

TOWN OF FORT FRANCES

AGENDA - October 13, 2015

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 034) 5:30 PM

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 Pending Disposition of Land - McIrvine Road
 - 4.2 Pending Acquisition of Land - Scott Street
 - 4.3 Litigation or Potential Litigation - Planning Matter
 - 4.4 Identifiable Individual - Staffing Matter
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Verbal Update from Mayor Roy Avis
 - 6.2 Verbal Update from Councillor Albanese
 - 6.3 Verbal Update from Councillor Brunetta
 - 6.4 Verbal Update from Councillor Caul
7. **Consent Agenda:**
 - 7.1 City of Thunder Bay, Tourism Division - Heart of the Continent Financial Request 5

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee that recommends the request for \$1500.00 from the City of Thunder Bay, Tourism Division be received.
 - 7.2 RFP for Municipal Insurance (15-AF-18) 6 - 9

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to award the Request for Proposal for Municipal Insurance (15-AF-18) to Frank Cowan

		Page
	Company as represented by Gillon's Insurance Brokers Ltd.	
7.3	Fort Frances Curling Club Request - approval of this report will authorize staff to proceed with the necessary steps to enact the agreed provisions with the Fort Frances Curling Club as listed in this report.	10
7.4	Review of Alleged Hazardous Driving Conditions (Intersection of Portage/First St.) - approval of this report will ensure that the letter dated April 22, 2015 from Donna McKelvie was reviewed and that at this time no adjustment will be made to the existing on street parking and traffic control devices near/or at the intersection of Portage Avenue and First Street East.	11 - 14
7.5	NOMA Regional Conference Travel Expenses for M. McCaig, CAO - approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the amount of \$100.00 for M. McCaig's attendance at the NOMA Regional Conference held in Thunder Bay from September 23-25, 2015.	15 - 16
7.6	Request from Mrs Tammy Wihnan to have a Bench Installed Along the Waterfront Parkway - approval of this report will ensure that Mrs Wihnan is advised that she would be required to pay for the select bench and plaque as well as any shipping costs, while the Town will supply labour & materials to construct the foundation and install the bench and plaque as outlined in the report.	17 - 21
7.7	Townshend Theatre Technician Fee - approval of this report will agree to the recommendation from the Community Services Executive Committee to adopt the revised technician fees as listed to accommodate events of various lengths that are hosted at the Townshend Theatre.	22
7.8	Fitness Instructor Wage Proposal - approval of this report will agree to the recommendation of the Community Services Executive Committee to increase the compensation for non-staff fitness instructors from \$20.00 / hour to \$22.50 / hour and include a 3-month membership to the facility for the contract session.	23 - 24

8. Administration and Finance Division:

	Page
8.1 NOMA Regional Conference Travel & Per Diem Claim for Mayor Avis	25
- approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the Travel & Per Diem Claim in the amount of \$584.08 for Mayor Avis' attendance at the NOMA Regional Conference held in Thunder Bay from September 23-25, 2015.	
8.2 NOMA Regional Conference Travel & Per Diem Claim for Councillor Ryan	26
- approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the Travel & Per Diem Claim in the amount of \$631.00 for Councillor Ryan's attendance at the NOMA Regional Conference held in Thunder Bay from September 23-25, 2015.	
8.3 NOMA Regional Conference Travel & Per Diem Claim for Councillor Brunetta	27
- approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the Travel & Per Diem Claim in the amount of \$558.50 for Councillor Brunetta's attendance at the NOMA Regional Conference held in Thunder Bay from September 23-25, 2015.	
8.4 NOMA Regional Conference Travel & Per Diem Claim for Councillor Albanese	28
- approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the Travel & Per Diem Claim in the amount of \$664.00 for Councillor Albanese's attendance at the NOMA Regional Conference held in Thunder Bay from September 23-25, 2015.	
8.5 NOMA Regional Conference Travel & Per Diem Claim for Councillor Perry	29
- approval of this report will agree to the Administration & Finance Executive Committee recommendation to approve the Travel & Per Diem Claim in the amount of \$611.00 for Councillor Perry's attendance at the NOMA Regional Conference held in Thunder Bay from September 23-25, 2015.	
8.6 Recommendation from Economic Development Advisory Committee re: North Western Ontario Tourism Association membership	30 - 31
- approval of this recommendation from the Economic Development Advisory Committee will ensure that the Town seeks membership in	

the amount of \$100.00 with the North Western Ontario Tourism Association.

9. Operations and Facilities Division:

9.1 Verbal Update on Capital Projects

10. Information:

10.1	Building Statistics for September 2015	32 - 34
10.2	Operations and Facilities Division - Environmental Area Statistics (June 2015)	35 - 37
10.3	Operations and Facilities Division - Environmental Area Statistics (July 2015)	38 - 41
10.4	Operations and Facilities Division - Environmental Area Statistics (August 2015)	42 - 44
10.5	Operations and Facilities Division - Public Works Statistics (August 2015)	45 - 48
10.6	Operations and Facilities Division - Tonnage at Landfill Site (updated October 1, 2015)	49
10.7	Operations and Facilities Division - Capital Projects (as of October 1, 2015)	50
10.8	Complaint Register for August 2015	

11. Non-agenda items:

12. ADJOURNMENT



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/96**

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 6, 2015

SUBJECT: City of Thunder Bay, Tourism Division – Heart of the Continent Financial Request

BACKGROUND

At the August 10, 2015 Council Meeting, the financial request received from the City of Thunder Bay, Tourism Division was referred to the Administration & Finance Executive Committee for their recommendation.

As indicated in the attached letter, Tourism Thunder Bay applied and has been approved for Tourism Northern Ontario partnership funding to provide marketing for the launch of the online travel planning tool for the Northwest Ontario border region connected along the Highway 11 corridor. The promotion of the new website will target Northwest Ontario's best bet markets of the near border states of Minnesota, Wisconsin, Michigan, Illinois, Iowa and North Dakota along with Canadian markets in Manitoba and southern Ontario.

The City of Thunder Bay Tourism Division will allocate \$5,000.00 of the \$10,000.00 to the project and is asking Fort Frances to consider contributing \$1,500.00 as one of the regional partners.

On September 8/15, the Administration & Finance Executive Committee deferred this matter to a further meeting (October 6/15) to consider comments from RRFDC and to determine the Town's economic development benefit of supporting this request.

Although the Heart of the Continent – National Geographic website and app promotion fits with Tourism Northern Ontario's strategy it does not fit with the Town's recent Boundless branding.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that the City of Thunder Bay, Tourism Division – Heart of the Continent Financial request for a \$1,500.00 contribution as a regional partner be received.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee that the City of Thunder Bay, Tourism Division – Heart of the Continent Financial request for a \$1,500.00 contribution as a regional partner be received.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/105**

To: Mayor Avis and Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: October 7, 2015

SUBJECT: Request for Proposal for Municipal Insurance (15-AF-18)

BACKGROUND

The above noted RFP closed at 2:00 p.m. on Tuesday, September 22, 2015. The following proposals were received and opened at that time:

Gillons' Insurance for Frank Cowan Company (Gillons')	\$196,097.44 (Including Tax)
Ontario Municipal Insurance Exchange (OMEX)	\$235,215.08 (Including Tax)

All proposals were received on time and met the requirements of the RFP bidding instructions. Attached is an RFP Requirement worksheet detailing the coverage requested in the RFP, and coverage proposed by the bidders. Both Frank Cowan Company and OMEX have met or exceeded the requested amounts. I have inquired further regarding the Incidental Garage Operations, and Frank Cowan Company will provide this coverage via O.P.F. #4, which is the same as coverage as OMEX has quoted, at no additional cost.

Gillons' and OMEX and the programs they represent have extensive municipal insurance experience. Gillon's presented a proposal that is not a reciprocal proposal, but a full risk transfer vehicle, so the Municipality will not be responsible for future retro-assessments under this program.

OMEX presented a proposal that is a reciprocal proposal whereby insurance rates simply reflect the true costs of claims. Reciprocal agreements create exposure, but the only exposure is for claims in years that you are a member of OMEX and the underwriting groups in which you participated during the membership. In this case, the Town's subscriber participation percentage would be 0.31%. For example, in the event of a \$500,000 supplementary retro-assessment under the Liability underwriting group for 2016, based on current membership and premiums, the Town's share would be \$1,550.

The Town of Fort Frances has a long history with Gillons' and they have been quick to supply insurance certificates and answers to inquiries made. Most recently we have brokered with Gillon's, with BFL being the insurance underwriter. The Town also had previous insurance provided by Frank Cowan Company and Gillons' Insurance, with a positive experience.

The price criterion was in favour of Gillons', who has the lower bid by \$39,117.64, thus OMEX's bid was 19.9% higher. Otherwise, both Gillon's and OMEX have met the primary goals for the RFP, with minimal difference in results.

