

# TOWN OF FORT FRANCES

AGENDA - October 28, 2014

## COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre  
(Session No. 147) 5:30 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:**

4.1 Property Matter

4.2 Identifiable Individual

### **5. Public Session Resumes in Council Chambers:**

### **6. Consent Agenda:**

- |     |  |         |
|-----|--|---------|
| 6.1 | D. Brown, Manager Operations & Facilities - Requests from Gillons' for Public Information re: Capital and Property Upgrades Within the Community over the Last 15 Years. | 3 - 5   |
| 6.2 | D. Brown, Manager Operations and Facilities - Supply of 2015 Parks and Cemetery Flowers.   | 6 - 8   |
| 6.3 | D. Brown, Manager Operations and Facilities - September 2014 Drinking Water Systems Monthly Summary Report.  | 9 - 16  |
| 6.4 | L. Witherspoon, Treasurer - Friends of the Museum Third-annual Fall Soiree and Fundraising Gala.   | 17 - 20 |
| 6.5 | L. Witherspoon, Treasurer - Beer Store - Impact of Communities of Deregulation of the Current Alcohol Retail System.   | 21 - 22 |

### **7. Administration and Finance Division:**

### **8. Community Services Division:**

### **9. Planning and Development Division:**

### **10. Operations and Facilities Division:**

- |      |   |         |
|------|---|---------|
| 10.1 | D. Herr, Environmental and Facilities Superintendent - Award Tender 14-Of-11 Water Treatment Plant Standby Generator System. (additional materials to be distributed - D. Brown will speak to this report). | 23 - 29 |
|------|---|---------|

**11. General:**

**12. Information:**

- |      |  |         |
|------|--|---------|
| 12.1 | L. Witherspoon, Treasurer - 2014 Reserve Funds*.   | 30      |
| 12.2 | L. Witherspoon, Treasurer - Town of Fort Frances General Fund (Operating) - Actuals as at September 30, 2014*. | 31 - 33 |
| 12.3 | L. Witherspoon, Treasurer - Town of Fort Frances Capital Fund Budget vs Actual as at September 30, 2014*.      | 34 - 37 |
| 12.4 | L. Witherspoon, Treasurer - Water and Sewer Fund (Operating) - Actuals to September 30, 2014*.                 | 38      |
| 12.5 | J. Kabel, Manager of Community Services: Website Re-development Update   | 39 - 54 |

**13. Non-agenda items:**

**14. Adjournment**

October 15, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Requests from Gillons for Public Information in regards to Capital & Property Upgrades within the Community over the last 15 years**



Please find attached a letter from Shelly Armstrong of Gillons requesting public information in regards to capital & property upgrades within the community over the last 15 years.

The request by Gillons (broker) was to provide an information package to all their insurance companies on all the upgrades and studies on the sanitary sewer system and storm sewer system in order that taxpayers/property owners continue to receive insurance coverage for flood events.

Basically, I am of the opinion that the request from Gillons insurance should be accommodated by the Town as it will benefit all taxpayers/property owners who reside in the community. The necessary information on capital upgrades on all of the main municipal infrastructure is managed and stored within the GIS inventory database. The requested data can be easily retrieved from this database. Trisha Law, GIS expert will work directly with Gillons's staff to ensure that the necessary information is retrieved and assembled in an acceptable format.

The Operations & Facilities Executive committee recommends the following;

1. That the Town will provide the necessary manpower through Trisha Law, GIS Expert to assemble the necessary capital and property information as requested by Gillons.

Respectfully Submitted  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Operations and Facilities Manager

**RECOMMENDED**

OCT 22 2014  
DIV. ENG. *Doug Brown*  
EXECUTIVE COMM. *R. Wiedersheim*

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

- 1) That the Town will provide the necessary manpower through Trish Law, GIS Expert to assemble the necessary capital and property information as requested by Gillons.



September 25, 2014

Corporation of the Town of Fort Frances  
320 Portage Ave  
Fort Frances, Ontario P9A3P9

Dear Mayor and Council:

Recent water events across the country have changed insurers approach to coverage. The summer of 2014 suggest that the Town of Fort Frances is on the right road to managing excess water.

For the good of the tax payers of Fort Frances we would like to pre-emptively present to insurers the infrastructure work that has been done in Fort Frances over the last 15 years. We would like to access public record to infrastructure upgrading over the last number of years.

If I could be assistance to you in this process, I would be pleased to help.

Thanking you in advance for your consideration.

Yours very truly,

Gillons' Insurance Brokers Ltd

Shelly Armstrong C.A.I.B.  
Manager, Execuline & Claims Services

cc: Duane Cridland CAIB, CIP  
President and CEO, Claims Liaison



Gillons Insurance  
Brokers Ltd.

326 Church St  
Fort Frances, Ontario  
P9A 1E1

807-274-7716  
807-274-2416 (Fax)  
015 011 05

**Shelly Armstrong**

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**To:** Duane Cridland  
**Subject:** FW: Flood Information - June of 2014  
**Attachments:** 2014Junedelcarationofemergency.doc; 2014JuneStormactivities.xls

**From:** [dbrown@fort-frances.com](mailto:dbrown@fort-frances.com) [<mailto:dbrown@fort-frances.com>]  
**Sent:** Wednesday, September 24, 2014 8:56 AM  
**To:** Duane Cridland; [dherr@fort-frances.com](mailto:dherr@fort-frances.com); [tlaw@fort-frances.com](mailto:tlaw@fort-frances.com); [mmccaig@fort-frances.com](mailto:mmccaig@fort-frances.com); [lslomke@fort-frances.com](mailto:lslomke@fort-frances.com)  
**Subject:** Re: Flood Information - June of 2014

Hi Duane, further to our telephone conversation, please find attached summary of the reasons for the declaration of the State of Emergency on June 12, 2014. It is my understanding that you require additional capital & property information in the near future in order for you to prepare a report to your Insurance companies to try to keep insurance rates low for the citizens of Fort Frances and in order for property owners to obtain full coverage for flood events. Also you will be submitting to the Clerk with a written request in the near future. Regards

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



October 17, 2014

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities



**SUBJECT: Supply of 2015 PARKS & CEMETERY FLOWERS**

The usual practice for the Town is to give a purchase order in December prior to the new budget being finalized to the supplier of the flowers for the upcoming planting season. However based on information received from one (1) of the suppliers during the 2011 process, Administration started the quotation process early this year (Mid-September) for the supply of the 2015 flowers.

For 2014 a report was approved on October 15, 2013. The Town ordered 4692 dozen flowers for planting in 2014 at a cost of \$11,682.00 (taxes extra). The average cost per dozen is \$2.49 (taxes extra).

For 2015 the Town obtained quotations from two (2) businesses for the supply of 5292 dozen flowers to be available during the third week in May 2015. See attached spreadsheet outlining the quotes from Lowey's Greenhouse and Hammond's Landscaping Ltd.

It is recommended by the Operations & Facilities Executive Committee that the Town approve the purchase of 5292 dozen flowers from Lowey's Greenhouse & Market Gardens at a cost of \$14,292.00 (taxes extra) or \$2.70 (taxes extra) per dozen for the 2015 season prior to the 2015 operating budget being finalized.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown*

Doug Brown, P. Eng.  
Manager Operations & Facilities

RECOMMENDED  
OCT 22 2014  
DIVISIONAL  
*Doug Brown*  
*R. Widenhoff*

**Council approval of this report will** authorize Administration to purchase 5292 dozen flowers from Lowey's Greenhouse & Market Gardens at a cost of \$14,292.00 (taxes extra).

2014OctFlowers2015

## FLOWER LISTING 2015 AS OF SEPTEMBER 11, 2014

	FLOWER TYPE	SERIES	COLOUR	No. of Dozens	Lowey's Greenhouse		Hammond	
					Unit Price per dozen	Total	Unit Price per dozen	Total
1	Geraniums							
		Maverick Series	Red	8	\$12.00	\$96.00	\$3.94	\$31.52
			White	8	\$12.00	\$96.00	\$3.94	\$31.52
2	Alyssum		Snow Crystals	10	\$2.00	\$20.00	\$3.94	\$39.40
3	Zinnias							
		Dreamland	mix	12	\$4.00	\$48.00	\$3.94	\$47.28
4	Marigolds							
		Durango	Yellow	250	\$2.00	\$500.00	\$3.94	\$985.00
			Orange	250	\$2.00	\$500.00	\$3.94	\$985.00
			Red	150	\$2.00	\$300.00	\$3.94	\$591.00
5	Supertunia							
		Vista	Silverberry	20	\$18.00	\$360.00	\$3.94	\$78.80
			White	12	\$18.00	\$216.00	\$3.94	\$47.28
			Blue	12	\$18.00	\$216.00	\$3.94	\$47.28
			Red	20	\$18.00	\$360.00	\$3.94	\$78.80
			Citrus	12	\$18.00	\$216.00	\$3.94	\$47.28
			Bordeaux	12	\$18.00	\$216.00	\$3.94	\$47.28
			Raspberry Blast	10	\$18.00	\$180.00	\$3.94	\$39.40
			Fuchsia	10	\$18.00	\$180.00	\$3.94	\$39.40
			Bubble Gum	10	\$18.00	\$180.00	\$3.94	\$39.40
6	Superbells							
			Blackberry Punch	10	\$18.00	\$180.00	\$3.94	\$39.40
			Cherry Blossom	10	\$18.00	\$180.00	\$3.94	\$39.40
			White	20	\$18.00	\$360.00	\$3.94	\$78.80
			Lemon Slice	10	\$18.00	\$180.00	\$3.94	\$39.40
			Sweet Tart	10	\$18.00	\$180.00	\$3.94	\$39.40
7	Petunias							
		Ultra	White	400	\$2.00	\$800.00	\$3.94	\$1,576.00
		Ultra	Red	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Ultra	Blue	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Ultra	Burgundy	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Ultra	Pink	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Celebrity	Yellow	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Ultra	Violet	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Ultra	Salmon	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Ultra	Rose Star	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Ultra	Lilac	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Ultra	Blue Ice	360	\$2.00	\$720.00	\$3.94	\$1,418.40
		Daddy	Sugar	360	\$2.00	\$720.00	\$3.94	\$1,418.40
8	Verbena							
		Aztec	Dark Red	2	\$18.00	\$36.00	\$3.94	\$7.88
			White	2	\$18.00	\$36.00	\$3.94	\$7.88
9	Cool Wave Pansy	Spring Matrix	tricolour mix	12	\$18.00	\$216.00	\$3.94	\$47.28
10	Portulca							
		Happy Trail	Mix	15	\$2.00	\$30.00	\$3.94	\$59.10
11	Cosmos	Cutesy Mix	Mix	10	\$4.00	\$40.00	\$3.94	\$39.40
12	Civic Center Flowers			25	\$18.00	\$450.00	\$3.94	\$98.50
	Subtotal			5292		\$14,292.00		\$20,850.48
	HST- 13%					\$1,857.96		\$2,710.56
	Total					\$16,149.96		\$23,561.04
	Net Cost to Town					\$14,543.54		\$21,217.45
	Net Cost per Dozen					\$2.75		\$4.01

terystuff/tender/flowerquotation/2015flower listing





October 7, 2014

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

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

Please find attached the September 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 September 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 September 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

09Council Water ReportSeptember 2014.doc

RECOMMENDED

OCT 22 2014

DIV. MNG.

*Doug Brown*

EXECUTIVE COMM.

*R. Widenholz*



**September, 2014**

**Monthly Summary Report  
Water Systems**

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

**Dated: October 06, 2014**

### 1) Introduction -

This report contains the major maintenance activities and operational events that occurred during the month of September 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 # 220000978

Water Treatment Plant (treated): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count HPC no adverse results

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

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

No samples taken.

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

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

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

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

Signs posted, exempt from testing.

