

# TOWN OF FORT FRANCES

## AGENDA - June 23, 2014

### COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre  
(Session No. 139) 5:30 p.m. to 6:20 p.m.

Page

- 1. Call to Order**
- 2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
- 3. Disclosure of pecuniary interest and the general nature thereof.**
- 4. In-Camera: 5:31 p.m to 5:45 p.m.**
  - 4.1 Property Standards Complaint.
  - 4.2 Non agenda items.
- 5. Public Session Resumes in Council Chambers: 5:50 p.m.**
- 6. Consent Agenda: 5:50 p.m. to 6:05 p.m.**
  - 6.1 Request from Connie Kress of 1029 Portage Avenue - Waive Water Bill as a result of Utilizing Temporary Water Service Line. 3 - 23
  - 6.2 Request from the Rainy River Substance Abuse Prevention Team - Utilize Point Park - September 6, 2014 to Host a Family Safety Day Event. 24 - 26
  - 6.3 Request from F. Brown - 951 Sixth St. West - Downward Adjustment of his March/April 2014 Water and Sanitary Sewer Invoice. 27 - 41
  - 6.4 Award Tender 14-OF-07 - Surface Treatment of Roadways at Various Locations within the Town of Fort Frances. 42 - 44
  - 6.5 May 2014 Drinking Water Systems Monthly Summary Report. 45 - 53
  - 6.6 Vastamaki Consulting Service and Saulteaux Consulting & Engineering Request for Town's Geospatial Data. 54 - 66
  - 6.7 Review and Acceptance of 5 Year Energy Conservation & Demand Management Plan - July 1st, 2014 to June 30, 2019. 67 - 93
  - 6.8 Albright Request to Purchase Portion of Lane at 755 Thompson Street. 94 - 110

	Page
6.9 Economic Development Advisory committee request for directional signage in vicinity of Canadian Customs.	111 - 112
6.10 Summit Telecom/TbayTel request for Concurrence - Proposed Telecommunication Tower - 250 Church Street.	113 - 117
6.11 Zoning Amendment (File 3/14-A) - Boivin.	118 - 121
6.12 2013 Child Care- Audited Statement of Revenue and Expenses.	122 - 128
6.13 Community Garden Planning Committee - TD Friends of the Environment Foundation Request.	129 - 137
6.14 Ontario Disaster Relief Assistance Program (ODRAP).	138 - 142
6.15 COMG (Community Museum Operating Grant) 2014.	143 - 152
6.16 Resolute Fitness Equipment.	153
<b>7. General: 6:05 p.m. to 6:07 p.m.</b>	
7.1 Host Community Contract.	154 - 177
<b>8. Information:</b>	
8.1 Town of Fort Frances General Fund (Operating) Actuals as at May 31, 2014.*	178 - 180
8.2 Water and Sewer Fund (Operating) Actuals to May 31, 2014*.	181
8.3 Administration and Finance Department Stats for the period ending May 31, 2014*.	182 - 183
8.4 Town of Fort Frances Capital Fund budget vs Actual as at May 31, 2014*.	184 - 187
8.5 Copperlight LP (formerly Skypower Limited) - Amended and Restated Option Agreement - 1003 Frog Creek Rd.	188
8.6 Fort Frances Municipal Airport - 2014 Aircraft Landings and Fuel Sales Recap at of May 31, 2014*.	189 - 190
8.7 2014 Tonnage at Landfill Site - Updated June 1, 2014*.	191
8.8 Sewer and Water Data for 2014 - Updated June 1st, 2014*.	192
8.9 May 2014 Operations and Facilities Division - Environmental Area - Operations Statistics*.	193 - 196
8.10 Ontario Clean Water Agency - Fort Frances Wastewater Treatment Facility - May 2014 Monthly Report*.	197 - 202
<b>9. Non-agenda items: 6:15 p.m.</b>	



June 9, 2014

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Request from Connie Kress of 1029 Portage Avenue to Waive her Water bill as a result of Utilizing a Temporary Water Service Line**

Please find attached a letter dated May 23, 2014 from Connie Kress, which was referred to the Operations & Facilities Executive committee for a recommendation for Council to consider. Please find attached a report prepared by Doug Herr, Environmental & Facilities Superintendent outlining all pertinent details in regards to trying to thaw the water service line at 1029 Portage Avenue. The Town spent a substantial amount of effort and time trying to thaw this water service line.

During the 2013/14 Winter Season 264 water service lines became frozen (see attached listing) where 18 residential/ICI customers (see attached listing) utilized a temporary service line connecting between their outside garden hose tap and their neighbour's outside garden hose tap. This temporary solution is considered to be a last resort as both methods utilized by the Town's workforce to thaw the water service line were unsuccessful. Under this temporary situation the customer still has water supplied to their home but there is usually a reduction in water pressure and quantity available to both homes depending on the diameter and length of the temporary service line utilized. The Northwestern Health Unit issued a letter dated March 7, 2014 to Municipal Drinking Water Systems outlining the cautions to be followed when utilizing an auxiliary water line and as a result the Town's workforce from March 7, 2014 did not install the temporary auxiliary water lines, it was in the homeowners hands to complete the installation work. See attached letter.

On Friday March 7, 2014, 1029 Portage Avenue was placed on the frozen service line listing, it was occurrence No. 202. This water service line thawed on it's own on Tuesday June 3<sup>rd</sup>, 2014. Thus approximately 3 months or 88 days where a temporary water service line was utilized. The monthly 2014 residential water and sewer fees are as follows;

Monthly Water portion -	\$ 38.06
Monthly Sanitary Sewer portion	\$ 33.64
Total Monthly Bill	\$ 71.70

It is difficult to support waiving the entire water portion of the monthly sewer and water fees for approximately a 3-month period, as there was a supply of water servicing this home, however with probably some reduction in pressure and quantity. The sanitary sewer service was fully operational, thus there should be no reduction in fees. To date this is the only residential water customer requesting to waive their fees while on a temporary water service line, thus whatever reduction in water fees is proposed & endorsed by Council, this potentially could impact 17 other residential water customers. The ICI water customers were charged a flat rate fee under a temporary water line.

scenario as water was being bled on a continuous basis to prevent the temporary water service line from freezing.

The Operations & Facilities Executive Committee recommends the following;

- 1) That all residential water & sewer customers who utilized a temporary water service line connected to their abutting property owner will be given a 50% discount off the water portion of the total water and sewer fee for the duration that the temporary water service line was utilized during the 2014 winter season.
- 2) In case of Connie Kress her water bill will be reduced by \$ 55.06 based on the following calculations;

- $88 \text{ days} / 365 \text{ days} * (12 \text{ months} / \text{year} * \$ 38.06 / \text{month}) * 50\% = \$55.06$

Respectfully Submitted  
Operations & Facilities Division,

*Doug Brown*

Doug Brown, P. Eng.  
Operations & Facilities Manager

RECOMMENDED

JUN 18 2014

DIV. MNG.

*Doug Brown*

EXECUTIVE COMM.

*R. W. D. Kress*

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

- 1) That all residential water & sewer customers who utilized a temporary water service line connected to their abutting property owner will be given a 50% discount off the water portion of the total water and sewer fee for the duration that the temporary water service line was utilized during the 2014 winter season.
- 2) In the case of Connie Kress her water bill will be reduced by \$55.06 based on the following calculations:
  - $88 \text{ days} / 365 * (12 \text{ months} / \text{year} * \$38.06 / \text{month}) * 50\% = \$55.06$

2014JuneConnieKress1029PortageAvenue

May 23, 2014



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

**Attention: Town Council**

**Re: Water Services for 1029 Portage Avenue North**

I am writing this letter in regards to my outstanding water and sewer account.

Approximately in February, my water line to my residence froze leaving me without water service. The Town Public Works Department attempted to thaw the water line three (3) times without success. I was forced to connect a hose to a neighbor to provide water to my home and is still connected to date.

As a result of not having a full water service to my residence, I had been forced to move out of my house for at least 3 weeks before being able to connect to my neighbor. Even now, my usage is been reduced to a minimum.

Therefore, I am requesting that the Town of Fort Frances waive my outstanding water account for the last billing statement of March 1, 2014, until I get my water service to my residence.

Sincerely,

A handwritten signature in black ink, appearing to read "Connie Kress".

Ms. Connie Kress  
1029 Portage Ave.  
Fort Frances, ON  
P9A 2B1  
Cell (807) 275-6184

**Frozen Water Service – 1029 Portage Avenue North**  
**Ms. Connie Kress**  
**Chain of Events**

March 7, 2014 – Town received a telephone call from Connie Kress of the above address informing the Town that her water service line was frozen. At the time she was told that there were a number of people on the list and that the Town would get to her as soon as possible.

March 13, 2014 – Town dispatched a crew to try and thaw the frozen water service line using the DBH Thawing machine. Tried the following hook-ups:

1. 1029 Portage Ave. curb stop to 1025 Portage Ave. inside house
2. 1029 Portage Ave. inside house to 1025 Portage Ave. inside house
3. 1029 Portage Ave. inside house to 1037 Portage Ave. curb stop

No connection (maximum 200 amps)

March 14, 2014 – I telephoned owner to let her know what we had done and that a union/ball valve would have to be installed so that the Town could try thawing the service line using the Pulse De-Icer (Thawing Machine). She was advised at the time this would be at her cost. I told her that I could make the arrangements with the plumber if she wanted. She gave the go ahead.

Immediately after getting off the telephone with the Owner I telephoned Keith Caul, Prydes Plumbing & Heating. I told him that a union/ball valve had to be installed at this address. Told him to contact the Owner and let her know when you would be there. Gave Keith the owner's telephone number.

At approximately 3:00 p.m. Keith Caul came into the Public Work Office and advised me that the union/ball valve had been installed.

March 17, 2014 – Town dispatched a crew to try and thaw the water service line using the Pulse De-icer (Thawing Machine). Crew could only get the pulse de-ice hose out 71 feet, couldn't get any further.

I telephoned Darren Kress advising him of the situation and that he should connect to the neighbour.

March 18, 2014 – Town dispatched a crew with the DBH machine to try connecting at other locations. Tried the following:

1. 1029 Portage Ave. inside house to the fire hydrant – no connection
2. 1029 Portage Ave. inside house to hydrant valve – no connection
3. 1029 Portage Ave. inside house to rink shack, inside – no connection
4. 1029 Portage Ave. inside house to rink curb stop – no connection

On several occasions during the process of trying to thaw the water service line Don Kress, Owner's father telephoned and came into the office numerous times asking questions and seeing if there was anything else that could be done. He was advised that without digging up the street there was nothing more that could be done.

Report prepared by: Doug Herr, Environmental & Facilities Supt.

<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
1. January 3, 2014	546 Scott Street	John Marcus 276-6715	Town
2. January 14, 2014	415 Third Street, East	Patrick Gallow No phone	Town
3. January 21, 2014	913 McKenzie Avenue	Cheryl Tibbs 276-1707	Billable
4. January 22, 2014	381 Daniel Avenue	Fred Roisin 275-9727	Town
5. January 23, 2014	1617 Colonization Rd, W	Jason Eldridge 274-3884	Town
6. January 27, 2014	1103 River Road	Pete LeDrew 274-3545	Town
7. January 27, 2014	501 Sixth Street West	Towns Rental No phone	Town
8. January 27, 2014	133 Fourth Street West	Natalie Robinson 274-1824	Town
9. January 27, 2014	923 Crowe Avenue	Julie McEvoy 275-7473	50/50 split
10. Jan. 27, 2014	909 McKenzie Avenue N	Kayleen Cross 274-0313	Town
11. Jan. 27, 2014	271 Scott Street	Prime Cuts 274-9445	50/50 split
12. Jan. 28, 2014	817 Armit Avenue	Joy Lockman 276-6746	Town
13. Jan. 28, 2014	1133 Third Street East	Nellie Dolyniuk 274-7104	50/50 split
14. Jan. 28, 2014	415 Third Street East	Patrick Gallow No Phone	Billable Repeat
15. Jan. 30, 2014	621 Scott Street	Matt Jackson 276-6636	Town
16. Jan. 30, 2014	149 Fourth Street West	Louis Cousineau 274-9402	Town
17. Jan. 30, 2014	127 Sixth Street East Native Housing	Jim Veitch 275-8546	Town
18. Jan. 31, 2014	831 Minnie Avenue	Allan Dolph 274-7684	Town (pulsator)
19. Jan. 31, 2014	1027 Victoria Avenue N	Darryl Bombay 274-5011	50/50 split
20. Jan. 31, 2014	861 Kings Highway North American Lumber	Brad 274-3853	Done
21. Jan. 31, 2014	429 Third Street West	Jason Thompson 276-1934	Temporary Water line
22. Feb. 1, 2014	954 Phair Avenue	Dave Wickstrom 274-2398	Town

<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
23. Feb. 1, 2014	1033 Victoria Avenue N	Kevin Pocock 274-1772	Town
24. Feb. 3, 2014	1000 Christie Avenue N	Chris Bazinett 274-4788	Town
25. Feb. 3, 2014	509 Armit Avenue	Dwayne Turriff 276-1451	Town
26. Feb. 3, 2014	1065 Walker Avenue	Kim Johnston 274-7976	Town
27. Feb. 3, 2014	343 Daniel Avenue	Don Kress 274-9482	Town
28. Feb. 3, 2014	432 Scott Street Wright Physio	Jeff Wright 274-4222	Thawed on its own
29. Feb. 3, 2014	1117 Scott Street	Doug Rydell 276-7097	Town
30. Feb. 3, 2014	415 Third Street West	Troy Morris 274-9881	Town
31. Feb. 3, 2014	655 Riverview Drive	Marnie Brown 274-2265	Town
32. Feb. 2, 2014	1119 Scott Street	Joy Legarie 274-6348	Town
33. Feb. 1, 2014	109 Sixth Street East	Don Zaparniuk 276-3536	Town
34. Feb. 3, 2014	1411 Colonization Rd. W	Thor Ruppenstein 274-9699	Town
35. Feb. 3, 2014	240 Third Street West	Tyler Cousineau 275-9877	Town
36. Feb. 4, 2014	1133 River Road, West	Nancy Gladu 274-5028	Town Pulsator
37. Feb. 4, 2014	629 Third Street East	Ray Calder 274-2652	Temporary Water
38. Feb. 4, 2014	1224 Scott Street	Delores Fraser 274-5832	Town
39. Feb. 5, 2014	909 Christie Avenue North	Sheldon Domers 204-996-3447	Town
40. Feb. 5, 2014	1018 Crowe Avenue	Mike Gervais 274-5872	Town
41. Feb. 5, 2014	619 Scott Street	Jesse Gunderson 274-4730	Town
42. Feb. 5, 2014	1032 Victoria Avenue N	Joan Mudge 274-3489	Town
43. Feb. 6, 2014	1123 River Road	David Cross 274-9403	Town



<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
44. Feb. 6, 2014	839 Crowe Avenue	Josh Wreggitt 275-7674	Town
45. Feb. 6, 2014	839 Armit Avenue	Elvie Calvin 274-6090	Town
46. Feb. 6, 2014	518 Fourth Street, West	Mark Addisson 274-1579	Town
47. Feb. 6, 2014	507 Third Street West	Laverna Brown 2714-0173	Town
48. Feb. 6, 2014	115 Fourth Street West	Scott Wensely 274-2883	Town
49. Feb. 6, 2014	1225 Third Street, East	Shawn Hayes 274-1830	Town
50. Feb. 7, 2014	1337 Emo Road	Shawn Pollard 274-1502	Town
51. Feb. 7, 2014	1121 Church Street	Jeff Bottomley 271-1301	Town
52. Feb. 7, 2014	835 Crowe Avenue	Clark Allan 275-8415	Town
53. Feb. 8, 2014	652 Scott Street	Mary Wood 274-6779	Town
54. Feb. 9, 2014	1008 Walker Avenue	Kevin Lake 274-5519	Town
55. Feb. 9, 2014	1104 Victoria Avenue	Kim Strain 274-3686	Town
56. Feb. 9, 2014	825 Crowe Avenue	James Nickleson 276-3718	Town
57. Feb. 9, 2014	931 McKenzie Avenue	John Yellowega 275-7838	Union installed Town
58. Feb. 9, 2014	929 Victoria Avenue	Dennis Ivall 274-3037	Town
59. Feb. 9, 2014	711 Riverview Drive	Irene Bobczynski 274-7637	Town
60. Feb. 10, 2014	1000 McIrvine Road	Gardwine North 274-0750	Done Billable
61. Feb. 10, 2014	1105 Scott Street	Brian Keffer 275-9256	Town Pulsated
62. Feb. 10, 2014	362 Daniel Avenue Steph no temp – Feb. 19/14	Bernie Martens 274-8786	Temporary Water
63. Feb. 10, 2014	263 Sixth Street East	Bill Smeltzer 807-632-8233	Town
64. Feb. 11, 2014	613 Second Street West	Shelly Sharp 276-0302	Town



<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
65. Feb. 11, 2014	1621 Colonization Rd. W	Leo Arrigo 274-9702	Temporary Water
66. Feb. 11, 2014	554 Webster Avenue	James Yerxa 276-7411	Town
67. Feb. 11, 2014	577 Osborne – Unit 84 Stephanie Buckshot	Chris McKinnon 276-1838	Billable
68. Feb. 11, 2014	535 Elm Avenue	George Chabot 274-1588	Town
69. Feb. 12, 2014	1027 Cornwall Avenue	Della Badiuk 274-3624	Town
70. Feb. 12, 2014	517 Lillie Avenue	Evelyn Sletmoen 276-3722	Town
71. Feb. 12, 2014	613 Riverview Drive	Louis Decaire 274-6550	Town
72. Feb. 12, 2014	1355 Colonization Rd. W	Sandra Yeo 274-2604	Town Temp water
73. Feb. 12, 2014	237 Third Street West	Diane Caul 274-9604	Town
74. Feb. 12, 2014	502 Armit Avenue	Jay Brunett 275-7716	Town
75. Feb. 12, 2014	503 Armit Avenue	Ryan Flammond 274-1647	Thawed on its own
76. Feb. 12, 2014	414 Third Street West	Crystal Caul 276-4105	Town
77. Feb. 12, 2014	422 Kings Hwy	Carol Alton 275-7129	Town Pulsator
78. Feb. 13, 2014	755 Riverview Drive	Gary Domanski 274-6430	Town
79. Feb. 13, 2014	1609 Colonization Rd. W	D. Eldridge 276-7772	Temporary Water
80. Feb.. 13, 2014	363 Daniel Avenue	Shannon Munroe 276-6005	Town
81. Feb. 13, 2014	1118 Church Street Paige Smith 274-3274 or 276-5959 (Richard)	Mike Busch	Town
82. Feb. 13, 2014	921 Keating Avenue North	Mario Venerus 275-5450	Billable Pulsator
83. Feb. 13, 2014	375 Daniel Avenue	Arthur Cross 274-3989	Town
84. Feb. 13, 2014	618 Third Street East	Ann Turgeon 274-7649	Town
85. Feb. 13, 2014	Fort Duty Free 411 Mowat	274-7151	Town Pulsator

<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
86. Feb. 13, 2014	558 Scott Street	Dennis O'Donnel 276-3133	Town Feb. 27
87. Feb. 13, 2014	1033 Victoria Avenue 276-4046 or 275-9096	Lisa Pocock 274-1772	Repeat – see #23 - billable
88. Feb. 13, 2014	633 Third Street West	Ray Friesen 275-8837	Town
89. Feb. 14, 2014	423 Sixth Street West 274-6978	Cecil Peddie	Temporary Water
90. Feb. 14, 2014	929 Crowe Avenue	Giselle Oliver 274-3749 or 270- 6201	Town
91. Feb. 14, 2014	908 Christie Avenue N	Dave Poirier 275-9126	Town
92. Feb. 14, 2014	907 Victoria Avenue N	Wendy Calder Max – 274-6305	Town
93. Feb. 14, 2014	220 Sixth Street West	Bill Bone 276-8485	Town
94. Feb. 15, 2014	1008 Walker Avenue	Kevin Lake 274-5519 or 276- 1600	Repeat see #54 Billable
95. Feb. 15, 2014	381 Daniel Avenue	Fred Roisen 275-9727	Repeat see #4 Billable
96. Feb. 15, 2014	133 Fourth Street West Work – 274-1161	Natalie Joulquier 274-1824	Repeat see #8 Billable
97. Feb. 16, 2014	535 Webster Avenue	Merv Ahrens 274-3744 or 276- 2515	Town
98. Feb. 16, 2014	527 Second Street West	Jen Grimard 271-1369	Town
99. Feb. 16, 2014	909 Christie Avenue North	Sheldon Demers 276-7014	Repeat see #39 Billable
100. Feb. 16, 2014	1127 Church Street 274-6462 275-5483 274- 7414	Kalen Kielczewski	Town Feb 21
101. Feb. 16, 2014	934 Christie Avenue North	Raeann Watson 276-7258	Town
102. Feb. 16, 2014	1007 Portage Avenue North	Kelly Morgan 204-979-4121	Town Feb 21
103. Feb. 16, 2014	940 Third Street East	Melissa Carpenter 276-4396	Temp Water
104. Feb. 17, 2014	1207 Third Street East 274-0315	Michelle Danis 705-662-3052	Union installed Temp Water

<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
105. Feb. 17, 2014	429 Third Street East	Janice Winik 275-7731	Town Feb. 23
106. Feb. 17, 2014	911 McKenzie Avenue N.	Jackie Grynol 274-5047	Town Feb. 22
107. Feb. 18, 2014	621 Third Street East	Calvin Smith 276-2547	Town
108. Feb. 18, 2014	1109 Church Street	Ed Halvorsen – rental -	Town Pulsator
109. Feb. 18, 2014	1027 Victoria Avenue N	Darryl Bombay 274-5011	Repeat see #19 Bill– Feb 23
110. Feb. 18, 2014	1135 Third Street East 276-8415	Megan Bale or Selena	Temp Water With 1133
111. Feb. 18, 2014	536 Fourth Street West	Panda Ness 274-3892	Town Feb. 23
112. Feb. 18, 2014	809 Christie Avenue North La Donna Klem - owner	Mrs. McRitchie 275-5118	Town Feb 23
113. Feb. 18, 2014	513 Armit Avenue	Ann Marie Watson 274-2571	Town Feb 23
114. Feb. 18, 2014	824 Victoria Avenue Church of Holy Spirit	Dick – 274-2930 Ralph 274-7074	Town – Pulsate Feb. 25
115. Feb. 18, 2014	1065 Walker Avenue call 274-8382 if not home	Kim Johnston 274-7976	Repeat see #26 Bill Feb 23
116. Feb. 18, 2014	505 Kings Highway	Jamie McKelvie 276-1370	Town Feb. 24
117. Feb. 18, 2014	1007 Crowe Avenue Dave Poierier – 275-9126	Lizzy Nusbaumer 276-5809	Town Feb. 24
118. Feb. 19, 2014	433 Third Street West	Kelvin Scott Robbie – 5-7882	Town Feb. 24
119. Feb. 19, 2014	255 Scott Street Brockies Jewellers	Ted Brockie 274-3934	Town
120. Feb. 19, 2014	423 Third Street East Larry and Lois King	Larry 4-4068 Lois 4-9811 Kitch	Town Feb. 24
121. Feb. 19, 2014	251 Fourth Street West Jeanette Anderson – owner	Harold Ogier 274-1878	Town Feb. 24
122. Feb. 20, 2014	239 Fifth Street East 271-1714	Laurie Flinders 276-5506	Town Feb. 25
123. Feb. 20, 2014	408 Third Street East	Jim Ryan 274-4941	Town Feb. 25
124. Feb. 20, 2014	926 Crowe Avenue	Rodney Shute 274-3055	Town
125. Feb. 20, 2014	1007 Third Street East	Katherine Hands 275-8484	Town Feb. 25

<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
126. Feb. 20, 2014	1017 Third Street East	Lawrence Holbrook 274-2337 276-7153	Town Feb. 25
127. Feb. 20, 2014	1014 Fifth Street East Home 274-2731	Elma Tucker 482-2479 Work	Town Feb. 25
128. Feb. 20, 2014	560 Webster Avenue Evangelical Church	Jeff 4-2997 Church 4-2328	Thawed on its own
129. Feb. 20, 2014	1102 River Road West 274-5783	Robert Caldwell 275-9635	Union Installed Temp Water
130. Feb. 21, 2014	1044 River Road West Raymond Roy – owner	274-6807 – home 276-5193 – Kim	Town Feb. 26
131. Feb. 21, 2014	537 Third Street West	Alvin Howells 274-9239	Town Feb. 26
132. Feb. 21, 2014	555 Elm Avenue	Pat Gartshore 274-5538	Town Feb. 26
133. Feb. 21, 2014	737 Thompson – will call us on March 7, 2014	Cathy Bruyere 274-6668	Town – Pulsate March 7
134. Feb. 21, 2014	617 Scott Street	Dan Scott 274-6292	Town Feb 26
135. Feb. 22, 2014	1143 Portage Avenue 274-6145	Fred Jack 276-2826	Town Feb. 27
136. Feb. 22, 2014	905 McKenzie Avenue 274-0410	Ann Dillon 276-6800	Town Feb. 26
137. Feb. 23, 2014	428 King's Highway Doug Koval 276-5928	Eve Acorn 275-5676 or 4-7148	Town Feb. 27
138. Feb. 23, 2014	551 Webster Avenue Owner – Melissa 276-7511	Angie Lampi 275-6228	Town Feb. 27
139. Feb. 23, 2014	1117 Third Street East	Lilie Pearson 274-6530	Town Feb 27
140. Feb. 24, 2014	1305 Emo Road Dave & Elaine	W – 274-9861 - D H – 274-7863 W – 274-4812 - E	Union installed Temporary Water
141. Feb. 24, 2014	619 Scott Street	Jesse Gunderson 274-4730	Repeat – #41 Bill – Feb 26
142. Feb. 25, 2014	536 Fourth Street, West	Panda Ness 274-3892	Repeat #111 Bill – Feb. 28
143. Feb. 26, 2014	220 Church Street Canada Custom Warehouse	274-3655	Pulsated April 15
144. Feb. 26, 2014	815 Scott Street	Tracy Bourassa 276-2042	Town Feb. 28
145. Feb. 27, 2014	505 King's Hwy Repeat #116	Jamie McKelvie 276-1370	Done Bill – Feb. 28

<b>DATE OF OCCURREANCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
146. Feb. 27, 2014	517 Lillie Avenue	Evelyn Sletomen 276-3722	Repeat #70 Bill – Feb. 28
147. Feb. 27, 2014	201 Sixth Street West owner Bill Krukoski Linda Hamilton 275-9268	Brenda 484-2172 or 484-9943 John – 484-2728	Done
148. Feb. 28, 2014	501 Sixth Street West (Town's Rental)	Jane Peterson	Repeat (2) March 7 - Bill
149. Feb. 28, 2014	431 Third Street East	Bill Kragg 275-9297	Town March 1
150. March 1, 2014	649 Third Street East	Cody Perron 276-8467	Town March 3
151. March 2, 2014	529 Second Street East	Kathy Gagne 276-0638	March 12 Pulsate
152. March 2, 2014	429 Second Street East	Dana Kosowick 276-7303	Town March 3
153. March 3, 2014	1147 Portage Avenue N	Bobbi Guenette 276-1863	Town March 3
154. March 3, 2014	211 Third Street West	Al Robertson 274-3516	Town March 3
155. March 3, 2014	823 Minnie Avenue	Hilding Ronmark 274-7022	Town March 3
156. March 3, 2014	577 Osborne	Chris McKinnon 276-1838	Town March 4
157. March 3, 2014	1039 Colonization Rd. W. Alternate Beverly 271-0598	Norma Pattison 274-6600	No water to date
158. March 3, 2014	1119 Scott Street	Joy Legarie 274-6348	Repeat #32 Bill – March 4
159. March 3, 2014	1005 Williams Avenue	Mrs. Simmons 274-9735	Town March 4
160. March 3, 2014	375 Central Loop Couchiching	Steve Morrisseau 276-4800	PO voided Cancel –Mar 4
161. March 4, 2014	1003 Victoria Avenue North – 274-0510 – Work	Kelly Badiuk 276-5663	Town March 4
162. March 4, 2014	509 Armit Avenue	Dwayne Turriff 276-1451	Repeat #25 Bill – March 4
163. March 4, 2014	1205 Third Street East girlfriend – 271-1689	Roger Fiegen 271-0458	Town March 4
164. March 4, 2014	363 Daniel Avenue	Shannon Monroe 276-6005	Repeat #80 Bill – March 4
165. March 4, 2014	837 Minnie Avenue	Walter Engelman 274-2530	Town March 5

<b>DATE OF OCCURENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
166. March 4, 2014	625 Scott Street	Sherry Sinclair 270-8269	Town March 5
167. March 4, 2014	1702 Colonization Road W Sandra McNay – 276-1293	Lynn 274-0705 Hendrickson	Town March 5
168. March 4, 2014	729 Church Street	Mrs. Bodnarchuk 274-9322	Town March 5
169. March 4, 2014	142 Sixth Street East	Corey Dabranski 274-	Town March 5
170. March 5, 2014	419 Fourth Street West Home 274-1908	David Wright 276-7054	Town March 6
171. March 5, 2014	550 Fourth Street West Home 274-5102	Andrew Hallikas 275-6011	Town March 6
172. March 5, 2014	155 Sixth Street East	Adam Wigdor 276-6352	Town March 5
173. March 5, 2014	523 Fourth Street West	Nicole 275-5385 Williamson	Town March 6
174. March 5, 2014	721 Armit Avenue	Delores Camirand 274-1894	Town March 7
175. March 5, 2014	601 Victoria Avenue Weechi-it-te-win	Pete Bruyere 274-4571	Town March 7
176. March 5, 2014	1027 Scott Street call 218-324-1785	Brian Angus 274-6057	Town March 8
177. March 5, 2014	237 Third Street West	Victor Bedard 274-2402	Repeat #73 March 7 – bill
178. March 5, 2014	731 Scott Street	Carol Ewacha 274-1937	Town March 8
179. March 5, 2014	646 First Street East Mario Galluzzo	Dan – contractor 276-3701	Town March 9
180. March 5, 2014	551 Riverview Drive	Jerry Stratton 274-7947	Town March 8
181. March 5, 2014	535 Elm Avenue	George Chabot 274-1588	Repeat #68 March 8 – bill
182. March 5, 2014	1007 Second Street East	Amanda Stevens 276-7736	Town March 9
183. March 6, 2014	389 Daniel Avenue Home 274-9666	Jen Langtry 276-0084	Town March 6
184. March 6, 2014	609 Victoria Avenue	Dave Hickling 274-7024	Town March 11



<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
185. March 6, 2014	559 Elm Avenue Work – 274-3848	Diane Martinuk 274-8477 Home	Town March 9
186. March 6, 2014	716 Portage Avenue North If no answer knock on door someone will be at home	Tasha Glover 276-3063	Town March 11
187. March 6, 2014	325 Sixth Street West Home – 274-4719	Rosanne Ward 276-3034	Town March 10
188. March 6, 2014	375 Central Loop Steve Morrisseau 276-4800	Genie Morrisseau 274-3116	Billable
189. March 6, 2014	1024 First Street East	Don Smeeth 274-3170	Town March 10
190. March 6, 2014	927 Christie Avenue North	Margret Plante 274-7663	Town March 10
191. March 7, 2014	1116 Third Street East 274-7819	Florence Buffington	Pulsate - Town March 12
192. March 7, 2014	1251 Sixth Street East Home 274-3378	Kathy Egan 276-4089	Town March 10
193. March 7, 2014	1061 Walker Avenue	Amanda Olson 276-2366	Town March 11
194. March 7, 2014	641 Third Street West	Sandra McNay 276-1293	Town March 11
195. March 7, 2014	281 Second Street East H2O	Steve Both 275-8375	Plastic Line Pulsate
196. March 7, 2014	919 Victoria Avenue North Home 274-6118	Doug McDonald 275-7119	Town March 12
197. March 7, 2014	1109 Scott Street Home 274-6276	Josephine McKenzie	Town March 12
198. March 7, 2014	945 Phair Avenue	Brian Rose 276-1556	Town March 12
199. March 7, 2014	233 Third Street West Brothers 274-6757	Sandy Neilson H 274-2225	Town March 14
200. March 7, 2014	742 Thompson Dwayne 276-8516	Jody 275-6256 H 4-9580 W 4- 2042 ext. 4221	Town March 12
201. March 7, 2014	271 Scott Street Prime Cuts	Marge Toninato 274-9445	Repeat #11 March 7 - Bill
202. March 7, 2014	1029 Portage Avenue N	Connie Kress 275-6184	Temp Water
203. March 7, 2014	909 Victoria Avenue N	Corey Spuzak 274-8585	Town March 12
204. March 7, 2014	137 Sixth Street East John DeGagne 275-7851	Kelly Calder 276-5740	Town March 14

<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
205. March 7, 2014	637 Third Street West Dennis Daulk 274-6928	Scott Booth 276-2292	Town March 11
206. March 7, 2014	323 Sixth Street West Blaine Orr – 275-7220	Brian Mitchell 275-5076	Thawed on its own
207. March 7, 2014	1108 Victoria Avenue N Home – 274-4664	Shannon Weir 276-0654	Town March 15
208. March 7, 2014	545 Elm Avenue	Glen Burns 807-788-2459	Town March 15
209. March 7, 2014	1113 Church Street	Dave Taylor 275-9911	Town March 16
210. March 7, 2014	921 Victoria Avenue North	Robin Grimard 274-5136	Town March 12
211. March 7, 2014	621 Church Street Elaine Spencer	Judy Kaufman 275-8273	Town March 15
212. March 7, 2014	111 Sixth Street East	Brian Treftlin 275-8414	Town March 15
213. March 8, 2014	532 Second Street West	Bill Morrison 274-7896	Town March 15
214. March 8, 2014	921 Keating Avenue North	Mario Venerus 274-6925	Repeat #82 March 12 - Bill
215. March 8, 2014	1015 Portage Avenue North	Don McKenzie 274-6439	Town March 15
216. March 8, 2014	713 Church Street	Dillon Mainville 275-6739	Town March 15
217. March 8, 2014	1301 Emo Road	Dwayne Strum 276-2231	Pulsate Needs Union
218. March 8, 2014	755 Second Street West	Warren Zub 274-7053	Town March 16
219. March 8, 2014	347 Daniel Avenue	Darren Yerxa 276-5355	Town March 11
220. March 8, 2014	1018 First Street East Connie 275-5118	Shawna 275-7747	Town March 16
221. March 9, 2014	627 First Street East Home 274-2787	Loreen Morrish 275-7264	Town March 16
222. March 9, 2014	1337 Emo Road	Shawn Pollard 275-9752	Repeat #50 March 16 – bill
223. March 9, 2014	427 Sixth Street West	Kim Matheson 274-7188	Unable to get With either
224. Mar. 10, 2014	397 Scott Street Celestes Beauty Salon	Debbie Perruse 274-3462	Town March 10
225. Mar. 10, 2014	313 Third Street East Home 274-6032	Blake Carlson 275-5006	Town March 16



<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
226. Mar. 10, 2014	509 Crowe Avenue Home 274-5399	Brad Benninger 276-8509	Town March 16
227. Mar. 10, 2014	273 Scott Street Northwood Gallery & Gifts	Neila Booth 274-9224	Town March 12
228. Mar. 10, 2014	1323 Emo Road Becky McClain	Krista Little 275-6051	Temporary Water
229. Mar. 10, 2014	714 Armit Avenue	Val – Metis Hall 274-9576	Town March 11
230. Mar. 10, 2014	513 Victoria Avenue	Allan Bedard 275-6708	Town March 17
231. Mar. 10, 2014	1411 Colonization Road W 4-0360 or 6-1426 - Eleanor	Thor Ruppenstein 274-9699	March 16 Bill
232. Mar. 10, 2014	1020 Third Street East Colleen 274-9416	Jeff Wieresma 276-5338	Town March 17
233. Mar. 11, 2014	419 Fourth Street West	David Wright 276-7054	Repeat #170 March 17 – bill
234. Mar. 11, 2014	527 Second Street West	Jennifer Grimard 271-1369	Repeat #98 March 17 - bill
235. Mar. 11, 2014	521 Lilie Avenue	Erika McKay 204-292-7945	Town March 17
236. Mar. 12, 2014	1037 First Street East Diane Pattison	Shaw Cable 274-5540	Town March 14
237. Mar. 12, 2014	1320 Emo Road owner Greg Gosman	274-3243 Work 274-2517 Home	Town March 17
238. Mar. 12, 2014	429 First Street East Work – 274-2110	Tara Tolley 274-4377 Home	Town March 17
239. Mar. 12, 2014	551 Webster Avenue Melissa owner – 276-7511	Angie Lampi 275-6228	Repeat #138 March 17 – bill
240. Mar. 12, 2014	707 Scott Street	Gordon Dyrland 274-6746	Town March 17
241. Mar. 12, 2014	554 Webster Avenue	James Yerxa 276-7411	Repeat #66 March 17 - bill
242. Mar. 13, 2014	738 Riverview Drive Janet Work 274-7708	Janet Holden 276-2144	Town March 18
243. Mar. 14, 2014	835 Crowe Avenue Work – 274-3969	Clarke Allan 275-8415	Repeat #52 March 17 – bill
244. Mar. 14, 2014	229 Scott Street – Causeway Insurance	274-6688	Town March 14
245. Mar. 14, 2014	1014 Fifth Street East 482-2479 (w)	Elma Tucker 274-2731 (h)	Repeat #127 March 18 - bill
246. Mar. 15, 2014	400 8 <sup>th</sup> Street	Hammonds 274-3881	Town March 15

<b>DATE OF OCCURRENCE</b>	<b>LOCATION OF FROZEN WATERLINE</b>	<b>NAME OF OWNER</b>	<b>WHO WAS BILLED</b>
<b>247.</b> Mar. 16, 2014	1306 Colonization Rd. W	Mike Godin 276-5169	Town March 18
<b>248.</b> Mar. 16, 2014	1111 River Road West	Eric Shute 4-1911 or 6-0667	Town March 18
<b>249.</b> Mar. 18, 2014	910 Victoria Avenue North Owner – Ray Wreggit	Linda Mann 276-6998	Town March 18
<b>250.</b> Mar. 19, 2014	641 Third Street West	Sandra McNay 276-1293	Repeat #194 March 19 – bill
<b>251.</b> Mar. 19, 2014	816 Front Street	Gladys Martin 274-3954	Town March 20
<b>252.</b> Mar. 20, 2014	1005 Crowe Avenue 274-9779	Diane Albright 275-8964	Town March 20
<b>253.</b> Mar. 27, 2014	921 Keating Avenue K & M Trucking	Mario Venerus 274-6925	Repeat #82 March 27 - bill
<b>254.</b> Mar. 27, 2014	609 Scott Street 270-4875	Jamie Joyce 276-1244	Town March 28
<b>255.</b> Mar. 28, 2014	1321 Idylwild Drive Cell 276-0337	Cindy McKinnon 274-9710	Thawed on its own
<b>256.</b> Mar. 31, 2014	360 Third Street East	Fedoruk	Town April 1
<b>257.</b> April 9, 2014	622 Third Street East	Dan Livingston	Town April 10
<b>258.</b> April 15, 2014	1205 Elizabeth Street	Sam Harnett 274-9660	
<b>259.</b> April 21, 2014	558 Scott Street	Darren O'Donnel 276-3133	Repeat #86
<b>260.</b> April 21, 2014	902 Phair Ave.	Kyla Hartlin 276-0571	Town April 22
<b>261.</b> May 6, 2014	261 Scott Street	Guy Donaldson	Town May 13
<b>262.</b> May 14, 2014	297 Scott Street	Guy Donaldson	Town May 13
<b>263.</b> May 21, 2014	210 Butler Avenue	MNR – 271-0711	Town May 21
<b>264.</b> June 2, 2014	237 Fifth Street East	Leon Degagne	Town June 6
<b>265.</b>			
<b>266.</b>			
<b>267.</b>			



210 First Street North  
Kenora, ON P9N 2K4

March 7, 2014

## Water System Operators

Dear Municipal Water System Operators:

### Re: Creating Auxiliary Water Lines due to Frozen Water Lines

During this time of year auxiliary water lines are being installed by municipal water providers due to frozen water lines. Providing temporary water to your households in this manner carries some risk for contamination of the water and we provide the following recommendations for the installation and use of auxiliary water lines. These steps are not mandatory but are provided to help protect both the connected houses and your municipal water distribution system.