RECOMMENDATION

That the Administration and Finance Executive Committee recommend to award the Request for Proposal for Municipal Insurance (15-AF-18) to Frank Cowan Company as represented by Gillon's Insurance Brokers Ltd.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to award the Request for Proposal for Municipal Insurance (15-AF-18) to Frank Cowan Company as represented by Gillon's Insurance Brokers Ltd.

Coverage Evaluation on RFP 15-AF-18 Municipal Insurance			Updated October 7, 2015
RFP Requirement		Frank Cowan Company	OMEX
Accident-Elected Officials	\$250,000	\$250,000	\$250,000
Out of Province Medical- 4 Elected Members	\$1,000,000	\$1,000,000	\$1,000,000
Environmental Liability	\$5,000,000	\$5,000,000	\$5,000,000
Aggregate	\$5,000,000	\$5,000,000	\$5,000,000
Deductible	\$10,000	\$10,000	\$10,000
Municipal Liability	\$25,000,000	\$25,000,000	\$25,000,000
Deductible	\$10,000	\$10,000	\$10,000
Non-owned Automobile	\$25,000,000	\$25,000,000	\$25,000,000
Deductible	\$10,000	\$10,000	\$10,000
Automobile Insurance (incl Transit)	\$25,000,000	\$25,000,000	\$25,000,000
Deductible	\$5,000	\$5,000	\$5,000
Replacement Costs on vehicles		yes	yes
Municipal Errors & Omissions	\$25,000,000	\$25,000,000	\$25,000,000
Deductible	\$10,000	\$10,000	\$10,000
Legal Expense	\$100,000	\$250,000	incl w/ E & O \$100,000
Aggregate	\$500,000	\$500,000	incl w/ E & O \$500,000 Aggregate
Deductible	\$10,000	NIL	NIL
Wrongful Dismissal	\$250,000	\$250,000	\$250,000
Aggregate	\$250,000	\$250,000	\$250,000
Deductible	\$5,000	\$5,000	\$5,000
Marina Liability	\$5,000,000	\$25,000,000	\$5,000,000
Each Vessel	\$100,000	No sublimit/vessel	\$100,000
Aggregate			\$1,000,000
Deductible			\$5,000
Municipal Conflict of Interest	\$100,000	\$100,000	incl w/ E & O
Aggregate		No Aggregate	incl w/ E & O
Deductible		NIL	\$10,000
Employer's Liability	\$5,000,000	Incl	States- Town has coverage through WISB
Tenant Legal Liability	\$5,000,000	Incl	Incl
Employee Benefits Liability	\$5,000,000	Incl w/ E&O	Incl w/ E & O
Incidental Medical Malpractice	\$50,000	Incl w/ GL	Incl
Voluntary Medical Payments	\$25,000	\$50,000	Incl.
Incidental Garage Operations	\$250,000	\$1,000,000- O.P.F. #4	\$1,000,000 - O.P.F. #4
Liquor Liability		Incl w/ GL	Incl.
Forest Fire Fighting Expense	\$1,000,000	\$1,000,000	\$2,000,000
Aggregate		\$1,000,000	\$2,000,000
Voluntary Payment for Property Damage	\$50,000	\$50,000	Incl.

RFP Requirement		Frank Cowan Company	OMEX
	Aggregate	\$50,000	\$50,000
Legal Liability for Damage to Hired Autos	\$250,000	\$250,000	Incl.
	Deductible	\$10,000	\$10,000
Abuse/Molestation Liability	\$500,000	Incl w/ GL	Incl.
	Aggregate		
Crime - Employee Dishonesty	\$1,000,000	\$1,000,000	\$1,000,000
Loss of Money (Inside and Outside)	\$200,000	\$200,000	\$200,000
Money Orders & Counterfeit Paper	\$200,000	\$200,000	\$200,000
Depositor's Forgery	\$1,000,000	\$1,000,000	\$1,000,000
Professional Fees/Audit Expenses	\$200,000	\$200,000	\$100,000
Computer Fraud or Funds Transfer Fraud	\$200,000	\$200,000	\$200,000
	All Crime Deductible	not stated	NIL
Property Insurance-Blanket	\$126,568,701	\$126,355,483	\$125,018,702
	Deductible	\$10,000	\$10,000
	Replacement Cost	yes	yes
Boiler and Machinery- Limit per accident	\$50,000,000	\$50,000,000	\$100,000,000
Employees Personal Property (\$5,000 per Employee)	\$50,000	\$50,000	\$10,000
Water Damage	\$500,000	\$500,000	\$500,000
Extra Expenses	\$500,000	\$500,000	\$5,000,000
Loss of Revenue - MSC	\$90,000	\$90,000	as reported
Data & Media	\$50,000	\$500,000	\$100,000
Ammonia Contamination	\$500,000	\$500,000	\$500,000
Hazardous Substance	\$500,000	\$500,000	\$500,000
Errors and Omissions	\$500,000	\$5,000,000	\$5,000,000
Spoilage - Goods under refrigeration	\$50,000	\$50,000	\$500,000
Sod, Trees, Shrubs and Plants (per item)	\$10,000	\$10,000	Not specifically stated
Professional Fees	\$500,000	\$500,000	\$2,000,000
Off premises Utility	\$100,000	No Sublimit	\$2,000,000
Fire Department Service Charges (Any one occurrence)	\$25,000	No Sublimit	Not Specifically stated
Recharge of Fire Protection Equipment (Any one occurrence)	\$25,000	No Sublimit	Incl
Lock Replacement- Master Key	\$10,000	\$25,000	\$25,000
Pollution Clean Up and Removal (Any one occurrence)	\$50,000	No Sublimit	\$100,000
Reward Payments	\$10,000	Not included	Not specifically stated
	Deductible	\$10,000	\$10,000
Electronic Data Processing	\$1,600,000	\$1,600,000	\$2,000,000
	Deductible	\$10,000	\$1,000
	Media	\$250,000	Incl
	Extra Expenses	\$100,000	Incl
Police Services Board	\$2,000,000	\$2,000,000	\$2,000,000

Request for Proposals for Municipal Insurance - 2015-2016	Frank Cowan Company through Gillons'	OMEX (Ontario Municipal Insurance Exchange)
Accident		
(a) Council Members	434	750
Out of Province Medical		
(a) 4 Elected Council members under the age of 70	750	1,000
Liability:		
(a) Environmental Impairment Liability	9,065	10,000
(b) Municipal Liability	56,496	44,755
(c) Non-Owned Automobile	197	incl
(d) Automobile	24,185	48,554
(e) Transit Fleet	incl	4,500
(f) Municipal Errors & Omissions	7122	5,000
(g) Legal Expense for Statute Law including Conflict of Interest	1920	incl
(h) Wrongful Dismissal	incl	incl
(g) Marina Liability	incl	incl
(h) Employer's Liability	incl	incl
(i) Tenant Legal Liability	incl	incl
(j) Employee Benefit Liability	incl	incl
(k) Incidental Medical Malpractice	incl	incl
(l) Voluntary Medical Payments	incl	incl
(m) Incidental Garage Operations	N/A	incl
(n) Forest Fire Fighting Expense	incl	incl
(o) Voluntary Payment for Property Damage	incl	incl
(p) Legal Liability for Damage to Hired Autos	incl	incl
(q) Abuse/Molestation Liability	incl	incl
(r) Voluntary Compensation	N/A	incl
Crime:		
(a) Employee Dishonesty	415	1,650
(b) Loss of Money (Broad Form) Inside Premises	185	150
(c) Loss of Money (Broad Form) Outside Premises	555	150
(d) Money Orders & Counterfeit Paper Currency	19	150
(e) Depositor's Forgery	25	150
(f) Professional Fees/Audit Expenses	19	500
(g) Computer Fraud or Funds Transfer Fraud	32	250
Property including Boiler & Machinery:		
(a) Building, Contents & Unlicensed Equipment	78,622	100,662
(b) Valuable Papers	incl	incl
(c) Extra Expense	incl	incl
(d) Accounts Receivable	incl	incl
(e) Gross Rents	incl	incl
(f) Electronic Media	incl	incl
(g) Fine Arts	80	incl
(h) Expediting Expense	incl	incl
(i) Land & Water Pollution Cleanup	incl	incl
(j) Debris Removal	incl	incl
(k) Professional Fees	incl	incl
(l) Automatic Coverage of Newly Acquired Buildings and/or Contents	incl	incl
(m) Transportation	incl	incl
(n) Freezing of Fire Fighting Apparatus	incl	incl
(o) Fire Protective Equipment Recharge	incl	incl
(p) Wreckage Value	incl	incl
(q) Hazardous Substance	incl	incl
(r) Spoilage or Consequential Loss	incl	incl
(s) Off Premises Utility	incl	incl
(t) Pressure Objects	incl	incl
(u) Machinery Objects	incl	incl
(v) Loss of Revenue	252	incl
Computer Coverage:		
(a) All Risk	2305	incl
(b) Extra Expense – Period of Restoration	incl	incl
Added Cyber Liability for \$25,000 Limit		250
Police Services Boars- Directors and Officers	800	3251
Net Insurance Premiums	\$183,478.00	\$221,722.00
Fees, Commissions, Contingent Profits	\$0.00	\$0.00
Tax	\$12,619.44	\$13,493.08
TOTAL	\$196,097.44	\$235,215.08

Current Policy Cost for 2014/2015 is \$194,070 (plus tax)



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/103-A**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 7, 2015
SUBJECT: Fort Frances Curling Club Request

BACKGROUND

At the September 14, 2015 Council Meeting the letter received from the Fort Frances Curling Club requesting a meeting was referred to the Administration & Finance Executive Committee for recommendation.