**7) Maintenance Activities at the WTP**

- Sept. 02<sup>nd</sup>     - replaced the dust collector motor.  
                     - repaired silo fan.
- Sept. 03<sup>rd</sup>     - cleaned the plant.
- Sept. 04<sup>th</sup>     - cleaned the four (4) check valves on the poly unit.  
                     - cleaned the top and bottom tank on the poly unit.
- Sept 09<sup>th</sup>     - worked on low lift # 3.  
                     - flushed # 1 poly lines to the clarifier.  
                     - calibrated chemical feeders.  
                     - calibrated dist chlorine analyzer.
- Sept 10<sup>th</sup>     - flushed # 2 poly lines to the clarifier.  
                     - greased soda ash auger and elevator and air scour.  
                     - greased air compressor motors.
- Sept 11<sup>th</sup>     - greased poly unit.
- Sept 15<sup>th</sup>     - worked on Low Lift No. 3.
- Sept 24<sup>th</sup>     - worked on Low Lift No. 3.
- Sept 25<sup>th</sup>     - calibrated chemical feeders.  
                     - cleaned the four (4) check valves on the poly unit.  
                     - cleaned the top and bottom tank on the poly unit.

## 8) Water Complaints –

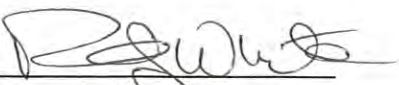
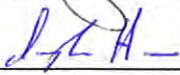
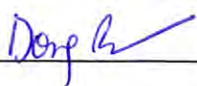



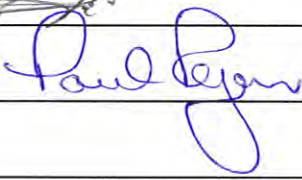
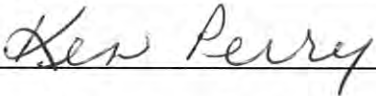
- Poor Pressure – 0 complaint.
- Water quality – 0 complaints.

## 9) Other Miscellaneous Information:

- Sept. 02<sup>nd</sup> - took weekly routine bacteria samples  
- took quarterly samples at Water Treatment Plant and Tower.
- Sept. 08<sup>th</sup> - took weekly routine bacteria samples.
- Sept. 09<sup>th</sup> - valve replacement samples - Third St. East and Frenette Ave.– 1<sup>st</sup> set.  
- new water main samples -Third St. East – 1<sup>st</sup> set.
- Sept. 10<sup>th</sup> - valve replacement samples -Third St. East and Frenette Ave.– 2<sup>nd</sup> set.  
- new water main samples -Third St. East – 2<sup>nd</sup> set.
- Sept. 11<sup>th</sup> - seasonal samples at sorting gap marina.
- Sept. 15<sup>th</sup> - took weekly routine bacteria samples.
- Sept. 16<sup>th</sup> - took bacteria samples at Sunny Cove.
- Sept. 18<sup>th</sup> - reviewed chlorine S.O.P. (Draft)
- Sept. 22<sup>nd</sup> - took weekly routine bacteria samples.
- Sept. 25<sup>th</sup> - Q.M.S. meeting.  
- received a load of alum.



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

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

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

Flow Data	SEPTEMBER	Units	2012		2013		2014	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m <sup>3</sup>			180550		151120		142440
Raw Maximum Day	m <sup>3</sup>		Tuesday 04th	7240	Saturday 07th	6390	Monday 01st	6270
Raw Minimum Day	m <sup>3</sup>		Sunday 30th	5070	Saturday 21st	4370	Monday 29th	3290
Raw Average Daily Consumption	m <sup>3</sup>			6020		5040		4750
Total Treated Water	m <sup>3</sup>			129620		117050		106940
Treated Water Maximim Day Consumption	m <sup>3</sup>		Tuesday 04th	5640	Sunday 08th	4390	Tuesday 16th	4700
Treated Water Minimim Day Consumption	m <sup>3</sup>		Saturday 22nd	3600	Saturday 21st	3310	Monday 22nd	3000
Treated Water Average Day Consumption	m <sup>3</sup>			4320		3900		3560
Daily Average Per Household Consumption Rate	m <sup>3</sup>			1.14		1.03		0.94
* Daily Average Per Person Consumption Rate	m <sup>3</sup>			0.54		0.49		0.45
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L			1.73		1.81		1.72
Total Chlorine Residual - Treated Water	mg/L			2.06		2.18		2.04
Aluminum Sulphate - Raw Water	mg/L			33.9		34.0		36.8
Aluminum Sulphate - Treated Water Residual	mg/L			0.05		0.06		0.04
Fluoride - Treated Water	mg/L			0.62		0.58		0.62
Soda Ash - Raw Water	mg/L			34.0		34.0		36.6
PH - Adjusted	mg/L			7.38		7.15		7.25
Temperature	C			17.5		19.3		16.8
Quantity of Chemical Used:								
Aluminum Sulphate	kg			6133.1		5138.1		5246.1
Polyelectrolyte	kg			75		62.5		50
Chlorine Gas	kg			717		475		653
Soda Ash - Used for PH Adjustment	kg			6138.7		5138.1		5210.9
Fluoride	kg			570		578		439

\* The Canadian Average is 450 Litres (0.45 m<sup>3</sup>) per day.  
\* Population is 7986  
\* Number of Households is 3783

Operating Data		Units	*MAC or Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
Flow rates																																			
Raw Water		10 <sup>3</sup> M <sup>3</sup>	17	6.27	6.26	6.00	5.34	5.19	5.04	5.29	5.18	5.18	5.11	5.17	5.04	5.13	5.47	4.80	4.82	4.76	4.76	4.34	4.45	4.25	4.06	4.26	4.23	4.18	3.44	3.40	3.49	3.29	4.24	142.44	4.75
Peak Instantaneous - Raw Water		L/s	n/a	71.55	71.37	71.41	71.3	60.9	60.59	60.5	60.3	60.2	60.29	60.1	59.96	59.99	59.8	59.8	59.7	55.89	55.7	55.6	50	50.2	50	49.9	49.9	49.6	49.6	48.9	40.1	40	39.92	1692.99	56.43
Treated Water		10 <sup>3</sup> M <sup>3</sup>	17	3.49	3.73	4.16	3.68	3.49	3.52	3.30	3.89	4.23	3.93	4.08	3.38	3.56	3.66	3.25	4.70	3.40	3.56	3.54	3.27	3.49	3.00	3.45	3.19	3.45	3.32	3.14	3.72	3.06	3.30	106.94	3.56
Peak Instantaneous - Treated Water		L/s	n/a	83.27	84.23	117.83	88.03	74.15	75.38	72.88	72.63	77.60	77.74	75.83	73.47	72.60	72.31	73.03	73.40	73.77	74.12	72.88	73.25	72.16	72.23	73.08	74.34	73.14	73.14	71.09	73.71	71.56	72.76	2285.61	76.19
Backwash Water		10 <sup>3</sup> M <sup>3</sup>	n/a	0.459	0.489	0.231	0.216	0.261	0.472	0.476	0.461	0.214	0.263	0.233	0.231	0.475	0.468	0.478	0.233	0.445	0.263	0.230	0.445	0.231	0.263	0.235	0.236	0.273	0.263	0.229	0.245	0.210	0.253	9.481	0.316
Fluoride Information																																			
Fluoride Residual - Treated Water		mg/l		0.5 to 0.8	0.65	0.62	0.63	0.64	0.62	0.66	0.67	0.65	0.60	0.58	0.51	0.55	0.39	0.69	0.65	0.62	0.63	0.65	0.67	0.65	0.68	0.67	0.65	0.67	0.65	0.85	0.63	0.65	0.60	18.74	0.62
Turbidity Information																																			
Raw Water		NTU	n/a	1.42	1.61	1.57	1.59	1.51	1.46	1.42	1.37	1.68	3.13	1.96	1.70	1.65	1.56	1.68	1.55	1.44	1.37	1.31	1.32	1.31	1.35	1.41	1.32	1.35	1.39	1.27	1.29	1.31	1.56	45.86	1.53
Settled Water		NTU	n/a	0.11	0.08	0.07	0.08	0.10	0.08	0.07	0.09	0.06	0.09	0.08	0.09	0.07	0.08	0.08	0.08	0.09	0.09	0.08	0.09	0.08	0.09	0.08	0.10	0.09	0.09	0.09	0.08	0.09	0.09	2.54	0.08
Treated Water		NTU	1	0.03	0.04	0.03	0.03	0.04	0.03	0.04	0.06	0.05	0.05	0.06	0.03	0.04	0.04	0.04	0.04	0.05	0.04	0.03	0.05	0.03	0.05	0.02	0.05	0.04	0.05	0.04	0.03	0.05	0.03	1.21	0.04
Other Operating Parameters																																			
pH - Treated Water		no units	6.5 to 8.5	7.19	7.14	7.17	7.36	7.21	7.24	7.17	7.10	7.35	7.4	7.39	7.36	7.43	7.33	7.40	7.29	7.15	7.01	7.08	7.10	7.17	7.20	7.15	7.20	7.11	7.37	7.55	7.42	7.37	7.13	217.52	7.25
pH - Settled Water		no units	n/a	6.32	6.42	6.45	6.36	6.25	6.29	6.29	6.35	6.10	6.47	6.49	6.51	6.55	6.23	6.24	6.56	6.41	6.50	6.43	6.41	6.37	6.15	6.21	6.31	6.41	6.37	6.41	6.45	6.31	6.31	240.94	8.03
pH - Raw Water		no units	n/a	6.90	6.87	6.89	6.97	6.98	6.94	7.00	6.98	7.09	6.66	6.78	6.89	6.70	6.69	6.99	7.01	7.05	7.00	7.04	7.10	7.00	7.05	7.05	7.07	7.10	7.05	7.10	7.09	7.00	6.56	208.60	6.95
FAC - Treated Water		mg/l	0.2 to 4	1.89	2.02	1.99	1.76	1.55	1.65	1.68	1.9	1.74	1.86	1.64	1.85	1.88	1.90	1.97	1.46	1.49	1.74	1.95	1.80	1.75	1.57	1.63	1.75	1.70	1.47	1.35	1.47	1.54	1.76	51.67	1.72
Total Chlorine Residual Treated		mg/l	0.3 to 7	2.16	2.20	2.17	2.11	2.09	2.03	2.09	2.15	2.14	2.17	1.99	2.20	2.24	2.27	2.31	1.99	2.00	2.13	2.17	2.10	2.12	1.72	1.89	1.97	2.00	1.69	1.59	1.63	1.71	2.14	61.17	2.04
Temperature		C	15	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	20.0	18.0	17.0	16.0	16.0	16.0	16.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	15.0	504.0	16.8	
Fluoride used (Total Daily Consumption)		kg	n/a	18.0	20.0	21.0	19.0	17.0	17.0	16.0	17.0	17.0	12.0	11.0	11.0	12.0	12.0	17.0	16.0	16.0	14.0	15.0	14.0	13.0	14.0	13.0	14.0	13.0	11.0	10.0	11.0	13.0	439.0	14.6	
Chlorine used (Total Daily Consumption)		kg	n/a	33.0	32.0	31.0	26.0	25.0	24.0	26.0	25.0	23.0	24.0	24.0	24.0	24.0	26.0	23.0	23.0	18.0	21.0	19.0	18.0	17.0	19.0	18.0	18.0	13.0	14.0	14.0	14.0	19.0	653.0	21.8	
Soda ash (Total Daily Consumption)		kg	n/a	242.6	225.4	216.0	192.2	186.8	181.4	190.4	186.5	200.5	197.8	200.1	189.5	192.9	205.7	181.2	172.8	171.4	156.2	160.2	153.0	146.2	152.3	150.5	123.8	122.4	125.6	118.4	125.6	5127.8	339.2	5210.9	339.2
Soda Ash - Dosage		mg/l	n/a	38.7	36.0	36.0	36.0	36.0	36.0	36.0	36.0	38.7	38.7	38.7	37.6	37.6	37.6	37.6	36.3	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	1097.5	36.6	
Alum residual - (Total Daily Consumption)		kg	n/a	225.7	225.4	216.0	192.2	186.8	181.4	190.4	186.5	195.8	193.2	195.4	190.5	193.9	206.8	182.2	177.5	176.1	160.8	164.7	157.3	150.2	157.6	156.5	154.7	125.6	124.1	127.4	120.1	154.8	5199.1	5246.1	342.3
Alum residual - Dosage		mg/l	n/a	36.0	36.0	36.0	36.0	36.0	36.0	36.0	36.0	37.8	37.8	37.8	37.8	37.8	37.8	37.8	37.3	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	37.0	36.5	36.5	36.5	36.5	1104.9	36.8	
Alum residual - Treated Water		mg/l	n/a	0.06	0.04	0.03	0.05	0.05	0.05	0.05	0.04	0.02	0.07	0.06	0.03	0.06	0.07	0.03	0.04	0.04	0.03	0.03	0.02	0.04	0.03	0.03	0.04	0.03	0.03	0.04	0.02	0.03	0.05	1.21	0.04
Poly batis added (25 kg baos )		kg		0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	50.0	50.0	





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/112**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 21, 2014  
**SUBJECT:** Friends of the Museum Third-annual Fall Soirée and Fundraising Gala

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**BACKGROUND**

At the October 14, 2014 Council Meeting, the letter received from Duane Hicks, President of the Friends for the Fort Frances Museum was referred to the Administration & Finance Executive Committee for recommendation.

