

TOWN OF FORT FRANCES

AGENDA - November 23, 2015

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 038) 5:30 PM

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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 Personal Matters about an identifiable individual, including municipal or local board employees: Citizen of the Year
 - 4.2 Personal Matters about an identifiable individual, including municipal or local board employees: FFPC Board Appointments
 - 4.3 Personal Matters about an identifiable individual, including municipal or local board employees: Personnel Matter
 - 4.4 A proposed or pending acquisition or disposition of land by the municipality or local board: Letter of Intent for Industrial Park Land
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Verbal Update from Mayor Avis
 - 6.2 Verbal Update from Councillor Kitowski
 - 6.3 Verbal Update from Councillor Perry
 - 6.4 Verbal Update from Councillor Ryan
7. **Consent Agenda:**
 - 7.1 October 2015 Drinking Water Systems Monthly Summary Report. 5 - 12
- approval of this report will accept the October 2015 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.
 - 7.2 Awarding Tender 15-OF-17 - Supply of New Municipal (Sidewalk) Tractor. 13 - 15

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	- approval of this report will award tender 15-OF-17 for a Sidewalk Tractor to Joe Johnson Equipment at a price of \$172,853.25 including taxes with the budget shortfall financed as outlined in the report, and further that an authorizing by-law be prepared for Council's consideration.	
7.3	Memorial Donation in Memory of Ron Nelson. - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$100.00 to O'Connor Free Methodist Church in memory of Ron Nelson.	16 - 17
7.4	Families for Families Committee Financial Request. - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$500.00 to the Families for Families Committee in support of their efforts to sponsor a refugee family.	18 - 20
7.5	Volunteer Bureau Community Christmas Dinner Financial Request. - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$100.00 to the Volunteer Bureau for the Christmas Dinner to be held at Knox United Church.	21 - 22
7.6	M. McCaig, CAO - Purchase Card Expense. - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expenses for Mark McCaig, CAO in the amount of \$53.09 as summarized in this report.	23 - 25
7.7	Request to Purchase Town Property (Lot 15 and Lot 16 - Industrial Park) - approval of this report will agree to the sale of Lots 15 and 16 to Mr. J. Burnett at the Land Sale Policy approved price of \$3500.00 per acre as outlined in the signed acknowledgement dated November 10, 2015, and further that an authorizing by-law to accompany the Agreement of Purchase and Sale will be brought forward for Council's consideration.	26 - 27
7.8	TBayTel Wifi at Memorial Sports Centre - approval of this report will endorse the TBayTel Enterprise Service Agreement for installation and service of Free Public Wifi Internet Service at Memorial Sports Centre with no cost to the Town.	28 - 38
7.9	Annual Review of Health & Safety Policy and Workplace Harassment	39 - 41

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& Violence Policies	
- approval of this report will approve these policies and conclude the Town's annual review.	
7.10 Policy Review - First Aid & Accident/Incident Reporting	42 - 60
- approval of this report will approve the proposed changes to the Town's First Aid Policy and to its Accident/Incident Reporting Policy as outlined in this report.	
8. <u>Operations and Facilities Division:</u>	
8.1 Execution of Product Care Interim Lamps Program Material Services Agreement with Product Care Association (PCA)	61 - 62
- approval of this report will authorize the Mayor and Clerk to sign on behalf of the Town to enter into a Product Care Interim Lamps Program Material Services Agreement.	
9. <u>General:</u>	
9.1 Strategic Plan Initiative #6 - Town Revitalization	63 - 65
- approval of this report will forward the review of the Strategic Plan Initiative #6 - Town Revitalization by the Economic Development Advisory Committee to all Executive Committees for recommendation in consultation with the By-law Department.	
9.2 Rainy Lake Market Square Advisory Committee	66 - 67
- approval of this report will direct the Clerk to bring forward a resolution as outlined in the report.	
9.3 Council Meeting Dates (December 2015 to December 2016)	68 - 69
- approval of this report will officially authorize the preparation of a resolution reflecting the decision of Council.	
10. <u>Information:</u>	
10.1 Ontario Municipal Partnership Fund (OMPF) 2016 Allocation Notice - Highlights for the Town of Fort Frances.	70 - 73
10.2 Administration and Finance Department Stats for the period ending October 31, 2015*.	74 - 75
10.3 Town of Fort Frances Capital Fund Budget vs Actual as at October 31, 2015*.	76 - 80
10.4 Town of Fort Frances Water and Sewer Fund (Operating) Actuals to October 31, 2015*.	81

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10.5 Town of Fort Frances General Fund (Operating) Actuals as at October 31, 2015*.	82 - 83
10.6 2015 Capital Budget as of November 1st, 2015 (O&F Division)*.	84
10.7 Operations and Facilities Division - Public Works Area - Operations Statistics - September 2015*.	85 - 88
10.8 Fort Frances Wastewater Treatment Facility - September 2015 Monthly Report*.	89 - 94
10.9 Fort Frances Wastewater Treatment Facility - October 2015 Monthly Report*.	95 - 100
10.10 2015 Tonnage at landfill site - Updated November 1st, 2015*.	101
10.11 Sewer & Water Data for 2015 - updated November 1st, 2015*.	102
10.12 Fort Frances Airport - Jet Fuel Sales and Aircraft Landings as of October 31, 2015*.	103 - 104
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	

November 16, 2015

Report To: Mayor & Council

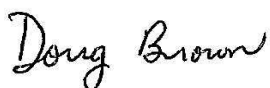
From: Doug Brown, Manager of Operations & Facilities

SUBJECT: October 2015 Drinking Water Systems Monthly Summary Report

Please find attached the October 2015 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the October 2015 report as presented.

Respectfully submitted,
Operations & Facilities Division



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

<p>Council approval of this report will accept the October 2015 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.</p>

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

03CouncilwaterreportMarch 2015

October, 2015

**Monthly Summary Report
Water Systems**

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

Dated: November 13, 2015

1) **Introduction -**

This report contains the major maintenance activities and operational events that occurred during the month of October 2015 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

Oct. 1 st	worked on air compressors
Oct. 2 nd	cleaned top and bottom tanks on the poly unit cleaned all 4 check valves on the poly unit worked on air compressors (safety guards)
Oct. 5 th	calibrated dist chlorine analyzer took grab samples off the filters
Oct 13 th	changed all the filters on the dust collection system
Oct 16 th	calibrated dist chlorine analyzer
Oct 22 nd	took grab samples from filters
Oct 23 rd	calibrated the dist chlorine analyzer
Oct 29 th	cleaned top and bottom tanks on the poly unit cleaned all 4 check valves on the poly unit

8) Water Complaints –

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

9) **Other Miscellaneous Information:**

Oct 5 th	routine micro sample collection new main samples – Kings Highway – 1 st set
Oct 6 th	new main samples – Kings Highway – 2 nd set new main samples – Nelson Street – 1 st set
Oct 7 th	new main samples – Nelson Street – 2 nd set
Oct 8 th	resample micro sample collection
Oct 13 th	routine micro sample collection lead testing samples on distribution system
Oct 14 th	received a bulk load of soda ash new main samples at Acklands – 1 st set
Oct 15 th	new main samples at Acklands – 2 nd set
Oct 19 th	routine micro sample collection new main samples Butler and Nelson – 1 st set main repair samples at Simplicity – 1 st set main repair samples at 526 First Street West – 1 st set
Oct 20 th	new main samples at Butler and Nelson – 2 nd set main repair samples at Simplicity – 2 nd set main repair samples at 526 First Street West – 2 nd set took samples on new main – Kings Highway – 1 st set
Oct 21 st	took samples on new main – Kings Highway – 2 nd set
Oct 26 th	routine micro sample collection took the DWSP samples
Oct 27 th	received a shipment of chlorine
Oct 28 th	repair samples at Riverview and Elm – 1 st set 560 Elm Avenue new main sample – 1 st set
Oct 29 th	repair samples at Riverview and Elm – 2 nd set 560 Elm Avenue new main samples – 2 nd set

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

- Randy White, ORO, Senior WTP Operator: _____
- Doug Herr, Environmental & Facilities Supt.: _____
- Doug Brown, Manager of Operations & Facilities: _____
- Mark McCaig, CAO: _____
- Paul Ryan, Chair O& F Exec Committee: _____
- Roy Avis, Mayor: _____
- John Albanese, Councillor: _____
- June Caul, Councillor: _____
- Wendy Brunetta, 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	October	Units	2013		2014		2015	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water		m ³		145180		132900		170410
Raw Maximum Day		m ³	Sunday 13th	4990	Sunday 05th	4410	Saturday 24th	5730
Raw Minimum Day		m ³	Monday 7th	4310	Monday 06th	4140	Monday 26th	5230
Raw Average Daily Consumption		m ³		4680		4290		5500
Total Treated Water		m ³		113160		106970		123450
Treated Water Maximum Day Consumption		m ³	Wednesday 2nd	4100	Monday 27th	4020	Monday 05th	4720
Treated Water Minimum Day Consumption		m ³	Tuesday 29th	3410	Monday 13th	3000	Monday 26th	3210
Treated Water Average Day Consumption		m ³		3650		3450		3980
Daily Average Per Household Consumption Rate		m ³		0.96		0.91		1.05
* Daily Average Per Person Consumption Rate		m ³		0.46		0.43		0.50
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water		mg/L		1.87		1.92		2.16
Total Chlorine Residual - Treated Water		mg/L		2.19		2.22		2.55
Aluminum Sulphate - Raw Water		mg/L		34.0		36.9		35.0
Aluminum Sulphate - Treated Water Residual		mg/L		0.06		0.04		0.03
Fluoride - Treated Water		mg/L		0.66		0.71		0.56
Soda Ash - Raw Water		mg/L		34.0		35.0		35.0
PH - Adjusted		mg/L		7.13		7.19		7.20
Temperature		C		12.5		10.9		12.0
Quantity of Chemical Used:								
Aluminum Sulphate		kg		4936.1		4906.5		5964.4
Polyelectrolyte		kg		50.0		50.0		62.5
Chlorine Gas		kg		609		583		789
Soda Ash - Used for PH Adjustment		kg		4936.1		4651.5		5964.4
Fluoride		kg		489		444		492

* The Canadian Average is 450 Litres (0.45 m³) per day.

* Population is 7986

* Number of Households is 3783

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
October 2015

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average
		or Range																																	
Flow rates																																			
Raw Water	10^3 M^3	17	5.59	5.53	5.35	5.63	5.57	5.50	5.51	5.52	5.49	5.62	5.56	5.56	5.27	5.50	5.50	5.52	5.46	5.49	5.45	5.47	5.45	5.53	5.38	5.73	5.51	5.23	5.47	5.42	5.51	5.49	5.60	170.41	5.50
Peak Instantaneous - Raw Water	L/s	n/a	64.65	64.66	64.58	64.54	64.58	64.62	64.58	64.46	64.53	64.38	64.43	64.37	64.27	64.23	64.29	64.21	64.13	64.03	63.97	63.88	64.09	64.13	64.03	64.03	64.12	63.93	64.07	63.95	63.97	64.13	63.88	1991.72	64.25
Treated Water	10^3 M^3	17	4.38	4.68	4.18	4.41	4.72	4.56	4.58	4.31	4.22	4.32	4.56	4.13	4.29	4.18	4.22	4.09	3.65	3.42	4.03	3.58	4.06	3.40	3.66	3.42	3.72	3.21	3.43	3.75	3.49	3.23	3.57	123.45	3.98
Peak Instantaneous - Treated Water	L/s	n/a	74.83	75.85	75.07	75.63	74.42	74.65	76.42	74.43	74.99	75.27	74.09	75.06	87.24	83.99	88.41	84.91	83.18	89.70	85.12	82.40	84.28	81.55	83.04	81.87	84.17	83.13	83.00	79.34	80.98	72.85	2399.87	80.00	
BackWash Water	10^3 M^3	n/a	0.231	0.250	0.229	0.234	0.246	0.225	0.232	0.250	0.220		0.237	0.233	0.219	0.232	0.240	0.224	0.233	0.244	0.224	0.232	0.225	0.225	0.229	0.229	0.225	0.231	0.243	0.225	0.232	0.244	0.224	6.967	0.232
Fluoride Information																																			
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.62	0.53	0.60	0.62	0.53	0.55	0.51	0.61	0.60	0.55	0.52	0.55	0.57	0.61	0.58	0.52	0.57	0.56	0.57	0.57	0.58	0.59	0.57	0.55	0.53	0.51	0.51	0.53	0.58	0.57	0.52	17.38	0.56
Turbidity Information																																			
Raw Water	NTU	n/a	1.70	1.68	1.59	1.63	1.71	1.46	1.37	1.62	1.51	1.56	1.47	1.49	1.74	1.62	1.88	1.51	1.63	1.45	1.75	1.44	1.53	1.47	1.58	1.51	1.44	1.57	1.37	1.50	1.53	1.45	1.37	48.13	1.55
Settled Water	NTU	n/a	0.11	0.11	0.10	0.10	0.16	0.13	0.12	0.13	0.12	0.11	0.12	0.12	0.19	0.14	0.15	0.12	0.11	0.16	0.15	0.14	0.15	0.12	0.11	0.12	0.11	0.14	0.11	0.17	0.13	0.12	0.11	3.98	0.13
Treated Water	NTU	1	0.07	0.07	0.05	0.04	0.08	0.08	0.07	0.09	0.09	0.08	0.09	0.10	0.09	0.08	0.10	0.08	0.08	0.10	0.08	0.08	0.07	0.05	0.04	0.06	0.06	0.08	0.08	0.09	0.08	0.09	0.07	2.37	0.08
Other Operating Parameters																																			
pH - Treated Water	no units	6.5 to 8.5	7.30	7.15	7.24	7.16	7.26	7.23	7.21	7.18	7.15	7.19	7.12	7.17	7.18	7.21	7.21	7.14	7.18	7.18	7.24	7.19	7.23	7.27	7.24	7.25	7.21	7.16	7.25	7.27	7.19	7.15	7.12	223.23	7.20
pH - Settled water	no units	n/a	6.59	6.34	6.21	6.19	6.42	6.45	6.41	6.62	6.54	6.50	6.41	6.39	6.37	6.52	6.68	6.72	6.78	6.53	6.77	6.54	6.54	6.42	6.36	6.31	6.40	6.84	6.62	6.34	6.48	6.37	6.39	201.05	6.49
pH - Raw Water	no units	n/a	7.12	7.05	7.01	7.04	7.13	7.09	7.00	7.18	7.15	7.09	7.00	7.12	7.08	7.16	7.16	7.17	7.09	7.14	7.13	7.08	7.10	7.06	7.01	7.00	70.07	7.16	7.15	7.19	7.12	7.09	7.01	282.95	9.13
FAC - Treated Water	mg/l	0.2 to 4	2.46	2.09	2.09	2.07	2.46	2.42	2.21	2.54	1.99	1.86	2.26	2.18	2.19	2.22	2.08	1.92	2.15	2.01	2.15	2.23	2.18	2.10	2.21	2.08	2.10	2.12	1.97	2.10	2.08	2.23	2.28	67.03	2.16
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.70	2.86	2.62	2.52	2.80	2.88	2.37	2.82	2.20	2.17	2.39	2.37	2.92	2.70	2.74	2.68	2.66	2.72	2.68	2.64	2.68	2.56	2.63	2.25	2.30	2.50	2.40	2.22	2.24	2.31	2.39	78.92	2.55
Temperature	C	15	16.0	16.0	16.0	15.0	15.0	14.0	14.0	14.0	14.0	14.0	14.0	14.0	13.0	13.0	12.0	12.0	11.0	11.0	11.0	10.0	10.0	10.0	10.0	10.0	10.0	10.0	9.0	9.0	8.0	8.0	8.0	371.0	12.0
Fluoride used (Total Daily Consumption)	kg	n/a	16.0	16.0	16.0	16.0	17.0	16.0	16.0	16.0	16.0	16.0	16.0	15.0	15.0	16.0	16.0	16.0	15.0	16.0	16.0	16.0	15.0	16.0	15.0	16.0	15.0	15.0	17.0	15.0	16.0	18.0	17.0	492.0	15.9
Chlorine used (Total Daily Consumption)	kg	n/a	27.0	27.0	25.0	27.0	27.0	26.0	27.0	26.0	26.0	27.0	26.0	26.0	26.0	26.0	26.0	27.0	26.0	26.0	26.0	25.0	26.0	26.0	25.0	26.0	24.0	22.0	23.0	22.0	23.0	24.0	23.0	789.0	25.5
Soda ash (Total Daily Consumption)	kg	n/a	195.7	193.6	187.3	197.1	195.0	192.5	192.9	193.2	192.2	196.7	194.6	194.6	184.5	192.5	192.5	193.2	191.1	192.2	190.8	191.5	190.8	193.6	188.3	200.6	192.9	183.1	191.5	189.7	192.9	192.2	196.0	5964.4	192.4
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.0	35.0
Alum residual - (Total Daily Consumption)	kg	n/a	195.7	193.6	187.3	197.1	195.0	192.5	192.9	193.2	192.2	196.7	194.6	194.6	184.5	192.5	192.5	193.2	191.1	192.2	190.8	191.5	190.8	193.6	188.3	200.6	192.9	183.1	191.5	189.7	192.9	192.2	196.0	5964.4	192.4
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1085.0	35.0
Alum residual - Treated Water	mg/l	0.1	0.03	0.01	0.02	0.03	0.03	0.01	0.01	0.02	0.04	0.04	0.02	0.04	0.01	0.02	0.02	0.02	0.02	0.02	0.01	0.02	0.03	0.04	0.04	0.03	0.03	0.03	0.04	0.03	0.04	0.04	0.02	0.81	0.03
Poly bags added (25 kg bags)	kg			0.5				0.5								0.5						0.5								0.5				62.5	

November 13, 2015

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Awarding Tender 15-OF-17 – Supply of New Municipal (Sidewalk) Tractor c/w Snowblower & Boom Flail Mower Attachments - O & F Division Operations

As you are aware the approved 2015 capital budget included the purchase of one new sidewalk machine c/w sidewalk size snowblower & Boom Flail Mower attachments where the original budget was forecasted at \$120,000.00

The tender documents and specifications were developed to be generic in nature to ensure the two main municipal sidewalk tractor manufacturers (Hodder & Trackless) could meet the specifications and that the Town could select the low tender.

Please find attached an administration report prepared by Milt Strachan, Transportation Superintendent outlining the results of the tender received & pertinent information on the new sidewalk tractor.

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. The tender submitted by Joe Johnson Equipment meets all the specifications outlined in the tender documents. See attached pictures of the trackless MT6 Municipal Tractor c/w snowblower & boom flail mower attachments.

The net cost of the new sidewalk machine is \$155,659.71 where there is a budget shortfall of \$35,659.71. It is recommended that this budget shortfall be financed through either a 2015 capital budget surplus or taken out of the corporate vehicles/equipment reserve funds during the 2015 year-end budget process. The new tractor will be delivered within 45 to 90 days once the tender is awarded.

The Operations & Facilities Executive committee recommends the following;

- 1) That one MT6 Municipal Tractor in compliance with the tender documents 15-OF-17 be awarded to Joe Johnson Equipment Inc. at a total cost of \$172,853.25 (all taxes included).
- 2) That the budget shortfall of \$35,659.71 will be financed through either a 2015 capital budget surplus or taken out of the corporate

vehicles/equipment reserve funds during the 2015 year-end budget process.

Respectfully Submitted
Operations & Facilities Division



Doug Brown, P. Eng.
Operations and Facilities Manager

Council approval of this report will ensure the following;

1. That one MT6 Municipal Tractor in compliance with the tender documents 15-OF-17 be awarded to Joe Johnson Equipment Inc. at a total cost of \$172,853.25 (all taxes included).
2. That the budget shortfall of \$35,659.71 will be financed through either a 2015 capital budget surplus or taken out of the corporate vehicles/equipment reserve funds during the 2015 year-end budget process.

2015NovemberMunicipalTractor

November 13, 2015

Report To: Doug Brown, Manager of Operations and Facilities

From: Milt Strachan, Transportation Superintendent

SUBJECT: Tender No. 15-OF-17 – New Municipal/Parks Tractor with 51 Inch Snow Blower and 51 Inch Boom Flail

There was only one bid received, from Joe Johnson Equipment Inc. at a price of \$152,967.48 plus HST of \$19,885.77 for a total of \$172,853.25. This piece of equipment meets all of the specifications in the Tender package.