- A backflow preventer should be installed on the donor home to prevent any potential cross contamination to the municipal water distribution system.
- If there is a need to prevent the water line from freezing, it is recommended that an air gap (running tap) or bleeder line be used.
- Homeowners should be given boil water advisory and instructions regarding use of water that may be contaminated.

In circumstances where the auxiliary line is intended to supply potable water we also recommend the following:

- The lines used to connect the houses should be potable water grade hoses (not ordinary garden hoses).
- The potable water line should be disinfected before being put into service by following the same AWWA standard for disinfecting water mains.
- Following the installation of the auxiliary line, the interior plumbing of the recipient home should be thoroughly flushed and then the FAC tested to ensure there is an adequate residual.
- If a bleeder line is required, a back flow preventer should be installed to protect the water quality of the receiving home.
- The homeowner of the receiving home should be advised that water quality cannot be guaranteed in this circumstance.

Water System Operators

March 7, 2014

Page 2

Please note that if an auxiliary line is installed in any location other than an individual private home you should contact your local public health inspector.

If you have any questions regarding these recommendations, please contact your local Public Health Inspector.

Sincerely,



Jennifer McKibbin

Manager, Environmental Health & Smoke-Free Ontario

cc: Dr. Jim Arthurs, Medical Officer of Health  
Dr. Kit Young-Hoon, Medical Consultant  
Brian Norris, Public Health Inspector  
Dan Harasymiw, Public Health Inspector  
David Coats, Public Health Inspector  
Kurtis Casey, Public Health Inspector  
Mike Mackie, Public Health Inspector  
Rick Pascoe, Public Health Inspector  
Stephanie Snow, Public Health Inspector  
Thomas Nabb, Public Health Inspector  
Aaron Causyn, Drinking Water Inspector  
Arnold Laine, Drinking Water Program Supervisor  
Carolyn Lacroix, Drinking Water Inspector  
Jason Tittlemier, Drinking Water Inspector

**TEMPORARY WATER HOOK UPS**

1)	Jason Thompsn	429 Third Street West	May 26
2)	Jeff Wright	432 Scott Street (Wright's)	May 6
3)	Ray Calder	629 Third Street East	May 19
4)	Leo Arrigo	1621 Colonization Rd	June 9
5)	Sandra Yeo	1355 Colonization Rd.	June 9
6)	D. Eldridge	1609 Colonization Rd. W	May 19
7)	Cecil Peddie	423 Sixth Street West	June 6
8)	Melissa Carpenter	940 Third Street East	May 19
9)	Michelle Dannis	1207 Third Street East	June 9
10)	Selena (Megan Bale)	1135 Third Street East	June 9
11)	Connie Kress	1029 Portage Avenue N	June 3
12)	Dave Sande	1305 Emo Road	May 26
13)	Evangelical Church	560 Webster Avenue	April 19
14)	Robert Caldwell	1102 River Road West	May 29
15)	Bernie Martens	362 Daniel Avenue	May 23
16)	Cindy McKinnon	1321 Idylwild Drive	mid April
17)	Blaine Orr	323 Sixth Street West	April 21
18)	Bill Krukoski	201 Sixth Street West	April 25

June 9, 2014

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities



**SUBJECT: Request from the Rainy River Substance Abuse Prevention Team Organization to Utilize the Point Park on Saturday September 6, 2014 from 11:00 am to 3:00 pm to host a Family Safety Day Event**

Please find attached a letter dated June 2, 2014 from Tiffany Clifford-Smith of the Rainy River Substance Abuse Prevention Team organization to utilize the Point Park on Saturday, September 6, 2014 from 11:00 am to 3:00 pm to host a Family Safety Day Event. On the proposed day, the Point Park is still open to the general public, thus the grounds and washrooms are still maintained and operational.

The Rainy River Substance Abuse Prevention Team organization is requesting additional garbage bins and the supply of electrical to the vendors. In the past, there usually is no cost to the organizations to utilize the point park to stage such an event, however any additional costs would be passed on to the event organizer. In this case the request for additional garbage bins and the supply of electricity for the vendors would be the responsibility of the Rainy River Substance Abuse Prevention Team organization.

The Operations & Facilities Executive Committee recommends the following;

- 1) The Rainy River Substance Abuse Prevention Team organization will be granted permission to utilize the Point Park on Saturday, September 6, 2014 from 11:00 am to 3:00 pm to host a Family Safety Day Event.
- 2) The Rainy River Substance Abuse Prevention Team organization will be responsible to supply the conductor and electrician to connect from the Point Park existing electrical supply or panels to their vendor equipment.
- 3) The Rainy River Substance Abuse Prevention Team organization will contact Asselin Transportation & Storage Ltd. to supply and empty additional waste bins to be utilized for their event at no cost to the Town.

Respectfully Submitted  
Operations & Facilities Division,

*Doug Brown*

Doug Brown, P. Eng.  
Operations & Facilities Manager



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

- The Rainy River Substance Abuse Prevention Team organization will be granted permission to utilize the Point Park on Saturday, September 6, 2014 from 11:00 am to 3:00 pm to host a Family Safety Day Event.
- The Rainy River Substance Abuse Prevention Team organization will be responsible to supply the conductor and electrician to connect from the Point Park existing electrical supply or panels to their vendor equipment.
- The Rainy River Substance Abuse Prevention Team organization will contact Asselin Transportation & Storage Ltd. to supply and empty additional waste bins to be utilized for their event at no cost to the Town.

2014JuneRainy RiverDistrictSubstanceAbusePreventionTeam

RECOMMENDED

JUN 18 2014

DIV. MNG.

EXECUTIVE COMM.

*Doyle*  
*R. Wida*



Rainy River District  
Substance Abuse  
Prevention Team



June 2, 2014

Mayor Roy Avis &  
Fort Frances Town Council  
Fort Frances, ON

Dear Mr. Avis:

The Rainy River District Substance Abuse Prevention Team are planning a FAMILY SAFETY DAY on September 6, 2014, 11:00 a.m. – 3:00 p.m. The goal of our event is to promote health and safety to families; we hope to have vendors/booths on site to promote awareness on a variety of safety issues including water/transport safety (life jackets, boat safety, seat belts, car seats etc). We are inviting the Fire Department, OPP, Treaty #3 Police Service & Ambulance to be on site. We also hope to have vendors/booths to provide information and education on Fetal Alcohol Syndrome, safe handling of pharmaceuticals and safe needle disposal etc. We plan on having a BBQ at lunch time and activities for the families to enjoy.

We believe that the best possible place to hold this event would be at The Point. This is our formal request for permission for the use of The Point. We would like to work in cooperation with you and would appreciate your assistance with this event by supplying the electricity for the vendors, washrooms and extra garbage bins.

Your partnership with us is very much appreciated as this event will benefit many families in the Town of Fort Frances and neighbouring communities.

If you have any questions or concerns, please do not hesitate to contact me at [aadw@jam21.net](mailto:aadw@jam21.net) or at 274-8541.

Sincerely

*Tiffany Clifford-Smith*  
Tiffany Clifford-Smith RRDSAPT Chair  
& the Substance Abuse Prevention Team





June 10, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Mr. Fred Brown owner of 951 - 6th Street West – Requesting to Downward Adjust his March/April 2014 Water & Sanitary Sewer Invoice**

Please find attached a letter from Mr. Fred Brown requesting to have his March/April/May 2014 Water/Sanitary Sewer Invoice adjusted downward.

Please find attached a report prepared by Doug Herr, Environmental & Facilities Superintendent outlining all pertinent details in regards to the water service line at 951 – 6<sup>th</sup> Street, West. Basically Fred Brown took upon himself to bleeding his water service line based on the temperature of the water. There is no history of frozen water service lines for this property.

Under the Town's water system by-law No. 16/06 section 5.7 (see attached), no permission was granted ahead of time to Fred Brown, owner of 951 – 6<sup>th</sup> Street West to bleed his water service line to prevent it from freezing. Please find attached a spreadsheet outlining the usage pattern over the past 5 years for this water account No. 005901B. Most metered customers are aware of the fact in order to bleed their service line for freezing protection prior approval is required by the Town. A similar case was presented to Council earlier this year, please find attached the administration report dated April 23, 2014 in regards to 237 Church Street – Mr .Ryan Mason.

The Operations & Facilities Executive committee recommends the following;

1. That the March/April water/sanitary sewer invoice for 951 – 6th Street West be adjusted downward from a total of 669 cubic meters to an adjusted total of 140.94 cubic meters based on averaging the 2010, 2011, 2012, 2013 & 2014 actual consumption pattern ( 5 year average).
2. That the May/June be adjusted based on averaging the 2010, 2011, 2012, 2013, 2014 actual consumption pattern ( 5 year average).

Respectfully Submitted  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Operations and Facilities Manager

Council approval of this report will ensure the following;

1. That the March/April water/sanitary sewer invoice for 951 – 6th Street West be adjusted downward from a total of 669 cubic meters to an adjusted total of 140.94 cubic meters based on averaging the 2010, 2011, 2012, 2013 & 2014 actual consumption pattern (5-year average).
2. That the May/June be adjusted based on averaging the 2010, 2011, 2012, 2013 & 2014 actual consumption pattern (5 –year average).

RECOMMENDED

JUN 18 2014

CLERK *Dee P*  
*R. W. [Signature]*  
 TOWN CLERK

5/23/2014

FRED BROWN EQUIPMENT(1987) LTD  
PO BOX 549  
FORT FRANCES, ON  
P9A 3M8

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

**Mayor in council**

Re: Water bill account # 005901B

This is a request to reduce our water bill as we have had to keep our water running in order to stop it from freezing. Checked water temperature and it was at -1c and is still below 0 today. Will stop water from running when temperature goes above 0.

Attaching water bills from last year.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read 'Fred B', with a long horizontal line extending to the right.

Fred Brown

President

FRED BROWN EQUIPMENT(1987) LTD

**TOWN OF FORT FRANCES**

320 PORTAGE AVE  
FORT FRANCES, ONTARIO  
P9A 3P9  
(807) 274-5323

FEB. 28, 2014 TO APR. 30, 2014

FRED BROWN EQUIPMENT (1987)  
LTD  
BOX 549  
FORT FRANCES, ONTARIO  
P9A 3M8

ACCOUNT NO.	NET INCLUDING ARREARS	DUE DATE	AFTER DUE DATE
005901 B	1,943.02	MAY 30, 2014	1,967.31

ACCOUNT NUMBER  
005901 B

SERVICE ADDRESS  
951 SIXTH ST W

PREVIOUS READING	PRESENT READING	CONSUMPTION
218	887	669.00 CU.MTRS

WATER CHARGES	1,021.93
SEWER CHARGES	907.09
SPRINKLER CHARGES	0.00
HYDRANT CHARGES	0.00
METER REPLACEMENT FEE	6.00
ENVIRONMENTAL FEE	8.00
ARREARS	0.00
MISC. CHARGES	0.00

NET OWING	1,943.02
IF PAID BEFORE	MAY 30, 2014
PENALTY	24.29
GROSS OWING	1,967.31
AFTER DUE DATE	MAY 30, 2014

Keep this portion for your records.

**TOWN OF FORT FRANCES**

320 PORTAGE AVE  
FORT FRANCES, ONTARIO  
P9A 3P9  
(807) 274-5323

**WATER BILL**

FEB. 28, 2014 TO APR. 30, 2014

FRED BROWN EQUIPMENT  
951 SIXTH ST W

FRED BROWN EQUIPMENT (1987)  
LTD  
BOX 549  
FORT FRANCES, ONTARIO  
P9A 3M8

**PAYMENT OPTIONS**

Please send entire bill  
when making payment along  
with self-addressed stamped  
envelope if receipt required.

ACCOUNT NUMBER  
005901 B

NET OWING	1,943.02
Due Date	MAY 30, 2014
After Due Date	1,967.31

# TOWN OF FORT FRANCES

320 PORTAGE AVE  
FORT FRANCES, ONTARIO  
P9A 3P9  
(807) 274-5323

AGENDA ITEM #6.3

FEB. 28, 2013 TO APR. 30, 2013

FRED BROWN EQUIPMENT (1987)  
LTD  
BOX 549  
FORT FRANCES, ONTARIO  
P9A 3M8

ACCOUNT NO.	NET INCLUDING ARREARS	DUE DATE	AFTER DUE DATE
005901 B	183.06	MAY 31, 2013	185.35

ACCOUNT NUMBER  
005901 B

SERVICE ADDRESS  
951 SIXTH ST W

WATER CHARGES	94.38
SEWER CHARGES	82.68
MISC. CHARGES	6.00
TOTAL CURRENT BILL	183.06
ARREARS	0.00

PREVIOUS READING	PRESENT READING	CONSUMPTION
37	48	11.00 CU.MTRS

NET OWING	183.06
IF PAID BEFORE	MAY 31, 2013
PENALTY	2.29
GROSS OWING	185.35
AFTER DUE DATE	MAY 31, 2013

Keep this portion for your records.

# TOWN OF FORT FRANCES

320 PORTAGE AVE  
FORT FRANCES, ONTARIO  
P9A 3P9  
(807) 274-5323

## WATER BILL

FEB. 28, 2013 TO APR. 30, 2013

FRED BROWN EQUIPMENT  
951 SIXTH ST W

FRED BROWN EQUIPMENT (1987)  
LTD  
BOX 549  
FORT FRANCES, ONTARIO  
P9A 3M8

### PAYMENT OPTIONS

Please send entire bill  
when making payment along  
with self-addressed stamped  
envelope if receipt required.

ACCOUNT NUMBER  
005901 B

NET OWING	183.06
Due Date	MAY 31, 2013
After Due Date	185.35

## TOWN OF FORT FRANCES

320 PORTAGE AVE  
FORT FRANCES, ONTARIO  
P9A 3P9  
(807) 274-5323

## WATER BILL

APR. 30, 2013 TO JUNE 30, 2013

FRED BROWN EQUIPMENT (1987)  
LTD  
BOX 549  
FORT FRANCES, ONTARIO  
P9A 3M8

ACCOUNT NO.	NET INCLUDING ARREARS	DUE DATE	AFTER DUE DATE
005901 B	183.06	JULY 31, 2013	185.35

ACCOUNT NUMBER  
005901 B

SERVICE ADDRESS  
951 SIXTH ST W

PREVIOUS READING 48    PRESENT READING 64    CONSUMPTION 16.00 CU.MTRS

WATER CHARGES 94.38  
SEWER CHARGES 82.68  
MISC. CHARGES 6.00  
TOTAL CURRENT BILL 183.06  
ARREARS 0.00

NET OWING 183.06  
IF PAID BEFORE JULY 31, 2013  
PENALTY 2.29  
GROSS OWING 185.35  
AFTER DUE DATE JULY 31, 2013

Keep this portion for your records.

## TOWN OF FORT FRANCES

320 PORTAGE AVE  
FORT FRANCES, ONTARIO  
P9A 3P9  
(807) 274-5323

## WATER BILL

APR. 30, 2013 TO JUNE 30, 2013

FRED BROWN EQUIPMENT  
951 SIXTH ST W

FRED BROWN EQUIPMENT (1987)  
LTD  
BOX 549  
FORT FRANCES, ONTARIO  
P9A 3M8

## PAYMENT OPTIONS

Please send entire bill  
when making payment along  
with self-addressed stamped  
envelope if receipt required.

ACCOUNT NUMBER  
005901 B

NET OWING 183.06  
Due Date JULY 31, 2013  
After Due Date 185.35



**TOWN OF FORT FRANCES**

320 PORTAGE AVE  
 FORT FRANCES, ONTARIO  
 P9A 3P9  
 (807) 274-5323

AGENDA ITEM #6.3

DEC. 31, 2012 TO FEB. 28, 2013

FRED BROWN EQUIPMENT (1987)  
 LTD  
 BOX 549  
 FORT FRANCES, ONTARIO  
 P9A 3M8

ACCOUNT NO.	NET INCLUDING ARREARS	DUE DATE	AFTER DUE DATE
005901 B	183.06	MAR. 28, 2013	185.35

ACCOUNT NUMBER  
 005901 B

SERVICE ADDRESS  
 951 SIXTH ST W

WATER CHARGES	94.38
SEWER CHARGES	82.68
MISC. CHARGES	6.00
TOTAL CURRENT BILL	183.06
ARREARS	0.00

PREVIOUS READING	PRESENT READING	CONSUMPTION
21	37	16.00 CU.MTRS

NET OWING	183.06
IF PAID BEFORE	MAR. 28, 2013
PENALTY	2.29
GROSS OWING	185.35
AFTER DUE DATE	MAR. 28, 2013

Keep this portion for your records.

**TOWN OF FORT FRANCES**

320 PORTAGE AVE  
 FORT FRANCES, ONTARIO  
 P9A 3P9  
 (807) 274-5323

**WATER BILL**

DEC. 31, 2012 TO FEB. 28, 2013

FRED BROWN EQUIPMENT  
 951 SIXTH ST W

FRED BROWN EQUIPMENT (1987)  
 LTD  
 BOX 549  
 FORT FRANCES, ONTARIO  
 P9A 3M8

**PAYMENT OPTIONS**

Please send entire bill  
 when making payment along  
 with self-addressed stamped  
 envelope if receipt required.

ACCOUNT NUMBER  
 005901 B

NET OWING	183.06
Due Date	MAR. 28, 2013
After Due Date	185.35

June 9, 2014

Report To: Doug Brown, Manager of Operations & Facilities  
 From: Douglas Herr, Environmental & Facilities Superintendent  
**SUBJECT: Fred Brown Equipment (1987) Ltd.**  
**Re: 951 Sixth Street West**  
**Letter Dated May 23, 2014 – Water Bill Account #005901B**

Find attached a letter from Mr. Fred Brown, Fred Brown Equipment (1987) Ltd. requesting to have his March & April 2014 water/sanitary sewer invoice reduced. Included with the letter are copies of the 2013 water/sewer invoices for the same period.

On May 21, 2014 I received a telephone call from Caroline Brown indicating that they had received a larger than normal invoice from the Town regarding their water/sewer usage and would like a reduction. She said that they had been running the water to prevent it from freezing as per the Town's advertisement. I informed her that the advertisement stated that if you had a history of frozen service lines, or those living in the same neighbourhood where freezing of the services have been occurring, to run the water. She was also told that no one from this business had called the Town requesting that they wanted to run their water because of the concern of freezing. She wanted to know what she had to do to claim for a possible reduction. I told her to write a letter to Mayor and Council if she wished to proceed.

I went to check the property file to see if there was any history of frozen water lines, no file was on record. This tells me that there hasn't been any issues with this property, at least that the Town is aware of since it was built.

There was one property in the vicinity of this one that had frozen water service line, 1000 McIrvine Rd. (Gardewine North). Their water service was frozen within the parking lot, not the street.

In accordance with the Town's Water System By-law No. 16/06, section 5.7, no permission was granted ahead of time from Fred Brown Equipment, to bleed their water service line to prevent it from freezing.

Since there was no history of any frozen water service at this location in the past, no other frozen water service lines in the vicinity and no permission was obtained as per the Town's by-law, the Owner should not receive compensation.



**TOWN OF FORT FRANCES**  
**By-Law No. 16/06**

Page 14 of 22

Section 3.12 of Part 3 of this by-law. The terms and conditions required for granting the permit shall be at the discretion of the Town and may be changed from time to time, as the Town deems necessary.

**5.4 Sale – disposal – approval – non-metered**

No person shall sell or dispose of non-metered water, give it away or permit the same to be taken, carried away or obtained without written approval of the Engineer.

**5.5 Waste – prohibited**

No person, owner, occupier or otherwise shall wrongfully, neglectfully or improperly use water.

**5.6 Pipes – fixtures maintained – prevention of leaks**

All persons supplied with water by the Town shall keep private service pipes, valves, fixtures, taps and other appurtenances on their property of premises in good repair and free from leaks.

**5.7 Freezing – prevention – prohibited**

No person, without the express written authorization of the Engineer, shall allow water to run to waste to prevent freezing of private water services or piping inside premises, but shall make necessary adjustments to prevent such freezing.

**5.8 Operation or interference – unauthorized – offence**

No person except the Engineer or person authorized by the engineer for that purpose shall open or close a valve in the water works distribution system, remove, tamper with or in any way interfere with any valve, water meter, structure, water main or water service in the water works distribution system.

**5.9 Operation of shut-off valve**

No person, other than persons authorized by the Engineer for that purpose shall be permitted to operate the shut-off valve to any premises.

**5.10 Fire service – improper use**

Any water supplied or made available for any land or building for purposes of protection of property or persons from fire or for preventing fires or the spreading of fires shall not be used for any other purpose unless otherwise authorized, in writing from the Engineer.

**Part 6**  
**WATER SERVICES – CONSTRUCTION**

**6.1 Installation – by Town – by Contractor**

All water services between the water main and the property line shall be installed by the Town or by contractors engaged by the Town for the purposes of such installation or as specified in new land development projects where agreements with the Town and the developer or subdivider to complete such work.

**6.2 Installation – to Town specifications – Ont. Build. Code requirements**

All water service pipes and private mains located within Town property shall be constructed according to Town specifications as approved by the Engineer from time to time. All water service pipes and private mains located on private property shall be constructed in accordance with the Ontario Building Code as revised from time to time and in accordance with good engineering practices and shall be approved by the Chief Building Official. Where the Ontario Building Code is silent the Town's specifications shall be applied and shall prevail.

**6.3 Connection to main – prior application**

The installation of the water service pipe connection will not be scheduled or commenced in any way until the customer has met the requirements of this by-law.

**6.4 Installation – alteration – approval by Town**

For any new water service pipe or private main installation, or alteration of existing water service pipes or private mains, the owner must apply for approval from the Town.

**6.5 Installation Inspection by Town**

The Town must inspect all water service pipes and appurtenances installed, including those required under a Subdivision or Development Agreement. The charge for inspection is to be at an hourly wage charge plus a vehicle or as specified in the Subdivision or Development Agreement.

**6.6 Installation – access for inspection**

The Town or persons authorized by the Town for inspection shall be, at all times, entitled to enter any premises for the purposes of examining pipes, connections and fixtures which are used in connection with the water service pipe and/or service main.

**6.7 Termination of service – building demolition – permanent/temporary**

In the event of the demolition of any building or buildings on a premise serviced with water and the appropriate application made with the Town, the existing water service is to be terminated as follows:

Water Account - 005901-B - 951 6th Street West - Fred Brown - Forestry Company  
usage in cubic meters

Billing		6	5	4	3	2	1	
Year		Nov/Dec	Oct/Sept	Aug/July	June/May	April/March	Feb/Jan	Total
2014						669	110	779.00
2013		15.00	15.00	14.00	16.00	11.00	16.00	87.00
2012		6.00	0.00	19.00	8.30	4.77	8.09	46.16
2011		6.14	3.73	9.77	9.32	6.95	6.64	42.55
2010		10.27	10.82	9.86	12.23	13.00	9.27	65.45
5-year						140.94	30.00	204.03
4-Year	Average	9.35	7.39	13.16	11.46	8.93	14.00	89.04
3-Year	Average	7.47	4.85	12.88	9.95	8.24	8.00	51.39

April 23, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Mr. Ryan Mason owner of 237 Church Street – Requesting to Downward Adjust his January/ February 2014 Water & Sanitary Sewer Invoice**

Please find attached a letter from Mr. Ryan Mason requesting to have his January & February 2014 Water/Sanitary Sewer Invoice adjusted downward.

Basically one of his tenants is bleeding their water service line in one of the apartment units as a result of the Town's advertisement. 237 Church Street is considered a Commercial and Industrial (CI) metered water customer as it has both residential apartment units and commercial space (old Phillip's law office) in the building.

Under the Town's water system by-law No. 16/06 section 5.7 (see attached) no permission was granted ahead of time to Ryan Mason, owner 237 Church to bleed their water service line to prevent it from freezing. Mr. <sup>Mason</sup> Ryan purchased back sometime in October or September of 2012 and received the first water bill for the building in November of 2012 and might not have been aware of this requirement. The bleeding occurred on the downstream streamside of the water meter, as a result the amount of water consumed in January & February of 2014 registered on the meter. Please find attached a spreadsheet outlining the usage pattern over the past 5 years for this water account No. 0211638B. Most metered customers are aware of the fact in order to bleed their service line for freezing protection prior approval is required by Town.

The Operations & Facilities Executive committee recommends the following;

1. That the Jan/Feb water/sanitary sewer invoice for 237 Church Street be adjusted downward from a total of 742.05 cubic meters to a adjusted total of 192.05 cubic meters based on averaging the 2010, 2011 and 2012 actual consumption pattern.
2. That the March/April be adjusted based on averaging the 2010, 2011, 2012 & 2013 actual consumption pattern for an average of 150.58 cubic meters.

Respectfully Submitted  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Operations and Facilities Manager

Council approval of this report will ensure the following:

- 1) That the Jan/Feb water/sanitary sewer invoice for 237 Church Street be adjusted downward where the total of 742.05 cubic meters be reduced to a total of 192.05 cubic meters based on averaging the 2010, 2011 and 2012 actual consumption pattern.
- 2) That the March/April be adjusted based on averaging the 2010, 2011, 2012 & 2013 actual consumption pattern for an average of 150.58 cubic meters.

RECOMMENDED

APR 24 2013

DIV. MNG.

*Day Brown*

EXECUTIVE COMM.

*[Signature]*

**Mason Rentals**  
 Ryan Mason / Audra Smith  
 RMB96-RR1 Fort Frances ON P9A3M2

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

September 24/2012

*Account # 021163 B.*

Attention: Town Council

Please accept this letter requesting an adjustment be made to our water bill at 237B Church St.

Under the advisement in the news paper and on CFOB radio, the town of Fort Frances requested that residents of Fort Frances turn water on and keep it running during the cold periods in January and February 2014 to stop water lines from freezing. Our tenant complied by turning it on and letting it run.

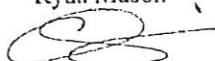
To our surprise we received a water bill in the amount of 2141.75 for the January and February billing period. We were also advised that the next bill will be quite high as well.

This is a list of what our bills have been in the past year.

Dec 31 2012 – Feb 28 2013	183.06
Feb 28 2013 – April 30 2013	384.03
April 30 2013 – June 30 2013	241.22
June 30 2013 – Aug 31 2013	191.06
Aug 31 2013 – Oct 31 2013	191.06
Oct 31 2013 – Dec 31 2013	191.06
 Dec 31 2013 – Feb 28 2014	 2141.75

As you can clearly see there is quite a difference in our bill. We are not sure what the next one will be yet but we are requesting that town council can help with an adjustment to that on as well when the time comes.

Thank you for your time  
 Ryan Mason



**TOWN OF FORT FRANCES**  
**By-Law No. 16/06**

Page 14 of 22

Section 3.12 of Part 3 of this by-law. The terms and conditions required for granting the permit shall be at the discretion of the Town and may be changed from time to time, as the Town deems necessary.

**5.4 Sale – disposal – approval – non-metered**

No person shall sell or dispose of non-metered water, give it away or permit the same to be taken, carried away or obtained without written approval of the Engineer.

**5.5 Waste – prohibited**

No person, owner, occupier or otherwise shall wrongfully, neglectfully or improperly use water.

**5.6 Pipes – fixtures maintained – prevention of leaks**

All persons supplied with water by the Town shall keep private service pipes, valves, fixtures, taps and other appurtenances on their property of premises in good repair and free from leaks.

**5.7 Freezing – prevention – prohibited**

No person, without the express written authorization of the Engineer, shall allow water to run to waste to prevent freezing of private water services or piping inside premises, but shall make necessary adjustments to prevent such freezing.

**5.8 Operation or interference – unauthorized – offence**

No person except the Engineer or person authorized by the engineer for that purpose shall open or close a valve in the water works distribution system, remove, tamper with or in any way interfere with any valve, water meter, structure, water main or water service in the water works distribution system.

**5.9 Operation of shut-off valve**

No person, other than persons authorized by the Engineer for that purpose shall be permitted to operate the shut-off valve to any premises.

**5.10 Fire service – improper use**

Any water supplied or made available for any land or building for purposes of protection of property or persons from fire or for preventing fires or the spreading of fires shall not be used for any other purpose unless otherwise authorized, in writing from the Engineer.

**Part 6**  
**WATER SERVICES – CONSTRUCTION**

**6.1 Installation – by Town – by Contractor**

All water services between the water main and the property line shall be installed by the Town or by contractors engaged by the Town for the purposes of such installation or as specified in new land development projects where agreements with the Town and the developer or subdivider to complete such work.

**6.2 Installation – to Town specifications – Ont. Build. Code requirements**

All water service pipes and private mains located within Town property shall be constructed according to Town specifications as approved by the Engineer from time to time. All water service pipes and private mains located on private property shall be constructed in accordance with the Ontario Building Code as revised from time to time and in accordance with good engineering practices and shall be approved by the Chief Building Official. Where the Ontario Building Code is silent the Town's specifications shall be applied and shall prevail.

**6.3 Connection to main – prior application**

The installation of the water service pipe connection will not be scheduled or commenced in any way until the customer has met the requirements of this by-law.

**6.4 Installation – alteration – approval by Town**

For any new water service pipe or private main installation, or alteration of existing water service pipes or private mains, the owner must apply for approval from the Town.

**6.5 Installation inspection by Town**

The Town must inspect all water service pipes and appurtenances installed, including those required under a Subdivision or Development Agreement. The charge for inspection is to be at an hourly wage charge plus a vehicle or as specified in the Subdivision or Development Agreement.

**6.6 Installation – access for inspection**

The Town or persons authorized by the Town for inspection shall be, at all times, entitled to enter any premises for the purposes of examining pipes, connections and fixtures which are used in connection with the water service pipe and/or service main.

**6.7 Termination of service – building demolition – permanent/temporary**

In the event of the demolition of any building or buildings on a premise serviced with water and the appropriate application made with the Town, the existing water service is to be terminated as follows:

Water Account - 021163B - 237 Church Street  
usage in cubic meters

Year	Nov/Dec	Oct/Sept	Aug/July	June/May	April/March	Feb/Jan
2014						742.5
2013	22.05	25.45	7.50	49.64	108.91	0.00
2012	69.05	24.32	101.36	98.86	212.95	85.23
2011	156.00	135.45	135.23	97.05	164.09	387.73
2010	218.64	173.41	132.05	125.45	116.36	103.18
5-year						263.73
4-Year	116.43	89.66	94.03	92.75	150.58	167.97
3-Year	147.89	111.06	122.88	107.12	164.47	192.05







June 10, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Award Tender 14- OF- 07 Surface Treatment of Roadways at Various Locations within the Town of Fort Frances**

During the week of May 12, 2014, the Town advertised for a Tender Call for the above stated work with the tender closing on Tuesday June 10, 2014. Advertisements were placed in the Fort Frances Times,

Two (2) tender packages were distributed to construction contractors and/or suppliers with Two (2) Contractors submitting tender bids;

Contractor	Price (HST included )
MSO Construction Ltd.	\$ 163,633.49
Duncor Enterprises	\$ 180,089.06

The work tendered consists of six (6) individual roadways to be completed in 2014 as follows:

Double Application

- 1) 8<sup>th</sup> Street from east side of Portage Avenue intersection to the west side of Victoria Avenue intersection approximately 200 meters in length.
- 2) 8<sup>th</sup> Street from 30 meters west of York Avenue intersection to 100 meters east of York Avenue intersection approximately 140 meters in length.
- 3) Oakwood Road just north of Lyndy Place North intersection to just south of Hwy. 11/71 intersection approximately 875 meters in length
- 4) Frog Creek Road 30 meters west of 1675 Frog Creek Road House to just west of McIrvine Road intersection approximately 1266 meters in length
- 5) 5<sup>th</sup> Street east of Webster Avenue intersection to 30 meters west of Portage Avenue intersection approximately 1241 meters in length. And adding 2 meters to south side edge of existing surface treatment.

Single Application;

- 6) 5<sup>th</sup> Street west side of Wright Avenue intersection to 30 meters west of Portage Avenue intersection approximately 1450 meters in length.

The work is scheduled to begin sometime around the end of July and to be completed by September 15, 2014.

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. There were no

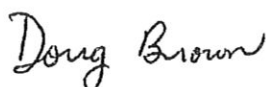
mathematical errors with the tender bids submitted. **See Spreadsheet No. 1**, which outlines details on the Two (2) tender bids received and the associated costs for each individual project. Duncor Enterprises Inc. was contacted on Tuesday June 10, 2014 as a bid bond was not included with their fax copy of the tender documents. A faxed copy of the bid bond was received later on Tuesday June 10, 2014.

The low tender bid was MSO Construction Ltd. with a total cost of \$163,633.49 which includes HST. The net cost to the Town is \$101,934.87 where the Township of Albion will be responsible for 50% of the costs (\$17,015.54) for the Oakwood Road project (No. 5) and MTO will be responsible for 50% of the costs (\$28,406.61) for the Frog Creek Road project (No. 6). The Town's workforce will be responsible to prepare the sub-base, base and the driving surface to receive the surface treatment application.

It is recommended by Operations & Facilities Executive Committee that the following be approved:

1. Award Tender 14-OF-07 Surface Treatment of Roadways at Various locations within the Town of Fort Frances to MSO Construction Ltd. at an estimated cost of \$163,633.49 which includes HST
2. That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Operations & Facilities Manager



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

- 1) Award Tender 14-OF-07 Surface Treatment of Roadways at Various locations within the Town of Fort Frances to MSO Construction Ltd. at an estimated cost of \$163,633.49 which includes HST.
- 2) That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Spreadsheet No. 1 - Surface treatment Locations with The Town of Fort Frances

Tender 14-OF-07 - June 10, 2014

Item Road West limit East Limit Single or Double Application Width meters Length meters Area square meters Cost for Surface treatment \$4.20 per sq. meter Town Estimate based on \$4.20 per sq. meter

Town net Cost per Project Based on Low Bid

2014 Budget Amount

Variance Actuals - Budget

MSO Construction Ltd.

Unit Price per square meter

Total

Duncor Enterprises Inc.

Unit Price per square meter

Total

Town %

Town Cost

1	8th Street	east side of Portage Avenue intersection	west side of Victoria Avenue intersection 110 meters east of York Avenue intersection	Double	7	200	1400	\$5,880.00	\$4.90	\$6,860.00	\$5.35	\$7,490.00	\$6,980.74	100.00%			
2	8th Street	30 meters west of York Avenue intersection	30 meters west of York Avenue intersection	Double	7	140	980	\$4,116.00	\$4.90	\$4,802.00	\$5.35	\$5,243.00	\$4,886.52	100.00%	\$ 65,000.00	-\$53,132.75	
3	5th Street	west side of Wright Avenue intersection	30 meters west of Portage Avenue intersection	Single	9	1450	13050	\$27,405.00	\$2.43	\$31,711.50	\$2.75	\$35,887.50	\$32,269.62	100.00%	\$ 42,000.00	\$2,645.47	
4	5th Street	east side of Webster Avenue intersection	30 meters west of Portage Avenue intersection	Double- adding 2 meters of roadway on south side	2	1241	2482	\$10,424.40	\$4.90	\$12,161.80	\$5.35	\$13,278.70	\$12,375.85	100.00%			
5	Oakwood Road	Just north of Lyndy Place North intersection	Just south of Hwy. 1171 intersection	double	7.8	875	6825	\$28,665.00	\$4.90	\$33,442.50	\$5.35	\$36,513.75	\$34,031.09	50.00%	\$ 44,877.00	-\$27,861.46	
6	Frog Creek Road	30 meters west of 1675 Frog Creek Road House	Just west of McIrvine Road intersection	double	9	1266	11394	\$47,854.80	\$4.90	\$55,830.60	\$5.35	\$60,957.90	\$56,813.22	50.00%	\$ 295,113.00	-\$266,706.39	
										\$124,345.20 Subtotal HST	\$144,808.40 Subtotal	\$159,370.85	\$101,934.87				
										\$18,825.09 HST	\$18,825.09 HST	\$20,718.21	\$147,357.03				
										\$163,633.49 Total	\$163,633.49 Total	\$180,089.06	\$170,015.54				
										Net Cost to Town	\$147,357.03	\$162,175.78	\$28,406.61				

June 6, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: May 2014 Drinking Water Systems Monthly Summary Report**

Please find attached the May 2014 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the May 2014 report as presented.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

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

**Council approval of this report will** accept the May 2014 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.

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

05Council Water ReportMay 2014.doc

RECOMMENDED  
JUN 18 2014  
DIV. MNG. *Dug 2*  
EXECUTIVE COMM. *R. White*

**May, 2014**

**Monthly Summary Report  
Water Systems**

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

**Dated: June 03, 2014**



**1) Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of May 2014 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 26002736. This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

**2) Flow Data:**

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

**3) Microbiological (Health Related) Water Analysis – Main Water System No. 220000978:**

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

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

**4) Microbiological (Health Related) Water Analysis – Airport Groundwater Well No. 26002736:**

No samples taken.

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

**5) Free Available Chlorine Residual (FAC) – Main Water System  
No. 220000978:**

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

**6) Free Available Chlorine residual (FAC) – Airport Groundwater Well  
System No. 26002736:**

Signs posted, exempt from testing.

**7) Maintenance Activities at the WTP:**

- May 01<sup>st</sup>
  - cleaned the top and bottom tank on the poly unit.
  - cleaned the four (4) check valves on the poly unit.
  - worked on Sunny Cove water system on line.
- May 02<sup>nd</sup>
  - worked on Sunny Cove water system.
- May 05<sup>th</sup>
  - worked on Sunny Cove water system.
- May 06<sup>th</sup>
  - worked on Sunny Cove water system.
- May 07<sup>th</sup>
  - annual calibrations done by Cleartech at plant on lab equipment.
  - worked on Sunny Cove water system.
- May 12<sup>th</sup>
  - flushed poly lines out to clarifiers.
- May 14<sup>th</sup>
  - took grab samples of filter turbidity meters.
- May 22<sup>nd</sup>
  - did backflow preventers.
- May 26<sup>th</sup>
  - checked Sunny Cove water system.
  - calibrated distribution chlorine analyzer.
- May 28<sup>th</sup>
  - flushed Sunny Cove water system.
- May 29<sup>th</sup>
  - cleaned the top and bottom tank on the poly unit.
  - cleaned the four (4) check valves on the poly unit.
  - calibrated alum and soda ash feeder.



### 8) Water Complaints:

- Poor Pressure – 0 complaint.
- Water quality – 1 complaint.

Water complaint at 811 Armit Ave. smell in water chlorine sample  
1.25 mg/l took sample with weekly routine came back good.

### 9) Other Miscellaneous Information:

- May 05<sup>th</sup>      - took weekly routine bacti samples.  
                     - sample taken on thawed water line at 201 Sixth St. W.
- May 07<sup>th</sup>      - took micro samples at Sunny Cove – 1<sup>st</sup> set.
- May 08<sup>th</sup>      - took micro samples at Sunny Cove – 2<sup>nd</sup> set.
- May 12<sup>th</sup>      - took weekly routine bacti samples.  
                     - water main repair samples at 400 Sinclair Ave. – 1<sup>st</sup> set.  
                     - water service repair samples at 535 Church St. – 1<sup>st</sup> set.
- May 13<sup>th</sup>      - took 5 year samples at Sunny Cove - Organics & Inorganics.  
                     - water main repair samples at 400 Sinclair Ave. – 2<sup>nd</sup> set.  
                     - water service repair samples at 353 Church St. – 2<sup>nd</sup> set.  
                     - water service repair samples at 700 Scott St. – 1<sup>st</sup> set.  
                     - seasonal samples taken at St. Frances Ball Field.
- May 14<sup>th</sup>      - seasonal samples taken at Sorting Gap Marina.  
                     - water service repair samples at 700 Scott St. – 2<sup>nd</sup> set.
- May 15<sup>th</sup>      - seasonal samples (six) taken at the following sites: Point Park,  
                     Lions Park and Legion Park.
- May 20<sup>th</sup>      - took weekly routine bacti samples.
- May 21<sup>st</sup>      - took quarterly samples at the Water Treatment Plant and Water  
                     Tower.  
                     - took T.S.S. samples on Filter # 2.
- May 26<sup>th</sup>      - took weekly routine bacti samples.  
                     - water main repair samples at 302 Minnie Ave. – 1<sup>st</sup> set.
- May 27<sup>th</sup>      - water main repair samples at 302 Minnie Ave. – 2<sup>nd</sup> set.

- May 28<sup>th</sup>
- water main repair samples at 429 Third St. W. – 1<sup>st</sup> set.
  - sample taken on thawed water line at 362 Daniel Ave. – 1<sup>st</sup> set.
  - sample taken on thawed water line at 281 Second St. E. – 1<sup>st</sup> set.

