

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - March 1, 2016, 12:00 p.m.

MEETING - Civic Centre

Session # 25

	Page
1 <u>Call to Order</u>	
2 <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u>	
3 <u>Disclosure of pecuniary interest and the general nature thereof</u>	
4 <u>Approval of Previous Committee Minutes</u>	
4.1 Wednesday, February 3, 2016 Meeting Minutes	3 - 5
5 <u>In-Camera</u>	
6 <u>Items Referred from Council</u>	
6.1 Rainy River District Festival Association Financial Request	6 - 7
6.2 Heart of the Continent Partnership Financial Request	8 - 10
6.3 Government Relations Manager for Shaw Cable Systems re: WIFI Opportunities on Fort Frances	11 - 15
6.4 International Boundary Waters Dragon Boat Festival (June 25, 2016) Support Request	16 - 17
7 <u>New Business</u>	
7.1 Policy Review - Critical Injury Reporting and Investigation (Policy 5.26)	18 - 28
7.2 Councillor K. Perry OGRA/ROMA Conference Travel & Per Diem Claims	29 - 32
7.3 Councillor W. Brunetta OGRA/ROMA Conference Travel & Per Diem Claims	33 - 35
7.4 BIA Commitment for Rainy Lake Hotel/Market Square Project	36 - 37
8 <u>Non-agenda Items</u>	
9 <u>Outstanding Items</u>	

9.1 Couchiching First Nations Water & Sewer Agreement

9.2 Elected Officials Remuneration By-Law No. 02/10-C Review (Fall 2016)

10 Information

11 Adjourn / Next Meeting Date

11.1 Tuesday, March 8, 2016

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #24

Wednesday, February 3, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre Committee Room on February 3, 2016 from 12:00 p.m. to 1:15 p.m.

PRESENT: Councillor Ken Perry, Councillor Paul Ryan, Councillor Wendy Brunetta and Mayor Avis

ALSO PRESENT: Mark McCaig, CAO and Laurie Witherspoon, Treasurer

REGRETS: None

1. Call to Order

1.1 Chair, Councillor K. Perry called the meeting to order at 12:05 p.m.

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

2.1 M. McCaig, CAO RRDMA Annual Meeting Mileage

2.2 Councillor W. Brunetta RRDMA Annual Meeting Per Diem

2.3 Councillor K. Perry RRDMA Annual Meeting Per Diem

3. Disclosure of pecuniary interest and the general nature thereof

3.1 Councillor Wendy Brunetta declared a conflict of interest on Agenda item # 8.2 Councillor W Brunetta RRDMA Per Diem as those were her expenses.

3.2 Councillor K. Perry declared a conflict of interest on Agenda item # 7.2 Councillor K. Perry NOMA Board Per Diem and agenda item # 8.3 Councillor K. Perry RRDMA Per Diem as they are his expenses.

4. Approval of Previous Committee Minutes

4.1 The Committee considered the following resolution:
Ryan/Brunetta; That the minutes of the previous meeting held on Tuesday, January 5, 2016 be approved as distributed. CARRIED

5. In-Camera

6. Items Referred from Council

6.1 Families for Families Committee MSC Membership Request - The Committee recommended to respectfully decline the request received from the Families for Families Committee's request to offer a year membership at the Memorial Sports Centre as the Town has made a prior financial donation.

6.2 Safe Communities Rainy River District Requesting Per Capita Funding - The Committee recommended to approve the Safe Communities Rainy River District \$0.50 per capita financial request in the amount of \$3,977.50.

6.3 Government Relations Manager for Shaw Cable Systems re: WIFI Opportunities in Fort Frances - The Committee deferred this matter to the next Administration & Finance

Executive Committee meeting as it requires further investigation.

- 6.4 Rainy River Future Development Corporation re: Per Capita Funding - The Committee recommended that the \$7.00 per capita request in the amount of \$55,685 be included in the 2016 General Operational budget.

7. New Business

- 7.1 POA Write-Off Request - The Committee recommended to approve the write-off of 2009 POA accounts receivable in the amount of \$553,138.09.
- 7.2 Councillor K. Perry NOMA Board Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at a NOMA Executive meeting held in Thunder Bay on January 27, 2016.
- 7.3 BIA Board re: Rainy Lake Hotel Market Square Project - The Committee deferred this matter to the next Administration & Finance Executive Committee meeting until further information is received from the BIA and to seek clarification from RRFDC.

8. Non-agenda Items

- 8.1 M. McCaig RRDMA Annual Meeting Mileage - The Committee recommended to approve the mileage travel expense claim in the amount of \$103.40 as submitted by Mark McCaig, CAO for his attendance at the Rainy River District Association Meeting held in Bergland, ON on January 30, 2016.
- 8.2 Councillor W. Brunetta RRDMA Annual Meeting Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Wendy Brunetta for his attendance at the Rainy River District Association Meeting held in Bergland, ON on January 30, 2016.
- 8.3 Councillor K. Perry RRDMA Annual Meeting Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at the Rainy River District Association Meeting held in Bergland, ON on January 30, 2016.

9. Outstanding Items

- 9.1 Couchiching First Nations Water & Sewer Agreement
- 9.2 Elected Officials Remuneration By-Law No. 02/10-C Review (Fall 2016)

10. Information

- 10.1 Boundary Waters Dragon Boat Club Requesting Sponsorship Referred from January 25, 2016 Council Meeting - Withdrawn.
- 10.2 AEC Paralegal re: Canadian Tire Real Estate ARB Appeal Withdrawn
- 10.3 Municipal Tax Advisory Group Update

11. Adjourn / Next Meeting Date

- 11.1 Tuesday, March 1, 2016

11.2 Adjourn at 1:15 p.m.

Executive Committee Chair

M. McCaig, CAO

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: February 26, 2016
SUBJECT: Rainy River District Music Festival Financial Request

BACKGROUND

At the February 8, 2016 Council Meeting the letter received from the Rainy River District Music Festival Association requesting financial contribution for the 76th Festival of Performing Arts taking place in April 2016 has been referred to the Administration & Finance Executive Committee for recommendation.

