

TOWN OF FORT FRANCES

AGENDA - June 13, 2016

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 063) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Identifiable Individual - Business Opportunity
**This item was tabled at the May 24, 2016 Committee of the Whole meeting as Councillor Perry was absent and this was his item to speak to.
 - 4.2 Identifiable Individual: Personnel Matter
 - 4.3 Identifiable Individual - Personnel Matter (SSAPC review)
-Materials will be distributed to Council by the Human Resources Manager.
 - 4.4 Identifiable Individual: Personnel Matter (Operations & Facilities)
 - 4.5 Potential Acquisition of Property: Church Street
-M. McCaig will provide verbal update.
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor R. Avis - Verbal Update
Councillor J. Albanese - Verbal Update
Councillor W. Brunetta - Verbal Update
Councillor J. Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Traffic Control By-law Amendments - FFPLTC Parking Lot
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to amend the Traffic

5 - 6

		Page
	Control By-law 21/14 and authorize the Mayor and Clerk to execute.	
7.2	Sister Kennedy Centre Request to Waive Calendar Parking on Nelson Street - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to authorize Calendar Parking be waived in the 400 & 500 blocks of Nelson Street during the Seniors' Fair being held June 7 & 8, 2016.	7
7.3	Tender No. 16-OF-11 Three Year Contract for Asphalt Patching - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award Pioneer Construction the 2016, 2017 and 2018 asphalt patching work at an estimated cost of \$460,891.98 (taxes included) and further that an appropriate by-law be prepared for Council's consideration.	8 - 9
7.4	Rainy River Vet Services Committee - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to make a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 to support the request from the Rainy River Vet Services Committee.	10
7.5	OFSA 2017 Committee request - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to support the OFSA 2017 Championship tournament and authorize Platinum sponsor in the amount of \$5000.00, Memorial Sports Centre use & set up and to examine further sponsorship during the 2017 budget process.	11 - 12
7.6	Fort Frances Canadian Bass Championship Requests - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee with additional input provided from the other three Executive Committees as outlined in the report.	13 - 18
7.7	Township of Killaloe, Hagarty and Richards re: Fort McMurray Donation challenge - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the request and that no further action be taken.	19
7.8	BIA 2016 Budget and Tax Rates - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the 2016	20 - 22

	Page
BIA Budget and authorize that a by-law setting the 2016 BIA tax rates, levy and collection be brought forth.	
7.9 M. McCaig, CAO - Arbitration & Forestry Meeting Travel Expense - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel Expense Claim in the total amount of \$110.00 as submitted by M. McCaig, CAO for his attendance at the meetings held in Thunder Bay from May 23-25, 2016.	23 - 24
7.10 Shaw WiFi Agreement - approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the Facilities Attachment License Agreement with Shaw Cablesystems for the purpose of providing free WiFi services to the public in select Town facilities.	25 - 27
7.11 Museum Exhibition Policy - approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the revised Museum Exhibition Policy as presented.	28 - 30
7.12 Unmanned Aerial Vehicle Operations Land Use Request - Rainy Lake Tribal Resource Management Inc. - approval of this report will agree to the recommendation of the Community Services Executive Committee to approve the request to operate an unmanned aerial vehicle (UAV) on the proposed Town land during the Dragon Boat Festival on June 25, 2016.	31 - 53
8. <u>Administration and Finance Division:</u>	
8.1 Mayor Avis Economic Development Meeting Travel & Per Diem Claims - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel Statement per diem and Travel Expense Claim in the amount of \$610.40 as submitted by Mayor Avis for his attendance at the meeting in Thunder Bay on May 25, 2016.	54 - 57
9. <u>Planning and Development Division:</u>	
9.1 Fight the Blight Campaign Summary - for information purposes.	58 - 61
10. <u>Operations and Facilities Division:</u>	

	Page
10.1 Verbal Update on Capital Projects	
11. <u>Information:</u>	
11.1 Operations & Facilities Division - Public Works Operations Statistics (March & April 2016)	62 - 69
11.2 Building Statistics for May 2016	70 - 71
11.3 Complaint Register for May 2016	
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	

Date: June 6th, 2016

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Traffic Control By-Law Amendments – FFPLTC Parking Lot.

The By-Law Enforcement Department has received parking concerns from the Fort Frances Library & Technology Centre in regards to people parking within the Fire Lane and Handicap Parking Stalls within their parking lot. This department upon review of the Traffic Control By-Law #21/14 discovered that the Fire Lane and Handicap Parking Stalls were not incorporated in the By-Law when the building was constructed. Going forward to ensure that these locations are fully enforceable by our department we are requesting to have the following added into the Traffic Control By-Law #21/14:

TOWN OF FORT FRANCES

BY-LAW NO. 21/14

FIRE ROUTES

SCHEDULE “B-1”

<u>NO.</u>	<u>STREET</u>	<u>LOCATION</u>
13.	Fort Frances Library & Technology Centre 600 Reid Avenue.	RIVR PT LOT 24 PCL 9272 & 12718.

TOWN OF FORT FRANCES

BY-LAW NO. 21/14

HANDICAPPED PARKING ONLY

SCHEDULE “C”

<u>NO.</u>	
24.	The First six (6) designated parking stalls numbered B1, C1, D1, E1, F1, and G1 in the Fort Frances Library & Technology Centre’s parking lot.

The Planning & Development Executive Committee with input from Community Services Executive Committee and the Library Board are recommending that Council approve the amendments to the Traffic Control By-Law #21/14 and authorize an amendment by-law for signing by Mayor and Clerk.

Respectfully submitted,

Original Signed By

Patrick Briere

By-Law Enforcement Officer

Council approval of this report will: approve the amendments to the Traffic Control By-Law #21/14 and authorize an amendment by-law for signing by Mayor and Clerk.

Date: June 6th, 2016

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Sister Kennedy Centre Request to Waive Calendar Parking on Nelson Street.

The By-Law Enforcement Department received a letter dated May 20th, 2016 from the Sister Kennedy Centre's, Senior Games Committee Member Irene Laing in regards to waiving Calendar Parking in the 400 & 500 Blocks of Nelson Street on Tuesday June 7th, 2016 and Wednesday June 8th, 2016 for the District 1A Games.

This office supports the waiving of Calendar Parking in the 400 & 500 Blocks of Nelson Street for the District 1A Games event that will be taking place on Tuesday June 7th, 2016 and Wednesday June 8th, 2016, as similar requests by the Sister Kennedy Centre have been supported to assist with parking and access to the Centre. This office understands that the request is being approved after the event, but this was due to the timing of our scheduled meetings.

The Planning & Development Executive Committee is recommending that Council authorize Calendar Parking be waived in the 400 & 500 blocks of Nelson Street to accommodate the District 1A Games being held Tuesday June 7th, 2016 and Wednesday June 8th, 2016.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: authorize Calendar Parking be waived in the 400 & 500 Blocks of Nelson Street during the Seniors' Fair being held Tuesday June 7th, 2016 and Wednesday June 8th, 2016.

May 30, 2016

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Tender No. 16-OF-11 Three-Year Contract for Asphalt Patching

Please find attached a report prepared by Doug Herr, Environmental & Facilities Superintendent outlining the results of the call for tender for asphalt patching work.

In 2013, Pioneer Construction was awarded the asphalt patching work for a three-year term. At this time the Town re-tendered the asphalt patching work for another three-year term. Please find attached Spreadsheet No. 1 outlining the 2015 unit prices, 2015 quantities and comparing of tender unit prices submitted by Pioneer Construction & A. J. Positano.

It is recommended that the Operations & Facilities Executive Committee support awarding the asphalt patching work to Pioneer Construction for the next three (3) years (2016, 2017 & 2018) at an estimated cost of \$ 460,891.98 (taxes included).