The Boom Mower attachment will give us the ability to do the roadside cutting that is presently contracted out at a cost of approximately \$8,000.00 per summer. I think that it would improve the quality of the roadside cutting and give us flexibility to do the cuts when we want as opposed to waiting for the availability of the contractor.

It is my recommendation that the Town of Fort Frances purchase the Municipal Parks/Tractor with 51 Inch Snow Blower and 51 Inch Boom Flail from Joe Johnson Equipment Inc. at the tendered price.

Sincerely,

Milt Strachan
Transportation Superintendent



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/122

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 17, 2015
SUBJECT: Memorial Donation in Memory of Ron Nelson

BACKGROUND

At the November 17, 2015 Administration & Finance Executive Committee, the request forwarded by Mayor Avis requesting consideration of making a memorial donation in memory of Ron Nelson was reviewed for recommendation to Council.

Ron Nelson, Mayor of O'Connor was a dedicated advocate for Northwestern Ontario during his 24 years in municipal government and served on both the NOMA and AMO boards. The tribute to Ron Nelson had been forwarded to Council members previously that touched on Ron's many accomplishments that have benefited all of Northwestern Ontario municipalities.

RECOMMENDATION

The Administration & Finance Executive Committee recommend approval of a \$100.00 donation to the O'Connor Free Methodist Church in Memory of Ron Nelson.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$100.00 to O'Connor Free Methodist Church in memory of Ron Nelson.



Kathy Lawson/Frances
11/17/2015 09:03 AM

To Laurie Witherspoon/Frances@Frances
cc
bcc
Subject Fw: Tribute to Ron Nelson

Good Morning Laurie:

Mayor Avis is wondering if we can make a donation on behalf of Mayor and Council.

He is wondering about taking it non-agenda or just taking it out of Council PR.

Thanks in advance.

Best regards,

Kathryn Lawson, Deputy Clerk
Phone - 807-274-5323 ext 257
fax - 807-274-8479
klawson@fort-frances.com

----- Forwarded by Kathy Lawson/Frances on 17/11/2015 08:58 AM -----



"Kristen Oliver, NOMA"
<admin@noma.on.ca>
17/11/2015 08:51 AM

To town@fort-frances.com
cc
Subject Re: Tribute to Ron Nelson

Hi Kathryn,

The family has requested donations to their church at:

O'Connor Free Methodist

293 Sitch Rd.

RR 1 Kakabeka Falls, ON

POT 1W0

Thanks!

Kristen

Sent from my BlackBerry 10 smartphone on the Rogers network.

From: town@fort-frances.com

Sent: Tuesday, November 17, 2015 9:43 AM

To: Kristen Oliver

Cc: ravis@fort-frances.com

Subject: Re: Tribute to Ron Nelson



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/121

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 17, 2015
SUBJECT: Families for Families Committee Financial Request

BACKGROUND

At the November 17, 2015 Administration & Finance Executive Committee the request received from the Families for Families Committee was reviewed for recommendation to Council.

The Families for Families Committee was formed as the initial requirement to make application to sponsor an immigrant family displaced from their home due to conflict in the Middle East. In order to support a family of five, the committee must raise \$35,000.00 and hope to accomplish this goal by Christmas to gift a refugee family with a new life and new hope.

RECOMMENDATION

The Administration & Finance Executive Committee recommend approval of a \$500.00 donation to the Families for Families Committee for their sponsorship of a refugee family.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$500.00 to the Families for Families Committee in support of their efforts to sponsor a refugee family.

ATTENTION KATHY

Families for Families

Families give us new life, provide for our needs, and care for us. Can our Fort Frances family welcome others in?

We were all devastated by the image of the toddler, Aylan, found on a Turkish beach. The picture represented the tragedies of war; the helplessness of innocent victims, the desperation of those trying to escape violence, persecution and death. Daily, on the news, we see images of crowded boats, people running to freedom with children in their arms; some being welcomed with food and lodging and some being barred from entry, their hopes met by barbed wire and hostility. It is truly heartbreaking.

The challenge for neighbouring countries, trying to accommodate hundreds of thousands of people, is a true test of charity. For host countries, the difficulties of caring for so many immigrants are immense. Because of their proximity to the areas of conflict the countries in Europe and the Middle East bear a great burden. Should they be the only ones to respond to the needs of those displaced from their homes, jobs and countries? Are we not all one family in our shared humanity? How can we help?

There are procedures that must be followed when bringing refugees into Canada. When twenty people gathered at the Fort Frances Library Thursday evening, October 15, they fulfilled the first requirement by forming a committee of "Families for Families". It was decided that in order to expedite the sponsorship process they would operate under the D.O.O.R.s to New Life Refugee Services run by the Catholic Diocese of Thunder Bay. They are ongoing Sponsorship Agreement Holders and will be able to assist the local group in the application and settlement processes. They have a list of families who have already been approved and are waiting for sponsorship to Canada.

The next step requires the sponsoring group to raise enough money to support the refugee family for one year. This amount is \$35000 for a family of five. The group thought it would be wonderful to try to raise that amount by Christmas to gift the refugee family with a new life and new hope.

After the money is in the bank, application is made to the government and a family is matched to the community. The government agencies then assist the family by arranging the necessary background checks, medicals, documents, preparations and travel to the host community. The sponsorship group prepares for them a home and assistance for a new way of life.

Area businesses are very important to the well being of the community and we rely on their generosity and cooperation in many ways. It is the hope of the committee that our community make this sponsorship possible and then help the refugee family in its transition to regain a sense of belonging and safety and give all family members a chance for a brighter future.



Families for Families

Could you involve your business family in giving this gift of love and hope?

Donations can be dropped off at the CIBC Scott Street Branch or brought to St. Mary's Church, Monday through Friday, 9:00-3:00. Charitable tax receipts will be issued for donations of \$20 or more. E-transfers can also be made to stmarys@jam21.net. Please make cheques payable to St. Mary's Church with "Families for Families" on the memo line.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/120**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 17, 2015
SUBJECT: Volunteer Bureau Community Christmas Dinner Financial Request

BACKGROUND

At the November 9, 2015 Council Meeting the letter received from the Volunteer Bureau requesting financial requesting consideration for the annual Christmas Dinner was referred to the Administration & Finance Executive Committee for recommendation.

The Volunteer Bureau is requesting consideration of a donation for the Christmas dinner being held at the Knox United Church this year. As indicated in their letter, 225 dinners and 51 meals on wheels were served last year by community volunteers donating their time and energy before and on Christmas Day.

RECOMMENDATION

The Administration & Finance Executive Committee recommend approval of a \$100.00 donation to the Volunteer Bureau for the 2016 Christmas Dinner to be held at the Know United Church.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$100.00 to the Volunteer Bureau for the Christmas Dinner to be held at the Know United Church.



28th Annual Christmas Dinner Dec. 25th 2015

Dear Sir/Madam:

I am the new co-ordinator/director for the volunteer bureau. As always we are going to have a Christmas dinner for local people this year. We are going to be back at the Knox United Church.

I would like to thank all who donated last year and previous years!! We would not be able to do it without you!

Last year we served 225 dinners, plus 51 Meals-on-wheels, we hope to do the same or more this year. We had 40+ wonderful volunteers donating their time and energy before and on Christmas day which is much appreciated.

We are again asking for donations from the business community. Any food donations like turkey, ham, stuffing, coffee, tea or dessert would be great, or monetary donations to help with anything not donated. Charitable receipts are available if requested.

We do not have a fax machine anymore, so I will direct all inquiries to the Volunteer Bureau phone number... 274 9555 or you can reach me on my cell phone... 276 1737. Both numbers also have answering services.

Sandra Lange

Volunteer Bureau

P.S> We will also need volunteers if anyone is interested.



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2015/119

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: November 17, 2015
SUBJECT: M. McCaig, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Card expenses for Mark McCaig, CAO in the amount of \$53.09 for luncheon meeting with the Law Association on November 6, 2015 regarding planning matters.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council approves the Purchase Card expenses for Mark McCaig, CAO in the amount of \$53.09 as summarized in this report.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expenses for Mark McCaig, CAO in the amount of \$53.09 as summarized in this report.

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

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

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

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

Name <i>Mark McCaig</i>	Date <i>November 6, 2015</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>MARK MCCAIG</i> <i>CAO</i>	
2. <i>LISA SKOMKE</i> <i>CLERK</i>	
3. <i>TRAVIS ROB</i> <i>BUILDING OFFICIAL</i>	
4.	
Purpose of Entertainment <i>Meeting with Law Association</i> <i>Re: Planning Matters</i>	
Amount Claimed <i>\$53.09</i>	<i>Mark McCaig</i>
Treasurer Signature	Date <i>Nov. 6, 2015</i>

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667
1201 Idylwild Drive
TEL: 274-9811

161 Jess W

Tbl 7/1 Chk 8045 Gst 3
Nov06'15 11:58AM

1 Cup Wild Rice Sp	\$5.50
1 Reg Caesar	\$8.15
1 Clubhouse	\$12.25
RYE	
1 Clubhouse	\$12.25
RYE	
WILD RICE	\$1.00

Subtotal \$39.15
HST \$5.09
Amount Due **\$44.24**

Please Pay Server at Table

TIP: _____

TOTAL: _____

ROOM # _____

SIGNATURE : _____

PRINT NAME: _____

LA PLACE RENDEZ-VOUS
1201 IDYLWILD DRIVE
FORT FRANCES ON

CARD *****6269
CARD TYPE VISA
DATE 2015/11/06
TIME 0907 13:03:27
RECEIPT NUMBER
C82034954-001-111-003-0

PURCHASE
AMOUNT \$44.24
TIP \$8.85
TOTAL

\$53.09

VISA CREDIT
A0000000031010
9F7EC52506C458DF
0080008000-E800
1942F4769EA74FB9
0080008000-F800

APPROVED

AUTH# 098415 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS



To: Mayor & Council

From: Elizabeth (Lisa) Slomke, Town Clerk

Date: November 18, 2015

Re: **Request to purchase town property
Industrial Park – J. Burnett (Lot 15 and Lot 16)**

On October 26, 2015 Mr. Jay Burnett brought in a Letter of Interest for the above mentioned properties, which was received by Council at the November 9, 2015 Committee of the Whole meeting. At that meeting, Council referred this matter to the Planning & Development Executive Committee.

Details of Land

Mr. Burnett is interested in acquiring Lot 15 and Lot 16 Plan 48M-357 (Part) which front Seventh Street and are outlined in green. Seventh Street has been stopped up and closed. These lots lie directly North to Mr. Burnett's current holdings outlined in purple which are located on Sixth Street. See map attached.

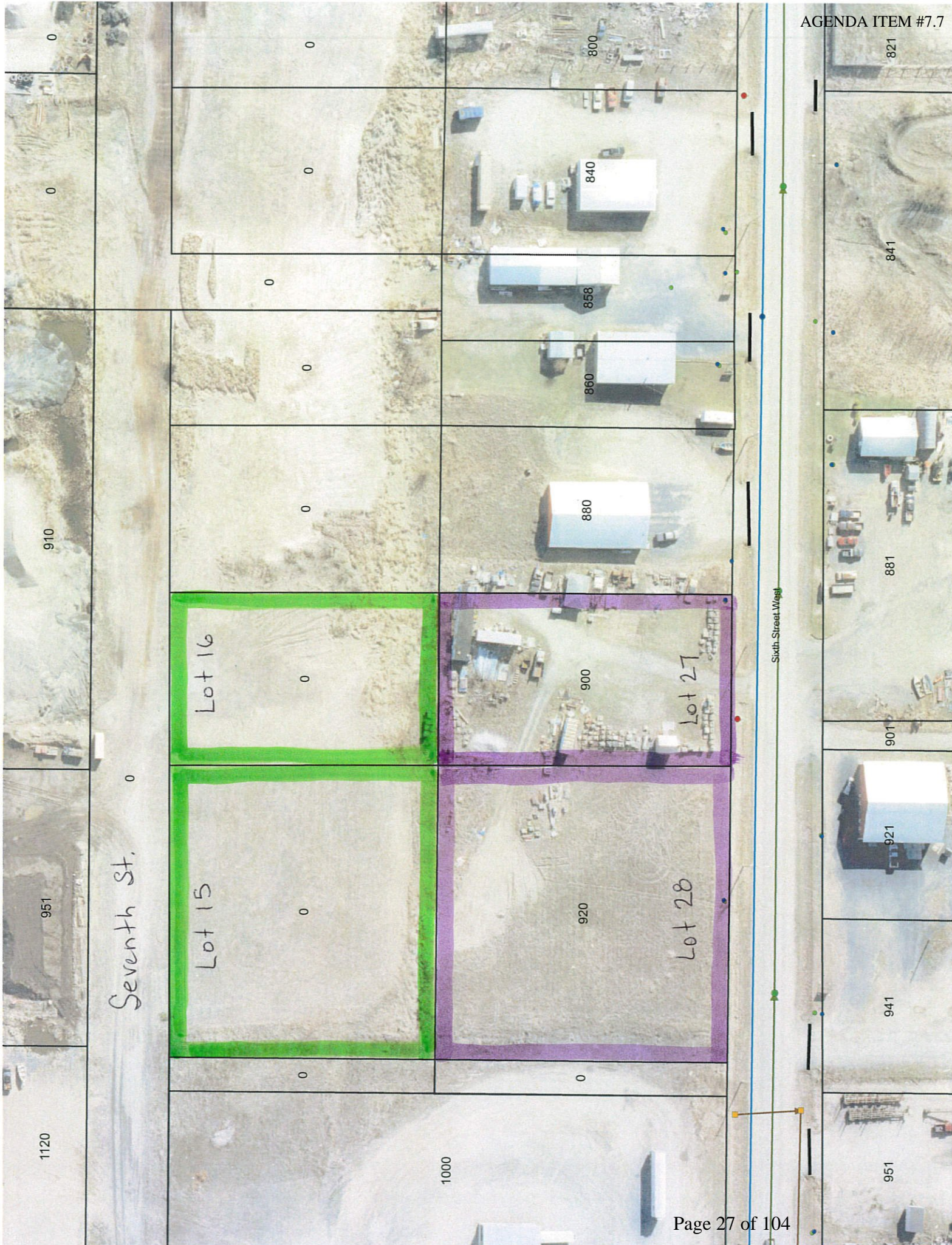
In discussion with Mr. Burnett, the following points have been brought to his attention:

- The properties do not have frontage on a publicly maintained road and therefore are not eligible for a building permit. They are eligible to be deemed with your current holdings directly to the South, after which a building permit could be issued.
- Municipal services are **not** available to the properties.
- Lot 15 is 70.80 x 65.04 based on information obtained and has a total area of 1.13 acres.
- Lot 16 is 42.67 x 64.62 based on information obtained and has a total area of 0.6 acres.
- The price that has been set for these lots is \$3,500 per acre, which equates to \$6,055.00 plus applicable taxes for both above mentioned lots.
- The Purchaser is responsible for all costs associated with the transaction, including but not necessarily limited to the legal fees, disbursement of the Town and potential deeming costs.
- If it is determined at a later date that a reference plan is required, the cost of same shall be the responsibility of the Purchaser.

All points above are outlined in the Land Sale Policy which was approved by Council this fall.

Mr. Burnett has signed a written acknowledgement which was forwarded to our Solicitor to prepare the Agreement of Purchase and Sale to be approved by Council by-law.

Council approval of this report will agree to the sale of Lots 15 and 16 to Mr. J. Burnett at the Land Sale Policy approved price of \$3500.00 per acre as outlined in the signed acknowledgement dated November 10, 2015. Further an authorizing by-law to accompany the Agreement of Purchase and Sale will be brought forward for Council's consideration.



Seventh St.

Sixth Street West



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: November 11, 2015

RE: TBayTel Wifi at Memorial Sports Centre

PREAMBLE

In April 2015 the Community Services Division was approached by Thunder Bay Telephone Inc. (TBayTel) to consider the Memorial Sports Centre (MSC) as a venue for their free public WiFi service. TBayTel is currently offering free public WiFi in over 150 locations in Thunder Bay and are looking to expand the service to have a more regional presence.

In September, TBayTel requested the opportunity for a site visit by their engineering representative to see if MSC might be a good candidate to have their free service installed. Attached is an email outlining that TBayTel is interested in bringing their complementary service to the MSC at no cost to the Town.

Attached is the proposal from TBayTel to offer free public Wifi at MSC that includes service to the following portions of the facility:

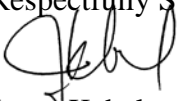
- Main Lobby
- Ice For Kids Rink
- '52 Canadians Rink
- Fitness Area
- Auditorium
- Pool

Currently there are 3 access points in Memorial Sports Centre that were installed by Vianet and Leisure Audio Plus in the Spring of 2014. The service has not been as reliable as hoped and is not serving the community as desired. Service of the existing WiFi is the responsibility of the MSC staff who do not have the expertise to ensure that it is operable consistently.

RECOMMENDATION

The Community Services Division recommends to Mayor & Council to endorse the TBayTel Enterprise Service Agreement for installation and service of Free Public Wifi Internet Service at Memorial Sports Centre with no cost to the Town.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'JK', is positioned above the printed name.

Jason Kabel,
Manager of Community Services

Council approval of this report will endorse the TBayTel Enterprise Service Agreement for installation and service of Free Public Wifi Internet Service at Memorial Sports Centre with no cost to the Town.



Bob Jones
<bob.jones@tbaytel.com>
11/05/2015 12:20 PM

To jkabel@fort-frances.com
cc Doug Brown <dbrown@fort-frances.com>
bcc
Subject Re: Public WiFi Fort Frances Memorial Arena

History: This message has been replied to.
2 attachments



Fort Frances Memorial Sports Centre Scope of Work.pdf Fort Frances Memorial Arena Wifi agreement.docx

Hi Jason. Good news. I have just received to go ahead to provide Fort Frances Memorial Arena with Tbaytel Public WiFi. I have attached a scope of work and the WiFi agreement to this email for you to review. Please email me with any questions you may have. I was not sure if this should be made out to The Town of Fort Frances or Fort Frances Memorial Sports Centre. Let me know if the agreement requires any changes. Please keep in mind that there is no cost to the Town of Fort Frances. Tbaytel would like to get started on this as soon as possible and while the weather is still fairly good. I look forward to your response. Best Regards, Bob

--

On Tue, Sep 8, 2015 at 2:45 PM, <jkabel@fort-frances.com> wrote:

Yes. 807-274-4561 (ext. 14 or talk to receptionist)

Thanks,

Jason

Bob Jones <bob.jones@tbaytel.com>

09/08/2015 12:52 PM

To jkabel@fort-frances.com
cc
Subject Re: Public WiFi Fort Frances Memorial Arena

Does Bob Green have a contact number Jason?

On Tue, Sep 8, 2015 at 1:02 PM, <jkabel@fort-frances.com> wrote:

Hi Bob,

I should be available Thursday morning to walk through the facility with Mike, if something comes up for



8 Longene Street, Thunder Bay, ON P7B 6H2
www.tbaytel.net

WiFi PRE-SURVEY RECOMMENDATIONS

**MEMORIAL SPORTS CENTRE
740 SCOTT STREET
FORT FRANCES**

CAB #:

AUTHOR: MIKE WOZNIAK

DATE: SEPT 16, 2015

REVISION #: 1



NETWORK AND WIRELESS ENGINEERING

JOB #: N/A

JOB TITLE: FORT FRANCES ARENA WIFI PRE-SURVEY

LOCATION NAME/CODE: 740 SCOTT STREET, FORT FRANCES, ONTARIO

OBJECTIVE:

The objective of this project is to assess the requirements needed to provide WiFi coverage for the public areas in the Memorial Sports Centre in Fort Frances. Requested coverage areas were defined during a site visit with Community Services Manager Jason Kabel on September 16, 2015

AREAS OF COVERAGE:

- A: Main Lobby**
- B: Arena Rink # 1 (aka IFK rink)**
- C: Arena Rink # 2 (aka 52 rink)**
- D: Main Floor weight room area.**
- E: Upstairs Auditorium**
- F: Pool viewing area**

BILL OF MATERIALS:

Quantity	Part #	Description
12	MR18	Meraki indoor access points
2	MS220-8P	Meraki Managed 8 port PoE Switch
1	CT5374	Comtrend gateway router
1	EWR-8-17SD	Mid Atlantic EWR Series Wall Mount cabinet
2	U1V	Mid Atlantic Utility Rack Shelf 1 RU
1		24 Port CAT5 patch panel.
As Req'd		CAT6 CMR UTP cable
1	Canopy	Subscriber Module

ORIGINATOR: MIKE WOZNIAK
 PHONE: 684-3301
 REVISION #: 1.0

ISSUE DATE: 2015-09-16
 REVISION DATE:
 PAGE 2 OF 8



NETWORK AND WIRELESS ENGINEERING

JOB #: N/A
 JOB TITLE: FORT FRANCES ARENA WIFI PRE-SURVEY
 LOCATION NAME/CODE: 740 SCOTT STREET, FORT FRANCES, ONTARIO

INSTALLATION PLAN

In order to provide coverage to the requested public areas, the following is proposed: Twelve Meraki access points will be installed in coverage areas listed below. These will be fed & powered by Meraki PoE switches installed in 2 locations. Internet access will be provided by a Tbaytel Canopy wireless solution mounted on the roof on the west side of the building. An existing CAT5 cable will be used to interconnect the 2 switch locations.