In the past Council has approved financial donations from the Council Public Relations Expense account in the amount of \$200.00 in 2002 and 2003, and \$100.00 in 2005, 2007, 2008, 2009, 2010 2011, 2012, 2013 and 2015.

RAINY RIVER DISTRICT FESTIVAL ASSOCIATION

Box 806

Fort Frances, ON P9A 3N1

www.ff-festival.com

Telephone 274-6031



Established in 1935

2016 - 76th Year of Operation

A Special Invitation to Corp. of Town of Fort Frances

The Rainy River District Festival Association's many volunteers are hard at work preparing for the 76th Festival of the Performing Arts, to take place in April, 2016. We now have a web site, www.ff-festival.com where all documents relating to the Festival can be found, as well as news and other information. We invite you to visit the site to keep up to date with Festival 2016.

Last year's Festival was extremely successful, thanks in part to those of you who contributed financially or as a "Helping Hand." In 2015, just under 650 talented performers took part!

Because of the generous financial support from you and many others in the community we have been able to keep Festival fees low, ensuring that participation is affordable for all families in the District.

The Festival Association invites you to become a 2016 partner in this very important aspect of the education of the many talented performing artists in the District. Every little bit helps and all donations are tax deductible. **As in years past, a complimentary "All Session Pass" to the 2016 Festival will be awarded for all contributions of \$25.00 or more!**

We are always looking for more "Helping Hands" to sit on committees or help out during Festival weeks.

If you would like more information about the Festival Association and how you can help, please contact *David Schwartz at 274-6031 or e-mail at daveschwartz@hotmail.com*

E-----

Please detach and return with your contribution

YES, I'D LIKE TO BECOME A PARTNER IN "FESTIVAL 2016"

Enclosed is my contribution of ☐ \$12.00 ☐ \$25.00 ☐ \$50.00 Other _____

A Complimentary 2016 "ALL SESSION PASS" will be issued for all contributions of \$25.00 or over
A receipt for income tax purposes will be issued for all contributions

PLEASE CALL ME:

I'd like to join a Festival Committee ☐

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

I'd like to help out at Festival time ☐
contact person email address _____

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: February 26, 2016
SUBJECT: Heart of the Continent Partnership Financial Request

BACKGROUND

At the February 8, 2016 Council Meeting, the letter received from the Heart of the Continent Partnership (HOCP) requesting consideration of contributing to HOCP's voluntary annual dues was referred to the Administration & Finance Executive Committee for recommendation..

As indicated in the attached letter, the funds are used to cover general operating expenses of HOCP as approved in an annual budget. All partners will participate on an equal basis in all HOCP efforts, decisions and initiatives. Annual dues level range from Participating Partner \$10 - \$99, Associate Partner \$100 - \$499, Sustaining Partner \$500 - \$999 and Supporting Partner \$1,000 - \$5,000 per year.



Heart of the Continent Partnership

Working together to sustain and celebrate the lakes, forests and communities on the Ontario/Minnesota border.



Date: December 1, 2015

To: Mayor Roy Avis

Town of Fort Frances, 320 Portage Ave

Fort Frances, ON P9A 3P9

From: Frank Jewell, HOCP Steering Committee

Re: Annual Dues

Dear Mayor Avis:

I am writing to invite you and your organization to consider contributing to HOCP's voluntary annual dues. Your annual support makes a huge difference for helping HOCP continue its mission to sustain and celebrate this wonderful cross-border region through collaboration. Most helpful to us would be if you can respond by the end of the first quarter, 2016. Thanks so much.

Because of the great work and participation our many partners, this year was full of exciting developments for HOCP. In March we did a formal launching of our now award winning interactive website, www.traveltheheart.org in three locations including Duluth, Grand Portage, and Thunder Bay. Our partnership with National Geographic Society—the Geotourism Initiative—continues to flourish and we are working towards a mass marketing campaign to make www.traveltheheart.org the site to bring awareness for our magnificent region to the world. We look forward to the continued collaborations with you as we use this tool in the years ahead as a way to build our region and strengthen our ability to partner with each other.

The Heart of the Continent Partnership is excited to announce its first annual Science Symposium! The event will be on Friday, March 11 2016 after the Lake of the Woods Water Quality Forum at the Rainy River Community College in International Falls, MN.

Our quarterly meetings, the core of our coalition building, rotated to (our launch sites) at Glensheen Mansion Duluth, Grand Portage National Monument, Fort William Historical Park and in June - Sunny Cove Camp in Fort Frances Ontario, and October - Lutsen Minnesota.

214 Main Street West

Atikokan Ontario

Box 218 P0T1C0

(807) 598 1074

Fax (807) 597 2726

www.heartofthecontinent.org

hocp@heartofthecontinent.org

And we're asking for your support for the coming year:

Annual Dues Renewal: It's time once again to renew your voluntary annual dues to the Heart of the Continent Partnership. The level of dues paid is voluntary and on a sliding scale. Each partner chooses the level that works for them. We encourage you to make as strong a show of support as you can.