Respectfully Submitted,
Operations & Facilities Division

Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will award Pioneer Construction the 2016, 2017 and 2018 asphalt patching work at an estimated cost of \$460,891.98 (taxes included).

2016Mayasphaltpatchingtender

May 24, 2016

Report To: Doug Brown, Manager of Operations & Facilities

From: Douglas Herr, Environmental & Facilities Superintendent

**SUBJECT: Tender No. 16-OF-11
Asphalt Patching**

On Tuesday May 17, 2016 at 2:00 p.m., the above tender was opened publicly and read aloud at the Fort Frances Civic Centre. Two (2) bids were received, Pioneer Construction, Kenora, Ontario and A.J. Positano Paving, Thunder Bay, Ontario. The tender bids received were reviewed and checked for errors. Errors were found in both bids, which generally consisted of HST rounding. Therefore the corrected price bid (includes HST) is as follows:

	A.J. Positano Paving		Pioneer Construction Inc.	
	<u>Price Bid</u>	<u>Adjusted Price</u>	<u>Price Bid</u>	<u>Adjusted Price</u>
2016	\$199,962.50	\$199,936.55	\$148,228.50	\$148,233.97
2017	\$235,936.00	\$235,919.14	\$153,563.57	\$153,564.74
2018	<u>\$278,375.00</u>	<u>\$278,365.33</u>	<u>\$159,093.50</u>	<u>\$159,093.27</u>
Total	\$714,273.50	\$714,221.02	\$460,885.57	\$460,891.98

There were no other irregularities with either tender received.

I recommend that Pioneer Construction Inc., being the low bidder be awarded this contract. They are an experienced paving/patching contractor and have worked for the Town on many similar projects in the past.

Respectfully submitted,



Doug Herr
Environmental & Facilities Supt.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/52**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 8, 2016
SUBJECT: Rainy River Vet Services Committee

BACKGROUND

At the May 24, 2016 Council Meeting, the letter received from the Rainy River Vet Services Committee request for financial contribution was referred to the Administration & Finance Executive Committee for recommendation.

The Rainy River Vet Services is requesting \$650.00 for the Vet Assistance Trust Fund. The Town has supported this district project and has made annual contributions since 2002 and of which has been expensed from the Council Public Relations budget line.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council support the Rainy River Vet Services Committee's request for a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 funded from Council Public Relations expense.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to make a contribution to the Vet Assistance Trust Fund in the amount of \$650.00 to support the request from the Rainy River Vet Services Committee.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/53**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 8, 2016
SUBJECT: OFSAA 2017 Committee Request

BACKGROUND

At the May 24, 2016 Council Meeting, the letter received from Mike Allison, Sponsorship Co-chair for the 2017 OFSAA Boys Hockey request was referred to the Administration & Finance Executive Committee for recommendation with input from Community Services Executive Committee

This past winter, Fort Frances was chosen to host the 69th Annual Ontario Federation of Secondary School Athletic Provincial High School Hockey Championship. The Provincial A/AA Boys High School Hockey Championships will held in Fort Frances in March of 2017 and hosted by the Fort Frances Muskies. As indicated in their letter, the Committee expects close to 500 people will be coming to Fort Frances and surrounding area during this 5-day tournament. The Committee's sponsorship target is \$40,000 to \$50,000. Sponsorship opportunities for Platinum, Gold, Silver, Bronze, Friends of the Tournament and Booster Sponsor details are attached for your perusal.

The Town contributed a grant of \$5,000.00 for the 2006 OFSAA championship which was used towards ice rental fees at the Memorial Sports Center. As stated, the Committee intends to use any donations received from the Town in a similar way.

The Community Services Executive Committee recommends support of the OFSAA Committee's request similar to what was done in the past, both financially and with Memorial Sports Centre use and set up.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council support the 2017 OFSAA Championship tournament and authorize a Platinum Sponsor in the amount of \$5,000.00 and to examine further during the 2017 Budget process.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to support OFSAA 2017 Championship tournament and authorize Platinum Sponsor in the amount of \$5,000.00, Memorial Sports Centre use & set up and to examine further sponsorship during the 2017 budget process.



REPORT

TO: Administration and Finance Executive Committee

FROM: Jason Kabel, Manager of Community Services

DATE: June 3, 2016

RE: **OFSAA Hockey 2017 Request**

At the regular board meeting of Council on May 24, 2016, the attached request from Mike Allison, Sponsorship Co-chair – OFSAA Boys Hockey 2017 was received and referred to the Administration and Finance Executive Committee for recommendation with input from the Community Services Executive Committee.

The specific request is outlined as follows:

In the 2006 OFSAA, the Town of Fort Frances generously committed \$5,000.00 towards the OFSAA 2006 Tournament. The money was put towards the purchase of ice rental at the Memorial Sports Center. The 2017 Committee would follow a similar path with any in-kind donation from the Town of Fort Frances.

Also attached is the sponsorship package as presented. Council was further asked to: *Please take a look at the different levels and be made aware of what the Town will receive for their sponsorship along with what the Committee has shared about the many community benefits.*

Recommendation

The Community Services Executive Committee recommends to the Administration and Finances Executive Committee to support the OFSAA committee's request similar to that what was done in the past, both financially and with Memorial Sports Centre use and set up.

Respectfully Submitted,

Jason Kabel



ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2016/54

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 8, 2016
SUBJECT: Fort Frances Canadian Bass Championship Requests

BACKGROUND

At the May 24, 2016 Council Meeting, the attached letter received from Fort Frances Canadian Bass Championship Inc (FFCBC) requesting support of their annual live release tournament was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees.

FFCBC has requested in-kind services for the up coming live release tournament event planned for July 20 – 23, 2016. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item 1. Designate, in writing, the “Fort Frances Canadian Bass Championship Live Release Tournament” as a significant Community Festival and event, and
- Item 3. Supply the FFCBC with the necessary documents to facilitate closing the road to accommodate the tent.

Attached are the reports and/or comments from the Operations & Facilities Executive Committee, Planning & Development Executive Committee and Community Services Executive Committee.

RECOMMENDATION

The Administration & Finance Executive Committee with input from all other divisions recommend that Council agree to Item 1) Designate the Fort Frances Canadian Bass Championship (FFCBC) Live Release Tournament as a significant Community Festival & Event; Co-ordinate through E. Slomke, Clerk and Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, Clerk, and to accept the recommendations and/or comments received from the Community Services Executive Committee, Operations & Facilities Executive Committee and the Planning & Development Executive Committee as attached to this report . Further, that the responsible entity for the Fort Frances Canadian Bass Championship ensure adequate liability insurance for the waterfront event site until the take down of the event tent.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to:

Item 1) Designate the Fort Frances Canadian Bass Championship (FFCBC) Live Release Tournament as a significant Community Festival & Event; Co-ordinate through E. Slomke, Clerk,

Item 2) The use of Memorial Sports Centre stage, tables, chairs and Town picnic tables – The FFCBC will arrange for pick-up and return; Co-ordinate through J. Kabel, Community Services Manager and T. McKinnon, Parks working Foreman,

Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, Clerk,

Item 4) Use of the four barricades for the use at the Sorting Gap; Co-ordinate through M. Strachan, Transport Superintendent,

Item 5) Building Permit application (in-kind) for the erection of the tent; Co-ordinate through T. Rob, CBO,

Item 6) The Memorial Sports Centre will provide a list of vacant dock slips for tournament use; Co-ordinate through J. Kabel, Community Services Manager,

Item 7) Waive launch fees for tournament competitors and volunteers from July 20th to July 23rd. FFCBC will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there; Co-ordinate through J. Kabel, Community Services Manager,

Item 8) Authorize temporary installation of poles and flags on the concrete pylons and edges of the launch ramp and the removal of older FFCBC flags currently on the Marina docks that are in a state of disrepair; Co-ordinate through J. Kabel, Community Services Manager,

Item 9) Allow the FFCBC 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. The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the waterfront walkways and motorists' sight lines or vision should not be obstructed when driving along Front Street. Ensure that the same method of attaching banners, signs & pennants to the streetlights poles as in 2015 is utilized in 2016.