The Friends of the Fort Frances Museum will be hosting its third-annual fall soirée and fundraiser gala on Thursday, November 6, 2014 from 6:30 – 9:30 p.m. at the Museum. As indicated in the attached letter, the event will feature exhibits, live music, a silent auction, games and socializing. Tickets for this fundraising event are \$35.00 per person or 2 for \$60.00. The focus for this year's gala will be "We Remember Them".

The Friends of the Museum is a non-profit group of volunteers who have been working over the past two years to raise funds for extras at the museum that are beyond the operating budget. All monies raised by the Friends of the Museum goes back into the community.

In the past years, 2012 and 2013, Council has authorized the purchase of 10 tickets.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends that Council approve the purchase of 10 tickets in the total amount of \$300.00 for the fall soirée and fundraising gala at the Fort Frances Museum on November 6, 2014.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the purchase of 10 tickets in the total amount of \$300.00 for the fall soirée and fundraising gala to be held at the Fort Frances Museum on November 6, 2014.

OCT - 6 2014

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

October 3, 2014

Dear Mayor and Council,

The Friends of the Fort Frances Museum would appreciate your attendance at its third-annual fall soirée and fundraiser gala on Thursday, Nov. 6 at the Fort Frances Museum.

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

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

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

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



The focus of the gala this year will be "We Remember Them," the exhibit commemorating World War I and II and the ties local men and women had to those historic conflicts.

While some members of council already attended the exhibition opening in mid-September, the exhibit continues to grow every day, as more and more local people come to the museum to tell museum curator Sherry George about their war stories.

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

All money raised by the Friends goes back into the community. In the past year, we've put on a public events, SnOasis, put on three workshops focusing on songwriting and paper lantern making, and assisted the museum to make purchases that it could not otherwise afford. The promo cards, which I showed to council this past spring, were produced this year as a means to help promote the museum locally, within the region, and as far away as Wisconsin and southern Minnesota.

We truly appreciated attendance by council and town staff at our event in previous years, and urge you to attend our fall soirée again on Nov. 6.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Hicks', with a stylized, flowing script.

Duane Hicks  
President,  
Friends of the Fort Frances Museum



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2014/111**

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** October 21, 2014  
**SUBJECT:** Beer Store re: Impact of Communities of Deregulation of the Current Alcohol Retail System

---

### **BACKGROUND**

At the October 14, 2014 Council Meeting, the letter received from Ted Moroz, President of the Beer Store was referred to the Administration & Finance Executive Committee for recommendation.

During the AMO Conference, a session was facilitated that focused on the relationship between the Beer Store and the communities it operates in across the Province. The panelists discussed the potential impact that deregulation of the current alcohol retail system would have on municipalities, police services and public health units. The Ontario Convenience Store Association is asking to allow the sale of liquor in over 10,000 locations across Ontario.

### **RECOMMENDATION**

The Administration & Finance Executive Committee recommends that the correspondence dated September 15, 2014 from The Beer Store re: Impact on Communities of Deregulation of the current alcohol retail system be received and that no further action be taken.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee that the correspondence dated September 15, 2014 from The Beer Store re: Impact on Communities of Deregulation of the current alcohol retail system be received and that no further action be taken.



OFFICE OF THE PRESIDENT

AGENDA ITEM #1.1  
**BEER STORE**

T 905.361.4204  
 F 905.361.4204

Corporate Office  
 5900 Explorer Drive  
 Mississauga, ON L4W  
 www.thebeerstore.ca 5L2

September 15, 2014

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

SEP 22 2014

Your Worship:

On behalf of The Beer Store, I want to thank you for your participation in the recent Association of Municipalities of Ontario's 2014 Conference in London. We were very pleased to support the event and help bring together the Conference's 1800 delegates to discuss AMO's role in strengthening our province.

During the Conference, we facilitated a breakfast panel that included London's Chief of Police Bradley Duncan, Peterborough Medical Officer of Health Dr. Rosana Pellizarri and environmental consultant Usman Valiante. The session focused on the relationship between the Beer Store and the communities it operates in across the province. The panellists discussed the potential impacts that deregulation of the current alcohol retail system would have on municipalities, police services and public health units.

This discussion took place in context of calls by the Ontario Convenience Store Association to allow sale of liquor in over 10,000 locations across Ontario. Panellists concluded that the Beer Store's commitment to communities results in:

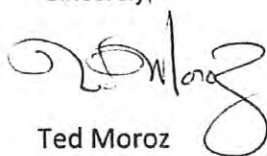
- \$40M in annual savings to municipalities as a result of the Beer Store recycling program;
- Cost-savings to policing as a result of the Beer Store's investment in security and staff training; and
- Prevention of underage drinking and other public health challenges that would increase should the retail system be de-regulated.

The Beer Store helps Ontario achieve all of this while also maintaining the lowest beer prices in Canada. A recent report by Navigant Economics, which analyzed the price of beer in Ontario's Beer Store and Quebec grocers for the entire 2013 calendar year, found that even though Ontario beer taxes were nearly double those in Quebec, the Beer Store's average retail price was still lower. When prices before government taxes were examined the study found average Ontario prices – for 6, 12 and 24-packs – were 18 percent lower in the Beer Store.

That is further evidence that deregulation of the alcohol retail system would increase prices for consumers – which is exactly what happened when Alberta and British Columbia deregulated their retail systems.

We thank you for your participation in the AMO Conference and we look forward to working together in the future to keep your community safe, clean and liveable.

Sincerely,



Ted Moroz  
 President



October 22, 2014

Report To: Doug Brown, Manager of Operations & Facilities

From: Doug Herr, Environmental & Facilities Superintendent

**SUBJECT: Award Tender 14-OF-11 Water Treatment Plant Standby Generator System**

The Town advertised for a Tender Call for the above project with the tender closing on Tuesday, October 21, 2014.

A mandatory site pre-tender meeting was held Tuesday October 7, 2014 at the Water Treatment Plant for all potential contractors who were interested in bidding on the project. Those who attended this meeting would be eligible to submit a bid.

Four (4) tender packages were received from Contractors; their bids are as follows:

Contractor	Price (HST included Plus \$ 13,000 Contingency Allowance)
G. Prezio Electric Ltd.	\$189,429.00
White Pine Electric Ltd.	\$221,480.00
Finn Way General Contractor Inc.	\$223,740.00
M.C. Lough Electric Ltd.	\$186,111.00

The work is scheduled to begin upon Council's award of the contract and is to be completed by February 20, 2015. The standby generator and automatic transfer switch (ATS) have been pre-purchased by the Town in September 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.

The spreadsheet attached outlines details on all four (4) tender bids received. Highlighted in "yellow" indicates the lowest unit bid price. The low tender bid is M.C. Lough Electric Ltd. with a total cost of \$164,700.00, which includes \$13,000 contingency allowance and no HST. Net cost to the Town is \$167,598.72.

With the purchase of the generator & ATS, Noise/Air Study, MOE Application/ESA Design Review and the cost of Electrical Design & Project Management the overall net cost to the Town is \$375,738.57. The amount budgeted in the 2014 Capital Budget is \$300,000.00, a shortfall of \$75,738.57.



Since this project is scheduled for completion in February 2015 the shortfall amount can be budgeted into the 2015 Capital Budget.

Also find attached a letter from Hatch Mott MacDonald recommending that M.C. Lough Electric Ltd. be awarded this tender as they are the low tender and have performed well on similar projects in other communities in the area.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "D. Herr", with a horizontal line extending to the right.

Doug Herr

Spreadsheet No. 1  
 October 22, 2014 - **Water Treatment Plant** - Installation of  
 Standby Generator System  
 Tender No. 14-OF-11

Schedule of Tender Prices

	White Pine Electric Ltd.	FinWay General Contractor Inc.	Prezio Electric Ltd.	MC Lough Electric
<b>A.1</b>				
<b>GENERAL</b>				
(a) Mobilization and Demobilization		\$42,000.00	\$10,175.00	\$8,000.00
(b) Cost of Bonds and Insurance		\$4,500.00	\$4,000.00	\$4,000.00
<b>A.2</b>				
<b>ELECTRICAL</b>				
a) Install new Standby Generator System and Automatic Transfer Switch (ATS)		\$44,000.00	\$32,340.00	\$51,780.00
b) Supply and install electrical cables, conductors, cable tray and all electrical components required to complete the job.		\$80,900.00	\$99,572.00	\$80,000.00
c) Complete grounding and bonding including all conductors, clamps and all equipment necessary to meet specifications and/or Code.		\$11,800.00	\$3,550.00	\$4,800.00
d) Miscellaneous junction boxes, fittings, brackets, clamps, straps, etc., as required to complete the job.		\$1,800.00	\$5,000.00	\$3,120.00
<b>SECTION A - SUBTOTAL General &amp; Electrical</b>	<b>\$183,000.00</b>	<b>\$185,000.00</b>	<b>\$154,637.00</b>	<b>\$151,700.00</b>
<b>B.1</b>				
<b>Cash Allowances</b>				
Contingency Allowance for Existing Switchgear Upgrades	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Contingency Allowance for Rental Generator	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
<b>SECTION B - SUBTOTAL CASH ALLOWANCES</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>
<b>BASE BID (A+B) [excluding HST]</b>	<b>\$196,000.00</b>	<b>\$198,000.00</b>	<b>\$167,637.00</b>	<b>\$164,700.00</b>
<b>HST at 13% on Base Bid above</b>	<b>\$25,480.00</b>	<b>\$25,740.00</b>	<b>\$21,792.81</b>	<b>\$21,411.00</b>
<b>Total</b>	<b>\$221,480.00</b>	<b>\$223,740.00</b>	<b>\$189,429.81</b>	<b>\$186,111.00</b>
<b>Net Cost to the Town</b>	<b>\$199,449.60</b>	<b>\$201,484.80</b>	<b>\$170,587.41</b>	<b>\$167,598.72</b>

Cost of Generator & ATS (includes Town's portion of HST)  
 Cost of Noise/Air Study/MOE Application/ESA Design review ( includes Town's portion of HST)  
 Cost of Electrical Design & Project Management ( includes Town's portion of HST)

Total Cost of Project

Approved Capital Budget  
 Budget Shortfall

\$150,543.69  
 \$8,751.36  
 \$48,844.80

\$375,738.57

\$300,000  
 -\$75,738.57



**Hatch Mott MacDonald**  
 200 S. Syndicate Ave. Suite 301  
 Thunder Bay, ON P7E 1C9  
 T-807-623-3449  
 www.hatchmott.com

October 22, 2014

336152

Town of Fort Frances  
 320 Portage Avenue, Fort Frances Ontario P9P 9A  
 Email: [dherr@fort-frances.com](mailto:dherr@fort-frances.com)

**Attention: Mr. Doug Herr, Environmental & Facilities Supt., Operations and Facilities Division**

Dear Doug:

**Re: Water Treatment Plant – Standby Generator System  
 Tender Award Letter**

Tenders were received at our office from the Town of Fort Frances via email on October 22, 2014. We have reviewed the tenders and summarize the results as follows:

M.C. Lough Electric Inc.	\$164,700.00
Prezio Electric	\$167,637.00
White Pine Electric	\$196,000.00
Finnway General Con.	\$198,000.00

The amounts shown are the base bid amounts, excluding all taxes. The tenders were checked and no math errors were found. All submissions were checked for conformance to the tender submission requirements. All four parties submitted all required documents, with two minor exceptions: 1) Prezio Electric tender submission did not include Statement "C" – Subcontractors and Suppliers; and 2) White Pine Electric tender submission did not include the price breakdown as requested in the tender documents, however, as this is essentially a lump sum contract, this omission is not considered significant enough to disqualify their tender.