Use of Funds: The funds are used to cover general operating expenses of HOCP, as laid out and approved in an annual budget, especially coordinator hours and meeting costs. The steering committee has made it clear that the level of dues paid will have no bearing on the influence that the various partners will have in HOCP efforts. All partners, regardless of level of dues paid, will participate on an equal basis in all HOCP efforts, decisions, and initiatives.

Annual Dues Levels:

Supporting Partner: \$1000 - \$5000 per year
Sustaining Partner: \$500 - \$999 per year
Associate Partner: \$100 - \$499 per year
Participating Partner: \$10 - \$99 per year

Payment: Please send cheques by 3/31/16,

Please make cheques payable **Heart of the Continent Partnership** and mail to: **Voyageurs National Park Association**, memo line "annual dues" 126 N. 3rd St., Suite 400, Minneapolis, MN 55401

We will be glad to send you an invoice, as requested. Also, please email us, at the address below, to inquire about an electronic payment.

Thank you for your participation in and support of the work of Heart of the Continent Partnership. Please give me a call if you have questions or concerns: 218-310-1028

Sincerely,



Frank Jewell-Steering Committee Chair, Heart of the Continent Partnership

214 Main Street West
Atikokan Ontario
Box 218 P0T1C0
(807) 598 1074
Fax (807) 597 2726
www.heartofthecontinent.org
hocp@heartofthecontinent.org

Mayor Avis, It would be wonderful if Fort Frances could join HOCP as a member.



Mayor Avis and Council
320 Portage Ave.
Fort Frances, ON
P9A 3P9



We are very happy to report that recent upgrades to our network allows for faster internet speeds in Fort Frances. Additionally, we are now able to offer Shaw Go WiFi in Fort Frances. Shaw would like to enter into a municipal WiFi agreement with the City so that we can offer WiFi in municipal facilities at no cost to the City or to the facility user.

Shaw has over 95 municipal WiFi agreements with municipalities across Canada, including in Kenora, Dryden, Winnipeg, and Edmonton. The majority of these are guest access agreements, in which all facility users are given access to the WiFi network at no cost. Shaw customers have unlimited access to the WiFi network, and non-Shaw customers login as a guest and are provided 500Mb. of service per 30 day period, which automatically re-news after 30 days.

I have attached a first draft of our Guest Access agreement. This draft is a starting point, and we will work with the City to address any concerns and make any necessary alterations to ensure it meets the needs of the City. As you will see our agreement is nonexclusive, and it does not limit the City from entering into Wifi agreements with any other parties or service providers. The City will have final say on all potential WiFi locations.

I have also attached a brief explanation of how our Guest Access system works. Any non-Shaw customer can log onto the network, they must provide their name, postal code, and e-mail address, and they will be granted access. Guests will enjoy the same great speeds and service as Shaw Customers, within the data cap.

As the world becomes increasingly connected expectations of the public for internet access continue to grow. By working with Shaw to offer free WiFi in municipal facilities, the City is meeting and exceeding the expectations of their residents and guests at no cost to the city.

I would be more than happy to answer any questions related to this proposal or come in for a presentation, if you feel it appropriate. I look forward to working with you to offer this service to the people of Fort Frances.

Regards,

Ian Phillips
Government Relations Manager

FACILITIES ATTACHMENT LICENSE AGREEMENT

This Facilities Attachment License Agreement (this "**Agreement**") between the City of Fort Frances (the "**City**") and Shaw Cablesystems Limited ("**Shaw**") outlines the terms agreed to by the parties regarding the granting of access to and use by Shaw of certain City facilities for the purpose of the provision of Shaw's Wi-Fi services.

In consideration of the mutual agreements and promises contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties, Shaw and the City agree as follows:

1. **Grant:** The City hereby consents and grants Shaw a non-exclusive right and license to access and attach in, on or to the City's facilities, including, but not limited to, attaching to, on or within traffic lights, cross walk poles, aerial structures, vehicle and/or public transportation corridors, lands and/or civic buildings owned by or under the direction, control and management of the City (collectively, "**Facilities**"), to install, operate and maintain certain telecommunication devices, cable and related equipment (the "**Work**") used for the purpose of transmission, emission or reception of signs, signals, writings, images, sounds or intelligence of any nature related to Shaw's Wi-Fi services (the "**Purpose**").
2. **Term:** The term of this Agreement shall commence on February 15th, 2016 and shall continue for a period of ten (10) years and shall auto renew for successive five (5) year periods (collectively, the "**Term**") unless a party to this Agreement notifies the other party one (1) year prior to the expiry of such renewal term. Either party may terminate this Agreement if the other party breaches any of its material obligations hereunder and fails to remedy or commence actions to remedy such breach within thirty (30) days of receipt of notice from the non-breaching party.
3. **Work on the Facilities:** Prior to any Work Shaw shall obtain the City's consent for such Work at a particular Facility. Upon Shaw obtaining such consent, Shaw agrees that all Work shall: (a) be carried out in a good, workmanlike and timely manner; (b) not unduly interfere with the Facilities; (c) comply with all applicable construction and safety codes; and (d) be responsible for all of its costs for its Work. Upon completion of the Work Shaw shall restore and repair any damage caused by the Work to the Facilities to the condition in which it existed prior to the Work.
4. **No Interference:** The City shall not alter, remove or access Shaw's Work without Shaw's prior written approval nor shall the City install or permit third parties to make installations of any equipment on or in the Facilities that causes interference with the Work without Shaw's prior written consent. The City agrees that upon receipt of notice by Shaw of such interference it shall immediately make or cause to be made such adjustments to such equipment to eliminate the interference. Shaw shall not alter, remove or access any City property or third party property located on Facilities without the City's prior written approval. For the purpose of clarity, neither party is responsible for any interference caused by radio waves or other technologies used by any person at the Facilities where the Work is located.
5. **Indemnity:** Each party (an "**Indemnifying Party**") shall indemnify and save harmless the other party (the "**Indemnified Party**") from and against all actions, causes of action, proceedings, claims and demands brought against the Indemnified Party, for all losses, costs, or expenses incurred by the Indemnified Party, for damage to property, including property of the Indemnified Party or any third party, and for injury to persons incurred by the Indemnified Party, including its employees, servants, agents, and licensees or any third party, caused by, or