Item 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key; Co-ordinate through J. Kabel, Community Services Manager, and

The Town will assist in the set up & take down of the Main Event Tent - the O & F division workforce – 4 Public Works workers and 4 Parks workers will provide assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent.

Further, that the responsible entity for the Fort Frances Canadian Bass Championship Live Release Tournament ensure a minimum of \$5,000,000 commercial general liability insurance, name the Town of Fort Frances as an additional insured, and have Host Liquor Liability coverage if their event sells liquor & that certified Smart Serve bartenders are used for any liquor sales for their event planned to start on July 20th, 2016 through to the date the tent is taken down.



P&D Executive Committee Report

Date: June 6, 2016
To: Administration and Finance Executive Committee
From: Travis Rob, PDEC Secretary
RE: Request Dated May 12, 2016 from Canadian Bass Championship Inc.
re: Fort Frances CBC July 20 – 23, 2016

At the Planning and Development Executive Committee meeting held June 6, 2016 the request from the Fort Frances Canadian Bass Championship was discussed. It was the decision of the Committee that the Fort Frances Canadian Bass Championship complete a Building Permit Application, and further that the fees associated with the Building Permit be waived.

Respectfully Submitted,
Planning & Development Executive Committee

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

Travis Rob,
Secretary, Planning & Development Executive Committee



REPORT

TO: Administration and Finance Executive Committee

FROM: Jason Kabel, Manager of Community Services

DATE: June 6, 2016


RE: **Fort Frances Canadian Bass Championship Request**

At the regular board meeting of Council on May 24, 2016, the attached request from Fort Frances Canadian Bass Championship Committee was received and referred to the Administration and Finance Executive Committee for recommendation with input from the all other Executive Committees.

The Community Services Executive Committee recommends the following that pertain to the Community Services Division, as follows:

- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- **The old stage, tables, chairs, and picnic tables will be made available as in previous years.**
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- **The Memorial Sports Centre will provide a list of vacant dock slips for tournament use.**
- 7) Waive launch fees for tournament competitors and volunteers from July 20th to 23rd . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- **Approved.**
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- **Approved. Removal of older FFCBC flags currently on the Marina docks that are in a state of disrepair would be greatly appreciated.**
- 9) Allow the tournament 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.
- **Approved.**
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
- **Approved.**

Respectfully Submitted,



Jason Kabel

June 8, 2016

Report To: Administration & Finance Executive Committee

From: Operations & Facilities Executive Committee

SUBJECT: In-Kind Services and Financial Support for the 2016 Fort Frances Canadian Bass Championship

Fort Frances Canadian Bass Championship Inc. wrote a letter to Mayor & Council requesting in-kind services and a financial contribution for the up-coming Bass Tournament in July of 2016. Please find attached a letter dated May 12, 2016 from FFCBC co- chairmen; Mr. Wayne Allen & Jim Cuthbertson, I have taken the liberty to comment *only* on items related to the Operations & Facilities Division;

Continued Operational Assistance;

Item 2) **Supply of Picnic Tables** - the Town will provide picnic tables where the FFCBC tournament volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. Co-ordinate through Doug Brown, Operations & Facilities Manager at 274-9893 or Trevor McKinnon, Parks Working Foreman at 276-5761.

Item 4) **Use of Four Barricades** – the Town will deliver 4 barricades to the Sorting Gap Parking lot prior to the event and will pick them up after the event. Co-ordinate through Milt Strachan at 275-5255.

Item 9) **Allow the Tournament to attach pennants, signs & banners to streetlight 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.** The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street. Ensure that the same method of attaching the banners, signs & pennants to the streetlight poles as in 2015 is utilized in 2016.

In past, assisted in the set up & take down of the Main Event Tent - the O & F division workforce – 4 PW workers and 4 Parks workers provided assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent. **This task was not requested in 2016 by the FFCBC organization.** As a result of the discussion at the O & F executive committee meeting on June 8, 2016, I contacted Wayne Allen in regards to providing assistance in setting up the main tent, they do require the Town's assistance this year and will ensure that the requirement is formally requested going forward.

Other divisions within the Town's organization will deal with all other items outlined in the letter dated May 12, 2016.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 2 & 4 as outlined in the May 12, 2016 letter from FFCBC co-chairmen, Wayne Allen & Jim Cuthbertson;
- 2) That permission is granted to the FFCBC organization in regards to item No.9 in accordance with the guidelines listed above.
- 3) Assist in the set up & take down of the Main Event Tent - the O & F division workforce – 4 PW workers and 4 Parks workers will provide assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent.

Respectfully submitted,

Paul Ryan, Chairman
Operations & Facilities Executive Committee

016MayFFCBCrequest



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/55**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 8, 2016
SUBJECT: Township of Killaloe, Hagarty and Richards Fort McMurray Donation Challenge

BACKGROUND

At the May 24, 2016 Council Meeting, the letter received from the Township of Killaloe, Hagarty and Richards Fort McMurray donation challenge was referred to the Administration & Finance Executive Committee for recommendation.

The Township of Killaloe, Hagarty and Richards has requested consideration of a donation to the Red Cross Alberta Fire Appeal to help residents of Fort McMurray in their recovery from the destruction left by wildfires in northern Alberta. The Township has made a \$200 donation and challenges all municipalities in Ontario to match their donation or bettering their donation.

RECOMMENDATION

The Administration & Finance Executive Committee recommends to receive the Township of Killaloe, Hagarty and Richards request regarding Fort McMurray donation challenge and that no further action be taken.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to receive the Township of Killaloe, Hagarty and Richards request regarding Fort McMurray donation challenge and that no further action be taken.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/56**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 9, 2016
SUBJECT: BIA 2016 Budget & Tax Rates

BACKGROUND

The BIA have forwarded their 2016 Budget requirement for the purpose of levying and collection of a special charge of taxes upon the Business Improvement Area as provided for under Section 208 of the *Municipal Act, 2001*.

The BIA levy in the amount of \$45,000.00 is required by the Board of Management of the Business Improvement Area for the year 2016 as shown in Schedule “A” to support their approved budget of \$121,450.00 as submitted. The tax rates for the special charge, based on the 2016 tax ratios, are set out in Schedule “B” as attached to this report.

RECOMMENDATION

Administration recommends approval of the 2015 budget estimates in the amount of \$121,450.00 as submitted by the Downtown Scott Street BIA, and approves the tax rates to support the BIA special charge levy in the amount of \$45,000.00. Further that an authorizing By-Law be brought forward to the June 13, 2016 Council Meeting.

Council Approval of This Report Will approve the 2016 BIA Budget and authorize that a by-law setting the 2016 BIA tax rates, levy and collection be brought forth.