As indicated in the letter dated August 17, 2015 from the Fort Frances Curling Club President, Ron Silver, the curling club is experiencing financial difficulties citing downturn in the regional economy. At the September 28th Council meeting, the A & F Executive Committee recommendation that the Fort Frances Curling Club Finance Committee Chair, and the Treasurer be invited to the October 6/15 Administration & Finance Executive Committee to discuss the club's tax arrears situation as approved.

On October 6th, Ron Silver, President, Raymond Roy, Finance Chair and Wilfred Belluz, Treasurer attended the A & F Executive Committee Meeting. The Curling Club have made a concerted effort to raise funds by way of conducting membership drives & club promotion, raised prices & dues, and are utilizing volunteers which has decreased costs substantially. Considerations similar to the 2007 payment plan, charity rebate and transfer to Accounts Receivable were discussed as an option to support community recreation.

RECOMMENDATION

The Administration and Finance Executive Committee recommend that Council consider entering into an Agreement with the Fort Frances Curling Club as follows:

1. Process the 2015 Charity Rebate (Application to be received),
2. The Fort Frances Curling Club \$5,000.00 payment received on or before October 30, 2015,
3. That a Council Public Relations grant be given in-lieu of the Penalty & Interest related to the outstanding taxes,
4. Enter into a payment schedule Agreement for the remaining outstanding tax amount of \$15,243.51, in a non-interest manner, to be paid in equal payments over 18 months starting repayment on November 30, 2015, and
5. The expectation going forward is that all taxes and all penalty and/or interest incurred will be kept current.

Council Approval of This Report Will Authorize staff to proceed with the necessary steps to enact the agreed provisions with the Fort Frances Curling Club as listed in this report.

October 1st, 2015

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Intersection of Portage Avenue/First Street, East Intersection –
Review of Alleged Hazardous Driving Conditions**

The letter dated April 22, 2015 from Donna McKelvie was referred to the Operations & Facilities Executive Committee for a recommendation with input from the Traffic Safety Committee at the May 11, 2015 Council meeting. See attached copy of the letter.

Please find attached the minutes of the Traffic Safety Committee meeting held on September 23, 2015. The Traffic Safety committee is recommending that the northern most parking spot (1) from the First Street intersection on the east side of Portage Avenue (North-East quadrant) be eliminated in order to improve sightlines for westbound motorists on First Street, East when crossing or turning onto Portage Avenue.

It is difficult to support this recommendation due to the fact that the most recent available collision/accident doesn't support that this intersection is more hazardous than any of the surrounding intersections and that there are several intersections throughout the community where similar sightlines and on-street parking conditions exist.

It is recommended by the Operations & Facilities Executive Committee that the letter dated April 22, 2015 from Donna McKelvie was reviewed and that at this time no adjustment will be made to the existing on-street parking and traffic control devices near/or at the intersection of Portage Avenue and First, East.

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Manager Operations & Facilities

Council approval of this report will ensure that the letter dated April 22, 2015 from Donna McKelvie was reviewed and that at this time no adjustment will be made to the existing on street parking and traffic control devices near/or at the intersection of Portage Avenue and First Street, East.

2015OctoberDonnaMcKelvie

TRAFFIC SAFETY COMMITTEE MINUTES

Date: Wednesday, September 23, 2015 – 12:00 noon

Place: 900 Wright Avenue – Public Works Building

1. **Roll Call:**

Committee Members: Rick Wiedenhoeft and Milt Strachan

Guests: Donna McKelvie

2. **Non Agenda Items:**

None

3. **Disclosure of Pecuniary Interests and General Nature Thereof:**

None

4. **Minutes of Previous Meetings:**

None – First meeting of new committee

5. **Unfinished Business:**

None

6. **New Business:**

- a) Request from Donna McKelvie to review the Safety of Traffic Flow through the intersection at First Street East and Portage Avenue.

The committee members and guest looked at collision data at the intersection in question and compared to five intersections in the area. That data shows that this intersection had fewer collisions than four of the other five in the area and one more than the intersection at Mowat Avenue and First Street. Both Committee members do agree that this intersection at Portage Avenue and First Street can be hard to see oncoming vehicles at while trying to get from First Street across or onto Portage Avenue.

Everybody agreed that having another controlled intersection with lights or four way stop signs was not practical in this case.

Pros and Cons of removing the northernmost parking spot on the East side of the 500 block of Portage Avenue were discussed. The only Con was that there would be one less parking spot for use in that area.

The Pros were that it would definitely improve the sight lines to see traffic from the south at this intersection. It was also thought that if this parking spot were removed that it may encourage the people in the apartment block at 301 First Street to use the area behind the building for parking as getting in and out of that area would also have improved sight lines. The cost of this improvement would be very minimal as the curb would be painted yellow and a sign would be removed. This would also require a change in the parking by-law for this area.

The Traffic Safety Committee recommends that the northernmost parking spot on the east side of the 500 Block of Portage Avenue be removed.

7. **Date of Next Meeting:**

A meeting will be scheduled when required.

8. **Adjournment:**

The meeting was adjourned at 12:25 p.m.



Milt Strachan,
Traffic Safety Committee





**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/111**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 6, 2015
Subject: Mark McCaig, CAO – NOMA Regional Conference

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$731.40 to attend a NOMA Regional Conference held in Thunder Bay from September 23 - 25, 2015 as submitted by Mark McCaig, CAO.

Travel Expenses

1. Meal Allowance	\$ 70.00
2. Per Diem Allowance	<u>30.00</u>
Total Travel Expense Claim	<u>\$100.00</u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$100.00 as submitted by Mark McCaig, CAO for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$100.00 as submitted by Mark McCaig, CAO for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

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

1. Attendee	<i>Mark McLaughlin</i>							
2. Conference/Seminar Attended	<i>NWORC</i>							
Location (Facility and City)	<i>Thunder Bay - Victoria Inn</i>							
Dates	<i>Sept. 23-25</i>							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast				—	—	—		
Lunch				—	—	—		
Dinner				<i>35.00</i>	<i>35.00</i>	—		<i>70.00</i>
Per Diem				<i>10.00</i>	<i>10.00</i>	<i>10.00</i>		<i>30.00</i>
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved				Total Expenses				
				Advance Received				
				Balance Claimed				<i>100.00</i>
				Balance Refunded				

The agenda must be attached to process payment

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

Sept-30/15
 Date

Mark McLaughlin
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

September 25, 2015

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Request from Mrs. Tammy Wihnan to have a Bench Installed Along the Waterfront Parkway

An email dated September 10, 2015 was received from Mrs. Tammy Wihnan requesting to have a bench installed along the Waterfront Parkway in honor of her late mother, Mrs. Olga Wihnan and her father Nick Wihnan. See attached email.

A little history on the benches along the Waterfront Parkway; in 2003 & 2004 several citizens and organizations purchased a bench at a price of \$1600 which included the cost of the plaque. The bench & plaque were installed for the commemoration of the Town of Fort Frances 100th anniversary. The last bench purchased was in May of 2004 by the Evergreen Chapter No. 80 – order of the Eastern Star. The paperwork was handled out of the CAO's office where the park's crew installed the plaque. Since Fort Frances 100th Birthday event two additional benches (Mr.& Mrs. Allison 2013 & Bob Ward 2014) have been installed where the requests were directed to the O & F executive committee.

In January of 2014 Mrs. Elsie Ward made a similar request, which was approved by Council, where she was responsible for the cost of a Trystan bench, freight from the manufacturer to Fort Frances and the plaque. The cost of the bench to Mrs. Elsie Ward was \$1727.98 (includes HST) and she paid for the plaque on her own directly to General Supply (price unknown).

The Operations & Facilities Executive Committee recommends the following;

- 1) Mrs. Tammy Wihnan would be responsible for all the costs of the following materials;
 - “Select Bench” complete with ash slats manufactured by Trystan
 - Freight costs to transport the bench materials to Fort Frances.
 - The plaque supplied by General Supply-purchased on her own.

The total cost for the bench materials is estimated at \$1542.84 plus HST. See quotes from the suppliers.

- 2) The Town will supply the labour & materials to construct the foundation for the select bench.
- 3) The Town will supply the labour to install the new select bench and plaque.

