,838	543	690	12,077	25,490	9,329	10,390	15,539	9,612	27,435	19,969	15,379							
April	1,044	3,006	3,409	26,005	0	690	4,453	29,943	8,251	5,294	24,825	10,676	28,609	16,687	2,748							
May	1,950	4,956	16,400	42,405	0	690	18,350	48,293	21,891	19,790	25,375	24,033	30,287	28,106	-3,798							
June	5,158	10,114	17,628	60,033	0	690	22,786	71,079	23,537	25,723	27,768	22,395	35,995	40,736	-3,541							
July	4,775	14,889	14,457	74,490	0	690	19,232	90,311	32,650	19,124	30,455	24,925	33,390	44,875	-751							
August	7,010	21,899	13,065	87,555	0	690	20,075	110,386	30,783	21,467	33,139	28,250	40,177	41,630	-13,418							
September	2,323	24,222	15,682	103,237	0	690	18,005	128,391	19,431	22,511	23,363	18,937	28,822	30,341	-10,708							
October	1,128	25,350	11,981	115,218	0	690	13,109	141,500	11,325	13,677	15,033	21,304	16,631	28,020	23,901							
November	442	25,792	4,700	120,160	1,256	1,346	6,398	147,898	8,170	6,785	17,747	10,754	16,951	16,842	17,665							
December							0		8,179	2,446	7,641	7,596	13,083	14,733	1,784							
Total	25,792	120,160	1,946		147,898	147,898	190,716	158,202	237,638	207,606	316,297	341,078	241,923	241,923	-8,179							
					147,898	147,898	182,537	155,756	229,997	200,010	303,214	326,345	232,977	232,977	326,345							

Note: As of the end of November there were 6 months in 2013 where they were the lowest fuel sales in the past 7 years

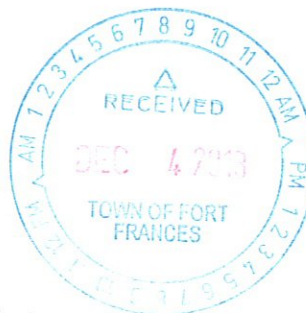




Fort Frances WPCP  
200 McIrvine Rd  
PO Box 712  
Fort Frances, Ontario  
P9A 3N1  
Tel: 807-274-3121  
Fax: 807-274-8381

November 15, 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  
October 2013 Monthly Report**

As per the operating agreement, the attached document is the October 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 blue ink, appearing to read "Kelly Cunningham".

Kelly Cunningham  
Senior Operator

For Larry Wachter  
Operations Manager

**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
October 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 October 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.

## OCTOBER 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>	2.4 mg/L	25 mg/L	15 mg/L	13.2 kg/d	225 kg/d	135 kg/d
Suspended Solids	4.7 mg/L	25 mg/L	15 mg/L	26.4 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.24 mg/L	1.0 mg/L	1.0 mg/L	1.4 kg/d	9 kg/d	9 kg/d
Ammonia as N	0.50 mg/L					
Nitrite as N	0.05 mg/L					
Nitrate as N	6.41 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		11.3 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 7.5 to 7.9; average pH was 7.6
Temperature degrees C						Temperatures ranged from 15.0 - 17.0 average temperature of effluent at 16.0

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 October was 5614.8 m<sup>3</sup>/day; representing 62% of the design average flow. Total treated flow for the month was 174,058 m<sup>3</sup>.

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	11.7 +/- @ 65 %	Cubic meters
Polymer	18 Bags (450 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
- Changed oil blower 2
- Flushed digester level sensor
- Cleaned the Teacup
- Calibrated both automatic samplers and replaced tubing influent sampler
- Acid washed all UV bulb sleeves
- Replaced 3 fuses UV system
- Removed sand from head works inlet channel
- Inspected drained primary digester
- New transformer was installed in head works building
- 2 new gas detector heads were installed in head works building

**Pump Stations:**

- Ran gen sets
- Changed seal water strainers
- Cleaned bar screens
- Assisted the Town's crew and contractor to repair Fifth Street force main
- Replaced hour meter Boundary Road lift station
- Back flushed both pumps at White Pine lift station

**OPERATIONAL ISSUES**

The facility met all operational requirements for the month.