Schedule "A" to By-Law No. __/16

FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION BUDGET FOR 2016

	Account Number	2015 Budget	2015 Actual	2016 Budget
Revenue:				
BIA Taxation - Commercial	B-055-0140-0014	(44,681)	(44,723.85)	(44,647)
BIA Taxation - Industrial	B-055-0150-0014	(319)	(338.71)	(353)
BIA Supp/Omit - Commercial	B-055-0122-0014			
W/O Vacancy Rebates	B-055-0122-0024	276	81.98	276
W/O Charity Rebates	B-055-0122-4512	720		720
Exp. Grant	B-823-0430-0411			
RRFDC Grant (Project/Advertising)	B-823-0430-0410			
Expense Recoveries (Other Income)	B-823-0430-0589			
Associate Membership	B-823-0430-0641			
Promotions Income	B-823-0430-0688			
Prior Year Accumulated Surplus	B-L80-0000-0000	(75,732)		(77,446)
		(119,736)	(44,980.58)	(121,450.00)
Expenditures:				
Vacation, Stats, Etc.	B-823-1101-1115		128.75	
WSIB	B-823-1101-1122		96.41	
CPP	B-823-1101-1123		113.67	
EI	B-823-1101-1124		88.12	
EHT	B-823-1101-1129		65.28	
Part-time Salaries/Wages	B-823-1101-1130	4,000	3,218.75	4,000
Telephone/Communications	B-823-1200-1251	1,100	1,625.83	1,100
Postage	B-823-1200-1252	200	0.00	
Office Supplies	B-823-1400-1410	500	563.87	500
Contracted Works	B-823-1500-1523		11,712.14	
Meeting Expenses	B-823-1500-1532	200	1,366.41	200
Office Equipment Rental	B-823-1500-1543	100	0.00	
Office Rental	B-823-1500-1552	2,034	1,831.68	2,034
Advertising & Public Notice	B-823-1500-1591	17,000	13,938.60	17,000
Public Relations/Promotions	B-823-1500-1592			
Events/Activities	B-823-1500-1593	2,500	1,543.80	2,500
Banners & Poles	B-823-1900-1902	500		
Christmas Decorations	B-823-1900-1903	5,000	2,799.57	5,000
Future Projects	B-823-1900-1906	75,852		21,116
Market Square Project	B-823-1900-1907	2,750		60,000
Electrical	B-823-2740-1420			
Soil/Plants/Trees	B-823-2740-1440	1,000	4,173.32	4,000
Grounds Repairs/Maintenance	B-823-2740-1545	4,000		2,000
Planters, Banner & Poles Materials	B-823-2750-1471	3,000		2,000
		119,736	43,266.20	121,450.00
Accumulated (Surplus)/Deficit	B-L80-0000-0000	-	(1,714.38)	-

Schedule "B" to By-Law No. __/16

2016 BIA TAX RATES

Class	RTC/ RTQ	2016 Assessment	Tax Rate Discount	Discounted CVA	Tax Ratios	Weighted CVA	Effective Tax Rate	2016 BIA Tax Levy
Commercial	CT	10,224,360	1	10,224,360	1.980000	20,244,233	0.00436673	44,647.05
Industrial	IT	56,000	1	56,000	2.857851	160,040	0.00630276	352.95
Total		10,280,360		10,280,360		20,404,272		45,000.00

Base Rate 45,000.00 Dollars Required
 20,404,272 Weighted Assessment

0.00220542 Base Rate equal to tax ratio of 1



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/58**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 8, 2015
Subject: Mark McCaig Arbitration & Forestry Meeting Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Statement in the amount of \$110.00 for meals as submitted by Mark McCaig, CAO to attend the Arbitration & Forestry Meetings held in Thunder Bay from May 23 – 25, 2016.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$110.00 as submitted by Mark McCaig, CAO for his attendance at Arbitration & Forestry Meetings held in Thunder Bay on May 23 – 25, 2016.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$110.00 as submitted by Mark McCaig, CAO for his attendance at the Arbitration & Forestry Meetings held in Thunder Bay from May 23 – 25, 2016.

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

1. Attendee	<i>Mark McLaig</i>							
2. Conference/Seminar Attended	<i>Arbitration & Forestry Meetings</i>							
Location (Facility and City)	<i>Valhalla Inn, Thunder Bay</i>							
Dates	<i>May 23-25th</i>							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast		—	12.00	12.00				24.00
Lunch		—	16.00	—				16.00
Dinner		35.00	35.00	—				70.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved								Total Expenses
								\$110.00
								Advance Received
								Balance Claimed
								\$110.00
								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.

June 3, 2016
Date

Mark McLaig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

<i>June 3/16</i> Date	<i>A. Witherspoon</i> Treasurer	<i>G-120-1500-1530</i> A / P	<i></i> Cashier
--------------------------	------------------------------------	---------------------------------	--------------------



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 3, 2016

RE: Shaw WiFi Agreement

At the regular meeting of the Community Services Executive Committee on April 4, 2016, the committee reviewed a proposed agreement with Shaw Cablesystems for the purpose of providing WiFi internet services in Town owned facilities.

There were a number of questions that the Community Services Executive Committee had posed to the Shaw representative before making a recommendation to Mayor and Council. Shaw had either made changes to the agreement as directed by the wishes of the executive committee or modified the agreement to the satisfaction of the committee to their comfort to proceed with the agreement as attached.

Please find the revised proposed agreement attached as provided by Shaw.

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to endorse the agreement with Shaw Cablesystems for the purpose of providing Free WiFi services to the public in select Town facilities to be determined and further that an authorizing bylaw be enacted.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse the Facilities Attachment License Agreement with Shaw Cablesystems for the purpose of providing free WiFi services to the public in select Town facilities.

FACILITIES ATTACHMENT LICENSE AGREEMENT

This Facilities Attachment License Agreement (this “**Agreement**”) between the Town of Fort Frances (the “**Town**”) 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 Town facilities for the purpose of the provision of telecommunication 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 Town agree as follows:

1. **Grant:** The Town hereby consents and grants Shaw a non-exclusive right and license to access and attach in, on or to the Town’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 Town (collectively, “**Facilities**”), to install, operate and maintain certain telecommunication devices, cables, antennae, microcell units, unit shrouds and casings, and related equipment (the “**Work**”) used for the purpose of transmission, emission or reception of signs, data, signals, writings, images, sounds or intelligence of any nature through wireless means related Shaw’s telecommunications services (the “**Purpose**”).

2. **Term:** The term of this Agreement shall commence on _____, 2016 and shall continue for a period of five (5) 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 the commencement of any Work, Shaw shall obtain the Town’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 Town shall not alter, remove or access Shaw’s Work without Shaw’s prior written approval nor shall the Town 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 Town 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 Town property or third party property located on Facilities without the Town’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 Town 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 Town 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 Town is required to relocate a particular Facility that has Work attached to it, the Town shall provide Shaw with no less than sixty (60) 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 Town may remove the Work and the reasonable costs incurred by the Town 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 Town will reasonably assist Shaw in finding a suitable alternative location for such Work.

9. In consideration of the grant herein by the Town 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 Town 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 Ontario. The parties agree to submit any dispute regarding this Agreement to the exclusive jurisdiction of a competent court located within the Province of Ontario.

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:

Name/Title:

THE TOWN OF FORT FRANCES

By:

Name/Title:

By:

Name/Title:



REPORT

TO: Mayor Avis and Council
FROM: Jason Kabel, Manager of Community Services
DATE: June 3, 2016
RE: **Museum Exhibition Policy**

At the regular meeting of the Fort Frances Museum Advisory Committee on May 16, 2016, the attached Museum Exhibition Policy was reviewed and amended for adoption.

The policy review is a requirement from the province under the Community Museums Operating Grant (CMOG) that the Fort Frances Museum & Cultural Centre benefits from annually.

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to endorse the revised Museum Exhibition Policy as presented.