- May 29<sup>th</sup>
- water main repair samples at 429 Third St. W. – 2<sup>nd</sup> set.
  - sample taken on thawed water line at 362 Daniel Ave. – 2<sup>nd</sup> set.
  - sample taken on thawed water line at 281 Second St. E. – 2<sup>nd</sup> set.

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

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

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

Monthly Report May 2014

Town of Fort Frances - WTP - 220000978  
May 2012/2013 vs 2014 Flow and Operating Data

Flow Data	MAY	Units	2012		2013		2014	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water		m <sup>3</sup>		158280		142840		167920
Raw Maximum Day		m <sup>3</sup>	Saturday 19th	5480		6170	Tuesday 27th	6440
Raw Minimum Day		m <sup>3</sup>	Tuesday 8th	3290		4050	Sunday 25th	4590
Raw Average Daily Consumption		m <sup>3</sup>		5110		4610		5420
Total Treated Water		m <sup>3</sup>		121110		118680		142970
Treated Water Maximum Day Consumption		m <sup>3</sup>	Saturday 19th	4900	Friday May 17	4270	Monday 26th	5390
Treated Water Minimum Day Consumption		m <sup>3</sup>	Saturday 12th	3200	Monday May 20	3410	Saturday 17th	4030
Treated Water Average Day Consumption		m <sup>3</sup>		3910		3830		4610
Daily Average Per Household Consumption Rate		m <sup>3</sup>		1.03		1.01		1.22
* Daily Average Per Person Consumption Rate		m <sup>3</sup>		0.49		0.48		0.58
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water		mg/L		1.75		1.78		1.48
Total Chlorine Residual - Treated Water		mg/L		2.03		2.08		1.76
Aluminum Sulphate - Raw Water		mg/L		34.4		34		34.5
Aluminum Sulphate - Treated Water Residual		mg/L		0.05		0.06		0.04
Fluoride - Treated Water		mg/L		0.63		0.63		0.59
Soda Ash - Raw Water		mg/L		34.1		34		34.9
PH - Adjusted		mg/L		7.31		7.2		7.18
Temperature		C		11.8		6.5		6.5
Quantity of Chemical Used:		kg						
Aluminum Sulphate		kg		5437.4		4856.6		5793.2
Polyelectrolyte		kg		50.0		37.5		62.5
Chlorine Gas		kg		539		450		520
Soda Ash - Used for PH Adjustment		kg		5391.8		4856.6		5860.3
Fluoride		kg		392		350		358

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

\* Population is 7986

\* Number of Households is 3783

Operating Data		Units	*MAC or Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average
Flow rates																																				
Raw Water	10 <sup>3</sup> M <sup>3</sup> /d			5.61	5.45	5.81	5.69	5.51	5.48	5.36	5.69	5.13	5.13	5.52	5.08	5.20	5.25	5.15	5.33	5.09	5.15	4.89	5.97	5.07	5.19	4.97	5.20	4.59	5.21	6.44	6.02	6.21	6.09	5.44	187.92	5.42
Peak Instantaneous - Raw Water	L/s		n/a	65.45	63.45	66.19	65.05	65.51	64.84	60.81	60.51	61.21	61.36	61.40	61.29	61.32	60.74	60.43	60.60	60.67	60.24	60.19	59.31	59.58	59.72	60.01	76.94	74.52	71.22	71.09	70.94	1966.92	65.53	65.53		
Treated Water	10 <sup>3</sup> M <sup>3</sup> /d			5.18	4.90	5.11	4.89	4.67	4.42	4.65	4.68	4.32	4.16	4.87	4.40	4.47	4.49	4.12	4.57	4.03	4.24	4.30	4.61	4.47	4.79	4.78	4.65	4.22	5.39	4.97	4.63	4.95	4.57	4.49	142.97	4.61
Peak Instantaneous - Treated Water	L/s		n/a	85.49	80.31	83.29	80.45	84.24	83.14	86.10	80.90	81.80	81.00	80.97	81.59	80.45	70.72	84.75	81.29	79.89	79.89	82.67	81.41	83.81	110.30	83.81	82.53		83.27	86.23	82.24	83.08	85.29	2425.70	83.64	
Backwash Water	10 <sup>3</sup> M <sup>3</sup> /d			0.239	0.230	0.562	0.241	0.230	0.300	0.259	0.471	0.284	0.268	0.241	0.233	0.281	0.265	0.242	0.231	0.262	0.221	0.305	0.307	0.298	0.262	0.242	0.229	0.219	0.248	0.258	0.231	0.220	0.208	0.181	8.266	0.207
Fluoride Information																																				
Fluoride Residual - Treated Water	mg/l		0.5 to 0.8	0.70	0.71	0.75	0.71	0.75	0.53	0.60	0.50	0.51	0.53	0.51	0.62	0.60	0.54	0.56	0.65	0.60	0.62	0.61	0.63	0.61	0.60	0.50	0.58	0.61	0.60	0.51	0.47	0.42	0.63	0.61	18.37	0.59
Turbidity Information																																				
Raw Water	NTU		n/a	0.09	0.65	0.67	0.60	0.63	0.62	0.71	0.81	0.80	0.86	0.83	0.88	0.91	0.85	0.91	1.06	1.09	1.05	2.11	1.60	1.47	1.49	1.43	1.45	1.37	1.41	1.18	1.17	1.16	1.00	1.25	32.71	1.00
Settled Water	NTU		n/a	0.14	0.14	0.12	0.11	0.15	0.20	0.20	0.15	0.15	0.16	0.18	0.13	0.16	0.14	0.18	0.14	0.18	0.14	0.12	0.13	0.14	0.13	0.13	0.12	0.11	0.10	0.15	0.14	0.13	0.15	0.14	4.47	0.14
Treated Water	NTU		1	0.12	0.09	0.08	0.09	0.08	0.10	0.14	0.14	0.12	0.13	0.14	0.13	0.11	0.12	0.10	0.14	0.11	0.10	0.09	0.10	0.10	0.09	0.11	0.08	0.08	0.07	0.11	0.11	0.11	0.09	0.10	3.20	0.11
Other Operating Parameters																																				
pH - Treated Water	no units		6.5 to 9.5	7.45	7.40	7.35	7.27	7.15	6.88	7.04	7.02	7.00	7.10	7.10	7.05	7.19	7.30	7.26	7.08	7.16	7.18	7.24	7.15	7.13	7.15	7.02	7.12	7.15	7.25	7.12	7.33	7.16	7.41	7.42	222.63	7.18
pH - Settled Water	no units		n/a	6.49	6.40	6.47	6.40	6.37	6.7	6.40	6.53	6.43	6.56	6.66	6.56	6.45	6.41	6.47	6.46	6.49	6.46	6.52	6.46	6.50	6.47	6.44	6.39	6.47	6.45	6.56	6.46	6.62	6.39	6.61	201.07	6.49
pH - Raw Water	no units		n/a	6.94	6.99	7.10	7.08	7.10	6.71	6.82	6.83	6.80	6.76	6.62	6.80	7.00	7.07	7.04	6.90	6.98	7.02	7.00	7.08	6.96	7.01	6.81	7.00	6.99	7.01	6.81	6.76	6.87	6.76	6.85	214.67	6.92
FAC - Treated Water	mg/l		0.2 to 4.0	1.40	1.37	1.41	1.52	1.37	1.31	1.33	1.27	1.39	1.44	1.40	1.42	1.62	1.74	1.71	1.46	1.35	1.30	1.55	1.53	1.61	1.65	1.43	1.61	1.63	1.80	1.62	1.51	1.42	1.48	1.31	45.96	1.48
Total Chlorine Residual Treated	mg/l		0.3 to 0.7	1.62	1.52	1.67	1.72	1.55	1.67	1.63	1.59	1.70	1.66	1.62	1.72	1.94	2.02	2.11	1.83	1.74	1.68	1.93	1.69	1.79	1.80	1.74	1.79	1.81	2.01	2.05	1.87	1.74	1.79	1.67	54.67	1.76
Temperature	C		15	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Fluoride used (Total Daily Consumption)	kg		n/a	10.0	11.0	10.0	10.0	10.0	10.0	11.0	11.0	10.0	11.0	12.0	11.0	11.0	12.0	13.0	11.0	12.0	10.0	11.0	10.0	11.0	11.0	11.0	11.0	11.0	13.0	14.0	13.0	13.0	12.0	305.0	6.5	
Chlorine used (Total Daily Consumption)	kg		n/a	15.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	16.0	17.0	16.0	14.0	16.0	15.0	17.0	15.0	15.0	16.0	17.0	16.0	14.0	14.0	14.0	16.0	18.0	25.0	23.0	22.0	20.0	358.0	11.5	
Soda ash (Total Daily Consumption)	kg		n/a	190.4	185.3	197.5	193.5	192.9	191.8	197.6	199.2	179.6	179.8	193.2	177.8	182.0	183.8	180.3	186.6	178.2	180.3	171.2	209.0	177.5	181.7	174.0	182.0	160.7	182.4	225.4	210.7	217.4	213.2	190.4	5860.3	186.0
Soda Ash - Dosage	mg/l		n/a	193.5	188.0	200.4	196.3	190.1	189.1	194.9	196.3	177.0	177.0	190.4	175.3	179.4	181.1	177.7	183.9	175.6	177.7	168.7	206.0	174.9	179.1	171.5	179.4	168.4	176.7	222.2	207.2	214.2	210.1	187.7	5793.2	186.9
Alum residual - (Total Daily Consumption)	kg		n/a	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5
Alum residual - Dosage	mg/l		n/a	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5	34.5
Alum residual - Treated Water	mg/l		n/a	0.06	0.08	0.05	0.04	0.06	0.09	0.03	0.03	0.03	0.03	0.02	0.02	0.02	0.06	0.04	0.02	0.04	0.02	0.01	0.06	0.06	0.04	0.07	0.08	0.05	0.02	0.02	0.03	0.04	0.02	1.92	0.04	
Poly bags added (25 kg bags )	kg		n/a	0.1	0.06	0.08	0.05	0.04	0.06	0.09	0.03	0.03	0.03	0.02	0.02	0.02	0.06	0.04	0.02	0.04	0.02	0.01	0.06	0.06	0.04	0.07	0.08	0.05	0.02	0.02	0.03	0.04	0.02	1.92	0.04	



June 11, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities



**SUBJECT: Vastimaki Consulting Service & Saulteaux Consulting & Engineering Request for Town's Geospatial Data in connection with being completed by Fort Frances Power Corporation (FFPC)**

Please find attached a report prepared by Trisha Law, GIS Expert outlining all the background information and the request from both Vastimaki Consulting Service & Saulteaux Consulting & Engineering for the Town's Geospatial Data free of charge.

It is our understanding that the geospatial data is going to be utilized by these two consultants in preparing a fibre project for Fort Frances Power Corporation.

The O & F executive committee recommends the following;

- 1) The Town enter into a geospatial data license agreement with both Vastimaki Consulting Service & Saulteaux Consulting & Engineering where the Mayor and Clerk be authorized to bind the Corporation of the Town of Fort Frances.
- 2) That the fees be waived to both Vastimaki Consulting Service & Saulteaux Consulting & Engineering as they have been retained by Fort Frances Power Corporation to complete a fibre project within the community.

Respectfully Submitted  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Operations and Facilities Manager

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

- 1) The Town enter into a geospatial data license agreement with both Vastimaki Consulting Service & Saulteaux Consulting & Engineering where the Mayor and Clerk be authorized to bind the Corporation of the Town of Fort Frances.
- 2) That the fees be waived to both Vastimaki Consulting Service & Saulteaux Consulting & Engineering as they have been retained by Fort Frances Power Corporation to complete a fibre project within the community.

2014JuneGeospatialDataLicenceagreementFFPC

RECOMMENDED

JUN 18 2014

DIR. MNC. *Doyz*

EXECUTIVE COMM. *P. Widenberg*



June 10, 2014.

Report To: Doug Brown, O&F Manager

From: Trish Law, GIS Expert

**SUBJECT: Geospatial Data License Agreement with Vastamaki Consulting Service & Saulteaux Consulting and Engineering (consultants working for FFPC)**

In early June 2014, I was contacted by Joerg Ruppenstein to provide data for two consulting firms working on a fiber project for Fort Frances Power Corporation, Saulteaux Consulting and Engineering and Vastamaki Consulting Service. The data requested included the aerial photograph and base map from the Town of Fort Frances database, as well as the poles and lines from the Fort Frances Power Corp database. Fort Frances Power Corporation has already signed a Geospatial Data License Agreement for access to their poles and lines (June 4, 2014 & June 6, 2014 respectively for Saulteaux and Vastamaki). Both agreements were signed for a \$0 fee as they are working directly for FFPC. After some discussion with Joerg at FFPC, each consultant has also signed a copy of the Town's Geospatial Data License agreement for access to the current base mapping and aerial photograph.

After reviewing the data request, I recommend that the Town allow both Saulteaux Consulting and Engineering and Vastamaki Consulting Services access to the aerial photograph and current base mapping so that the project may proceed for Fort Frances Power Corp. As FFPC partially funds the existing Town GIS data, I recommend that the data is provided at \$0 cost, as it will also be a benefit to the Town.

Respectively Submitted,



Trisha Law, MGIS  
GIS Expert

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 6 day of June 2014  
(Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES  
("The Town of Fort Frances")

- and -

- and -  
Vastamaki Consulting Service (VCS)  
("Licensee")

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances' digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.

2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.



3. Licensed data: All Licensed data is in ESRI shapefile format, with the exception of the digital aerial photography. The coordinate system is UTM Zone 15N, NAD83. The Town of Fort Frances may consider, but shall not be obliged to provide the Licensed Data in other GIS or digital file formats as may be requested by the Licensee for its mapping system requirements.

4. Maintenance: The data licensed from The Town of Fort Frances is licensed for the Licensee's use only, not for resale or exchange with other parties. Licensed data is distributed "AS IS" on a one-time basis and The Town of Fort Frances is under no obligation to inform the Licensee of any changes, updates or alterations to the data. The Licensee will not receive any updated data, unless a new license request is made. Available data is in "raw" format and is not a finished map product.

5. Reserved Rights: The Town of Fort Frances shall retain all rights, title and interest to the Licensed data in all formats, languages and media. This includes copyrights, intellectual property, all other proprietary rights and the right to license the digital data covered by this Agreement to other users. The Licensed data shall continue to be the exclusive property of the Town of Fort Frances.

6. Copyright: Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. Warranty: The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems, including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. Data Delivery: Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

9. Fees: The Town of Fort Frances licenses use of the Licensed data set in consideration of payment by the Licensee of the appropriate fee set out in the

current Schedule of Fees for the Town of Fort Frances and as illustrated in the attached price schedule. Fees paid are non-refundable. Data exchanges between the Licensee and The Town of Fort Frances will be considered.

10. Termination: The Town of Fort Frances may terminate this Agreement at any time, for any reason. Any violation of the license renders it null and void. This agreement will terminate automatically, without notice, if the Licensee fails to comply with any of the terms of this agreement. The Licensee may elect to terminate this Agreement at any time. Licensee user rights expire on the revocation of this license. Any and all copies of the Licensed data must be returned to The Town of Fort Frances within 30 days from the date this license expires or immediately if the license is revoked.

11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

**Town of Fort Frances**

By (Signature): \_\_\_\_\_

I have the authorization to bind the Corporation

Position/Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

By (Signature): \_\_\_\_\_

I have the authorization to bind the Corporation

Position/Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

*\*\*Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.*

**LICENSEE**

By (Signature): \_\_\_\_\_

I have the authorization to bind the Corporation

Position/Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

By (Signature): \_\_\_\_\_

I have the authorization to bind the Corporation

Position/Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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



**DATA LICENSE INFORMATION:**Data Available:

Infrastructure: Sanitary Sewer (manholes, mains), Storm Sewer (manholes, catch basins, mains), Water Distribution System (mains, hydrants, mainline valves), Roads

Base Data: base map (with or without addresses), aerial photography (colour, April 2007)

Data Requested:

- Base Map with Addresses  
- Aerial Photography

Data Delivery Type:

☒ CD (mail)    ☐ Digital transfer (email)    ☐ hard copy (paper)

*Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.*

2014 Fee Schedule:

Hard Copy Maps: 8 ½" X 11" - \$5.45; 11" X 17" - \$10.90; 24" X 36" \$27.25

Digital Aerial Photography: \$1089.94 (.ecw format only)

Shapefiles: \$272.49 per infrastructure shapefile/layer  
\$272.49 – base map

\*prices do not include applicable H.S.T.

Town of Fort Frances Geospatial Data License Agreement

THIS AGREEMENT made to be effective this 4 day of 06 20 14  
 (Day) (Month) (Year)

BETWEEN:

THE CORPORATION OF THE TOWN OF FORT FRANCES  
 ("The Town of Fort Frances")

- and -

Sanitcaux Consulting and Engineering  
 ("Licensee")

WHEREAS The Town of Fort Frances has produced digital imagery and infrastructure data within the limits of The Town of Fort Frances (hereinafter referred to as Licensed data). The Town of Fort Frances is the owner of the intellectual property rights of the Licensed data addressed by the terms and conditions set forth in this Agreement.

AND WHEREAS the Licensee has requested a license from The Town of Fort Frances permitting the Licensee to utilize The Town of Fort Frances' digital mapping products and information (Licensed data), on the terms and conditions set forth in this agreement.

AND WHEREAS The Town of Fort Frances agrees to provide the Licensee with a non-exclusive, non-assignable & non-transferable perpetual license to utilize the digital mapping products and information (Licensed data) based upon the terms and conditions set forth in this Agreement;

THEREFORE, in consideration of the mutual benefits to be realized under this agreement, the parties hereto agree as follows:

1. Permitted use: The Licensee shall not lease, sell, sublet, distribute, transfer or assign the Licensed data or any derivatives, enhanced products or hard copy products created from the Licensed data to any other person or organization without the expressed written consent of The Town of Fort Frances. This includes the right of use or partial use of the Licensed data. Failure to adhere to this will result in the termination of the License Agreement.
2. Copies: The Licensee may only make one copy of the Licensed data for back-up purposes only and not for use by any other person or organization. This back up shall only be used if a problem occurs with the original data. The Licensed data may be used in more than one computer at one time, provided all computers are solely owned and operated by the Licensee.



3. Licensed data: All Licensed data is in ESRI shapefile format, with the exception of the digital aerial photography. The coordinate system is UTM Zone 15N, NAD83. The Town of Fort Frances may consider, but shall not be obliged to provide the Licensed Data in other GIS or digital file formats as may be requested by the Licensee for its mapping system requirements.

4. Maintenance: The data licensed from The Town of Fort Frances is licensed for the Licensee's use only, not for resale or exchange with other parties. Licensed data is distributed "AS IS" on a one-time basis and The Town of Fort Frances is under no obligation to inform the Licensee of any changes, updates or alterations to the data. The Licensee will not receive any updated data, unless a new license request is made. Available data is in "raw" format and is not a finished map product.

5. Reserved Rights: The Town of Fort Frances shall retain all rights, title and interest to the Licensed data in all formats, languages and media. This includes copyrights, intellectual property, all other proprietary rights and the right to license the digital data covered by this Agreement to other users. The Licensed data shall continue to be the exclusive property of the Town of Fort Frances.

6. Copyright: Any paper or hard copy products derived from the Licensed data shall clearly indicate the source of the Licensed data and its copyright. If the data is modified in any way, this must be described with the source information. The Licensee agrees to not misrepresent The Town of Fort Frances Licensed data, nor imply that The Town of Fort Frances has approved any changes made by the Licensee, unless the Town of Fort Frances has granted expressed written permission.

7. Warranty: The Town of Fort Frances makes no warranty, expressed or implied, to the use of the Licensed data. Use of the Licensed data is done at the user's own risk and The Town of Fort Frances shall not be liable for any problems; including financial or business loss, the fitness of the Licensed data with other datasets, installation of the Licensed data and or any foreseeable or unforeseeable damages which may result from the use of the Licensed data.

8. Data Delivery: Orders for Licensed data sets do not have priority over other projects and work demands of The Town of Fort Frances Engineering Department. Significant delays may occur in such instances as staff shortages or schedule constraints. All efforts will be made to prepare and distribute Licensed data in a timely fashion. The Town of Fort Frances assumes no liability for shipping costs incurred, nor any damage to the Licensed data that may occur during shipping. The standard method of data delivery will be CD (Compact Disc).

9. Fees: The Town of Fort Frances licenses use of the Licensed data set in consideration of payment by the Licensee of the appropriate fee set out in the

current Schedule of Fees for the Town of Fort Frances and as illustrated in the attached price schedule. Fees paid are non-refundable. Data exchanges between the Licensee and The Town of Fort Frances will be considered.

10. Termination: The Town of Fort Frances may terminate this Agreement at any time, for any reason. Any violation of the license renders it null and void. This agreement will terminate automatically, without notice, if the Licensee fails to comply with any of the terms of this agreement. The Licensee may elect to terminate this Agreement at any time. Licensee user rights expire on the revocation of this license. Any and all copies of the Licensed data must be returned to The Town of Fort Frances within 30 days from the date this license expires or immediately if the license is revoked.

11. Third-Party Requests: If the Licensee receives a third party request for the Licensed data, the Licensee shall provide The Town of Fort Frances' contact information to the third party.

12. The terms of this agreement shall be in force from the date of execution or delivery of the Licensed Data, whichever is the later, and shall continue unless terminated under the provisions of this Agreement.

13. This Agreement constitutes the entire agreement and understanding of both parties as to the scope of this license and supersedes any and all prior agreements, warranties, understandings, discussions, negotiations and commitments, either written or oral, expressed and or implied between them.

14. Amendments to this agreement, be it the terms or provisions, must be elected in writing and signed by both parties.

15. This Agreement shall be subject to and interpreted in accordance with the Laws of the Province of Ontario.

16. This agreement is binding to both parties but does not constitute a relationship of partnership, or joint venture between the two parties.

**Town of Fort Frances**

By (Signature): \_\_\_\_\_

I have the authorization to bind the Corporation

Position/Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

By (Signature): \_\_\_\_\_

I have the authorization to bind the Corporation

Position/Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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

*\*\*Please be advised that all agreements must be discussed with the Engineering Department (GIS) prior to signing.*

**LICENSEE**

By (Signature): \_\_\_\_\_

I have the authorization to bind the Corporation

Position/Title: ENGINEER

Name (Print): TODD BRUYERE

Date: JUNE 4, 2014

By (Signature): \_\_\_\_\_

I have the authorization to bind the Corporation

Position/Title: \_\_\_\_\_

Name (Print): \_\_\_\_\_

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



**DATA LICENSE INFORMATION:**Data Available:

Infrastructure: Sanitary Sewer (manholes, mains), Storm Sewer (manholes, catch basins, mains), Water Distribution System (mains, hydrants, mainline valves), Roads

Base Data: base map (with or without addresses), aerial photography (colour, April 2007)

Data Requested:

Base Data w/ Aerial Photos

Data Delivery Type:

☐ CD (mail) ☒ Digital transfer (email) ☐ hard copy (paper)

*Disclaimer: Please be advised that the GIS data within The Town of Fort Frances' database is in a constant state of update. Every effort has been made to ensure that the Licensed data is the most current, updated version.*

2014 Fee Schedule:

Hard Copy Maps: 8 1/2" X 11" - \$5.45; 11" X 17" - \$10.90; 24" X 36" \$27.25

Digital Aerial Photography: \$1089.94 (.ecw format only)

Shapefiles: \$272.49 per infrastructure shapefile/layer  
\$272.49 – base map

\*prices do not include applicable H.S.T.



May 9, 2014

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Review & Acceptance of 5 Year Energy Conservation & Demand Management Plan – July 1<sup>st</sup>, 2014 to June 30, 2019**

In accordance with the Green Energy Act (2009) and Ontario Regulation 397/11, the Town is required to develop and submit a 5-year Energy Conservation and Demand Management (ECDM) Plan to the Ministry of Energy prior to the July 1<sup>st</sup>, 2014 deadline. The Town must ensure a copy of the Energy Conservation and Demand Management Plan is available to the general public through it's website and hardcopies are available at the Civic Center.

Please find attached a draft copy of the Energy Conservation and Demand Management Plan and administration report prepared by Travis Rob, CBO, Facilities/Special Projects Coordinator for your review and comments. As outlined in the ECDM plan, the Operations & Facilities Executive Committee will form part of the newly formed "Energy Management Committee" for the Corporation where there will be required to meet twice a year to discuss energy issues. Over the past three years Honeywell was retained to complete an energy audit and through a performance guarantee agreement completed energy retrofit upgrades to several facilities within the community. This will be the commencement point for the 1st revision of the Energy Conservation and Demand Management Plan.

At this time Council must review and endorse the Energy Conservation and Demand Management Plan prior to the July 1<sup>st</sup>, 2014 deadline.

The Operations & Facilities Executive Committee recommends the following:

- 1) That Council endorses the Energy Conservation and Demand Management Plan as presented.
- 2) That an electronic copy of the Town's Energy Conservation and Demand Management Plan is submitted to the Ministry of Energy prior to the July 1<sup>st</sup>, 2014 deadline.
- 3) That an electronic copy of the Energy Conservation and Demand Management Plan is posted on the Town's website prior to the July 1st, 2014 deadline.
- 4) That hardcopies of the Energy Conservation and Demand Management Plan are available to the general public at the Town Civic center starting July 1<sup>st</sup>, 2014.

- 5) That the Operations & Facilities Executive committee form part of the newly formed "Energy Management Committee" as outlined in the Energy Conservation and Demand Management Plan.

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 Council endorses the Energy Conservation and Demand Management Plan as presented.
2. That an electronic copy of the Town's Energy Conservation and Demand Management Plan is submitted to the Ministry of Energy prior to the July 1<sup>st</sup> deadline.
3. That an electronic copy of the Energy Conservation and Demand Management Plan is posted on the Town's website prior to the July 1<sup>st</sup>, 2014 deadline.
4. That hardcopies of the Energy Conservation and Demand Management Plan are available to the general public at the Town Civic Center starting July 1<sup>st</sup>, 2014.
5. That the Operations & Facilities Executive Committee form part of the newly formed "Energy Management Committee" as outlined in the Energy Conservation and Demand Management Plan.

f/n2014Juneenergyconservation&demandmanagementplan

**RECOMMENDED**

JUN 18 2014

DIV. MNG. *[Signature]*

EXECUTIVE COMM. *Doug B.*

May 1, 2014

Report To: Doug Brown, Manager of Operations and Facilities

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


**RE: Acceptance of the Town of Fort Frances Energy Conservation and Demand Management Plan in Accordance with O.Reg. 397/11.**

The Government of Ontario through the Green Energy Act passed a regulation in August 2011 whereby all public sector organizations must submit annually, by July 1, their energy consumption data and further by July 1, 2014 have in place an Energy Conservation and Demand Management (ECDM) Plan. The regulation outlines not only which buildings municipalities must report on, but a general overview of the requirements of the ECDM Plan. For the purposes of the regulation, ECDM Plans must be available in print at the Civic Centre and online on the Municipalities website. This plan must include all municipal facilities, for which the municipality pays the utilities and must be reviewed and updated every five years. A guidebook was developed and distributed by the Ministry of Energy to help the public sector to generate their plans and maintain in compliance with the requirement.

The Town of Fort Frances, with the work completed by Honeywell through the Honeywell Energy Project, had already located and organized much of the background information required to formulate the plan. From this data all that was required was gather any missing data and present it in a fashion that would be appealing to the general public. Further to this a portion of the ECDM Plan must outline energy projects, their anticipated energy savings and cost. Municipalities are allowed to pick any point in time as the starting point to build their energy plan from, because of the Honeywell Energy Project, the Town of Fort Frances ECDM Plan utilizes 2011 as the base year. This means that all of the energy retrofits completed through the Honeywell Project will count towards the ECDM Plan requirements.

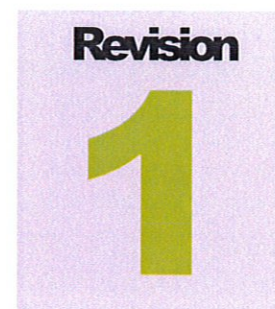
Attached to this report is a copy of the Town of Fort Frances Energy Conservation and Demand Management Plan. The Town is required to have Council approval of this plan by July 1, 2014.

Respectfully Submitted

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

Travis Rob, EIT  
Chief Building Official, Facilities/Special Projects Coordinator.





TOWN OF FORT FRANCES

---

JULY 1, 2014 TO JULY 1, 2019

# Energy Conservation and Demand Management Plan

## Table Of Contents

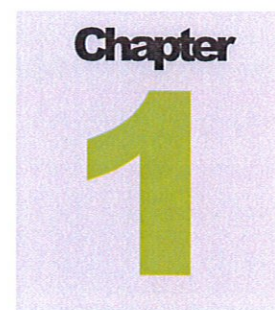
Our Commitment.....	1
Declaration of Commitment – Council Resolution .....	1
Vision .....	1
Goals – Long Term .....	1
Energy Conservation Target.....	1
Objectives – Short to Medium Term .....	2
The Current Situation .....	3
Baseline Data.....	3
Organizational .....	3
Stakeholder Needs .....	3
Our Municipal Energy Needs .....	3
Municipal Energy Situation (SWOT) .....	3
How We Manage Energy Today .....	4
Technical Information .....	5
Summary Of Current Energy Consumption and Green House Gas (GHG) Emissions .....	5
Trends in Energy Consumption.....	5
Summary of Current Technical Practices.....	5
Summary of Solar Photovoltaic Energy Production .....	6
Summary of Solar Thermal Water Installations.....	6
Our Plan.....	7
Strategic Planning .....	7
Long-term Strategic Issues .....	7
Links With Other Municipal Plans and processes .....	7
Leadership .....	7
Energy Leader .....	7
Energy Team .....	7
Structure .....	8
Integration of Energy Management with Other Management Processes .....	8
Divisional Responsibilities.....	8
Accountability for Energy .....	8
Resources.....	8
Staffing Requirements and Duties .....	8

External Consultants and Energy Suppliers.....	8
Development of Energy Projects .....	8
Internal Assessments.....	8
Staff Suggestions.....	9
Energy Audits.....	9
Opportunity Selection Criteria and Process .....	9
Capacity Building .....	9
Communication Programs.....	9
Energy Awareness Training .....	9
Energy Skills Training .....	9
Business Procedures .....	9
Procurement .....	10
Energy Purchasing.....	10
Consideration of Energy Efficiency of Acquired Equipment.....	10
Consideration of Energy Efficiency for All Projects .....	10
Standards for New Buildings.....	10
Method of Implementation of Energy Projects .....	10
Internal Implementation.....	10
External Providers.....	10
Creative Approaches.....	10
Investment in Energy Projects.....	11
Investment Criteria.....	11
Financial Analysis Conducted .....	11
Budgetary Resources for Energy Projects .....	11
Capital.....	11
Expense.....	11
Other Sources of Funds for Energy Projects.....	11
Monitoring .....	11
Ongoing Monitoring of Consumption.....	11
Measurement and Verification of Energy Projects .....	11
Reporting .....	12
Reporting for the Green Energy Act.....	12
Reports to Stakeholders (Community) .....	12
Reports To Council .....	12
Reports to Accountable Staff .....	12
Execution of Our Plan .....	13
Energy Projects.....	13
Corporate Level .....	13
Facility (Asset) Level.....	13

Current Projects (2014 – 2019).....	13
Evaluation .....	16
Review .....	16
Energy Plan Review.....	16
Discussion of Progress .....	16
Annual Reporting .....	16
Appendix I .....	17
Annual Energy Consumption and Green House Gas Emission Report .....	17



## OUR COMMITMENT



## Our Commitment

The Town of Fort Frances is committed to the reduction in energy consumption and green house gas emissions through the continual monitoring of energy consumption and the implementation of energy saving retrofits when possible. The Town will utilize any and all sources of funding to ensure procurement of technologies that provide equitable payback through gains in efficiency and reductions in maintenance. Through these methods the Town will realize greater control over our operational budgets well into the future.

## Declaration of Commitment – Council Resolution

### Vision

The Corporation will continue to reduce energy consumption and mitigate costs through the wise and efficient use of energy and resources. This will involve a collaborative effort to increase the education, awareness, and understanding of energy management within the Corporation. The Town of Fort Frances will investigate the use of new technologies to increase the efficiency of our facilities while maintaining or improving the level of service already provided.

### Goals – Long Term

To continuously improve the energy efficiency within the Town of Fort Frances facilities and operations, with an overarching goal to improve user comfort and reduce operational costs.

### Energy Conservation Target

The Town of Fort Frances will strive to continuously reduce its energy consumption and greenhouse gas emissions, while realizing operational and maintenance expense reductions and replacing aging systems.

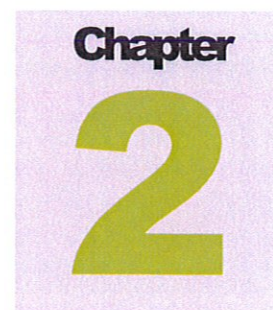
**EXECUTION OF OUR PLAN**

**Objectives – Short to Medium Term**

1. Undertake energy audits on all Town owned Buildings by the end of 2012.
2. Implement energy saving retrofits discovered in the energy audits over the next five (5) years.
3. Implement a preventative maintenance program to track maintenance work on Town facilities and fleet to ensure proper preventative and ongoing maintenance occurs.
4. Engage staff at all levels to conserve energy and provide training by way of seminars, newsletters, and/or other means as available.



## EXECUTION OF OUR PLAN



## The Current Situation

Currently the Town of Fort Frances utilizes a manual method to capture the electrical bills and utilizes the Union Gas MyAccount system to capture gas billing data. This data is then taken and normalized against weather data obtained from Environment Canada to understand the true energy consumption over the year and compare it to the consumption from previous years.

Currently the Town is at the beginning stages of implementing a preventative maintenance program to schedule and track our maintenance within our organization and ensure that all of our systems are maintained in excellent condition.

### Baseline Data

The Town of Fort Frances is setting 2011 as it's baseline year for this Energy Conservation and Demand Management Plan, energy consumption data and all energy conservation initiatives will stem from this point forward. This plan incorporates all energy consuming municipal facilities, not including fleet.

## Organizational

### Stakeholder Needs

Internal stakeholders (Council, staff) need to be able to develop the skills and knowledge to clearly communicate the corporate commitment to energy efficiency. External stakeholders (Residents, User Groups) need the municipality to be accountable for energy performance and to minimize the energy driven operational component of the user fees.

### Our Municipal Energy Needs

We need reliable, renewable, low cost energy sources delivered to the most energy efficient facilities and efficient energy consuming technologies feasible. We need to periodically review the available energy sources and when financially feasible entertain the transition from one energy source to another.

### Municipal Energy Situation (SWOT)

The Town of Fort Frances benefits from the historic power agreement where by the municipality receives electrical energy at some of the lowest rates in the province.

**EXECUTION OF OUR PLAN**

Further to this the municipality is served by natural gas, which has shown historically level costs for the last number of years. The Town, however, owns some older facilities that utilize electrical energy, either solely for heating or as a means of backup to the natural gas systems. Further to this many of the facilities utilize electricity for domestic water heating due to constraints in venting or other reasons. These uses of electricity increase the overall cost of operation in these facilities. Many of these facilities are of an age where The Town will be completing renewal or retrofit projects to address end of useful life of these appurtenances. At that time transitioning to new technology gas fired appliances or completing other remediation to the originally installed equipment should be investigated.

	Helpful	Harmful
Internal Origin	<u>Strengths</u> <ul style="list-style-type: none"> <li>- Generally well maintained facilities</li> <li>- Recent upgrades to some facilities</li> </ul>	<u>Weaknesses</u> <ul style="list-style-type: none"> <li>- Some facilities without Natural Gas Service</li> <li>- Some Facilities with multiple services</li> <li>- Limited internal knowledge or energy champion to lead or advise projects</li> </ul>
External Origin	<u>Opportunities</u> <ul style="list-style-type: none"> <li>- Some of the Lowest Electricity Rates in Ontario</li> <li>- Natural Gas Supply</li> <li>- Many Facilities with equipment nearing or at end of life</li> </ul>	<u>Threats</u> <ul style="list-style-type: none"> <li>- Many facilities operating equipment beyond useful life</li> <li>- Limited financial ability to undertake trial or experimental projects</li> </ul>

**How We Manage Energy Today**

The management of energy consumption and energy performance within the Town of Fort Frances currently fall to the responsibilities of Finance (cost management) and facility managers (operations) and is generally utilized solely for budgeting purposes.

## EXECUTION OF OUR PLAN

## Technical Information

Summary Of Current Energy Consumption and Green House Gas (GHG) Emissions

	2011		2012		2013	
	Commodity	GHG (mt CO <sub>2</sub> e)	Commodity	GHG (mt CO <sub>2</sub> e)	Commodity	GHG (mt CO <sub>2</sub> e)
Electricity (kWh)	7953770.41	1352.14	7552772.66	1283.97	6996117.08	1189.34
Natural Gas (m <sup>3</sup> )	459969.15	919.94	351309.04	59.72	588538.73	100.05
Propane (L)	12583.50	25.17	9574.20	1.63	17172.60	2.92
Fuel Oil (L)	1744.10	3.49	2356.70	0.40	2688.50	0.46
<b>TOTAL GHG Emissions</b>		<b>2300.73</b>		<b>1345.72</b>		<b>1292.77</b>
Average Annual Temp. (°C)	3.55		4.80		1.26	

## Trends in Energy Consumption

## ELECTRICAL:

For our facilities we see that the electrical consumption is driven by the occupancy of the building with consumption peaks in the summer due to cooling loads. The facilities that utilize electrical heating trend, based on the heating degree-days, with winter peaks from the heating load.

All of our treatment plants and sewage pumping stations see consumption vary based on pumped quantity, irrespective of weather conditions or occupancy.

## GAS:

For our facilities utilizing gas heating the consumption is correlated to heating degree-days not occupancy as most of our facilities do not currently operate on a setback schedule.

## Summary of Current Technical Practices

Currently the Town of Fort Frances has a staff member in each facility or division that oversees the operation and maintenance of that facility and coordinates any repairs or maintenance that is required. Some of these people do not possess the technical knowledge to fully know and understand the work that must be completed and when it must be completed. There are three contractors, and electrician, plumbing and HVAC and carpenter that the Town has available to complete work as required as well as other knowledgeable staff that can be called upon for advise when needed. The Town does not have a work order program in place to track and advise when things need to be completed, such as filter changes, belt changes, equipment checks, etc. so it is difficult to be sure that this is always happening on a regular and timely bases.

**EXECUTION OF OUR PLAN****Summary of Solar Photovoltaic Energy Production**

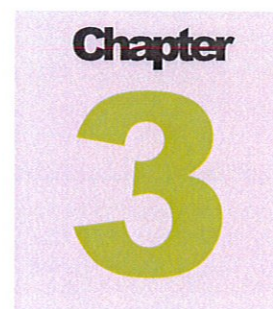
Sites	2012 (kWh)	2013 (kWh)
Water Treatment Plant	14,664	13,538
Memorial Sports Centre	14,713	13,179
Children's Complex	13,812	10,960
Public Works	15,624	13,248

The Town of Fort Frances owns and operates four rooftop photovoltaic solar installations each with a nameplate capacity of 10kW. These systems are installed on the Town of Fort Frances Water Treatment Plant, Memorial Sports Centre, Children's Complex and Public Works Garage. These installations are enrolled in the Ontario Power Authorities MicroFIT program with connection dates in late 2011 and a contract term of 20 years.

**Summary of Solar Thermal Water Installations**

The Town of Fort Frances has one Solar Thermal Water Installation at the Fort Frances Library and Technology Centre. The energy harnessed from this unit is not metered, however the nameplate rating on each of the two panels indicates that each panel is responsible for 22Mbtu/day. This solar heated water is utilized by the Library building to supplement the domestic hot water needs of that facility which is satisfied by a natural gas fired water heater. This means that the solar collector panels will provide, roughly 1.19m<sup>3</sup> of natural gas savings per day, or 434.35m<sup>3</sup> per year in savings. This translates to a reduction in Green House Gas Emissions of 0.869 mtCO<sub>2</sub>e per year.





## Our Plan

The Town of Fort Frances is taking the development of an Energy Conservation and Demand Management Plan as an evolving tool to monitor and improve the overall condition and future maintenance of our corporate facilities.

## Strategic Planning

### Long-term Strategic Issues

Strategic level issues addressed in this plan are: energy policy development, development of skills and knowledge, organizing for energy management, managing energy information, communicating with our stakeholders, and investing in energy management measures.

### Links With Other Municipal Plans and processes

The energy management plan will be integrated with the budget planning process, preventative maintenance planning, and the overall asset management plan.