attributable to, the negligence or willful act or omission of the Indemnifying Party or any of its employees, servants or agents as a result of this Agreement. Neither the City nor Shaw shall be liable for indirect or consequential losses or damages, or for damages for pure economic loss, howsoever caused or contributed to, in connection with this Agreement or with any of Shaw's Work.

6. Insurance: Shaw shall maintain general liability insurance to protect from claims for damages, personal injury, including death, and for claims from property damages which may arise from the Work. Such insurance limits shall not be less than five million dollars (\$5,000,000.00) for each occurrence and shall add the City as an additional insured.

7. Abandonment: Shaw may abandon its use of part or all of the Facilities at any time during the Term. Shaw may remove any Work it abandons that is installed on Facilities.

8. Relocation: If at any time during the Term, the City is required to relocate a particular Facility that has Work attached to it, the City shall provide Shaw with no less than ninety (90) calendar days notice. Shaw shall at its cost remove the Work from the affected Facility immediately upon the expiry of the notice period. If Shaw fails to remove such Work, the City may remove the Work and the reasonable costs incurred by the City shall be payable by Shaw. If the affected Facility is moved to a new location Shaw shall be permitted to relocate its Work to the Facility at the new location; or in the alternative if such relocation is not feasible or if the new location is not in the immediate area of the original site, the City will reasonably assist Shaw in finding a suitable alternative location for such Work.

9. In consideration of the grant herein by the City to Shaw, Shaw hereby agrees to offer the general public complimentary guest access to use the Shaw Go WiFi services. Such general public use will be subject to Shaw's Guest Access terms and policies and will be limited to use at each Facility where Shaw has installed and is operating attachment points.

10. Ownership: The City acknowledges that notwithstanding any rule of law or equity to the contrary, all Work installed by Shaw will remain the property of Shaw even though it is attached to the Facilities.

11. Governing Law: This Agreement will be governed by and construed under the laws of the Province of _____. The parties agree to submit any dispute regarding this Agreement to the exclusive jurisdiction of a competent court located within the Province of _____.

12. Binding Agreement: The parties agree that this Agreement and the agreements and understandings set out herein will be binding upon and enforceable against the parties.

ACCEPTED AND AGREED:

SHAW CABLESYSTEMS LIMITED

[_____]

By:

By:

Name/Title:

Name/Title:

Shaw's Go WiFi Guest Service:

To create a Guest Account, users need to provide the following information:

- Name, Postal Code, Verified Email Address, and Password.
- To gain Guest Access users will need to accept the Terms of Use and agree to be sent occasional product communiqués and surveys on a select basis.
- The registration process only needs to be done once. After this, users can sign in using their existing Guest Account in select City locations.

Is there a limit to how much a user can download with their Guest Access Account?

- Access to the Shaw Go WiFi Guest Network gives users access to 500 megabytes of data for a period of 30-days. This 500 megabyte allotment is automatically renewed after the 30 days is up.
- If users go over this amount before the 30 day period has ended, they'll need to wait until the 30 days expire to connect to the network again.
- To help conserve guest user's monthly data usage, they are automatically logged out after five minutes of inactivity.

Does the user have to Login their credentials every time they want to connect to the Guest Network?

- Yes, to login users just need to provide their login email address and password. However, users do not need to create a new Guest Account. If users are automatically logged out after five minutes of inactivity, they will need to login again.

How will the Guest Account information be used for marketing purposes?

- This information provided by users of the public Shaw Go WiFi service, gives Shaw the ability to send guests useful information on Shaw products and services. It also helps Shaw to gather information on the quality of the network in order to help Shaw identify any potential problems.
- Shaw will not be sending Guest Users information frequently, as they are committed to providing users with the best Shaw Go WiFi Guest Access experience possible.
- Shaw does not distribute or sell any personally identifiable customer information to third-party advertisers or websites for advertising purposes. This information shall be maintained in accordance with Shaw's Privacy Policy.

Tbaytel Enterprise Service Agreement – Tbaytel Public WiFi Internet Service

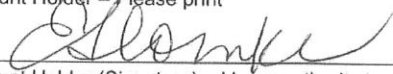
1046 Lithium Drive, Thunder Bay, ON P7B 6G3
Tel.: 623-4400 or 1-800-264-9501

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.

Elizabeth Slomke
Account Holder – Please print

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

Nov 26/15
Date

Tbaytel Representative (Signature)

Date

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: February 26, 2016
SUBJECT: Boundary Waters Dragon Boat Festival Requests

BACKGROUND

At the February 8, 2016 Council Meeting, the attached letter received from Boundary Waters Dragon

Foundation & Festival Organizer was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees.

Boundary Waters Dragon Boat Festival Organizer has requested in-kind services for the upcoming International Boundary Waters Dragon Festival event planned for Saturday, June 25, 2016. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item 1. Designate, in writing, the “International Boundary Waters Dragon Boat Festival” as a significant Community Festival and event;
- Item #3. Request that the Town cover any charges associated with an Event Permit; and
- Item 4. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the tent.