Please find attached a copy of the Tender Opening Checklist and Tender Opening Summary. No exceptions to our specifications were noted in the submissions. We will review the shop drawings as the contract proceeds.

The low bidder, M. C. Lough Electric Inc. is a reputable general and electrical contractor in the Dryden and general areas. Their experience in similar work throughout Northwestern Ontario is very thorough from the details they have included on Statement "A" – Tenderer's Experience in Similar Work.

Based on the tenders submitted we recommend that the tender of M. C. Lough Electric Inc. in the amount of \$164,700.00, excluding taxes, be accepted. Please proceed with preparing for the necessary documents to be executed.

Yours very truly,

**HATCH MOTT MACDONALD LTD.**

Rod Delaney, P. Eng.  
 Senior Project Engineer – Electrical

*Superior Elevator  
Electrical Load Review – Preliminary Report  
September 17, 2014*

*340369-Superior Elevator  
Page 2*

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RD:rd  
Encl.

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## Hatch Mott MacDonald

**HMM Project:** 336152 - Town of Fort Frances

Water Treatment Plant - Standby Generator System

### Tender Opening Summary

**Date:** October 22, 2014

ITEM				
	M. C. Lough Electric Inc.	Prezio Electric	White Pine Electric	Finnway General Con.
<b>A. Construction</b>				
<b>1. General</b>				
a) Mobilization and Demobilization	\$8,000.00	\$10,175.00		\$42,000.00
b) Bonds and Insurance	\$4,000.00	\$4,000.00		\$4,500.00
<b>2. Electrical</b>				
a) Install new Standby Generator System and ATS	\$51,780.00	\$32,340.00		\$44,000.00
b) Supply and install electrical cables, conductors, cable tray, and all electrical components required.	\$80,000.00	\$99,572.00		\$80,900.00
c) Complete grounding and bonding	\$4,800.00	\$3,550.00		\$11,800.00
d) Miscellaneous junction boxes, fittings, brackets, clamps, straps, etc.	\$3,120.00	\$5,000.00		\$1,800.00
<b>Section A - Subtotal Construction</b>	<b>\$151,700.00</b>	<b>\$154,637.00</b>	<b>\$183,000.00</b>	<b>\$185,000.00</b>
<b>B. Cash Allowance</b>				
1. Contingency Allowance for Existing Switchgear Upgrades.	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
2. Contingency Allowance for Rental Generator	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00
<b>Section B - Subtotal Cash Allowances</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>	<b>\$13,000.00</b>
<b>Base Bid (A+B, excluding HST)</b>	<b>\$164,700.00</b>	<b>\$167,637.00</b>	<b>\$196,000.00</b>	<b>\$198,000.00</b>
<b>HST at 13%</b>	<b>\$21,411.00</b>	<b>\$21,792.81</b>	<b>\$25,480.00</b>	<b>\$25,740.00</b>
<b>Total Tender Price</b>	<b>\$186,111.00</b>	<b>\$189,429.81</b>	<b>\$221,480.00</b>	<b>\$223,740.00</b>

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**Hatch Mott MacDonald**

**HMM Project:** 336152 - Town of Fort Frances  
Water Treatment Plant - Standby Generator System

**TENDER OPENING CHECK LIST**

**DATE:** October 22, 2014

	M. C. Lough Electric Inc.	Prezio Electric	White Pine Electric	Finnway General Con.
Attend Site Visit	✓	✓	✓	✓
Tender Signed	✓	✓	✓	✓
Addenda Received	✓	✓	✓	✓
Tenderer's Experience - Statement "A"	✓	✓	✓	✓
Tender's Senior Supervisory Staff - Statement "B"	✓	✓	✓	✓
Subcontractors and Suppliers - Statement "C"	✓		✓	✓
Tender Security	✓	✓	✓	✓
<b>Tender Price Summary:</b>				
<b>Base Bid Excluding All Taxes:</b>	\$164,700.00	\$167,637.00	\$196,000.00	\$198,000.00
<b>HST at 13%:</b>	\$21,411.00	\$21,792.00	\$25,480.00	\$25,740.00
<b>Total Tender Price:</b>	\$186,111.00	\$189,429.00	\$221,480.00	\$223,740.00

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Account Name	G/L Account #	Balance as at Dec 31/13	Line %	Interest Earned 1st Quarter	Subtotal	Contributions to (from) Reserve Funds	Subtotal	Interest Earned 2nd Quarter	Contributions to (from) Reserve Funds	Subtotal	Contributions to (from) Reserve Funds	Subtotal	Line %	Interest Earned 3rd Quarter	Subtotal
Handi-Transit MTO Gas Tax	R-L60-0809-0000	21,826.31	0.219%	127.96	21,954.27		21,954.27	133.87		22,088.14		22,088.14	0.201%	127.83	22,215.97
Daycare/Toy Library Donations	R-L60-0812-0000	2,512.38	0.025%	14.73	2,527.11		2,527.11	15.41		2,542.52		2,542.52	0.023%	14.71	2,557.23
Parks & Cemeteries Projects	R-L60-0823-0000	45,931.34	0.462%	269.27	46,200.61		46,200.61	281.71		46,482.32		46,482.32	0.423%	269.00	46,751.32
Public Library & Technology Centre	R-L60-0827-0000	259,919.28	2.613%	1,523.78	261,443.06		261,443.06	1,594.14		263,037.20		263,037.20	2.396%	1,522.26	264,559.46
Sister Kennedy Centre Projects	R-L60-0832-0000	19,987.99	0.201%	117.18	20,105.17		20,105.17	122.59		20,227.76		20,227.76	0.184%	117.06	20,344.82
Post Landfill Closure	R-L60-0851-0000	306,367.90	3.083%	1,799.01	308,166.91		308,166.91	1,882.08		310,048.99		310,048.99	2.829%	1,797.22	311,846.21
Waterworks & Sanitary Sewer	R-L60-0860-0000	6,524,769.40	65.592%	38,251.45	6,563,020.85		6,563,020.85	40,017.68		6,603,038.53		6,603,038.53	60.151%	38,213.41	6,641,251.94
Watermeter Replacement	R-L60-0870-0000	18,725.70	0.188%	109.78	18,835.48		18,835.48	114.85		18,950.33		18,950.33	0.173%	109.67	19,060.00
Townshend Theatre	R-L60-0871-0000	83,747.22	0.842%	490.97	84,238.19		84,238.19	513.64		84,751.83		84,751.83	0.772%	490.48	85,242.31
Corporate Vehicles/Equipment	R-L60-0874-0000	1,402,419.82	14.098%	8,221.69	1,410,641.51		1,410,641.51	8,601.32		1,419,242.83		1,419,242.83	12.929%	8,213.51	1,427,456.34
Corporate Building	R-L60-0875-0000	311,497.26	3.131%	1,826.15	313,323.41		313,323.41	1,910.47		315,233.88		315,233.88	2.872%	1,824.34	317,058.22
Corp. Projects Reserve	R-L60-0876-0000	592,850.97	5.960%	3,475.59	596,326.56		596,326.56	3,636.07		599,962.63		599,962.63	5.465%	3,472.13	603,434.76
Corporate Contingency	R-L60-0877-0000	9,134.88	0.092%	53.55	9,188.43		9,188.43	56.03		9,244.46		9,244.46	0.084%	53.50	9,297.96
Federal Gas Tax Reserve	R-L60-0878-0000	347,390.57	3.492%	2,036.58	349,427.15		349,427.15	2,130.61		351,557.76		351,557.76	5.421%	3,443.96	355,001.72
Tax Rate Stabilization Reserve	R-L60-0880-0000	9,947,581.02	100.00%	58,317.69	10,005,898.71	663,000.00	10,668,898.71	65,053.08	13,281.37	10,747,233.16	230,253.45	10,977,486.61	100.000%	63,529.42	11,041,016.03
Library Building	R-L61-0828-0000	37,241.43			37,241.43		37,241.43	65,053.08	13,281.37	10,784,474.59	230,253.45	11,014,728.04			37,241.43
		9,984,822.45		58,317.69	10,043,140.14	663,000.00	10,706,140.14							63,529.42	11,078,257.46

Interest Earned - Jan 1/14 - March 31/14	
Reserve Fund Bank Account Int.	1,522.10
ONE Money Market Investments	5.15
ONE Bond Investments	54,158.32
Reserve Fund GIC Interest	2,632.12
	58,317.69

Interest Earned - April 1/14 - June 30/14	
Reserve Fund Bank Acct. Int.	2,983.53
ONE Money Market Investments	5.03
ONE Bond Investments	53,526.95
Reserve Fund B/L 35/96-A Interest	3,883.50
Reserve Fund Solar Panel Int.	1,992.71
Reserve Fund GIC Interest	2,661.36
	65,053.08

Interest Earned - July 1/14 - Sept 30/14	
Reserve Fund Bank Acct Interest	3,793.67
Reserve Fund B/L & Solar Panel Int.	5,821.02
ONE Money Mkt Investments	51,592.31
ONE Bond Investments	5.47
Reserve Fund GIC Interest	2,316.95
	63,529.42

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at September 30, 2014**

	Actuals to Date	2014 Budget	Variance
<b>CORPORATE</b>			
050 Municipal Tax Levy	(11,121,644.81)	(11,121,645.00)	(0.19)
051 Education Tax Levy	(1,837,698.91)	(1,838,831.00)	(1,132.09)
052 Supp/Omit Municipal Tax Levy	(6,457.84)		6,457.84
053 Supp/Omit Education Tax Levy	(970.01)		970.01
056 W/O Municipal	903,101.84	694,960.00	(208,141.84)
057 W/O Education	119,763.61		(119,763.61)
061 OMPF	(2,302,125.00)	(3,069,500.00)	(767,375.00)
061 One Time Assistance		(559,396.00)	
062 Payments-in-Lieu	(1,635,217.55)	(782,968.00)	852,249.55
062 Other Grant (In-Lieu of Write-off)			-
070 Contribution from Reserve Funds			-
080 Surplus/Deficit		63,205.00	
110 Mayor & Council	254,948.07	754,233.00	499,284.93
112 Contribution to Reserves & Reserve Funds		1,335,000.00	1,335,000.00
113 Long Term Debt	531,171.81	841,854.00	310,682.19
115 Election	10,525.71	30,000.00	19,474.29
161 Riverside Health Care/Dr Recruitment	56,000.75	74,000.00	17,999.25
161 Clinic Financing Interest		14,000.00	14,000.00
162 RR DSSAB	1,478,219.15	1,970,959.00	492,739.85
163 Rainycrest	136,412.55	181,885.00	45,472.45
164 Northwestern Health Unit	286,661.05	366,240.00	79,578.95
820 Economic Development	102,092.13	164,235.00	62,142.87
821 Travel Information Centre	(2,812.91)		2,812.91
830 Solar Panel Project	(13,372.06)	(26,750.00)	(13,377.94)
991 English Public School Board	1,128,477.39	1,504,620.00	376,142.61
992 English Separate School Board	246,745.30	328,993.00	82,247.70
993 French Public School Board	1,196.84	1,596.00	399.16
994 French Separate School Board	2,717.01	3,622.00	904.99
<b>Total Corporate</b>	<b>(11,662,265.88)</b>	<b>(9,069,688.00)</b>	<b>3,088,768.88</b>
<b>ADMINISTRATION AND FINANCE</b>			
070 Other Unassigned Revenue	(254,611.21)	(304,996.00)	(50,384.79)
120 Administration	220,813.88	334,733.00	113,919.12
121 Admin Vehicle	2,402.36	1,460.00	(942.36)
122 Municipal Buildings	28,600.27	28,795.00	194.73
125 HR Department	24,058.17	38,750.00	14,691.83
130 Clerk	129,893.49	163,608.00	33,714.51
140 Treasury	346,384.75	360,770.00	14,385.25
910 PUC Administration	64,604.19	92,200.00	27,595.81
<b>Total Administration and Finance</b>	<b>562,145.90</b>	<b>715,320.00</b>	<b>153,174.10</b>
<b>EMERGENCY SERVICES</b>			
211 Emergency Services	605,334.10	889,045.00	283,710.90
227 Emergency Measures	77,311.64	20,569.00	(56,742.64)
228 911 Service	14,968.11	14,500.00	(468.11)