## Leadership

### Energy Leader

The Town of Fort Frances has assigned the Chief Building Official to be the corporate energy leader. He will have the overall responsibility and leadership for corporate energy management

### Energy Team

The Fort Frances energy management team will consist of departmental employees as well as council members. The following are the current members of the energy management team:

- Chief Building Official, Facilities/Special Projects Coordinator
- Manager of Operations and Facilities

## EXECUTION OF OUR PLAN

- Treasurer
- Manager of Community Services
- Operations and Facilities Executive Committee

## Structure

### **Integration of Energy Management with Other Management Processes**

Energy management will be coordinated with budget planning and strategic planning initiatives undertaken by the Town.

### **Divisional Responsibilities**

Energy accountability and management will be incorporated into divisional responsibilities and include a representative from each division into the Energy Management Committee.

### **Accountability for Energy**

Corporate energy performance accountability will be assigned to the Corporate Energy Leader. Annual energy consumption reports will be submitted to the Ministry of Energy as well as to Mayor and Council, available on the Town of Fort Frances website and available to the general public in hard copy at the Town of Fort Frances Civic Centre.

## Resources

### **Staffing Requirements and Duties**

The person assigned the role of Corporate Energy Leader will be required to undertake training in energy management, energy planning, and basic energy auditing techniques. This person will be responsible for administering this plan as well as acting as a liaison with facility operators and division managers to evaluate the opportunities for efficiencies when upgrades are being considered for our facilities

### **External Consultants and Energy Suppliers**

When sourcing external consultants or energy suppliers, criteria based on our energy goals will be included in the selection of the consultant while still fulfilling the requirements of our procurement policy.

## Development of Energy Projects

### **Internal Assessments**

A criterion will be established to assess current energy consumption and analyze energy use in corporate facilities. An investigation into new technologies will be completed to determine the best solution to achieve the energy saving goals of the organization and allow for a life cycle cost comparison to be completed as well as an investigation into



## EXECUTION OF OUR PLAN

potential funding opportunities that are available. From this a method for selecting energy saving retrofits will be developed to ensure knowledgeable implementation of any retrofits is completed.

### **Staff Suggestions**

All corporate employees will be encouraged to suggest policies, technologies, or operational changes to the Corporate Energy Leader; He will bring the suggestions to the next meeting of the energy management committee for discussion. All suggestions will be discussed and analyzed for energy saving opportunity lifecycle cost, potential for funding, and recommendations will be brought forth for implementation.

### **Energy Audits**

A criterion for energy audits will be established, and municipal staff will conduct a walkthrough type audit every five years in conjunction with the review of the energy management plan. Full engineering audits will be undertaken as needed, suggested by the energy management committee.

### **Opportunity Selection Criteria and Process**

A set of financial criteria will be defined, based on the project, for the screening and implementation of energy savings projects in conjunction with the Town's procurement policy.

## Capacity Building

### **Communication Programs**

A communication program will be developed to continually provide information regarding the corporate energy consumption and make that information available to the residents of the Community. The Town will provide information regarding energy saving retrofits and their attributed benefits on the Town's website as well as tips for energy savings. Newsletters, posters and emails will be used to inform staff of energy saving tips and best practices.

### **Energy Awareness Training**

Energy Awareness Training will be provided as required to staff. The Corporate Energy Leader will be required to receive training in energy management and energy planning.

### **Energy Skills Training**

Energy Skills Training will be provided as required to staff. The Corporate Energy Leader will be required to receive training in basic energy auditing techniques.

### **Business Procedures**

A review of all business processes and procedures will be undertaken to ensure energy efficiency is properly incorporated. Any operational processes or procedures that are obviously inefficient will be altered, however possible, to improve the energy efficiency of that operation.

## EXECUTION OF OUR PLAN

## Procurement

### Energy Purchasing

Given the Town's ability to utilize the historic Power Agreement, it is at this time not feasible to engage a purchasing entity for the procurement of electrical energy, however at this time the Town utilizes Local Authority Services ' Natural Gas Procurement program for all of their Natural Gas Accounts. This program bulk purchases Natural Gas for the year at a discounted rate and passes the savings onto the program subscribers.

### Consideration of Energy Efficiency of Acquired Equipment

The process of purchasing of equipment and materials will be altered to incorporate energy efficiency into the selection criteria, while still adhering to the corporate procurement policy.

### Consideration of Energy Efficiency for All Projects

Full life cycle cost analysis will be conducted during the design process for all possible capital expenditures to assess the financial feasibility and return on investment of any energy efficiency upgrades.

### Standards for New Buildings

The Town will select criteria for the design and construction of new corporate facilities that include energy performance factors and that use the principles embedded in standards such as LEED and the Model National Energy Code for Buildings during the design process.

## Method of Implementation of Energy Projects

### Internal Implementation

Energy Project ideas will be brought to The Energy Management Committee where they will be discussed and decision will be made regarding the Town's ability to implement the energy project.

### External Providers

A criteria and strategy will be developed in conjunction with the Town's procurement policy to secure external services and expertise for implementing energy projects.

### Creative Approaches

The Town will research opportunities to utilize public private partnerships, creative financing arrangements including energy performance contracting, grants and other funding sources, and other creative approaches to implement energy projects.

## EXECUTION OF OUR PLAN

## Investment in Energy Projects

### Investment Criteria

All energy projects will undergo lifecycle cost analysis with net present value and simple payback calculations to assess the potential energy cost savings, greenhouse gas emission reductions and the priority of the energy project will be compared to other investment needs of the Town at that time.

### Financial Analysis Conducted

The cost and potential savings will be analyzed to assess the financial impact on the Town from the basis of operations, energy, and capital cost over the life of the energy project.

### Budgetary Resources for Energy Projects

We will incorporate energy projects into our capital planning and budget development procedures.

### Capital

Adequate capital funds will be allocated to energy projects that satisfy the above financial and investment criteria during capital planning.

### Expense

Our financial system will incorporate expense line items pertaining to energy project analysis and implementation.

### Other Sources of Funds for Energy Projects

The Energy Leader and Energy Management Committee will investigate, communicate and apply for all provincial and federal funding sources available for energy projects. The Energy Leader will keep the Committee advised to changes in provincial and private enterprise programs to ensure that the Town utilizes these funds whenever possible.

## Monitoring

### Ongoing Monitoring of Consumption

The Town of Fort Frances will incorporate an annual monitoring and targeting program (M&T) with annual reports to Council outlining annual energy consumption and reductions. The review of the energy consumption will coincide with the development of the annual report as required under the Green Energy Act and will include the last full year for which data is available.

### Measurement and Verification of Energy Projects

All energy projects will be closely monitored for the first year to document the savings and performance of the systems after which ongoing annual monitoring will continue to ensure the systems continue to perform properly.

**EXECUTION OF OUR PLAN****Reporting****Reporting for the Green Energy Act**

The requirements for an annual report under the Green Energy Act, O.Reg 397/11 will be monitored for updates and sufficient reports will be generated to fulfill these requirements.

**Reports to Stakeholders (Community)**

While the report is being generated for the Green Energy Act, a secondary report will be prepared for the general public, where they will have access to this report on the Town's website as well as hard copies at the Town of Fort Frances Civic Centre. This report will contain an overview of the last year's energy consumption. This report will also include a listing of energy projects completed and the anticipated energy savings and cost of these projects as well as a description and anticipated life cycle.

**Reports To Council**

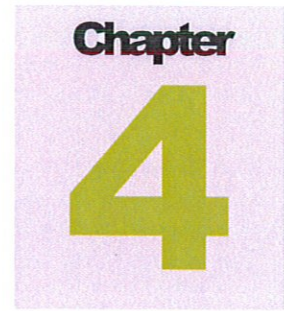
The report generated for the general public will be first taken to Council for review and endorsement to keep Council informed on the success of current and past energy projects, as well as informed on the drivers of energy consumption for decisions regarding future energy projects.

**Reports to Accountable Staff**

Staff who are accountable for energy performance will receive updates from the energy Leader based on the monitoring and targeting (M&T) system, with a level of detail required to understand the current situation and how energy projects are working to reduce the energy consumption.



## EXECUTION OF OUR PLAN



## Execution of Our Plan

The Town of Fort Frances will utilize internal resources to search out and pin point areas that could utilize energy projects to reduce operational costs. Where specialized knowledge is required to ensure a proper installation and operation, The Town will engage a reputable engineering firm with experience in energy efficient design to ensure that any and all applicable regulations are complied with and the installation can operate at peak efficiency.

### Energy Projects

#### Corporate Level

The Town of Fort Frances will carry out communication program implementation and business procedure alterations methodically to ensure a seamless adoption of energy programs and energy saving techniques.

#### Facility (Asset) Level

The Town will utilize facility/divisional representatives on the Energy Management Committee to facilitate the strategic implementation energy performance reporting, business procedure amendments, and communication initiatives

#### Current Projects (2014 – 2019)

The following is a table outlining projects the Town of Fort Frances plans to undertake from the base year (2011) through the to the first revision of this plan (2019)

	Commodity Savings			Financial Savings				Cost		GHG Reduction t CO2e
	Hydro kW	Gas m3	Hydro \$	Gas \$	Utility \$	Ops \$	Total Savings	Total Sale Price		
<b>COST SAVING MEASURES (CSM)</b>										
<b>Airport</b>										
Lighting Systems Upgrade & Controls	0.00	17437.07	0.00	\$ 2,111.63	\$ -	\$ 2,111.63	\$ 176.15	\$ 2,287.78	\$ 24,586.66	3.0
Building Envelope	0.00	9333.33	0.00	\$ 1,130.27	\$ -	\$ 1,130.27	\$ -	\$ 1,130.27	\$ 9,537.77	1.6
<b>Civic Centre</b>										
Lighting Systems Upgrade & Controls	33.40	146330.32	-4010.45	\$ 12,313.65	\$ (1,472.81)	\$ 10,840.84	\$ 3,574.22	\$ 14,415.06	\$ 122,530.62	17.3
Control System Upgrades & Scheduling	1.68	106554.73	3757.94	\$ 7,414.87	\$ 1,380.08	\$ 8,794.95	\$ 1,319.24	\$ 10,114.19	\$ 177,278.38	25.2
Car Plug Controls	0.00	4434.00	0.00	\$ 303.00	\$ -	\$ 303.00	\$ -	\$ 303.00	\$ 5,602.40	1.8
Heating Plant Upgrades	0.00	0.00	4975.13	\$ -	\$ 1,827.08	\$ 1,827.08	\$ 2,258.00	\$ 4,085.08	\$ 215,564.84	9.4
Building Envelope	0.00	0.00	6278.20	\$ -	\$ 2,305.63	\$ -	\$ 2,305.63	\$ 21,637.70	\$ -	11.9
<b>Daycare</b>										
Lighting Systems Upgrade & Controls	0.00	8688.71	-215.71	\$ 689.88	\$ (87.45)	\$ 602.43	\$ 79.17	\$ 681.60	\$ 13,066.95	1.1
Building Envelope	0.00	4666.67	0.00	\$ 370.53	\$ -	\$ 370.53	\$ -	\$ 370.53	\$ 4,964.35	0.8
HVAC Upgrade	0.00	9203.38	0.00	\$ 730.75	\$ -	\$ 730.75	\$ 800.00	\$ 1,530.75	\$ 9,702.29	1.6
<b>East End Hall</b>										
Lighting Systems Upgrade & Controls	0.00	1013.58	-26.57	\$ 80.48	\$ (10.51)	\$ 69.97	\$ 69.71	\$ 139.68	\$ 2,006.74	0.1
Improve Building Insulation	0.00	0.00	648.18	\$ -	\$ 256.32	\$ -	\$ 256.32	\$ 5,602.40	\$ -	1.2
Building Envelope	0.00	4200.00	0.00	\$ 333.48	\$ -	\$ 333.48	\$ -	\$ 333.48	\$ 3,104.66	0.7
<b>Memorial Sports Centre</b>										
Lighting Systems Upgrade & Controls	54.49	159195.95	-2717.17	\$ 14,162.40	\$ (1,024.13)	\$ 13,138.27	\$ 2,735.02	\$ 15,873.29	\$ 212,241.04	21.9
Control System Upgrades & Scheduling	0.00	55942.79	10122.45	\$ 3,716.28	\$ 3,884.51	\$ 7,600.79	\$ 2,280.24	\$ 9,881.03	\$ 83,862.40	28.6
Ice Refrigeration Plant Upgrades	0.00	314258.57	0.00	\$ 20,876.20	\$ -	\$ 20,876.20	\$ -	\$ 20,876.20	\$ 110,424.39	53.4
Building Envelope	0.00	0.00	6807.20	\$ -	\$ 2,564.64	\$ -	\$ 2,564.64	\$ 20,164.43	\$ -	12.9
Pool Dry-O-Tron Upgrade	0.00	0.00	4814.83	\$ -	\$ 1,768.21	\$ 1,768.21	\$ 900.00	\$ 2,668.21	\$ 221,031.16	9.1
<b>Museum</b>										
Lighting Systems Upgrade & Controls	0.00	15180.95	-134.74	\$ 1,205.37	\$ (53.66)	\$ 1,151.70	\$ -	\$ 1,151.70	\$ 12,281.76	2.3
Control System Upgrades & Scheduling	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,493.58	0.3
Building Envelope	0.00	6300.00	0.00	\$ 500.22	\$ -	\$ 500.22	\$ -	\$ 500.22	\$ 4,299.84	1.1
<b>Public Works Garage</b>										
Lighting Systems Upgrade & Controls	0.00	63328.76	-1482.38	\$ 5,028.30	\$ (586.20)	\$ 4,442.10	\$ 286.43	\$ 4,728.53	\$ 69,332.39	8.0
Car Plug Controls	0.00	10416.00	0.00	\$ 827.00	\$ -	\$ 827.00	\$ -	\$ 827.00	\$ 5,602.40	0.8
Building Envelope	0.00	0.00	3412.32	\$ -	\$ 1,349.38	\$ -	\$ 1,349.38	\$ 11,746.67	\$ -	6.5
<b>Riverview Cemetery</b>										
Lighting Systems Upgrade & Controls	0.00	2079.43	0.00	\$ 165.11	\$ -	\$ 165.11	\$ 79.58	\$ 244.69	\$ 6,884.17	0.4
Building Envelope	0.00	10500.00	0.00	\$ 833.70	\$ -	\$ 833.70	\$ -	\$ 833.70	\$ 3,733.53	1.8
<b>Sister Kennedy Centre</b>										
Lighting Systems Upgrade & Controls	0.00	13222.74	-315.85	\$ 1,049.89	\$ (124.90)	\$ 924.98	\$ 307.47	\$ 1,232.45	\$ 13,201.83	1.7
Building Envelope	0.00	4666.67	0.00	\$ 370.53	\$ -	\$ 370.53	\$ -	\$ 370.53	\$ 3,338.09	0.8
<b>Sorting Gap Marina</b>										
Lighting Systems Upgrade & Controls	0.00	1382.28	0.00	\$ 109.75	\$ -	\$ 109.75	\$ 136.78	\$ 246.53	\$ 3,216.55	0.2
Building Envelope	0.00	4806.00	0.00	\$ 381.60	\$ -	\$ 381.60	\$ -	\$ 381.60	\$ 1,509.53	0.8
<b>Waste Water Treatment Plant</b>										



EXECUTION OF OUR PLAN

Lighting Systems Upgrade & Controls	2.79	5984.97	-153.72	\$ 613.02	\$ (60.79)	\$ 552.23	\$ 22.70	\$ 574.93	\$ 7,111.84	0.7
Install Fine Bubble Aeration System	40.70	263517.97	0.00	\$ 21,597.63	\$ -	\$ 21,597.63	\$ (4,000.00)	\$ 17,597.63	\$ 220,850.14	44.8
Building Envelope	0.00	0.00	476.68	\$ -	\$ 188.50	\$ 188.50	\$ -	\$ 188.50	\$ 1,211.99	0.9
<b>Water Treatment Plant</b>										
Lighting Systems Upgrade & Controls	5.33	13814.31	-354.82	\$ 1,681.10	\$ (124.19)	\$ 1,556.92	\$ 405.26	\$ 1,962.18	\$ 17,764.53	1.7
Heating Plant Upgrades	0.00	0.00	1983.30	\$ -	\$ 694.15	\$ 694.15	\$ 1,388.31	\$ 2,082.46	\$ 108,091.25	3.7
Install VFD Drive and HE Motors (HLPs)	0.00	0.00	0.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 205,925.81	11.3
Building Envelope	0.00	0.00	1465.09	\$ -	\$ 512.78	\$ 512.78	\$ -	\$ 512.78	\$ 4,313.85	2.8
<b>City Wide</b>										
Streetlighting Upgrade (LED)	160.18	686915.55	0.00	\$ 55,462.46	\$ -	\$ 55,462.46	\$54,500.15	\$109,962.60	\$ 829,052.00	-
<b>TOTALS:</b>	<b>298.57</b>	<b>1943374.71</b>	<b>35329.87</b>	<b>\$154,059.10</b>	<b>\$13,186.64</b>	<b>\$167,245.74</b>	<b>\$67,318.42</b>	<b>\$234,564.16</b>	<b>\$2,938,195.92</b>	<b>292.2</b>



## Evaluation

To develop and accept a plan is not sufficient, the plan needs to be continuously reviewed, revised and promoted amongst Staff, Administration, and Council to adapt it as part of standard operating practices.

## Review

### Energy Plan Review

The Town of Fort Frances will undergo a thorough review of the Corporate Energy management Plan once every five years to update the current state of municipal facilities and operations, short and long term reduction goals, and keep the document current with the rapid advancements in energy reduction technologies and best practices.

### Discussion of Progress

The Town of Fort Frances Energy Management Committee will meet **twice annually** to discuss current energy saving projects and activities, maintenance issues and end of life replacement and current grant and incentive programs. Facility representatives will be able to discuss successes and challenges, new technologies and ideas to utilize other experiences and knowledge to progress the municipality to a more sustainable future and to keep all members up to date on activities. More frequent meetings can be utilized when required to aid in the planning and implementation of large-scale energy projects, annual budgeting, or other situations as necessary.

### Annual Reporting

The Town of Fort Frances will prepare an annual report in alignment with the Ministry requirements as an attachment to this plan. The annual report will be available to the general public on the Town's website as well as hard copy at the Town of Fort Frances Civic Centre. This annual report will be brought to the Energy Management Committee and subsequently to Council as well as posted on the Ministry of Energy Portal. Further to this report an overview of current year energy saving initiatives, predicted savings and costs will be included in the annual report to Council and annual appendix to this report.

EXECUTION OF OUR PLAN

## **Appendix I**

### **Annual Energy Consumption and Green House Gas Emission Report**



A		B		C	D	E	F	G
UP or DOWN ARROW in column A to				Energy Consumption and Greenhouse Gas Emissions Reporting - for 2012				
1	Confirm consecutive 12-mth period (mth-yr to mth-yr)							
2	Sector							
3	Agency Sub-sector	Town						
4	Organization Name	Town of Fort Frances						
5								
6								
7								
8	Operation Name	Operation Type		Address	City	Postal Code	Total Floor Area	Unit
9	Stephenson Building	Administrative offices and related facilities, including municipal council chambers		2160 Yonge Street	Toronto	M7A 2G5	135034	Square meters
10	Museum	Cultural facilities		259 Scott St.	Fort Frances P9A 1G8		9359	Square feet
11	Sister Kennedy Centre	Community centres		401 Nelson St.	Fort Frances P9A 1B3		7366	Square feet
12	East End Hall	Community centres		1227 5th St. E.	Fort Frances P9A 3P9		6184	Square feet
13	Public Works	Storage facilities where equipment or vehicles are maintained, repaired or stored		900 Wright Ave	Fort Frances P9A 3J9		15591	Square feet
14	Riverview Cemetery	Storage facilities where equipment or vehicles are maintained, repaired or stored		1319 Colonization Rd.	Fort Frances P9A 2T6		2535	Square feet
15	Fort Frances Cemetery	Storage facilities where equipment or vehicles are maintained, repaired or stored		401 Kings Highway	Fort Frances P9A 3P9		4225	Square feet
16	Sunny Cove	Community centres		#960 Highway 11	Fort Frances P9A 3P9		15000	Square feet
17	Civic Centre Administration	Administrative offices and related facilities, including municipal council chambers		320 Portage Ave.	Fort Frances P9A 3P9		17636	Square feet
18	Civic Centre OPP Offices	Police stations and associated offices and facilities		320 Portage Ave.	Fort Frances P9A 3P9		6197.12	Square feet
19	Civic Centre Fire Hall	Fire stations and associated offices and facilities		320 Portage Ave.	Fort Frances P9A 3P9		12468.4	Square feet
20	Fort Frances Library and Technology C	Public libraries		601 Reid Ave.	Fort Frances P9A 0A2		15000	Square feet
21	Water Treatment Plant	Facilities related to the treatment of water		901 Colonization Road	Fort Frances P9A 3P9		0	Square feet
22	Sewage Treatment Plant	Facilities related to the treatment of sewage		2 McIrvine Road	Fort Frances P9A 3P9		0	Square feet
23	Church St. Lift Station	Facilities related to the pumping of sewage		325 Minnie Ave	Fort Frances P9A 3P9		0	Square feet
24	White Pine Lift Station	Facilities related to the pumping of sewage		740 Scott St.	Fort Frances P9A 3P9		0	Square feet
25	Boundary Road Lift Station	Facilities related to the pumping of sewage		1715 Colonization Road	Fort Frances P9A 3P9		0	Square feet
26	Patcin Ave. Lift Station	Facilities related to the pumping of sewage		932 Kathleen Drive.	Fort Frances P9A 3P9		0	Square feet
27	Ice For Kids Arena	Indoor ice rinks		720 Scott St.	Fort Frances P9A 1H8		56037.24	Square feet
28	52 Canadians Arena	Indoor ice rinks		720 Scott St.	Fort Frances P9A 1H8		53883.92	Square feet
29	Memorial Sportsplex	Indoor swimming pools		720 Scott St.	Fort Frances P9A 1H8		16687.94	Square feet
30	Central Ave Lift Station	Facilities related to the pumping of sewage		712 Central Ave	Fort Frances P9A 3P9		0	Square feet
31	5th Street Lift Station	Facilities related to the pumping of sewage		1330 5th Street E.	Fort Frances P9A 3P9		0	Square feet

Please fill in the mandatory fields indicated in red, in addition to submitting data



	H	I	J	K	L	M	N	O	P	Q	R
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											
17											
18											
19											
20											
21											
22											
23											
24											
25											
26											
27											
28											
29											
30											
31											

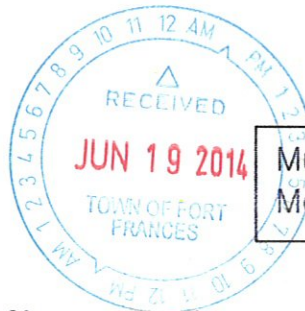
on your energy usage.											
	Avg hrs/wk	Annual Flow (Mega Litres)	Electricity		Natural Gas		Propane		GHG Emissions (Kg)	Energy Intensity (ekWh/sqft)	Energy Intensity (ekWh/Mega Litre)
			Quantity	Unit	Quantity	Unit	Quantity	Unit			
9	70	23516.00224	2181065	kWh	125300	Cubic meter		Litre			
10	40	0	106788	kWh	4520.415	Cubic Meter	0	Litre	18802.33817	16.54343013	0
11	40	0	72851.67	kWh	7780.25	Cubic Meter	0	Litre	21706.2251	21.11572522	0
12	8	0	10562.67	kWh	4036.382	Cubic Meter	0	Litre	8645.731618	8.644960832	0
13	50	0	134694.4	kWh	20129.06	Cubic Meter	0	Litre	50992.5945	22.36043621	0
14	40	0	40175.43	kWh	0	Cubic Meter	0	Litre	3858.448297	15.84829586	0
15	40	0	75305.02	kWh	0	Cubic Meter	0	Litre	7232.294121	17.82367337	0
16	33	0	15123	kWh	0	Cubic Meter	0	Litre	1452.41292	1.0082	0
17	40	0	262791.1	kWh	12139.75	Cubic Meter	0	Litre	48190.19637	22.21646948	0
18	168	0	262791.1	kWh	12139.75	Cubic Meter	0	Litre	48190.19637	63.22447457	0
19	168	0	131395.5	kWh	6069.874	Cubic Meter	0	Litre	24095.09149	15.71210158	0
20	50	0	271471	kWh	2080.782	Cubic Meter	0	Litre	30006.05747	19.57233914	0
21	40	1591.67	721579.1	kWh	54823.59	Cubic Meter	0	Litre	172951.4163	0	819.4110518
22	40	2042.078	1510820	kWh	44344.58	Cubic Meter	0	Litre	228938.2131	0	970.6310471
23	1	9.565	132438.8	kWh	0	Cubic Meter	0	Litre	12719.42235	0	13846.18923
24	1	135.01	24395.65	kWh	0	Cubic Meter	0	Litre	2342.958226	0	180.6951337
25	1	5.606	7412.81	kWh	0	Cubic Meter	0	Litre	711.9262724	0	1322.299322
26	1	13.745	1957.51	kWh	0	Cubic Meter	0	Litre	187.9992604	0	142.4161513
27	100	0	1105328	kWh	71791.05	Cubic Meter	0	Litre	241885.7986	33.34045842	0
28	100	0	746591.7	kWh	68975.72	Cubic Meter	0	Litre	202110.0254	27.45995968	0
29	100	0	383216.8	kWh	24841.2	Cubic Meter	0	Litre	83769.5849	38.78390826	0
30	1	748.07	132438.8	kWh	0	Cubic Meter	0	Litre	12719.42235	0	177.0406513
31	1	341.71	37275.87	kWh	0	Cubic Meter	0	Litre	3579.974555	0	109.086272





# Report

**To:** Mayor and Council  
**From:** Faye Flatt, Municipal Planner  
**Date:** 19 June 2014  
**Subject:** Albright request to purchase portion of lane at 755 Thompson St.



Municipal Planner  
Memo #2014-10

William and Kristi Albright have requested to purchase a portion of laneway in the vicinity of 755 Thompson Street. Council referred the request to the Planning and Development Executive Committee (PDEC) with input from both the Operations & Facilities (OFEC) and Administration & Finance Executive Committees (AFEC). A copy of the original request dated June 2, 2014 is attached.

The AFEC has considered the request and advises that the sale of land is included in the 2014 Schedule of Fees at \$1.00 ft<sup>2</sup>, the portion of lane is approximately 1,292.3 ft<sup>2</sup> and that it will fully discuss the purchase price at a later date should the request be approved.

The OFEC has considered the request and advises that in addition to the lane being utilized as a "Public Utility Corridor" with Bell and Union Gas infrastructure within its limits, the Town uses this portion of lane when clearing snow from Keating Avenue.

Based on its evaluation and input from OFEC and AFEC, including an objection received from an adjacent property owner, the recommendation from PDEC is that the request from William and Kristi Albright be denied.

Respectfully submitted,

F. Flatt, AMCT, ACST, CPT  
Municipal Planner  
Enc.

**COUNCIL APPROVAL OF THIS REPORT WILL:** deny the request by William and Kristi Albright to purchase portion of laneway abutting their property at 755 Thompson Street.





Kristi and William Albright  
755 Thompson Street  
Fort Frances, ON, P9A2W7  
807-274-9662  
June 2, 2014

Mr. Glenn Treftlin  
Town Clerk  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON,  
807-274-5323

Dear Mr. Glenn Treftlin:

We, William and Kristi Albright, would like to propose the purchase of the portion of the "dead end" laneway directly south of 755 Thompson Street.

Our property is situated at the end of the laneway and is the only access to our garage and rear portion of our lot. Our intent for purchase is to allow for storage of our camper trailer and boat. There are no other residents that require access to this portion of the lane. A deep ravine is located at the end and would likely never be developed.

All town activities such as snow removal and garbage pick-up would not be affected as currently these services back down the lane to the edge of this property and drive out. We continue to maintain this portion of the lane. Sewer and water is located at the front of the property and the only other service is Union Gas's main which would not be affected.

We are upstanding and lifelong residents of Fort Frances and can assure you that our intentions are amicable. We have enclosed photos to support our objective to purchase.

We look forward to discussing this further at your earliest convenience and would like to thank you for your consideration of this matter.

Sincerely,

William (Jay) and Kristi Albright

Enclosures



















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

June 11, 2014

William and Kristi Albright  
755 Thompson Street  
Fort Frances, Ontario  
P9A 2W7

Dear Mr. and Mrs. Albright:

At their meeting June 9, 2014, Council referred the request dated June 2, 2014 from William and Kristi Albright re: Purchase of a portion of a laneway in the vicinity of 755 Thompson Street to the Planning and Development Executive Committee for recommendation with input from Operations and Facilities and Administration and Finance Executive Committees.

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

Please direct any questions you may have to F. Flatt, Municipal Planner/Executive Committee Secretary, at 274-5323, ext 275.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

G.W. Treftlin, AMCT, Clerk

GWT/kl

- c.c. **Planning and Development Executive Committee**  
-Attn: F. Flatt, Municipal Planner/Executive Committee Secretary  
Operations and Facilities Executive Committee  
-Attn: D. Brown, Manager Operations and Facilities  
Administration and Finance Executive Committee  
-Attn: L. Witherspoon, Treasurer

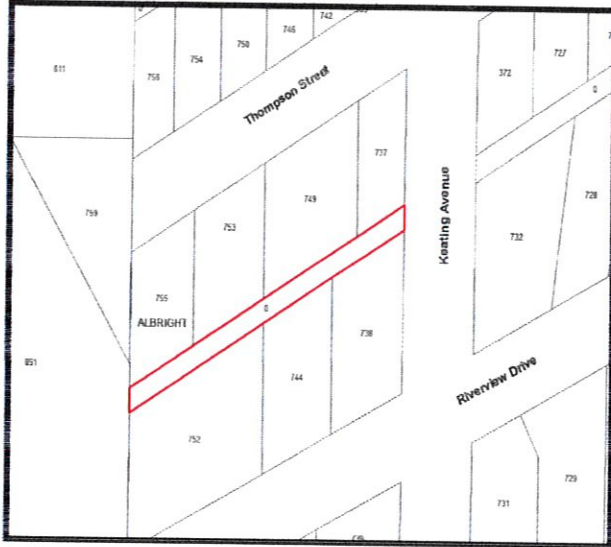




ALBRIGHT (755 Thompson St.)  
Re: Request to Purchase portion of adjacent laneway  
(Session 109 (9 June 2014) agenda item 3.7)

PDEC SESSION 54  
16 JUNE 2014  
AGENDA ITEM #6.8  
AGENDA ITEM 7.B

LANEWAY AS IT EXISTS NOW



AREA OF INTEREST (120.058 m<sup>2</sup>)



AERIAL VIEW





June 9, 2014

Report To: Planning & Development Executive Committee

From: Operations & Facilities Executive Committee

**SUBJECT: Requests from Jay & Kristi Albright to Purchase portion of back lane between Riverview Drive & Thompson Street**

The letter dated June 2, 2014 from Jay & Kristi Albright (property owners of 755 Thompson Street) in regards to the request to purchase a portion of the back lane between Riverview Drive & Thompson Street was referred to the Planning & Development Executive Committee with input from the Operations & Facilities Executive committee. See attached copy of the letter.

Presently, this backlane is utilized as a “**Public Utility Corridor**” and has both Bell Canada and Union Gas utility infrastructure located in this back lane. Also the Town usually wants to push the snow westerly from Keating Avenue to the end of this lane, as there is a sloped area at the end of the lane. The spring melt water can go directly into the existing creek from the stockpile of snow at the end of the lane (assists with spring runoff in the immediate area). There have been a few times where the Albrights parked their camper on the backlane and interfered with snow clearing activities. The By-law officers have had to address the camper location issue in the past.

The Operations & Facilities Executive Committee recommends that the Town retain the entire backlane between Riverview Drive and Thompson Street and that the request from Jay & Kristi Albright be denied.

Respectfully submitted,



Rick Wiedenhoef, Chairman  
Operations & Facilities Executive Committee

2014JuneLane755ThompsonAlbright



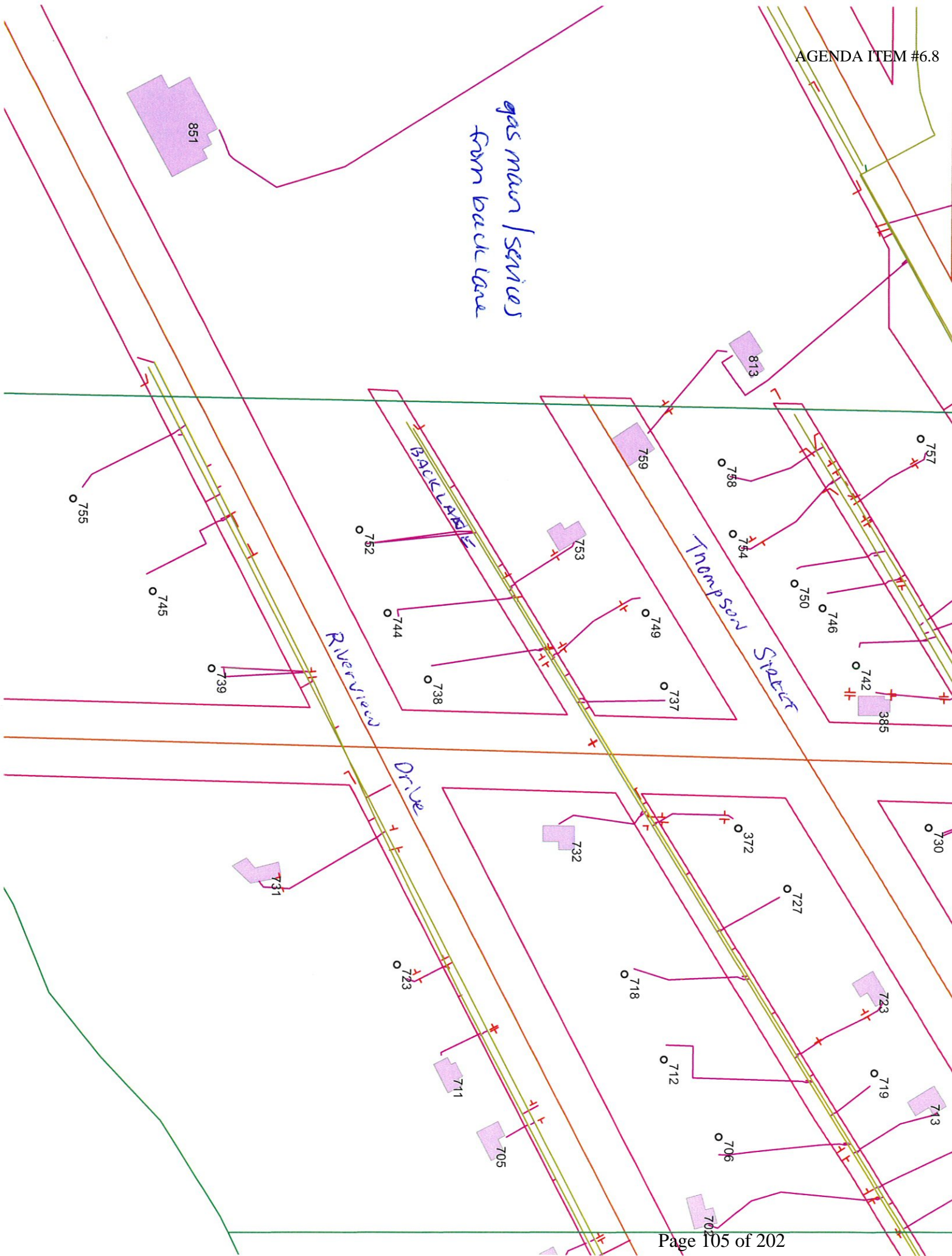




Hydro off  
Sheet  
Poles in lane  
are Bell poles



gas main / series  
from back line







**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/61**

**TO:** Planning & Development Executive Committee  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** June 18, 2014  
**SUBJECT:** Request from W. & K. Albright to Purchase Portion of Back Lane Between Riverview Drive & Thompson Street

---

**BACKGROUND**

At the June 9, 2014 Council Meeting, the letter received from William (Jay) & Kristi Albright requesting to purchase of a portion of a dead end lane directly south of 755 Thompson Street was referred to the Planning & Development Executive Committee with input from Operations & Facilities and Administration & Finance Executive Committees for recommendation.

The sale of land is listed at \$1.00/sq. ft. or as directed by Council otherwise in the 2014 Schedule of Fees – Other Charges 1.3.11.3 Sale of Lane or Roadway Closed. The portion of the subject lane is approximately 1,292.3 ft.<sup>2</sup> (120.058 m<sup>2</sup>).

**RECOMMENDATION**

The Administration & Finance Executive Committee will fully discuss the purchase price following the Planning & Development decision on this matter, should the request be approved.

	Resident	Non-Resident
1.3.9 Vital Statistics Administration Fee		
1.3.9.1 Still Birth Registration	31.05	
1.3.9.2 Death Registration	31.05	
1.3.10 Marriage Licence/Ceremony		
1.3.10.1 Marriage Licence	136.25	136.25
1.3.10.2 Civil Marriage Ceremony	315.25	394.00
1.3.10.3 Civil Marriage Ceremony (After Office Hours at Civic Centre)	367.75	459.70
1.3.10.4 Civil Marriage Ceremony (Weekends other than at Civic Centre)	367.75	459.70
1.3.10.5 Marriage Ceremony Outside of Town * See Below	514.85	514.85
1.3.10.6 Attendance at Wedding Rehearsal * See Below	51.00	63.80
1.3.10.7 Renewal of Wedding Vows * See Below	Same fee as marriage services above less \$50.00	
*Plus, where applicable, travel time and distance charges on a return basis as per Town Travel Policy		
1.3.11 Application for Closure of		
1.3.11.1 Road or Lane - Deposit	588.45	
1.3.11.2 On Completion of Closure	Actual Costs less Deposit	
1.3.11.3 Sale of Lane or Roadway Closed	1.00/sq. ft. or as directed by council otherwise	
1.3.12 Utility Arrears Letter	31.10	
1.3.13 Committee Room Rental (External Groups)	52.55	
1.4 Tax Sale - Administrative Charges		
1.4.1 File Preparation, Searches, to completion tax arrears certificate	234.65	
1.4.2 Preparation & Registration of Tax Arrears Certificate	234.65	
1.4.3 Regulatory Sub-Searches	117.30	
1.4.4 Processing of First Notice	178.50	
1.4.5 Processing of Treasurer's Statutory Declaration re: 1st Notice	117.30	
1.4.6 Registration of Statutory Declaration	117.30	
1.4.7 Processing of Cancellation Certificate	117.30	
1.4.8 Registration of Cancellation Certificate	117.30	
1.4.9 Processing of Extension Agreement	234.65	
1.4.10 Processing Final Notice	178.50	
1.4.11 Processing Treasurer's Statutory Declaration re: Final Notice	117.30	
1.4.12 Sale process	234.65	
1.4.13 Legal Fees as they apply to any process	actual	
1.4.14 Mailing Costs as they apply to any process	actual	
2.0 Planning & Development (Plus applicable taxes) Effective January 1, 2014		
2.1 Building/Demolition Permits		
2.1.1.1 Garages, Accessory Use Buildings, Covered Decks	0.40/sq.ft.	
2.1.1.2 Uncovered Decks, Sheds, Temporary Structures	0.25/sq.ft.	
2.1.1.3 Residential Constructions (Single Detached Dwellings, Attached Garages, Factory Built Structures)		
2.1.1.3.1 Main Floor	0.80/sq.ft.	
2.1.1.3.2 Basement	0.64/sq.ft.	
2.1.1.3.3 Each Additional Floor	0.40/sq.ft.	
2.1.2 All Other Construction Not Conforming to the Above Fee Schedule		
2.1.2.1 1st \$1,000 of Value	54.55	
2.1.2.2 Each Additional \$1,000 of Value or Part Thereof	10.90	
2.1.2.3 Progress Reports	87.25	

Language

Metric Conversion > Metric Converter > Area Converter > Square Meters Conversion > Square Meters to Square Feet

## Square Meters to Square Feet



Metric Conversion

Follow +1

Temperature  
Weight  
Length  
Area  
Volume  
Speed  
Time

**Mobile  
phone  
converter  
app**

Download

**Metric  
Conversion  
Table**

Learn more

**Online  
Calculator**

Learn more

Accuracy:

**120.058m<sup>2</sup> = 1292.3ft<sup>2</sup>**

113

**Note:** Fractional results are rounded to the nearest 1/64. For a more accurate answer please select 'decimal' from the options above the result. Note: You can increase or decrease the accuracy of this answer by selecting the number of significant figures required from the options above the result. Note: For a pure decimal result please select 'decimal' from the options above the result.  
[Show result in exponential \(scientific\) format >>](#)

[Show formula >>](#)

[Show working >>](#)

[More information on Square Meters >>](#)

[More information on Square Feet >>](#)





Glenn Treftlin/Frances  
06/16/2014 01:45 PM

To fflatt@fort-frances.com  
mmccaig@fort-frances.com, jalbanese@nwhu.on.ca,  
cc weedy@bell.net, doug@kitowskitrucking.com, Kathy  
Lawson/Frances@Frances  
bcc  
Subject Fw: Letter

Received in opposition to the request to close lane at 755 Thompson Street - Albright

Glenn W. Treftlin, AMCT  
Town Clerk  
Town of Fort Frances  
Secretary-Treasurer  
Rainy River District Municipal Association  
Civic Centre  
320 Portage Avenue, Fort Frances, ON P9A 3P9  
ph. 807-274-5323, ext. 236, fax: 807-274-8479  
email: gtreftlin@fort-frances.com

----- Forwarded by Glenn Treftlin/Frances on 06/16/2014 11:48 AM -----



"Sandra Weir"  
<sandraw@rrdssab.on.ca>  
06/16/2014 11:31 AM

To <gtreftlin@fort-frances.com>  
cc  
Subject Letter



Please read the attached letter. Thank you. Letter to Town June 16 2014.docx

June 16, 2014

Town of Fort Frances

Attention : Mr. Glenn Treftlin

Re: J&K Albright, 755 Thompson, Fort Frances, Ontario – purchase back alley property

It's been brought to my attention that the above noted neighbor is requesting to purchase the back alley property that is adjacent to my property at 752 Riverview Drive.