**SLUDGE SUMMARY**

The volume directed to the gravity belt thickener totaled 1172 m<sup>3</sup> for the month. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 231.2 m<sup>3</sup> (average 11.0 m<sup>3</sup>/load) to the agricultural drying bed. Quarterly sludge samples were collected and analyzed.

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 633 (x 180 multiplier) kWh.

Quarterly sludge samples were collected and analyzed.

The new digester draining was completed, settled debris was removed by the Town's contractor and the tank was inspected.

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

**REPORTS**

ALS – Environmental Analytical Reports (on-file at plant)

Fort Frances WPCP Equipment Run Time Report (on-file at plant)

Bypass Report (on-file at plant as per occurrence)



Month	Sewage Flows Year 2013						Usage	Sludge	Removal Efficiency	
	Avg. Day Flow	Max Day Flow	Total Treated	Total ByPass	Total Volume	% Plant Capacity	Volume Hauled	CBOD5	Suspended Solids	
	m3	m3	Volume ML	Volume ML	ML		M3		Total Phosphorus	
January	4781.7	5473	148234		148234	53%	208.6			
February	4686.2	5427	131213		131213	52%	183.5			
March	4576.3	5880	141866		141866	51%	191.0			
April	6452.2	12672	193567		193567	72%	250.1			
May	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	5614.8	6134	174058		174058	62%	231.2			
November						0%				
December						0%				
Sum				4906.5	1991039.5		2122.6			
Average	6517		198613		199104	72%	212.3			
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				
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	1.8	0.29	1.79	6.0	7.4	7.8				
October	73.4	2.4	13.2	159.2	4.7	26.4	2.3	0.24	1.36	11.3	7.5	7.9				
November																
December																
Average	60.7	2.5	16.2	136.5	6.5	51.2	2.0	0.26	1.80	8.7	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		2.5	22.5		2.5	22.5		1	9	150	6.0	9.5				

# Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:11-01-2013 - 11-30-2013

Municipality	Permit	Applicant	Contractors	Property Address	Work Description	Units / Area	Value
Fort Frances							
2013090	59-12-010-003-09500-0000	BOLDERO CHARLES BRYAN RR #1	BOLDERO CHARLES BRYAN RR #1 STRATTON	510 FOURTH ST W	DEMOLISH AND REMOVE FROM SITE EXISTING ACCESSORY USE BUILDING		\$1,000.00
2013089	59-12-010-006-02306-0000	HOARD DAVID EDWARD 1444 COLONIZATION RD W FORT FRANCES ON P9A 2T8	POW 1N0 (807) 483 5563 HOARD DAVID EDWARD 1444 COLONIZATION RD W FORT FRANCES ON (807) 274 7402 Dan Thurber 30 ELMCREST DRIVE RR# 2 FORT FRANCES ONTARIO P9A 3M3	Legal Description: PLAN SM16 LOT 11 TO 12 PCL;11-1 1444 COLONIZATION RD W Legal Description: PT RIV R LOTS 45 AND 46 RP-48R962 PART 1 PCL 21625 612 THIRD ST E Legal Description: PLAN SM 65 LOTS 22 & 23 PCL;22-1 & PT LANE PLAN SM 33;DESIGNATED AS PLAN 48R1528;PTS 1 & 2 PCL STR- 12 1021 THIRD ST E Legal Description: PLAN SM50 LOT 149 PCL10566 &E1/2 LANE	Stat's Canada Codes Building: 450 Work: 16 Construct a new 12 x 27 Accessory Use Building Stat's Canada Codes Building: 450 Work: 01 Construct a 5 x 5 deck addition on top of the existing stairs at the rear entrance. Stat's Canada Codes Building: 02 Work: 02 Construct an 11 Lean To attached to Existing Garage Stat's Canada Codes Building: 450 Work: 02	1 16 1 29.729 1 1 1 4 4	\$6,500.00 \$1,200.00 \$3,000.00 \$11,700.00 \$11,700.00
2013079	59-12-030-005-08600-0000	Marty Degagne RR #1 RMB 133 FORT FRANCES P9A 3M2	Marty Degagne RR #1 RMB 133 FORT FRANCES (807) 271 0496	Summary (4 detail records) Summary (4 detail records)			
Grand Total							