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at September 30, 2014**

		Actuals to Date	2014 Budget	Variance
231	Police Revenue	(26,252.46)	(21,000.00)	5,252.46
232	Police Services Board	8,960.31	19,200.00	10,239.69
233	Police Administration	2,162,622.09	2,777,266.00	614,643.91
<b>Total Emergency Services</b>		<b>2,842,943.79</b>	<b>3,699,580.00</b>	<b>856,636.21</b>

**COMMUNITY SERVICES**

622	Sister Kennedy Centre	14,598.95	31,660.00	17,061.05
641	Fort Frances Children's Complex	(140,479.21)	1,688.00	142,167.21
643	Best Start Hub/Resource Centre	(7,737.44)	-	7,737.44
644	Day Care Resource Teacher	(5,649.95)	4,504.00	10,153.95
653	Handi-Transit System	69,024.30	104,133.00	35,108.70
713	Townshend Theatre	(8,185.88)	1,653.00	9,838.88
722	Recreation Facilities	354,967.65	546,571.00	191,603.35
725	Recreation Programs	804.23	79,370.00	78,565.77
732	Community Services	85,938.98	103,097.00	17,158.02
740	Sunny Cove Camp	7,783.79	9,129.00	1,345.21
781	Fort Frances Public Library	391,100.13	471,396.00	80,295.87
791	Museum	104,677.08	129,798.00	25,120.92
817	Waterfront Development/Marina	43,782.12	54,432.00	10,649.88
<b>Total Community Services</b>		<b>910,624.75</b>	<b>1,537,431.00</b>	<b>626,806.25</b>

**OPERATIONS AND FACILITIES**

310	PW Administration	(129,760.65)	(117,082.00)	12,678.65
311	PW Buildings & Yards	67,171.58	110,379.00	43,207.42
313	Municipal Roads	797,340.39	1,239,537.00	442,196.61
318	Public Parking Lots	7,594.90	21,646.00	14,051.10
320	Sidewalks	50,658.86	105,569.00	54,910.14
330	Private Works Charges	18,874.12	44,564.00	25,689.88
331	Private Crossing Charges	1,512.52	17,902.00	16,389.48
333	PW Vehicles	147,200.96	193,741.00	46,540.04
334	PW Equipment	210,305.40	223,692.00	13,386.60
344	PW Stores	60,404.66	62,917.00	2,512.34
345	Traffic Signal Maintenance	3,346.80	7,225.00	3,878.20
346	Streetlight Maintenance	22,750.28	45,487.00	22,736.72
350	Garbage Collection	(90,646.32)	(140,136.00)	(49,489.68)
351	Recycling Services	130,667.88	203,324.00	72,656.12
352	Sanitary Landfill	(132,530.52)	(63,188.00)	69,342.52
360	Engineering	19,761.02	27,870.00	8,108.98
390	Airport	11,088.75	25,969.00	14,880.25
391	Airport Building Maintenance	34,832.87	34,630.00	(202.87)
393	Airport Grounds Maintenance	25,438.25	65,830.00	40,391.75
580	Parks & Cemeteries Admin.	134,011.76	158,361.00	24,349.24
582	Fort Frances Cemetery	70,743.89	68,145.00	(2,598.89)
583	Riverview Cemetery	150,981.63	149,740.00	(1,241.63)
584	Point Park	13,485.65	22,803.00	9,317.35
585	Parks - Outdoor Facilities	169,442.78	251,507.00	82,064.22

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at September 30, 2014**

		Actuals to Date	2014 Budget	Variance
586	Lions Millennium Park	8,664.76	8,047.00	(617.76)
	<b>Total Operations and Facilities</b>	<b>1,803,342.22</b>	<b>2,768,479.00</b>	<b>965,136.78</b>
<b>PLANNING AND DEVELOPMENT</b>				
150	Civic Centre	41,217.72	67,140.00	25,922.28
271	By-Law Enforcement	93,012.30	126,948.00	33,935.70
272	Animal Shelter	4,395.05	9,851.00	5,455.95
813	Building Official	(11,927.73)	47,957.00	59,884.73
815	Planning & Zoning	60,559.09	96,982.00	36,422.91
	<b>Total Planning and Development</b>	<b>187,256.43</b>	<b>348,878.00</b>	<b>161,621.57</b>
	<b>Sub-Total General Fund (Operating)</b>	<b>(5,355,952.79)</b>	<b>-</b>	<b>5,852,143.79</b>
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	<b>(5,355,952.79)</b>	<b>-</b>	<b>5,852,143.79</b>
<b>TOTAL BUDGET - Revenue</b>				
		<b>-20,694,305.26</b>	<b>-22,244,645.00</b>	<b>-1,550,339.74</b>
<b>TOTAL BUDGET - Expenditures</b>				
		<b>15,338,352.47</b>	<b>22,244,645.00</b>	<b>6,906,292.53</b>
		<b>-5,355,952.79</b>	<b>0.00</b>	<b>5,355,952.79</b>



**Town of Fort Frances  
Capital Fund Budget vs Actual  
as at September 30, 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	6,151.82	6,850.00	698.18
C-140-9109-0000 Computer/Network Upgrades		25,000.00	25,000.00
Total Revenue	-	(31,850.00)	(31,850.00)
Total Expenditures	6,151.82	31,850.00	25,698.18
<b>TOTAL ADMINISTRATION</b>	<b>6,151.82</b>	<b>-</b>	<b>(6,151.82)</b>
<b>Honeywell Project</b>			
C-105-0490-0400 Federal Grants	(10,408.57)		10,408.57
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	75,156.43	93,670.00	18,513.57
Total Revenue	(10,408.57)	(93,670.00)	(83,261.43)
Total Expenditures	75,156.43	93,670.00	18,513.57
<b>TOTAL CIVIC CENTRE</b>	<b>64,747.86</b>	<b>-</b>	<b>(64,747.86)</b>
<b>EMERGENCY SERVICES</b>			
C-211-0490-0589 Contribution from Reserve Funds	(44,000.00)	-	44,000.00
C-211-0490-0632 Donation	(2,500.00)		2,500.00
C-211-0490-0952 Contribution from Reserve Funds		(18,000.00)	(18,000.00)
C-211-9122-0000 SCBA Replacement	45,455.66	-	(45,455.66)
C-211-9284-1523 Training Facility		18,000.00	18,000.00
Total Revenue	(46,500.00)	(18,000.00)	28,500.00
Total Expenditures	45,455.66	18,000.00	(27,455.66)
<b>TOTAL EMERGENCY SERVICES</b>	<b>(1,044.34)</b>	<b>-</b>	<b>1,044.34</b>
<b>PUBLIC WORKS</b>			
<b>Transportation</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)	(104,180.00)
C-333-0490-0952 Contribution from Reserve Funds		(67,000.00)	(67,000.00)
C-334-0490-0952 Contribution from Reserve Funds		(255,000.00)	(255,000.00)
C-345-0490-0952 Contribution from Reserve Funds		(5,000.00)	(5,000.00)
C-313-0490-0952 Contributions from Reserve Funds (Water & Sewer)		(412,873.00)	(412,873.00)
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-320-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(169,470.00)	(169,470.00)
C-310-9105-1471 Small Equipment Purchases		5,000.00	5,000.00
C-313-9110-1523 Upgrades to Pumping Station	1,234.68		(1,234.68)
C-313-9212-1523 5th Street Surface Treatment Portage to Wright	94,011.00	42,000.00	(52,011.00)
C-313-9246-1523 8th St Surface Treatment Portage to Christie	24,058.49	65,000.00	40,941.51
C-313-9259-1523 Williams Ave Sod Work		10,291.00	10,291.00
C-313-9268-1523 Frog Creek Road Surface Treatment	280,331.01	295,113.00	14,781.99
C-313-9283-1523 Oakwood Road Surface Treatment	69,578.84	44,877.00	(24,701.84)
C-313-9285-1523 Third St E from Crowe to Frenette	258,201.67	684,743.00	426,541.33
C-313-9287-1523 Storm Sewer Upgrades	3,968.04	81,742.00	77,773.96
C-320-9285-1523 Sidewalks Third St E - Crowe to Frenette		169,470.00	169,470.00

### Capital Fund Budget vs Actual as at September 30, 2014

		Actual to Date	2014 Budget	Variance
C-333-9133-1471	2-Half ton Trucks (Crew Cab/1/2 ton truck)	64,834.40	67,000.00	2,165.60
C-334-9244-1471	Snow Plow Truck	271.25	255,000.00	254,728.75
C-345-9135-1471	Pole Replacement	14,477.35	5,000.00	(9,477.35)
C-360-9261-1523	Asset Management Plan Contracted Works	12,979.51		(12,979.51)
	<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-580-0490-0954	Lawn Tractor Trade-In		(2,500.00)	(2,500.00)
C-586-0430-0632	Lions Millennium Park- Donations	(2,100.00)		2,100.00
C-580-9105-1471	Small Equipment Replacement	2,648.71	5,000.00	2,351.29
C-580-9133-1471	Half-ton Truck Replacement	25,170.02	40,000.00	14,829.98
C-580-9174-1471	Replace Riding Tractors	9,666.20	12,500.00	2,833.80
C-585-9108-1471	Waterfront Dock Repairs		5,000.00	5,000.00
C-586-9232-1523	Lions Millennium Park Contracted Works	662.46		(662.46)
	Total Revenue	(2,100.00)	(2,267,183.00)	(2,265,083.00)
	Total Expenditures	862,093.63	2,267,183.00	1,418,068.88
	<b>TOTAL PUBLIC WORKS</b>	<b>859,993.63</b>	<b>-</b>	<b>(847,014.12)</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)	(1,500.03)	(2,000.00)	(499.97)
C-641-0490-0952	Contribution from Reserve Funds			-
C-641-9105-1471	Training TV/DVD & Smart Board)	324.11	3,400.00	3,075.89
C-641-9106-0000	Vent Hood/Air Handling System for Hood		17,000.00	17,000.00
C-641-9108-0000	Windows Replaced/Preschool Room Renovations		6,400.00	6,400.00
C-641-9132-1471	Meeting Room Furniture/Resource Teacher's Desk	2,191.92	4,300.00	2,108.08
	Total Revenue	(1,500.03)	(31,100.00)	(29,599.97)
	Total Expenditures	2,516.03	31,100.00	28,583.97
	<b>TOTAL FFCC</b>	<b>1,016.00</b>	<b>-</b>	<b>(1,016.00)</b>
	<b>SISTER KENNEDY CENTRE</b>			
C-622-0490-0448	Provincial Grant	(12,230.63)		12,230.63
C-622-0490-0952	Contribution from Reserve Funds			-
C-622-9105-0000	Small Capital Purchases	4,312.00		(4,312.00)
C-622-9108-1523	Centre Upgrades (Roof Replacement).			-
C-622-9133-0000	Enabling Accessibility Van			-
	Total Revenue	(12,230.63)	-	12,230.63
	Total Expenditures	4,312.00	-	(4,312.00)
	<b>TOTAL SKC</b>	<b>(7,918.63)</b>	<b>-</b>	<b>7,918.63</b>