I would like to bring forward my concerns and request that this request is denied for the following reasons:

- 1) Back alley access to my property is not only convenient it is also essential for future modifications I'm planning for my property. These modifications will include a pull through driveway on the west side of my property for the use of our camper which will need to be located in that area, as we plan to put in a pool on the east side of the property where the camper is currently located.
- 2) Once the pool is in place we will need west side back yard access to store and move around our personal & recreational items.
- 3) Having the back alley access also keeps our properties separate which adds to the privacy of the two properties; this is part of the beauty of living in the area that we do.

It is my request that the following information is shared with me:

- 1) Request to purchase and the footage.
- 2) Notification of any meetings to review request.

Thank you in advance for your cooperation in this matter and please notify me if you have any questions at 274-4740 or my cell at 276-0907.

Sincerely,

Matt Weir

# Report

**To:** Mayor and Council  
**From:** Faye Flatt, Municipal Planner  
**Date:** 19 June 2014  
**Subject:** Economic Development Advisory Committee request for directional signage in vicinity of Canadian Customs



Municipal Planner  
Memo #2014-12

The Economic Development Advisory Committee has requested that Council investigate the installation of directional signage in the proximity of the exit of Canadian Customs Facility. Council referred the request to the Planning and Development Executive Committee. A copy of the original request dated June 3, 2014 is attached.

The Planning and Development Executive Committee considered the request at its meeting held June 19<sup>th</sup> and recommends that the Town communicate with and solicit MTO to ascertain its willingness to erect signage similar to that on Central Avenue with involvement from Operations and Facilities Division.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Faye Flatt', written over a horizontal line.

F. Flatt, AMCT, ACST, CPT  
Municipal Planner  
Enc.

**COUNCIL APPROVAL OF THIS REPORT WILL:** authorize further investigation by administration regarding the installation of directional signage.





## TOWN OF FORT FRANCES ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

June 3, 2014

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

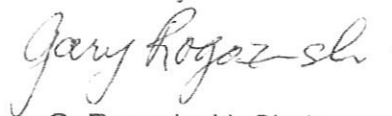
Mayor Avis and Council:

At the June 2<sup>nd</sup>, 2014 meeting of the Economic Development Advisory Committee the following resolution was passed:

**Fortes-Cumming:** THAT as recommended by the Economic Development Advisory Committee, Council investigate the installation of directional signage in the proximity of the exit of the Canadian Customs facility. **CARRIED.**

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

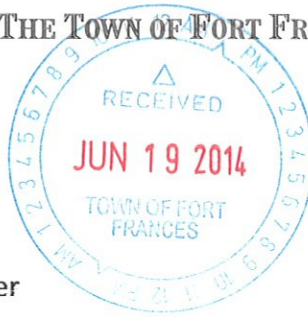
Yours truly



G. Rogozinski, Chair

GR/kl

# Report



Municipal Planner  
Memo #2014-11

**To:** Mayor and Council  
**From:** Faye Flatt, Municipal Planner  
**Date:** 19 June 2014  
**Subject:** Summit Telecom/TbayTel request for Concurrence – Proposed Telecommunication Tower - 250 Church St

Summit Telecom has requested, on behalf of Tbaytel, an indication of Council concurrence with the erection/installation of a 20 ft telecommunication tower on 250 Church St. Council referred the request to the Planning and Development Executive Committee. A copy of the original request dated June 2, 2014 is attached.

Telecommunications towers are similar to Green Energy projects in that a municipality cannot prevent them from being constructed. The Federal Government is the approval authority under the Radio Communications Act. Notwithstanding that Industry Canada requires public consultation for towers over 30 metres in height the consultant has concluded public consultation process and is now seeking written indication of support with no concerns from the Town.

The Planning and Development Executive Committee considered the request at its meeting held June 19<sup>th</sup> and indicated support with no concerns as the proposed tower will improve cell service within the community. If approved, the letter will be generated from this office.

Respectfully submitted,

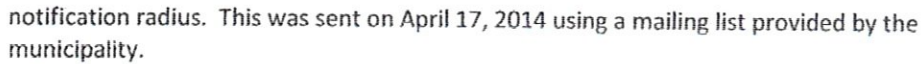
F. Flatt, AMCT, ACST, CPT  
Municipal Planner  
Enc.

**COUNCIL APPROVAL OF THIS REPORT WILL:** approve the request by Summit Telecom for written concurrence for the erection/installation of proposed 20 ft telecommunications tower at 250 Church Street.



Sent via email





- The purpose of the mail notifications and public notice is to notify the local community of the proposed installed and allow 30 days' for residents to request additional information or submit questions or concerns to be addressed by the proponent prior to moving forward with the installation. The last day to receive submissions was Monday, May 26, 2014 and none were received or forwarded to Summit Telecom Services Inc.

As there were no comments to be addressed, Summit Telecom Services Inc. on behalf of Tbaytel would like to request from the Town of Fort Frances a letter of concurrence that the proponent has completed the public consultation requirements as required by Industry Canada and that the Town of Fort Frances was consulted.

Sincerely,

Jay Lewis  
Summit Telecom Services Inc.  
On behalf of Tbaytel.

**DATE**

# Sample Letter of Concurrence

Jason Lewis  
Summit Telecom Services Inc.  
2645 Royal Windsor Drive  
Mississauga, ON L5J 1K9

**Re: Tbaytel – Request for Concurrence  
Proposed 20m Monopole**  
**Site: FORT FRANCES LEGION**  
**Address: 250 Church Street, Fort Frances**

Dear Mr. Lewis

The approval authority for wireless telecommunication towers is within Industry Canada under the *Radiocommunication Act*. Industry Canada's *Radiocommunication and Broadcasting Antenna Systems – CPC-2-0-03, Issue 4, June 2007* outlines the process for the proponent to follow and encourages the establishment of policies from the land-use authority as they are best positioned to contribute to optimum siting of facilities to meet their own community needs. A policy has not been established by the Town of Fort Frances but was consulted while the proponent followed Industry Canada's Default Public Consultation.

Summit Telecom Services Inc. on behalf of Tbaytel has provided the Town of Fort Frances with the following:

- Information package submitted to the Fort Frances on April 17, 2014.
- Mail notification is required to be sent to adjacent property owners within three times height of the tower (60m). Mail notification was sent to 16 property owners that owned 22 parcels in this notification radius. This was sent on April 17, 2014 using a mailing list provided by the municipality.
- Public notice was published on Thursday, April 24, 2014 in the local newspaper, *The Daily Bulletin*.

The Town of Fort Frances has reviewed and adopts the submission for a 20m monopole and related equipment as outlined in the request for concurrence dated June 2, 2014. Summit Telecom Services Inc. on behalf of Tbaytel met the requirements of Industry Canada's Default Public Consultation Process in respect to the local land-use authority and the Town has no objection to the proposed telecommunication structure.

Please accept this letter as concurrence for the proposed 20m monopole to be located at 250 Church Street, Fort Frances.

Yours truly,

**PUBLIC NOTICE****TBAYTEL PROPOSED TELECOMMUNICATIONS SITE  
FORT FRANCES ROYAL CANADIAN LEGION – 20 METRE MONOPOLE****SUBJECT:**

- Proposed 20m monopole to be installed on subject property at rear of building in parking lot. Monopole will have related wireless equipment installed to improve Tbaytel's wireless network.
- An equipment cabinet will be at the base of the monopole with concrete bollards.
- The structure will off-load wireless traffic from Tbaytel's existing sites in Fort Frances to increase capacity improving Tbaytel's wireless services.

**LOCATION:**

- 48 36 33.6N,  
93 23 49.0W.
- 250 Church Street, Fort Frances

**LEGAL DESCRIPTION:**

PCL 337-1 SEC ALBTP; LT  
337 TOWN PLOT  
ALBERTON; FORT FRANCES

ANY PERSON may make a written submission or request additional information to the individual listed below by close of business Monday, May 26, 2014.

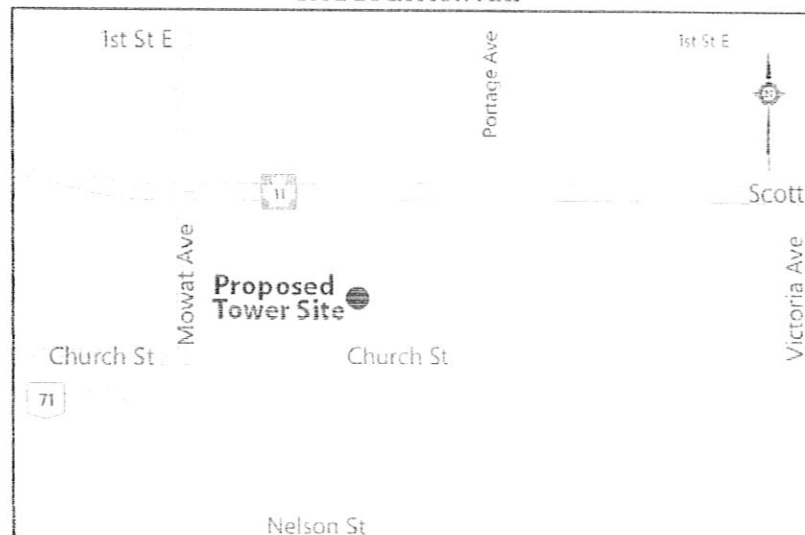
**PLEASE TAKE NOTICE** as the approval of this site and its design is under the exclusive jurisdiction of the Government of Canada through Industry Canada. For more information on the federal process pertaining to these installations please contact the local Industry Canada office at:  
[spectrum.sault-ste-marie@ic.gc.ca](mailto:spectrum.sault-ste-marie@ic.gc.ca).

**PLEASE FORWARD ALL COMMENTS AND REQUESTS FOR ADDITIONAL INFORMATION TO THE FOLLOWING INDIVIDUALS:****PROPONENT CONTACT:** Tbaytel

c/o Jay Lewis, Summit Telecom Services Inc.,  
2645 Royal Windsor Drive, Mississauga, Ontario, L5J 1K9.  
Fax: (888) 622-4939, Email: [jay@summit-tel.com](mailto:jay@summit-tel.com)

**TOWN OF FORT FRANCES CONTACT:**

Faye Platt – Municipal Planner  
320 Portage Avenue, Fort Frances, Ontario, P9A 3P9.  
Fax: (807) 274-8479, Email: [fplatt@fort-frances.com](mailto:fplatt@fort-frances.com)

**SITE LOCATION MAP**

Key Plan (not to scale)



# Report

**To:** Mayor and Council

**From:** Faye Flatt, Municipal Planner

**Date:** 19 June 2014

**Re:** Zoning Amendment (File 3/14-A) - Boivin

Municipal Planner  
Report #2014-09

## 1. Background:

An application was received by submitted by Alan and Bernice Boivin to change the zoning on their property (Pcl 22252, Pt Res 1B pts 1 & 2 Plan 48R-1246) from Seasonal Residential (SR) to Residential Type One (R1).

The application was prompted by an application for business license for a water taxi business as a home occupation however the application could not be approved because a home occupation is not a permitted use in the Seasonal Residential zone. If approved the year round use of the property as a residence will also be recognized.

## 2. Property History

Information on file indicates this property was created in 1977 by consent granted by the Committee of Adjustment. At the time of consent approval, the property was described as an "abandoned right-of-way" (Parts 1 and 2 Plan 48R-1246) with access provided by a public road considered to be municipal in accordance with section 399 of the Municipal Act (copy attached). Municipal Property Assessment Corporation (MPAC) shows a residence was constructed on the property in 1950 although at the time of consent approval the property was shown as being vacant. This may indicate that a dwelling from earlier era was moved onto the property however there is no record of any building permits having been issued so this cannot be confirmed. The property has been zoned SR since 1998 but the zoning prior to that date cannot be determined.

## 3. Official Plan:

The property is designated as the **Living Area**. Small scale commercial uses are permitted in this designation, with the following policies applying:

- *Commercial uses that serve the needs of the immediate neighbourhood and may include ... personal services. (s.4.1.4.)*
- *Home Occupations and Home Professions may be permitted in single-detached residential ... as long as it is accessory to the principal residential use and occurs entirely within the confines of the dwelling unit. (s.4.1.8)*

The proposed use, that of a home occupation, is permitted on properties within the Living Area and a such an amendment is neither contemplated for the subject land nor required.



#### **4. Zoning:**

The property is zoned Seasonal Residential (SR). Uses permitted in SR zone are Single Detached Dwelling and Sleep Cabin. SR properties are permitted to be serviced with private well and septic as per section 3.3 of Zoning By-Law 3/14. After considering the options, it was suggested to the property owner that rather than submit a site specific amendment to add a Home Occupation as a permitted use, a request be made to rezone the property to R1.

Subsequent research and information obtained indicates that adding the permitted use of Home Occupation/Industry is now the preference given that regulations for R1 requires properties be serviced with municipal water and sanitary sewer.

#### **5. Provincial Policy Statements:**

The Planning Act requires that zoning amendments be consistent with provincial interests as identified in the 2005 Provincial Policy Statements (PPS). This proposal appears to support the direction of the PPS in regards to *accommodating an appropriate range and mix of residential, employment (including industrial, commercial and institutional uses), recreational and open space uses to meet long-term needs s. 1.1.1 (b).*

#### **6. Comments – circulated departments & public consultation:**

**Divisions/Agencies** - The application was circulated for comment to the manager/supervisor of each division for dissemination to appropriate staff and as well to the Fort Frances Power Corporation. There were no concerns identified as a result of circulation.

**Committee of Adjustment** - The Committee of Adjustment considered the amendment at the meeting held May 21, 2014 and recommends approval.

**Public Consultation** - Pursuant to legislated requirements, a public meeting was held on June 9, 2014. Ted Berry stated he spoke neither in favour of nor in opposition to the proposed amendment but opined that the Town had no authority to neither rezone the property nor issue a business license, as the property had no public access. Mr. Boivin spoke in favour of the application stating the business would be seasonal only and when he applied for a business license he did not realize the property was seasonal but that he wanted to obey the rules.

The municipal solicitor was consulted regarding the matters raised at the public meeting. He stated the importance that consistency is maintained when considering and making decisions on planning applications or other matters. In this instance the Town of Fort Frances has maintained in all instances that it has jurisdiction over property within its boundaries not within reserve. The subject land is within the boundaries of the municipality and has been zoned and rezoned since the implementation of zoning in the Town. The issue of access was considered when the Town of Fort Frances Committee of Adjustment created the lot in 1977. Our solicitor advises that in litigation already before the courts the Town has argued the Indian reserves were not approved until 1915, and that all roads existing prior thereto within the boundaries of the municipality were therefore considered municipal. There is also correspondence at the time consent was granted that assumed the road was municipal. That said, assuming the road is not municipal, the solicitor is not aware that the Town would have liability for visitors simply because it might not be a municipal road.



The discussion with the solicitor expanded to the issue of Home Occupation/Industry on properties zoned Seasonal Residential. From a planning perspective, there appears to be no compelling reason not to allow home occupation activity in a seasonal residential zone and because it was thought to enhance and promote economic development opportunities for the community, a recommendation is included in this report that Home Occupation be added to section 4.7.1 as a permitted use in the Seasonal Residential zone.

**7. Executive Summary/Recommendation:**

The Official Plan is not offended by the proposed amendment. The proposal to permit a Home Occupation from the property does not conflict with the Provincial Policy Statements. Based on a thorough evaluation of the proposal from a planning, servicing and community perspective as well as consultation with municipal solicitor, it is recommended that

- (a) the land that is the subject of zoning amendment application 3/14-A to permit a Home Occupation be approved;
- (b) that the by-law to amend the zoning on the subject property be changed prior to enactment to add a Home Occupation/Home Industry as a permitted use to the Seasonal Residential (SR) zone at section 4.7.1 (including the proponent's property);
- (c) that in accordance with Section 34(17) of the Planning Act, the change to the proposed by-law as noted in (b) above be considered by Council to be minor in nature such that further public notice is not required.

The Planning and Development Executive Committee considered the matter at its meeting held June 19, 2014 and supported the above recommendation.

Respectfully submitted  
Planning and Development Division

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

Att'd.

**COUNCIL APPROVAL OF THIS REPORT WILL:** authorize the preparation of a by-law to amend section 4.7.1 to add a *Home Occupation* as a permitted use to the already permitted use of a Seasonal Residential zone; that the change to the proposed by-law after the holding of public meeting be considered minor such that further notice is not required.



*Municipal Act of Ontario RSO 1970*

Sec. 401

MUNICIPAL

Chap. 284

1135

## PART XX

## HIGHWAYS AND BRIDGES

**396.**—(1) In this Part, "county bridge" means a bridge under the exclusive jurisdiction of the council of a county. Interpretation

(2) Except as provided by section 411, this Part does not apply to a Provincial road or bridge under the control of the Crown. R.S.O. 1960, c. 249, s. 412. Exception

**397.** Where power is conferred by this Part upon a council to pass by-laws for acquiring or for assuming a highway, it includes the power to pass by-laws for acquiring or for assuming part of a highway. R.S.O. 1960, c. 249, s. 413. Power to acquire part of highway

**398.** Where power to pass by-laws in respect of a highway or bridge is conferred by this Act on a council, unless otherwise expressly provided it is exercisable only by the council having jurisdiction over the highway or bridge or, if the highway or bridge is under the joint jurisdiction of two or more councils, only by the joint action of such councils, and a by-law by all of them is necessary for the exercise of such power. R.S.O. 1960, c. 249, s. 414. What councils to exercise powers re highways and bridges

**399.** Except in so far as they have been stopped up according to law, all allowances for roads made by the Crown surveyors, all highways laid out or established under the authority of any statute, all roads on which public money has been expended for opening them or on which statute labour has been usually performed, all roads passing through Indian lands, all roads dedicated by the owner of the land to public use, and all alterations and deviations of and all bridges over any such allowance for road, highway or road, are common and public highways. R.S.O. 1960, c. 249, s. 415. What constitutes public highways

**400.**—(1) Unless otherwise expressly provided, the soil and freehold of every highway is vested in the corporation or corporations of the municipality or municipalities, the council or councils of which for the time being have jurisdiction over it under this or any other Act. Highways vested in corporation having jurisdiction over them

(2) In the case of a dedicated highway, such vesting is subject to any rights in the soil reserved by the person who laid out or dedicated the highway. R.S.O. 1960, c. 249, s. 416. Reservation of rights in soil

**401.** Except where jurisdiction over them is expressly conferred upon another council, the council of every municipality has jurisdiction over all highways and bridges within the municipality. R.S.O. 1960, c. 249, s. 417. Jurisdiction of councils over highways



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/60**

**To:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** June 17, 2014  
**SUBJECT:** 2013 Child Care – Audited Statement of Revenue & Expenses

---

**BACKGROUND**

Attached is the audited Statement of Revenue and Expenses for the Town of Fort Frances Child Care Programs for the year ended December 13, 2013 as provided by BDO Canada LLP, along with their invoice in the amount of \$2,825.00 (including HST).

The audited Statement of Revenue and Expenses is a requirement of the Rainy River District Social Services Area Board for Child Care funding.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council accept the Town of Fort Frances Child Care Programs audited Statement of Revenue and Expenses for the fiscal year ending December 31, 2013 and further that the submitted invoice in the amount of \$2,500.00 plus HST be paid.

Council Approval of This Report Will agree to the Administration & Finance Executive Committee recommendation to accept the Town of Fort Frances Child Care Programs audited Statement of Revenue & Expenses for the year ended December 31, 2013 and further that the invoice for audited services be paid.

**Town of Fort Frances**  
**Child Care Department**  
For the year ended December 31, 2013

	<b>Contents</b>
Independent Auditor's Report	2
Financial Information	
Statement of Revenue and Expenses	3
Note to Statement of Revenue and Expenses	5





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

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

## Independent Auditor's Report on Statement of Revenue and Expenses

To the Council of the  
 Town of Fort Frances

We have audited the accompanying Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2013, and the significant accounting policy. The Statement of Revenue and Expenses has been prepared by management based on the basis of accounting described in the significant accounting policy attached to the Statement of Revenue and Expenses.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation of the Statement of Revenue and Expenses in accordance with the basis of accounting described in the significant accounting policy attached to the Statement, and for such internal control as management determines is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express an opinion on the Statement of Revenue and Expenses based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Statement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the Statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial information in the Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2013, is prepared, in all material respects, in accordance with the basis of accounting described in the significant accounting policy attached to the Statement of Revenue and Expenses.

### Basis of Accounting

Without modifying our opinion, we draw attention to the significant accounting policy attached to the Statement of Revenue and Expenses which describe the basis of accounting. The Statement of Revenue and Expenses is prepared to assist the Town of Fort Frances to meet the requirements of the Rainy River District Social Services Administration Board. As a result, the financial statements may not be suitable for another purpose.

*BDO CANADA LLP*

Chartered Accountants, Licensed Public Accountants  
 Fort Frances, Ontario  
 May 28, 2014

# Town of Fort Frances Child Care Department Statement of Revenue and Expenses

For the year ended December 31

2013

**Revenue**

Grant revenue - operating	- Fort Frances Children's Complex	
	- Core service delivery	\$ 312,384
	- Fee subsidy	282,392
	- Capacity building	11,531
	- Extended school program	3,939
	- Best Start Hub	122,811
	- Day Care Resource Teacher	108,515
		<hr/>
		841,572
		<hr/>
Grant revenue - capital	- Fort Frances Children's Complex	
	- Core service delivery	107,971
	- Health and safety	52,000
	- Play-based equipment	7,900
		<hr/>
		167,871
		<hr/>
User fees		191,438
		<hr/>
Other revenue and recoveries		191
		<hr/>
Total revenue		1,201,072
		<hr/>

**Operating Expenses**

Fort Frances Children's Complex	
Advertising	1,449
Audit	1,704
Accounting and bookkeeping	20,000
Buildings and yard	43,665
Training and development	10,051
Equipment and leases	1,995
Events and activities	7,176
Food and meals	40,416
Insurance	2,284
Office supplies and expenses	1,463
Telephone and internet	3,216
Information technology	45
Repairs and maintenance	21,471
Teaching supplies	5,269
Memberships, licenses and extended school purchases	6,411
Small capital purchases	37,570
Salaries, wages and benefits	658,967
	<hr/>
	\$ 863,152
	<hr/>

**Town of Fort Frances**  
**Child Care Department**  
**Statement of Revenue and Expenses**  
**(Continued)**

For the year ended December 31

2013

## Operating Expenses (continued)

Carried forward	\$ 863,152
Best Start Hub	
Advertising	427
Accounting and bookkeeping	3,100
Buildings and yard	12,148
Equipment and leases	665
Events and activities	740
Food and meals	391
Insurance	994
Office supplies and expenses	1,519
Telephone and internet	979
Repairs and maintenance	5,861
Teaching supplies	1,064
Memberships and licenses	382
Salaries, wages and benefits	102,473
	<u>130,743</u>
Day Care Resource Teacher	
Accounting and bookkeeping	4,100
Training and development	5,268
Food and meals	412
Office supplies and expenses	423
Telephone and internet	537
Teaching supplies	697
Memberships and licenses	501
Salaries, wages and benefits	100,698
	<u>112,636</u>
Total operating expenses	<u>1,106,531</u>
Capital expenses capitalized for Town of Fort Frances accounting purposes	
Fort Frances Children's Complex	131,115
Total department expenses	<u>1,237,646</u>
Deficiency of revenue over expenses	<u>\$ (36,574)</u>



---

**Town of Fort Frances  
Child Care Department  
Note to Statement of Revenue and Expenses**

**For the year ended December 31, 2013**

---

**Significant Accounting Policy**

**Basis of Accounting**

The Statement of Revenue and Expenses has been prepared to comply with the financial accounting and reporting requirements of the Rainy River District Social Services Administration Board. The basis of accounting underlying the Statement of Revenue and Expenses are Canadian public sector accounting standards (PSAB). The Statement only includes those revenues and expenses related to the operation of the Town of Fort Frances Child Care Department. The Statement is in accordance with PSAB except for the following material departures as required by the financial accounting and reporting requirements of the Rainy River District Social Services Administration Board:

- a) Tangible capital asset additions capitalized by the Town of Fort Frances have been included on the Statement of Revenue and Expenses.
- b) Amortization expense related to the amortization of tangible capital assets has been excluded from the Statement of Revenue and Expenses.



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

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

AGENDA ITEM #6.12

May 31, 2014

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

Attention: Mr. Mark McCaig

Invoice **87823110**  
Electronic Banking Account No. 151360322599  
HST Registration No. 131585366RT0043

For Professional Services

Preparing and auditing the Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2013, as required by the Rainy River District Social Services Board.

	\$2,500.00
HST	325.00
Total	<u>\$2,825.00</u>

Accounts are due when rendered  
Interest at 1.00% per month (12.00% per annum) will be charged on accounts over 30 days  
1825-KFF3035-5



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/62**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** June 17, 2014  
**SUBJECT:** Community Garden Planning Committee – TD Friends of the Environment Foundation Request

---

### **BACKGROUND**

At the June 9, 2014 Council Meeting, the Administration & Finance Executive Committee recommendation that the Town of Fort Frances partner with the Fort Frances Community Garden Planning Committee for the purpose of making an application to the FCC AgriSpirit Fund to obtain a grant to improve the community garden was approved. Further, that the Community Garden Planning Committee must consult with the Chief Building Official and the Municipal Planner prior to the erection of any building structures.

As indicated in the attached e-mail from Jolene Quast, the Community Garden Committee would like to make an application to the TD Friends of the Environment Foundation for construction of a walkway, shelter and shed. The grant would require partnering with the Town (Municipalities are eligible for application) as the Fort Frances Community Garden Planning Committee is not a registered Canadian Charity. The Committee is not seeking financial contribution from the Town of Fort Frances. The Committee acknowledges that they will contact and consult with the Chief Building Official and the Municipal Planner prior to the erection of any building structures.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommend that Council support the Community Garden Planning Committee request to partner with the Town of Fort Frances and make application for the TD Friends of the Environment Foundation to obtain a grant to improve the community garden. Further, that should the Fort Frances Community Garden Committee disband for any reason, ownership of all equipment and/or structures obtained with the supported funding received shall become Town of Fort Frances property.

**Council Approval of this Report Will Agree** to the Administration & Finance Executive Committee recommendation that the Town of Fort Frances partner with the Fort Frances Community Garden Planning Committee for the purpose of making an application to the TD Friends of the Environment Foundation Fund to obtain a grant to improve the community garden. Further, that should the Fort Frances Community Garden Committee disband for any reason, ownership of all equipment and/or structures obtained with the supported funding received, shall become property of the Town of Fort Frances.





Jolene Quast  
<jquast@nwhu.on.ca>  
06/12/2014 10:21 AM

To "Laurie Witherspoon (lwitherspoon@fort-frances.com)"  
<lwitherspoon@fort-frances.com>  
cc  
bcc  
Subject Friends of the Environment grant application

Good morning,

In addition to the FCC AgriSpirit Fund we have applied for partnering with the town, we would like to also apply for an additional grant. This grant is through the TD bank and is called Friends of the Environment.

The link below can provide more information, but it is similar to the FCC grant where we would need to partner with the TOFF.  
<https://fef.td.com/funding/>

If we do not receive all the funding applied for with the FCC, we would like to keep our options open to receive more funding so in addition to the attached FCC grant application where we have asked for the compact tractor, rear tiller, rotary mower and utility trailer we would also like to apply for funds for the walkway, shelter (approx.. 10x20) and shed (8x12). In the event that we receive the funding our Fort Frances Community Garden Committee would contact Faye Flatt and Travis Rob before any construction would commence.

Thank you for taking the time to review our partnership opportunity and I look forward to hearing from you soon.

Jolene

**Jolene Quast**  
Health Educator  
Northwestern Health Unit  
396 Scott Street  
Fort Frances, ON P9A 1G9  
(807) 274-9827 ext. 3639  
[www.nwhu.on.ca](http://www.nwhu.on.ca)

There are small steps you can take right now to lead a healthier, more active life. Sign up for the 21 Day Challenge at [www.DoOneThing.ca](http://www.DoOneThing.ca)

This communication and any attachments are directed in confidence solely to the recipient(s) and may not otherwise be distributed, copied, or disclosed. If you have received this in error, please notify us immediately.



FCC grant application.pdf



TD Friends of the  
Environment Foundation

Home > Funding



Share

Email

## Apply online for funding in four easy steps:

### 1. Review eligibility criteria

The following organizations are eligible to apply for TD FEF funding:

Registered Canadian charities with a Charitable Registration Number (CRN)

Educational institutions (primary/secondary/post-secondary)

Municipalities

Aboriginal groups

### 2. Check examples of eligible projects

Eligible projects	Ineligible projects
✓ Environmental education	✗ Salaries (if more than 50% of the amount requested)
✓ Tree plantings (native plant species)*	✗ Administrative or capital costs
✓ Energy conservation	✗ Landscaping/beautification
✓ Schoolyard or urban naturalization projects*	✗ Pledges
✓ Community gardening programs*	✗ Operating expenses or deficits
✓ Habitat restoration	✗ Scholarships, grants, bursaries, and awards
✓ Endangered species/wildlife protection	✗ Advocacy activities
✓ Environmental research	✗ Mileage or meal costs
	✗ Projects started prior to application date

\*Please ensure you include a maintenance plan for these types of projects.

### 3. Review FAQs for application deadlines and more

4. Submit funding request via our [Online Application Form](#) or [retrieve a saved application](#) if you have already started. **\*\*\*WE ARE CURRENTLY EXPERIENCING TECHNICAL ISSUES WITH OUR APPLICATION FORM. PLEASE CHECK BACK SOON. THANK YOU FOR YOUR PATIENCE.\*\*\***

5. Applicants will be required to attach a budget to their application form. [Click here](#) for a sample budget template which you may save and use to complete your budget.

Anti-Discrimination Policy

The TD Friends of the Environment Foundation (TD FEF) prohibits discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, veteran status, disability or other characteristic protected by law. You will be asked to indicate whether the projects, programs and activities for which you seek funding comply with TD FEF's anti-discrimination policy.

TD FEF reserves the right to exclude organizations and decline donations, gifts or sponsorships as it deems appropriate.

## Donate

Every dollar you donate goes to work greening your community. Make a difference today.

[Donate](#)

## Learn

Find out how TD FEF has supported more than 22,000 environmental initiatives across Canada.

[Learn](#)

## Apply for funding

Need funding for your environmental project? Find out if it qualifies for a TD FEF grant, and how to apply.

[Apply for funding](#)

[Share](#)

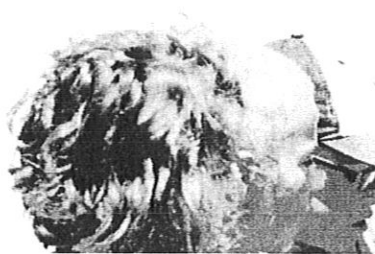
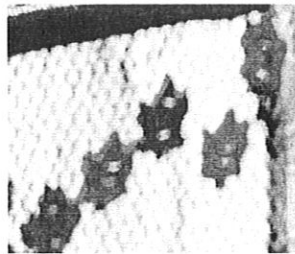
[Like](#)

[Tweet](#)

[Email](#)

For over 22 years, TD Friends of the Environment Foundation has worked to help protect the environment and green communities across Canada. By donating to TD FEF, you're directly supporting projects that make a difference in your community. TD Friends of the Environment Foundation - BN/Registration Number: 133702845RR0001





- 1 Before You Begin   2 Organization Information   3 Primary Contact Information   4 Project Information   5 Anti-Discrimination Attestation   6 Attachments   7 Review My Application

[Contact Us](#)   [Our Chapters](#)   [Close Window](#)

You can review the information you've provided so far and make necessary modifications here. If you're satisfied with the contents of the application, click Submit to forward your application for consideration. If you're not ready to submit your application yet, click Save & Finish Later.

### Before You Begin

[Printer Friendly Version](#)

\* Required before final submission

### Grant Application

In order to be eligible for TD FEF funding you must be

- a municipality
- an educational institution (primary, secondary, post-secondary)
- an Aboriginal group
- a Registered Canadian charity with a charitable registration number.

Please ensure that your project takes place in Canada and that it has a clear environmental focus.

### Organization Information

\* Required before final submission

#### General Information

\* The primary applicant is a/an:  
please select from the drop down menu

<Select One>

#### Charitable Registration Number (CRN)

Please note that ALL applicants (with the exception of Municipalities and Aboriginal groups) must have a valid CRN to be eligible for a TD FEF grant. A CRN consists of 9 numeric digits followed by RR and four more numeric digits. If you are applying as a municipality, please enter Municipality in this field. If you are applying as an Aboriginal group, please enter Aboriginal in this field.

#### Schools

In addition to your School Board's CRN, provide your School Board Name.

\* Is this your organization's first time applying to TD FEF?

<None>

\* How did you learn about TD FEF?

<None>

\* Have you spoken to anyone at TD FEF? (i.e. Regional Manager)

<None>

If yes, please provide name

Please complete a separate application for each Chapter of TD FEF that you are applying to.

To see a list of our Chapters, please click on "Our Chapters" above.

\* Please select the chapter to which you are applying.

<Select One>

\* Organization Name

\* Street Address

\* City  \* Province  \* Postal Code   
Please ensure you use the following format: M5K 1A2

\* Organization Phone #  Extension   
Please ensure you use the following format: 999-999-9999

Organization's Email Address   
Please ensure that the email address used for this project is one that is accessible by another member of your organization.

Organization Fax #   
Please ensure you use the following format: 999-999-9999

\* Website Address

**Background Information**

\* Provide a brief description of your organization   
Describe the purpose and/or mandate of your organization. Maximum of 100 words.

Word count 0 of 100

If you are applying on behalf of a school, please provide the current enrollment

Year Founded  Annual Budget:   
(yyyy)

Number of staff in your organization:  \* What is the primary focus of your organization?  
Please select the category that best describes your organization.

<None> <Select One>

Are there any other groups involved in the implementation or administration of this initiative?  
If yes, please provide the full name of the organization(s) with which you are working.

**Primary Contact Information**

\* Required before final submission

**Primary Contact for Organization**

Please note: the organization contact and application contact must be two different people. The organization contact should be someone TD FEF can connect with in case of staff turnover. If you are applying as a school, the organization contact must be on-staff at the school at the time of applying.

\* Prefix  \* First Name  \* Last Name   
<Select One>

\* Title/Position or Affiliation to Organization

\* Office Phone  Extension  Home/Other Phone

\* E-mail Address

**Primary Contact for Application**

Please note: the primary contact for the application needs to act as the project lead and have the approval and authority to undertake the project.

* Prefix <Select One> ▾	* First Name <input type="text"/>	* Last Name <input type="text"/>
* Title/Position or Affiliation to Organization <input type="text"/>		
* Office Phone <input type="text"/>	Extension <input type="text"/>	Home/Other Phone <input type="text"/>
* Email Address <input type="text"/>		


**Project Information**

\* Required before final submission

**Project Details**

\* **Project Title**  
Maximum of 25 words. More details can be provided in the spaces below. You will have the opportunity to attach any relevant supporting documentation at the end of your application.


Word count 0 of 25

\* **Project Description** 

Tell us about your project, and what you plan to do with the grant. If this is an outdoor classroom, naturalization, or community garden project please indicate whether you have permission from the landowner (i.e. School Board, Municipality, etc.) Maximum of 200 words.

Word count 0 of 200

\* **What is the primary focus of your project/activity?**

\* **What is the environmental issue your project addresses and what will be its impact on community?** 

Why is this project important to the community(s) supported by the specific TD FEF Chapter you're applying to?

Word count 0 of 200

\* **What is the total dollar amount of your project budget including funds from other sources?**

\* **What is the dollar amount of your request?**

The budget template must be completed to be eligible for a TD FEF grant. Please visit the TD FEF website to download attachment.

**Over what period is the project taking place?**

\* **Project Start Date**

Please note that if your project has already started or if your event is occurring before the board review period, you will not be eligible for a TD FEF grant based on our giving guidelines.

\* **Project End Date**

Please note that once you have received the funds, you will have one year to use the funds. Exceptions can be made in certain situations however you must get permission from the Regional Manager in your area.

\* **Please indicate the town/city that is closest to the project site.**



\* Please indicate the province/territory in which this project is taking place?

<None> ▾

How many volunteers will be involved with the project?

<None> ▾

#### Additional Project Information

If this project is a subsequent phase of another project funded by TD FEF, please include information on the first phase below and upload pictures on the attachment page of this application.

Word count 0 of 100

\* Please give us an itemized list of how TD FEF funds will be allocated and provide the dollar amount per item.

\* How would TD FEF be recognized for funding this project?

For example: signage, news release, newsletter, event/activity

Word count 0 of 100

\* Are there any volunteer opportunities for TD employees associated with this project? If yes, please describe.

Word count 0 of 100

\* How will you share the results of this project with others? Maximum of 200 words.

Word count 0 of 200

\* How will you measure the effectiveness of this program? Maximum of 200 words.

What measures are in place to gauge your results? How will you quantify its success?

Word count 0 of 200

Please describe any controversial issues associated with this project (if applicable).

Word count 0 of 100

#### Comments

Please use this section to briefly mention any relevant points that have not been addressed in the application form. Maximum of 100 words.

Word count 0 of 100

In submitting this application to TD Friends of the Environment Foundation for funding, the applicant agrees that in the event this application is successful, The Toronto-Dominion Bank (TD), will be granted permission that, at its option, TD may publish or otherwise use the applicant's name and project details without limitation and without compensation, in any publicity carried out by TD or its advertising agencies.

### Anti-Discrimination Attestation

\* Required before final submission

#### Anti-discrimination Attestation

The TD Friends of the Environment Foundation (TD FEF) prohibits discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status, veteran status, disability or other characteristic protected by law.

\* Do the projects, programs and activities for which you seek funding comply with TD FEF's anti-discrimination policy?

<Select One> ▼

TD FEF reserves the right to exclude organizations and decline donations, gifts or sponsorships as it deems appropriate.

### Attachments

\* Required before final submission

#### Attachments

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded. Please upload a single file for each of the required attachments below. If you have multiple documents, please consolidate them into a SINGLE file.

##### Board of Directors

A list of the organization's Board of Directors/Trustees. Note: If you are applying as a School, Municipality, or Aboriginal band, you are not required to upload a board list; however you must still attach a budget.

##### Budget

A detailed budget for the project. Please include any secured funding and in-kind budget items. If you need assistance, please contact your local TD FEF Regional Manager. Click here to download the budget template.

##### Additional Documentation

Any additional documentation that may help us to assess your request for funding, such as site plans, maps, plant lists, relevant letters of support or partnership, etc. (If this is an outdoor classroom, naturalization, or community garden project please attach relevant supporting documents, if available (e.g. permission from the landowner)).



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/63**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** June 17, 2014  
**SUBJECT:** Ontario Disaster Relief Assistance Program (ODRAP)

---

### **BACKGROUND**

As you are aware, at 1:45 p.m. on Thursday, June 10, 2014, Mayor Avis declared a State of Emergency related to the large accumulation of rainfall causing flood conditions and the by-pass situation at the Sanitary Sewage Treatment Plant.