Music Room (located corner of the 52 Rink):

The internet gateway connection (Canopy Subscriber Module) installed on the roof will be cabled into this room and connected to a Comtrend gateway. One of the Meraki PoE switches will be installed here to feed 2 AP's in the lobby and 2 AP's in the 52 rink. One port of the switch will feed the 2nd Meraki switch in the new tel room via the existing CAT5 cable. A wall mount cabinet will be installed in the room to house the equipment and CAT5 patch panel.

All access points will be hard-wired and all cabling will minimum CAT5 standard.

If insufficient bandwidth becomes an issue, a 2nd Canopy SM can be added

New Telephone Room (located east end of IFK rink):

Existing CAT5 cable terminates here and will feed the second Meraki PoE switch. Switch will be wall mounted and all AP's will be cabled back to here and terminated using a 6 port surface mount box. There will be 4 AP's in the IFK rink, 1 AP in the weight room and 1 AP in the pool viewing area.

Coverage Area:

A: Arena Lobby

- Two access points will be installed on the drop ceiling of the lobby area using the T bar mounting kit. One will be installed to the 2 metres to the right of the existing unit (existing AP's will be removed). The second AP will be mounted in the centre of the ceiling, above the balcony railing on the upper level. (Access points # 9, 10)
- These units will be cabled back to the Music Room.

ORIGINATOR: MIKE WOZNIAK
 PHONE: 684-3301
 REVISION #: 1.0

ISSUE DATE: 2015-09-16
 REVISION DATE:
 PAGE 3 OF 8



NETWORK AND WIRELESS ENGINEERING

JOB #: N/A
 JOB TITLE: FORT FRANCES ARENA WIFI PRE-SURVEY
 LOCATION NAME/CODE: 740 SCOTT STREET, FORT FRANCES, ONTARIO

B: Arena – IFK Rink

- To provide adequate capacity, four access points will be installed in this area. This is the main rink of the complex and has the majority of spectator seating. All games and public events will take place here. (Access points # 1-4)
- Units will be installed on the west end wall, on the outside wall of the room in the southwest corner and one each on the east & west sides of the press box. They will be installed approx. 10 feet above the top seating row.
- These units will be cabled back to the new tel room.

C: Arena – 52 Rink

- As this is the secondary rink and will have less public usage, two access points will be installed in the 52 rink. Locations will be along the east wall evenly spaced along the length. (Access points # 7, 8)
- Access points will be cabled back to Music Room.

D: Upstairs Auditorium

- Two access points will be installed in the auditorium. This room is used by the public for social events and two are required to provide sufficient capacity.
- Access points will be installed on the north wall and on the outer wall of the room in the northeast corner of the auditorium. (Access points # 5, 6)
- Access points will be cabled back to Music Room.

E: Weight Room

- A single access point will be installed in the weight room/fitness area. It will be installed on the drop ceiling in the centre of the room using the T bar mounting kit. (Access point # 11)
- This unit will be cabled back to the new tel room.

F: Pool Viewing Area

- A single access point will be installed to provide coverage for this area. It will be mounted on the wall at the north end, above the entrance door.
- This unit will be cabled back to the new tel room. (Access point # 12)

REFER TO FLOOR PLAN & DRAWINGS FOR AP LOCATIONS

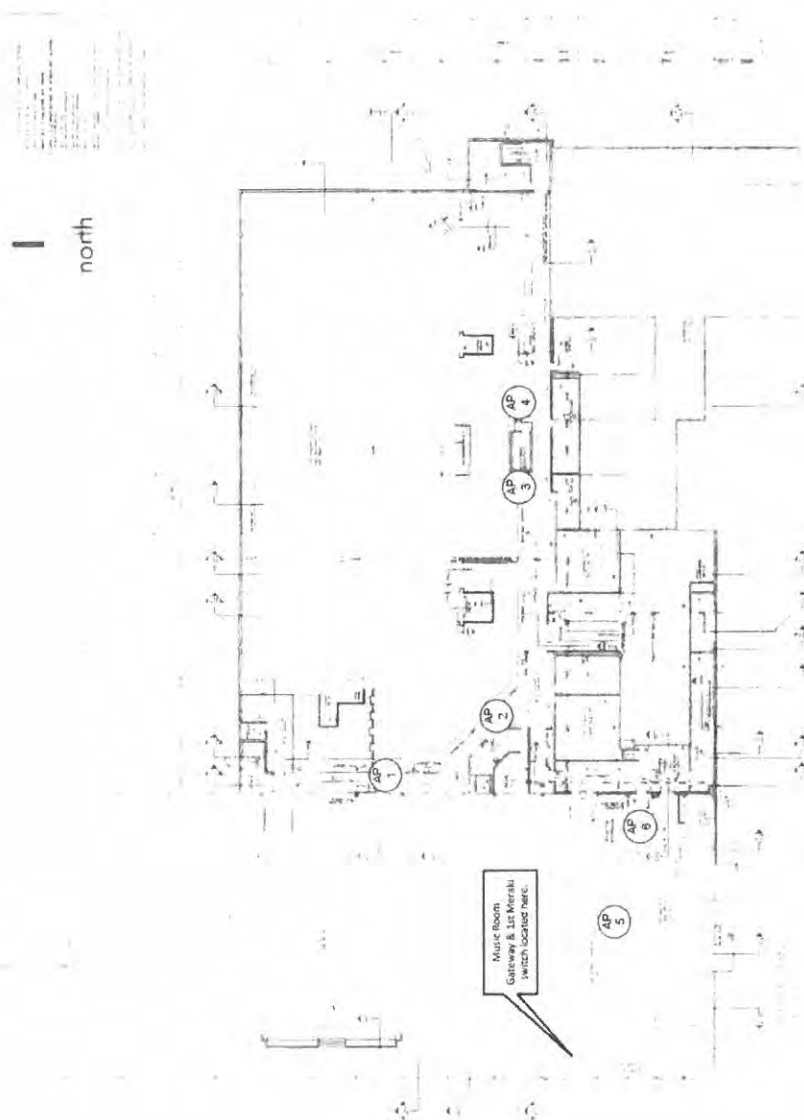
ORIGINATOR: MIKE WOZNIAK
 PHONE: 684-3301
 REVISION #: 1.0

ISSUE DATE: 2015-09-16
 REVISION DATE:
 PAGE 4 OF 8



NETWORK AND WIRELESS ENGINEERING

JOB #: N/A
JOB TITLE: FORT FRANCES ARENA WIFI PRE-SURVEY
LOCATION NAME/CODE: 740 SCOTT STREET, FORT FRANCES, ONTARIO

**Second Floor Plan**

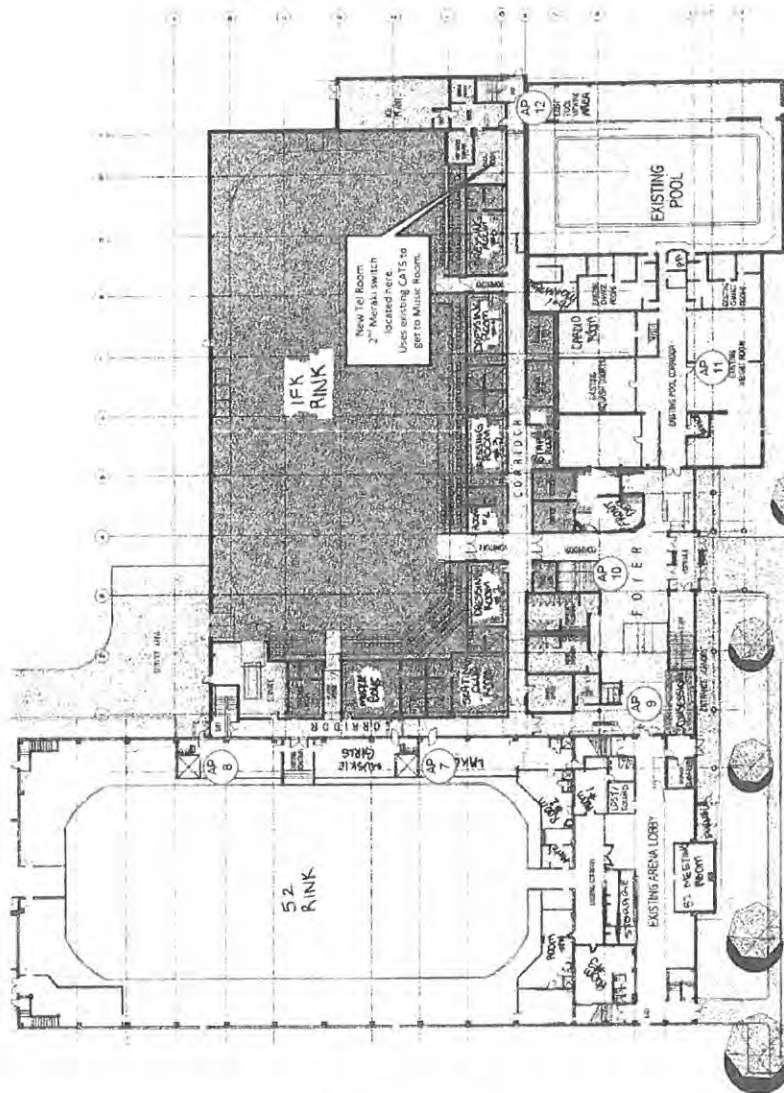
ORIGINATOR: MIKE WOZNAK
PHONE: 684-3301
REVISION #: 1.0

ISSUE DATE: 2015-09-16
REVISION DATE:
PAGE 5 OF 8



NETWORK AND WIRELESS ENGINEERING

JOB #: N/A
 JOB TITLE: FORT FRANCES ARENA WiFi PRE-SURVEY
 LOCATION NAME/CODE: 740 SCOTT STREET, FORT FRANCES, ONTARIO

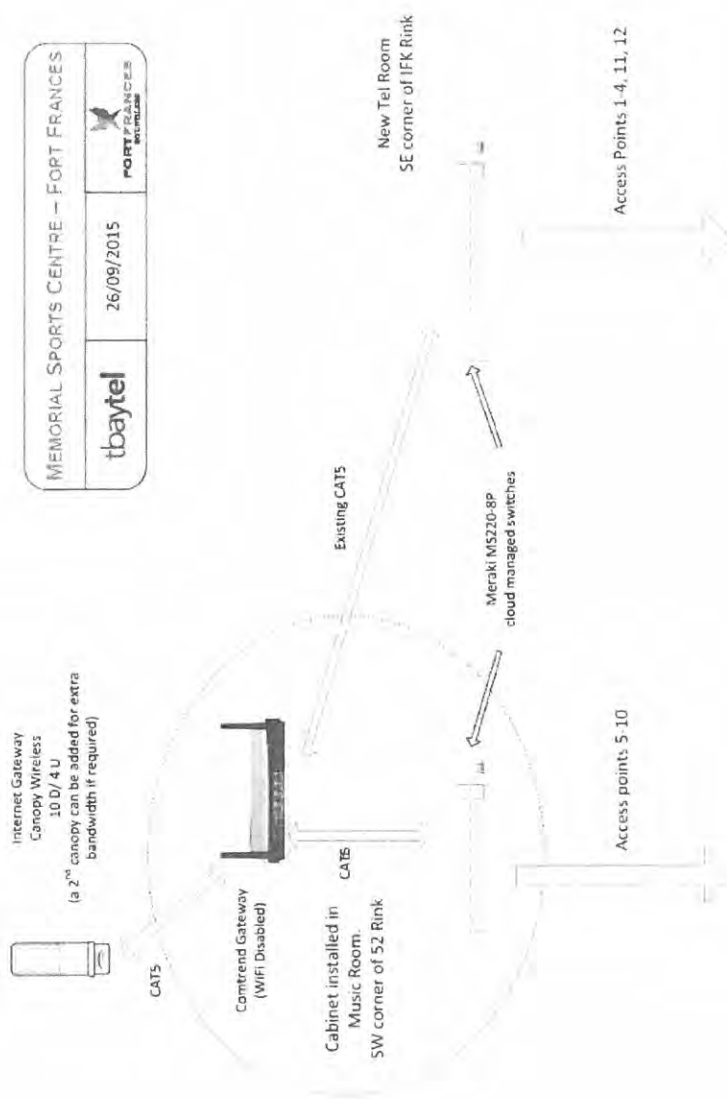


Main Floor Plan

ORIGINATOR: MIKE WOZNIAK
 PHONE: 684-3301
 REVISION #: 1.0

ISSUE DATE: 2015-09-16
 REVISION DATE:
 PAGE 6 OF 8

740 SCOTT STREET, FORT FRANCES, ONTARIO



ISSUE DATE: 2015-09-16
REVISION DATE: PAGE 7 OF 8

Tbaytel Enterprise Service Agreement – Tbaytel Public WiFi Internet Service

1046 Lithium Drive, Thunder Bay, ON P7B 6G3
Tel.: 623-4400 or 1-800-264-9501

READ CAREFULLY. THIS AGREEMENT IMPOSES OBLIGATIONS UPON YOU.

Tbaytel agrees to provide Fort Frances Memorial Sports Centre located at 740 Scott Street, Fort Frances, Ontario with publicly accessible Tbaytel WiFi Internet service. This WiFi Internet service will be installed and maintained by Tbaytel at no cost to Fort Frances Memorial Sports Centre. Tbaytel has the right to provide a tiered service and can make network changes at any point in time to ensure a positive experience for end users. Fort Frances Memorial Sports Centre will agree to contact Tbaytel WiFi Internet service is not performing adequately and may be required to help Tbaytel troubleshoot the service with assistance from Tbaytel Technical Support and/or technicians.

CONDITIONS OF AGREEMENT

1. This agreement is independent of any other service agreements that you may have with Tbaytel.
2. This agreement does not bind either party to exclusivity for WiFi Internet service.
3. Tbaytel broadband services are subject to availability where access and technology exist. Tbaytel reserves the right to deny service up to, including, and after the installation where access and technology do not pass engineering policies and standards, thereby making this agreement null and void. Tbaytel assumes no liability whatsoever for any claims, damages, losses or expenses arising out of or otherwise relating to the unavailability of the Service in your geographical area, even where such unavailability occurs after installation of the Service.
4. The Customer hereby acknowledges and agrees that Tbaytel reserves the right to discontinue any Services provided under this Agreement or to introduce changes to the network or service architecture set forth herein. Such changes may include, but are not limited to, the introduction of new service types; the retirement of service types; and the development of new engineering policies in order to comply with evolving Tbaytel operating policies and market conditions. Tbaytel shall exercise such right by providing the Customer with sixty (60) days written notice of any such discontinuance or changes.
5. Tbaytel's agents and employees may, at reasonable hours, enter premises on which service is or is to be provided, to install, inspect, repair and remove its facilities, to inspect and perform necessary maintenance in cases of network-affecting disruptions involving customer-provided facilities.
6. Service may be used by the customer and all persons having the customer's permission to use it.
7. Customers are prohibited from using Tbaytel's services or permitting them to be used for a purpose or in a manner that is contrary to law or for the purpose of making annoying or offensive calls.
8. Customers are prohibited from using Tbaytel's services or permitting them to be used so as to prevent a fair and proportionate use by others. For this purpose, Tbaytel may limit use of its services as necessary.
9. Tbaytel's facilities must not be re-arranged, disconnected, removed, repaired or otherwise interfered with except in cases of emergency, where specified in Tbaytel's Tariffs or by special agreement. Terminal equipment provided by the customer may be connected with Tbaytel's facilities, pursuant to the provisions of the General Tariff or by special agreement.
10. You agree to use and maintain the Service modem, and all other hardware and software delivered to you, in compliance with the applicable operating instructions provided by Tbaytel. You also agree to return such materials, at your own risk, in good repair and working order. Until returned to and received by Tbaytel, you bear the entire risk of theft of, damage to or destruction of these materials. All of your obligations in respect of the Service modem, and all other hardware and software delivered to you, will survive the expiration or termination of this Service Agreement to the extent required for their full observance and performance. c) With respect to the Service modem, the following non-refundable cancellation fees will apply: (i) if the Service modem is returned in accordance with paragraph (a) above, no cancellation fee will apply; (ii) if the Service modem is not returned in accordance with paragraph (a) above, a cancellation fee of up to \$1000.00 will apply.

Account Holder – Please print

Account Holder (Signature) – I have authority to sign for this account

Date

Tbaytel Representative (Signature)

Date

Tbaytel Residential Service Agreement

2013-04-01



To: Mayor Avis & Members of Council
FROM: A. Petrin, Human Resources Manager
DATE: November 19, 2015
SUBJECT: Annual review of Health and Safety Policy & Workplace Harassment and Violence Policy

BACKGROUND

On November 17, 2015 the Administration and Finance Executive Committee reviewed the Town's Health and Safety Policy and its Workplace Harassment and Violence Policy, pursuant to the Occupational Health and Safety Act of Ontario.

Further to this, please see the enclosed policies for your review. The Committee supported the recommendation that no policy changes be made at this time.

RECOMMENDATION

To approve the two (2) enclosed policies as written.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "A. Petrin".

Aaron Petrin
Human Resources Manager

Council Approval of this report will approve the Town's Health and Safety Policy and its Workplace Harassment and Violence Policy and will conclude the Town's annual review of these two (2) policies.

<i>The Town of Fort Frances</i>	SECTION
<u>HEALTH AND SAFETY</u>	HEALTH AND SAFETY
<u>POLICY</u>	NEW: December 1999 REVIEWED: 2001, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015
Resolution No.	Supersedes Resolution No. 1332 (consent) 05/14
Policy Number 5.1	PAGE 1 of 1

Management of the Town of Fort Frances is vitally interested in the health and safety of its employees. Protection of employees from injury or occupational disease is a major continuing objective. The Town of Fort Frances will make every effort to provide a safe, healthy work environment as indicated by acceptable industry practices and compliance with legislative requirements. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury.

The Town of Fort Frances, as employer, is ultimately responsible for worker health and safety and will strive to eliminate any foreseeable hazards which may result in fires, security losses, damage to property and personal injuries / illness. Accidental loss can be controlled through good management in combination with active employee involvement.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipments are safe and that workers work in compliance with established safe work practices and procedures. Employees must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Corporation.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization from the Mayor to the employees of the Town of Fort Frances.

Current Review Date: _____

Mayor: _____

Clerk: _____

<i>The Town of Fort Frances</i>	SECTION HEALTH AND SAFETY
<u>WORKPLACE HARASSMENT & VIOLENCE</u> POLICY	NEW: June 2011 REVIEWED: 2012, 2013, 2014, 2015
Resolution No.	Supersedes Resolution No. 1332 (consent) 05/14
Policy Number 5.34	PAGE 1 of 1

1. POLICY STATEMENT

At the Town of Fort Frances, the physical and mental health, safety, security, dignity, self-respect and well-being of all of our workers is important. Employees and other internal and external stakeholders have a right to work and conduct their business without fear of harassment or violence that would disrupt the safe and respectful workplace and place of business.

Violence, intimidation, harassment and bullying are unacceptable at any of our workplaces, premises, at any Town event or while conducting corporation business. Any act of violence or threat of violence in the workplace is unacceptable and will give rise to disciplinary sanctions, up to and including termination of employment.

We acknowledge our responsibility to support and assist persons exposed to violence and harassment in the workplace. Appropriate action will be taken, whether an employee, manager, contractor or a member of the public acts in a harassing or violent manner. Furthermore, we will not discriminate or retaliate against an employee because he or she complains or is perceived to be a victim of workplace violence or harassment.