### Capital Fund Budget vs Actual as at September 30, 2014

	Actual to Date	2014 Budget	Variance
<b><u>MSC/Recreation</u></b>			
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	(15,225.92)	(15,226.00)	(0.08)
C-732-0490-0954 Contribution from General Revenue Fund		(1,524.00)	(1,524.00)
C-740-0490-0448 Sunny Cove One Time Funding	(9,000.00)	-	9,000.00
C-740-0490-0952 Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-713-9107-0000 Townshend Theatre Sound board/Lighting/Curtains	4,691.00	11,600.00	6,909.00
C-722-9131-0000 East End Hall Accessibility Renovations	29,106.72	57,150.00	28,043.28
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-740-9105-000 Sunny Cove Small Capital Equipment	800.00	-	(800.00)
C-740-9108-1523 Sunny Cove Russell Hall & Washroom Upgrades		8,000.00	8,000.00
Total Revenue	(67,082.92)	(117,000.00)	(49,917.08)
Total Expenditures	36,752.72	117,000.00	80,247.28
<b>TOTAL MSC</b>	<b>(30,330.20)</b>	<b>-</b>	<b>30,330.20</b>
<b><u>LIBRARY</u></b>			
C-781-0490-0400 Federal Grant (CAPP)			-
C-781-0490-0412 Provincial Grant			-
C-781-0490-0952 Contribution from Reserve Funds			-
C-781-9132-0000 Office Furniture	2,771.94		(2,771.94)
C-781-9109-0000 Computer Equipment			-
C-781-9210-1471 Materials	24,534.05		(24,534.05)
Total Revenue	-	-	-
Total Expenditures	27,305.99	-	(27,305.99)
<b>TOTAL LIBRARY</b>	<b>27,305.99</b>	<b>-</b>	<b>(27,305.99)</b>
<b><u>MUSEUM</u></b>			
C-791-0490-0400 Federal Grant		(50,000.00)	(50,000.00)
C-791-0490-0412 Provincial Grant			-
C-791-0490-0632 Donations	(9,580.00)	(4,855.00)	4,725.00
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	(9,580.00)	(54,855.00)	(45,275.00)
Total Expenditures	3,824.30	54,855.00	51,030.70
<b>TOTAL MUSEUM</b>	<b>(5,755.70)</b>	<b>-</b>	<b>5,755.70</b>
<b><u>PLANNING &amp; DEVELOPMENT</u></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-122-0490-0952 Contribution from Reserve Fund		(130,810.00)	(130,810.00)
C-122-0490-0954 Contribution from Revenue Fund In-Kind		(180,000.00)	(180,000.00)
C-122-9282-1523 Huffman Development - Cont Works	10,878.34	130,810.00	119,931.66
C-122-9286-1523 Rainy Lake Hotel Demolition/Market Square		1,995,000.00	1,995,000.00
Total Revenue	-	(2,125,810.00)	(2,125,810.00)

### Capital Fund Budget vs Actual as at September 30, 2014

	Actual to Date	2014 Budget	Variance
Total Expenditures	10,878.34	2,125,810.00	2,114,931.66
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>	<b>10,878.34</b>	<b>-</b>	<b>(10,878.34)</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	1,158.03	12,000.00	10,841.97
C-410-9138-1523 Sanitary Manholes	7,641.89	156,658.00	149,016.11
C-410-9144-1523 Upgrades to Storm Sewer	617.36		(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	312,566.55	381,373.00	68,806.45
Total Revenue	-	(587,531.00)	(587,531.00)
Total Expenditures	321,983.83	587,531.00	265,547.17
<b>TOTAL SANITARY SEWER</b>	<b>321,983.83</b>	<b>-</b>	<b>(321,983.83)</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 ERIP 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	39,667.94	120,000.00	80,332.06
Total Revenue	-	(168,258.00)	(168,258.00)
Total Expenditures	39,667.94	168,258.00	128,590.06
<b>TOTAL STP</b>	<b>39,667.94</b>	<b>-</b>	<b>(39,667.94)</b>
<b>WATERWORKS ADMINISTRATION</b>			
C-961-0330-0589 Expense Recovery	(3,632.14)		3,632.14
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	3,901.06	12,000.00	8,098.94
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	8,805.19	181,391.00	172,585.81
C-961-9285-1523 3rd Street E - Crowe to Frenette	192,661.73	297,182.00	104,520.27
Total Revenue	(3,632.14)	(528,073.00)	(524,440.86)
Total Expenditures	205,367.98	528,073.00	322,705.02
<b>TOTAL WATERWORKS ADMIN</b>	<b>201,735.84</b>	<b>-</b>	<b>(201,735.84)</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	14,716.90	60,000.00	45,283.10
C-965-9260-1471 Backup Generator	19,537.94	300,000.00	280,462.06
Total Revenue	-	(360,000.00)	(360,000.00)
Total Expenditures	34,254.84	360,000.00	325,745.16
<b>TOTAL WTP</b>	<b>34,254.84</b>	<b>-</b>	<b>(34,254.84)</b>
<b>TOTAL REVENUE</b>	<b>(153,034.29)</b>	<b>(6,383,330.00)</b>	<b>(6,230,295.71)</b>
<b>TOTAL EXPENDITURES</b>	<b>1,675,721.51</b>	<b>6,383,330.00</b>	<b>4,720,588.00</b>
<b>TOTAL CAPITAL</b>	<b>1,522,687.22</b>	<b>-</b>	<b>(1,509,707.71)</b>



**Water and Sewer Fund (Operating)**  
**Actuals to September 30, 2014**

<b>WATER</b>	<b>Actuals to Date</b>	<b>2014 Budget</b>	<b>Variance</b>
961 Waterworks Administration	-1,037,096.70	-638,113.00	398,983.70
965 Water Treatment Plant	356,663.10	523,194.00	166,530.90
966 Water Storage Facility	113,577.40	114,919.00	1,341.60
	-566,856.20	0.00	566,856.20
L80 Surplus from Previous Year Before TCA	0.00	0.00	0.00
	<b>-566,856.20</b>	<b>0.00</b>	<b>566,856.20</b>

<b>SEWER</b>	<b>Actual to Date</b>	<b>2014 Budget</b>	<b>Variance</b>
410 Sanitary Sewer Administration	-611,093.08	-690,657.00	-79,563.92
413 Sewage Treatment Plant	491,106.25	690,657.00	199,550.75
	-119,986.83	0.00	119,986.83
L80 Surplus from Previous Year Before TCA	0.00	0.00	0.00
	<b>-119,986.83</b>	<b>0.00</b>	<b>119,986.83</b>



## BRIEFING NOTE

**TO:** Mayor Avis and Council

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

**DATE:** October 22, 2014

**RE:** Website Re-development Update

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### Preamble

In June 2014, the RRFDC informed Town administration that it was successful with an application to redevelop with Town of Fort Frances website to keep our web presence aligned with the newly established brand, Boundless. In July there was a seven (7) member ad-hoc website development committee assembled and tasked with the selection of a website development firm. The committee collectively produced a tender document seeking proposals from qualified firms through an RFP (request for proposal) process. There were thirteen (13) organizations who showed interest in the tender, eight (8) of which submitted proposals according to the tender criteria. The committee did a comprehensive evaluation of the proposals received based upon the pre-established criterion. There was opportunity for each submission to achieve points in twenty-five (25) sections of desired requirements. Please find evaluation forms and criteria attached.

The committee was comfortable with the submissions through the RFP process and was confident that a few of the firms could lead us to a stylish and professional new website for the Town. Many of the submitted proposals had strong features but none of them had all of the ideal characteristics that the committee was seeking. The committee decided to approach two (2) of the firms to see if a partnership could be established to have all of the benefits of both organizations. The committee approached the Fort Frances Times and Metric Marketing (Winnipeg, MB) in September to undertake the website re-development with the Times working as the lead. The companies agreed to work collectively on the project to achieve our new website goal on an aggressive timeline (attached) with all of the associated costs being covered by the RRFDC grant.

### Recommendation

None. This brief is for informational purposes.

Respectfully Submitted,

Jason Kabel

## Town of Fort Frances Website RFP Evaluation Grid

Organization Name: \_\_\_\_\_

	Criteria	Max Points	TOTAL
<b>1</b>	<b>Experience in Web Development Projects</b>	<b>25</b>	
1.1	3 points - Foundation (Accessibility, Responsiveness)	3	
1.2	7 points - Structure (Design, Branding, Organization of Info, SEO)	7	
1.3	5 points - Video (Design, Content, Quality)	5	
1.4	2 points - Framework (Scale, Scope)	2	
1.5	8 points - Technologies (Hosting, CMS, Customer Relationship Management, Payment Processing)	8	
	sub total		0
<b>2</b>	<b>Experience Working on Economic Development Projects</b>	<b>5</b>	
2.1	3 points for experience in economic development (1 for each project)	3	
2.2	2 points for experience in having done a community profile	2	
	sub total		0
<b>3</b>	<b>Previous Experience Working With Municipal Governments</b>	<b>10</b>	
3.1	3 points for 3 projects with municipal government (1 for each project)	3	
3.2	2 points if one of those governments were rural and remote (a firm that has done this type of work with a city is a different type of experience)	2	
3.3	2 points for having worked with an Ontario municipality, which could include a first nation	2	
3.4	3 points for demonstrated understanding of Fort Frances in context of our needs	3	
	sub total		0
<b>4</b>	<b>Proposed Process</b>	<b>25</b>	
4.1	2 points - Strategy (Overall Impression of process)	2	
4.2	2 points - Content (Community Profiles, Videos)	2	
4.3	3 points - Service (Hosting, Support & Maintenance)	3	
4.4	7 points - Framework (Authentication, Access Control, CMS, Customer Relations, Backup Procedures)	7	
4.5	6 points - Business Processes (Analytics, Booking Processing, HR Portal, Mapping (GIS), Media Repository, Transactions & Payment)	6	
4.6	5 points - Timelines - Proposed Process (Discovery, Design & Development, Training, Deployment & Launch, Support)	5	
	sub total		0
<b>5</b>	<b>Value for Price - Completeness of Submission, Acceptable Presentation of Requirments</b>	<b>20</b>	
5.1	2 - Proof of video production proficiency or acceptable sub-contractor	2	
5.2	2 - CV's & Project Manager	2	
5.3	2 - Daily/hourly rates by task (with travel expenses if applicable)	2	
5.3	2 - Overall strategy to facilitate project	2	
5.4	2 - Evidence of Insurances	2	
5.5	2 - Schedule of payments including hosting fees, support and maintenance costs and any on-going training costs.	2	
5.6	2 - Proposed Framework	2	
5.7	2 - Value Added Extras	2	
5.8	4 - Overall proposal impression	4	
	sub total		0
	<b>Total (before Reference Check)</b>	<b>85</b>	<b>0</b>
<b>6</b>	<b>References From Clients</b>	<b>15</b>	
6.1	Satisfaction levels from previous clients, management of time and resources and communication.	15	
	sub total		0
	<b>Total (All Criteria)</b>	<b>100</b>	<b>0</b>