The Ministry of Municipal Affairs & Housing has forwarded information on the Ontario Disaster Relief Assistance Program (ODRAP). ODRAP provides financial assistance within the declared disaster area to restore damaged public infrastructure and/or private property to pre-disaster condition, when the cost of restoration exceeds the financial capacity of the affected individuals, municipality and community at large. This program is not a substitute for adequate insurance coverage and does not provide full costs recovery.

For a municipality to be eligible, the Minister of Municipal Affairs & Housing must make a declaration of a disaster area for the purposes of ODRAP. To make a request, municipal council must adopt a resolution and forward it to the Minister within 14 working days of the onset of the disaster. The resolution must state the type of natural disaster and date of the event, outline the municipality's request for a disaster area for the public and/or private components of ODRAP, define clearly all areas damaged by the disaster, and whether all or a specified portion of the municipality is to be declared a disaster area, and agree to establish a local disaster relief committee for the private component of ODRAP as soon as possible once the declaration of a disaster area is made by the Minister.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommend that Council request that the Minister of Municipal Affairs & Housing declare the Town of Fort Frances as a "disaster area" for the purposes of the Ontario Disaster Relief Assistance Program.

**Council Approval of this Report Will Agree** to the Administration & Finance Executive Committee recommendation to request that the Minister of Municipal Affairs & Housing declare the Town of Fort Frances as a "disaster area" for the purposes of the Ontario Disaster Relief Assistance Program.





"Vail, Jessica (MAH)"  
<Jessica.Vail@ontario.ca>  
06/16/2014 09:05 AM

To "mmccaig@fort-frances.com" <mmccaig@fort-frances.com>,  
"lwitherspoon@fort-frances.com"  
<lwitherspoon@fort-frances.com>  
"DesRosiers, Kevin (MAH)"  
cc <Kevin.DesRosiers@ontario.ca>, "Fraser, Susan (MAH)"  
<Susan.Fraser@ontario.ca>  
bcc  
Subject ODRAP Information for Public and Private Claims

Good morning Mark (and Laurie),

As a follow up to our initial discussion this morning- here is the ODRAP information I said I would share to get you started.

Attached is the link to the ODRAP Guidelines on our website as well as a copy of our ODRAP Presentation which highlights key information for ODRAP which can be used as a tool moving forward.

**Main website page with information:** <http://www.mah.gov.on.ca/Page1579.aspx>

**ODRAP Guidelines PDF:** <http://www.mah.gov.on.ca/AssetFactory.aspx?did=6903>

Primary purpose of the Ontario Disaster Relief Assistance Program (ODRAP) is:

- The **Ontario Disaster Relief Assistance Program (ODRAP)** provides financial assistance following natural disasters
- ODRAP is intended to alleviate financial hardship and help replace essential items in affected communities
  - Not a substitute for insurance coverage
  - Restores essential property to pre-disaster condition
  - Does not provide full cost recovery

At this point you will want to start:

- Review the guidelines for both Private and Public ODRAP- to help determine if you will pursue both kinds of claims or just one (i.e. Public and/or Private).

Contact Municipal Services Office-Thunder Bay with any questions on program and provide updates:

Kevin DesRosiers 807-475-1603  
Jessica Vail 807-475-1641

[Kevin.DesRosiers@ontario.ca](mailto:Kevin.DesRosiers@ontario.ca)  
[jessica.vail@ontario.ca](mailto:jessica.vail@ontario.ca)

**Basis information for ODRAP process/claims:**

For PUBLIC ODRAP:

- Resolution of council determining to Minister to declare a disaster area for the purposes of ODRAP
- Take pictures of all affected areas and damage/repairs done so far. *\*The more pictures the better.*
- Extent of damage/ as well as identify affected areas (maps will be required)
- Start calculating estimated costs and time for repairs to infrastructure, overtime, and all other eligible costs under the public portion of ODRAP.
- Copy of insurance certificate
- Newspaper clippings, photographs and other documentary evidence where available, and other information council feels is pertinent (e.g. Conservation Authority reports, Environment Canada report, etc.)

#### For PRIVATE ODRAP

- Resolution of council determining to Minister to declare a disaster area for the purposes of ODRAP (can be combined with public resolution as well)
- Intended for individuals, small businesses, farms, non-profit organizations to help them get back on their feet after a natural disaster
  - Program does not provide full replacement costs
  - Provides support for replacement of essential property
  - Capped amounts for many items
    - Maximum payment 90% of eligible costs; 10% is covered by the victim
  - Claimants must seek coverage from insurance first
- If private ODRAP is pursued a Disaster Relief committee will have to put in place
  - Local fund-raising is a requirement under the private component.
  - The Province tops up the funds raised by the Disaster Relief Committee to the amount that is needed to pay eligible claims at 90%, up to a maximum of 2:1
  - All locally raised funds must be expended first before provincial funds are provided.
  - If the combination of locally raised funds and provincial matching dollars is not enough to pay all eligible claims at 90%, payments may be reduced

Please keep Kevin and I informed as to how you are proceeding. We are more than happy to answer questions and we are here to assist however we can.

Thank you.

Jessica

**JESSICA VAIL**

Municipal Advisor/ Conseillère en gestion municipale  
 Rainy River District  
 MMAH- Northern Municipal Services Offices (Thunder Bay)

435 James St S. Suite 223, Thunder Bay, Ontario P7E 6S7

Phone: (807) 475-1641

Toll Free: 1-800-465-5027

Fax: (807) 475-1196

Email address: [jessica.vail@ontario.ca](mailto:jessica.vail@ontario.ca)

NOTICE: This electronic transmission may contain information that is confidential, privileged and/or protected under law. Review, disclosure or distribution of this e-mail by an unintended recipient is strictly prohibited. If you have received this communication in error, please notify the sender immediately and permanently delete the copy you have received.



odrappresentation.pdf





"Vail, Jessica (MAH)"  
<Jessica.Vail@ontario.ca>  
06/16/2014 09:08 AM

To "mmccaig@fort-frances.com" <mmccaig@fort-frances.com>  
"lwitherspoon@fort-frances.com"  
cc <lwitherspoon@fort-frances.com>, "DesRosiers, Kevin  
(MAH)" <Kevin.DesRosiers@ontario.ca>, "Fraser, Susan  
bcc  
Subject Photos for Impacted flooding areas

Hi Mark,

Any photos or maps with identified affected areas that you or your staff might have that you can share with us on an on-going basis would be helpful as well.

Thanks.

Jessica

## JESSICA VAIL

Municipal Advisor/ Conseillère en gestion municipale  
Rainy River District  
MMAH- Northern Municipal Services Offices (Thunder Bay)  
435 James St S. Suite 223, Thunder Bay, Ontario P7E 6S7  
Phone: (807) 475-1641  
Toll Free: 1-800-465-5027  
Fax: (807) 475-1196  
Email address: [jessica.vail@ontario.ca](mailto:jessica.vail@ontario.ca)

NOTICE: This electronic transmission may contain information that is confidential, privileged and/or protected under law. Review, disclosure or distribution of this e-mail by an unintended recipient is strictly prohibited. If you have received this communication in error, please notify the sender immediately and permanently delete the copy you have received.



## REPORT



**TO:** Mayor Avis and Council

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

**DATE:** June 13, 2014

**RE:** **CMOG (Community Museum Operating Grant) 2014**

In 2013 the Fort Frances Museum benefited from the CMOG grant in the amount of \$21,519.00, that is determined by financial data from the previous year, 2012. Similarly, the application for 2014 is based upon financial information from 2013. As such, the maximum benefit that the Museum can apply for in 2014 is \$20,919.

Please find the annual Community Museum Operating Grant (CMOG) attached from the Ministry of Tourism, Culture, and Sport for our 2014 annual operating grant in the amount of \$20,919.

### Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2014 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also permit the Mayor and Clerk to sign the grant application on behalf of the Town.

Respectfully Submitted,

Jason Kabel

**Council approval of this report will** authorize the submission of the 2014 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also permit the Mayor and Clerk to sign the grant application on behalf of the Town.

## Instructions

This section provides information on how to complete and submit your application. Users of this application may also hover their cursor over any heading to learn more about the requirements.

### How To Complete Application

Before filling out the application read the entire PROGRAM/APPLICATION GUIDELINES. It may be useful to print a copy of the Program/Application guidelines to refer to while completing the application. There may be some questions on this application that you are NOT required to complete, these will be noted clearly in the Program/Application guidelines. Some programs require you to contact a ministry advisor prior to submitting your application.

Information about eligible organizations and expenses are detailed in the Program/Application guidelines.

Some fields in your application will already have the information you supplied during enrolment or from previous applications.

Answer each question fully or indicate "not-applicable" if the question is not relevant or does not apply to your project. Answers may vary in length depending on the nature of your project or program.

Provide reasons and supporting data where applicable to support your application. Demonstrate how your project addresses the grant program priorities.

Prepare necessary support materials. Ensure you have all of the necessary support materials electronically (either scanned, pdf or attachment). The required attachments are listed below.

Note that Ministry consideration of an application does not guarantee funding. Applications will be assessed on the basis of the information provided by the applicant within the completed application forms and for their ability to achieve the objectives of the program.

The Ministry cannot guarantee funding to all applicants, nor can the ministry ensure that the total amount requested by successful applicants will be granted. The ministry reserves the right, in its sole discretion, to fund or not fund any particular project or program for which an application is submitted. The decision to fund all or part on an applicant request will depend on its fit to the program priorities, assessment criteria and the overall demand of funds in the program.

### Attachment, Requirements Checklist

- ✗ • AGM minutes
  - Actuals
- ✓ • Annual Report
- ✓ • Board Members
- ✓ • Completed 2014 CMOG Revenue & Expense form
- ✗ • Current Proof of Incorporation
  - Financial Audit
  - Financial Information Return (FIR)
- ✓ • New policies
- ✓ • Org chart
- ✗ • Other
- ✓ • Pay Equity form
- ✗ • Review Engagement

Grant Case # 2014-06-1-29882544

## Section A - Organization Information

This section displays general information about your organization submitted during the Grants Ontario enrolment process. To make a change to this information, please submit an Assistance Request through the Grants Ontario System. Once the change has been made, all future reports will include the updated information.

1. Organization Name: Fort Frances Museum and Cultural Centre		2. Organization Legal Name: Fort Frances Museum & Cultural Centre	
3. Web Site URL: www.fort-frances.com/museum			
4. Type of Legal Entity: Municipality	5. Year Established: 1978	6. Date Incorporated: 06/19/2012	
7. Corporation Registration Number:	8. Date of last AGM:	9. Date of Next AGM:	
10. Organization Mandate:			



## Section B - Organization Address Information

This section displays address information about your organization submitted during the Grants Ontario enrolment process. To make a change to this information, please submit an Assistance Request through the Grants Ontario System. Once the change has been made, all future applications will include the updated information.

### Primary Address:

1. Street address 1: 259 Scott Street		
2. Street address 2:		
3. City: Fort Frances	4. Province: Ontario	5. Postal Code P9A1G8

### Mailing Address:

6. Street address 1: 259 Scott Street		
7. Street address 2:		
8. City: Fort Frances	9. Province: Ontario	10. Postal Code P9A1G8

## Section C - Organization Contact Information

Information about key people in the organization, including whether they have signing authority or not. Note that only the first group of contact fields are mandatory. All other types of contacts are optional.

### Organization Contact

General contact for the organization. The person who should receive general information from the Ministry including notification of grant opportunities, deadlines and news releases.

1. * Salutation: Mrs.	2. * First Name: Sherry	3. * Last Name: George	4. * Title: Curator
5. * Phone Number (Work): 8072747891		6. Phone Number (Mobile):	7. * Email Address: sgeorge@fort-frances.com

☒ 8. Signing Authority (Does this person have signing authority for your organization?)

Grant Case # 2014-06-1-29882544

## Most Senior Official

This is the most senior elected or appointed official with whom a Minister of the Crown would correspond with (i.e. Mayor, Board Chair, Reeve, Chief, CEO)

9. Salutation: Mr.	10. First Name: Roy	11. Last Name: Avis	12. Title: Mayor
13. Phone Number (Work): 8072745323		14. Phone Number (Mobile):	15. Email Address: ravis@fort-frances.com

☐ 16. Signing Authority (Does this person have signing authority for your organization?)

## Other Senior Staff

This is the most senior member of the organization aside from the person listed as Most Senior Official (i.e. CEO, Executive Director).

17. Salutation: Mr.	18. First Name: Mark	19. Last Name: McCaig	20. Title: CEO
21. Phone Number (Work): 8072745323233		22. Phone Number (Mobile):	23. Email Address: mmccaig@fort-frances.cm

☐ 24. Signing Authority (Does this person have signing authority for your organization?)

## Other Contact 1

Any other person with whom the Ministry might wish to contact or additional signing authorities e.g. Treasurer, CFO or Vice Chair

25. Salutation:	26. First Name:	27. Last Name:	28. Title: Other1
29. Phone Number (Work):		30. Phone Number (Mobile):	31. Email Address:

☐ Signing Authority (Does this person have signing authority for your organization?)

## Other Contact 2

Any other person with whom the Ministry might wish to contact or additional signing authorities e.g. Treasurer, CFO or Vice Chair

33. Salutation:	34. First Name:	35. Last Name:	36. Title: Other2
37. Phone Number (Work):		38. Phone Number (Mobile):	39. Email Address:

☐ 40. Signing Authority (Does this person have signing authority for your organization?)

Grant Case # 2014-06-1-29882544

## Section E - Grant Payment Information

Should your application be successful, this information will be used to make payments.

### Payment Address:

Please select your organization's payment address from the drop-down list below. Once selected, the payment address fields below will be populated with the information related to the selected address. If your organization's payment address does not appear in the drop-down list, please complete the fields below manually.

1. Payment Organization: TOWN OF FORT FRANCES | 320 PORTAGE AVE

2. \* Payment Organization Name (maximum 100 characters)

TOWN OF FORT FRANCES

3. \* Street Address 1:

320 PORTAGE AVE

4. Street Address 2:

5. \* City:

FORT FRANCES

6. \* Province:

Ontario

7. \* Postal Code

P9A 3P9

### Payment Contact:

Individual who should be contacted for clarifications about banking information or financial matters

8. * Salutation: Ms.	9. * First Name: Laurie	10. * Last Name: Witherspoon	11. * Title: Treasurer
12. * Phone Number (Work): (807) 274-5323 x248		13. Phone Number (Mobile):	14. Fax Number: (807) 274-8479
15. * Email Address: lwitherspoon@fort-frances.com			

16. \* Method Of Payment

Electronic Fund Transfer

## Section F - Application Contact information

This is the person who will be the sole contact responsible for all communication with the Ministry in regard to this application.

1. * Salutation: Ms.	2. * First Name: Sherry	3. * Last Name: George	4. * Title: Curator
5. * Phone Number (Work): (807) 274-7891		6. Phone Number (Mobile):	7. Fax Number: (807) 274-4103
8. * Email Address: sgeorge@fort-frances.com			

## Section G2 - Additional Questions

1. Provide the names of Board Members in 2013 including the number of years each has served on the board. (maximum 4,900 characters)

Bruce Caldwell, Fort Frances resident, 7 years on committee  
 Robert Schulz, Fort Frances resident, 3rd year  
 Debbie Ballard, Fort Frances resident, 3rd year  
 Judy Kielczewski, Fort Frances resident, 3rd year  
 Mary Hickling, Fort Frances resident, started in September 2013

2. Provide the number of times the board met in 2013 including its AGM. (maximum 4,900 characters)

Ten meetings held in 2013: Jan 21; Feb 25; Mar 18; May 14; June 24  
 August 19; Sept 16; Oct 21; Nov 18; Dec 10. No AGM.

## Section I - Performance Measures

There are set performance measures for all projects in this grant category. The target number or "Goal" is all that is required. In addition your project may have specific performance measures, these may be added to the blank areas of the chart.

Ministry Provided Performance Metrics

		1. Metric	2. Description	3. * Goal	
	1	# seasonal operating hours	This is the number of operating hours for Seasonal museums only. 360 hours minimum.	0	
	2	# seasonal operating days	This is the number of operating days for Seasonal museums only. 60 days minimum.	0	
	3	# year round operating hours	This is the number of operating hours for Year Round museums only. 1060 hours minimum.	1,788	
	4	# year round operating days	This is the number of operating days for Year Round museums only. 180 days minimum.	296	



Grant Case # 2014-06-1-29882544

5	# operating days per month	Number of operating days per month for at least 8 months (Year Round Museums). 20 days per month minimum.	21	
6	# full time paid grant positions	Number of full time paid positions supported by employment grants.	1	
7	# part time paid grant positions	Number of part time paid positions supported by employment grants.	3	
8	# full time positions not supported by a grant	Number of full time paid positions not supported by employment grants.	1	
9	# part time positions not supported by a grant	Number of part time paid positions not supported by employment grants.	1	
10	# of volunteers	Number of volunteers in 2013.	67	
11	# of volunteer hours	Number of volunteer hours in 2013.	1,927	
12	# of paying visitors	Number of paying visitors in 2013.	2,005	
13	# of non-paying visitors	Number of non-paying visitors in 2013.	3,197	
14	# of school groups	Number of school groups in 2013.	12	
15	Total # of students	Total number of students in 2013.	257	
16	# of individual memberships	Number of individual memberships in 2013.	7	
17	# of family memberships	Number of family memberships in 2013.	23	
18	# of institutional memberships	Number of institutional memberships in 2013.	7	
19	# of website visitors	Number of website visits in 2013.	22,576	
20	# of social media followers	Number of social media followers (Facebook, Twitter, etc.)	206	

4. Comments (maximum 4,900 characters)

## Client Provided Performance Metrics

		1. Metric	2. Description	3. Goal	
X	1				+

4. Comments (maximum 4,900 characters)

Grant Case # 2014-06-1-29882544

The names of signing authorities are pre-populated in the declaration/signing section IF they were noted as signing authorities in the Organization Contact sections. Additional signing authorities may be added.

It is recognized that in many cases, the person completing the grant application is not a signing authority. It is the responsibility of the grant contact to ensure they have documented proof of approval from the signing authority(ies) to request grant funds. This documentation needs to be kept and produced if necessary.

Applicants are expected to be compliant with the Ontario Human Rights Code and all other applicable laws. The Ontario Human Rights Code provides for equal treatment in the areas of services, goods, facilities, accommodation, contract and employment without discrimination on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, disability, age, family status, marital status, the receipt of public assistance (in accommodation only), and record of offences (in employment only). Failure to comply with the letter and spirit of the Ontario Human Rights Code will render the applicant ineligible for a grant, and in the event a grant is made, liable to repay the grant in its entirety at the request of the Ministry.

Applicants should be aware that the Province is bound by the Freedom of Information and Protection of Privacy, R.S.O. 1990, c.F.31, (click here: <http://www.ipc.on.ca/index.asp?navid=73>) as amended from time to time and that any information provided to the Province in connection with their application may be subject to disclosure in accordance with the requirements of that Act. Applicants are advised that the names and address of organizations receiving grants plus the amount of the grant awards, and the purpose for which grants are awarded is information made available by the Ministry to the public.

## Declaration

By clicking the "Sign Document" and "I Agree" buttons, I/we (as indicated below) agree with the following statement:

On behalf of and with the authority of the Applicant, I certify that

- (a) the information provided in this application is true, correct and complete in every respect;
- (b) if the Applicant is awarded Funding, the Applicant agrees to be bound by the Terms and Conditions set out in Section Y if applicable, or in the transfer payment agreement, and contained in subsequent correspondence from the Ministry;
- (c) the Applicant has read and understands the information contained in the Application Form;
- (d) the Applicant is aware that the information contained here in can be used for the assessment of grant eligibility and for statistical reporting;
- (e) the Applicant understands that the information contained in this application or submitted to the Ministry in connection with the grant is subject to disclosure under the Freedom of Information and Protection of Privacy Act;
- (f) the Applicant is not in default of the terms and conditions of any grant, loan or transfer payment agreement with any ministry or agency of the Government of Ontario;
- (g) I am an authorized signing officer for the Applicant.

Mrs. Sherry George  
Curator  
(w): 8072747891  
(c):  
E-mail: [sgeorge@fort-frances.com](mailto:sgeorge@fort-frances.com)

Signature

Date/Time Field

Grant Case # 2014-06-1-29882544

Additional Signing Authority:

Salutation:	First Name:	Last Name:	Title:
Phone Number (Work):		Phone Number (Mobile):	Email Address:

\_\_\_\_\_  
Signature\_\_\_\_\_  
Date/Time Field



## REPORT

**TO:** Mayor Avis and Council

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

**DATE:** June 13, 2014

**RE:** **Resolute Fitness Equipment**



Early in 2014 the Community Services Division approached Resolute Forest Products management personnel to see if there may be an opportunity to purchase some of their fitness equipment that may be declared redundant with the possibility of mill closure. In May 2014, the division received confirmation that the equipment was going to be declared surplus. Communication to date has brought us to the point where Resolute is prepared to offer all of the equipment in their facility to the Memorial Sports Centre at no cost but is requesting membership consideration for mill personnel who are still using their facility.

An informal agreement has been discussed to allow regular members, approximately 12, of the Resolute fitness facility to use the Memorial Sports Centre at no cost for a 6 month period. In addition to regular users they are requesting consideration for other patrons of their facility, approximately 20, who registered in their logbook to receive a 50% discount for 6 months at the Memorial Sports Centre.

### Recommendation

The Community Services Executive Committee recommends to Council to sanction an agreement between the Memorial Sports Centre and Resolute Forest Products for all of the fitness equipment at the Resolute fitness centre in exchange for 2 levels of user memberships, regular (6 month – no cost – approx. 12 users) and semi-regular (6 month – 50% off – approx. 20 users). After the 6 month period, any and all obligations to the agreement would be considered complete.

Respectfully Submitted,

Jason Kabel

**Council approval of this report will** sanction an agreement between the Memorial Sports Centre and Resolute Forest Products for all of the fitness equipment at the Resolute fitness centre in exchange for 2 levels of user memberships, regular (6 month – no cost – approx. 12 users) and semi-regular (6 month – 50% off – approx. 20 users).





Date: June 18<sup>th</sup>, 2014  
Report To: Mayor and Council  
From: Frank Sheppard, Fire Chief/ CEMC  
Re: Host Community Contract

---

The following report to Council is to outline our experience as a host community in 2014 and request that Council pass a resolution that supports the agreement as provided by Aboriginal Affairs and Northern Development Canada (AANDC). The basic terms of the agreement are to allow for cost recovery as a host community in accordance with the terms of the JEMS manual and to provide a mark up percentage for the host community. An additional consideration will be based on the initial cash flow request that we will make to AANDC for \$200,000.00 on receipt of the signed agreement. Final reconciliation of the costing will be completed at the convenience of the Municipality.

The terms of this agreement are consistent with the initial agreement that was developed two years ago with AANDC, and my recommendation to Council is to pass a resolution supporting this agreement, and return it to AANDC as soon as possible.

Respectfully submitted

  
Frank Sheppard  
Fire Chief/CEMC

**Council approval of this agreement will allow for the request for initial money to flow from AANDC in accordance with the terms of the agreement, and will allow us to reconcile billing for the most recent host community activity.**

**FUNDING AGREEMENT**

**THE CORPORATION OF THE TOWN OF FORT FRANCES - 8065**

**2014**

## Table of Contents

Section	Heading
	<b>Parties to the Agreement</b>
	<b>Part 1 - The purpose and scope of the Agreement</b>
1	The purpose of the Agreement
2	The parts that make up the Agreement
3	The scope of the Agreement
4	Duration of the Agreement
	<b>Part 2 - Government of Canada funding</b>
5	Government of Canada funding
6	Funding legislation and funding programs
7	Funds to be withheld - failure to file required reports
	<b>Part 3 - Recipient duties</b>
8	General duties
9	The use of Government of Canada funds
10	Record-keeping duties
11	Reporting duties
12	Recipient accountability for the obligations in this Agreement
	<b>Part 4 - Funding management</b>
13	Timing of payments for <u>eligible costs</u>
14	Changes in funding needs or timing - no increase in maximum payable
15	Changes in funding affecting the amount payable - <u>adjustment factor</u>
16	Overspending - Recipient's responsibility
17	Overpayments owing to the Government of Canada
	<b>Part 5 - Default under this Agreement</b>
18	Circumstances of default
19	Commitment to communicate
20	Remedies on default
21	Disclosure of financial records to other departments
	<b>Part 6 - Information and the publication of information</b>
22	Disclosure of information by the Government of Canada
23	Publicity about funding
	<b>Part 7 - Government of Canada audit and evaluation</b>
24	Government of Canada right to audit and evaluate
25	Financial records to allow for audit
	<b>Part 8 - Legal considerations</b>
26	Relationship between the Recipient and the Government of Canada
27	Amendments to this Agreement
28	Dispute resolution
29	Termination of the Agreement
30	Obligations that continue after the Agreement ends
31	Written waiver required
32	Right to indemnity, protection from liability
33	Insurance
34	Legislation and government documents
35	Definitions
36	Aids to usability
37	Effect of the Agreement on the parties
	<b>Part 9 - Notices</b>
38	Notices in writing
	<b>Part 10 - Warranties and conditions required on signing the Agreement</b>
39	Recipient warranties
<b>Annex 1</b>	Definitions of Words and Terms Underlined in the Agreement
<b>Annex 2</b>	Program, Services, and Activity <u>Delivery Requirements</u> and <u>Adjustment Factors</u> - <u>DIAND</u> Funding
<b>Annex 3</b>	Conditions of Payment - <u>DIAND</u> Funding
<b>Annex 4</b>	Payment Plan

## **Funding Agreement**

### **Between**

**Her Majesty the Queen in Right of Canada,**

For the purposes of this Agreement, the Minister of Indian Affairs and Northern Development represents Her Majesty the Queen in Right of Canada.

This Agreement refers to this party to the Agreement as the

**"Government of Canada".**

### **And**

***THE CORPORATION OF THE TOWN OF FORT FRANCES, duly incorporated under the laws of Ontario.***

This Agreement refers to this party to the Agreement as the

**"Recipient".**

## **Part 1 - The purpose and scope of the Agreement**

### **1 The purpose of the Agreement**

- 1.1 The Recipient wishes to undertake an initiative and receive funds from the Government of Canada to assist with the costs, and agrees to account for the use of all funds provided and the results achieved with these funds.
- 1.2 The Government of Canada wishes to provide funds to support the Recipient's identified objectives for the initiative.
- 1.3 This Agreement describes the rules that apply to the funding being provided for an initiative and the duties of the Recipient and the Government of Canada under this Agreement.

### **2 The parts that make up the Agreement**

- 2.1 "Agreement" means:
  - (a) all the sections of this Agreement
  - (b) the Annexes that are part of this Agreement:
    - Annex 1 - Definitions of Words and Terms Underlined in the Agreement
    - Annex 2 - Program, Service, and Activity Delivery Requirements and Adjustment Factors - DIAND Funding
    - Annex 3 - Conditions of Payment - DIAND Funding
    - Annex 4 - Payment Plan
  - (c) any amendments to and notices under this Agreement that are made according to its terms.

### **3 The scope of the Agreement**

- 3.1 This Agreement is the complete agreement between the parties and replaces all previous negotiations, agreements, commitments, written correspondence, and discussions between the Government of Canada and the Recipient about its subject matter.

### **4 Duration of the Agreement**

- 4.1 Unless this Agreement ends early, the duration of this Agreement is from the **1st** day of **April, 2014** until the **31st** day of **March, 2015**.



## **Part 2 - Government of Canada funding**

### **5 Government of Canada funding**

- 5.1 The Government of Canada will make payments to the Recipient, according to the terms of this Agreement:
- (a) for the purpose(s) set out in Annex 2 - Program, Service, and Activity Delivery Requirements and Adjustment Factors - DIAND Funding;
  - (b) up to the maximum amounts set out in Annex 3 - Conditions of Payment - DIAND funding, and
  - (c) following the payment schedule in Annex 4 - Payment Plan.

### **6 Funding legislation and federal funding programs**

- 6.1 An obligation on the Government of Canada to make a payment under this Agreement is dependent on an appropriation of funds by the Parliament of Canada for the fiscal year in which the payment is to be made, regardless of any other provision in this Agreement.
- 6.2 Any federal department providing funding under this Agreement may change or end the funding when:
- (a) the Treasury Board of Canada changes or ends the funding program through which the funding is being provided
  - (b) the Minister presiding over that department changes or ends the funding program through which the funding is being provided, or
  - (c) the Parliament of Canada changes the funding levels of that department for the fiscal year in which the funding was to be provided.

### **7 Funds to be withheld - failure to file required reports**

- 7.1 The Government of Canada may withhold funds from the Recipient when the Recipient has not submitted, by the due date, any financial or other report required by this Agreement or by a predecessor funding agreement between the Recipient and a federal department providing funding under this Agreement. The default provisions of this Agreement may also apply.
- 7.2 The Government of Canada will pay the withheld funds to the Recipient within 45 days of the required reports being submitted by the Recipient and accepted by the Government of Canada, subject to the provisions on Overspending (section 16.1) and Overpayments owing to the Government of Canada (section 17.1).

## **Part 3 - Recipient duties**

### **8 General duties**

- 8.1 The Recipient must:
- (a) provide each program or service, or carry out each activity, according to the terms in Annex 2 - Program, Service, and Activity Delivery Requirements and Adjustment Factors - DIAND funding, and
  - (b) track the receipt and use of funds according to the terms in Annex 3 - Conditions of Payment - DIAND funding, and
  - (c) give notice (section 38, Notices in writing) promptly to any federal department that is providing over \$100,000 funding for an initiative under this Agreement when the Recipient receives funding assistance from any other federal department, or any provincial, territorial, or municipal government for the same initiative. DIAND may require the Recipient to pay back to DIAND any amount of DIAND funding that DIAND considers a duplication of funding from another source.

### **9 The use of Government of Canada funds**

- 9.1 The Recipient must use the funds provided by the Government of Canada for the eligible costs of each initiative described in Annex 2 - Program, Service, and Activity Delivery Requirements and Adjustment Factors - DIAND funding.
- 9.2 The Recipient must not loan any of the funds provided by the Government of Canada under this Agreement unless permitted to do so in an annex to this Agreement.

## 10 Record-keeping duties

- 10.1 The Recipient must keep financial records, including accounts, and non-financial records for each initiative.
- 10.2 The Recipient must maintain financial records in a way that substantiates the financial reports required under this Agreement. These records must also allow for audit as required by section 25.1 (Financial records to allow for audit).
- 10.3 The Recipient must store these financial and non-financial records, including all original supporting documentation, for 7 years. The 7 years start to run on the April 1st that follows the last fiscal year to which a record relates.

## 11 Reporting duties

- 11.1 By the reporting due dates set out in Annex 5 - Reporting Requirements and Due Dates - DIAND Funding, the Recipient must provide DIAND with:
  - (a) the financial reports required by the Reporting Guide for each fiscal year, or part of the year, that is within the time period covered by this Agreement, and
  - (b) any other required reports including those identified in Annex 5 - Reporting Requirements and Due Dates - DIAND Funding and described in the Reporting Guide or in Annex 2 - Program, Service, and Activity Delivery Requirements and Adjustment Factors - DIAND Funding.
- 11.2 The Recipient must also provide any other federal department that is providing funding under this Agreement with all the required reports identified in the annex relating to that funding.
- 11.3 The Recipient may request, in writing to the relevant funding department, **before** the due date, a deadline extension for providing a report required by the Agreement. The written request must explain the circumstances beyond the Recipient's control that prevent the Recipient from meeting the due date. The Government of Canada may agree to an extension and, if it so decides, will provide the Recipient with a written notice setting out the new due date.
- 11.4 The Government of Canada will notify the Recipient that it has received the Recipient's financial report within 30 days of receiving it.

## 12 Recipient accountability for the obligations in this Agreement

- 12.1 The Recipient may delegate obligations or transfer funds to an agency to carry out or manage all or part of an initiative funded under this Agreement. The Recipient remains accountable for the obligations in this Agreement and is responsible for making certain that the agency fulfills its contractual obligations to the Recipient.
- 12.2 When the Recipient delegates obligations or transfers funds to an agency, the Recipient must ensure that:
  - (a) the responsibilities, roles, and relationship between the agency and the Recipient are clearly stated
  - (b) the agency provides the Recipient with timely reports in a way that allows the Recipient to comply with the financial reporting and record-keeping requirements of this Agreement
  - (c) the agency consents to allow the Recipient to provide the Government of Canada with financial or other reports that the agency submits to the Recipient
  - (d) the agency will, upon request of auditor(s) or evaluator(s) employed or on contract to the Government of Canada
    - (i) provide them with access to all of its financial records and non-financial records, including supporting documentation, relating to any initiative which the agency is carrying out or managing for the Recipient
    - (ii) allow them to inspect these records and to make copies or extracts of these records unless that is prohibited by law
    - (iii) provide them with all necessary assistance including access to the agency's premises, and
    - (iv) direct any entity that has provided accounting or record-keeping services to the agency to provide them with copies of accounts and other records relating to any initiative that the agency is carrying out or managing, in whole or in part, for the Recipient,
  - (e) the agency maintains records relating to all or part of any initiative that the agency is carrying out or managing for the Recipient, including original supporting documents, and stores them for 7 years counting the time from the April 1st that follows the last fiscal year to which a document relates, and

- (f) there is a written contract between the Recipient and the agency, signed by each of their authorized representatives, that sets out, at a minimum:
  - (i) the obligations of the agency, including those relating to the Recipient's obligations under this Agreement which are set out in sections (a) to (e)
  - (ii) the understanding that the relationship between the Recipient and the agency does not and is not intended to create an agency, association, employer-employee, or joint venture relationship between the agency and the Government of Canada and that neither the Recipient nor the agency will suggest that it does
  - (iii) the agreement that the obligations in sections (c), (d), and (e) continue after the end of the contract between the agency and the Recipient; and
  - (iv) the permission to provide the Government of Canada with a copy of the contract between the agency and the Recipient.

## **Part 4 - Funding management**

### **13 Timing of payments for eligible costs**

- 13.1 Annex 4 - Payment Plan sets out the amounts and the timing of payments for the Recipient's eligible costs under this Agreement. The Recipient must use the funds provided for the purpose, in the amounts, and during the timeframe detailed in Annex 4.

### **14 Changes in funding needs or timing - no increase in maximum payable**

- 14.1 When the Recipient becomes aware that advance payments to be made for an initiative according to the schedule in Annex 4 - Payment Plan are no longer accurate and that there is a need for funds sooner or there will be a delay before some funds are required, the Recipient must notify the relevant funding department promptly and propose appropriate amendments to Annex 4. A change in the amount or timing of an advance payment may not increase the overall amount of funding for an initiative.
- 14.2 The relevant funding department will notify the Recipient of its acceptance or rejection of the proposed adjustment within 30 days. When the funding department agrees to make an adjustment, it will send a Notice of Cash Flow Adjustment to the Recipient and attach the appropriately amended Annex 4.

### **15 Changes in funding affecting the amount payable - adjustment factor**

- 15.1 When the amount of funding to be provided to the Recipient changes according to an adjustment factor set out in Annex 2 - Program, Services, and Activity Delivery Requirements and Adjustment Factors - DIAND Funding, the relevant funding department will send the Recipient a Notice of Budget Adjustment with the appropriately amended Annex 3 and Annex 4 - Payment Plan.

### **16 Overspending - Recipient's responsibility**

- 16.1 The Recipient is responsible for any expenses that the Recipient has incurred for an initiative which are more than the amount of funding provided for eligible costs under this Agreement.

### **17 Overpayments owing to the Government of Canada**

- 17.1 Any amount that the Recipient is required to pay back to the Government of Canada or that the Recipient otherwise owes to the Government of Canada is a debt due to the Government of Canada. The debt becomes payable when the Government of Canada notifies the Recipient of the debt. After giving this notice, the Government of Canada may set off the debt against any amount payable to the Recipient under this Agreement or any other agreement through which a federal department provides funding to the Recipient.
- 17.2 Without limiting the default (section 18) or termination (section 29) provisions of this Agreement, the Recipient must repay the Government of Canada any overpayment of funds provided to the Recipient according to the provisions in Annex 3 - Conditions of Payment - DIAND funding and Annex 4 - Payment Plan.

- 17.3 An overpayment may occur, for example, when:
- (a) the Recipient did not spend all the funds provided by the Government of Canada
  - (b) the Recipient did not spend funds on eligible costs during the fiscal year in which they were allocated to be spent and Annex 3 does not allow any other option
  - (c) the Recipient spent funds on an expense that is not an eligible cost, or
  - (d) the Government of Canada made an overpayment in error.
- 17.4 The Recipient may include payment of the debt due to the Government of Canada with its financial report identifying the overpayment.
- 17.5 The Government of Canada will charge interest on overdue amounts owing under this Agreement in accordance with the *Interest and Administrative Charges Regulations*, SOR/96-188, made under the *Financial Administration Act*.

## **Part 5 - Default under this Agreement**

### **18 Circumstances of default**

- 18.1 The Recipient is in default of this Agreement when:
- (a) the Recipient defaults on any of its obligations set out in this Agreement or in any other funding agreement with a federal department providing funding under this Agreement
  - (b) the Recipient's independent auditor gives a disclaimer of opinion or adverse opinion of the financial statements of the Recipient required under this Agreement or under any previous funding agreement between the Recipient and a federal department providing funding under this Agreement which required an independent audit
  - (c) a Minister representing the Government of Canada in this Agreement is of the opinion, after having reviewed the Recipient's financial reports and any other financial information, that the Recipient's financial position puts an initiative at risk, or
  - (d) The Recipient becomes bankrupt or insolvent, goes into receivership, takes the benefit of any statute relating to bankrupt or insolvent debtors, ceases operations, or ceases to be a corporation in good standing under the applicable laws of Canada or of a province or territory.

### **19 Commitment to communicate**

- 19.1 In the event that the Recipient is in default, the parties will communicate or meet to review the situation.

### **20 Remedies on default**

- 20.1 Despite section 19.1, in the event that the Recipient is in default of this Agreement, the Government of Canada may take one or more of the following actions:
- (a) require the Recipient to develop and implement a Management Action Plan within 60 calendar days, or within another time agreed to by the parties in writing
  - (b) require the Recipient to seek advisory support from a source and of a type acceptable to the Government of Canada
  - (c) withhold any funds otherwise payable under this Agreement
  - (d) require the Recipient to take any other reasonable action necessary to remedy the default
  - (e) take such other reasonable action as the Government of Canada deems necessary, including any remedies which may be set out by a federal department in an Annex to this Agreement, or
  - (f) terminate this Agreement.
- 20.2 Despite the reference to the Government of Canada in section 20.1, the remedies set out there may be exercised by any one or more of the federal departments providing funding to the Recipient under this Agreement.

### **21 Disclosure of financial records to other departments**

- 21.1 Without limiting the Government of Canada's right to conduct an audit under section 24 or its options under section 20 (Remedies on default), when the Recipient defaults on an obligation under this Agreement to make a financial report available to a requesting federal department that is providing funding under this Agreement, DIAND may provide the relevant financial reports to that federal department.



## **Part 6 - Information and the publication of information**

### **22 Disclosure of information by the Government of Canada**

- 22.1 The Government of Canada may make public:
- (a) the name of the Recipient
  - (b) the amount of funding provided under this Agreement, and
  - (c) the general nature of each initiative described in Annex 2 - Program, Service, and Activity Delivery Requirements and Adjustment Factors.
- 22.2 Section 22.1 does not limit the rights or obligations that the Government of Canada has to disclose information.

### **23 Publicity about funding**

- 23.1 Either the Government of Canada or the Recipient may propose to the other party a joint public announcement or the development of joint communication materials that recognize the Government of Canada's funding for an initiative under this Agreement. Communication materials may include public events, media releases, interviews, speeches, publications, signage, websites, advertising, and promotional materials.
- 23.2 The party making the proposal will provide time for the other party to respond in writing before the communication release or event. The party receiving the proposal will respond as soon as reasonably possible to facilitate attendance and to allow for the timely production and distribution of the communication material.