The Town of Fort Frances has implemented a workplace violence and harassment prevention program. Please refer to the following procedures:

Workplace Harassment Procedure

Working Alone Procedure

Workplace Violence Procedure

Prevention program includes:

- A. Workplace Violence Risk Assessment (Appendix A)
- B. How to Complain About Workplace Violence and Harassment (Appendix B)
- C. How to Deal with a Potentially Violent Person or Situation (Appendix C)
- D. Zero Tolerance for Violence Sign (Appendix D)
- E. Emergency Contact Telephone List (Appendix E)
- F. Contents of an Emergency Plan (Appendix F)
- G. Quick Reference Sheet (Appendix G)

Current Review Date: _____

Mayor: _____

Clerk: _____



TO: Mayor Avis & Members of Council
FROM: A. Petrin, Human Resources Manager
DATE: November 19, 2015
SUBJECT: Policy Review – First Aid & Accident/Incident Reporting

BACKGROUND

On November 17, 2015 the Administration and Finance Executive Committee reviewed the Town's First Aid Policy and its Accident/Incident Reporting Policy.

First Aid

The First Aid Policy was reviewed to ensure that it complied with the statutory requirements of Regulation 1101 of the Workplace Safety and Insurance Act of Ontario. No changes were made to this policy, other than to update its logo to reflect the Town's 'Boundless' brand.

Accident/Incident Reporting

The Accident/Incident Reporting Policy was concurrently reviewed, as its procedures relate to our First Aid Policy. The Committee supported changing the title of this policy to 'Workplace Incident Reporting' as well as content changes to Appendix 'A' – Employee Incident Report, which include:

- The 'Date of Birth' and 'Social Insurance Number' fields have been removed
- Colours have been added to data fields of this form to clearly delineate the reporting requirements of both employees and supervisors in the case of a workplace incident

The Committee recommended that section 3.B (3) be modified to include wording to indicate that the WSIB *Functional Ability Form* will also be made available by Human Resources.

The Committee also recommended that section 3.B be modified to include the definition of health care treatment. A WSIB Operational Policy which relates to the Employers' Initial Accident-Reporting Obligations is enclosed for your reference. A summary of the section *Accidents Requiring Health Care* has been added to this policy as section 'C', as below:

C. Accidents Requiring Health Care

1. In deciding whether an accident should be reported to the WSIB because "care" has been provided to the worker, the employer should consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided.
2. The employer must report the accident to the WSIB when a worker is injured and the treatment received could only have been administered by a health care practitioner. For instance, a worker goes to the first aid room and has a dressing applied to a minor cut by a registered nurse. Although the registered nurse is a health care practitioner, the employer is not required to report the accident because the worker simply received first aid.
3. An employer is not required to report the accident to the WSIB if first aid is provided to a worker by a co-worker, manager, lay person, or health care practitioner, when the first aid did not require the professional skills of that practitioner. For instance, A worker goes to the first aid room and has a dressing applied to a minor cut by a registered nurse. The company doctor is informed of the incident and decides that the worker should receive a tetanus shot. Even if the worker returns to work on the same shift, the employer must report the accident because a tetanus shot is considered health care.

Upon further review, I also recommend modifying the *Purpose* section of this policy. It currently states:

‘To provide a procedure which outlines the reporting requirements for all accidents / incidents and injuries requiring health care’

I propose we simplify this statement by replacing it with the wording below:

‘To outline the reporting requirements for occupational-related injuries or diseases.’

RECOMMENDATION

To approve the changes to the Town’s First Aid Policy and its Accident/Incident Reporting Policy, as detailed in this report.

Respectfully submitted,



Aaron Petrin
Human Resources Manager

Council Approval of this report will approve the proposed changes to the Town’s First Aid Policy and to its Accident/Incident Reporting Policy.

<i>The Town of Fort Frances</i>	SECTION
	Health and Safety
<u>First Aid</u> <u>Policy</u>	NEW: August 2004 REVIEWED: 2015
Resolution No.	Supercedes Resolution No. 317 (consent) 08/09
Policy Number 5.7	PAGE 1 of 3

1. Purpose

- A. The Town of Fort Frances shall implement and maintain first aid stations at each work location in accordance with Regulation 1101 of the Workplace Safety and Insurance Act
- B. The Town of Fort Frances shall coordinate training of its employees in accordance with Regulation 1101 of the Workplace Safety and Insurance Act

2. Objectives

- C. To provide first aid stations at all work locations which will allow First Aid Attendants to administer first aid when a Town of Fort Frances employee is injured
- D. To ensure that certified First Aid Attendants are available to provide First Aid in the event of a workplace injury

3. First Aid Stations

- E. Each Division shall supply and maintain at each place of employment a first aid station in accordance with Regulation 1101 of the Workplace Safety and Insurance Act. Each first aid station shall contain the following:
 - i. First aid box containing the items required by the Legislation 1101 of the Workplace Safety and Insurance Act
 - ii. A notice board displaying:
 - (a) The WSIB poster known as Form 82 respecting the reporting of all accidents and receiving first aid treatment
 - (b) The valid certificates of qualified First Aid Attendants
 - (c) An inspection form for recording the quarterly (preferably monthly) inspection of the First Aid Box as outlined in Appendix 'A'

- F. For the purpose of this policy, a vehicle being used to transport workers, and heavy construction and maintenance equipment are considered places of employment
- G. The first aid stations shall be located so that they are easily assessable for prompt treatment of Town employees
- H. Each Division shall ensure that the contents of the first aid boxes are inspected at least quarterly (preferably monthly) and that the results of these inspections are recorded on the Inspection Form shown in Appendix 'A'
- I. The appropriate Inspection Form should be utilized for each first aid box depending on whether the work location has five or less employees, more than five but not more than fifteen employees, more than fifteen but less than two hundred or more employees in any one shift at the work location

4. First Aid Attendants

- J. Each Division shall ensure that the first aid station is at all times in the charge of an employee who is the holder of a valid First Aid Certificate and works in the vicinity of the station
- K. It is the responsibility of each Division to determine which employees shall be qualified
- L. The First Aid Attendant is responsible for providing First Aid treatment to Town employees

5. Record of Accidents

- M. The Supervisor shall complete a record of all circumstances concerning an incident, using Appendix 'A' of the Accident/Incident Reporting Policy. This includes:
 - i. Date and time of occurrence
 - ii. Names of witnesses
 - iii. Nature and detail of injuries
 - iv. Date and time of each First Aid Treatment
 - v. Nature of each First Aid Treatment
- N. A completed *Employee Incident Report* must be signed by the employee's supervisor and forwarded to the Human Resources Manager within 24 hours of any workplace incident

6. Post-Treatment Follow-Up

- O. The supervisor shall perform any required follow-up or documentation following an incident in which First Aid was administered and shall promptly forward this information to the Human Resources Manager

7. First Aid Training

- P. The Human Resources Manager shall coordinate training sessions for designated employees to become qualified in First Aid treatment and to maintain their qualifications
- Q. The Human Resources Manager shall maintain a current record of all Town of Fort Frances employees who are qualified First Aid Attendants in each respective division
- R. Division managers shall provide to Human Resources a current list of all certified First Aid Attendants, including their respective expiry dates and whether their most recent training was a First Aid certification (2-day course) or a First Aid recertification (1-day course)
- S. This list should be maintained annually and posted at each First Aid station by the respective departmental manager



APPENDIX 'A' – FIRST AID KIT INSPECTION FORM
(Worksites with not more than 5 workers in any one shift)

Facility Location: _____ Location of First Aid Station: _____ Year: _____

Qty.	Item	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Item Added
1	First Aid Manual													
1	Card of Safety Pins													
12	Adhesive Dressing individually wrapped													
4	Sterile gauze pads, 3 inches square													
2	Rolls of 2 inch gauze bandage													
2	Field dressing, 4 inch square or 2-four inch sterile bandage compresses													
1	Triangular bandage													
Initials of Inspector														



APPENDIX 'A' – FIRST AID KIT INSPECTION FORM
(Worksites with more than 5 workers and not more than 15 workers in any one shift)

Facility Location: _____ Location of First Aid Station: _____ Year: _____

Qty.	Item	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Item Added
1	First Aid Manual													
1	Card of Safety Pins													
24	Adhesive Dressing individually wrapped													
12	Sterile gauze pads, 3 inches square													
4	Rolls of 2 inch gauze bandage													
4	Rolls of 4 inch gauze bandage													
4	Sterile surgical pads suitable for pressure dressings, individually wrapped													
6	Triangular bandages													
2	Rolls of splint padding													
1	Roll up splint													
Initials of Inspector														



APPENDIX 'A' – FIRST AID KIT INSPECTION FORM

(Worksites with more than 15 workers and not more than 200 workers in any one shift)

Facility Location: _____ Location of First Aid Station: _____ Year: _____

Qty.	Item	Jan.	Feb.	Mar.	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Item Added
1	First Aid Manual													
24	Safety Pins													
1	Basin, preferably stainless steel													
48	Adhesive Dressing individually wrapped													
2	Rolls of adhesive tape, 1 inch wide													
48	Sterile gauze pads, 3 inches square													
12	Rolls of 1 inch gauze bandage													
8	Rolls of 2 inch gauze bandage													
8	Rolls of 4 inch gauze bandage													
6	Sterile surgical pads suitable for pressure dressings, individually wrapped													
12	Triangular bandages													
	Splints of assorted sizes													
2	Rolls of splint padding													
1	stretcher and 2 blankets.													
	Initials of Inspector													

<i>The Town of Fort Frances</i>	SECTION
	Health and Safety
<u>Workplace Incident Reporting</u> <u>Policy</u>	NEW: December 2004 REVIEWED: 2015
Resolution No.	Supercedes Resolution No.
Policy Number 5.20	PAGE 1 of 2

1. PURPOSE:

To outline the reporting requirements for all occupational-related injuries or diseases.

2. RESPONSIBILITY:

1. If you are injured or ill because of work, your first priority is to seek proper medical attention. You must also inform your supervisor.
2. Employees are required to report all workplace incidents to their immediate supervisor and to keep their supervisor apprised of their return to work status.
3. For the purposes of this policy, workplace incidents shall include both medical and non-medical injuries, as well as 'near misses'.
4. The supervisor is responsible for notifying the Human Resources Manager of any workplace incidents in writing using the *Employee Incident Report* (Appendix 'A'). The supervisor is also responsible for providing written updates to Human Resources regarding an employee's return to work status.
5. The Human Resources Manager is responsible for initiating a claim with the WSIB in respect of workplace injury or illness within 3 days of a non-critical workplace incident.
6. The Human Resources Manager is responsible for initiating a claim with the WSIB within 1 day of a critical workplace incident.
7. All reporting requirements pertaining to the Airport as outlined in the Canada Labour Code will be the responsibility of the Airport Superintendent (or designate) with notification sent to the Human Resources Manager.

3. PROCEDURE:

A. Initial Claim:

1. Within 24 hours of an accident / incident, the supervisor shall forward a completed, signed copy of the "**Employee Incident Report**" to the Human Resources Manager.
2. If required, the Human Resources Manager will complete an *Employer's*

Report of Injury/Disease (Form 7) for submission to the WSIB. A copy of the Form 7 will be provided to the employee, with a copy to be retained by Human Resources.

B. Subsequent Claim:

1. If an employee loses time from work, requires modified duties, receives health care treatment, or earns less than regular pay as a result of an occupational injury or illness, the employee must notify their direct supervisor.
2. The direct supervisor is responsible for providing written notification to the Human Resources Manager, who is responsible for providing this updated information to the WSIB.
3. The employee shall provide to their supervisor an updated *Functional Ability Form* following each subsequent instance of health care treatment.
4. The *Functional Ability Form* can be obtained on the Town's Human Resources website under 'Health and Safety', on the WSIB website, or directly from Human Resources. This form must be submitted to the supervisor as soon as possible following any subsequent health care treatment.
5. The supervisor is responsible for forwarding a copy of each Functional Ability Form to the Human Resources Manager in a timely manner.
6. The employee, supervisor, and Human Resources Manager are expected to work together in the development of modified duties and return-to-work planning.

C. Accidents Requiring Health Care

7. In deciding whether an accident should be reported to the WSIB because "care" has been provided to the worker, the employer should consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided.
8. The employer must report the accident to the WSIB when a worker is injured and the treatment received could only have been administered by a health care practitioner. For instance, a worker goes to the first aid room and has a dressing applied to a minor cut by a registered nurse. Although the registered nurse is a health care practitioner, the employer is not required to report the accident because the worker simply received first aid.
9. An employer is not required to report the accident to the WSIB if first aid is provided to a worker by a co-worker, manager, lay person, or health care practitioner, when the first aid did not require the professional skills of that practitioner. For instance, A worker goes to the first aid room and has a dressing applied to a minor cut by a registered nurse. The company doctor is informed of the incident and decides that the worker should receive a tetanus shot. Even if the worker returns to work on the same shift, the employer must report the accident because a tetanus shot is considered health care.



APPENDIX 'A' – EMPLOYEE INCIDENT REPORT

This report must be completed in full and forwarded to the attention of the Human Resources Manager within 24 hours of a workplace incident.

The worker must complete green fields and the supervisor must complete yellow fields.

Employee Information

Last Name	Telephone Number
First Name	Department
Address	Job Title

Details of Injury

Date of Injury (D/M/Y)	Time of Injury (AM/PM)	Date and Hour Reported To Employer
Where did the accident occur?		
Who was the injury / accident reported to?		
What happened to cause the injury?		
Explain what the worker was doing and the effort involved.		
Identify the size, weight and type of equipment or materials involved.		
Describe the injury, part of body involved and specify left or right side.		
Names of witnesses or persons having knowledge of the injury / incident.		

Health Care

Did the Worker receive health care?	Yes ()	No ()	Don't Know ()
Name and Address of Attending Physician			
Lost Time?	Yes ()	No ()	Don't Know ()

Other

Was the site of the accident visited?	By whom?
Conditions contributed to accident and the steps taken to prevent recurrence:	
Person insuring that the above steps are taken:	
When will this action be done?	

Claim Information

To your knowledge, has the employee had a previous or similar disability?	Yes ()	No ()
Comments:		
Supervisor's Signature:	Date	
Employee Signature:	Date	

**Operational
Policy**Section
Reporting an Injury/DiseaseSubject
Employers' Initial Accident-Reporting Obligations

Policy

When notice is required

Employers **must** report a work-related accident to the WSIB if they learn that a worker requires health care and/or

- is absent from regular work
- earns less than regular pay for regular work (e.g., part-time hours)
- requires modified work at less than regular pay
- requires modified work at regular pay for more than seven **calendar** days following the date of accident.

When deciding whether to report an accident where a worker requires modified work at regular pay for more than seven calendar days, employers should consider that

- shift workers, or those on irregular work patterns, may not be scheduled to work on the eighth calendar day. In these cases, the employer must report the accident if the worker requires modified work on the first shift that follows the eighth calendar day.
- the seven calendar day period is not reset for workers that initially require modified work for less than seven calendar days, return to regular work for a brief period, and then require further modified work. In these cases, the requirement to report is based on whether the worker requires modified work after the initial seven calendar days following the date of accident.
- if a worker initially returns to regular work, but then requires modified work, the employer must report the accident if the worker requires modified work for more than seven calendar days from the date that the modified work began.

NOTE

The use of calendar days reflects the WSIB's notion that if an injury affects the worker's ability to perform regular work after a week, health care is likely to be sought, regardless of the number of days worked.

When notice is not required

Employers are **not** required to report a work-related accident if the worker

- receives only first aid
- receives first aid and requires modified work at regular pay for seven calendar days or less, following the date of accident
- does not receive first aid, but requires modified work at regular pay for seven calendar days or less, following the date of accident.

**Operational
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There are special rules if the worker is exposed to, or it is suspected that the worker has been exposed to, an infectious disease through needle stick injury.

Guidelines

Definition of health care

Health care includes

- services requiring the professional skills of a health care practitioner (e.g., doctor, nurse, chiropractor, or physiotherapist, see 17-01-02, Entitlement to Health Care)
- services provided at hospitals and health facilities
- prescription drugs.

Definition of first aid

First aid is the one-time treatment or care and any follow-up visit(s) for observation purposes only.

First aid includes, but is not limited to

- cleaning minor cuts, scrapes, or scratches
- treating a minor burn
- applying bandages and/or dressings
- applying a cold compress, cold pack, or ice bag
- applying a splint
- changing a bandage or a dressing after a follow-up observation visit.

Accidents requiring health care

In deciding whether an accident should be reported to the WSIB because "care" has been provided to the worker, the employer should consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided.

The employer **must** report the accident to the WSIB when a worker is injured and the treatment received **could only have been administered by a health care practitioner**.

The accident must be reported **regardless** of whether

- the employer pays the health care practitioner for the service provided, and/or

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Employers' Initial Accident-Reporting Obligations

- the health care practitioner treats the worker on the employer's premises.

An employer **is not required** to report the accident to the WSIB if first aid is provided to a worker by a

- co-worker, manager, lay person, or
- health care practitioner, when the first aid did not require the professional skills of that practitioner.

Example (First Aid)

A worker goes to the first aid room and has a dressing applied to a minor cut by a registered nurse. Although the registered nurse is a health care practitioner, the employer is not required to report the accident because the worker simply received first aid.

Example (Health Care)

A worker goes to the first aid room and has a dressing applied to a minor cut by a registered nurse. The company doctor is informed of the incident and decides that the worker should receive a tetanus shot. Even if the worker returns to work on the same shift, the employer must report the accident because a tetanus shot is considered health care.

Reporting of diseases

If a worker is claiming to have developed a disease as a result of workplace exposure, an employer is required to report to the WSIB as previously outlined under the section entitled "When notice is required".

Exposure to infectious diseases through needle stick injury

Some employers, such as hospitals, follow a surveillance protocol (a procedure for testing and monitoring) when a worker has been exposed to, or is suspected of having been exposed to, an infectious disease through a needle stick injury. These employers must maintain records of the incident, and any testing and monitoring.

If a worker of an employer that follows a surveillance protocol tests negative for exposure to an infectious disease through a needle stick injury, the employer is **not** required to submit an accident report. However, if the worker tests positive for an infectious disease, or requires any type of treatment related to the incident, the employer **must** report to the WSIB.

If a worker tests negative, but claims an emotional or anxiety-related response following the accident, the employer **must** report the accident.

In cases where HIV infection is suspected, the employer must report the accident if a health

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care practitioner provides a post-exposure prophylaxis (PEP) (see 23-01-01, Post-exposure Prophylaxis for Occupational Exposure to HIV).

If it is suspected that a worker has been exposed to an infectious disease through a needle stick injury, but the worker chooses not to participate in the surveillance protocol, the employer **must** report the accident to the WSIB.

Employers who do not follow a surveillance protocol **must** report when a worker has been exposed to, or is suspected of having been exposed to, an infectious disease through a needle stick injury.

How employers report the accident

The WSIB uses a variety of forms to collect accident information from an employer. In every case, the information must be sufficient to allow the WSIB to set up a claim.

Accordingly, the WSIB allows the employer to report the accident through the use of an

- Employer's Report of Injury/Disease Form 7 (Form 7), (see www.wsib.on.ca)
- WSIB-approved accident reporting form created by the employer
- WSIB-approved electronic reporting form.

NOTE

Unless specified, all references to Form 7s in this document also apply to WSIB-approved accident report forms. An accident reporting form created by the employer, or an electronic reporting form, must be an exact copy of the Form 7 in format and substance. The form must be approved by the WSIB before it can be used.

Besides completing a Form 7, employers may provide additional information to the WSIB regarding the claim.

Authorization

To be considered valid, a completed Form 7 must be authorized by the employer or a representative of the employer (e.g., a bookkeeper, safety representative, or an accountant).

Sole proprietors and independent operators who have obtained optional insurance may authorize a report of their own accident. Partners and executive officers who have obtained optional insurance may not.

Reporting deadline

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The WSIB must receive an employer's complete accident report within seven **business** days of the employer learning of the reporting obligation. (Business days are Monday to Friday, and do not include statutory holidays.)

In every case, the employer's reporting obligation depends on the nature of the worker's claim. For example, if the worker is injured and seeks health care on the day of injury, the reporting obligation begins immediately. If, however, a worker is injured and returns to modified work at regular pay without seeking health care, the reporting obligation would not generally begin until the eighth **calendar** day.

Workers must receive a copy of the accident report that is provided to the WSIB (including any additional information provided by the employer).