Respectfully Submitted,

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

Jason Kabel

<p>Council approval of this report will endorse the revised Museum Exhibition Policy as presented.</p>

THE TOWN OF FORT FRANCES

Section: Community Services

Policy: Museum Exhibition

Creation Date: January 1978

Revised Date: May 2016

Resolution Number:

Supersedes Resolution Number: N / A

Policy Number:

Pursuant to the terms and conditions of the Town of Fort Frances By-Law 29/77 and the Statement of Purpose of the Museum and Cultural Centre of Fort Frances, the Museum adopts the following Exhibition Policy:

Purpose

To communicate to the public the significance of the community and regions's heritage through appropriate display of the collection.

Objectives

1. The scope of the Exhibition program undertaken by the museum shall take into consideration the availability of resources including staff, collection, finances, and the constraints of the facility. Exhibitions will be developed to meet the criteria established in research, education and interpretation, conservation and other relevant policies. Any municipal, provincial and federal legislative requirements shall be met in the development of exhibits.
2. Exhibition themes will be developed to educate and inform the visitor about local history, and on occasion will include special interest temporary exhibits that support education and advance learning.
 - Permanent exhibit space will be dedicated to the chronological history of the Rainy River District including pre-history, exploration and fur trade, early settlement and transportation, and industry. Artifacts that illustrate themes will be selected from the collection, and rotated periodically as required for conservation standards and to ensure interest for repeat visitors.
 - Temporary exhibit space will be changed three to four times per year and will feature, whenever themes allow, components that will be inclusive of youth and school curriculum.
 - The Museum will develop an exhibition schedule that includes traveling and short-term exhibitions and may include: arts, crafts, science, and human and natural history. The Museum may also exhibit privately held collections, but only with full and complete agreement governing terms and conditions.
 - The Museum will look to partner with other museums, community organizations, and cultural groups.

3. Spaces designated for exhibitions will meet museum standards and building safety requirements.
 - The Museum will ensure that galleries meet facility requirements for accessibility and safety, including strict adherence to all fire and building codes.
 - Exhibits will be fabricated to ensure a safe and secure environment. Any risks to staff, participants and resources shall be identified, and reduced through proper training and the establishment of safety procedures.
4. The Museum will include in its annual operating budget funds for exhibits and displays.
5. Planning for exhibits will take place well in advance, with consideration given to their purpose, targeted audience and significance. Sufficient time will be allocated for research to ensure accuracy of information, and a selection made of appropriate artifacts. Exhibit components will be determined and funds budgeted for the purchase and/or fabrication of support materials and text.
6. The Museum does not guarantee to display all artifacts in the permanent collection in any given time period. Artifacts will be selected for display according to their relationship to selected themes.
7. All artifacts for display must be in stable condition, fully catalogued and installed securely in the exhibit. The lighting and environment of the gallery will reflect the Museum's adherence to the best achievable conservation standards. All exhibits and displays will be checked regularly to ensure that no artifact is subject to damage.
8. Only competent Museum staff will produce exhibits. Written material will be accurate, but simple, and approved by the Curator. Staff designing, fabricating and installing exhibit components will be trained; handling of artifacts will be under the direction of the Curator.
9. Sacred artifacts in the museum's care will be given extra attention to ensure proper handling and interpretation.
10. Each exhibit will be evaluated to ensure initial goals are met, and visitor responses satisfactory.

In summary: a museum is judged by the character of its exhibits, therefore exhibitions should reflect the policies and objectives of the museum. An Exhibition Program is the most valuable and flexible interpretive instrument that the museum possesses.

Principles to follow in formulating the Exhibition Program:

1. Exhibit galleries should be attractive and inviting through use of harmonious colours and proper lighting.
2. Exhibits must be objective and truthful, and be presented only after the verification of information.
3. Good exhibit practice must be used in the choice and arrangement of accessories such as labels, photographs, maps, charts, and diagrams. They need complement, not detract from or overwhelm the exhibit.
4. Permanent exhibit themes need be revised and refreshed on a regular basis.
5. Artifacts on exhibit must be protected from both the environment and an overzealous public.
6. Visitors must be made to feel welcome and permitted to browse at leisure.
7. Visitor traffic patterns under both normal and crowded conditions need be considered.

Policy Review & Approval

The Exhibition Policy will be reviewed every three years by the Curator, Museum Advisory Committee and Community Services Manager. Recommended changes will be forwarded to Town Council for approval.



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 8, 2016

RE: **Unmanned Aerial Vehicle Operations Land Use Request – Rainy Lake Tribal Resource Management Inc.**

Attached is a request from Peter Kline, GIS Technician – Rainy Lake Tribal Resource Management Inc. (RLTRM) for permission to operate an unmanned aerial vehicle (UAV), also known as a 'drone', on June 25, 2016 during the Dragon Boat Festival.

Mr. Kline has provided the following documentation in his due diligence to prepare for his proposed UAV operations:

- DRAFT Transport Canada SFOC application - I am pursuing your land-use permissions in order to complete this SFOC. I have not submitted to transport Canada and will wait for your land-use permission to be granted until I do so. The DRAFT SFOC describes the Pilot and related crew as well as flight plan details.
- RLTRMI UAV Operations Manual - RLTRM is committed to maintaining a safe atmosphere during operations and are willing to work the details of the request to be able to operate.

In addition, Mr. Kline has discussed the proposed UAV operations with Tom Batiuk, Fort Frances Airport Manager. The Community Services Division discussed the proposal with Mr. Batiuk and he does not have any concerns with the application. Further, Mr. Batiuk conveyed that there will not be a problem issuing the necessary Notice To Airmen (NOTAM) for the UAV operation. Please see the proposed take-off and landing location on the attached aerial map.

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to approve the request of Rainy Lake Tribal Resource Management to operate an unmanned aerial vehicle (UAV) on the proposed Town land during the Dragon Boat Festival on June 25, 2016.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will agree with the recommendation of the Community Services Executive Committee to approve the request of Rainy Lake Tribal Resource Management to operate an unmanned aerial vehicle (UAV) on the proposed Town land during the Dragon Boat Festival on June 25, 2016.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Special Flight Operations Certificate (SFOC) Application

Aerial Video and Photography Capture for the Boundary Waters Dragon Boat Race



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Prepared by: Peter Klyne

Date Submitted:

Submitted by:

REVISIONS

Date	By	Version	Changes
May 20, 2016	Peter Klyne	Draft	Operation plan amendments

ATTACHEMENTS

Name	Type	Purpose
Insurance – Lloyds	Liability Insurance	Liability Insurance - \$500,000



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Table of Contents

[Revisions](#)

[Attachements](#)

Mission Overview

Mission Team

CAR 8.1 623.65(D)(3)(a)

Applicant

CAR 8.2 623.65(D)(3)(b)

Operation Manager

CAR 8.3 623.65(D)(3)(c)

Contact During Mission

CAR 8.4 623.65(D)(3)(d)

CAR 8.5 623.65(D)(3)(e)

Proposed Dates and Times

CAR 8.6 623.65(D)(3)(f)

Aircraft

CAR 8.7 623.65(D)(3)(g)

Security Plan



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

CAR 8.8 623.65(D)(3)(h)

Emergency Procedures

CAR 8.9 623.65(D)(3)(i)

Ground Supervisor

CAR 8.10 623.65(D)(3)(j)

Operational Plan

CAR 8.11 623.65(D)(3)(k)



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Mission Overview

Rainy Lake Tribal Resource Management has been contacted to capture aerial video and photo for the Boundary Waters Dragon Boat Festival located on Rainy River in Fort Frances, Ontario. The river sits on the border between Canada and the USA. The Dragon Boat festival is a public competition that attracts observers from across the entire area. The festival operates as a non-profit organization

The competition is expected to run from 10:00 am until 4pm on June 25th, 2016, with consideration made for extension beyond that time.

The operation will be carried out within visual line of sight (VLOS) between the pilot/groundcrew and the UAV.