Respectfully Submitted
Operations & Facilities Division,



Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1) Mrs. Tammy Wihnan would be responsible for all the costs of the following materials:
 - Select Bench” complete with ash slats manufactured by Trystan
 - Freight cost to transport the bench materials to Fort Frances.
 - The plaque supplied by General Supply will be purchased directly by Mrs. Tammy Wihnan.

The total cost for bench materials is estimated at \$1542.84 plus HST.
- 2) The Town will supply the labour & materials to construct the foundation for the select bench.
- 3) The Town will supply the labour to install the new select bench and plaque.

2015Septwaterfrontbench



Tammy W
<palm.48@hotmail.com>
09/10/2015 02:28 PM

To "Islomke@Fort-Frances.com" <Islomke@fort-frances.com>
cc
bcc
Subject WATERFRONT BENCH DEDICATION

I am writing to request consideration and approval of installing a park bench with plaque along the waterfront dedicated to my parents Nick and Olga Wihnan. Will you kindly communicate this request to Council and/or appropriate departments, then advise if this will be possible? Please reply with the cost to complete this project and approximate timeframe that it can be completed. As well as, provide any other documentation or information, etc., required to begin the process.

I look forward to your reply.

Thanks very much,

Tammy Wihnan
780 245-5560

— QUOTATION —

PHONE (519) 632-7427 FAX (519) 632-8271

Custom Manufacturer
Of Site Furnishings

TRYSTAN

(A Division of Date Industries Limited)



1302 SWAN STREET, AYR, ONTARIO, CANADA N0B 1E0

TO: The Town of Fort Frances

No.9161.....

DATE ..Aug....13/15.....

Attention: Gerry

Your Inquiry of:.....

We are pleased to submit the following prices.

Select Bench, 7'

...\$1173.00 each

Ash Slats
transparent light
grey stain
black cast ends.

Grate cost

...\$ 150.00

Freight ExtraG.S.T. #R101277228 ExtraProvincial Sales Tax ---Please refer all inquiries to: Joan Hall/Pat HillTERMS to be determined

Should your design requirements change we would
be pleased to provide you with another quotation.

We thank you for your inquiry and hope to be favoured with your order.

Yours very truly

TRYSTAN

By Joan Hall

** RATE QUOTE **

GARDEWINE NORTH
60 EAGLE DRIVE
WINNIPEG, MB R2R 1V5

ATTENTION : GERRY
VIA FAX : (807) 274-8479
Tel : (807) 274-5323

QUOTE # : 888150
DATE : 08/12/15
EXPIRES : 09/11/15
CUST NO : TOWOFFT
NAME : TOWN OF FORT FR

SHIPPER:

CONSIGNEE:

AYR, ON N0B1E0

FORT FRANCES, ON P9A1A1

VIA:
SERVICE: DRY FREIGHT PICKED UP

PIECES	PAL	DESCRIPTION	WEIGHT	CLASS	RATE	CHARGE
1		SKID	250			175.69
		FUEL SURCHARGE				44.15
						219.84
		HST TAX = 13%				28.58
		GRAND TOTAL				248.42

BILL TO: TOWN OF FORT FRANCES
320 PORTAGE AVENUE
FORT FRANCES, ON P9A 3P9

PLEASE NOTE:

Unless otherwise stated, rates are subject to fuel surcharge in effect at time of shipping. Quote based on information given, subject to price adjustment if size or weight differs. Carrier liability is limited to \$2.00 per pound unless otherwise stated. Unless otherwise stated, applicable taxes are not included in rates. Unless otherwise stated, accessorial charges (ie. Private residence, cod, temperature controlled service, dangerous goods, etc.) are not included in rates.

** Failure to show quote # on the original Bill of Lading will be subject to a \$50.00 charge **

ROB HOPKINS
GARDEWINE NORTH

PHONE : (204) 633-5795
FAX : (204) 632-5173

PLEASE VISIT OUR WEBSITE: www.gardewine.com



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: October 4, 2015

RE: **Townshend Theatre Technician Fee**

PREAMBLE

The Townshend Theatre employs a policy stating that if any of the Audio/Visual (A/V) equipment from the theatre is required for a rental than a trained technician must be present to operate the equipment, \$50/event paid by the renter. Technicians who are trained/qualified for this service are designated by the Town of Fort Frances head technician. Should the renter have their own experienced technician than our own technician must still be present to oversee the use of the equipment unless they have been approved/trained by the head technician. This is to ensure that equipment is not used incorrectly and the Theatre equipment remains in the condition that it was found.

Technician Fee

Proposed

\$50 – 0-3 hour event
 \$75 – 3+ - 8 hour event
 \$100 – 8+ hour event

Existing

\$50 per event

The fee will be included on the contract and billed according to the number of hours that the theatre is rented for. The fee will not be paid directly by the renter to the technician.

RECOMMENDATION

The Community Services Division recommends to Mayor & Council to adopt the revised technician fees as listed to accommodate events of various lengths that are hosted at the Townshend Theatre.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "JK", is written over the printed name.

Jason Kabel,
 Manager of Community Services

/jk



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: October 2, 2015

RE: **Fitness Instructor Wage Proposal**

PREAMBLE

For the past several years, Memorial Sports Centre (MSC) staff members have offered fitness classes in the auditorium for both day and evening sessions. MSC has also offered special evening fitness classes with the assistance of local fitness instructors who are not considered staff members. There has not been an increase in the compensation amount to the non-staff fitness instructors for several years (currently at \$20/session) and MSC has lost some quality instructors due to the compensation amount compared to other facilities. MSC currently offers one of the lowest compensations in a public/private facility in the area, including Kenora & Dryden.

Attached is a proposal from our staff fitness instructor, Shannon Jackson for consideration to assist with recruiting and retaining specialty fitness instructors who may be interested in working with MSC for various programs.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to increase the compensation for non-staff fitness instructors from \$20/hr to \$22.50/hr and include a 3-month membership to the facility for the contract session.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J. Kabel".

Jason Kabel,
Manager of Community Services

Fitness Instructor /Frances

09/15/2015 12:31 PM

To Leana M Moffitt/Frances@Frances

cc

bcc

Subject Fitness wage proposal

My proposal is to help recruit some new fitness instructors (contract) to our facility thus expanding our fitness programs.

I am proposing a rate per class increase from \$20.00 per class to \$22.50 per class plus offering a facility use membership for the contract session.

A second option may be a rate of \$25.00 per class with no membership perk.

Currently, our fitness instructors are the lowest paid in our area including Dryden and Kenora. Many hours of planning choreography, practicing, and music go into delivering a fitness class. I would like to see our fitness programs grow in the future offering more classes/times but we cannot with limited instructors. What I have found in the passed asking a couple of people I thought may be interested was our rate of pay was not worth their time.

We are now in competition with Curves offering fitness classes as well as Energy Fitness..

Please take this into consideration as our fitness classes are very popular but could definitely become even better with a little incentive!

Thank You,
Shannon Jackson PT/Fitness consultant



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/106**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 6, 2015
SUBJECT: Mayor Roy Avis – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Schedule “B” Travel Expenses of \$209.08 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 23 - 25, 2015 as submitted by Mayor Roy Avis.

Conference Expenses

1.	Meals	\$ 82.00
2.	Own Vehicle Gas	<u>127.08</u>
	Sub-total	209.08
3.	Per Diem (2 1/2 days)	<u>375.00</u>
	Total Per Diem & Travel Claims	<u>\$584.08</u>

The registration fee of \$200.00 and hotel accommodations of \$262.14 were paid by the Town resulting in the total cost of \$1,046.22 to attend the NOMA Regional Conference as authorized by Council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$584.08 as submitted by Mayor Roy Avis for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$584.08 as submitted by Mayor Roy Avis for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/107**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 6, 2015
SUBJECT: Councillor Paul Ryan – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$181.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 23 - 25, 2015 as submitted by Councillor Paul Ryan.

Conference Expenses

1.	Meals	\$102.00
2.	Admin Vehicle Gas	<u>79.00</u>
	Sub-total	181.00
3.	Per Diem (3 days)	<u>450.00</u>
	Total Per Diem & Travel Claims	<u>\$631.00</u>

The registration fee of \$200.00 and hotel accommodations of \$262.14 were paid by the Town resulting in the total cost of \$1,093.14 to attend the NOMA Regional Conference as authorized by Council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$631.00 as submitted by Councillor Paul Ryan for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$631.00 as submitted by Councillor Paul Ryan for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/108**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 6, 2015
SUBJECT: Councillor Wendy Brunetta – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$300.00 and Schedule “B” Travel Expenses of \$181.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 23 - 25, 2015 as submitted by Councillor Wendy Brunetta.

Conference Expenses

1.	Meals	\$ 94.00
2.	Own Vehicle Gas	<u>89.50</u>
	Sub-total	183.50
3.	Per Diem (2 ½ days)	<u>375.00</u>
	Total Per Diem & Travel Claims	<u>\$558.50</u>

The registration fee of \$200.00 and hotel accommodations of \$262.14 were paid by the Town resulting in the total cost of \$1,020.64 to attend the NOM Regional Conference as authorized by Council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$558.50 as submitted by Councillor Wendy Brunetta for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$558.50 as submitted by Councillor Wendy Brunetta for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/109**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 6, 2015
SUBJECT: Councillor John Albanese – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$214.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 23 - 25, 2015 as submitted by Councillor John Albanese.