Claim set up using another form

If a claim is set up based on a Form 6 (Worker's Report of Injury/Disease) or a Form 8 (Health Professional's Report), the WSIB asks that a Form 7 be completed. WSIB forms are available at Form 7 request, the WSIB allows the employer a further seven **business** days to provide the Form 7 information.

However, if the WSIB determines that the employer was aware of the reporting obligation before receiving the Form 7 request, the seven **business** days begin from the date the employer learned of the obligation.

Employer's failure to comply

At the initial entitlement stage of a claim, the WSIB may levy four separate \$250 penalties -- one each for

- late reporting
- incomplete reporting,
- not reporting on a pre-approved version of the form, and
- failing to provide a copy of the Form 7 to the worker.

The WSIB may again levy these penalties if the employer fails to respond to subsequent requests for information, or at the time of a recurrence.

Because failing to comply is also a provincial offence, employers may be prosecuted. If convicted, employers are liable for a fine of up to

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- \$25,000 or up to 6 months in jail, or both, for individuals, and
- \$100,000 for corporate entities.

Objections to penalties

When considering an employer's objection to a penalty, the decision-maker reviews the employer's accident-reporting penalty record to determine whether there is a pattern of late or incomplete reporting.

Federal government

For employees of departments of the federal government, Crown corporations, and agencies of the federal government, workplace insurance is provided through the *Government Employees Compensation Act* (GECA).

Before the WSIB can adjudicate a claim for an employee covered under GECA, Human Resources and Social Development Canada - Labour Program, must counter-sign the Form 7 to identify the claim as a federal accident report covered under GECA.

While the WSIB **does not** exempt federal employers from their general reporting obligations, it **does**, because of the counter-signing requirement, exempt them from late reporting penalties.

Health and safety reporting obligations

The *Occupational Health and Safety Act* (OHSA), and the regulations under OHSA require employers to provide information to their health and safety committees. If a photocopy of the Form 7 is used for this purpose, personal information (e.g., the worker's Social Insurance Number, telephone number, earnings information, and pre-existing medical conditions) must be removed.

To determine the exact nature of these reporting obligations, employers should refer to the OHSA.

Application date

This policy applies to all decisions made on or after November 1, 2005, for all accidents on or after March 1, 2000.

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Document history

This document replaces 15-01-02, dated March 3, 2008.

This document was previously published as:

15-01-02, dated November 1, 2005

15-01-02, dated October 10, 2004

15-01-02 dated March 23, 2000

3.1 dated January 1, 1998

02-02-03 dated January 3, 1995.

References**Legislative authority**

Workplace Safety and Insurance Act, 1997, as amended

Sections 21, 32, 152(3), 158

O. Reg 175/98

Section 15

R.R.O 1990, Reg. 1101

Section 5

Minute

Administrative

#1, November 20, 2009, Page 479

**Operational
Policy**

Section
Reporting an Injury/Disease

Subject
Employers' Initial Accident-Reporting Obligations

November 19, 2015

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

**SUBJECT: Execution of Product Care Interim Lamps Program
Material Services Agreement with Product Care
Association (PCA)**

On an annual basis a Municipal Hazardous or Special Waste (MHSW) event day takes place where the general public drops off household hazardous waste materials. The 2015 MHSW event day took place Saturday September 19, 2015. A common MHSW material collected at this event was used fluorescent bulbs and tubes. 4890 linear feet of fluorescent bulbs and tubes were collected at the 2015 MHSW event day.


Recently, Product Care Association (PCA) implemented a voluntary Interim Lamp Program to support Ontario Municipalities following the end of "MHSW Phase 2" funding for lamps." At this time the Town must enter into an agreement directly with Product Care Association to continue to receive reimbursement for lamps collected at the MHSW event.

The target date for the return of the signed agreement to PCA is November 30, 2015.

Administration recommends the following:

- 1) That the Town enter into a Product Care Interim Lamps Program Material Services Agreement with Product Care Association (PCA)
- 2) That the Mayor and Clerk be authorized to execute Product Care Interim Lamps Program Material Services Agreement with Product Care Association (PCA)

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.

Manager Operations & Facilities

Council approval of this report will ensure the following:

- 1) That the Town enter into a Product Care Interim Lamps Program Material Services Agreement with Product Care Association (PCA).
- 2) That the Mayor and Clerk be authorized to execute Product Care Interim Lamps Program Material Services Agreement with Product Care Association (PCA).

2015NovPCAbulbsagreement.doc



November 13, 2015

REPORT TO: Mayor and Council

FROM: Mark McCaig, CAO

SUBJECT: Strategic Plan Initiative #6 – Town Revitalization

Mayor and Council will recall that included within our current strategic plan, an initiative entitled “Revitalization and Beautification of the Town of Fort Frances” was adopted. Specifically this initiative stated that “The Town will examine the recommendations put forth from the Fort Frances Chamber of Commerce (FFCC) for the beautification and revitalization of the Town of Fort Frances”. A copy of the original listing from the FFCC is attached to this report. Within the strat plan, the lead responsibility for the review of this initiative is the Economic Development Advisory Committee.

At the September and October meetings of EDAC, the committee reviewed the 5 items advanced by the FFCC and is providing the following recommendations/observations to Mayor and Council:

- 1) **Project Petunia** – EDAC is recommending that the Town continue it’s involvement with Project Petunia and work with other local stakeholders, be they residents or local businesses, to fund the purchase, installation and removal of the hanging flower baskets. At the EDAC meetings, RRFDC representatives indicated that they would consult with the Town regarding the continuance of this program. The Operations and Facilities Executive Committee should arrange to meet with RRFDC at an upcoming meeting to discuss this matter further.
- 2) **Garbage Cleanup** – this item garnered the most attention and discussion at the EDAC meetings. Essentially the EDAC is recommending that the Town initiate and facilitate a prudently marketed campaign in the spring of 2016 to help eliminate blight within the community. EDAC consulted with the By-Law department regarding the various possibilities. EDAC envisions a campaign and a scheduled period where Town resources are allocated and commercial in-kind resources are solicited in the interests of cleaning up Fort Frances. Aspects such as the waiving of landfill tipping fees, the allocation of Town and commercial resources to help with neighbourhood cleanups, and the assistance to residents who do not have the suitable equipment to remove larger scrap items from their property. EDAC feels this initiative could help foster civic pride and maybe even become an annual event such as the school cleanups that occurred in years past. Suggested names for the campaign were “Fight the Blight” or “Bite the Blight”. Obviously this campaign would require a great deal of planning and consultation. EDAC recommends that the Town refer this discussion to all of its executive committees in consultation with the By-Law department who would serve as the lead facilitators of this event.



- 3) **Vacant Buildings** – the EDAC felt this item was not the responsibility of the Town and that business owners, the FFCC and the BIA monitor and consult regarding these instances among their members.
- 4) **Banners on Paper Mill Lap Building** – at the EDAC meeting, the RRFDC advised that there would be no action taken regarding the deteriorated banners until the status of the mill is verified. At that point RRFDC is committed to addressing the banners in a relevant manner.
- 5) **East and West Entrances to Town** – the EDAC identified that there are actually 4 entrances to Town with the international crossing to the south and the entry from the airport. By-Law advised that property standards are enforced when there are contraventions, but that many of the identified areas are not violating any by-laws. EDAC's recommendation regarding the entrances is that a more active and regular program of ditch cutting, is adopted by the Town. EDAC also recommended that previous Town studies regarding community entrances are revisited.

Respectfully submitted,

Mark McCaig
CAO

MM/kl

COUNCIL APPROVAL OF THIS REPORT will forward the review of the Strategic Plan Initiative No. 6 – Town Revitalization by the Economic Development Advisory Committee to all Executive Committees for recommendation in consultation with the By-Law Department.

STRATEGIC PLANNING INITIATIVE

Submitted from: The Chamber of Commerce Committee Representative, Wendy Brunetta

INITIATIVE: Beautification/Re-vitalization of the Town of Fort Frances.

Purpose: To promote tourism.

Action Items:

#1: Project Petunia

The Chamber has been coordinating Project Petunia for the past few years. The last 2 years, the Chamber has had to subsidize the project due to a lack of donations or unpaid pledges. The Chamber, at their meeting on March 24, made a motion to not continue with this project.

Suggestion: Could the parks department grow extra flowers (in addition to those grown for the cemetery) and plant the planters?

#2: Garbage Clean-up

The issue of garbage littering our streets throughout the town was discussed. What measures can we put in place to control the excessive littering?

Suggestion: a) Additional garbage cans throughout the town?
b) Publicity campaign around "Do Not Litter"?
c) Involve schools in cleanup?

#3: Vacant Buildings

Can anything be done to ensure that the owners of vacant buildings do not let them become unsightly? (eg. former Bonnie Blue has mattresses stacked which are visible from the street, former Video store paint is peeling, etc.)

#4: Banners on Lap Building

The current banners have become faded and the paint is peeling off the building. This is the first impression that tourists have of our community. Can we look at applying for funding to replace them?

#5: East and West entries to Town

Can anything be done to improve the visual appearance of our two entry points? Could businesses be encouraged to build barriers/fences to make entries more visually attractive? (eg. Belluz Concrete, Lakeview Trailer Park, etc.).



November 16, 2015

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Rainy Lake Market Square Advisory Committee

BACKGROUND INFORMATION

On November 9th, Council received a request from the Economic Development Advisory Committee to establish the Rainy Lake Market Square Advisory Committee to work with the successful architectural firm to guide the development of a market square. The Architectural Firm would consult with this committee in conjunction with gathering input via scheduled public sessions.

The Planning & Development Executive Committee discussed this matter further at their November 16th meeting and recommend the following composition to the Rainy Lake Market Square Advisory Committee:

- Three Members of Council
- Two Members from the Economic Development Advisory Committee (EDAC)
- Two Members from the Rainy River Future Development Corporation (RRFDC)
- Two Members from the Business Improvement Area (BIA)
- Two Members from the Fort Frances Chamber of Commerce (FFCC)
- One Member from the Ministry of Northern Development Mines (MNDM)
- One Member from the Clover Valley Farmers Market
- Town Staff and Other Resource Persons as deemed necessary

Council approval of this report will agree to the recommendation from the Planning & Development Executive Committee and further direct the Clerk to bring forward a resolution as outlined above.



November 19, 2015

REPORT TO: Mayor and Council

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Council Meeting Dates (December 2015-December 2016)

Attached to this report is a list of Council meeting dates scheduled in the upcoming year. There are a couple of dates that Council needs to decide whether they want to reschedule or cancel altogether. This direction must be confirmed by formal resolution as per the Procedure By-law.

December 28, 2015 – The office is closed as Boxing Day falls on Saturday, therefore an additional day is provided. In my poll to Members of Council, the majority requested that the meeting be cancelled and that only one meeting be held in December.

February 22, 2016 – This meeting date falls during the ROMA/OGRA conference and historically it has been difficult to achieve quorum. This year, this meeting was moved to the first Monday in March. In my poll to Members of Council, the majority requested that the meeting be rescheduled.

December 27, 2016 – The office is closed as Christmas Day falls on Sunday, therefore an additional day is provided. In my poll to Members of Council, the majority requested that the meeting be cancelled and that only one meeting be held in December.

Please note that should the need arise, a Special Meeting could be called as outlined in the Procedural By-law. Appropriate public notice of the changes in meeting dates will be advertised as required.

Council approval of this report: will officially authorize the preparation of a resolution reflecting the decision of Council.

TOWN OF FORT FRANCES

Committee of the Whole & Council Meeting Dates

(December 2015 – December 2016)

Scheduled Date

December 14, 2015

December 28, 2015 (**office is closed, this is a Stat in lieu of Boxing Day)

January 11, 2016

January 25, 2016

February 8, 2016

February 22, 2016 (**week of ROMA/OGRA conference – quorum may be an issue)

March 14, 2016

March 28, 2016

April 11, 2016

April 25, 2016

May 9, 2016

May 24, 2016 (Tuesday)

June 13, 2016

June 27, 2016

July 11, 2016 (*summer schedule has been one meeting per month)

August 8, 2016 (*summer schedule has been one meeting per month)

September 12, 2016

September 26, 2016

October 11, 2016 (Tuesday)

October 24, 2016

November 14, 2016

November 28, 2016

December 12, 2016

December 27, 2016 (**office is closed, this is a Stat in lieu of Christmas Day)

** will need to be rescheduled or cancelled

Ontario Municipal Partnership Fund (OMPF) 2016 Allocation Notice



Town of Fort Frances

5912

2016 Highlights for the Town of Fort Frances

- The Town of Fort Frances' combined benefit of the 2016 OMPF and provincial uploads totals \$3,661,300 which is the equivalent of 34% of the Town's municipal property tax revenue.
- The Town's combined benefit includes:
 - \$2,934,100 through the OMPF
 - \$727,200 benefit resulting from the provincial uploads
- This exceeds the payments received in 2004 by \$561,300.

A Total 2016 OMPF

\$2,934,100

1. Assessment Equalization Grant	\$1,163,700
2. Northern Communities Grant	\$869,900
3. Rural Communities Grant	\$511,300
4. Northern and Rural Fiscal Circumstances Grant	\$389,200
5. Transitional Assistance	-

B 2016 Combined Benefit of OMPF and Provincial Uploads (Line B1 + Line B2)

\$3,661,300

1. Total OMPF (Equal to Line A)	\$2,934,100
2. Provincial Uploads	\$727,200

C Other Ongoing Provincial Support

\$1,111,100

1. Public Health	\$527,500
2. Land Ambulance	\$514,600
3. Provincial Gas Tax Program	\$69,000

D Key OMPF Data Inputs

1. Households	3,815
2. Total Weighted Assessment per Household	\$179,889
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	2.7%
5. Northern and Rural Municipal Fiscal Circumstances Index	7.6
6. 2016 Guaranteed Level of Support	97.2%
7. 2015 OMPF (Line A from 2015 Allocation Notice)	\$2,983,600

Issued: November 2015

Ontario Municipal Partnership Fund (OMPF) 2016 Allocation Notice



Town of Fort Frances

5912

2016 OMPF Allocation Notice - Line Item Descriptions

A The OMPF grants are described in detail in the OMPF Technical Guide – this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2016>

A5 If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to the redesigned OMPF program.

B1 Sum of 2016 OMPF grants. (Equal to Line A)

B2 Estimated 2016 benefit of the Province's upload of social assistance benefit program as well as court security and prisoner transportation costs.

C1 The estimated 2016 municipal benefit of the Province's 75 per cent share of public health funding relative to its 50 per cent share in 2004. In two-tier systems, this benefit is identified at the upper-tier level. Actual municipal savings may not correspond with the Allocation Notice due to budget approvals made by the local Boards of Health. Municipalities may provide additional funding beyond their obligated cost share. Any additional municipal funding is not included in the calculation of the public health figure.

C2 The estimated 2016 municipal benefit of the Province's 50 per cent share of land ambulance funding relative to its share in 2005. This incremental increase in land ambulance funding delivers on the Province's commitment to strengthen land ambulance services and maintain the 50:50 sharing of land ambulance costs. In two-tier systems, this benefit is identified at the upper-tier level.

C3 Funding provided to the municipality through the 2015-16 provincial gas tax program.

D2 Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.

D3 Represents the proportion of a municipality's population residing in rural areas or small communities. For additional information see the 2016 OMPF Technical Guide.

D4 Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2016 OMPF Technical Guide.

D5 The northern and rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information see the 2016 OMPF Technical Guide.

D6 Represents the guaranteed level of support the municipality will receive from the Province through the 2016 OMPF. For additional information see the 2016 OMPF Technical Guide.

D7 2015 OMPF allocation

Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.



AMO Communications
<communicate@amo.on.ca>

17/11/2015 01:51 PM

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

cc

bcc

Subject AMO Policy Update - 2016 OMPF Allocations Announced

November 17, 2015

2016 OMPF Allocations Announced

Today the Ministry of Finance issued 2016 allocation notices from the Ontario Municipal Partnership Fund (OMPF). Letters to heads of council and treasurers are being mailed at this time. Allocation notices may also be viewed on the Ministry's [website](#). Below are key aspects of the funding announcement for 2016:

1. The spring 2015 provincial budget announced an additional \$5 million for northern communities. This change brings the total OMPF envelope for 2016 to \$505 million. This means municipalities will experience a \$10 million cut in total funding, an improvement over the expected \$15 million cut for 2016.
2. A cut of 10% for municipalities in northern Ontario (in Ministry parlance, a 90% funding guarantee), is the same cut experienced in 2015.
3. A cut of 15% for municipalities in southern Ontario (in Ministry parlance, 85% funding guarantee), is an improvement of 5% over the 20% cut in 2015. The value of this change for southern municipalities is estimated at \$5 million.
4. A reallocation of \$5 million for rural communities with a high percentage of farmland (over 70%) using a new Farm Area Measure. These dollars are funded from within the Transition envelope.
5. A reallocation of \$12 million for municipalities based on need (Municipal Fiscal Circumstances Index). These dollars are also funded from within the Transition envelope.

The chart below illustrates the changes to each of the grants components over time.

Historical OMPF Allocation by Grant (in millions of \$)

Component	2010	2011	2012	2013	2014	2015	2016
Social Services Grant	84	25	25	0	0	0	0
Policing Grant	82	92	94	0	0	0	0
Farmland and Managed Forests Grant	47	47	46	0	0	0	0
Assessment Equalization Grant	150	147	147	0	149	149	149
Northern Communities Grant	84	85	86	0	79	79	84
Rural Communities Grant	158	159	162	0	138	138	143
Northern and Rural Fiscal Circumstances Grant	0	0	0	0	50	55	67
Transitional and Stabilization Grants (incl. Northern & Rural Social Program)	45	42	38	0	134	94	61

TOTAL OMPF	650	597	598	575	550	515	505
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The overall OMPF envelope was part of the 2008 Provincial-Municipal Fiscal and Service Delivery Review Agreement. Next year's decrease will be the last scheduled decline.

The Ministry's changes for 2016 demonstrate an effort to distribute OMPF allocations based on need and the specific fiscal challenges of different types of municipalities. The remaining transitional and stabilization grants are an integral part of the overall envelope in future years.

The Ministry has been hosting annual discussions with almost 30 municipal treasurers to consider the Fund's design and ongoing evolution. These discussions have helped to inform some of the Province's funding decisions in past years. However, looking forward, the Province's fiscal plan for the OMPF in 2017 and beyond has not yet been discussed or formalized.

Despite the merits of the uploads, many communities continue to face limited or declining fiscal health and face fundamental operating budget challenges. AMO continues to be concerned about the cumulative fiscal impact of recent and anticipated future provincial government initiatives. These include the impact of the 2011-2014 OPP wage increase, uncertainty regarding a new OPP collective agreement, OPP billing changes, social assistance benefit adjustments and special dam payment cuts.

AMO's discussions with the provincial government regarding the future of the OMPF will be informed by the above issues and the enduring need for a strong equalization program across the province.

Contact: Matthew Wilson, Senior Advisor, E-mail: mwilson@amo.on.ca, 416.971.9856 ext. 323.