Multiple flights will be made with a length of 5-8 minutes for each one depending on actual race events.

During normal operations the following personnel will be present and in constant communication using verbal communication.

- 1 Operations Manager
- 1 Ground Supervisor
- 1 Co-pilot/Camera Operator

Any other person(s) present will be considered a spectator.

Permission to access the waterfront property has been granted by the Town of Fort Frances.

Mission Team

Peter Klyne – Operations Manager

Jason Krikke– Ground Supervisor

TBD – Camera Operator



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

CAR 8.1 623.65(D)(3)(a)

Certificate Holder:

- Peter Klyne
- UAV Operations Manager
- Rainy Lake Tribal Resource Management Inc.
- Box 522, Fort Frances, ON P9A 3M8
- pklyne@advisoryservices.ca
- 807-274-9877 ext. 213
- 807-276-7438

CAR 8.2 623.65(D)(3)(b)

Operations Manager

The Operations Manager has full control over the operation and is responsible for supervision of the operation area, and is designated to assume responsibility for the operational control of the UAV flight operation. Duties and responsibilities are as follows;

- Coordinate initial site review and communication with client as to specifics of the operation
- Prepare SFOC for Transport Canada
- Establish communication and permissions with property/land owners, airports/air traffic control/NAV Canada, and related agencies that may be required for the operation based on the actual location.
- Ensure all personnel are properly trained and aware of their duties for the operation and that enough personnel are in place to safely manage the operation.
- Make final decision on the cancellation/rescheduling/termination of the operation where conditions fall outside of those defined in operating procedures or as defined within associated SFOC

Peter Klyne is the UAV Operations Manager as well as the Primary Pilot for Rainy Lake Tribal Resource Management

Peter Klyne
GIS Technician
Rainy Lake Tribal Resource Management Inc.
Box 522, Fort Frances, ON P9A 3M8
pklyne@advisoryservices.ca
Office: 807-274-9877 ext. 213
Cell: 807-276-7438



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Mr. Peter Klyne has been involved in recreational aircraft since September 2014. Mr. Klyne has an Environmental Technician Diploma from Confederation College in Thunder Bay, Ontario. He is currently a student of Lakehead University and expects to graduate in May 2017. Included in his study is 8 months of Remote sensing training from Lakehead University, Faculty of Natural Resources. Mr. Klyne has also completed the Inspire 1 Online flight school provided by DJI, as well as Mark Richardsons' Flight Video and Photography Course on Udemy.

Pilot (Peter Klyne)

The pilot will have full command and control of the UAV during operation. Duties and responsibilities will include;

- Familiarization with the UAV being used prior to actual operation and sufficient flight time on the aircraft.
- Familiarization with the flight location and associated airspace and surrounding obstacles prior to any flight operations.
- Be in good health and rested prior to any operation.
- Not have consumed alcohol or altering substances at least eight hours prior to operation.
- Verify weather conditions are within the parameters defined for this operation.
- Ensure the UAV airframe as well as command and control system are safe to fly prior to each operation.
- Ensure the take-off and landing area is clear of any obstacles and any foreign object debris.
- Ensure the UAV remains within all flight boundaries (ceiling and range) defined and approved of in the SFOC.
- Ensure all phases of the flight are performed in a safe and responsible manner.
- Terminate any flight when they feel the safety of the operation is at risk.
- With the assistance of ground crew, monitor the airspace of the operation and give way to any aircraft in the area.
- Inspection of the aircraft when flight is terminated. Inspect for any damage or malfunctions that may have occurred in-flight.

Ground Supervisor (Peter Klyne non-flight, TBD during flight)

The duties of the ground supervisor are often carried out by the Operations Manager. However, bystanders, observers, and invited guests present for the operation will require additional personnel to be managed safely. A ground supervisor will be assigned to ensure the safety of these guests. Their duties will include the following;

- Establish safe takeoff/landing zones for each flight, and cordon off these areas if and where required.
- Not have consumed alcohol or altering substances at least eight hours prior to operation.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

- Ensure field kit is on site, accessible, and fully stocked.

- Ensure spectators remain within the designated spectator area and that their actions do not pose an additional risk to themselves or the operation and maintain general security of the site.
- Ensure safe distances to surrounding building, vehicles, and spectators are maintained during the flight operations.
- Communicate with other operation personnel during the operations
- Coordinate spectators in the area surrounding the landing/launch area in the event of an emergency.

Camera Operator (TBD)

The duties of the camera operator are often carried out by the Pilot. However, public operations require an additional degree of aircraft and situational awareness. For this reason a camera operator will be utilized to allow the pilot to focus on matters of safe operation.

- Familiarization with camera controls and limitations of camera performance.
- Not have consumed alcohol or altering substances at least eight hours prior to operation.
- Capture appropriate video of the Dragon Boat races during competition
- Communicate with other operational personnel during the operations.
- Communicate directly with the pilot during operations.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

CAR 8.3 623.65(D)(3)(c)

Contact During Mission

Primary

Peter Klyne

GIS Technician

Rainy Lake Tribal Resource Management Inc.

Box 522, Fort Frances, ON P9A 3M8

pklyne@advisoryservices.ca

Office: 807-274-9877 ext. 213

Cell: 807-276-7438

Secondary

Gary Both

General Manager

Rainy Lake Tribal Resource Management Inc.

Box 522, Fort Frances, ON P9A 3M8

gboth@advisoryservices.ca

Office: 807-274-9877 Ext 206

Cell: 807-276-2709



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

CAR 8.4 623.65(D)(3)(d)

Mission Type

- **Day, VLOS**, flight operations in pursuit of Aerial video and photography capture. Aerial video service for the Boundary Waters Dragon Boat Festival has been requested. Large boats with 18-22 occupants will compete in timed races along the riverfront. Cinematic video of the competition will be captured by UAV. Boundary Waters operates the festival as a non-profit organization.

Mission Purpose

- The purpose of flight operations are to gather photos and video for the clients within uncontrolled class G airspace up to 300ft AGL inclusively for daylight operations within the extent of the Boundary Waters Dragon Boat Festival in Fort Frances, Ontario on the Rainy River.

Mission Details

- Operations will be carried out with VLOS (visual line of sight) between the operator and the aircraft at all times.
- Operations will be performed in multiple flights, each covering a strip or pattern associated with the linear race of the dragon boat. Multiple passes will be made to cover each participant boat in each heat (two boats per heat), as well as to capture video appropriate for media use later.
- The following minimum personnel will be present and in constant communication with each other: Operations Manager, Pilot/Co-pilot. Any additional person(s) present will be considered to be spectators.
- Additional personnel may be added to maintain launch/landing zones, or crowd control when necessary.
- Permission from the property owners will be received prior to any operations, and proper authorities will be contacted when necessary.
- Air Traffic Service Providers will be contacted in advance of all operations and comply with the ATC authority requirements where required.
- Each location will be assessed via a site survey prior to any flight operations to assess the ability to carry out safe flights, and proper authorities will be contacted when necessary.

CAR 8.5 623.65(D)(3)(e)



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Proposed Dates and Times

- The competition portion of the Festival will occur on June 25th, 2016 from 10:00am to ~4:00pm, with consideration for the competition running later than intended.
- Multiple flights will be performed with each flight lasting from 5 to 8 minutes based on the actual competition progression.
- Flights will be performed in the daylight hours under visual flight rules (VFR) conditions within visual line of sight (VLOS)
- Flights will only occur when the following criteria is met:
 - Visibility greater than 1km
 - Winds below 30 km/h
 - Cloud ceiling greater than 1000 feet AGL
 - No precipitation
 - Temperatures above -5°C
- Local weather forecasts will be used to assess and verify weather conditions for the proposed period immediately prior to actual mission flight.
- Only one aircraft will be used at any one time.