E-Mail: dragonboatff@gmail.com
Like: facebook.com/dragonboatff
Visit: www.boundarywatersdragonboat.com

January 21, 2016

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



RE: INTERNATIONAL BOUNDARY WATERS DRAGON BOAT FESTIVAL

Dear Mayor and Council:

We respectfully request the following support from the Town of Fort Frances for Saturday, June 25th, 2016.

1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;
2. Authorize the use of Town picnic tables. The Boundary Waters Dragon Boat Festival Committee will organize and arrange for their pick up and return;
3. The Boundary Waters Dragon Boat Foundation will be filling out an event permit. We request that the Town cover any charges associated with said permit;
4. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents and signage to facilitate closing the road to accommodate the needed team and public participation areas from the Sorting Gap Marina Building (to allow continued public access to the boat launch during the event) to Butler Avenue;
5. Allow the International Boundary Waters Dragon Boat Festival Committee to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event;
6. Allow access for electrical power;
7. Ensure extra garbage cans at the site, and a garbage pick-up at the end of the day.

Thank you for your consideration, and we look forward to discussing our request in greater detail at your convenience.

Sincerely,

Greg Thorstad, President
Boundary Waters Dragon Boat Foundation,
Team Coach & Festival Organizer



TO: Administration & Finance Executive Committee
FROM: Joint Health & Safety Committee (Civic Centre/Fire Hall)
DATE: February 4, 2016
SUBJECT: Policy Review – Critical Injury Reporting and Investigation (Policy 5.26)

Our Joint Health and Safety Committee at its regular meeting held December 9, 2015 discussed the Critical Injury Reporting and Investigation Policy # 5.6. As it was brought to our attention by the CAO to have reviewed at the next set of staff meetings.

The policy upon review required updating before it could be reviewed by staff. The following are the recommendations that are being proposed by the JHSC. The policy has been reviewed in its entirety and has been confirmed to meet all of the legislative requirements as per the OHSA.

The following are the changes that are being recommended for updating (Please refer to the attached updated Draft of Policy #5.6):

Page 3

Statements to the Media

The change that is being proposed is that all media inquiries be directed to the CAO's Office and that the CAO or their designate be responsible for all media inquiries. The section currently reads that Division Managers are responsible for the workplace or their designate would take media inquiries. We felt that this change would be important because it will allow the Corporation to maintain command, control and continuity in these types of situations.

Pages 5-7

New logos to be added to Appendix A, Form A and Form B

Page 8

New logo to be added to Appendix B

Updated information is also required for all contact agencies and personnel on listing. The Joint Health & Safety Committee is required to make any amendments to this appendix on an annual basis as per the Maintenance of Emergency Notification Contact Numbers Section (Top of Page 3).

Page 9

New logo to be added to Appendix C

Therefore, with the above stated the JHSC is recommending to AFEC that the changes specified above be accepted and implemented in a revised draft policy format for Council approval.

Sincerely,

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

Patrick Briere
JHSC Co-Chair & Certified Worker Rep.

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

Travis Rob
JHSC Co-Chair & Certified Management Rep.

<i>The Town of Fort Frances</i>	SECTION
<u>CRITICAL INJURY REPORTING AND INVESTIGATION</u>	HEALTH AND SAFETY
<u>POLICY</u>	NEW: August 2004 REVISED: November 2007
Resolution No. 406 (consent) 11/07	Supercedes Resolution No. 317 (consent) 08/09
Policy Number 5.6	PAGE 1 of 10

1. PURPOSE

Where a worker or any other person is critically injured or dies at a Town of Fort Frances workplace or facility as a consequence of the workplace, the Corporation shall ensure that prompt medical attention is provided, that a thorough investigation to identify causes is completed, and the appropriate corrective measures are implemented. The Corporation shall also ensure that proper notifications are made in a timely fashion.

2. OBJECTIVE

- A. To ensure an injured worker or person is immediately provided the necessary medical care.
- B. To ensure notification of family occurs in a timely and discrete manner.
- C. To ensure compliance with the notification requirements of the Occupational Health and Safety Act.
- D. To ensure that all safety hazards are identified and promptly corrected.

3. PURPOSE

These guidelines are intended to ensure that in the event of a Critical Injury or Death as a consequence of The Town of Fort Frances workplace or facility the Critical Injury or Death Reporting and Investigation Policy is adhered to.

4. CRITICAL INJURY DEFINED

A critical injury as defined by Ontario Regulation 834 under the Occupational Health and Safety Act is an injury of a serious nature that:

- A. Places life in jeopardy;
- B. Produces unconsciousness;
- C. Results in substantial loss of blood;
- D. Involves the fracture of a leg or arm but not a finger or toe;
- E. Involves the amputation of a leg or arm, hand or foot, but not a finger or toe.
- F. Consists of burns to a major portion of the body; or
- G. Causes the loss of sight in an eye.

5. POST-ACCIDENT PROCEDURES

- A. The first Town of Fort Frances employee to arrive on the scene shall call for an emergency service to respond to provide health care and shall secure the area to prevent further injury if necessary. They must then notify their immediate supervisor of the accident.
- B. The first Town of Fort Frances employee who is qualified to administer First Aid to arrive on the scene should provide first aid to the injured person. The first consideration should always be the well-being of the injured person as well as to the safety of the responding employee (in preventing any additional injuries).