PLEASE NOTE: AMO Breaking News will be broadcast to the member municipality's council, administrator, and clerk. Recipients of the AMO broadcasts are free to redistribute the AMO broadcasts to other municipal staff as required. We have decided to not add other staff to these broadcast lists in order to ensure accuracy and efficiency in the management of our various broadcast lists.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

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Administration & Finance Department Stats
for the period ending October 31, 2015

Revenue	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Certificates	\$ 774.45	\$ 833.95	\$ 842.10	1,082.20	1,684.20	1,564.90	1,864.65	5,377.15	1,022.55	1,202.85			\$ 16,249.00
Business Licences	18,106.00	6,185.55	2,664.65	2,012.19	1,114.70	1,118.60	356.20	581.17	535.75	219.00			\$ 32,873.81
Lottery Licences	298.80	35.70	896.39	763.11		1,709.09	462.00	2,074.86	148.50	1,897.11			\$ 8,285.56
Fort Frances Portion of POA Fines					32,266.65			4,383.32		17,055.81			\$ 53,705.78
Nat Gas/Purchase Card Rebates										17,744.93			\$ 17,744.93
WSIB Safety Group Rebate	253.20		348.75	445.90	286.65	414.05	350.35		254.80	414.05			\$ 2,767.75
Death/Still Birth Registrations	279.60		139.80	279.60	699.00	1,398.00	1,398.00	1,398.00	978.60	279.60			\$ 6,850.20
Marriage Licences						323.45	801.70	2,026.85	377.30				\$ 3,852.75
Civil Marriage				11.30	5.65								\$ 16.95
Certify Copies	72.63	34.35	86.20	68.60	34.35	83.11	34.65	68.70	103.00	57.25			\$ 642.84
Commissioning Oaths/Affidavits	1,064.96	903.81	4,448.71	1,006.02	3,178.08	852.12	758.06	1,319.16	10,403.32	3,358.09			\$ 27,292.33
Investment Income				500.00	46,749.04				3,500.00				\$ 50,749.04
Sale of Land	183.75	14,657.05	14,636.03	14,681.27	25,625.39	14,334.11	14,869.72	19,987.76	28,648.20	8,059.83			\$ 155,693.11
Administration Service Charges	\$ 21,033.39	\$ 22,973.86	\$ 24,062.63	\$ 20,850.19	\$ 111,643.71	\$ 21,797.43	\$ 20,895.33	\$ 37,206.97	\$ 45,972.02	\$ 50,288.92	\$ -	\$ -	\$ 376,724.05
Accounts Receivable													
Balance Forward	134,696.47	138,618.70	251,490.22	173,142.72	122,452.86	104,785.19	101,271.54	105,008.62	77,211.30	88,442.40			
Invoices/Debits	128,105.98	232,861.22	86,841.78	126,000.76	135,123.56	128,662.70	124,137.60	144,905.48	150,750.60	421,764.48			
Payments/Credits	(125,056.66)	(120,153.92)	(167,772.72)	(177,331.57)	(153,142.10)	(132,444.58)	(120,778.10)	(172,962.51)	(141,777.16)	(162,076.09)			
Interest Applied	872.91	164.22	583.44	640.95	350.87	278.21	387.58	259.71	257.68	205.44			
Total Amount Owng	\$ 138,618.70	\$ 251,490.22	\$ 173,142.72	\$ 122,452.86	\$ 104,785.19	\$ 101,271.54	\$ 105,008.62	\$ 77,211.30	\$ 86,442.40	\$ 346,336.24	\$ -	\$ -	\$ 4,001.01
A/R Invoices Processed													
General/By-Law/Planning/CBO	8	31	13	10	10	9	11	13	20	13			138
Daycare	0	57	57	58	57	58	64	55	63	76			545
Airport	0	11	14	11	11	13	14	13	14	10			111
Landfill	26	22	34	46	45	50	40	48	48	42			401
Public Works	0	9	5	2	4	3	4	5	10	17			59
Sewer	3	3	6	5	5	5	7	0	10	6			50
Water	3	16	21	30	8	8	8	1	11	13			119
Fire Department	0	0	0	0	0	0	0	0	0	0			2
Memorial Sports Centre	0	44	3	21	21	12	4	5	11	68			189
Fort Frances Power Corp	0	10	4	10	7	0	23	5	16	6			76
Invoices Issued by Month	40	203	157	193	168	158	175	140	203	253	0	0	1,690
NSF/Returned Payments													
Day Care	0	0	0	0	0	0	0	0	0	0			0
Memorial Sports Centre	1	2	0	0	0	1	1	0	2	0			7
Utilities	0	5	2	9	2	4	1	1	0	3			27
Taxation	2	0	0	0	0	0	0	2	0	1			5
Other	0	0	0	0	2	0	0	0	0	0			2
Taxes													
Balance Forward	\$ 782,998.61	\$ 6,613,468.92	\$ 2,681,887.08	\$ 1,148,131.47	\$ 979,326.66	870,163.85	7,060,864.44	3,464,980.65	859,222.43	1,081,374.23			
Tax Billings/Debits	5,820,426.19	20,484.72		1,215.88	5,542.48	6,253,406.77	19,281.33	6,501.31	400,363.26	26,583.69			
Payments/Credits	(586.97)	(3,962,095.56)	(1,546,805.14)	(184,303.46)	(127,351.05)	(74,388.23)	(3,625,925.26)	(2,629,221.11)	(193,381.02)	(142,263.21)			
Interest Applied	10,631.09	10,029.00	13,049.53	14,282.77	12,645.76	11,682.05	10,760.14	16,961.58	15,169.56	13,349.41			
Total Amount Owng	\$ 6,613,468.92	\$ 2,681,887.08	\$ 1,148,131.47	\$ 979,326.66	\$ 870,163.85	\$ 7,060,864.44	\$ 3,464,980.65	\$ 859,222.43	\$ 1,081,374.23	\$ 979,034.12	\$ -	\$ -	\$ 128,560.89

	January	February	March	April	May	June	July	August	September	October	November	December	TOTALS
Tax Areas Notices Mailed/Letters	264	278	794	531	230	208	384	325	302	280			3,596
# of Properties in Arrears 3 years+	45	42	41	36	31	29	28	27	27	25			
# of Properties in Arrears 3 years+ with no payment plans	13	7	6	6	6	6	6	6	6	6			
# Tax Sale Registrations	1	1	0	0	0	0	0	0	0	0			
# Write offs (MOS/357 Applications)	1	1	0	0	0	0	2	10	0	0			14
Write-off - Municipal Portion	\$ 2,236.29	\$ 649.81	\$ -	\$ -	\$ -	\$ -	\$ 950.06	\$ 5,184.71	\$ -	\$ -			\$9,020.87
# of Charity Rebates	0	0	0	0	0	0	0	0	0	2			2
Charity Rebates - Municipal Portion	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,013.28			\$20,013.28
# Vacancy Rebates	2	1	0	0	6	0	0	1	0	0			10
Vacancy Rebates - Municipal Portion	\$ 3,819.31	\$ 955.44	\$ -	\$ -	\$ 3,804.42	\$ -	\$ -	\$ 352,349.21	\$ -	\$ -			\$360,928.38
E.D. Financial Incentive Plan													
# Of Applications Receiving Rebate	-	-	-	-	-	-	1	-	-	4			0
Demolition Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604.80	\$ -	\$ -	\$ 6,857.68			\$7,462.48
Grant-In-Lieu of Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			0.00
Water & Sewer													
Balance Forward	\$ 1,240,091.10	\$ 523,895.45	\$ 331,205.41	\$ 416,292.58	\$ 320,690.84	\$ 370,012.31	\$ 291,006.97	\$ 407,378.30	\$ 346,546.34	\$ 423,438.37			
W/S Billings/Debits	39.49	2,500.42	827,000.75	5,094.68	872,371.86	8,443.81	880,211.83	14,930.81	888,850.38	6,757.08			
Payments/Credits	(717,724.36)	(198,414.65)	(741,914.40)	(102,201.15)	(823,372.13)	(88,901.16)	(764,331.71)	(777,350.06)	(812,801.03)	(118,117.81)			
Interest Applied	1,489.22	3,224.19	0.82	1,504.73	321.74	1,452.01	491.21	1,587.29	842.68	1,599.60			
Total Amount Owng	\$ 523,895.45	\$ 331,205.41	\$ 416,292.58	\$ 320,690.84	\$ 370,012.31	\$ 291,006.97	\$ 407,378.30	\$ 346,546.34	\$ 423,438.37	\$ 313,677.24			\$ 12,513.49
Bi-Monthly Water/Sewer Bills Issued													
Final Billings Issued	3,411	20	3,354	20	3,354	58	3,357	43	3,381	33			16,857
Late Notices Mailed		644		494		593		491		174			174
Registered Letters		48		53		48		55		445			2,667
Disconnections		0		1		0		0		45			249
Reconnections		0		1		0		0		0			1
Provincial Offences													
Fines Paid	\$ 22,444.00	\$ 24,234.00	\$ 35,552.00	\$ 33,897.00	\$ 21,173.00	\$ 27,835.00	\$ 39,319.00	\$ 36,834.00					\$ 241,288.00
Outstanding Fines (pre & post transfer)	\$ 2,069,384.00	\$ 2,025,151.00	\$ 2,024,049.00	\$ 2,002,804.00	\$ 2,010,809.00	\$ 2,042,382.00	\$ 2,061,377.00	\$ 2,092,529.00					
IQOR Collections (pretransfer)													
IQOR Collections (post-transfer)	\$ 41.07		\$ 237.59					\$ 1,325.57		\$ 336.11			\$ 1,940.34
Total IQOR Collected													
Notice of Default - mailed out													
New Charges Filed	44	62	55	47	47	25	99	75	71				525
Court Room Operating Hours	165	177	209	259	289	264	334	347					2,044
	5	10	2										17.0
Charges Disposed (Before or at Trial)													
Failed to Attend - Convicted	79	43	33	43	63	77	90	68					496
Plead Guilty	22	19	28	20	10	18	13	30					160
Withdrawn	3	4	4	5	0	10	5	8					49
Quashed	3	2	0	1	0	1	5	0					12
Stayed	1	0	0	0	0	0	0	1					2
Dismissed/Acquitted	2	1	1	1	0	0	0	0					5
Plead Not Guilty - Convicted	2	6	3	4	0	9	3	2					29
Other	0	0	0	0	0	0	0	0					0
Total	112	75	79	74	73	115	116	109	0	0	0		753

Town of Fort Frances
Capital Fund Budget vs Actual
as at October 31, 2015

		Actual to Date	2015 Budget	Variance
	Administration			
C-110-0490-0952	Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-140-0490-0952	Contribution from Reserve Funds		(45,000.00)	(45,000.00)
C-110-9109-0000	Council iPads/Laptops		10,000.00	10,000.00
C-140-9109-0000	Computer/Network Upgrades	826.29	45,000.00	44,173.71
	Total Revenue	-	(55,000.00)	(55,000.00)
	Total Expenditures	826.29	55,000.00	54,173.71
	TOTAL ADMINISTRATION	826.29	-	(826.29)
	Honeywell Project			
C-105-0490-0490	OPA/FFPC Grants			-
C-105-0490-0952	Contribution from Reserve Fund	-	(33,519.00)	(33,519.00)
C-105-9280-0000	Honeywell Improvement Project	50,503.68	33,519.00	(16,984.68)
	Total Revenue	-	(33,519.00)	(33,519.00)
	Total Expenditures	50,503.68	33,519.00	(16,984.68)
	TOTAL CIVIC CENTRE	50,503.68	-	(50,503.68)
	EMERGENCY SERVICES			
C-211-0490-0952	Contribution from Reserve Funds		(27,600.00)	(27,600.00)
C-211-9122-0000	SCBA & Air Cylinders	3,313.33	3,600.00	286.67
C-211-9239-1431	Fire Hose Replacement	4,474.32	4,200.00	(274.32)
C-211-9284-1523	Training Facility	5,608.50	16,000.00	10,391.50
C-211-9625-1431	Air Dryer for Gear	241.02	3,800.00	3,558.98
	Total Revenue	-	(27,600.00)	(27,600.00)
	Total Expenditures	13,637.17	27,600.00	13,962.83
	TOTAL EMERGENCY SERVICES	13,637.17	-	(13,637.17)
	PUBLIC WORKS			
	Transportation			
C-310-0490-0406	AMO Federal Gas Tax			-
C-310-0490-0942	Debenture/Loan (Salt/Sand Shed)		(528,278.00)	(528,278.00)
C-310-0490-0952	Contribution from Reserve Funds		(170,000.00)	(170,000.00)
C-313-0490-0400	Federal Funding - Federal Gas Tax Reserve		(420,000.00)	(420,000.00)
C-313-0490-0952	Contribution from Reserve Funds		(192,667.00)	(192,667.00)
C-313-0490-0952	Contributions from Reserve Funds (Water & Sewer)		(308,532.00)	(308,532.00)
C-316-0490-0412	Provincial Grant	(1,500,000.00)	(2,000,000.00)	(500,000.00)
C-316-0490-0952	Contribution from Reserve Funds		(111,310.00)	(111,310.00)
C-320-0490-0400	Federal Funding - Federal Gas Tax Reserve		(50,000.00)	(50,000.00)
C-320-0490-0589	Contributions from Others (RRDSB)		(32,500.00)	(32,500.00)
C-320-0490-0952	Contribution from Reserve Funds		(13,406.00)	(13,406.00)
C-320-0490-0952	Contribution from Reserve Funds (Water & Sewer)		(80,663.00)	(80,663.00)
C-333-0490-0952	Contribution from Reserve Funds		(40,000.00)	(40,000.00)
C-334-0490-0952	Contribution from Reserve Funds		(682,000.00)	(682,000.00)
C-345-0490-0952	Contribution from Reserve Funds		(25,000.00)	(25,000.00)
C-351-0490-0400	Federal Funding - Federal Gas Tax Reserve		(100,575.00)	(100,575.00)
C-351-0490-0412	Provincial Grant	(88,275.00)	(117,700.00)	(29,425.00)
C-310-1620-5390	Transfer to FGT Reserve Fund			-
C-310-9105-1471	Small Equipment Purchases	7,660.54	8,000.00	339.46
C-310-9113-1523	Salt/Sand Shed	468,155.80	528,278.00	60,122.20
C-310-9127-1471	O & F Engineering & Managers Office Upgrades	33,958.21	12,000.00	(21,958.21)
C-310-9127-1523	Public Works Garage Renovations	204.71	150,000.00	149,795.29
C-313-9110-1523	Portage Ave/CNR East Abutment Concrete Work	50,757.49	150,000.00	99,242.51
C-313-9268-1523	Frog Creek Road	69.13		(69.13)
C-313-9271-1523	Phair Ave from 3rd Street to 5th Street (200 m.)	43,331.16	462,667.00	419,335.84
C-313-9272-1523	Nelson Street from Butler Ave to Shevlin Woodyard	56,719.45	308,532.00	251,812.55

**Town of Fort Frances
Capital Fund Budget vs Actual
as at October 31, 2015**

		Actual to Date	2015 Budget	Variance
C-313-9285-1523	3rd Street E Crowe to Frenette	212.25		(212.25)
C-313-9287-1523	Urban Storm Sewer Upgrades	20.31		(20.31)
C-316-9273-1523	Connecting Link - Kings Hwy from Wright to York	1,281,249.96	2,111,310.00	830,060.04
C-320-9271-1523	Phair Ave from 3rd Street to 5th Street (200 m.)	6,047.34	98,163.00	92,115.66
C-320-9272-1523	Nelson Street from Butler Ave to Shevlin Woodyard	644.18	13,406.00	12,761.82
C-320-9273-1523	Connecting Link - Kings Hwy from Wright to York	52,564.51		(52,564.51)
C-320-9274-1523	Keating Ave to JW Walker - 1st Street		65,000.00	65,000.00
C-333-9133-1471	3/4 Ton Truck c/w 4-Wheel Drive	28,234.10	40,000.00	11,765.90
C-334-9230-1471	Sidewalk Machine c/w Blower Attachment		120,000.00	120,000.00
C-334-9244-1471	Snow Plow Truck	235,722.33	237,000.00	1,277.67
C-334-9292-1471	Street Sweeper	775.72	325,000.00	324,224.28
C-345-9135-1471	Pole Replacement - Along Waterfront	25,216.04	25,000.00	(216.04)
	Waste Management System			
C-351-9128-1471	Transfer Station Upgrades	47,841.06	218,275.00	170,433.94
	Airport			
C-390-0490-0400	Federal Grant	(161,780.00)	(335,677.00)	(173,897.00)
C-390-0490-0952	Contribution from Reserve Funds		(3,000.00)	(3,000.00)
C-390-9105-0000	Video Surveillance System	2,939.05	3,000.00	60.95
C-390-9257-1471	Front End Loader c/w sweeper	161,780.00	216,427.00	54,647.00
C-390-9293-1471	Loader Mounted Snow Blower		119,250.00	119,250.00
	Parks			
C-580-0490-0632	Donation from Cemetery Trust		(10,386.00)	(10,386.00)
C-580-0490-0952	Contribution from Reserve Funds		(40,500.00)	(40,500.00)
C-580-0490-0589	Lawn Tractor Trade-In		(6,200.00)	(6,200.00)
C-586-0430-0632	Lions Millennium Park- Donations			-
C-580-9105-1471	Small Equipment Replacement	4,354.95	5,000.00	645.05
C-580-9133-1471	Half-ton Truck Replacement	26,304.57	30,000.00	3,695.43
C-580-9157-1471	Cemetery Riding Lawn Mowers	10,275.75	16,586.00	6,310.25
C-580-9174-1471	60" wide Snow Plow Attachment for JD Tractor	6,104.59	5,500.00	(604.59)
	Total Revenue	(1,750,055.00)	(5,268,394.00)	(3,518,339.00)
	Total Expenditures	2,551,143.20	5,268,394.00	2,717,250.80
	TOTAL PUBLIC WORKS	801,088.20	-	(801,088.20)
	LIONS MILLENNIUM PARK			
C-586-0430-0632	Donations	(6,556.22)	-	6,556.22
C-586-9232-1523	Contracted Works	6,779.02	-	(6,779.02)
	Total Revenue	(6,556.22)	-	6,556.22
	Total Expenditures	6,779.02	-	(6,779.02)
	TOTAL LIONS MILLENNIUM PARK	222.80	-	(222.80)
	SISITER KENNEDY CENTRE			
C-622-0490-0412	Provincial Grant	(15,689.41)	-	15,689.41
C-622-0490-0650	In-kind Donations	(2,643.32)	-	2,643.32
C-622-9105-0000	Small Capital Purchases	2,686.60	-	(2,686.60)
C-622-9296-0000	Health & Wellness Directory	7,517.81	-	(7,517.81)
	Total Revenue	(18,332.73)	-	18,332.73
	Total Expenditures	10,204.41	-	(10,204.41)
	TOTAL SISTER KENNEDY CENTRE	(8,128.32)	-	8,128.32
	FORT FRANCES CHILDREN'S COMPLEX			
C-641-0490-0432	RRDSSAB Grant			-
C-641-0490-0436	Health & Safety Grant (DSSAB)		(54,800.00)	(54,800.00)
C-641-9106-0000	Vent Hood/Air Handling System for Hood		17,000.00	17,000.00
C-641-9127-1523	Contracted Works (Infant Room/Preschool Room Renos)	1,831.68	37,800.00	35,968.32
	Total Revenue	-	(54,800.00)	(54,800.00)

Town of Fort Frances
Capital Fund Budget vs Actual
as at October 31, 2015

	Actual to Date	2015 Budget	Variance
Total Expenditures	1,831.68	54,800.00	52,968.32
TOTAL FF CHILDREN'S COMPLEX	1,831.68	-	(1,831.68)
MSC/Recreation			
C-722-0490-0437 Contributions from Others		(112,000.00)	(112,000.00)
C-722-0490-0952 Contribution from Reserve Funds		(74,000.00)	(74,000.00)
C-722-0490-0952 Cont. from Reserve Funds (Multi Use/Tennis Courts)		(112,000.00)	(112,000.00)
C-740-0490-0448 Sunny Cove Moffit Family Funding	(12,500.00)	-	12,500.00
C-817-0490-0632 Donations	(15,225.92)	-	15,225.92
C-722-9133-0000 MSC 4x4 Truck	27,755.50	36,000.00	8,244.50
C-722-9269-1523 Ice For Kids Sound System	16,699.00		(16,699.00)
C-722-9276-1523 52 Canadian Sound System	3,382.00		(3,382.00)
C-722-9293-1471 MSC Scissor Lift		35,000.00	35,000.00
C-722-9294-1523 Multi Use/Tennis Courts		224,000.00	224,000.00
C-722-9624-0000 MSC Fitness Equipment		3,000.00	3,000.00
C-740-0490-0952 Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-740-9105-0000 Small Capital Equipment	11,250.00		
C-740-9108-1523 Sunny Cove Upgrades (Windows & Doors)	3,070.01	8,000.00	4,929.99
C-817-0490-0437 Contributions from Others		(15,226.00)	(15,226.00)
C-817-0490-0952 Contribution from Reserve Funds		(6,000.00)	(6,000.00)
C-817-0490-0954 Contribution from Revenue Fund		(5,000.00)	(5,000.00)
C-817-9108-1523 Marina Floor	4,400.00	6,000.00	1,600.00
C-817-9624-1471 Waterfront Outdoor Fitness Equipment	16,010.75	20,226.00	4,215.25
Total Revenue	(27,725.92)	(298,000.00)	(270,274.08)
Total Expenditures	82,567.26	298,000.00	226,682.74
TOTAL MSC/RECREATION	54,841.34	-	(43,591.34)
LIBRARY			
C-781-0490-0400 Federal Grant (CAPP)			-
C-781-0490-0412 Provincial Grant			-
C-781-0490-0952 Contribution from Reserve Funds		-	-
C-781-9109-0000 Computer Equipment	6,225.72	-	(6,225.72)
C-781-9210-1471 Materials	6,585.09	-	(6,585.09)
C-781-9220-1471 Surveillance Cameras	7,412.73	-	(7,412.73)
Total Revenue	-	-	-
Total Expenditures	20,223.54	-	(20,223.54)
TOTAL LIBRARY	20,223.54	-	(20,223.54)
MUSEUM			
C-791-0490-0632 Donations	(3,505.00)	(21,000.00)	(17,495.00)
C-791-0490-0952 Contribution from Reserve Funds			-
C-791-9127-1408 Display/Exhibit Expenses	2,923.98		(2,923.98)
C-791-9128-0000 Environmentally Controlled Display Case		5,000.00	5,000.00
C-791-9163-0000 Display Lighting/Lg Monitor for Digital Papers/Shelving		16,000.00	16,000.00
Total Revenue	(3,505.00)	(21,000.00)	(17,495.00)
Total Expenditures	2,923.98	21,000.00	18,076.02
TOTAL MUSEUM	(581.02)	-	581.02
PLANNING & DEVELOPMENT			
C-122-0490-0400 Federal Grant	(2.01)	(655,000.00)	(654,997.99)
C-122-0490-0412 Provincial Grant		(1,000,000.00)	(1,000,000.00)
C-122-0490-0437 Contributions from Others		(160,000.00)	(160,000.00)
C-122-0490-0952 Contributions from Reserve Funds		(40,000.00)	(40,000.00)
C-122-0490-0954 Cont From Revenue Fund (In-Kind Contributions)		(180,000.00)	(180,000.00)
C-271-0490-0952 Contributions from Reserve Funds		(100,000.00)	(100,000.00)