Conference Expenses

1.	Meals	\$ 86.00
2.	Own Vehicle Gas	<u>128.00</u>
	Sub-total	214.00
3.	Per Diem (3 days)	<u>450.00</u>
	Total Per Diem & Travel Claims	<u>\$664.00</u>

The registration fee of \$200.00 and hotel accommodations of \$262.14 were paid by the Town resulting in the total cost of \$1,126.14 to attend the NOMA Regional Conference as authorized by Council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$664.00 as submitted by Councillor John Albanese for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$664.00 as submitted by Councillor John Albanese for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/110**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 6, 2015
SUBJECT: Councillor Ken Perry – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$525.00 and Schedule “B” Travel Expenses of \$98.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 23 - 25, 2015 as submitted by Councillor Ken Perry.

Conference Expenses

1. Meals	\$ 86.00
2. Per Diem (3 1/2 days)	<u>525.00</u>
Total Per Diem & Travel Claims	<u>\$611.00</u>

The registration fee of \$200.00 and hotel accommodations of \$262.14 were paid by the Town resulting in the total cost of \$1,073.14 to attend the NOMA Regional Conference as authorized by Council.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$611.00 as submitted by Councillor Ken Perry for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$611.00 as submitted by Councillor Ken Perry for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

October 7, 2015

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

Dear Ms. Witherspoon:

At their meeting October 5, 2015, the Economic Development Advisory Committee considered the matter of the membership request from North Western Ontario Tourism Association, as outlined in the report dated September 23, 2015 from L. Witherspoon, Treasurer.

As a result of their discussion, the EDAC Committee approved the following resolution:

“THAT the Economic Development Advisory Committee recommends to Administration and Finance Executive Committee that the Town seeks membership in the amount of \$100.00 with the North Western Ontario Tourism Association”.

Yours very truly,

Economic Development Advisory Committee

Original signed by K. Lawson, Board Secretary
for:

Gary Rogozinski, Chair

GR/kl



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/104**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: September 23, 2015
SUBJECT: North Western Ontario Tourism Association

BACKGROUND

At the September 14, 2015 Council Meeting the letter received from the North Western Ontario Tourism Association requesting consideration of membership was referred to the Administration & Finance Executive Committee for recommendation.

The North Western Ontario Tourism Association (NWOTA) is an advisory group who is interested in the success of tourism in Northwestern Ontario. The Associate Membership for individuals, non-tourism businesses and non-profit organization, the membership for January 1 – December 31, 2015 is \$100.00 (see attached page from the NWOTA web-site). The Town has not been a member since 2011.

RECOMMENDATION

The Administration and Finance Executive Committee recommend that the North Western Ontario Tourism Association Membership request be referred to the Economic Development Advisory Committee for recommendation.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to refer the North Western Ontario Tourism Association Membership request to the Economic Development Advisory Committee for recommendation.

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:09-01-2015 - 09-30-2015

Municipality		Fort Frances			
Permit					Value
RollNo	Applicant	Contractors	Property Address	Work Descriptiton	Units / Area
2015125	Dan Thurber 710 Fifth Street West	Dan Thurber 710 Fifth Street West	339 THIRD ST W	Renovate existing attic to add additional bedroom, Reconfigure front dormer, renovate main floor, add 1.5" rigid insulation to exterior house walls, Add bathroom to upstairs, Install metal roof to entire structure.	\$45,000.00
59-12-010-001-02400-0000	Fort Frances Ontario		Legal Description: PLAN SM29 LOT 61 PCL 61-1;SAVE & EXCEPT PT 2 48R3794	Stat's Canada Codes Building: 110 Work: 03	1
2015118	KAUN MATTHEW DALE 274 BIDDESON AVE	KAUN MATTHEW DALE	750 THOMPSON ST	Demolish and Remove From Site Existing Single deatched Dwelling, Construct a New Single Detached Dwelling With Attached Garage	\$175,000.00
59-12-010-002-07500-0000	FORT FRANCES ON P9A 3L8	FORT FRANCES 274 BIDDESON AVE P9A 3L8	Legal Description: PLAN SM165 LOT 9 PCL P-1	Stat's Canada Codes Building: 110 Work: 01	1
2015126	GARTSHORE PATRICK MURRAY 555 ELM AVE	GARTSHORE PATRICK MURRAY	555 ELM AVE	Construct an approved 10 x 20 approved fabric covered structure	\$1,000.00
59-12-010-002-15300-0000	FORT FRANCES ON P9A 3J3	FORT FRANCES 555 ELM AVE P9A 3J3	Legal Description: PLAN SM119 LOT 15 PCL 16-3	Stat's Canada Codes Building: 450 Work: 01	
2015124	NICOLSON WILLIAM DAVID 427 FOURTH ST W	Marty Degagne	427 FOURTH ST W	Strap and Clad the existing roof with metal, open eves and ridge for venting	\$6,000.00
59-12-010-003-08300-0000	FORT FRANCES ON P9A 3C2		Legal Description: PLAN SM29 LOT 4 PCL 4-1	Stat's Canada Codes Building: 110 Work: 03	1
2015130	RANDY MCKAY 415 SIXTH STREET WEST	TREVOR STROM	700 FIFTH ST W	Construct a new 40 x 40 storage building	\$17,000.00
59-12-010-004-11105-0000	FORT FRANCES ONTARIO P9A 3E8	202 Church Street	Legal Description: MCIRVINE PT RANGE LOT 37 RP;48R2239 PART 2 PCL 23934	Stat's Canada Codes Building: 480 Work: 01	1 148.644

2015131	RANDY MCKAY 415 SIXTH STREET WEST	TREVOR STROM 262 Church Street	700 FIFTH ST W	Construct a 24 x 100 self storage building with office and washrooms.	\$35,000.00
59-12-010-004-11105-0000	FORT FRANCES ONTARIO P9A 3E8		Legal Description: MCIRVINE PT RANGE LOT 37 RP;48R2239 PART 2 PCL 23934	Stat's Canada Codes Building: 460 222.967 Work: 01	14
2015129	Carl Scott 325 Scott Street		325 SCOTT ST	Change of Use from occupancy class E to occupancy class A-2 for the purposes of a liquor licence.	\$0.00
59-12-020-002-04000-0000	Fort Frances Ontario		Legal Description: PALB PT LOT 357 W PT LOT 358;PCL 779 12449 1862	Stat's Canada Codes Building: 540 Work: 0	1
2015117	ROGERS REGINALD ROBERT SITE 206 COMP 90	CLAUDE JODOIN FORT FRANCES	839 VICTORIA AVE N	Demolish and remove from site existing single detached dwelling	\$1,000.00
59-12-020-003-08700-0000	RR 2 STN MAIN FORT FRANCES ON P9A 3M3		Legal Description: PSM34 BLK 11 LOT 33 TO 34;LANE ST AVE PCL 6562	Stat's Canada Codes Building: 110 Work: 16	0
2015119	GOLDAMER BRUCE DALE 1042 CHRISTIE AVE N	BROCK HERBERT	1042 CHRISTIE AVE N	Construct a new 28 x 30 accessory use building	\$25,000.00
59-12-020-006-14605-0000	FORT FRANCES ON P9A 3W3		Legal Description: PLAN 48M360 LOT 6 PCL 6-1	Stat's Canada Codes Building: 450 78.04 Work: 01	1
2015127	GILL DALE DOUGLAS 601 CHURCH ST		601 CHURCH ST	Construct a new 24 x 36 accessory use building	\$25,900.00
59-12-030-001-03700-0000	FORT FRANCES ON P9A 1E7		Legal Description: PLAN ALB W45FT LOT 265 266;PCL 265-2	Stat's Canada Codes Building: 450 80.268 Work: 01	1
2015132	GILL DALE DOUGLAS 601 CHURCH ST		601 CHURCH ST	Demolish and remove from site existing accessory use building	\$0.00
59-12-030-001-03700-0000	FORT FRANCES ON P9A 1E7		Legal Description: PLAN ALB W45FT LOT 265 266;PCL 265-2	Stat's Canada Codes Building: 450 Work: 16	0
2015122	GERLEY LILLIAN AGNES 723 CHURCH ST		723 CHURCH ST	Construct a 12 x 24 accessory use building	\$8,000.00
59-12-030-001-05300-0000	FORT FRANCES ON P9A 1E9		Legal Description: PLAN ALB E40FT LOT 278 PCL;12707	Stat's Canada Codes Building: 450 Work: 01	1