6. NOTIFICATION PROCEDURE

Legislated

- A. If a person (Corporation employee, visitor, etc.) dies or is critically injured as a consequence of a Corporation workplace or facility, or while working for the Corporation, the supervisor with authority over the workplace in which the accident occurred shall immediately notify their immediate supervisor and the Human Resources Manager.
- B. Where there is doubt as to whether the accident occurred as a consequence of a Town of Fort Frances workplace the supervisor shall proceed with the requirements of these guidelines.
- C. The Division Manager shall notify all the parties identified below in accordance with procedures attached in Appendix A. Notifications will be by telephone, fax or other direct means. Contact numbers are listed in Appendix B:
 - i. Ministry of Labour
 - ii. Chief Administrative Officer
 - iii. Human Resources Manager
 - iv. Designated worker representative from Joint Health and Safety Committee.
 - v. President of appropriate Union Local/Association
 - vi. Fort Frances O.P.P. Detachment
- D. The Division Manager shall complete the Notification Form (Appendix A) including the date and time at which the initial report of injury was received, the name of the supervisor reporting the occurrence and any other relevant details. The Division Manager will also record the date, time and name of the persons notified in accordance with the notification listing (Appendix B).

Notification of Family

Where an employee dies or is critically injured at work the Division Manager with authority over the work place or Chief Administrative Officer or designate will notify the injured employee's immediate family or other persons if so directed by the injured employee. Where required the Division Manager or designate may request the assistance of a co-worker, Police Officer, clergyperson, employee's supervisor, union representative etc.

Maintenance of Emergency Notification Contact Numbers

The Joint Health and Safety Committee shall review and revise, as needed the contact numbers on a regular basis but at least annually. Divisions are expected to notify the Joint Health and Safety Committee of any changes needed at any time.

7. ACCIDENT INVESTIGATION

Supervisor's Responsibility

The most senior supervisor in attendance at the death or critical injury scene shall be responsible to cordon off the area, ensure that, no person interferes with, disturbs, destroys, alters or carries away any wreckage, article or thing at the scene of or connected with the occurrence until permission to do so has been given by a Ministry of Labour Inspector.

The supervisor with authority over the workplace shall immediately commence an accident investigation. The investigation shall be performed in accordance with the **Town of Fort Frances Accident Investigation Policy**.

The provisions of *Notification* may be disregarded only where required for the purpose of:

- A. Saving life or relieving human suffering.
- B. Maintaining an essential public utility service or a public transportation system; or
- C. Preventing unnecessary damage to equipment or other property.

8. HEALTH AND SAFETY COMMITTEE INVESTIGATION

A designated worker representative from the Joint Health and Safety Committee has the right to inspect the place where an accident has occurred in which a Town of Fort Frances employee is killed or critically injured.

9. STATEMENTS TO AUTHORITIES

Employees of the Corporation are expected to co-operate fully with any police, Ministry of Labour, or other authority investigating when questioned.

10. STATEMENTS TO THE MEDIA

All media inquiries are to be directed to the CAO's Office. The CAO or their designate shall be responsible for all media inquiries.

In no circumstances, should any employee of the Corporation who has not been authorized to do so make any statement(s) to the media.

11. EMPLOYER REPORT OF OCCURRENCE

The Division Manager or designate shall ensure that the Notice of Critical Injury or Death report is completed and forwarded to the Human Resources Manager within twenty-four (24) hours of the occurrence (see Appendix C)

The Notice of Critical Injury or Death report as outlined in the Occupational Health and Safety Act, contains the following information:

- A. Name and address of the employer (Corporation of the Town of Fort Frances) and constructor (if appropriate).
- B. The nature and circumstances of the occurrence and the bodily injury sustained;
- C. A description of the machinery or equipment involved.
- D. The time and place of the occurrence;
- E. The name and address of the person who died or was critically injured.
- F. The names and addresses of all witnesses to the occurrence.
- G. The name and address of the physician or surgeon, if any by whom the person was or is being attended for the injury.

Members of the Joint Health and Safety Committee are available to assist in the completion of the report, as required.

The Human Resources Manager shall review the report for accuracy and completeness and forward it to the appropriate Director, Ministry of Labour, Head Office, Toronto, within **forty-eight (48) hours** of the critical injury or death.

The Human Resources Manager shall also provide notification to the Workplace Safety and Insurance Board in accordance with the WSIB Act and.



CORPORATION OF THE TOWN OF FORT FRANCES CRITICAL INJURY OR DEATH REPORTING PROCEDURE

APPENDIX A

In the event that a critical injury or death is sustained at a Town of Fort Frances workplace / facility (excluding the Fort Frances O.P.P. Detachment), the following procedures are to be followed:

1. The Division Manager receives a telephone call from a supervisor advising that there has been a critical injury at a Town of Fort Frances workplace or facility. The Division Manager will contact the Human Resources Manager and the Chief Administrative Officer.
2. The Human Resources Manager will work in conjunction with the Division Manager to ensure that all of the following steps are completed.
3. The Division Manager determines if the police and ambulance have been notified (if required). If they have not, they are to be notified immediately by the Division Manager. Once they are notified this should be recorded on Form B. The Division Manager ensures that the reporting supervisor provides all information outlined in Form A.
4. The Division Manager contacts all parties listed on Form B if the accident occurs during regular working hours (8:30 a.m. to 4:30 p.m.)
5. If the accident occurs after working hours (4:30 p.m. to 8:30 a.m. the Supervisor with authority over the workplace will notify those persons listed on Form B.
6. The following information will be provided to the contact person by the Division Manager:
 - a. A person has been critically injured or has died at a Town of Fort Frances workplace/facility
 - b. Name of the victim
 - c. Exact location of incident
 - d. Date and time of incident
 - e. Nature of injury as provided by supervisor who called in report (do not speculate or assume)
 - f. Advise the person contacted that they may contact the supervisor who reported the incident for further information.
7. The Division Manager will log the name of the person contacted as well as the date and time. Should the designated contact person be unavailable, a message will be left with an alternate person whose name they will document. The Manager will make a minimum of three attempts (over the course of one hour) to contact the designated person or to leave a message.
8. After the initial telephone contact is made, the Division Manager will send a copy of Form A to the attention of each contact person. This must be CONFIDENTIAL.
9. The Chief Administrative Officer will be kept informed at all stages of the process.