**Town of Fort Frances
Capital Fund Budget vs Actual
as at October 31, 2015**

		Actual to Date	2015 Budget	Variance
C-122-9108-1471	Civic Centre - OPP Return Air Fan Replacement		20,000.00	20,000.00
C-122-9282-1523	Huffman Property Sub-division	26,242.04	-	(26,242.04)
C-122-9286-1523	Rainy Lake Hotel Demolition/Market Square	346,988.19	1,995,000.00	1,648,011.81
C-122-9295-1523	Civic Centre - Council Chambers Roof Replacement	9,815.46	20,000.00	10,184.54
C-271-9291-1523	By-Law Animal Shelter Construction	121,902.69	100,000.00	(21,902.69)
	Total Revenue	(2.01)	(2,135,000.00)	(2,134,997.99)
	Total Expenditures	504,948.38	2,135,000.00	1,630,051.62
	TOTAL PLANNING & DEVELOPMENT	504,946.37	-	(504,946.37)
SANITARY SEWER				
C-410-0490-0952	Contribution from Reserve Funds		(364,814.00)	(364,814.00)
C-410-0490-0954	Contribution from Revenue Funds		(640,355.00)	(640,355.00)
C-410-9105-1471	Sanitary Sewer Small Tools	4,899.93	12,000.00	7,100.07
C-410-9138-1523	Sanitary Manholes	79,720.29	162,400.00	82,679.71
C-410-9179-1523	Infiltration/Inflow Study Cont Works	2,823.77		(2,823.77)
C-410-9238-1523	Design for Infrastructure Renewal Project		37,500.00	37,500.00
C-410-9271-1523	Phair Ave from 3rd St to 5th Street	27,146.45	220,607.00	193,460.55
C-410-9272-1523	Nelson St from Butler to Shevlin Woodyard	151,923.66	157,442.00	5,518.34
C-410-9273-1523	Kings Hwy from Wright Ave to York	258,821.22	364,814.00	105,992.78
C-410-9285-1523	3rd Street E - Crowe to Frenette	113.68		(113.68)
C-410-9280-0000	Honeywell Improvements - Including Street Lighting		50,406.00	50,406.00
	Total Revenue	-	(1,005,169.00)	(1,005,169.00)
	Total Expenditures	525,449.00	1,005,169.00	479,720.00
	TOTAL SANITARY SEWER	525,449.00	-	(525,449.00)
SEWAGE TREATMENT PLANT				
C-413-0490-0412	Provincial Funding	(165,606.00)	(165,606.00)	-
C-413-0490-0954	Contribution from Revenue Fund		(260,956.00)	(260,956.00)
C-413-0490-0952	Contribution from Reserve Fund		(493,438.00)	(493,438.00)
C-413-0490-0490	On Power Authority ERIP Grant			-
C-413-9105-1471	Small Capital Repairs	137.13		(137.13)
C-413-9108-1471	Small Miscellaneous Capital Materials	48,356.84	120,000.00	71,643.16
C-413-9290-0000	Sludge Dewatering Equip & Installation	172,528.18	800,000.00	627,471.82
	Total Revenue	(165,606.00)	(920,000.00)	(754,394.00)
	Total Expenditures	221,022.15	920,000.00	698,977.85
	TOTAL STP	55,416.15	-	(55,416.15)
WATERWORKS ADMINISTRATION				
C-961-0330-0589	Expense Recovery			-
C-961-0490-0412	Provincial Grants			-
C-961-0490-0952	Contribution from Reserve Funds		(327,401.00)	(327,401.00)
C-961-0490-0954	Contribution from Revenue Fund		(967,867.00)	(967,867.00)
C-961-9105-1471	Miscellaneous Tools/Equipment	8,626.19	12,000.00	3,373.81
C-961-9137-1523	Replacing Main Line Water Valves/Hydrants	76,325.22	211,300.00	134,974.78
C-961-9179-1523	Infiltration/Inflow Study	2,823.76		(2,823.76)
C-961-9238-1523	Design for Infrastructure Renewal Project		37,500.00	37,500.00
C-961-9271-1523	Phair Ave from 3rd St to 5th Street	30,746.58	203,145.00	172,398.42
C-961-9272-1523	Nelson St from Butler to Shevlin Woodyard	98,838.14	126,778.00	27,939.86
C-961-9273-1523	Kings Hwy from Wright Ave to York	542,816.41	704,545.00	161,728.59
C-961-9285-1523	3rd Street E - Crowe to Frenette	73.83		(73.83)
	Total Revenue	-	(1,295,268.00)	(1,295,268.00)
	Total Expenditures	760,250.13	1,295,268.00	535,017.87
	TOTAL WATERWORKS ADMIN	760,250.13	-	(760,250.13)
WATER TREATMENT PLANT				
C-965-0490-0952	Contribution from Reserve Funds		(357,000.00)	(357,000.00)

**Town of Fort Frances
Capital Fund Budget vs Actual
as at October 31, 2015**

		Actual to Date	2015 Budget	Variance
C-965-0490-0954	Contribution from Revenue Fund		(60,000.00)	(60,000.00)
C-965-9105-1471	Misc. Small Capital	13,727.12	60,000.00	46,272.88
C-965-9260-1471	Backup Generator	344,889.94	357,000.00	12,110.06
	Total Revenue	-	(417,000.00)	(417,000.00)
	Total Expenditures	358,617.06	417,000.00	58,382.94
	TOTAL WTP	358,617.06	-	(358,617.06)
TOTAL REVENUE		(1,971,782.88)	(11,530,750.00)	(9,558,967.12)
TOTAL EXPENDITURES		5,110,926.95	11,530,750.00	6,431,073.05
TOTAL CAPITAL		3,139,144.07	-	(3,127,894.07)

Water and Sewer Fund (Operating)
Actuals to October 31, 2015

WATER	Actuals to Date	2015 Budget	Variance
961 Waterworks Administration	(972,583.31)	(649,208.00)	323,375.31
965 Water Treatment Plant	396,516.99	527,009.00	130,492.01
966 Water Storage Facility	107,164.95	122,199.00	15,034.05
	-468,901.37	0.00	468,901.37
L80 Surplus from Previous Year Before TCA	0.00	0.00	0.00
	-468,901.37	0.00	468,901.37

SEWER	Actual to Date	2015 Budget	Variance
410 Sanitary Sewer Administration	-1,026,356.71	(700,725.00)	325,631.71
413 Sewage Treatment Plant	569,659.19	700,725.00	131,065.81
	-456,697.52	0.00	456,697.52
L80 Surplus from Previous Year Before TCA	0.00	0.00	0.00
	-456,697.52	0.00	456,697.52

**Town of Fort Frances
General Fund (Operating)
Actuals as at October 31, 2015**

	Actuals to Date	2015 Budget	Variance
CORPORATE			
050 Municipal Tax Levy	(10,725,240.08)	(10,738,015.00)	(12,774.92)
051 Education Tax Levy	(1,757,280.65)	(1,757,276.00)	4.65
052 Supp/Omit Municipal Tax Levy	(24,303.44)		24,303.44
053 Supp/Omit Education Tax Levy	(2,831.88)		2,831.88
056 W/O Municipal	369,949.25	352,348.00	(17,601.25)
057 W/O Education	45,091.04	34,989.00	(10,102.04)
061 OMPF	(2,983,600.00)	(2,983,600.00)	-
062 Payments-in-Lieu	(724,832.51)	(783,913.00)	(59,080.49)
062 Other Grant (In-Lieu of Write-off)			-
070 Contribution from Reserve Funds (Tax Rate Stab.)		(448,804.00)	(448,804.00)
070 Sale of Land	(50,749.04)		50,749.04
110 Mayor & Council	276,279.54	762,650.00	486,370.46
112 Contribution to Reserves & Reserve Funds	-	1,375,000.00	1,375,000.00
113 Long Term Debt	422,166.04	697,352.00	275,185.96
115 Election	213.70	-	(213.70)
161 Riverside Health Care/Dr Recruitment	56,667.50	69,000.00	12,332.50
161 Clinic Financing Interest		12,500.00	12,500.00
162 RR DSSAB	1,702,034.10	2,042,441.00	340,406.90
163 Rainycrest	106,098.65	121,255.00	15,156.35
164 Northwestern Health Unit	307,344.50	368,814.00	61,469.50
820 Economic Development	142,545.71	165,485.00	22,939.29
821 Travel Information Centre	13,630.29	22,500.00	8,869.71
830 Solar Panel Project	(16,990.90)	(26,260.00)	(9,269.10)
991 English Public School Board	1,085,484.02	1,418,228.00	332,743.98
992 English Separate School Board	228,699.92	299,028.00	70,328.08
993 French Public School Board	1,050.15	1,400.00	349.85
994 French Separate School Board	2,723.59	3,631.00	907.41
Total Corporate	(11,525,850.50)	(8,991,247.00)	2,534,603.50
ADMINISTRATION AND FINANCE			
070 Other Unassigned Revenue	(288,713.31)	(312,000.00)	(23,286.69)
120 Administration	280,434.95	328,220.00	47,785.05
121 Admin Vehicle	5,579.14	2,873.00	(2,706.14)
122 Municipal Buildings	24,932.30	24,853.00	(79.30)
124 Tax Sale Registration	-		-
125 HR Department	58,984.64	41,750.00	(17,234.64)
130 Clerk	138,832.98	167,200.00	28,367.02
140 Treasury	319,662.47	370,652.00	50,989.53
910 PUC Administration	68,580.14	94,185.00	25,604.86
Total Administration and Finance	608,293.31	717,733.00	109,439.69
EMERGENCY SERVICES			
211 Emergency Services	716,031.52	902,041.00	186,009.48
227 Emergency Measures	11,609.95	19,948.00	8,338.05
228 911 Service	16,267.52	13,800.00	(2,467.52)
231 Police Revenue	(20,041.34)	(25,000.00)	(4,958.66)
232 Police Services Board	11,393.76	19,300.00	7,906.24
233 Police Administration	2,155,360.65	2,516,595.00	361,234.35
Total Emergency Services	2,890,622.06	3,446,684.00	556,061.94
COMMUNITY SERVICES			
622 Sister Kennedy Centre	21,097.42	31,412.00	10,314.58
641 Fort Frances Children's Complex	(31,677.42)	-	31,677.42
643 Best Start Hub/Resource Centre	(34,515.70)	-	34,515.70
644 Day Care Resource Teacher	6,728.96	-	(6,728.96)

**Town of Fort Frances
General Fund (Operating)
Actuals as at October 31, 2015**

		Actuals to Date	2015 Budget	Variance
653	Handi-Transit System	79,393.54	90,657.00	11,263.46
713	Townshend Theatre	(14,409.02)	-	14,409.02
722	Recreation Facilities	399,186.16	592,536.00	193,349.84
725	Recreation Programs	42,434.45	117,453.00	75,018.55
732	Community Services	98,497.86	108,643.00	10,145.14
740	Sunny Cove Camp	(2,443.90)	15,547.00	17,990.90
781	Fort Frances Public Library	458,544.41	485,975.00	27,430.59
791	Museum	104,810.32	146,448.00	41,637.68
817	Waterfront Development/Marina	37,131.87	55,712.00	18,580.13
	Total Community Services	1,164,778.95	1,644,383.00	479,604.05
OPERATIONS AND FACILITIES				
310	PW Administration	(52,252.92)	(153,725.00)	(101,472.08)
311	PW Buildings & Yards	86,694.51	110,622.00	23,927.49
313	Municipal Roads	834,212.44	1,257,030.00	422,817.56
318	Public Parking Lots	5,082.92	15,980.00	10,897.08
320	Sidewalks	64,871.67	107,463.00	42,591.33
330	Private Works Charges	37,124.49	33,904.00	(3,220.49)
331	Private Crossing Charges	10,485.96	18,479.00	7,993.04
333	PW Vehicles	159,633.76	216,501.00	56,867.24
334	PW Equipment	174,309.00	245,029.00	70,720.00
344	PW Stores	64,775.11	66,262.00	1,486.89
345	Traffic Signal Maintenance	10,109.69	6,861.00	(3,248.69)
346	Streetlight Maintenance	35,738.50	47,586.00	11,847.50
350	Garbage Collection	(79,507.04)	(156,577.00)	(77,069.96)
351	Recycling Services	148,880.88	194,826.00	45,945.12
352	Sanitary Landfill	(248,364.97)	(38,249.00)	210,115.97
360	Engineering	24,897.16	28,755.00	3,857.84
390	Airport	(56,434.62)	21,231.00	77,665.62
391	Airport Building Maintenance	30,560.63	40,582.00	10,021.37
393	Airport Grounds Maintenance	44,692.51	79,170.00	34,477.49
580	Parks & Cemeteries Admin.	164,849.13	162,487.00	(2,362.13)
582	Fort Frances Cemetery	81,817.83	79,211.00	(2,606.83)
583	Riverview Cemetery	165,368.48	191,483.00	26,114.52
584	Point Park	10,074.02	26,408.00	16,333.98
585	Parks - Outdoor Facilities	219,316.52	206,694.00	(12,622.52)
586	Lions Millennium Park	5,708.62	11,812.00	6,103.38
	Total Operations and Facilities	1,942,644.28	2,819,825.00	877,180.72
PLANNING AND DEVELOPMENT				
150	Civic Centre	43,385.93	66,353.00	22,967.07
271	By-Law Enforcement	112,974.20	135,046.00	22,071.80
272	Animal Shelter	5,838.29	9,914.00	4,075.71
813	Building Official	(21,292.82)	52,406.00	73,698.82
815	Planning & Zoning	70,994.81	98,903.00	27,908.19
	Total Planning and Development	211,900.41	362,622.00	150,721.59
	Sub-Total General Fund (Operating)	(4,707,611.49)	-	4,707,611.49
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	(4,707,611.49)	-	4,707,611.49
TOTAL BUDGET - Revenue				
		(20,633,195.52)	(21,992,180.00)	(1,358,984.48)
TOTAL BUDGET - Expenditures				
		15,925,584.03	21,992,180.00	6,066,595.97
		(4,707,611.49)	0.00	4,707,611.49

2015 CAPITAL BUDGET as of November 1st, 2015

O & F Division	G/L Code	TOTAL BUDGET	Budget as of October 31, 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	468,156	60,122	Substantial Completion as of August 21, 2015 - outstanding 2nd lift of asphalt completed on October 5, 2015
3 PW Garage Exterior Renovations & 7 Overhead Doors	C-310-9127-1523	150,000	34,163	115,837	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	514,282	183,996	
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 adveretising on October 7, 2015, tender closes on November 10
		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	rescheduled to 2016
11	C-313-9272-1523	308,532	17,215	291,317	
Connecting Link				0	
12 Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of York	C-316-9273-1523	2,059,755	1,281,250	778,506	Bay City on site as May 19, 2015 - 10 days on - 12 hours days
		2,980,954	1,392,554	1,588,401	
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	644	12,762	
15 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	52,565	12,435	
		228,125	85,411	142,713	
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	2,282,195	2,372,162	
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
23 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					
25 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	79,720	82,680	Tom Veert completed work of July 3rd, 2015
28 Design for Infrastructure Renewal Project	C-410-9238-1523	37,500	0	37,500	
29 Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of York	C-410-9273-1523	364,814	258,821	105,993	
30 Nelson Street from Butler Ave to Shevlin wood yard (105 meters Sanitary Main replacement)	C-410-9272-1523	157,442	151,924	5,518	
31 Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-410-9271-1523	220,607	27,146	193,461	
		954,763	522,512	432,251	
Sewage Treatment Plant					
32 Misc. Capital Upgrades	C-413-9108-1471	120,000	48,357	71,643	
33 Sludge Dewatering Equipment & Installation of Secondary Clarifier Chains	C-413-9290-1523	800,000	172,528	627,472	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	220,885	749,521	
Water System					
Water Distribution System					
35 Miscellaneous Tools/Equipment	C-961-9105-1471	12,000	8,626	3,374	
36 Replacing Main Line Water Valves/Hydrants	C-961-9137-1523	211,300	76,325	134,975	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	
38 Kings Hwy 11-71 Reconstruction from west of Wright Ave to east of York	C-961-9273-1523	704,545	542,816	161,729	
39 Nelson Street from Butler Ave to Shevlin wood yard (105 meters Sanitary Main replacement)	C-961-9272-1523	126,778	98,838	27,940	
40 Phair Ave from 3rd - 5th Streets (200 meters Sanitary Main replacement)	C-961-9271-1523	203,145	30,747	172,398	
		1,295,268	757,353	537,915	
Water Treatment Plant					
41 Misc. Small Capital Equipment	C-965-9105-1471	60,000	13,727	46,273	
42 Back-up Generator	C-965-9260-1471	357,000	344,890	12,110	Generator installed and fully operational as July 24, 2015
		417,000	358,617	58,383	
TOTAL ENVIRONMENT		3,637,437	1,859,366	1,778,071	
PW		4,654,357	2,282,195	2,372,162	49.03%
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	1,115,970	596,298	65.17%
Sewer		1,925,169	743,397	1,181,772	38.61%
Total		8,905,832	4,401,161	4,504,671	49.42%

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

STAFFING

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

	2014	2015
WSIB	0.00	0.00
WI/LTD	5.00	22.00
SICK DAYS	7.31	3.13
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	3.00	0.00
VACATION	34.25	24.81
BANKED TIME USED	16.47	22.00
OFF	0.00	2.00
STATUTORY HOLIDAYS	22.00	23.00
TOTAL	88.03	96.94

OVERTIME HOURS

Equivalent Straight Time Hours:

	2014	2015	2014	2015
	Sept	Sept	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	0.00
INTERDEPARTMENTAL	9.75	0.00	24.75	21.75
PRIVATE WORK	4.00	10.25	27.50	108.50
RECYCLE/GARBAGE	22.25	12.75	29.75	23.25
ROADS	18.00	24.00	633.50	295.50
SEWER COLLECTION	12.00	38.50	639.38	430.25
SIDEWALKS	9.75	8.25	58.50	31.50
STORES	0.00	0.00	39.00	24.00
VEHICLE & EQUIPMENT	0.00	0.00	85.00	27.00
WATER TREATMENT PLANT	12.00	44.00	248.13	434.75
WATER DISTRIBUTION	54.00	21.00	2749.25	376.75
WATER TOWER	0.00	0.00	0.75	8.00
TOTAL	141.75	158.75	5703.00	2076.00

TRANSPORTATION REPORT SEPTEMBER 2015

ROADS:

Storm Water Management – Urban:

- Continued flushing storm sewer laterals and cleaning catch basin sumps with the high pressure/vacuum truck.
- Clean debris from catch basins during rain events.

Storm Water Management - Rural:

- Removed beaver dams as required.
- Started brush cutting with Boom Mower along ditches in the North End area
- Cleaned up some of the large branches and debris behind brush cutter.