2015128	STEVENS CANDACE E 701 SCOTT ST	STEVENS CANDACE E	701 SCOTT ST	Demolish and Remove from Site Existing Accessory Use Building and Restore Garde to existing	\$0.00
59-12-030-001-09800-0000					
	FORT FRANCES ON P9A 1H9	FORT FRANCES ON SCOTT ST	P9A 1H9	Legal Description: PLAN ALB W33FT LOTS 397 &;398 PCL 6584	Stat's Canada Codes 0 Building: 450 Work: 16
2015114	MOSE JESS COLIN 821 PHAIR AVE	MOSE JESS COLIN	924 FIFTH ST E	Add 1 rigid foam to outside of existing house	\$5,400.00
59-12-030-004-11907-0000					
	FORT FRANCES ON P9A 2M5	FORT FRANCES ON PHAIR AVE	P9A 2M5	Legal Description: RP 48R815 PART 7 PCL 20526	Stat's Canada Codes 1 Building: 110 Work: 03
2015115	Nathan Degagne 710 FIFTH STREET	JOHN DEGAGNE	1129 FIRST ST E	Construct a 15 8 x 16 4 Pole Shed	\$4,500.00
59-12-030-006-06900-0000					
	FORT FRANCES ONTARIO	FORT FRANCES		Legal Description: PLAN SM48 LOT 110 TO 111 PCL;110-1	Stat's Canada Codes 1 Building: 450 Work: 01
2015121	MARK AND JEWELL BEAUDRY 1311 EMO ROAD	MARK AND JEWELL BEAUDRY	1135 THIRD ST E	Construct a new 16 x 26 accessory use building	\$15,000.00
59-12-030-007-04100-0000					
	FORT FRANCES ONTARIO	FORT FRANCES	P9A 1S6	Legal Description: PLAN SM50 LOT 175 PCL 174-1;SEC SM50	Stat's Canada Codes 1 Building: 450 38.65 Work: 01
2015110	ARNOLD CHRISTINA SUSAN 1365 EIGHTH ST E	ARNOLD CHRISTINA SUSAN	1313 EIGHTH ST W	Construct a new metal pre engineered 25 x 40 accessory use building	\$13,500.00
59-12-030-007-14401-0000					
	FORT FRANCES ON P9A 1X7	FORT FRANCES ON EIGHTH ST E	P9A 1X7	Legal Description: PLAN SM143 E PT BLK 2 PLAN;48R2674 PART 1 PCL 12670	Stat's Canada Codes 1 Building: 450 Work: 01
Sum			Summary (17 detail records)	26	\$377,300.00
Grand Total			Summary (17 detail records)	26	\$377,300.00

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(June 2015)

STAFFING:

See Operations Statistics (June) 2015 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (June) 2015 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: One (1)
 - Lillie Ave. at King's Hwy. (VAL160)

Main Valve Replacements:

- Number of water main valve replacements: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: Five (5)
 - 413 Third St. E., 228 Sixth St. E., 600 Fifth St. W., 1209 Second St. E. and 930 Fifth St. W.

Water Service Installations (NEW):

- Number of water service installations: None

Water Service Replacements:

- Number of water service replacements: None

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Eleven (11)
- 413 Third St. E. (2), 901 Second St. E., 924 Fifth St. E. (2), 389 Daniel Ave. (3), 237 Fifth St. E.,
- and 700 Armit Ave. (2)

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Prevention - Testing:

- Number of backflow preventers tested: Five (5)
- 1250 King's Hwy., 238 Church St., 858 Sixth St. W., 206 Scott St. and 237 Fifth St. E.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Traced various building water services.
- Continued with the valve exercising program (Area 1) and hydrant valve exercising.
- Recorded locations of curb stops at various locations.
- June 3 & 4, 2015 - Assisted Couchiching F. N. in the repair of the 10" water main along Mill Rd.

WATER TREATMENT PLANT:

- June, 2015 - In receipt of the Water Treatment Facility Monthly Report.
- June 2, 2015 - Century Cranes on site to inspect the hoists and lifts.
- MC Lough Electric on site working on the installation of the new generator

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: One (1)
- King's Hwy. (900 blk.)

Wastewater Main Repairs:

- Number of wastewater main repairs: One (1)
- Banta Blvd. (900 blk.)

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: One (1)
- Fifth St. W. (800 blk.)

Sewer Service Repairs:

- Number of sewer service repairs: None

Sewer Service Replacements:

- Number of sewer service replacements: One (1)
- McIrvine Rd. - 390

Sewer Service Installations (NEW):

- Number of sewer service installations: None

Sewer Service Terminations:

- Number of water service terminations: None

Other Information:

- Cleaned thirteen (13) plugged sewer services at the following locations:
 - 1024 Fifth St. E., 812 Cornwall Ave., 1000 First St. E., 401 King's Hwy., 610 First St. W., 810 Armit Ave.,
 - 902 Phair Ave., 806 Shevlin Ave., 626 Church St., 831 Armit Ave., 810 Crowe Ave., 831 King's Hwy.
 - and 702 Armit Ave.
- CCTV inspected and traced various building sewer services.
- Recorded locations of cleanouts at various locations.
- June 19, 2015 - Roto-Rooter completed the cleaning and televising the sanitary sewer mains

WASTE-WATER TREATMENT FACILITY:

- June 3 & 4, 2015 - Century Cranes in to complete the inspections of hoists and lifts.
- June 2015 - In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

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

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 291,380 kgs (291.38 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 389,210 kgs (389.21 tonnes)
- June 9, 2015 - Hauled cover material to landfill - cover garbage.
- June 22, 2015 - Bay City hauled asphalt to the landfill off the highway to build a turn-around area for garbage disposal.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
 - 50,570 kgs (50.57 tonnes) Cascade Recovery Inc.

Prepared By: _____

JLH

Environmental & Facilities Superintendent

Date: _____

04-10-2015

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(July 2015)

STAFFING:

See Operations Statistics (July) 2015 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (July) 2015 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: Two (2)
- Sinclair St. (400 blk.) and Fourth St. W. (100 blk.)

Hydrant Repairs:

- Number of hydrant repairs: Three (3)
- Portage Ave. N. at Eighth St. E. (HYD150), Fifth St. W. at Webster Ave. (HYD084) and 924 Fifth St. W. (HYD077)

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: Two (2)
- Christie Ave. at CNR (HYD324) and Fifth St. W. at Webster Ave. (HYD146)

Main Valve Replacements:

- Number of water main valve replacements: None

Water Service Breaks:

- Number of water service breaks: One (1)
- 1319 Colonization Rd. W.

Water Service Repairs:

- Number of water service repairs: One (1)
- 1228 Emo Rd.

Water Service Installations (NEW):

- Number of water service installations: None

Water Service Replacements:

- Number of water service replacements: None

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Seven (7)
 - 1316 Sixth St. E., 559 Elm Ave., 1032 Second St. E. (2), 1026 Third St. E. and 1119 Third St. E. (2)

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: One (1)
 - 1201 Scott St.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Prevention - Testing:

- Number of backflow preventers tested: Two (2)
 - 858 Sixth St. W. and 861 King's Hwy.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Traced various building water services.
- Recorded locations of curb stops at various locations.
- Continued with locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Continued with the valve exercising program (Area 1)
- Worked in conjunction with Bay City Contracting to disinfect and test water quality before putting the temporary water service line (King's Hwy. - Third St. W. to Webster Ave.) into service.

WATER TREATMENT PLANT:

- July, 2015 - In receipt of the Water Treatment Facility Monthly Report.
- July 16, 2015 - Sunset Protection Systems completed the annual fire alarm system inspection.
- July 21, 2015 - New stand-by generator arrived on site.

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Main Repairs:

- Number of wastewater main repairs: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Breaks:

- Number of sewer service breaks: None

Sewer Service Repairs:

- Number of sewer service repairs: Three (3)
 - 1110 Portage Ave. N., 1228 Emo Rd. and 525 King's Hwy.

Sewer Service Installations (NEW):

- Number of sewer service installations: None

Sewer Service Terminations:

- Number of water service terminations: None

Other Information:

- Cleaned seven (7) plugged sewer services at the following locations:
 - 901 Portage Ave. N., 514 Church St., 913 Phair Ave., 384 Holmes Ave., 810 Crowe Ave., 860 King's Hwy. and 318 First St. E.
- CCTV inspected various building sewer services.
- Performed connection inspection of sanitary service at 810 Crowe Ave., 1316 Sixth St. E. and 220 Scott St. E.
- Traced various building sewer services.
- Completed locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Recorded locations of cleanouts at various locations.

WASTE-WATER TREATMENT FACILITY:

- July, 2015 - In receipt of the Wastewater Treatment Facility Monthly Report

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 1 complaint

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 305,880 kgs (305.88 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 336,030 kgs (336.03 tonnes)
- July 14, 2015 - Replaced the Eigen Debit Machine (Handheld) at the landfill.
- July, 2015 - Hauled material from construction project to landfill - cover garbage.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
 - 17,110 kgs (17.11 tonnes) Cascades Recovery Inc.
 - No Data - Emtera Environmental
- July 21, 2015 - Metro Compactor Services on site working on the installation of the new recycle compactors.