## **Part 7 - Government of Canada audit and evaluation**

### **24 Government of Canada right to audit and evaluate**

- 24.1 Any federal department that provides funding under this Agreement, individually or with any other federal department that provides funding under this Agreement, may:
- (a) audit the records of the Recipient or any agency to assess compliance with this Agreement or to confirm the integrity of any information reported to the Government of Canada under this Agreement, or
  - (b) audit or evaluate the Recipient's management and financial control practices in relation to this Agreement or the effectiveness of any or all of the initiatives funded under this Agreement, including initiatives managed or carried out, in whole or in part, by an agency on behalf of the Recipient.
- 24.2 The Government of Canada will decide on the number, scope, coverage, and timing of any audit(s) or evaluation(s).
- 24.3 An audit or evaluation may be carried out by one or more auditors or evaluators employed by or on contract to the Government of Canada.
- 24.4 When an audit or evaluation under this section takes place, the Recipient must cooperate in the conduct of the audit or evaluation and, upon request, assist the auditor(s) or evaluator(s) and provide them with the information that they require including by:
- (a) providing them with:
    - (i) access to all records relating to this Agreement and to the funding provided under this Agreement, including all original supporting documents, and
    - (ii) any other information that they may require with respect to these records
  - (b) allowing them to inspect these records
  - (c) allowing them to make copies or extracts of these records unless that is prohibited by law
  - (d) providing them with records maintained under any previous agreement by which the Government of Canada provided funding to the Recipient and which, in the opinion of the auditors or evaluators, may be relevant to the audit or evaluation
  - (e) providing them with access to the Recipient's premises, and
  - (f) in the case of an audit,
    - (i) directing anyone who has provided the Recipient with accounting or record-keeping services to provide copies of those accounts and other records to the auditor(s).

- 24.5 The audit and evaluation opportunities that this section gives to any federal department that provided funding under this Agreement and the duties that it imposes on the Recipient continue for 7 years after the termination or expiry of the Agreement.

## **25 Financial records to allow for audit**

- 25.1 The Recipient must maintain financial records, including accounting documentation, regarding all funding provided by the Government of Canada in a way that will allow for audit.

## **Part 8 - Legal considerations**

### **26 Relationship between the Recipient and the Government of Canada**

- 26.1 This Agreement does not and is not intended to create an agency, association, employer-employee, or joint venture relationship between the Recipient and the Government of Canada. The Recipient may not suggest that it does.

### **27 Amendments to this Agreement**

- 27.1 This Agreement may only be amended by a written agreement signed by the Government of Canada and the Recipient. Except, the Government of Canada may amend this Agreement without the agreement of the Recipient when it makes a change to:
- (a) extend a reporting due date under section 11.3
  - (b) funding under section 6.1 and 6.2
  - (c) the Payment Plan by a Notice of Cash Flow Adjustment (section 14.2), or
  - (d) an amount of funding by a Notice of Budget Adjustment (section 15.1).

### **28 Dispute resolution**

- 28.1 The parties agree to attempt to resolve disputes with respect to this Agreement through negotiation or another appropriate dispute resolution process, except that a dispute resolution process will not be used regarding:
- (a) a Recipient budget decision made in accordance with this Agreement
  - (b) the amount of funding provided under this Agreement
  - (c) a Government of Canada audit or evaluation
  - (d) a Government of Canada decision that the Recipient is in default
  - (e) any action taken by Canada under section 6 (Funding legislation and federal funding programs) or section 20 (Remedies on default), and
  - (f) matters of Government of Canada policy.
- 28.2 In the event that the parties are unable to resolve the dispute through negotiation and agree to use mediation, the Government of Canada and the Recipient will share the costs of mediation equally. The Recipient must not use funds provided under the Agreement to cover any mediation costs.
- 28.3 No one may use any information from discussions, meeting notes, offers of settlement, or other oral or written communications from a dispute resolution process in any legal proceedings unless the law requires it. This restriction does not apply to information or communications that would have been admissible or subject to discovery rules in a legal proceeding if the dispute resolution process had not taken place.

### **29 Termination of the Agreement**

- 29.1 Without limiting section 6 (Funding legislation and federal funding programs) or section 20 (Remedies on default), a party wishing to terminate this Agreement must communicate its intentions to the other party. The parties must:
- (a) try to resolve any dispute following the process in section 28, when applicable, and
  - (b) agree to a winding up timeframe that will not jeopardize the initiative(s).
- 29.2 Once the requirements of section 29.1 have been met, the party wishing to terminate the Agreement under that section must give the other party at least 60 days written notice. The notice must include the reason for its decision to terminate the Agreement.

- 29.3 In the case of the termination of this Agreement, including termination under section 20 (Remedies on default):
- (a) the Recipient must provide the Government of Canada with the financial reports required under section 11 (Reporting duties) within 120 days of the termination date of this Agreement
  - (b) the Recipient must return to the Government of Canada any funds provided under this Agreement that were unspent by its termination date and must repay any debts owed to the Government of Canada under this Agreement as required by section 17 (Overpayments owing to the Government of Canada), and
  - (c) unless the Government of Canada and the Recipient agree otherwise in writing, the Government of Canada will pay any amount it owes the Recipient under this Agreement up to its termination date or may set off any amount owed to the Recipient against any amount the Recipient owes it under this Agreement or under any other funding agreement between the Recipient and the Government of Canada.
- 29.4 This section survives the termination or expiry of this Agreement.

### **30 Obligations that continue after the Agreement ends**

- 30.1 In addition to the sections which specifically state that the section continues to apply after the termination or expiry of the Agreement, the obligations in the following sections also survive the termination or expiry of this Agreement:
- (a) section 10, Record-keeping duties
  - (b) section 11, Reporting duties
  - (c) section 12, Recipient accountability for obligations in the Agreement
  - (d) section 16, Overspending
  - (e) section 17, Overpayments owing to the Government of Canada
  - (f) section 21, Disclosure of financial records to other government departments
  - (g) section 22, Disclosure of information by the Government of Canada
  - (h) section 23, Publicity about funding, and
  - (i) section 25, Financial records to allow for audit.

### **31 Written waiver required**

- 31.1 A party's waiver in relation to this Agreement is only valid when that party has put the waiver in writing.
- 31.2 A party does not lose a right to take action under this Agreement because it waived its right to act on a previous occasion.

### **32 Right to indemnity, protection from liability**

- 32.1 The Recipient will indemnify the Government of Canada, its Ministers, officers, employees, servants, agents, successors, and assigns from any claims, liabilities, and demands arising directly or indirectly from:
- (a) any act, omission, or negligence of the Recipient or any agency acting for the Recipient
  - (b) any breach of this Agreement by the Recipient, or
  - (c) the fulfillment, in whole or in part, or the non-fulfillment of any of the Recipient's obligations under this Agreement.
- 32.2 The Recipient will not hold the Government of Canada liable for any losses it may experience from any claims, liabilities, and demands that may arise as a result of the Recipient, or any agency acting for the Recipient, entering into any loan, capital lease, or other long-term obligation.
- 32.3 The right to indemnity and the liability protection this section provides to the Government of Canada continues after the end of this Agreement.

### **33 Insurance**

- 33.1 The Recipient is responsible for deciding on the need for insurance coverage for its own protection and to cover its obligations under this Agreement.

### **34 Legislation and government documents**

- 34.1 In this Agreement, a reference to federal legislation means the federal legislation in force at the time of the signing of this Agreement and includes any subsequent amendments to it. A reference to Government of Canada documents means the Government of Canada documents available at the time of the signing of this Agreement and their replacements.
- 34.2 The laws of Canada and the laws of the province or territory in which the initiative(s) funded under this Agreement takes place will be used to interpret this Agreement.

### **35 Definitions**

- 35.1 Words and terms that have a special meaning in the Agreement are underlined and defined in Annex 1 - Definitions of the Words and Terms that are Underlined in the Agreement.

### **36 Aids to usability**

- 36.1 The Table of Contents, section headings, and Index are not part of this Agreement and are not to be used to interpret this Agreement. They are in place to help the reader to find topics more easily.

### **37 Effect of the Agreement on the parties**

- 37.1 This Agreement is binding on the Recipient and the Government of Canada, and their respective administrators and successors.

## **Part 9 - Notices**

### **38 Notices in writing**

- 38.1 When this Agreement requires one party to give the other party a notice, request, or direction, it must be in writing, and addressed as indicated in this section.
- 38.2 The notice may be delivered in one of the following ways with the date of the notice being as indicated:
- (a) by personal delivery in which case the date of the notice will be the date on which it was delivered
  - (b) by registered mail or courier, in which case the date of the notice is the date the addressee party acknowledged receipt of the notice
  - (c) by facsimile or electronic mail, in which case the date of the notice is the date upon which the notice was transmitted and its receipt by the other party can be confirmed.
- 38.3 Either party may change the address information in this Agreement by providing notice to the other party.
- 38.4 For the purpose of this Agreement, a notice is to be addressed to:
- (a) the Recipient at:  
  
The Corporation of the Town of Fort Frances  
Civic Centre, 320 Portage Avenue  
FORT FRANCES, ON P9A 3P9  
  
Email Address: [fsheppard@fort-frances.com](mailto:fsheppard@fort-frances.com)
  - (b) DIAND at:  
  
Aboriginal Affairs and Northern Development Canada  
25 St. Clair Avenue East, 8th Floor  
TORONTO, ON M4T 1M2  
  
Attention: Director Funding Services



## Part 10 - Warranties and conditions required on signing the Agreement

### 39 Recipient warranties

- 39.1 The Recipient warrants that any person lobbying on its behalf is registered as required by the *Lobbying Act*.
- 39.2 The Recipient warrants that no member of the House of Commons or the Senate of Canada will have a share or part of any benefit arising from this Agreement that is not also available to the general public.
- 39.3 The Recipient warrants that no individual to whom the post-employment provisions of the *Conflict of Interest Act*, the *Conflict of Interest and Post-Employment Code for Public Office Holders*, the *Values and Ethics Code for the Public Sector*, the *Values and Ethics Code for the Public Service*, the *Policy on Conflict of Interest and Post-Employment*, or the values and ethics code of any Federal Department apply will derive any benefit from this Agreement unless the individual is in compliance with all the applicable post-employment provisions.
- 39.4 The Recipient warrants that it is a corporation in good standing under the applicable laws of Canada or of a province or territory and that it will remain in good standing during this Agreement.

Signed on \_\_\_\_\_  
by the Government of Canada's  
authorized representative(s):

Signed on \_\_\_\_\_  
by the Recipient's  
authorized representative(s):

\_\_\_\_\_  
Director of Funding Services  
Department of Indian Affairs and  
Northern Development

\_\_\_\_\_  
Roy Avis, Mayor  
I have the authority to bind the corporation

\_\_\_\_\_  
Glenn W. Treftlin, AMCT, Town Clerk  
I have the authority to bind the corporation

\_\_\_\_\_  
AANDC Witness

\_\_\_\_\_  
THE CORPORATION OF THE TOWN OF FORT  
FRANCES Witness

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

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

**Annex 1 - Definitions of Words and Terms underlined in the Agreement**

In this Agreement, unless otherwise stated, the following words and terms have the noted meaning.

adjustment factor	a pre-determined factor, set out in Annex 2 - Program, Services, and Activity <u>Delivery Requirements</u> and <u>Adjustment Factors</u> , which recognizes a cost component which is unknown to the parties at the time of signing the Agreement and which may affect the amount of funding for an <u>initiative</u> .
agency	an authority, board, committee, or other entity that the Recipient has authorized to act on its behalf as allowed by this Agreement.
capital asset	a tangible item that is purchased, constructed, developed, or otherwise acquired and: (a) is held for use in the production or supply of goods or the delivery of services, or to produce business outputs (b) is intended to be used on a continuing basis (c) has a useful life that extends beyond the Recipient's <u>fiscal year</u> , and (d) is not intended for resale in the ordinary course of operations.
capital costs	the reasonable and direct costs of design, acquisition, construction, expansion, modification, conversion, transportation, installation, and insurance during construction of a <u>capital asset</u> , as well as the cost of licensing and franchising fees, incurred by a Recipient.
cash flow	periodic payments that DIAND makes to the Recipient on behalf of the Government of Canada in accordance with the schedule in Annex 4 - Payment Plan.
contribution	funding under this Agreement. Under <u>contribution</u> funding: <ul style="list-style-type: none"> <li>- all payments made by the Government of Canada must match the eligible costs incurred by the Recipient and accounted for as required by this Agreement</li> <li>- unexpended funds must be repaid to the Government of Canada unless otherwise specified in the Agreement, and</li> <li>- payments received and used for non-eligible costs, must be repaid to the Government of Canada.</li> </ul>
delivery requirements	the description of an <u>initiative</u> and its expected outcomes set out as part of this Agreement in Annex 2 - Program, Service, and Activity <u>Delivery Requirements</u> and <u>Adjustment Factors</u> - <u>DIAND Funding</u> .
DIAND	Department of Indian Affairs and Northern Development which is also known as Aboriginal Affairs and Northern Development Canada.
eligible costs	reasonable expenses to support an <u>initiative</u> according to the requirements of that <u>initiative</u> as set out in Annex 2 -Program, Service, and Activity <u>Delivery Requirements</u> and <u>Adjustment Factors</u> - <u>DIAND Funding</u> For example, "eligible costs" may include <u>capital costs</u> , costs of related infrastructure development, costs of shares and assets, operating costs, marketing costs, costs of engaging consultants and other qualified professionals, and costs associated with providing financial and business services.
fiscal year	unless otherwise stated, "fiscal year" is the Government of Canada's fiscal year which is the one-year period beginning on April 1 of one calendar year and ending on March 31 of the next calendar year.
grant	funding that a Recipient may use for an <u>initiative</u> as long as the Recipient continues to meet the eligibility requirements.

initiative	a program, service, or activity described in Annex 2 - Program, Service, and Activity <u>Delivery Requirements and Adjustment Factors - DIAND</u> Funding, towards which the Government of Canada is providing funding support under this Agreement.
Management Action Plan	a plan developed by the Recipient and acceptable to <u>DIAND</u> , and any amendments to the plan developed by the Recipient and acceptable to <u>DIAND</u> , that sets out the measures the Recipient will take to remedy a default under this Agreement.
Management Development Plan	a plan developed and approved by the Recipient which addresses the recommendations identified in a <u>DIAND</u> assessment of the Recipient's administrative, accountability, and management practices. The plan must be accepted by <u>DIAND</u> and implemented by the Recipient before the signing of this Agreement, and is an annex to this Agreement.
Notice of Budget Adjustment	a notice that the Government of Canada sends to the Recipient that changes a funding amount in accordance with an <u>adjustment factor</u> in Annex 2 - Program, Service, and Activity <u>Delivery Requirements and Adjustment Factors - DIAND</u> Funding.
Reporting Guide	a document prepared by <u>DIAND</u> , as amended from time to time, that describes the content of the reports that the Recipient must submit to <u>DIAND</u> with regards to the activities funded under this Agreement and that describes the content of the financial and related reports that the Recipient must submit to <u>DIAND</u> on an annual basis. <a href="http://www.aadnc-aandc.gc.ca/reportingguide">http://www.aadnc-aandc.gc.ca/reportingguide</a>
set off (a debt)	an approach to the payment of a debt when both parties owe each other money. The amount owing to one is reduced by the amount owing to the other. For example, A owes B \$1000 and B owes A \$1500. The set off approach allows A to discharge the debt to B leaving B owing A \$500.

**Annex 2 - Programs, Service, and Activity Delivery Requirements and Adjustment Factors - DIAND  
funding**

<u>Initiative</u> *program *service *activity	<u>Delivery Requirements</u>	<u>Adjustment Factor(s)</u>
Emergency Management Assistance - Preparedness; Response; Recovery; Mitigation; Forest Fire Suppression	The Recipient shall provide Emergency Management Assistance activities in accordance with the terms and conditions found in the DIAND approved statement of work for <b>Joint Emergency Management Steering Committee Service Level Evacuation Standards</b> and dated April 2, 2014.	The budget will be set at the start of the Agreement and may be adjusted based on departmental approval of invoices/expenditures.



### Annex 3 - Conditions of Payment - DIAND funding

#### Basic funding principles

Recipients must:

- use funds for the initiative(s) identified in Annex 2 (section 9.1)
- use funds only for eligible costs up to the maximum allowed (section 9.1)
- use funds in the fiscal year for which they were provided (section 13)
- cover any overspending that occurs when initiative costs are greater than the amount of initiative funding provided by the Government of Canada (section 16)
- report on the use of funds as required (section 11)

Note:

- any overpayment is a debt due to the Government of Canada (section 17)

#### 1 General matters

- 1.1 Subject to the terms of this Agreement, maximum amounts payable by DIAND to the Recipient by fiscal year are as follows:  
An amount of up to **Ninety Thousand dollars (\$90,000.00)** for Fiscal Year 2014-2015.
- 1.2 The Payment Plan in Annex 4 identifies the maximum amounts payable for each initiative for each fiscal year.
- 1.3 Subject to the terms of this Agreement, DIAND will make payments to the Recipient according to the provisions in section 2 (Payment specifics).
- 1.4 Depending on the circumstances, payments may be:
- advanced to the Recipient
  - reimbursed after the Recipient meets the conditions set out below under "Payment request requirements",
  - held back until the Recipient has met the conditions set out below under "Holdback requirements".
- 1.5 When the Recipient fails to report on an eligible cost as required by this Agreement, any funds advanced to the Recipient for that cost will be deemed to be an overpayment which must be paid back to DIAND.

#### 2 Payment specifics

##### Advance payments, if applicable

- 2.1 Not Applicable

##### Payment request requirements, if applicable

- 2.2 Not Applicable

##### Holdback requirements, if applicable

- 2.3 Not Applicable

##### Set Contribution Funding, SET

- 2.4 Any amount identified as SET in the Payment Plan in Annex 4 must be spent on eligible costs of the specified initiative in the fiscal year for which the amount is provided.

- 2.5 Any amount that the Recipient spends that is more than the maximum SET amount for an initiative for the specified fiscal year is the responsibility of the Recipient.
- 2.6 Any amount of SET funding set out in the Payment Plan in Annex 4 that has been paid to the Recipient is an overpayment that the Recipient must pay back to DIAND when:
- (a) the Recipient has not provided the required reports concerning the funds, or
  - (b) the Recipient has not spent the amount in the fiscal year for which it is provided on an eligible cost of the specified initiative

**Flexible Contribution Funding, FLEX**

- 2.7 Any amount identified as FLEX in the Payment Plan in Annex 4 must be spent on eligible costs of the specified initiative, in the fiscal year for which the amount is provided.
- 2.8 Any amount that the Recipient spends that is more than the maximum FLEX amount for an initiative for the specified fiscal year is the responsibility of the Recipient.
- 2.9 Any amount of FLEX funding set out in the Payment Plan in Annex 4 that has been paid to the Recipient is an overpayment of FLEX funding that the Recipient must pay back to DIAND when:
- (a) the Recipient has not provided the required reports concerning the funds,
  - (b) the amount is spent on an expense that is not an eligible cost of the specified initiative,
  - (c) the Recipient has not spent the funds, as permitted by this Agreement, by the expiry or termination of this Agreement, or
  - (d) unless section 2.10 applies to the amount, the amount is not spent in the fiscal year for which it was provided.
- 2.10 The Recipient may spend an unexpended FLEX amount provided for an initiative in one fiscal year in the next fiscal year when:
- (a) the next fiscal year starts before this Agreement ends,
  - (b) the Recipient identifies the unexpended amounts in its financial reports,
  - (c) the unexpended amount is spent on eligible costs of the same initiative,
  - (d) this Agreement has not expired or has not been terminated before the amount is spent, and
  - (e) the Recipient is not in default of this Agreement or any other agreement through which DIAND provides funding to the Recipient.
- 2.11 Where any requirement of section 2.10 is not met, the unexpended FLEX amount is an overpayment of FLEX funding that the Recipient must pay back to DIAND.
- 2.12 Any overpayment of unexpended FLEX funding must be paid back to DIAND by the earliest of these events:
- the end of the initiative, as set out in the Payment Plan in Annex 4
  - the expiry of this Agreement, or
  - the termination of this Agreement.

**Fixed Contribution Funding, FIXED**

- 2.13 Any amount identified as FIXED in the in the Payment Plan in Annex 4 must be spent on eligible costs of the specified initiative in the fiscal year for which the amount is provided.
- 2.14 Any amount that the Recipient spends that is more than the maximum FIXED amount for an initiative for the specified fiscal year is the responsibility of the Recipient.
- 2.15 Any amount of FIXED funding set out in the Payment Plan in Annex 4 that has been paid to the Recipient is an overpayment of FIXED funding that the Recipient must pay back to DIAND when:
- (a) the Recipient has not provided the required reports concerning the funds,
  - (b) the amount is spent on an expense that is not an eligible cost of the specified initiative, or
  - (c) the amount is not spent in the fiscal year for which it was provided.
- 2.16 Without limiting the remedies (section 20) or termination (section 29) provisions of this Agreement, the Recipient will be released from the obligation under 2.15 (c) to repay an unexpended FIXED amount when:
- (a) the Recipient has fulfilled all of the delivery requirements of this Agreement for the specified initiative in the fiscal year for which the amount was provided,

- (b) the amount is spent in the next fiscal year either:
    - (i) on an activity that is similar to and has the same purpose as the specified initiative, or
    - (ii) in accordance with a plan for spending the amount that is submitted by the Recipient to DIAND within 120 days of the end of the fiscal year in which the amount was to have been spent and that DIAND accepts by way of notice to the Recipient, and
  - (c) the Recipient reports on the use of the amount as required by the Reporting Guide.
- 2.17 Where any requirement of section 2.16 is not met, the unexpended FIXED amount is an overpayment that the Recipient must pay back to DIAND.
- 2.18 A failure to comply with an accepted plan under section 2.16 is a default under the Agreement and the default provisions apply.
- 2.19 When the Recipient retains or spends funds under section 2.16, the following sections of the Agreement apply in respect of those funds:
- section 10, record-keeping duties
  - section 11, reporting duties
  - section 12, accountability for obligations
  - section 18, default
  - section 20, remedies on default
  - section 24, audit and evaluation
  - section 25, financial records to allow for audit
  - section 28, dispute resolution
  - section 31, written waiver required
  - section 32, right to indemnity, protection from liability
  - section 33, insurance
  - section 38, notices
  - section 39.3, conflict of interest provisions regarding former federal officials

#### **Grant Funding, GRANT**

- 2.20 Any amount identified as GRANT in the Payment Plan must be paid back to the Government of Canada if the Recipient no longer meets DIAND eligibility requirements for GRANT funding.

#### **3 Unexpended funds repayment - more than one funding source**

- 3.1 When the Recipient has to repay money to DIAND under this Annex, the Recipient must follow these allocation rules:
- (a) When the Recipient has received funding from more than one source for the same initiative but to cover different types of initiative expenses, the Recipient must repay DIAND amounts advanced by DIAND that were not used for the DIAND-funded initiative expenses set out in Annex 2 - Program, Service, and Activity Delivery Requirements and Adjustment Factors - DIAND funding.
  - (b) When the Recipient received funding from more than one source for the same initiative to cover the same types of initiative expenses, the Recipient must calculate the percent of the total initiative funding that was received from DIAND and repay DIAND the same percent from all the unexpended funds.

THE CORPORATION OF THE TOWN OF FORT FRANCES - 8065

Agreement No.: 1415-ON-000083

**Annex 4 - Payment Plan:**  
**1.0 - Program/Service Budgets, Authorities and Schedule of Monthly Payments Plan**  
 As Of 2014/06/17

Arrangement #: 1415-ON-000083  
 Arrangement Type: ARFA (Other)  
 Recipient: 8065 - THE CORPORATION OF THE TOWN OF FORT FRANCES  
 Fiscal Year: 2014-2015

DEPARTMENT OF INDIAN AND NORTHERN AFFAIRS CANADA

PROGRAM / FUNCTIONAL AREA GROUP / FUNCTIONAL AREA																	
Seq.	Fund	CC	01 APR	02 MAY	03 JUN	04 JUL	05 AUG	06 SEP	07 OCT	08 NOV	09 DEC	10 JAN	11 FEB	12 MAR	Pool	Holdback	Allocation Total \$
<b>SET CONTRIBUTION FUNDING (SET)</b>																	
Land Management																	
INFRASTRUCTURE & CAPACITY - BT300																	
EMERGENCY MGMT ASSISTANCE - T3601																	
RESPONSE - NTR2 (AA004 - EMERGENCY - FLOOD) (2015/03/31)																	
001	330	A0470	0.00	0.00	90,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
<b>TOTAL SET CONTRIBUTION FUNDING (SET)</b>																	
			0.00	0.00	90,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
<b>TOTAL DEPARTMENT OF INDIAN AND NORTHERN AFFAIRS CANADA</b>																	
			0.00	0.00	90,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00
<b>TOTAL ALL DEPARTMENTS</b>																	
			0.00	0.00	90,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	90,000.00

If this Agreement covers more than one fiscal year, the following note applies:

1.0 - Program/Service Budgets, Authorities and Schedule of Monthly Payments plan shows figures for the Fiscal Year noted above only. Figures for any previous Fiscal Years are excluded for administrative convenience. The latest 1.0 - Program/Service Budgets, Authorities and Schedule of Monthly Payments Plan covering a previous Fiscal Year is deemed to continue to be a part of this Schedule.



THE CORPORATION OF THE TOWN OF FORT FRANCES - 8065

Agreement No.: 1415-ON-000083

**Annex 4 - Payment Plan:**  
**2.0 - Cash Flow by Fiscal Year by Department**  
*As Of 2014/06/17*

Arrangement #: 1415-ON-000083  
 Arrangement Type: ARFA (Other)  
 Recipient: 8065 - THE CORPORATION OF THE TOWN OF FORT FRANCES  
 Current Year: 1 of 1

Budget	Funding	2014-2015
Department of Indian and Northern Affairs Canada	Other *(1)	90,000.00
Total		90,000.00

\*(1) Other funding includes Set, Fixed and Flexible contributions and Grant Funding, if any.

THE CORPORATION OF THE TOWN OF FORT FRANCES - 8065

Agreement No.: 1415-ON-000083

**Annex 4 - Payment Plan:**  
**3.0 - Cash Flow by Month and Year - ALL FUNDING by type and month**

As Of 2014/08/17

Arrangement #: 1415-ON-000083  
 Arrangement Type: ARFA (Other)  
 Recipient: 8065 - THE CORPORATION OF THE TOWN OF FORT FRANCES  
 Current Year: 1 of 1

Other Funding *(1)	2014-2015
April	\$0.00
May	\$0.00
June	\$90,000.00
July	\$0.00
August	\$0.00
September	\$0.00
October	\$0.00
November	\$0.00
December	\$0.00
January	\$0.00
February	\$0.00
March	\$0.00
Pool	\$0.00
Holdback	\$0.00
Total	\$90,000.00

\*(1) Other funding includes Set, Fixed and Flexible contributions and Grant Funding, if any.

THE CORPORATION OF THE TOWN OF FORT FRANCES - 8065

Agreement No.: 1415-ON-000083

**Annex 4 - Payment Plan:**  
**4.0 - Cash Flow by Month - Current Year - All Funding by Month and Department**  
*As Of 2014/06/17*

Arrangement #: 1415-ON-000083  
 Arrangement Type: ARFA (Other)  
 Recipient: 8065 - THE CORPORATION OF THE TOWN OF FORT FRANCES  
 Current Year: 1 of 1

**Department of Indian and Northern Affairs Canada**

Funding	Total	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	Pool	Holdback
Other <sup>(1)</sup>	\$90,000.00	\$0.00	\$0.00	\$90,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$90,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

<sup>(1)</sup> Other funding includes Set, Fixed and Flexible contributions and Grant Funding, if any.

**Index**

<u>Topic</u>	<u>Section number</u>
agency	12, 24.1, 26.1, 32.1, 32.2, Annex 1
Annex 2 - Program, Service, and Activity <u>Delivery Requirements</u> and <u>Adjustment Factors</u> - <u>DIAND</u> Funding	2.1, 5.1, 8.1(a), 9.1, 11.1, 22.1, 33.1
Annex 3 - Conditions of Payment - <u>DIAND</u> funding	2.1, 5.1, 8.1(b), 13.1, 14.1, 14.2, 15.1, 17.2, 17.3
Annex 4 - Payment Plan	2.1(b), 5.1, 13.1, 14.1, 15.1, 17.2, 27.1(c), Annex 1, Annex 3
Audit - Government of Canada	24, 25, 28.1(c)
Audit - Recipient	8.2, 11.4, 11.5, 12.2(d), 18.1(b), 21.2, 24.4(f)(ii), 24.5, 30.1
default	7.1, 17.2, 18, 19, 20, 21.1, 21.2, 28.1(d), (e), 29.1, Annex 3: 2.10 (e), 2.16, 2.18
<u>eligible costs</u>	9.1, 13, 17.3(b), Annex 1, Annex 3: 2.4, 2.7, 2.9 (b), 2.10 (c), 2.13, 2.15(b)
insurance	33
<u>Notice of Budget Adjustment</u>	15.1, 27.1(d), Annex 1
<u>Notice of Cash Flow Adjustment</u>	14.2, 27.1(c)
Obligations that continue after the end of the Agreement	10.3, 12.1(f)(iii), 24.6, 25, 30, 32.2, Annex 3: 2.19
<u>Reporting Guide</u> (RG)	11.1, 11.1(a), Annex 1, Annex 3: 2.16 (c)
reporting requirements	7, 8.2, 10.2, 11, 12.2, 17.4, 18.1(c), 21, 24.1(a), 27.1, 29.3, 30.1, Annex 3: 1.5, 2.6 (a), 2.9(a), 2.10 (b), 2.15(a), Annex 4



**Town of Fort Frances  
General Fund (Operating)  
Actuals as at May 31, 2014**

	Actuals to Date	2014 Draft Budget	Variance
<b>CORPORATE</b>			
050 Municipal Tax Levy (Interim Tax Levy)	(6,164,601.68)	(11,121,645.00)	(4,957,043.32)
051 Education Tax Levy		(1,838,831.00)	(1,838,831.00)
052 Supp/Omit Municipal Tax Levy			-
053 Supp/Omit Education Tax Levy			-
056 W/O Municipal	64,570.98	694,960.00	630,389.02
057 W/O Education	17,234.66		(17,234.66)
061 OMPF	(1,534,750.00)	(3,069,500.00)	(1,534,750.00)
061 One Time Assistance		(559,396.00)	
062 Payments-in-Lieu	(20,195.72)	(782,968.00)	(762,772.28)
062 Other Grant (In-Lieu of Write-off)			-
070 Contribution from Reserve Funds			-
080 surplus/Deficit		63,205.00	
110 Mayor & Council	103,920.98	754,233.00	650,312.02
112 Contribution to Reserves & Reserve Funds		1,335,000.00	1,335,000.00
113 Long Term Debt	195,749.46	841,854.00	646,104.54
115 Election	6,634.77	30,000.00	23,365.23
161 Riverside Health Care/Dr Recruitment	28,333.75	74,000.00	45,666.25
161 Clinic Financing Interest		14,000.00	14,000.00
162 RR DSSAB	821,232.87	1,970,959.00	1,149,726.13
163 Rainycrest	75,784.75	181,885.00	106,100.25
164 Northwestern Health Unit	164,581.53	366,240.00	201,658.47
820 Economic Development	60,239.94	164,235.00	103,995.06
830 Solar Panel Project	39.13	(26,750.00)	(26,789.13)
991 English Public School Board	407,414.48	1,504,620.00	1,097,205.52
992 English Separate School Board	87,991.88	328,993.00	241,001.12
993 French Public School Board	408.16	1,596.00	1,187.84
994 French Separate School Board	957.10	3,622.00	2,664.90
<b>Total Corporate</b>	<b>(5,684,452.96)</b>	<b>(9,069,688.00)</b>	<b>(2,889,044.04)</b>
<b>ADMINISTRATION AND FINANCE</b>			
070 Other Unassigned Revenue	(116,625.80)	(304,996.00)	(188,370.20)
120 Administration	126,533.95	334,733.00	208,199.05
121 Admin Vehicle	1,864.92	1,460.00	(404.92)
122 Municipal Buildings	861.48	28,795.00	27,933.52
125 HR Department	10,241.85	38,750.00	28,508.15
130 Clerk	71,377.84	163,608.00	92,230.16
140 Treasury	345,629.24	360,770.00	15,140.76
910 PUC Administration	38,849.84	92,200.00	53,350.16
<b>Total Administration and Finance</b>	<b>478,733.32</b>	<b>715,320.00</b>	<b>236,586.68</b>
<b>EMERGENCY SERVICES</b>			
211 Emergency Services	355,676.03	889,045.00	533,368.97
227 Emergency Measures	7,779.62	20,569.00	12,789.38
228 911 Service	12,007.79	14,500.00	2,492.21
231 Police Revenue	(14,794.13)	(21,000.00)	(6,205.87)

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at May 31, 2014**

		Actuals to Date	2014 Draft Budget	Variance
232	Police Services Board	3,409.40	19,200.00	15,790.60
233	Police Administration	1,201,625.97	2,777,266.00	1,575,640.03
<b>Total Emergency Services</b>		<b>1,565,704.68</b>	<b>3,699,580.00</b>	<b>2,133,875.32</b>

**COMMUNITY SERVICES**

622	Sister Kennedy Centre	12,174.30	31,660.00	19,485.70
641	Fort Frances Children's Complex	(73,944.19)	1,688.00	75,632.19
643	Best Start Hub/Resource Centre	(2,000.92)	4,504.00	6,504.92
644	Day Care Resource Teacher	(1,561.99)	-	1,561.99
653	Handi-Transit System	16,275.08	104,133.00	87,857.92
713	Townshend Theatre	(3,885.53)	1,653.00	5,538.53
722	Recreation Facilities	229,582.41	546,571.00	316,988.59
725	Recreation Programs	(20,323.11)	79,370.00	99,693.11
732	Community Services	53,226.22	103,097.00	49,870.78
740	Sunny Cove Camp	8,344.24	9,129.00	784.76
781	Fort Frances Public Library	223,669.09	471,396.00	247,726.91
791	Museum	58,107.37	129,798.00	71,690.63
817	Waterfront Development/Marina	3,644.00	54,432.00	50,788.00
<b>Total Community Services</b>		<b>503,306.97</b>	<b>1,537,431.00</b>	<b>1,034,124.03</b>

**OPERATIONS AND FACILITIES**

310	PW Administration	(191,944.26)	(117,082.00)	74,862.26
311	PW Buildings & Yards	46,381.14	110,379.00	63,997.86
313	Municipal Roads	536,741.55	1,239,537.00	702,795.45
318	Public Parking Lots	6,949.04	21,646.00	14,696.96
320	Sidewalks	41,486.47	105,569.00	64,082.53
330	Private Works Charges	10,860.92	44,564.00	33,703.08
331	Private Crossing Charges		17,902.00	17,902.00
333	PW Vehicles	98,589.16	193,741.00	95,151.84
334	PW Equipment	131,043.61	223,692.00	92,648.39
344	PW Stores	35,141.85	62,917.00	27,775.15
345	Traffic Signal Maintenance	1,378.10	7,225.00	5,846.90
346	Streetlight Maintenance	15,992.02	45,487.00	29,494.98
350	Garbage Collection	(24,952.13)	(140,136.00)	(115,183.87)
351	Recycling Services	67,526.44	203,324.00	135,797.56
352	Sanitary Landfill	(53,833.37)	(63,188.00)	(9,354.63)
360	Engineering	12,702.18	27,870.00	15,167.82
390	Airport	34,665.26	25,969.00	(8,696.26)
391	Airport Building Maintenance	24,345.78	34,630.00	10,284.22
393	Airport Grounds Maintenance	7,383.21	65,830.00	58,446.79
580	Parks & Cemeteries Admin.	54,427.07	158,361.00	103,933.93
582	Fort Frances Cemetery	13,313.16	68,145.00	54,831.84
583	Riverview Cemetery	32,977.38	149,740.00	116,762.62
584	Point Park	9,968.10	22,803.00	12,834.90
585	Parks - Outdoor Facilities	56,046.94	251,507.00	195,460.06
586	Lions Millennium Park	599.94	8,047.00	7,447.06

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at May 31, 2014**

		Actuals to Date	2014 Draft Budget	Variance
<b>Total Operations and Facilities</b>		<b>967,789.56</b>	<b>2,768,479.00</b>	<b>1,800,689.44</b>
<b>PLANNING AND DEVELOPMENT</b>				
150	Civic Centre	14,071.46	67,140.00	53,068.54
271	By-Law Enforcement	49,052.77	126,948.00	77,895.23
272	Animal Shelter	2,188.24	9,851.00	7,662.76
813	Building Official	6,887.10	47,957.00	41,069.90
815	Planning & Zoning	35,718.62	96,982.00	61,263.38
<b>Total Planning and Development</b>		<b>107,918.19</b>	<b>348,878.00</b>	<b>240,959.81</b>
<b>Sub-Total General Fund (Operating)</b>		<b>(2,061,000.24)</b>	<b>-</b>	<b>2,557,191.24</b>
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	<b>(2,061,000.24)</b>	<b>-</b>	<b>2,557,191.24</b>
<b>TOTAL BUDGET - Revenue</b>		<b>-9,674,345.60</b>	<b>-22,244,645.00</b>	<b>-12,570,299.40</b>
<b>TOTAL BUDGET - Expenditures</b>		<b>7,613,345.36</b>	<b>22,244,645.00</b>	<b>14,631,299.64</b>
		<b>-2,061,000.24</b>	<b>0.00</b>	<b>2,061,000.24</b>

**Water and Sewer Fund (Operating)**  
**Actuals to May 31, 2014**

<b>WATER</b>		<b>Actuals to Date</b>	<b>2014 Budget</b>	<b>Variance</b>
961	Waterworks Administration	-458,832.53	-638,113.00	-179,280.47
965	Water Treatment Plant	177,079.52	523,194.00	346,114.48
966	Water Storage Facility	22,692.22	114,919.00	92,226.78
		-259,060.79	0.00	259,060.79
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-259,060.79</b>	<b>0.00</b>	<b>259,060.79</b>

<b>SEWER</b>		<b>Actual to Date</b>	<b>2014 Budget</b>	<b>Variance</b>
410	Sanitary Sewer Administration	-533,237.74	-690,657.00	-157,419.26
413	Sewage Treatment Plant	259,869.95	690,657.00	430,787.05
		-273,367.79	0.00	273,367.79
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-273,367.79</b>	<b>0.00</b>	<b>273,367.79</b>



# Administration & Finance Department Stats for the period ending May 31, 2014

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
<b>Revenue</b>													
Tax Certificates	\$ 469.20	\$ 469.20	\$ 703.80	762.45	821.10								\$ 3,225.75
Business Licences	7,605.70	12,349.75	2,479.20	4,613.20	1,647.75								\$ 28,695.60
Lottery Licences			606.36	581.64	555.75								\$ 1,743.75
Town Property Rental	373.72	373.72	376.70	376.70	376.70								\$ 1,877.54
Fort Frances Portion of POA Fines				10,315.33									\$ 10,315.33
Nat Gas/Purchase Card Rebates													\$ -
WSIB Safety Group Rebate	88.65	677.10	0.00	361.55	434.70								\$ 1,562.00
Death/Still Birth Registrations	408.75	136.25	408.75	272.50	953.75								\$ 2,180.00
Civil Marriage		312.25	758.10	315.25									\$ 1,385.60
Certify Copies													\$ -
Commissioning Oaths/Affidavits	66.15	58.60	69.75	39.20	89.50								\$ 323.20
Investment Income	215.28	558.73	1,364.47	2,659.53	1,956.33								\$ 6,754.34
Agreement Fee													\$ -
Sale of Land	181.50	14,223.79	14,362.13	19,779.67	14,546.38								\$ 63,093.47
Administration Service Charges	\$ 9,408.95	\$ 29,159.39	\$ 21,129.26	\$ 40,077.02	\$ 21,381.96	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 121,156.58

<b>Accounts Receivable</b>													
Balance Forward	500,676.10	326,179.56	289,732.33	356,758.31	267,872.27								
Invoices/Debits	77,804.68	127,977.85	201,731.19	66,860.66	114,574.05								
Payments/Credits	(254,541.75)	(164,747.43)	(136,050.93)	(156,057.94)	(118,691.17)								
Interest Applied	2,240.53	322.35	345.72	311.34	344.15								
Total Amount Owng	\$ 326,179.56	\$ 289,732.33	\$ 356,758.31	\$ 267,872.27	\$ 264,093.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,564.09

<b>A/R Invoices Processed</b>													
General/By-Law	11	10	23	11	14								69
Daycare	62	0	56	63	55								236
Airport	0	18	18	15	19								70
Landfill	27	20	15	19	43								124
Public Works	4	3	5	1	6								19
Sewer	7	11	8	5	8								39
Water	18	5	34	14	12								83
Fire Department	0	0	0	0	0								0
Memorial Sports Centre	27	10	31	8	8								84
Fort Frances Power Corp	16	2	6	0	14								38
Invoices Issued by Month	172	78	196	136	179	0	0	0	0	0	0	0	762