Operation Location

- Operation will be performed near the Marina in Fort Frances Ontario:
 - 1011 Front Street
 - Fort Frances, ON P9A 1A3
 - (807)-274-0488
 - N 48.607004, W -93.378445
- The races will extend from the Marina, 300m East upriver to the finish line.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

CAR 8.6 623.65(D)(3)(f)

Aircraft

DJI Inspire 1, Model T600



DJI Inspire 1 Description

- Rotary Wing Quadcopter
- Carbon Fiber Composite Body
- 438x451x301mm Body Dimensions
- 13x4.5inch propeller dimensions
- Gross Maximum Takeoff Weight: 3400g
- Airframe Empty Weight: 2143g
- Camera+Gimble Weight: 222g
- Battery: 570g and 670g
- Payload Capacity: 465g
- Four DJI 3510H Electric Motors
- Lithium Batteries: TB47 – 4500mAh, TB48 – 5700mAh
- Powered takeoff/landing, VTOL
- GPS Positioning, Visual Positioning
- Two sonar sensors equipped in the underbelly
- One monocular camera equipped in the underbelly
- No transponder installed
- Equipped to begin a stabilized hover upon loss of RC signal
- Hover accuracy: 0.5m vertical, 2.5m horizontal
- 2 Forward (red) and 2 (green) Rear running LED's. A system status LED is positioned on the tail of the aircraft. A system status LED is positioned on the Camera gimble. The forward, rear and tail LED's allow for orientation of the aircraft to be determined at a glance.
- The white paint scheme is highly reflective in daylight conditions.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Flight Data

- Maximum Speed: 22m/s (ATTI mode, no wind)
- Maximum Climb: 5 m/s
- Maximum Descent: 4 m/s
- Maximum Altitude: 4500m above sea level
- Maximum Range: 5km or 3.1 miles unobstructed
- Maximum Wind Speed Resistance: 10 m/s
- Max Tilt Angle: 30°
- Operating Temperature Range: -10°C to 40°C
- Aircraft should not be operated in high precipitation situations. There are no humidity or mist limitations on the hardware. Care and control is recommended.
-

Control Station

- Manual (Human) Flight Capable
- Autopilot Flight Capable
- Combined Control Flight Capable
- Vertical Takeoff and Landing
- Automatic Takeoff (to 1.2m) and Landing Capability
- Software is open for development on the iOS operating system. Automatic flight system capability and performance are being upgraded weekly. Currently utilizing Autopilot by Autoflight Logic.
- DJI GO App is the interface between RC controller and the aircraft. It displays; vertical speed, horizontal speed, horizontal distance from the controller, vertical distance from the controller, GPS signal strength, RC signal strength.
- DJI GO App provides additional flight data that can be found through menu selection on the flight screen such as; magnetic navigation information, distance travelled, etc.
- Altitude sensor can detect the ground at Nadir within ~500cm. No additional sensors are installed.
- Redundant control systems include; RTH (return-to-home), Visual flight.
- The RC controller has an onboard rechargeable battery that is charged with the DJI charger.
- An ABC dry powder fire extinguisher is kept with the aircraft for fire safety consideration.
- Equipment is kept securely inside the office when not in use. Office door is locked in addition to building being locked/deadbolted at night.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Command and Control Links

- C1 RC Controller operating frequency: 5.725~5.825 GHz in dual operator mode. 2.400~2.483 GHz in Master-only mode.
- RC range: up to 5km or 3.1 miles unobstructed
- DHI GO app provides indication for; lost radio linkage from the RC controller to the aircraft, lost video feed from the RC controller to the aircraft, as well as lost GPS signal from the aircraft to available satellites.
- The RC controller is the single point of control with the aircraft. All systems cooperate with this transmitter. No redundant systems are currently in place should the RC controllers' hardware fail during operations. A second RC controller is a future mitigation option.
- CB radio located in the operators' vehicle will provide local communication with loggers and other crewmembers on-site.
- The RC controller has some amount of latency depending on distance from controller to aircraft as well as local weather and geographic conditions. Out of date or unsupported operating systems of the phone or tablet, storage space available, processing speed and local temperature conditions will all cause additional latency between the command input and the aircraft response.
- Ground crewmembers are equipped with CB radios within their operations vehicles to communicate with local loggers, truckers and other services. Handheld radios that are frequently used in the field have been observed to disrupt and interfere with the aircrafts connection with the RC controller. For this reason handheld communication radios are not permitted when UAV is in operation. Crewmembers maintain visual line of sight with each other (high visibility vest, hard-hats, etc.), and are within audible communication range.

Payloads

- Gross Maximum Takeoff Weight: 3400g
- Airframe Empty Weight: 2143g
- Camera+Gimble Weight: 222g
- Battery: 570g and 670g
- Payload Capacity: 465g
- The X3-FC350 Camera and Gimble system are the primary payload.
- The aircraft is capable of being controlled from an FPV perspective from the camera (not permitted in Canada).
- The aircraft is capable of automatic flight patterns based on the image or video limitations set by the user.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

- When coupled with third party autopilot software the Inspire 1 is capable of complex automatic flights. Some methods include target setting with the Camera, where the aircraft will maintain its relative position or pattern. Moving targets can be set, with the autopilot making adjustments without user-input confirmation.
- A second RC controller is not available to allow a second operator to connect to the aircraft camera controls.
- The controlling Ipad 2 is used for additional camera control when required.

CAR 8.7 623.65(D)(3)(g)

Security Plan

Accidents involving UAV's will occur no matter how stringent the conditions or oversight prescribed. The premise of this safety plan is to establish a safe condition to fly that details how inherent risks can be mitigated and managed to an acceptable level.

Safe Altitudes and Distances

100 feet will be maintained from the aircraft and any person not involved in the operation of the UAV. Horizontal flight distance of 100 feet will be maintained between any building, non-participant property, or occupied vehicles or vessels that have not given consent from the owner, or any occupants that have voiced objection. Roadways that have not been restricted by the local authority will be treated as occupied vehicles for the purposes of distance evaluations.

Bystander/Spectator Isolation

Warning signs will be placed around the launch/landing location. The landing/launch area will be outlined by safety cones as well as high-vis barrier to a minimum radius of 10m from the launch site. Solid barriers with low opacity will be utilized if available (concrete barriers). There will be bystanders and observers present throughout the day.

A ground supervisor will be utilized to control the public presence around the UAV.

A third crewmember (Co-pilot) will be posted for the entirety of operation to ensure the launch/landing area is not breached by spectators.

Closure of roads will be utilized for the launch/landing area. Closure of public sidewalks, most roadways, or other public spaces is not within the scope of the proposed operations. Local authority will close public spaces as requested for the safe operation of the UAV.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Land Use Permissions

The Town of Fort Frances has been contacted for land use permissions throughout the waterfront area of Front St. as well as around the Marina on Rainy River. James Kabel has been in contact with the Operations Manager.

The Fort Frances Airport authority has been notified of operations. No special instructions were recommended by the Fort Frances Airport. Permission to operate in conjunction with the Boundary Waters Festival has been granted. A NOFAM was planned prior to UAV operations being proposed. This NOFAM covers all safety concerns of the UAV with ATC. The airport supervisor, Tom Batiuk (807-274-3930) was reached via email, correspondence occurred over the phone.

CAR 8.8 623.65(D)(3)(h)

Emergency Procedures

Loss of Datalink

- Occurs if the datalink is lost for more than 10 seconds.
 - If combined with a loss of GPS, the mission will terminate.
 - If the RC link fails during manual flight, the UAV must terminate
- The UAV will fly to RTH point (launch/landing) and loiter for 1 minutes.
- If the datalink is not re-established within this time, the mission will terminate.
- A total of three datalink losses will be allowed before the mission is terminated.