Prepared By:



Environmental & Facilities Superintendent

Date:

04-10-2015

TOWN OF FORT FRANCES

Operations and Facilities Division - Environmental Area - Operations Statistics (August 2015)

STAFFING:

See Operations Statistics (August) 2015 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (August) 2015 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:

Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: Five (5)
 - 104 Sixth St. W. (HYD093), Sixth St. W. at Wright Ave. (HYD062), 1020 York Ave. N. (HYD067) and Walker Ave. at Eight St. W. (HYD096) and Hudson Dr. at Walker Ave. (HYD098)

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: Two (2)
 - Sixth St. W. at McInvine Rd. (VAL054) and Hudson Dr. at Walker Ave. (VAL193)

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: Six (6)
 - Point Park RV Site, 320 Portage Ave., 363 Church St., 608 Crowe Ave., 521 Lillie Ave. and 700 Armit Ave.

Water Service Installations (NEW):

- Number of water service installations: None

Water Service Replacements:

- Number of water service replacements: One (1)
 - 1316 Sixth St. E.

Water Service Terminations:

- Number of water service terminations: One (1)
 - 501 Sixth St. W.

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Nineteen (19)
 - 839 Christie Ave., 559 Elm Ave., 1030 Second St. E. (2), 363 Church St., 608 Crowe Ave. (2),
 - 103 Sixth St. E. (3), 521 Lillie Ave. (2), 812 Portage Ave. (2), 230 Third St. W., 903 Williams Ave. (2)
 - and 1014 Colonization Rd. W. (2)

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Other Information:

- Summarized final costs for invoicing associated with private works
- Recorded locations of curb stops at various locations.
- Continued with locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Continued with the valve exercising program (Area 1)
- Worked in conjunction with T. Veert Contracting and Bay City disinfecting and water quality testing before putting the new water main, service lines and hydrants into service.
- August 14 & 17, 2015 - Assisted Couchiching F. N. in the repair of fire hydrant valve.

WATER TREATMENT PLANT:

- August, 2015 - In receipt of the Water Treatment Plant Monthly Report

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Main Repairs:

- Number of wastewater main repairs: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: One (1)
 - Victoria Ave. - 100 blk.

Sewer Service Breaks:

- Number of sewer service breaks: None

Sewer Service Repairs:

- Number of sewer service repairs: Three (3)
 - 916 Frenette Ave., 1205 Colonization Rd. W. and 410 Sinclair St.

Sewer Service Installations (NEW):

- Number of sewer service installations: None

Sewer Service Terminations:

- Number of sewer service terminations: None

Sewer Service Replacements:

- Number of sewer service replacement: None

Other Information:

- Cleaned Nine (9) plugged sewer services at the following locations:
 - 561 Elm Ave., 303 Sixth St. W., 822 Crowe Ave., 1006 First St. E., 911 Victoria Ave. N.,
 - 907 Victoria Ave. N., 929 Third St. E., 220 Scott St. and 424 King's Hwy.
- August 12, 2015 - Assisted Seine River F. N. in the cleaning of their sanitary sewer mains.
- CCTV inspected various building sewer services.
- Recorded locations of cleanouts at various locations.

WASTE-WATER TREATMENT FACILITY:

- August, 2015 - In receipt of the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 1 complaint

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 273,250 kgs (273.25 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 357,180 kgs (357.18 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
 - No Data - Emtera Environmental

Prepared By: _____

d. L. H.

Environmental & Facilities Superintendent

Date: _____

04-10-2015

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
August 2015

STAFFING

The following table is a breakdown of lost man shifts during the month:

	2014	2015
WSIB	0.00	0.00
WI/LTD	21.00	0.00
SICK DAYS	9.44	9.75
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	0.00	1.00
VACATION	83.75	70.50
BANKED TIME USED	9.75	9.25
OFF	2.00	5.56
STATUTORY HOLIDAYS	26.00	27.00
TOTAL	151.94	123.06

OVERTIME HOURS

Equivalent Straight Time Hours:

	2014	2015	2014	2015
	August	August	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
FLOODING	0.00	0.00	1162.25	294.75
BUILDING/YARDS	0.00	0.00	5.25	4.00
INTERDEPARTMENTAL	1.50	5.25	15.00	21.75
PRIVATE WORK	0.00	18.50	23.50	98.25
RECYCLE/GARBAGE	1.50	1.50	7.50	10.50
ROADS	7.00	20.25	615.50	267.50
SEWER COLLECTION	15.00	13.50	627.38	391.75
SIDEWALKS	0.00	4.50	48.75	23.25
STORES	0.00	0.00	39.00	24.00
VEHICLE & EQUIPMENT	6.00	0.00	85.00	27.00
WATER TREATMENT PLANT	16.25	67.75	236.13	390.75
WATER DISTRIBUTION	3.00	41.75	2695.25	355.75
WATER TOWER	0.00	0.00	0.75	8.00
TOTAL	50.25	173.00	5561.25	1917.25

TRANSPORTATION REPORT AUGUST 2015

ROADS:

Storm Water Management – Urban:

- Continued flushing storm sewer laterals and cleaning catch basin sumps with the high pressure/vacuum truck.

Storm Water Management - Rural:

- Removed beaver dams as required.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown area and Front Street done once weekly.
- Repaired curb and cutter in areas identified for repairs.

Loose Top Maintenance:

- Graded all loose top roads twice.
- Continued grading lanes as required.

Roadside Maintenance:

- Cut grass at deadends and CN crossings

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required.
- Continued painting crosswalks, stop bars, and no parking areas.
- Start replacing signs that failed reflectivity testing.

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.

Regular Maintenance (cont'd)

- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Cut grass at Public Works building and yards as required.
- Put up fencing and did some landscaping at Sand/Salt Shed.

Private Work:

- Installed culvert for a private crossing at 303 Sixth Street West.
- Installed culvert for a private crossing at 1154 Walker Avenue.

Sidewalks – Winter:

Sidewalks – Summer:

- Swept sidewalk and bike path along waterfront twice.
- Repaired sidewalk in areas identified for repairs.
- Installed six(6) handi-cap access sidewalks in the west end area.

Vehicles and Equipment:

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.

Public Relations:

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.

Sewer and Water (cont'd)

- Vacuum excavate for some curb stop repairs.

Interdepartmental:

- Installed concrete pads for exercise equipment on waterfront.
- Hauled away excavated material from Animal Shelter to snow dump.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded recycling trailer two (2) times.
- Emptied bins from “drop off” centre as required
- Cleaned up recycling yard as required.
- New compaction bins were installed.

Training:**Health & Safety:**

- A workplace inspection was done at the Public Works building on August 19th .

Milt Strachan,
Superintendent of Transportation

2015- tonnage at landfill site- up-dated October 1st, 2015

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2014 Total Tonne	Average last 8 years Total Tonne	2015 Total Tonne	2014 Total Fees	Average last 8 years Fees 2007 to 2014	2015 Fees	2015-2014 Tonnes	2015-2014 Fees
JAN	147.69	39.65	214.43	57.57	10.33	2.77	83.64	376.54	358.23	372.45	\$18,990.70	\$19,078.66	\$22,076.55	-4.09	\$2,997.89
FEB	110.32	34.07	205.79	63.55	7.71	2.38	10.29	331.57	303.57	323.82	\$17,730.70	\$16,650.51	\$17,311.55	-7.75	\$661.04
MAR	171.11	38.30	267.42	59.85	8.28	1.85	0.00	347.04	409.34	446.81	\$18,869.70	\$23,107.28	\$25,940.55	99.77	\$2,833.27
APRIL	248.22	40.76	346.16	56.84	14.64	2.40	3.24	500.42	569.78	609.02	\$28,891.30	\$32,908.43	\$36,933.10	108.60	\$4,024.67
MAY	306.17	39.10	466.65	59.59	10.22	1.31	81.19	756.65	721.08	783.04	\$42,047.80	\$41,342.77	\$40,474.95	26.39	-\$867.82
JUNE	291.38	42.19	389.21	56.35	10.10	1.46	1875.39	725.30	816.36	690.69	\$44,815.30	\$42,253.75	\$43,913.10	-34.61	\$1,659.35
JULY	305.88	46.72	336.03	51.32	12.81	1.96	1764.87	661.29	683.08	654.72	\$37,863.20	\$40,976.57	\$43,552.25	-6.57	\$2,575.68
AUG	273.25	42.51	357.18	55.57	12.38	1.93	943.69	547.91	628.81	642.81	\$32,880.80	\$37,269.88	\$39,041.90	94.90	\$1,772.02
SEPT	288.85	40.17	418.17	58.15	12.06	1.68	3,074.48	697.87	637.62	719.08	\$38,838.70	\$36,887.25	\$43,223.58	21.21	\$6,336.33
OCT		#DIV/0!		#DIV/0!		#DIV/0!		648.58	641.16	0.00	\$38,154.80	\$37,889.98			
NOV		#DIV/0!		#DIV/0!		#DIV/0!		558.35	558.58	0.00	\$29,302.30	\$31,434.38			
DEC		#DIV/0!		#DIV/0!		#DIV/0!		449.26	386.07	0.00	\$24,963.10	\$23,643.32			