<b>PSF/Returned Payments</b>													
Day Care	0	0	0	0	0								0
Memorial Sports Centre	8	2	4	1	3								18
Utilities	2	5	1	7	5								20
Taxation	1	1	0	0	0								2
Other	0	0	0	0	1								1

<b>Notes</b>													
Balance Forward	\$ 997,396.05	\$6,173,945.45	\$3,289,397.50	\$1,386,302.52	\$1,240,324.67								
Tax Billings/Debits	7,471,178.65	250,146.00	7,718.26	27,479.30	5,166.90								
Payments/Credits	(2,303,692.19)	(3,144,012.01)	(1,926,506.18)	(183,930.58)	(168,416.27)								
Interest Applied	9,062.94	9,318.06	15,692.94	10,470.43	15,718.38								
Total Amount Owng	\$6,173,945.45	\$3,289,397.50	\$1,386,302.52	\$1,240,324.67	\$1,092,793.68	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,262.75

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Arrears Notices Mailed/Letters	300	258	434	422	290								1,704
# of Properties in Arrears 3 years+	36	35	30	28	27								
# of Properties in Arrears 3 years+ with no payment plans	9	7	5	3	3								
# Tax Sale Registrations	1	1	1	1	1								
# Write offs (MOS/357 Applications)	7	1	0	2	2								12
Write-off - Municipal Portion	\$ 5,874.31	\$ 149.96	\$ -	\$ 11,754.44	\$ 2,051.79								\$19,830.50
# of Charity Rebates	1	0	0	0	0								1
Charity Rebates - Municipal Portion	\$ 395.37	\$ -	\$ -	\$ -	\$ -								\$395.37
# Vacancy Rebates	0	5	0	10	0								15
Vacancy Rebates - Municipal Portion	\$ -	\$ 26,015.86	\$ -	\$ 18,724.62	\$ -								\$44,740.48
E.D. Financial Incentive Plan													
Demolition Grant	1			1	1								3
Grant-In-Lieu of Taxes	1,352.00			476.22	2,000.00								3,828.22
													0.00
Water & Sewer													
Balance Forward	\$1,137,401.73	\$ 414,051.81	\$ 336,027.42	425,231.18	347,533.97								4,351.29
W/S Billings/Debits	1,849.54	6,240.96	877,410.34	7,163.83	888,960.05								
Payments/Credits	(725,723.55)	(85,741.58)	(788,538.87)	(86,321.09)	(802,574.10)								
Interest Applied	524.09	1,476.23	332.29	1,460.05	558.63								
Total Amount Owning	\$ 414,051.81	\$ 336,027.42	\$ 425,231.18	\$ 347,533.97	\$ 434,478.55	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,351.29
Bi-Monthly Water/Sewer Bills Issued													
Final Billings Issued	3,383	18	3,389	17	3,363								10,135
Late Notices Mailed		578		493									35
Registered Letters		77		52									1,071
Disconnects		2		1									129
Reconnections		0		0									3
													0
Provincial Offences													
Fines Paid	\$ 14,830.00	\$ 20,619.00	\$ 45,416.00	\$ 33,323.00								\$ 114,188.00	
Outstanding Fines (pre & post transfer)	\$1,908,785.00	\$1,923,599.00	\$1,913,078.00	\$1,915,700.00									
IQOR Collections (pretransfer)	\$ -	\$ 2,082.88	\$ 1,136.27	\$ 118.80	\$ 305.69							\$ -	
IQOR Collections (post-transfer)	\$ 351.61	\$ 2,082.88	\$ 1,136.27	\$ 118.80	\$ 305.69	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3,995.25	
Total IQOR Collected	\$ 351.61	\$ 2,082.88	\$ 1,136.27	\$ 118.80	\$ 305.69	\$ -	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$ 3,995.25	
Hours spent on Collections													0.0
Notice of Default - mailed out	67	32	49	37	64								249
New Charges Filed	100	164	203	231									698
Court Room Operating Hours	2	7	2	2									13.0
Charges Disposed (Before or at Trial)													
Plead to Attend - Convicted	37	33	36	31									137
Plead Guilty	17	16	22	41									96
Withdrawn	1	5	7	8									21
Quashed	1	0	4	1									6
Stayed	0	0	0	0									0
Dismissed/Acquitted	0	0	1	0									1
Plead Not Guilty - Convicted	0	0	3	2									7
Other	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	56	57	72	83	0	0	0	0	0	0	0	0	265

**Town of Fort Frances**  
**Capital Fund Budget vs Actual**  
**as at May 31, 2014**

		Actual to Date	2014 Budget	Variance
	<b>Administration</b>			
C-140-0490-0952	Contribution from Reserve Funds		(31,850.00)	(31,850.00)
C-140-9109-0000	Mobile Devices Project	5,487.94	6,850.00	1,362.06
C-140-9109-0000	Computer/Network Upgrades		25,000.00	25,000.00
	Total Revenue	-	(31,850.00)	(31,850.00)
	Total Expenditures	5,487.94	31,850.00	26,362.06
	<b>TOTAL ADMINISTRATION</b>	<b>5,487.94</b>	<b>-</b>	<b>(5,487.94)</b>
	<b>Honeywell Project</b>			
C-105-0490-0400	Federal Grants			-
C-105-0490-0490	OPA/FFPC Grants		(46,494.00)	(46,494.00)
C-105-0490-0952	Contribution from Reserve Fund		(47,176.00)	(47,176.00)
C-105-9280-0000	Honeywell Improvement Project	75,138.17	93,670.00	18,531.83
	Total Revenue	-	(93,670.00)	(93,670.00)
	Total Expenditures	75,138.17	93,670.00	18,531.83
	<b>TOTAL CIVIC CENTRE</b>	<b>75,138.17</b>	<b>-</b>	<b>(75,138.17)</b>
	<b>EMERGENCY SERVICES</b>			
C-211-0490-0952	Contribution from Reserve Funds		(18,000.00)	(18,000.00)
C-211-9122-0000	SCBA Replacement	7,051.98	-	(7,051.98)
C-211-9284-1523	Training Facility		18,000.00	18,000.00
	Total Revenue	-	(18,000.00)	(18,000.00)
	Total Expenditures	7,051.98	18,000.00	18,000.00
	<b>TOTAL EMERGENCY SERVICES</b>	<b>7,051.98</b>	<b>-</b>	<b>-</b>
	<b>PUBLIC WORKS</b>			
	<b><u>Transportation</u></b>			
C-310-0490-0406	AMO Federal Gas Tax			-
C-310-0490-0952	Contribution from Reserve Funds		(5,000.00)	(5,000.00)
C-313-0490-0952	Contribution from Reserve Funds		(104,180.00)	
C-333-0490-0952	Contribution from Reserve Funds		(67,000.00)	
C-334-0490-0952	Contribution from Reserve Funds		(255,000.00)	
C-345-0490-0952	Contribution from Reserve Funds		(5,000.00)	
C-313-0490-0952	Contributions from Reserve Funds (Water & Sewer)		(543,683.00)	(543,683.00)
C-313-0490-0400	Federal Gas Tax Reserve (Federal Funding)		(536,718.00)	(536,718.00)
C-313-0490-0412	Provincial Grant		(147,556.00)	(147,556.00)
C-313-0490-0954	Expense Recovery (Alberton)		(22,439.00)	(22,439.00)
C-310-1620-5390	Transfer to FGT Reserve Fund			-
C-320-0490-0400	Federal Gas Tax Reserve (Federal Funding)		(169,470.00)	
C-122-9282-1523	Huffman Development (Curb & Gutter/Sod Work)		130,810.00	130,810.00
C-310-9105-1471	Small Equipment Purchases		5,000.00	5,000.00
C-313-9110-1523	Upgrades to Pumping Station	1,234.68		
C-313-9212-1523	5th Street Surface Treatment Portage to Wright		42,000.00	42,000.00
C-313-9246-1523	8th St Surface Treatment Portage to Christie		65,000.00	65,000.00
C-313-9259-1523	Williams Ave Sod Work		10,291.00	10,291.00
C-313-9268-1523	Frog Creek Road Surface Treatment	13,290.28	295,113.00	281,822.72
C-313-9283-1523	Oakwood Road Surface Treatment		44,877.00	44,877.00
C-313-9285-1523	Third St E from Crowe to Frenette	1,462.04	684,743.00	683,280.96
C-313-9287-1523	Storm Sewer Upgrades	139.93	81,742.00	81,602.07
C-320-9285-1523	Sidewalks Third St E - Crowe to Frenette		169,470.00	169,470.00

### Capital Fund Budget vs Actual as at May 31, 2014

		Actual to Date	2014 Budget	Variance
C-333-9133-1471	2-Half ton Trucks (Crew Cab/1/2 ton truck)		67,000.00	67,000.00
C-334-9244-1471	Snow Plow Truck		255,000.00	255,000.00
C-345-9135-1471	Pole Replacement		5,000.00	5,000.00
	<b><u>Waste Management System</u></b>			
C-351-0490-0400	Federal Gas Tax Reserve (Federal Funding)		(100,575.00)	(100,575.00)
C-351-0490-0412	Provincial Grant (Transfer Station)		(117,700.00)	(117,700.00)
C-351-9128-1471	Transfer Station Upgrades		218,275.00	218,275.00
	<b><u>Airport</u></b>			
C-390-0490-0400	Federal Grant		(261,172.00)	(261,172.00)
C-390-0490-0952	Contribution from Reserve Funds			-
C-390-9257-1471	Front End Loader c/w sweeper		225,000.00	225,000.00
C-390-9288-1471	Electronic Runway Condition Reporting Equipment		36,172.00	36,172.00
	<b><u>Parks</u></b>			
C-580-0490-0952	Contribution from Reserve Funds		(60,000.00)	(60,000.00)
C-585-0490-0952				
C-580-0490-0954	Lawn Tractor Trade-In		(2,500.00)	(2,500.00)
C-586-0430-0632	Lions Millennium Park- Donations	(1,000.00)		1,000.00
C-580-9105-1471	Small Equipment Replacement		5,000.00	5,000.00
C-580-9174-1471	Replace Riding Tractors	9,666.20	12,500.00	2,833.80
C-580-9133-1471	Half-ton Truck Replacement		40,000.00	40,000.00
C-585-9108-1471	Waterfront Dock Repairs		5,000.00	5,000.00
	Total Revenue	(1,000.00)	(2,397,993.00)	(1,579,068.00)
	Total Expenditures	25,793.13	2,397,993.00	2,373,434.55
	<b>TOTAL PUBLIC WORKS</b>	<b>24,793.13</b>	<b>-</b>	<b>794,366.55</b>
	<b>FORT FRANCES CHILDREN'S COMPLEX</b>			
C-641-0490-0432	RRDSSAB Grant		(29,100.00)	(29,100.00)
C-641-0490-0436	Health & Safety Grant (DSSAB)	(1,000.02)	(2,000.00)	(999.98)
C-641-0490-0952	Contribution from Reserve Funds			-
C-641-9105-1471	Training TV/DVD & Smart Board)		3,400.00	3,400.00
C-641-9106-0000	Vent Hood/Air Handling System for Hood		17,000.00	
C-641-9108-0000	Windows Replaced/Preschool Room Renovations		6,400.00	
C-641-9132-1471	Meeting Room Furniture/Resource Teacher's Desk	905.67	4,300.00	3,394.33
	Total Revenue	(1,000.02)	(31,100.00)	(30,099.98)
	Total Expenditures	905.67	31,100.00	6,794.33
	<b>TOTAL FFCC</b>	<b>(94.35)</b>	<b>-</b>	<b>(23,305.65)</b>
	<b>SISTER KENNEDY CENTRE</b>			
C-622-0490-0448	Provincial Grant			-
C-622-0490-0952	Contribution from Reserve Funds			-
C-622-9105-0000	Small Capital Purchases	2,973.70		(2,973.70)
C-622-9108-1523	Centre Upgrades (Roof Replacement).			-
C-622-9133-0000	Enabling Accessibility Van			-
	Total Revenue	-	-	-
	Total Expenditures	2,973.70	-	(2,973.70)
	<b>TOTAL SKC</b>	<b>2,973.70</b>	<b>-</b>	<b>(2,973.70)</b>
	<b><u>MSC/Recreation</u></b>			



### Capital Fund Budget vs Actual as at May 31, 2014

		Actual to Date	2014 Budget	Variance
C-713-0490-0952	Contribution from Reserve Funds (TT)		(11,600.00)	(11,600.00)
C-722-0490-0400	Federal Grant	(42,857.00)	(42,857.00)	-
C-722-0490-0952	Contribution from Reserve Funds		(37,793.00)	(37,793.00)
C-732-0490-0632	Community Services Donation	(11,225.92)	(15,226.00)	
C-732-0490-0954	Contribution from General Revenue Fund		(1,524.00)	
C-740-0490-0952	Contribution from Reserve Funds		(8,000.00)	
C-713-9107-0000	Townshend Theatre Sound board/Lighting/Curtains	1,641.00	11,600.00	9,959.00
C-722-9131-0000	East End Hall Accessibility Renovations	26,124.00	57,150.00	31,026.00
C-722-9132-0000	Tables & Chairs	2,155.00	2,500.00	345.00
C-722-9289-1523	Auditorium Kitchen Renovations		13,000.00	13,000.00
C-722-9624-0000	Fitness Equipment		8,000.00	8,000.00
C-732-9624-0000	Waterfront Fitness Equipment		16,750.00	16,750.00
C-740-9108-1523	Sunny Cove Russell Hall & Washroom Upgrades		8,000.00	8,000.00
	Total Revenue	(54,082.92)	(117,000.00)	(49,393.00)
	Total Expenditures	29,920.00	117,000.00	87,080.00
	<b>TOTAL MSC</b>	<b>(24,162.92)</b>	<b>-</b>	<b>37,687.00</b>
<b>LIBRARY</b>				
C-781-0490-0400	Federal Grant (CAPP)			-
C-781-0490-0412	Provincial Grant			-
C-781-0490-0952	Contribution from Reserve Funds			-
C-781-9109-0000	Computer Equipment			-
	Total Revenue	-	-	-
	Total Expenditures	-	-	-
	<b>TOTAL LIBRARY</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>MUSEUM</b>				
C-791-0490-0400	Federal Grant		(50,000.00)	(50,000.00)
C-791-0490-0412	Provincial Grant			-
C-791-0490-0632	Donations	(8,580.00)	(4,855.00)	3,725.00
C-791-0490-0952	Contribution from Reserve Funds			-
C-791-9109-0000	Computer/Scanner & Photo Studio Lighting	3,824.30	4,855.00	1,030.70
C-791-9127-1523	Museum Roof		50,000.00	50,000.00
	Total Revenue	(8,580.00)	(54,855.00)	(46,275.00)
	Total Expenditures	3,824.30	54,855.00	51,030.70
	<b>TOTAL MUSEUM</b>	<b>(4,755.70)</b>	<b>-</b>	<b>4,755.70</b>
<b>PLANNING &amp; DEVELOPMENT</b>				
C-122-0490-0400	Federal Grant		(655,000.00)	(655,000.00)
C-122-0490-0412	Provincial Grant		(1,000,000.00)	(1,000,000.00)
C-122-0490-0632	Donations		(160,000.00)	(160,000.00)
C-122-0490-0954	Contribution from Revenue Fund In-Kind		(180,000.00)	(180,000.00)
C-122-9286-1523	Rainy Lake Hotel Demolition/Market Square		1,995,000.00	1,995,000.00
	Total Revenue	-	(1,995,000.00)	(1,995,000.00)
	Total Expenditures	-	1,995,000.00	1,995,000.00
	<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>SANITARY SEWER</b>				
C-410-0490-0952	Contribution from Reserve Funds			-
C-410-0490-0954	Contribution from Revenue Funds		(587,531.00)	(587,531.00)
C-410-9105-1471	Sanitary Sewer Small Tools		12,000.00	12,000.00

### Capital Fund Budget vs Actual as at May 31, 2014

		Actual to Date	2014 Budget	Variance
C-410-9138-1523	Sanitary Manholes	305.28	156,658.00	156,352.72
C-410-9144-1523	Upgrades to Storm Sewer	617.36		
C-410-9179-1523	Design for Infrastructure Renewal Project		37,500.00	37,500.00
C-410-9285-1523	3rd Street E Sanitary Main- Crowe to Frenette	13,466.83	381,373.00	367,906.17
	Total Revenue	-	(587,531.00)	(587,531.00)
	Total Expenditures	14,389.47	587,531.00	573,758.89
	<b>TOTAL SANITARY SEWER</b>	<b>14,389.47</b>	<b>-</b>	<b>(13,772.11)</b>
	<b>SEWAGE TREATMENT PLANT</b>			
C-413-0490-0954	Contribution from Revenue Fund		(135,378.00)	(135,378.00)
C-413-0490-0490	On Power Authority ERIIP Grant		(32,880.00)	(32,880.00)
C-410-9280-0000	Honeywell Improvements - Paring Lot Lights		48,258.00	48,258.00
C-413-9105-1471	Small Miscellaneous Capital	576.98	120,000.00	119,423.02
	Total Revenue	-	(168,258.00)	(168,258.00)
	Total Expenditures	576.98	168,258.00	167,681.02
	<b>TOTAL STP</b>	<b>576.98</b>	<b>-</b>	<b>(576.98)</b>
	<b>WATERWORKS ADMINISTRATION</b>			
C-961-0330-0589	Expense Recovery			-
C-961-0490-0412	Provincial Grants			-
C-961-0490-0952	Contribution from Reserve Funds			-
C-961-0490-0954	Contribution from Revenue Fund		(528,073.00)	(528,073.00)
C-961-9105-1471	Miscellaneous Tools/Equipment	(1,708.00)	12,000.00	13,708.00
C-961-9179-1523	Design for Infrastructure Renewal Project		37,500.00	37,500.00
C-961-9137-1523	Replacing Main Line Water Valves/Hydrants	310.29	181,391.00	181,080.71
C-961-9285-1523	3rd Street E - Crowe to Frenette	13,322.65	297,182.00	283,859.35
	Total Revenue	-	(528,073.00)	(528,073.00)
	Total Expenditures	11,924.94	528,073.00	516,148.06
	<b>TOTAL WATERWORKS ADMIN</b>	<b>11,924.94</b>	<b>-</b>	<b>(11,924.94)</b>
	<b>WATER TREATMENT PLANT</b>			
C-965-0490-0954	Contribution from Revenue Fund		(360,000.00)	(360,000.00)
C-965-9105-1471	Misc. Small Capital	7,795.04	60,000.00	52,204.96
C-965-9260-1471	Backup Generator	5,372.93	300,000.00	294,627.07
	Total Revenue	-	(360,000.00)	(360,000.00)
	Total Expenditures	13,167.97	360,000.00	346,832.03
	<b>TOTAL WTP</b>	<b>13,167.97</b>	<b>-</b>	<b>(13,167.97)</b>
	<b>TOTAL REVENUE</b>	<b>(64,662.94)</b>	<b>(6,383,330.00)</b>	<b>(5,487,217.98)</b>
	<b>TOTAL EXPENDITURES</b>	<b>191,154.25</b>	<b>6,383,330.00</b>	<b>6,177,679.77</b>
	<b>TOTAL CAPITAL</b>	<b>126,491.31</b>	<b>-</b>	<b>690,461.79</b>

# Memo

**To:** Mayor and Council  
**From:** Faye Flatt, Municipal Planner  
**Date:** 19 June 2014  
**Subject:** Copperlight LP (formerly SkyPower Limited – Amended and Restated Option Agreement – 1003 Frog Creek Rd



Municipal Planner  
Memo #2014-08

In June of 2010 Council entered into an Option to Purchase agreement with SkyPower Limited, now Copperlight LP for a portion of the town owned property noted above. The proposal was to develop a solar energy farm. The original closing date was June 30, 2011 but allowed for extensions. In early 2012 because SkyPower did not receive approvals necessary from the Ontario Power Authority (OPA) in time to exercise the purchase option, the agreement was amended and the Town entered into an Option to Lease Agreement. For this the Town was paid \$5100 for considering the amendment plus an additional \$8800 for finalizing it. The next two years saw annual extensions with the Town being paid \$8800 in each year. June 30, 2014 is the last extension opportunity and if not extended, will terminate.

Recent discussions with SkyPower indicates a desire of its part to get another extension but with extensions based to coincide with the RFP submissions and contract awarding by OPA instead of annually as they have been.

I was recently advised by the CEO of the Fort Frances Power Corporation (FFPC) that it will be submitting an application for an extension of its service area. This expansion may impact whether or not the Town wishes to continue the relationship with SkyPower. Mr. Ruppenstein was unable to attend the PDEC meeting as he was out of Town.

Notwithstanding the June 30<sup>th</sup> deadline, PDEC has tabled this matter pending further opportunity to fully analyze the proposed agreement and the implications on the Town both in regards to future possibilities within the organization or otherwise including input from FFPC.

Respectfully submitted,

F. Flatt, AMCT, ACST, CPT  
Municipal Planner

**COUNCIL APPROVAL OF THIS REPORT:** is not required as is provided for information purposes only.



Aircraft Landings 2014  
As of May 31, 2014 Statistics - Page 1/2

Month	Bearskin Flights				Bearskin Passengers				Government				Private				Med-Ivacs				International				Commercial				Totals				Variance 2014-2013
	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	2014	2013	2012	2011	
January	79	79	90	93	311	306	447	354	0	5	11	4	3	41	33	41	44	2	2	3	5	67	40	50	45	194	165	188	190	29			
February	74	75	90	80	308	370	465	380	0	7	0	0	0	5	16	16	7	22	49	45	45	5	50	46	41	40	156	195	197	176	-39		
March	82	87	89	97	346	435	469	381	3	6	5	4	10	13	8	21	40	40	44	45	0	7	4	9	52	47	56	56	187	200	206	232	-13
1/4 Total	235	241	269	270	965	1111	1381	1115	3	13	5	4	20	40	28	31	103	122	130	134	7	11	12	18	169	133	147	141	537	560	591	598	-23
April	74	83	87	77	276	448	408	329	2	1	2	0	18	26	18	26	34	36	30	1	4	13	4	47	49	50	55	164	197	206	192	-33	
May	81	89	90	96	308	408	402	374	6	7	7	13	24	45	14	38	23	43	59	46	30	25	35	37	76	71	73	83	240	280	278	313	-40
June	86	89	92	92	400	399	429	441	12	5	12	5	66	48	64	64	27	44	47	47	75	104	104	104	49	76	95	0	307	373	407	307	-307
1/2 Total	390	499	535	535	1549	2367	2590	2247	11	25	26	22	62	177	108	159	148	226	269	257	38	115	164	163	292	302	346	374	941	1344	1448	1510	-403
July	87	89	92	92	378	414	389	414	6	7	7	2	52	80	52	37	29	35	79	95	97	79	81	62	55	111	72	0	316	411	350	303	-316
August	88	88	90	90	390	352	373	373	1	0	0	0	74	45	38	24	52	42	67	40	44	40	53	42	61	80	0	253	274	309	253	-322	
September	78	81	88	88	432	410	312	410	5	7	4	0	43	51	42	41	34	42	41	34	38	305	380	375	292	467	607	597	941	2235	2488	2472	-1294
3/4 Total	390	752	793	805	1549	3567	3766	3321	11	37	40	28	62	346	284	291	148	328	384	376	38	305	380	375	292	467	607	597	941	2235	2488	2472	-1294
October	92	87	88	93	398	432	371	410	0	11	5	0	28	22	36	22	35	37	61	12	9	19	19	57	73	72	0	224	239	281	224	-224	
November	85	78	93	86	393	369	482	410	3	2	2	0	7	13	9	32	44	46	46	6	5	4	6	39	53	52	0	172	195	206	172	-172	
December	69	67	76	76	216	240	325	325	0	0	1	0	2	7	4	26	28	39	39	0	4	6	4	6	34	54	46	0	131	161	173	173	-131
1/2 Total	390	998	1025	1064	1549	4490	4807	4509	11	40	54	35	62	383	326	340	148	421	493	522	38	323	398	404	292	597	767	767	941	2762	3093	3132	-1921






Fort Frances Airport- Page 2/2 - Fuel Sales - As of May 31, 2014																		
Fuel Sales Recap - 2014																		
Month	100LL		Jet Trk		Jet Cab		Month		Year	2013	2012	2011	2010	2009	2008	2007	7 year	Variance 2014-2013
	Liters	Total	Liters	Total	Total	Liters	Total	Total	Total		per month	per month	per month	per month	per month	per month	Average 2013 to 2007	per month
January	114	114	11,062	11,062	367	367	11,543	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,992	4,327	
February	327	441	11,977	23,039	0	367	12,304	23,847	6,197	6,918	3,687	5,782	13,135	21,134	11,782	9,805	6,107	
March	2,527	2,968	7,981	31,020	0	367	10,508	34,355	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,907	-1,569	
April	508	3,476	7,869	38,889	0	367	8,377	42,732	4,453	8,251	5,294	24,825	10,676	22,466	28,609	14,939	3,924	
May	1,555	5,031	28,198	67,087	0	367	29,753	72,485	18,350	21,891	19,790	25,375	24,033	30,287	47,258	26,712	11,403	
June							0	72,485	22,786	23,537	25,723	27,768	22,395	35,995	40,736	28,420	-22,786	
July							0	72,485	19,232	32,650	19,124	30,455	24,925	33,390	44,875	29,236	-19,232	
August							0	72,485	20,075	30,783	21,467	33,139	28,250	40,177	41,630	30,789	-20,075	
September							0	72,485	18,005	19,431	22,511	23,363	18,937	28,822	30,341	23,059	-18,005	
October							0	72,485	13,109	11,325	13,677	15,033	21,304	16,631	28,020	17,014	-13,109	
November							0	72,485	6,398	8,170	6,785	17,747	10,754	16,951	16,842	11,950	-6,398	
December							0	72,485	2,028	8,179	2,446	7,641	7,596	13,083	14,733	7,958	-2,028	
Total							72,485		149,926	190,716	158,202	237,638	207,606	316,297	341,078	228,780		12,789
							Jan to May		48,293	56,641	46,469	82,482	73,445	131,248	123,901	80,356		

Lowest month in last 7 years  
Highest month in last 7 years  
Highest month  
lowest month

Average per monthly	173.57	37.20	279.02	60.33	9.86	#DIV/0!	112.29	612.98	192.69	\$30,394.56	\$25,306.04	21.97	\$1,686.12
Total	867.85		1395.08		49.29		561.46	7355.70	2312.22	\$364,734.76	\$126,530.20	109.85	\$8,430.59

Town of Fort Frances Tonnage	2262.93
Total Tonnage	2312.22
Residential Tonnage	867.85
CI Tonnage	1395.08
Coverage material	561.46

Sewer & Water data for 2014  
up-dated June 1st, 2014



Month	Days per month	2014 Total STP	2014 Couch Wastewater Meters cu. meters monthly	2014 Couch Wastewater Meters cu. meters daily	2014 Couch Wastewater %	2014 Total Treated WTP cu. meters monthly	2014 Couch 2 Water Meters cu. meters monthly	2014 Couch 2 Water Meters cu. meters daily	2013 Couch 2 Water Meters cu. meters monthly	2013 Couch 2 Water Meters cu. meters daily	2013 Total Treated WTP cu. meters monthly	2014-2013 Diff Treated WTP monthly	2014-2013 Diff Wastewater STP monthly	2014 Difference STP-WTP monthly	2014 Infiltration daily average
2014															
January	31	156785	5057.58	8118	261.87	129390.0	4173.9	9726.5	313.8	7.81%	9472.5	305.6	115230.0	14160.0	883.7
February	28	157644	5630.14	6462	230.79	124530.0	4447.5	9726.5	347.4	7.81%	9472.5	338.3	107000.0	17530.0	1182.6
March	31	251682	8118.77	8052	259.74	226450.0	7304.8	11443.5	369.1	5.05%	9748.5	314.5	112290.0	114160.0	813.9
April	30	327830	10927.67	14281	476.03	173600.0	5786.7	11443.5	381.5	6.59%	10178.0	325.0	111310.0	62290.0	5141.0
May	31	336530	10855.81	11423	368.48	142970.0	4811.9				10178.0	328.3	118680.0	24290.0	6243.9
June	30		0.00		0.00		0.0				119730.0	-119730.0	-226655.0	0.0	0.0
July	31		0.00		0.00		0.0				134850.0	-134850.0	-235007.0	0.0	0.0
August	31		0.00		0.00		0.0				129740.0	-129740.0	-207852.0	0.0	0.0
September	30		0.00		0.00		0.0				117050.0	-117050.0	-186449.0	0.0	0.0
October	31		0.00		0.00		0.0				113160.0	-113160.0	-174058.0	0.0	0.0
November	30		0.00		0.00		0.0				105920.0	-105920.0	-165721.0	0.0	0.0
December	31		0.00		0.00		0.0				113220.0	-113220.0	-161471.0	0.0	0.0
Total	365	1230471	3371.15	48336.00	132.43	796940		42340.0		6.74%	120458.0	330.1	-601240.0	-1082854.0	433531
Monthly Average											116515.0				1188.8
daily Average															

# TOWN OF FORT FRANCES

## Operations and Facilities Division - Environmental Area - Operations Statistics (May 2014)

### STAFFING:

See Operations Statistics (May) 2014 prepared by M. Strachan, Superintendent of Transportation

### OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (May) 2014 prepared by M. Strachan, Superintendent of Transportation

### WATER DISTRIBUTION:

#### Water Main Breaks:

- Number of water main breaks: Two (2)
- Sinclair St. - 400 blk. and Minnie Ave. at Nelson St.

#### Hydrant Repairs:

- Number of hydrant repairs: One (1)
- Third St. W. at Webster Ave. (HYD 113)

#### Hydrant Replacements:

- Number of hydrant replacements: None

#### Hydrant Installations (NEW):

- Number of new hydrant installations: None

#### Main Valve Repairs:

- Number of water main valve repairs: Two (2)
- Webster Ave. at Fourth St. W. (VAL 113) and Webster Ave. at Third St. W. (VAL 112)

#### Main Valve Replacements:

- Number of water main valve replacements: None

#### Water Service Breaks:

- Number of water service breaks: Two (2)
- 508 Victoria Ave. and 429 Third St. W.

#### Water Service Repairs:

- Number of water service repairs: Eight (8)
- 363 Church St., 353 Church St., 1120 Scott St., 425 Third St. W., 262 Daniel Ave., 924 Kaitlyn Dr.,
- 938 Fifth St. E. and 1108 Second St. E.

#### Water Service Installations (NEW):

- Number of water service installations: None



Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Twenty-two (22)
  - 363 Church St., 700 McIrvine Rd., 1404 King's Hwy., 800 Calder Dr. (2), 1301 Calder Dr., 1000 Calder Dr.,
  - 401 King's Hwy., 901 Second St. E., 1011 Front St., 297 Scott St., 325 Scott St., 210 Butler Ave.,
  - 916 Frenette Ave. (2), 1271 Idylwild Dr., 1505 Colonization Rd. W., 474 Scott St., 1120 Scott St. (2) and
  - Point Park Office and Pumping Station.

Frozen Water Services:

- Number of frozen water services: Seven (7)
  - 700 McIrvine Rd., 401 King's Hwy., 800 Calder Dr., 1301 Calder Dr., 1000 Calder Dr., 261 Scott St. and
  - 210 Butler Ave.

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer new installations: None

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: Thirty-four (34)
  - 301 Victoria Ave., 950 McIrvine Rd. N., 401 Nelson St., 715 Colonization Rd. E., 225 Scott St., 220 Scott St.,
  - 881 Sixth St. W., 140 Scott St., 396 Scott St., 396B Scott St., 394 Scott St., 835 McKenzie Ave. N.,
  - 601 Reid Ave., 528 Second St. E. (2), 522 Second St. E., 1301 Calder Dr., 401 King's Hwy., 800 Calder Dr.,
  - 297 Scott St., 264 Scott St. (2), 1011 Front St., 200 McIrvine Rd., 901 Second St. E., 1455 Idylwild Dr. (2),
  - 1001 King's Hwy., 800 Sixth St. W., 116 First St. E., 1037 First St. E., 1050 Portage Ave. N., 292 Scott St.
  - and 290 Scott St.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Recorded locations of curbs stops at various locations.
- Sunny Cove Camp - continued with the re-assembling of the equipment for water system.
- Traced water service lines at various locations.
- May 15, 2014 - completed seasonal start-up for Sorting Gap Marina
- Commenced with the valve exercising program (Area 4) and hydrant valve exercising.

**WATER TREATMENT PLANT:**

- May, 2014 - In receipt of the Water Treatment Facility Monthly Report.
- May 20, 2014 - Sunset Protection Systems completed the annual fire alarm and fire extinguisher inspections.

**SEWERAGE COLLECTION:**

Wastewater Main Backups:

- Number of wastewater main backup: Three (3)
  - Nelson St. - 800 blk. (3)

Sewer Main Repairs:

- Number of sewer main repairs: Three (3)
- 606 Third St. E., 816 Phair Ave. and 814 Nelson St.

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: Three (3)
- 700 Scott St., 108 Lyndy Pl. S. and 554 Riverview Dr.

Sewer Service Replacements:

- Number of sewer service installations: None

Sewer Service Installations (NEW):

- Number of water service installations: None

Sewer Service Terminations:

- Number of water service terminations: None

Other Information:

- Cleaned twenty (20) plugged sewer services at the following locations:
  - 830 Crowe Ave., 419 Third St. W., 724 Nelson St., 358 Church St., 1024 Fifth St. E., 700 Scott St.,
  - 514 Central Ave., 816 Nelson St., 401 King's Hwy., 720 Nelson St., 912 Crowe Ave., 613 Third St. W.,
  - 1010 First St. E., 210 Butler Ave., 358 Church St., 1002 Crowe Ave., 614 Second St. E.,
  - 554 Riverview Dr., 1016 Third St. E. and 620 Scott St.
- Private Work: May 7, 2014 - Televised the sanitary sewer service at 700 Scott St.
- Private Work: May 13, 2014 - Televised the sanitary sewer service at 300 Mosher Ave.
- Private Work: May 14, 2014 - Cleaned drains using vacuum/pressure truck at 1455 Idylwild Dr.
- Private Work: May 20, 2014 - Televised the sanitary sewer service at 1210 Olde Shamble Rd.
- Private Work: May 20 & 21, 2014 - Connection inspections at 1210 Olde Shamble Rd.
- Recorded locations of cleanouts at various locations.
- Sewer main flushing (Dead Ends) - Area 1
- Traced sanitary sewer service lines at various locations.
- Private Work: May 30, 2014 - Flushed/cleaned sewer main in Lakeview Trailer Park using vacuum/pressure truck.

**WASTE-WATER TREATMENT FACILITY:**

- May, 2014 - Received the Wastewater Treatment Facility Monthly Report.

**WASTE MANAGEMENT:**

Garbage Collection:

- Number of complaints regarding garbage collection:
  - Town - 0 complaints, Asselin's - 3 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
  - 263,900 kgs (263.90 tonnes)
- Amount of ICI waste delivered to the landfill:
  - 481,130 kgs (481.13 tonnes)
- May 8, 2014 - Hauled granular A to landfill (168.18 t) - turn around area for steel refuge.
- May 10, 2014 - Free tipping day at the landfill for yard waste only (206 vehicles)
- May 21 & 27, 2014 - Trillium on site to remove some vehicle tires.
- May 26, 2014 - K.J. Refrigeration on site to remove the refrigerants from the appliances.
- May 27, 2014 - Hauled cover material to landfill - cover garbage.

Recycling:

- Number of complaints regarding recycled materials:
  - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
  - 43,180 kgs (43.18 tonnes) Metro

Prepared By: 

Environmental & Facilities Superintendent

Date: 10-06-2014



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

Fort Frances WPCP  
200 McIrvine Rd  
Fort Frances, Ontario  
P9A 3S3  
Tel: 807-274-3121  
Fax: 807-274-8381

June 9, 2014

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**  
**May 2014 Monthly Report**

As per the operating agreement, the attached document is the May 2014 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 C'. The signature is stylized and cursive.

Kelly Cunningham  
Senior Operator

For Larry Wachter  
Operations Manager



**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
May 2014 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 May 2014; 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.

**MAY 2014 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>	4.0 mg/L	25 mg/L	15 mg/L	46.7 kg/d	225 kg/d	135 kg/d
Suspended Solids	7.6 mg/L	25 mg/L	15 mg/L	81.2 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.36 mg/L	1.0 mg/L	1.0 mg/L	3.8 kg/d	9 kg/d	9 kg/d
Ammonia as N	3.77 mg/L					
Nitrite as N	0.20 mg/L					
Nitrate as N	2.27 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		36.0 count/100 ml (geometric mean )		200 count/100ml (geometric mean )	E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)	
pH			pH range 7.2 to 7.7; average pH was 7.5			
Temperature degrees C			Temperatures ranged from 7.0 – 8.5 average temperature of effluent at 7.3			

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 May was 10,855.8 m<sup>3</sup>/day; representing 121% of the design average flow. Total treated flow for the month was 336,530 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	270 +/- @ 7.0% + 800 @ 12%	Litres
Alum	18.0 +/- @ 60 %	Cubic meters
Polymer	7 Bags (175 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
- Regular cleaning of head works EW basket strainer
- Greased all blowers
- Regular cleaning of seal water strainer TFP 9-5
- Cleaned wash box and sprayers on GBT
- Removed debris from Teacup X 2
- Installed wheel kit on Yamaha portable generator
- Toilet was replaced
- Removed debris from grit pump 2
- Replaced brushes polymer mixing motor
- Reversed hose and calibrated EW sampler
- Hosed aeration tanks and UV channel
- Removed grit from head works inlet channel

### Pump Stations:

- Ran gen sets
- Changed seal water strainers
- Cleaned bar screens
- Purged and reset the bubbler system at White Pine lift station

- Remedied air locked pumps at Boundary Road lift station
- Pulled and cleaned pumps 1 and 3 at Central Avenue lift station
- Removed grease from wet wells at Boundary Road and Church Street lift stations
- Reset a communications fault at Church Street lift station

## **OPERATIONAL ISSUES**

The facility met all operational requirements for the month.

## **SLUDGE SUMMARY**

The volume directed to the gravity belt thickener totaled 695.0 m<sup>3</sup> for the month. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 243.5 m<sup>3</sup> (average 11.1 m<sup>3</sup>/load) to the agricultural drying bed.

The Organic Soil Conditioning site has a valid Certificate of Approval - number S-71048-31.

## **COMPLAINTS**

There were no complaints during the report period.

## **BY-PASS REPORT(S)**

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

## **COMMENTS**

Plant power consumption for the month was 632 (x 180 multiplier) kWh.

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

Hatch Mott MacDonald was on site to confirm information and proceed with work on the single line electrical drawings.

## **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 2014						Usage	Sludge	Removal Efficiency
	Avg. Day Flow	Max Day Flow	Total Treated	Total ByPass	Total Volume		% Plant Capacity	Volume Hauled	CBOD5
	m3	m3	Volume ML	Volume ML	ML			M3	Suspended Solids
									Total Phosphorus
January	5057.6	5552	156785		156785		56%	143.5	
February	5630.1	6812	157644		157644		63%	129.8	
March	8118.8	10455	251682		251682		90%	217.9	
April	10927.7	14036	327830		327830		121%	198.3	
May	10855.8	18381	336530		336530		121%	243.5	
June							0%		
July							0%		
August							0%		
September							0%		
October							0%		
November							0%		
December							0%		
Sum				0	1230471			933	
Average	8118		246094		246094		90%	186.6	
Max		18381	336530		336530				
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	76.0	3.7	18.2	147.0	7.3	36.8	2.2	0.20	1.02	2.8	7.2	7.7				
February	88.3	4.3	23.2	146.9	7.4	42.6	2.6	0.18	1.02	10.4	7.2	7.5				
March	49.8	5.0	42.4	183.0	12.2	102.0	1.6	0.18	1.42	11.9	7.3	7.5				
April	40.6	3.0	31.3	92.5	9.1	93.2	1.2	0.25	2.80	29.6	6.9	7.6				
May	36.3	4.0	46.7	78.6	7.6	81.2	1.1	0.36	3.8	36.0	7.2	7.7				
June																
July																
August																
September																
October																
November																
December																
Average	58.2	4.0	32.4	129.6	8.7	71.2	1.7	0.23	2.01	18.1	7.2	7.6				
Max	88.3	5	46.7	183.0	12.2	102	2.6	0.36	3.8	36	7.3	7.7				
C of A		25	225		25	225		1	9	150	6.0	9.5				