FORTFRANCES CORPORATION OF THE TOWN OF FORT FRANCES
BOUNDLESS

FORM A

CRITICAL INJURY OR DEATH NOTIFICATION

Date:	Time:
Reporting Supervisor and Work Location Phone #	
Division	
Name of Injured Employee	
Location of Incident	
Date and Time of Incident	
Details (nature of Injury, witnesses, Etc.	



FORM B

CORPORATION OF THE TOWN OF FORT FRANCES

CRITICAL INJURY OR DEATH NOTIFICATION

Notification List	Date	Time	Contact Person
Police Department			
Ambulance			
Chief Administrative Officer			
Ministry of Labour Regional Office			
Human Resources Manager			
Certified Worker Representative			
Union Steward / Association			

Division Manager or Designate	Date
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APPENDIX B

Police Services	911	1-888-310-1122
Ambulance	911	274-0077
Ministry of Labour	1-800-465-5016	
Chief Administrative Officer	274-5323 (work)	
Certified Worker Reps		
Trevor McKinnon, Parks and Cemeteries	274-5502	276-5761
David Martin – Pubic Works	274-9893	
Gerry Hawley – Public Works	274-9893	
Shane Dustak– Memorial Sports Centre	274-4561	
Neva Carlson – Children’s Complex	274-5457	274-6918
Doug Wright – Fire Department	274-9841	
Patrick Briere – Civic Centre	274-5323	
Certified Management Reps		
Aaron Petrin - Human Resources Manager	274-5323	
Doug Brown - Parks & Public Works	274-9893	
Jason Kabel - Memorial Sports Centre	274-4561	
Shawna McRitchie - Children’s Complex	274-5457	274-6918
Frank Sheppard - Fire Department	274-9841	
Travis Rob – Civic Centre	274-5323	



CORPORATION OF THE TOWN OF FORT FRANCES

CRITICAL INJURY OR DEATH REPORTING NOTICE

APPENDIX C

This report is to be completed by the Division Manager or designate within 24 hours of occurrence.

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

Contractor Name and Address (if applicable):

Describe the nature and circumstances of the occurrence and the bodily injury sustained:

Describe the machinery or equipment involved:

Time of the Occurrence: _____ a.m./p.m.

Exact Location of Occurrence:

Person Killed or Critically Injured:

Name and Address:

Witnesses:

Witness #1 Name and Address:

Witness #2 Name and Address:

Treating Physician Name and Address:

Name of person completing the report:_____ Date:_____

This report should be forwarded to the Human Resources Manager within 24 hours of occurrence. For any questions refer to the Critical Injury Reporting and Investigation Policy and Guidelines.

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: February 26, 2016
SUBJECT: Councillor Ken Perry – OGRA/ROMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$600.00 and Schedule “B” Travel Expenses of \$407.45 to attend the OGRA/ROMA Conference held in Toronto, Ontario from February 21 – 24, 2016 as submitted by Councillor Ken Perry.

Conference Expenses

1.	Meals	\$276.00
2.	Admin Vehicle Gas	89.70
3.	Airport Parking	41.75
4.	Per Diem (4 days)	<u>600.00</u>
Total Per Diem & Travel Claims		<u>\$1,007.45</u>

The registration fee of \$649.75, airfare of \$299.72 and hotel accommodations of \$1,214.52 were paid by the Town resulting in the total cost of \$3,171.44 to attend the OGRA/ROMA Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

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

1. Attendee	Ken Perry							
2. Conference/Seminar Attended	OGRA / RomA							
Location (Facility and City)	Royal York Toronto							
Dates	Feb 21/22/23/24							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast		1500	1500	1500				45.00
Lunch	1600	2000	2000	2000				76.00
Dinner	4000	4000	4000	3500				155.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason		Gas 8970			Total
Mileage Claimed	KM x \$0.47 =		Parking 4175			131.45		
6. Approved				Total Expenses			407.45	
				Advance Received				
				Balance Claimed			407.45	
				Balance Refunded			307.45	

The agenda must be attached to process payment

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

Feb 25/16
Date

Ken Perry
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



Safeway Fort Frances
417 Scott Street Fort Frances ON
Phone: 807.274.4521
GST# 831536503

Served by: Amy G

FUEL	
Fuel Unleaded	\$27.70
<hr/>	
SUBTOTAL	\$27.70
TOTAL TAX	\$0.00
TOTAL	\$27.70
Cash	TENDER
Cash	CHANGE
	\$30.00
	\$2.30
<hr/>	
NUMBER OF ITEMS	1

Term	Tran	Store	Oper	
85	7275	4809	236	02/24/16 20:19:32

Thank you for shopping at Our Store
Come Again Soon

KAKABEKA FALLS ESSO

PLEASE COME AGAIN

STATION #

CUSTOMER RECEIPT 02/24/16 17:05:53

DISP. # 6 46.718 L REG @ \$0.899

FUEL SALE \$42.00

CASH1 \$42.00

VERIFICATION # 33

FUEL SALE INCLUDES \$4.83 G.S.T.