Average per monthly	238.10	37.34	333.45	60.32	10.95	#DIV/0!	870.75	550.07	559.47	436.87	\$31,112.37	\$31,953.56	\$34,718.61		
Total	2142.87		3001.04		98.53		7836.79			5242.44	\$373,348.40	\$383,442.77	\$312,467.53	297.85	\$21,992.45
												Actual	\$312,467.53		
Town of Fort Frances Tonnage	5143.91											Budget	\$370,684.00		
Total Tonnage	5242.44											Forecasted	\$416,623.37		
Residential Tonnage	2142.87	40.88%										Difference	\$45,939.37		
ICI Tonnage	3001.04	57.25%													
Coverage material	7836.79														

2015 CAPITAL BUDGET as of October 1st, 2015

O & F Division	G/L Code	TOTAL BUDGET	Budget as of Sept. 30, 2015	Variance	Notes
TRANSPORTATION	Public Works Buildings/General Misc.				
1 Engineering and O&F Managers Office Upgrades	C-310-9127-1471	12,000	4,302	7,698	99% of the work is completed as of August 21,2015
2 Salt Shed Storage Building	C-310-9113-1523	528,278	425,315	102,963	Substantial Completion as of August 21, 2015 - outstanding 2nd lift of asphalt
3 PW Garage Exterior Renovations & 7 Overhead Doors	C-310-9127-1523	150,000	205	149,795	Contract awarded to Ed Kaun & Sons on July 13, 2015- Presently working on new exterior siding
4 Public Works Small Equipment	C-310-9105-1471	8,000	7,661	339	
		698,278	437,483	260,795	
Large Equipment & Vehicles					
5 Snowplow Truck - 1997 Replacement (2014 Carryover)	C-334-9244-1471	237,000	235,722	1,278	New Plow Truck on site as of January 29,2015
6 Street Sweeper (2001 Replacement)	C-334-9292-1471	325,000	776	324,224	Tender closes on June 29, 2015 Tender awarded to Joe Johnson on July 13, 2015 delivered around April 1st, 2016.
7 Sidewalk Machine c/w Blower Attachment	C-334-9230-1471	120,000	0	120,000	Milt preparing tender adverting on October 7, 2015
		682,000	236,498	445,502	
Small Vehicles					
8 Replace V180 - 2002 Ford F250 3/4 Ton Truck c/w 4 Wheel Drive	C-333-9133-1471	40,000	28,234	11,766	Awarded Tender to MacDonald Motors on April 13,2015- Vehicle on site 2nd week of August
		40,000	28,234	11,766	
Roads					
9 Concrete Repairs Portage Ave/CNR East abutment Wall Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-313-9110-1523	150,000	50,757	99,243	90% of the work completed as of Tuesday August 18, 2016- asphalt patch still outstanding
10 Nelson Street from Butler Ave to Shevlin Wood yard (105 meters Sanitary Main replacement)	C-313-9271-1523	462,667	43,331	419,336	
11 Nelson Street from Butler Ave to Shevlin Wood yard (105 meters Sanitary Main replacement)	C-313-9272-1523	308,532	17,215	291,317	
Connecting Link				0	
Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of York	C-316-9273-1523	2,059,755	775,315	1,284,440	Bay City on site as May 19, 2015 - 10 days on - 12 hours days
		2,980,954	886,619	2,094,335	
Sidewalks					
13 Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-320-9271-1523	98,163	6,047	92,116	
14 Nelson Street from Butler Ave to Shevlin wood yard	C-320-9272-1523	13,406	301	13,105	
Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of York	C-320-9273-1523	51,556	26,155	25,400	
16 Keating Ave to JW Walker to 1st Street (Traffic Safety Committee)	C-320-9274-1523	65,000	0	65,000	
		228,125	32,504	195,621	
Streetlight Pole Replacement					
17 20 Poles Replaced along Waterfront	C-345-9135-1471	25,000	25,216	(216)	As of June 5 shipped new street light poles to International Falls, MN- New Poles installed by Friday July 3rd, 2015
		25,000	25,216	(216)	
TOTAL TRANSPORTATION		4,654,357	1,646,554	3,007,803	
PARKS & CEMETERIES					
Parks					
18 Small Equipment Replacement (Mowers & whipper snippers)	C-580-9105-1471	5,000	4,355	645	
19 60" wide Snow Plow attachment for Large JD Tractor	C-580-9174-1471	5,500	6,105	(605)	New blower delivered in July
20 Replace V411 - 1992 Chevy Truck (2-Wheel Drive)	C580-9133-1471	30,000	26,305	3,695	Awarded Tender to MacDonald Motors on April 13,2015 Truck delivered on July 22,2015.
Cemeteries				0	
21 Riding Lawn Mowers - Trade in existing two mowers	C-580-9157-1471	16,586	10,276	6,310	both mowers delivered on April 28, 2015
TOTAL PARKS & CEMETERIES		57,086	47,040	10,046	
AIRPORT					
22 Video Surveillance System	C-390-9105-0000	3,000	2,939	61	Surveillance Equipment Installed as of May 15
Front End Loader c/w Sweeper - ASCAP Funding (Dependent on Funding)	C-390-9257-1471	216,427	161,780	54,647	Tender closes on June 9, 2015 at 2:00 pm low tender with ACAP funding. Award to supplier on June 22, 2015 delivered on September 9, 2015
24 Replacement Loader-Mounted Snow Blower	C-390-9293-1471	119,250	0	119,250	funding. Award to supplier on June 22, 2015 delivered sometime in October of 2015
TOTAL AIRPORT		338,677	164,719	173,958	
WASTE MANAGEMENT SYSTEM					
Transfer Station Upgrades - Installation of 2 Stationary Compactors (2014 Carryover)	C-351-9128-1471	218,275	47,841	170,434	delivered compaction equipment on July 22, 2015 still some deficiencies not fully operational as of August 25, 2015
		218,275	47,841	170,434	
ENVIRONMENT					
Sanitary Sewer - Collection System					
26 Sanitary Sewer Tools & Equipment	C-410-9105-1471	12,000	4,900	7,100	
27 Refurbishing Sanitary Manholes	C-410-9138-1523	162,400	77,288	85,112	Tom Veert completed work of July 3rd, 2015
28 Design for Infrastructure Renewal Project	C-410-9238-1523	37,500	0	37,500	
Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of York	C-410-9273-1523	364,814	237,603	127,211	
Nelson Street from Butler Ave to Shevlin wood yard (105 meters Sanitary Main replacement)	C-410-9272-1523	157,442	13,675	143,767	
Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-410-9271-1523	220,607	32,004	188,603	
		954,763	365,470	589,293	
Sewage Treatment Plant					
32 Misc. Capital Upgrades	C-413-9108-1471	120,000	40,602	79,398	
Sludge Dewatering Equipment & Installation of Secondary Clarifier					
33 Chains	C-413-9290-1523	800,000	125,876	674,124	New dewatering equipment ordered in June of 2015
34 Honeywell Improvements at STP including Street lighting	C-413-9280-0000	50,406	0	50,406	
		970,406	166,478	803,928	
Water System					
Water Distribution System					
35 Miscellaneous Tools/Equipment	C-961-9105-1471	12,000	7,994	4,006	
36 Replacing Main Line Water Valves/Hydrants	C-961-9137-1523	211,300	73,166	138,134	Tom Veert completed work of July 3rd, 2015- One fire Hydrant outstanding as of August 25, 2015
37 Design for Infrastructure Renewal Project for 2016 construction work	C-961-9238-1523	37,500	0	37,500	
Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of York	C-961-9273-1523	704,545	429,071	275,474	
Nelson Street from Butler Ave to Shevlin wood yard (105 meters Sanitary Main replacement)	C-961-9272-1523	126,778	6,690	120,088	
Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-961-9271-1523	203,145	30,747	172,398	
		1,295,268	547,667	747,601	
Water Treatment Plant					
41 Misc. Small Capital Equipment	C-965-9105-1471	60,000	10,812	49,188	
42 Back-up Generator	C-965-9260-1471	357,000	344,427	12,573	Generator installed and fully operational as July 24, 2015
		417,000	355,239	61,761	
TOTAL ENVIRONMENT		3,637,437	1,434,854	2,202,583	
PW		4,654,357	1,646,554	3,007,803	35.38%
Waste Management		218,275	47,841	170,434	21.92%
Airport		338,677	164,719	173,958	48.64%
Parks		57,086	47,040	10,046	82.40%
Water		1,712,268	902,906	809,362	52.73%
Sewer		1,925,169	531,948	1,393,221	27.63%
Total		8,905,832	3,341,009	5,564,823	37.51%