## TOWN OF FORT FRANCES

TENDER NO. <u>14-CS-09</u>			CLOSING DATE: <u>August 28, 2014 @ 4pm</u>		
TENDER DESCRIPTION: <u>Website Redesign</u>			ADDENDUM NO: _____		
SET NO.	NAME, ADDRESS & POSTAL CODE	CONTACT PERSON	PHONE, FAX & CELL NUMBERS	DATE & TIME SENT/PICKED UP	DATE RFP RECEIVED
1			PH: 274-5373		
hard copy	Fort Frances Times	Jim Cumming	FAX: (807)-274-7286	Aug. 7	Aug. 28
	Fort Frances, ON		CELL:		
2			PH: 785-323-1562		
emailed	Civic Plus	Jill Versch	FAX: 785-587-8951	Aug. 11	Aug. 28
	Manhattan, KS		CELL:		
3			PH: 1-250-851-9401 (Ext. 168)		
emailed	iCompass	Stephen Orteza	FAX:	Aug. 11	
			CELL: 1-250-682-0276		
4			PH: +44 (0)1282 686 728		
emailed	Tone Agency	Stephen Nicholson	FAX:	Aug. 11	
			CELL: +44 (0)7852 207 335		
5			PH:		
emailed	Storyboard Solutions	Matt	FAX:	Aug. 13	Aug. 26
	Sarnia, ON		CELL:		
6			PH: 204 818 9827		
emailed	MetricMarketing	Kevin MacNeil	FAX:	Aug. 13	Aug. 28
	Winnipeg, MB	Varinder Brar	CELL:		
7			PH: (807) 548-2995		
emailed	Inteleck	Mike Newton/Aaron	FAX:	Aug. 20	Aug. 28
	Kenora, ON		CELL: (807) 407-4332		
8			PH:		
emailed	Soft Elegance	Anna Poloka	FAX:	Aug. 20	Aug. 28
	Houston, TX		CELL:		
9			PH:		
emailed	Twist Marketing	Catherine Proulx	FAX:	Aug. 25	
			CELL:		
10			PH:		
emailed	RapidSoft Technologies	Raj	FAX:	Aug. 25	
			CELL:		
11			PH:		
emailed	DDI Development	Daria Bastanzhieva	FAX:	Aug. 25	
			CELL:		
12			PH:		
emailed	V-Soft Consulting Group, Inc.	Charles Bigelow	FAX:	Aug. 25	Aug. 28
	Louisville, KY		CELL:		
13			PH:		
no contact	Civic Live	Alex Metcalfe	FAX:		Aug. 27
	Toronto, ON		CELL:		
			PH:		
			FAX:		
			CELL:		



MEAN AVERAGE SCORES - 7 EVALUATORS  
4 FINALISTS

ID	Points		MEANS	Metric Marketing	Intellect	Fort Frances Times	Storyboard Solutions
<b>1</b>	<b>25</b>	<b>Experience in Web Development Projects</b>		<b>19.83</b>	<b>16.17</b>	<b>12.92</b>	<b>18.08</b>
1.1	3	Foundation (Accessibility, Responsiveness)		2.83	2.33	2.00	2.83
1.2	7	Structure (Design, Branding, Organization of Info, SEO)		5.58	3.83	3.67	4.50
1.3	5	Video (Design, Content, Quality)		4.17	3.17	1.50	4.17
1.4	2	Framework (Scale, Scope)		1.92	1.75	1.50	1.83
1.5	8	Technologies (Hosting, CMS, Customer Relationship Management, Payment Processing)		5.33	5.08	4.25	4.75
<b>2</b>	<b>5</b>	<b>Experience Working on Economic Development Projects</b>		<b>2.50</b>	<b>2.50</b>	<b>3.67</b>	<b>2.83</b>
2.1	3	Experience in economic development (1 for each project)		1.83	1.17	1.83	1.83
2.2	2	Experience in having done a community profile		0.67	1.33	1.83	1.00
<b>3</b>	<b>10</b>	<b>Previous Experience Working With Municipal Governments</b>		<b>3.83</b>	<b>7.67</b>	<b>9.25</b>	<b>3.75</b>
3.1	3	Projects with a municipal government (1 each)		1.50	1.67	2.83	1.00
3.2	2	Projects with rural and remote governments		0.50	1.83	2.00	0.33
3.3	2	Projects with an Ontario municipality, which could include a first nation		0.50	2.00	2.00	1.17
3.4	3	For demonstrated understanding of Fort Frances in context of our needs		1.33	2.17	2.42	1.25
<b>4</b>	<b>25</b>	<b>Proposed Process</b>		<b>16.80</b>	<b>17.03</b>	<b>17.47</b>	<b>18.73</b>
4.1	2	Strategy (Overall Impression of process)		1.50	1.17	1.00	1.50
4.2	2	Content (Community Profiles, Videos)		1.50	1.50	1.67	1.50
4.3	3	Service (Hosting, Support & Maintenance)		1.83	2.50	2.67	2.00
4.4	7	Framework (Authentication, Access Control, CMS, Customer Relations, Backup Procedures)		4.00	4.40	4.50	5.40
4.5	6	Business Processes (Analytics, Booking Processing, HR Portal, Mapping (GIS), Media Repository, Transactions & Payment)		3.80	3.80	3.80	4.00
4.6	5	Timelines - Proposed Process (Discovery, Design & Development, Training, Deployment & Launch, Support)		4.17	3.67	3.83	4.33
<b>5</b>	<b>20</b>	<b>Value for Price - Completeness of Submission, Acceptable Presentation of Requirments</b>		<b>14.17</b>	<b>15.00</b>	<b>14.67</b>	<b>14.42</b>
5.1	2	Proof of video production proficiency or acceptable sub-contractor		2.00	1.50	1.50	1.83
5.2	2	CV's & Project Manager		1.83	1.83	1.83	1.83
5.3	2	Daily/hourly rates by task (with travel expenses if applicable)		1.33	2.00	1.92	1.75
5.3	2	Overall strategy to facilitate project		1.67	1.67	1.08	1.75
5.4	1	Evidence of Insurances		0.17	0.17	1.00	0.17
5.5	2	Schedule of payments including hosting fees, support and maintenance costs and any on-going training costs		1.67	1.67	1.83	1.67
5.6	2	Proposed Framework		1.33	1.42	1.25	1.25
5.7	2	Value Added Extras		1.00	1.25	1.42	1.00
5.8	5	Overall proposal impression		3.17	3.50	2.83	3.17
<b>85</b>	<b>Subtotal</b>			<b>57.13</b>	<b>58.37</b>	<b>57.97</b>	<b>57.82</b>
<b>6</b>	<b>15</b>	<b>References From Clients</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
6.1	15	Satisfaction levels from previous clients, management of time and resources and communication		0.00	0.00	0.00	0.00
<b>100</b>	<b>Total</b>			<b>57.13</b>	<b>58.37</b>	<b>57.97</b>	<b>57.82</b>
	<b>Rank</b>			<b>4</b>	<b>1</b>	<b>2</b>	<b>3</b>

# REQUEST FOR PROPOSALS

## Website Redesign

August 9, 2014

Issued by: RRFDC, for the Town of Fort Frances

## INTRODUCTION AND PROJECT BACKGROUND

The Rainy River Future Development Corporation (RRFDC), on behalf of the Town of Fort Frances, is seeking a Web Design Firm to redesign and redevelop a website for the Town of Fort Frances that includes:

- A consistent expression of the Town of Fort Frances' newly developed brand across all departments.
- An easy-to-use, access-controlled content management system with comprehensively defined and managed content types, ensuring a consistent style, while allowing authorized Town staff to easily add and edit specific types of content.
- Mobile-friendly design, and compatibility with all major browsers and mobile devices.
- Compliance with the accessibility standards in the Accessibility for Ontarians with Disabilities Act (AODA).
- Provision of interactive features alongside multi-media components that make the website an interesting and engaging source for news and information regarding the community.
- A significant improvement in the Town of Fort Frances' ability to provide online information and self-help to potential new business start-ups, new residents, existing residents or other key stakeholders.
- Good information design principles (e.g. way finding) using clear language to make content easy to navigate, read and understand.
- Provision of easy access to information regarding community facilities.
- Provision of easy links to neighbouring municipalities.
- Allowance for online completion of transactions and certain business processes.
- Assistance with the integration of, and the upgrade from Class booking software to ActiveNet Software (or a suitable alternative) for Memorial Sports Centre operations that will facilitate online processing.
- Provision of user-friendly mapping features for all property available in Fort Frances that will ideally tie in with the community's GIS system.
- Allowance for the possibility of a large media repository with payment barrier.
- Robust site backup procedures to mitigate possible data loss.
- Incorporation of web analytics tools that allow Town staff to easily generate detailed site usage statistics.
- Provision of HR portal to interested applicants and the public. To include a user friendly standard application form, health and safety resources, policy manuals, collective agreements and employment resources.
- A completed community profile to be used for economic development purposes that closely matches the community's brand.
- The creation of 3 short videos (approx. 3 minutes in length each) that showcases the community to different audiences.

The Town of Fort Frances has recently completed a comprehensive study that resulted in a new brand. Information on the Town's new brand is available at [www.fort-frances.com](http://www.fort-frances.com). A complete brand standards package is available to accompany this package. The new website will be advertised to be located at [fortfrances.ca](http://fortfrances.ca) (currently owned by the Town).

*Proposals will include the following:*

1. At least three references from current or previous clients.
2. Proof of experience developing websites of this scale.
3. Proof of experience creating video content (in-house or contracting with another firm for such purpose).
4. The CV's of all Principals of the firm and prospective project manager assigned for the development process.
5. A list and the CV's of all subcontractors expected to participate in the project.
6. The daily per diem rates charged per task broken down into hourly rates.
7. An outline of any proposed travel cost should be included as part of the proposed total fee to be charged.
8. The strategy of the firm's plan to facilitate the project's completion.
9. Evidence of all required insurances and coverage if applicable.
10. A schedule of all charges that will begin at the completion of the development phase of the website. This schedule should include hosting fees, support and maintenance costs and any on-going training costs.
11. A proposed framework for the Town of Fort Frances website.
12. Additional items are welcome with submitted proposals.

All submissions must be dated, have numbered pages, and be no more than 25 pages in length.



## GENERAL TERMS AND CONDITIONS

### 1. BID SUBMISSION AND FORMAT

1.1. The RRFDC shall receive Proposals for supplying any or all of the goods or services specified in the Proposal documents, in accordance with the instructions herein.

- 1.2. All proposals must be emailed to [jkabel@fortfrances.com](mailto:jkabel@fortfrances.com) no later than 4:00 p.m. CST on or before the 28 of August. Five (5) copies of the proposal must be delivered by mail or other means in hard copy no later than September 3, 2014. Proposals must be submitted with the following on the envelope:

**ATT: J KABEL RRFDC/Town of Fort Frances Website**

The address to which proposals must be delivered to is:

ATT: Jason Kabel

RRFDC/Town of Fort Frances:

320 Portage Avenue

Fort Frances, Ontario

P9A 3P9

1.3 No public opening is scheduled.

1.4 The RRFDC and the Town of Fort Frances shall not be responsible for any liabilities, costs, expenses, loss or damages incurred, sustained or suffered by a Bidder prior to or subsequent to or by reason of the acceptance of or the non-acceptance by the board of any bid or by reason of any delay in the acceptance of a bid.

1.5 Proposals received after the closing date and time specified herein will NOT be considered. Proposals delivered to an address other than as specified herein will NOT be considered.

1.6 The Bidder acknowledges and agrees that upon submission of this or any Proposal to the RRFDC, such a Proposal, in whole or in part, including, though not as to restrict the generality of the foregoing, all prices, quantities, items or services and qualities therein, shall be open for and shall be subject to acceptance by the RRFDC for a period of not less than sixty (60) days immediately following the closing date for submission of the Proposal. Any such offer is irrevocable during that period.

1.7 The RRFDC for the Town of Fort Frances reserves the right not to proceed with the contract, to accept any one, or more, or all proposals, and to eliminate any or all items from the proposal. The RRFDC on behalf of the Town of Fort Frances shall, at its sole discretion, be the only determiner of the acceptability and suitability of all or any one or more items or services proposed for the purpose for which such items or services are required. The RRFDC's interpretation of all RFP clauses shall prevail.

1.8 The proposal must be signed by the Bidder. The Bidder undertakes, acknowledges, confirms, and agrees that by signing and submitting a bid to the RRFDC that bid then constitutes an offer to enter into a contract to perform the work stipulated in the Proposal documents. If accepted by the RRFDC, the bid binds the Bidder to the terms and conditions herein.