KAKABEKA FALLS ESSO

4795 HIGHWAY 11 17

KAKABEKA FALLS ONTARIO

HST# 888775616RP0001



Safeway Fort Frances
417 Scott Street Fort Frances ON
Phone: 807.274.4521
GST# 831536503

Served by: Michelle T

FUEL	
Fuel Unleaded	\$20.00
<hr/>	
SUBTOTAL	\$20.00
TOTAL TAX	\$0.00
TOTAL	\$20.00
Cash	TENDER
Cash	CHANGE
	\$20.00
	\$0.00
<hr/>	
NUMBER OF ITEMS	1

Term	Tran	Store	Oper	
85	5615	4809	242	02/20/16 18:51:23

Thank you for shopping at Our Store
Come Again Soon

SHARE YOUR THOUGHTS
FOR A CHANCE TO
WIN \$1000
IN GIFT CARDS!

Hold onto this receipt and complete our
Customer Survey by visiting:

www.Safeway.ca/MySafeway

-OR-

Call Toll Free:

AEROPORT INTERNATIONAL
THUNDER BAY
INTERNATIONAL AIRPORT
www.tbairport.on.ca

**** TICKET ****
LANE/U01E:West 3 Pay Station
Entered/Arrivee:
2016/02/21 11:38

Ticket/Billet#:71557176
Dur/Duree:76:30:06
Paid On/Paye Le:
2016/02/24 16:10

Paid/Paye:\$ 41.75
Original Fee:\$ 41.75
HST:\$ 4.80

Change:\$ 0.00

SC:\$ 0.00

Merchant ID: 88351395

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

Attendee	Kew Perry
Conference / Seminar Attended	OGRA / ROMA
Location	Royal York Toronto
Dates	Feb 21, 22, 23, 24 / 16

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Feb 22	23	24				21	
Amount	150. ⁰⁰	150. ⁰⁰	150. ⁰⁰				150. ⁰⁰	600. ⁰⁰

Name (Please Print)	Signature
Kew Perry	Kew Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: February 26, 2016
SUBJECT: Councillor Wendy Brunetta – OGRA/ROMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$600.00 and Schedule “B” Travel Expenses of \$407.45 to attend the OGRA/ROMA Conference held in Toronto, Ontario from February 21 – 24, 2016 as submitted by Councillor Wendy Brunetta.

Conference Expenses

1. Meals	\$276.00
2. Per Diem (4 days)	<u>600.00</u>
Total Per Diem & Travel Claims	<u>\$876.00</u>

The registration fee of \$649.75, airfare of \$299.72 and hotel accommodations of \$1,214.52 were paid by the Town resulting in the total cost of \$3,039.99 to attend the OGRA/ROMA Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

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

1. Attendee	Wendy Brunetta							
2. Conference/Seminar Attended	OGRA/ROMA							
Location (Facility and City)	Toronto							
Dates	Feb 21-24/16							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast		15	15	15				45
Lunch	16	20	20	20				76
Dinner	35	40	40	35				150
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved								
	Total Expenses							\$271
	Advance Received							
	Balance Claimed							\$271
	Balance Refunded							

The agenda must be attached to process payment

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

Feb 26/16
Date

Wendy Brunetta
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	OGRA/ROMA Conference
Location	Toronto
Dates	Feb 21-24

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Feb 22	Feb 23	Feb 24				Feb 21	
Amount	150	150	150				150	\$600

Name (Please Print)	Signature
Wendy Brunetta	Wendy Brunetta
Approved	Date
	Feb. 26/16

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Laurie Witherspoon, Treasurer
DATE: February 26, 2016
SUBJECT: BIA Commitment for Rainy Lake Hotel Market Square Project

BACKGROUND

Attached is a copy of a letter to Mayor & Council dated June 5, 2012 from Richard Boileau, Vice-Chair of the BIA Board of Directors outlining their commitment/contribution(s) to the Rainy Lake Hotel Market Square project.

T. Rob, CBO and myself met with Mr. Boileau to review the BIA's commitment to the market Square project. Mr. Boileau will bring forward their commitment at the next Board of Director's meeting for authorization to make payment toward the 2015 demolition, their 2016 contribution and the balance amount for payment over 10 years.

Further on February 25, 2016 I spoke with Richard Boileau, who has confirmed that the BIA will honor their 2012 commitment of \$180,000.00 to the Rainy Lake Hotel/Market Square Project as follows:

1. \$30,000.00 – 2015 demolition
2. \$30,000.00 – 2016 project
3. \$100,000.00 - \$10,000/year for 10 years (2017 to 2026)
4. \$10,000.00 – Advertising \$1,000.00/year over 10 years
5. \$10,000.00 – Visual Improvements \$1,000.00/year over 10 years.

THE GREAT CANADIAN MAIN
STREET
ASSOCIATION



335 Scott Street, Fort Frances, ON P9A 1H1
Phone: 807.274.7502
Email: biadff@vianet.ca

June 5, 2012

Fort Frances Town Council
320 Portage Ave
Fort Frances, On
P9A 3P9

Dear Mayor and Council:

The Great Canadian Main Street (BIA) Board of Directors supports the development of The Rainy Lake Market Square on The Great Canadian Main Street. We, the BIA Board of Directors, are prepared to request our membership approve the following Commitment to this project:

Cash	\$40,000
Loan - amortized over 10 years	\$120,000
10 Year Pledge for Advertising at \$1,000/year	\$10,000
10 Year Pledge for Visual Improvements at \$1000/year (such as Planters & Plants, Murals, Banners, Sculptures, Artwork)	\$10,000
<hr/>	
Total	\$180,000

Sincerely,

Richard Boileau
Vice-Chairman
Business Improvement Area