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 gutter in areas identified for repairs.

Loose Top Maintenance:

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

Roadside Maintenance:

- Turned over black dirt pile at Mrlrvine Road Snow Dump

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required.
- Continued painting crosswalks, stop bars, and no parking areas.
- Continued 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.
- 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.
- Installed bollards at entrance to sand/salt shed
- Landscaped and planted grass in area around salt/sand building

Private Work:

- Installed three (3) private crossings at 311 Minnie Avenue, 724 Second Street West and 103 Sixth Street East.

Sidewalks – Winter:**Sidewalks – Summer:**

- Swept sidewalk and bike path along waterfront three times
- Repaired sidewalk in areas identified for repairs.

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

Sewer and Water (cont'd)

- required.
- Flushed deadend sanitary sewer mains.

Interdepartmental:

- Removed benches and flower pots in front of the Rainy Lake Hotel before demolition started.
- Hauled one load of recycled asphalt to the airport on September 22nd.
- Removed fencing at Animal Shelter to begin demotion.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Emptied bins from “drop off” centre as required

Training:**Health & Safety:**

- A workplace Health and Safety Inspection was held at the Public Works building on September 23rd.

Milt Strachan,
Superintendent of Transportation



Fort Frances WPCP
200 McIrvine Rd
Fort Frances, Ontario
P9A 3S3
Tel: 807-274-3121
Fax: 807-274-8381

October 13, 2015

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

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility
September 2015 Monthly Report**

As per the operating agreement, the attached document is the September 2015 monthly report for the Fort Frances Wastewater Treatment Facility.

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

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

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', is written over a faint circular stamp.

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
September 2015 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of September 2015; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

SEPTEMBER 2015 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	4.1 mg/L	25 mg/L	15 mg/L	22.2 kg/d	225 kg/d	135 kg/d
Suspended Solids	10.5 mg/L	25 mg/L	15 mg/L	56.6 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.25 mg/L	1.0 mg/L	1.0 mg/L	1.3 kg/d	9 kg/d	9 kg/d
Ammonia as N	0.17 mg/L					
Nitrite as N	0.08 mg/L					
Nitrate as N	5.87 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		76.4 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.4 to 7.8; average pH was 7.6		
Temperature degrees C				Temperatures ranged from 17.0 – 18.0 average temperature of effluent at 17.4		

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

WASTEWATER LIQUID PROCESS

The average daily flow for September was 5437.1 m³/day. This represents 60% of the design average flow. Total treated flow for the month was 163113 m³.

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

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	890 +/- @ 7.0% + 205 @ 12%	Litres
Alum	6.0 +/- @ 60 %	Cubic meters
Polymer	32 Bags (800 kg)	Bags (25 kg/bag)

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Regular cleaning of head works EW basket strainer
- Installed and set up new effluent automatic sampler
- Regular cleaning of seal water strainer TFP 9-5
- Replaced tubing and calibrated influent automatic sampler
- Removed debris from Headcell inlet, Teacup and grit pump 2 impeller
- Greased all blowers
- Replaced the packing TFP 9-5 stuffing box
- Set the impeller gap RAS pump 1
- Installed new ignition switch on John Deere tractor
- Removed debris from aeration cells outlet channel
- Replaced the UPS units for CP-1 and lift station Delta V cabinets

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Cleaned bar screens
- Asselin Transportation removed debris from wet wells at Central Avenue and Fifth Street lift stations

OPERATIONAL ISSUES

All of the chain and some damaged flights were replaced in clarifier1, as were some worn bearings and sprockets. Clarifier 1 was placed in service and clarifier 2 was drained and cleaned in order that similar repairs can be completed there as well. Following the 9 hour power failure on September 20th there were 4 days in the month where effluent suspended solids exceeded 25 mg/L but the monthly average met the C of A compliance criteria.

SLUDGE SUMMARY

The volume directed to the gravity belt thickener totaled 853.7 m³ for the month. Asselin Transportation and Storage Limited hauled a total of 239.6 m³ of thickened digested sludge (average 12.0m³/load) to the Town of Fort Frances landfill site.

COMPLAINTS

There were no complaints during the report period.

BY-PASS REPORT(S)

There were no bypass events in the report period.

COMMENTS

Plant power consumption for the month was 655 (x 180 multiplier) kWh.

A new effluent automatic sampler was installed and set up.

The scheduled 6 hour power outage on September 20th, which ended up being 9 hours duration, was very stressful for the activated sludge process and recovery will be gradual.

September 27th the RAS 1 flow meter failed and a replacement has been ordered.

The additional effluent testing necessary to meet the requirements of the Wastewater Systems Effluent Regulations is now a part of our regular sampling regimen.

REPORTS

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

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

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

Month	Sewage Flows Year 2015					Usage % Plant Capacity	Sludge Volume Hauled M3	Removal Efficiency	
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML			CBOD5	0.955355734
								Suspended Solids	0.951753664
January	5205.2	5615	161362		161362	58%	133.6	Total Phosphorus	0.890710383
February	5008.5	5247	140237		140237	56%	163.2		
March	5608.6	6833	173865		173865	62%	244.8		
April	5628.8	5970	168865		168865	63%	239.8		
May	7834.5	15983	242869		242869	87%	240.3		
June	7292.4	10570	218773		218773	81%	217.4		
July	5805.5	6247	179969		179969	65%	242.8		
August	5920.3	6606	183529		183529	66%	217.3		
September	5437.1	5822	163113		163113	60%	239.6		
October						0%			
November						0%			
December						0%			
Sum				0	1632582		1938.8		
Average	5971		181398		181398	66%	215.4		
Max		15983	242869		242869				
C of A	9000	18000							

Month	CBOD5			Suspended Solids			Total Phosphorus			E. Coli		pH	
	Avg Raw CBOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg Raw S.S (mg/L)	Avg. Eff. S.S (mg/L)	Avg. Load S.S (kg/day)	Avg Raw T.P (mg/L)	Avg. Eff. T.P (mg/L)	Avg. Load T.P (kg/day)	Geo Mean Counts /100ml	Monthly Minimum	Monthly Maximum	
January	84.5	2.6	13.6	151.9	6.0	31.0	2.5	0.23	1.18	17.8	6.8	7.6	
February	87.0	3.1	15.3	136.4	6.4	32.1	2.2	0.22	1.12	8.3	6.9	7.5	
March	62.8	3.5	19.6	127.6	8.0	45.1	1.9	0.23	1.29	14.8	6.8	7.5	
April	66.3	4.4	24.7	135.3	7.8	44.2	1.9	0.28	1.57	56.6	6.8	7.2	
May	48.5	3.6	34.9	109.6	5.4	43.4	1.4	0.18	1.40	20.1	6.8	7.3	
June	51.2	2.7	19.8	115.8	4.2	31.7	1.3	0.17	1.30	8.3	7.0	7.5	
July	74.8	2.1	12.4	133.1	3.5	20.6	2.1	0.22	1.30	5.8	7.1	7.7	
August	82.8	2.2	13.1	147.3	6.8	40.6	2.7	0.22	1.30	13.3	7.3	7.9	
September	76.0	4.1	22.2	157.6	10.5	56.6	2.3	0.25	1.34	76.4	7.4	7.8	
October													
November													
December													
Average	70.4	3.1	19.5	135.0	6.5	38.4	2.0	0.22	1.31	24.6	7.0	7.6	
Max	87	4.4	34.9	157.6	10.5	56.6	2.7	0.28	1.57	76.4	7.4	7.9	
C of A		25	225		25	225		1	9	200	6.0	9.5	



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Fort Frances WPCP
200 McIrvine Rd
Fort Frances, Ontario
P9A 3S3
Tel: 807-274-3121
Fax: 807-274-8381

November 12, 2015

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

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

Re: Fort Frances Wastewater Treatment Facility
October 2015 Monthly Report

As per the operating agreement, the attached document is the October 2015 monthly report for the Fort Frances Wastewater Treatment Facility.

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

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

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly Cunningham'.

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
October 2015 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of October 2015; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

OCTOBER 2015 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.2 mg/L	25 mg/L	15 mg/L	10.8 kg/d	225 kg/d	135 kg/d
Suspended Solids	6.0 mg/L	25 mg/L	15 mg/L	34.5 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.21 mg/L	1.0 mg/L	1.0 mg/L	1.1 kg/d	9 kg/d	9 kg/d
Ammonia as N	0.09 mg/L					
Nitrite as N	0.05 mg/L					
Nitrate as N	5.47 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		9.9 count/100 ml (geometric mean)		200 count/100ml (geometric mean)	E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)	
pH			pH range 7.5 to 7.8; average pH was 7.7			
Temperature degrees C			Temperatures ranged from 14.5 – 17.0 average temperature of effluent at 15.9			

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

WASTEWATER LIQUID PROCESS

The average daily flow for October was 5155.1 m³/day. This represents 57% of the design average flow. Total treated flow for the month was 159808 m³.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above. As expected, process took some time to recover from the nine hour power outage in September.

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	950 +/- @ 7.0% + 615 @ 12%	Litres
Alum	4.5 +/- @ 60 %	Cubic meters
Polymer	24 Bags (800 kg)	Bags (25 kg/bag)

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Regular cleaning of head works EW basket strainer
- Installed a new set of brushes in the polymer mixer motor
- Regular cleaning of seal water strainer TFP 9-5
- Hot water flushed alum lines
- Cleaned polymer lines
- Greased all blowers
- Acid washed sleeves UV banks 1 and 2
- New longitudinal drive installed for clarifier 2
- Repaired alum line at aeration cells
- Replaced the belt and filters ASU 101 and greased bearings

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Cleaned bar screens

OPERATIONAL ISSUES

There was 1 day in the month where effluent TSS exceeded 25 mg/L but the monthly average met the C of A compliance criteria.

SLUDGE SUMMARY

The volume directed to the gravity belt thickener totaled 500.6 m³ for the month. Asselin Transportation and Storage Limited hauled a total of 119.6 m³ of thickened digested sludge (average 12.0m³/load) to the Town of Fort Frances landfill site.

COMPLAINTS

There were no complaints during the report period.

BY-PASS REPORT(S)

There were no bypass events in the report period.

COMMENTS

Plant power consumption for the month was 699 (x 180 multiplier) kWh.
One effluent TSS result for the Wastewater Systems Effluent Regulations was missed in October and this omission has been reported.

REPORTS

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

Month	Sewage Flows Year 2015					Usage % Plant Capacity	Sludge Volume Hauled M3	Removal Efficiency	
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML			CBOD5	0.958429876
								Suspended Solids	0.952460809
January	5205.2	5615	161362		161362	58%	133.6	Total Phosphorus	0.89375
February	5008.5	5247	140237		140237	56%	163.2		
March	5608.6	6833	173865		173865	62%	244.8		
April	5628.8	5970	168865		168865	63%	239.8		
May	7834.5	15983	242869		242869	87%	240.3		
June	7292.4	10570	218773		218773	81%	217.4		
July	5805.5	6247	179969		179969	65%	242.8		
August	5920.3	6606	183529		183529	66%	217.3		
September	5437.1	5822	163113		163113	60%	239.6		
October	5155.1	6109	159808		159808	57%	119.6		
November						0%			
December						0%			
Sum				0	1792390		2058.4		
Average	5890		179239		179239	65%	205.8		
Max		15983	242869		242869				
C of A	9000	18000							

Month	CBOD5				Suspended Solids				Total Phosphorus				E. Coli		pH	
	Avg Raw CBOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg Raw S.S. (mg/L)	Avg. Eff. S.S. (mg/L)	Avg. Load S.S. (kg/day)	Avg Raw T.P. (mg/L)	Avg. Eff. T.P. (mg/L)	Avg. Load T.P. (kg/day)	Avg. Mean Counts /100ml	Monthly Minimum	Monthly Maximum				
January	84.5	2.6	13.6	151.9	6.0	31.0	2.5	0.23	1.18	17.8	6.8	7.6				
February	87.0	3.1	15.3	136.4	6.4	32.1	2.2	0.22	1.12	8.3	6.9	7.5				
March	62.8	3.5	19.6	127.6	8.0	45.1	1.9	0.23	1.29	14.8	6.8	7.5				
April	66.3	4.4	24.7	135.3	7.8	44.2	1.9	0.28	1.57	56.6	6.8	7.2				
May	48.5	3.6	34.9	109.6	5.4	43.4	1.4	0.18	1.40	20.1	6.8	7.3				
June	51.2	2.7	19.8	115.8	4.2	31.7	1.3	0.17	1.30	8.3	7.0	7.5				
July	74.8	2.1	12.4	133.1	3.5	20.6	2.1	0.22	1.30	5.8	7.1	7.7				
August	82.8	2.2	13.1	147.3	6.8	40.6	2.7	0.22	1.30	13.3	7.3	7.9				
September	76.0	4.1	22.2	157.6	10.5	56.6	2.3	0.25	1.34	76.4	7.4	7.8				
October	99.8	2.2	10.8	156.9	6.6	34.5	2.5	0.21	1.08	9.9	7.5	7.8				
November																
December																
Average	73.4	3.1	18.6	137.2	6.5	38.0	2.1	0.22	1.29	23.1	7.0	7.6				
Max	99.8	4.4	34.9	157.6	10.5	56.6	2.7	0.28	1.57	76.4	7.5	7.9				
C of A		25	225		25	225		1	9	200	6.0	9.5				

2015- tonnage at landfill site- up-dated November 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	239.38	10.81	1,963.40	88.66	11.83	0.53	1,753.73	648.58	641.16	2,214.61	\$38,154.80	\$37,889.98	\$95,565.65	1,566.03	\$57,675.67
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	238.22	37.34	496.44	60.32	11.04	#DIV/0!	959.05	550.07	559.47	621.42	\$31,112.37	\$31,953.56	\$40,803.32		
Total	2382.25		4964.44		110.36		9590.52			7457.05	\$373,348.40	\$383,442.77	\$408,033.18	1863.88	\$79,668.12
												Actual	\$408,033.18		
Town of Fort Frances Tonnage	7346.69						increase amount of waste due to waste from Rainy Lake Hotel Demolition					Budget	\$370,684.00		
Total Tonnage	7457.05											Forecasted	\$489,639.82		
Residential Tonnage	2382.25	31.95%										Difference	\$118,955.82		
ICI Tonnage	4964.44	66.57%													
Coverage material	9590.52														

Sewer & Water Data for 2015
up-dated November 1st, 2015

Month	Days per month	2015		2015		2015		2015		2014		2015		2015		2015		2014		2015		2015-2014		2015-2014		2015		2015	
		Total	daily	Couch.	Couch.	Total	daily	Couch.	Couch.	Total	daily	Treated	Treated	Couch.	Couch.	Total	Treated	Treated	Treated	Diff	Diff	Diff	Diff	Diff	Diff	Infiltration	Infiltration	Infiltration	Infiltration
		STP	STP	Meters	Meters	STP	STP	Meters	Meters	STP	STP	WTP	WTP	2 Water	2 Water	WTP	WTP	WTP	WTP	WTP	WTP	WTP	WTP	WTP	WTP	WTP	WTP	WTP	WTP
		cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters	cu. meters
January	31	161362	5205			156785	5058			121570	3922	8879	286	7.30%		129390	4174	-7820	4577	39792	1284								
February	28	140237	5008			157644	5630			107690	3846	8879	317	8.25%		124530	4448	-16840	-17407	32547	1162								
March	31	173865	5609			251682	8119			126450	4079	8217	265	6.50%		226450	7305	-100000	-77817	47415	1530								
April	30	168865	5629			327830	10928			112830	3761	8217	274	7.28%		173600	5787	-60770	-158965	56035	1868								
May	31	242869	7834			336530	10856			120100	3874	8699	281	7.24%		142970	4612	-22870	-93661	122769	3960								
June	30	218773	7292			440501	14683			116430	3881	8699	290	7.47%		123240	4108	-6810	-221728	102343	3411								
July	31	179969	5805			280055	9034			134840	4350	11680	377	8.66%		129810	4185	5030	-100086	45129	1456								
August	31	183529	5920			189059	6099			129900	4190	11680	377	8.99%		129750	4185	150	-5530	53629	1730								
September	30	163113	5437			170064	5669			121920	4064	13217	441	0		106940	3565	14980	-6951	41193	1373								
October	31	159808	5135			170767	5509			123450	3982	13217	426	0		103610	3342	19840	-10959	36358	1173								
November	30		0			153900	5130				0					100380	3346			0	0								
December	31		0			156123	5036				0					110550	3566			0	0								
Total	365	1792390				2790940	7646			1215180	39949	101384				1601220		-175110	-688527	577210									
Monthly Average																													
daily Average																													

Aircraft Landings 2015
As of October 31, 2015 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance 2015-2014
	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	2015	2014	2013	
January	76	79	79	256	311	306	6	0	0	6	5	11	43	41	33	4	2	2	42	67	40	177	194	165	-17
February	67	74	75	241	308	370	2	0	7	7	5	16	36	22	49	3	5	2	40	50	46	155	156	195	-1
March	78	82	87	341	346	435	5	3	6	30	10	13	36	40	40	5	0	7	38	52	47	192	187	200	5
1/4 Total	221	235	241	838	965	1111	13	3	13	43	20	40	115	103	122	12	7	11	120	169	133	524	537	560	-13
April	81	74	83	330	276	448	1	2	1	23	18	26	41	22	34	2	1	4	53	47	49	201	164	197	37
May	82	81	89	365	308	408	1	6	7	28	24	45	37	23	43	34	30	25	77	76	71	259	240	280	19
June	80	77	86	322	292	400	11	7	4	36	37	66	31	35	27	74	89	75	96	69	49	328	314	307	14
1/2 Total	464	467	499	1855	1841	2367	26	18	25	130	99	177	224	183	226	122	127	115	346	361	302	1312	1255	1344	57
July	81	75	87	297	230	378	8	7	6	40	35	52	35	18	37	83	59	79	77	59	55	324	253	316	71
August	79	71	88	297	241	390	4	3	1	39	37	74	31	26	24	73	65	67	87	57	68	313	259	322	54
September	76	73	78	328	254	432	0	1	5	17	22	43	36	37	41	44	32	44	76	65	42	249	230	253	19
3/4 Total	700	686	752	2777	2366	3567	38	29	37	226	193	346	326	264	328	322	283	305	566	542	467	2198	1997	2235	201
October	83	76	92	309	309	398	4	3	0	20	24	28	47	42	35	9	12	12	51	51	57	214	208	224	6
November	80	85	85	286	309	309	3	3	3	8	7	7	28	28	32	3	3	6	39	39	39	0	161	172	-161
December	52	52	69	203	216	216	0	0	0	4	2	2	25	25	26	1	3	0	29	29	34	0	111	131	-111
Total	783	894	998	3086	3364	4490	42	35	40	246	229	383	373	359	421	331	299	323	637	661	597	2412	2477	2762	-65

Fort Frances Airport- Page 2/2 - Fuel Sales - As of October 31, 2015																
	Fuel Sales Recap - 2015						2014	2013	2012	2011	2010	2009	2008	2007	8 year Average 2014 to 2007	Variance 2015- 2014
	100LL	Jet Trk	Jet Cab	Month	Year											
Month	Liters	Total	Liters	Total	Liters	Total	month	month	month	month	month	month	month	month	per	month
January	764	764	7,427	7,427	501	501	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,686	-2,851
February	1,291	2,055	9,940	17,367	0	501	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,117	-1,073
March	760	2,815	17,035	34,402	0	501	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,357	7,287
April	1,123	3,938	12,096	46,498	0	501	8,377	4,453	8,251	5,294	24,825	10,616	22,466	28,609	14,119	4,842
May	1,639	5,577	14,222	60,720	300	801	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	27,092	-13,592
June	5,944	11,521	39,183	99,903	571	1,372	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	28,716	14,909
July	3,888	15,409	24,262	124,165	0	1,372	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,387	13,709
August	7,793	23,202	28,845	153,010	0	1,372	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	29,496	16,188
September	4,236	27,438	20,002	173,012	0	1,372	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	22,906	2,401
October	604	28,042	7,612	180,624	0	1,372	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	16,821	-7,256
November		28,042		180,624	0	1,372	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	11,361	-7,238
December		28,042		180,624		1,372	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	7,819	-6,849
Total	28,042		180,624		1,372	210,038	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	228,780	(5,387)

210,038

Lowest month in last 7 years
Highest month in last 7 years
lowest month