## **2. QUESTIONS and OMISSIONS**

2.1. A Bidder discovering discrepancies or omissions in the specifications and/or timelines provided by the RRFDC/Town of Fort Frances or having doubt as to the meaning or intent of any part thereof shall notify the coordinator in writing.

2.2. All questions must be directed to the designated representative of the Town of Fort Frances, Jason Kabel, preferably by email at [jkabel@fort-frances.com](mailto:jkabel@fort-frances.com) or 807-274-4561 ext.11. All questions must be received at least seven (7) days prior to the Request for Proposal closing date. Any questions received later than seven (7) days before the closing may not be answered.

2.3. It is hereby understood and acknowledged that the RRFDC/Town of Fort Frances shall not be held liable or responsible for verbal instructions or explanations.

## **3. Schedule of Events (Subject to Change)**

<b>Date</b>	<b>Item</b>
August 6 2014	Issue RFP
August 28 2014	RFP Closes- electronic proposals
September 3 2014	Paper copy of proposals must arrive
September 8 2014	Interviews with finalists – if required
September 12 2014	Initial Meeting with vendor
September 2014	Video footage is taken
October 2014	Framework and Graphic Approvals
October- November 2014	Content Creation
December 2014	Content Completion and Approvals
December 2014	Training
December 2014	Final Edits and Project Completion

**Please note that video footage must be taken no later than September 30, 2014**

### 3. AWARD

3.1 The RRFDC and Town of Fort Frances jointly intends to award the contract based on how well the proposal meets the goals and objectives of the project and where a bid is most acceptable in light of criteria such as credibility, capacity of the Bidder to render timely services, available resources and personnel, previous experience in like projects, quality of services and cost. They reserve the right to award in its best interest and are not bound to accept the lowest or any proposal.

3.2 Notwithstanding anything else contained herein, the RRFDC or Town of Fort Frances may at any time, in its sole discretion:

- a) cancel this process, in whole or in part, at any time and for any reason whatsoever, without prior notice;
- b) elect not to proceed with all or any part of the Process;
- c) adopt varying timetables for the completion of the Process;
- d) amend the Process or any related document in any way;
- e) initiate a new request for proposal process;
- f) decline to evaluate a tender which does not contain sufficient information to allow a reasonable evaluation;
- g) select or consider any of the tenders;
- h) request additional tenders through an amended, extended or additional process and/or to reconsider the evaluation of any and all of the tenders to the original process;
- i) waive any irregularity, non-conformance or non-compliance in or of any bids which if waived will not give any Proponent a material, unfair advantage.

### 4. CONFLICT OF INTEREST and INFLUENCE

4.1. Each Proponent must complete Appendix B Declaration of Conflict of Interest. Proponents shall declare in its bid any situation that may be a conflict of interest or a potential or perceived conflict of interest of the Proponent, including but not limited to its obligations to the RRFDC and Town of Fort Frances, the contract, the contract price or any customer.

4.2 The RRFDC and Town of Fort Frances prohibits its representatives from using their official position for personal financial gain, or from accepting any personal advantage from anyone under circumstances which might reasonably be interpreted as an attempt to influence the recipient in the conduct of their duties, extend any gratuity or special favor to the Proponent, or to influence the outcome of any Proposal. The RFP reserves the right to disqualify the bid of any Proponent who engages in any acts or practices which are either directly or indirectly, or may reasonably be perceived, either directly or indirectly, to be made for the purposes of influencing the outcome of this RFP process, the proposal, or the contract, including in their favor.

## **5. RIGHT TO CONTRACT FOR IDENTICAL OR SIMILAR GOODS**

5.1. By entering into a contract, the RRFDC/Town of Fort Frances shall not limit its right to contract for identical or similar goods from other sources should the Bidder be unable to furnish the required item or service within the required time frame where specified herein.

5.2. The award of this RFP does not provide the successful Proponent with exclusivity rights for the supply and delivery of the goods and/or services identified herein.

## **6. COPYRIGHT**

6.1. The Contractor shall, at its expense, defend all claims, actions or proceedings against the RRFDC/Town of Fort Frances charging that the goods and services or any part thereof provided by the Supplier to the RRFDC/Town of Fort Frances infringe any patent, industrial design, copyright trademark, trade secret or any other proprietary right enforceable in Canada. The Supplier shall indemnify and save harmless the RRFDC/Town of Fort Frances from and against any and all claims, demands, damages, losses, lawsuits, other proceedings, causes of action, liabilities, civil or criminal penalties and charges, costs and expenses (including, without limitation, reasonable legal fees) arising out of or attributable to the RRFDC/Town of Fort Frances not being the sole owner of the plans, drawings, specifications, designs, calculations, estimates, computer records, construction records and other documents prepared by or for the Supplier, or arising out of or attributable to any of the aforesaid not being original works or infringing the copyright or any other right of any other Party.

## **7. DUE DILIGENCE**

7.1 The RRFDC or Town of Fort Frances reserve the right to validate by any means possible the validity of any claim or statement made by a Proponent in their submission.

7.2 Proponents making false statements or inaccurate claims in their submission will automatically be disqualified.

## **8. GOVERNMENT REGULATION**

8.1. The Bidder shall comply with all Municipal, Provincial and Federal by-Laws and Regulations pertaining to the work performed and to the products supplied and shall protect the RRFDC and Town of Fort Frances against any and all claims due to lack of compliance with such ordinances.



## **9. INSURANCE**

9.1. If appropriate, the RRFDC may request the Contractor to submit a satisfactory Certificate of Clearance from the Ontario WSIB.

9.2. At the time of entering into the contract, the successful Bidder shall maintain at his own expense, a policy of General Liability Insurance issued by an insurance company incorporated or licensed to conduct insurance business in the Province of Ontario during the entire contract period. The General Liability Insurance shall have limits of no less than two million dollars (\$2,000,000) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof. All Bidders will provide evidence of this with their bid submissions.

9.3 The successful Proponent agrees to indemnify and save harmless the RRFDC and Town of Fort Frances from all actions, suits, claims and demands, and costs arising by reason of injury or death to any person or property resulting from the provision of the goods and services under this contract(s).

## **10. HEALTH AND SAFETY**

10.1. The Proponent shall conform to the regulations contained in the "Occupational Health and Safety Act" Revised Statutes of Ontario 1980, Chapter 321 as amended and relevant regulations as amended and assume full responsibility for contravention of same.

## **11. ASSIGNMENT**

11.1. Any submission to this request or the right to receive payment hereunder may not be assigned or transferred without the prior express written consent of the RRFDC.

11.2. Sub-contracting of the services outlined in the specifications will not be permitted without the prior written consent of the RRFDC/Town of Fort Frances. Any work undertaken by sub-contractors shall in no way relieve the vendor of their responsibilities to the RRFDC under the terms and conditions of this contract.

## **12. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

12.1. The bid and any other accompanying documentation submitted by the Bidder prior to the closing date specified in this document shall become the property of the RRFDC and shall not be returned. The bid shall be subject to Freedom of Information and Protection of Privacy Act, R.S.O. 1990, F-31. The Bidder must identify any information contained in the bid that is submitted in confidence.

**13. INVOICING AND PAYMENT**

13.1. The Bidder acknowledges and agrees that after the delivery of the goods and/or services and in accordance with the terms and conditions herein and of the written purchase orders, payment of such shall be made by the RRFDC within thirty (30) days after receipt of invoices.

13.2. Invoices can be delivered to:

Cynde Millete

Corporate Services Manager

601 Mowat Avenue

Fort Frances, ON P9A 1Z2

13.3. All invoices must clearly state the purchase order number. Invoices shall contain the Vendor's HST registration number, and the HST amount as a separate item. Incomplete invoices will not be paid.

**14. DEFAULT NOTICE & CANCELLATION**

14.1. The RRFDC for the Town of Fort Frances reserves the right to cancel the contract without notice if a successful Bidder is in breach of its contract, or if inferior quality of services are provided, or in the event of non-fulfillment of service. Should this occur, no payment will be made for such. The RRFDC will issue written notice of the cancellation giving thirty days (30) written notice for just cause without cost or penalty to the RRFDC and without liquidation damages.

14.2. If the Contractor should be deemed bankrupt, or makes a general assignment for the benefit of creditors because of the Contractor's insolvency, or if a receiver is appointed because of the Contractor's insolvency, the RRFDC may, without prejudice to any other right or remedy by giving the Contractor or receiver or trustee in bankruptcy notice in writing, terminate the contract.

**APPENDIX A –BID SUBMISSION FORM**

RFP: Town of Fort Frances Website

Submitted by:

LEGAL NAME:

ADDRESS:

CITY:

PROVINCE:

POSTAL CODE:

TELEPHONE:

FAX:

E-MAIL ADDRESS:

The Bidder has carefully examined the RFP documents and has a clear and comprehensive knowledge of the services required under the RFP. By submitting the bid, the Bidder agrees and consents to the terms, conditions and provisions of the RFP, and offers to provide the services in accordance therewith and the person signing below is authorized to bind the Bidder.

Declarations:

We hereby declare that:

- a) No person, firm, corporation other than the undersigned has any interest in this bid.
- b) This bid is open to acceptance for a period of 60 days.
- c) Declare and certify that I/we have the authority to bind the Bidder to the specific terms and conditions of the RFP and offered in my/our bid.
- d) Acknowledge and agree that should it be determined that any statements provided in my/our bid are false or in error, the RRFDC may reject my/our bid as non-compliant.

NAME OF ORGANIZATION \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## APPENDIX B – RRFDC CONFLICT OF INTEREST and INFLUENCE

Each Bidder shall declare in its bid any situation that may be a conflict of interest or a potential or perceived conflict of interest of the Proponent, including but not limited to its obligations to the Board, the Contract, the contract price or any customer.

1. All communications, including requests for information, between Bidders and the RRFDC/Town of Fort Frances must be between **only** the representatives of the RRFDC/Town of Fort Frances and each Bidder, named below, who have been authorized and designated for that particular purpose.

ATT: Jason Kabel

RRFDC/Town of Fort Frances:

320 Portage Avenue

Fort Frances, Ontario

P9A 3P9

2. Apart from the communications between and among the designated representatives, there must be no communication between the RRFDC or Town of Fort Frances and any representative of the Bidder, and no giving of information with respect to the RFP and the contract.

3. Any attempt on the part of any Bidder, or any of its employees, agents, contractors, sub-contractors or representatives to contact any persons other than the designated representatives with respect to the RFP, or any action or violation of the above requirements, will be grounds for disqualification, and the RRFDC or Town of Fort Frances may, in its discretion, in addition to any other rights or remedies available at law, reject any potential or actual bid submitted by that Bidder. The RRFDC and Town of Fort Frances has a fiduciary responsibility to ensure that such behavior is not permitted and reserves the right to remove from eligibility, the name of any Bidder for failure to comply with the above conditions.

The Bidder declares that this bid is not made in connection with any other Bidder submitting an offer for the same commodity/service and is, in all respects, fair and without collusion or fraud.

**NAME OF ORGANIZATION** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

## Evaluation Grid

## Tenure RFP Grid

Business Name: \_\_\_\_\_

Criteria	Mark	Comments
Experience in web development/multi-media projects	/25	Evaluation will be based on the quality of the web products created as well as the depth of experience each firm has.
Experience working on economic development projects.	/5	Proposals will be evaluated based on the firm's previous experience creating products that forward the development goals of the clients.
Experience working with municipal governments	/10	Firms will be evaluated based on their knowledge and understanding of the unique needs of local governments.
Proposed process	/25	Process will be evaluated based on the proposals ability to meet the varied and broad needs of the municipality, proposed timeliness of development and strategy.
Value for price	/20	Proposals will not be solely scored based on providing the lowest cost. Evaluation will include the activities to be undertaken, expertise of principals and long term investments required to maintain the website.
References from clients	/15	Satisfaction levels from previous clients, management of time and resources and communication.
<b>Total</b>	<b>/100</b>	