Loss of GPS

- If GPS reports a loss of lock, the aircraft will immediately go into ATTI mode.
- The UAV will loiter around the point of GPS lock loss (dead reckoning) for 30 seconds. Loiter radius could be as much as ~100m.
- The UAV will navigate to the RTH point manually
- RC control will be established and the UAV landed.
- A maximum of three GPS signal losses will be allowed before the mission is terminated.

Software Crash

- If no sign or signal is heard from the DJI GO app or related Ipad 2 for more than 3 seconds, the flight will be terminated.
- Flight termination (RTH function) must be immediately activated.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Loss of Engine Power

- If the UAV's airspeed and altitude drop suddenly and does not recover immediately the engine may have stopped.
- Flight termination (RTH) will be initiated immediately.
- Air horn will be sounded to notify any bystanders or participants nearby of the UAV's location and distress.

Flight Termination

- Flights will be terminated with the Return-To-Home (RTH) function on the RC controller.
- Failure of the RTH function will cause pilot intervention from the RC controller and manual flight will be initiated to the RTH point.

CAR 8.9 623.65(D)(3)(i)

Ground Supervisor

- The Operations Manager will be responsible for the duties of the ground supervisor during the planning, pre-flight and post-flight phases of the mission.
- Additional personnel will be used to fill the duties and responsibilities during flight during the proposed operation

CAR 8.10 623.65(D)(3)(j)

Operation Plan

Pre-Operation

The following checklist will be reviewed prior to flight operations.

- Gather operational details from client
- Perform site survey and review onsite planning with client.
- Finalize proposed operation dates and alternate dates, if applicable.
- Create and file SFOC
- Verify SFOC approval and rework as needed.
- Review final operation plans with client
- Prepare equipment and aircraft for operation – full review and check of all gear and complete aircraft check.
- File NOTAM with local ATC if required.
- Check weather conditions leading up to and on the day of operation.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

- Arrive on site and secure landing and launch areas.
- Perform aircraft inspection and ensure all systems are configured properly and fully operational

Pre-flight Procedures

- Check that the area is secure and free of animals, persons, and vehicles.
- Check weather conditions are within defined safe parameters.
- Notify bystanders and team of flight plan.
- Notify ATC if required and announce to aircraft flight intentions if required.
- Visually inspect aircraft for any damage or structural issues.
- Verify control transmitter is fully charged and all switches and controls in proper neutral position.
- Place aircraft in clear level safe takeoff defined areas, clear of obstacles and any foreign object debris.
- Verify flight batteries are fully charged and stable.
- Power aircraft and verify flight control connections and battery levels.
- Verify camera control and datalink
- Verify flight controls and failsafes, and GPS lock acquired
- Ensure takeoff and flight area is clear.
- Announce takeoff to team and nearby bystanders
- Arm aircraft and perform takeoff.

In-Flight Procedures

- Monitor battery levels during the duration of the flight via telemetry or other visual/audible indicators.
- Monitor flight area for other aircraft, persons, animals, or other obstacles.
- Announce landing procedure is to commence.
- Verify landing area is clear.
- Land aircraft in designated area.

Post-Flight Procedures

- Power down aircraft.
- Power down control transmitter.
- Return all equipment to staging area.
- Notify team and bystanders that flight is complete.
- Visually inspect aircraft and gear for any damage or wear from flight.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

Post-Operation Procedures

- Remove any notifications, safety equipment, etc from the area.
- Pack and store aircraft and all equipment for departure.
- Notify team and bystanders that operation is complete.
- Report any incidents to proper authorities.

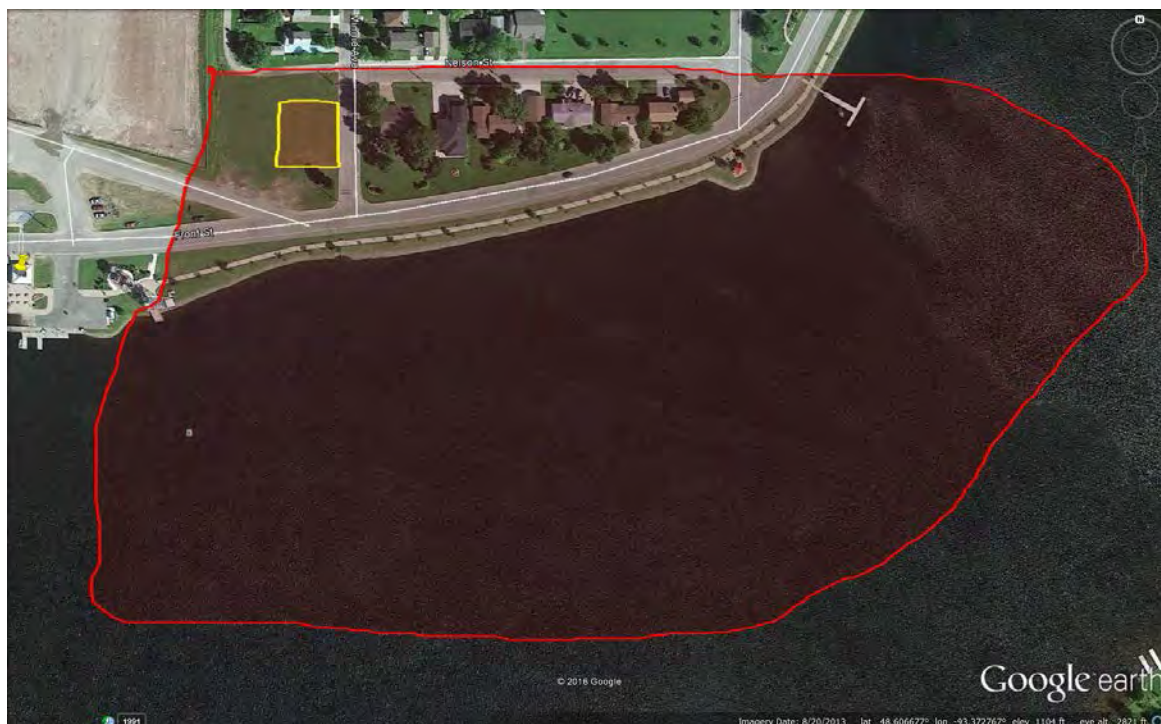
Flight Plan

- Entire flight plan will occur inside
- Takeoff from the staging site.
- Altitude of 50m shall be reached above the staging area to be clear of surrounding obstacles.
- Aircraft will proceed South under manual control until South of the current heat of Dragon Boat racers.
- Careful maneuvering around the Fire lookout tower (33m/100' height) is required until tower is cleared by a minimum of 150 feet on the South side facing Rainy River.
- Aircraft will loiter above Rainy River, to the south of race participants at 50m altitude.
- Camera setting and target confirmation will occur at 50m loiter above the watercraft.
- UAV will proceed to drop altitude to between 10 and 20 meters above the water surface for the duration of the particular heat being recorded.
- 100' distance between race participants and UAV is maintained.
- 100' distance between other watercraft present and the UAV is maintained.
- Camera armed and recording 10 seconds prior to commencement of heat.
- Camera disarmed approx. 10 seconds after the heat is complete.
- Aircraft will be maneuvered manually in a pattern parallel to the subjects.
- Aircraft speed will fluctuate between 0.6 km/hr and 24 km/hr during actual filming of the event.
- Flight plan area is outlined on the .KML file included with this application. A rough estimate of the extent of the flight area can be seen on the following page.
- GPS coordinates of the flight area are enclosed within the following GPS points listed.
 - 48.608030°, -93.375398°
 - 48.607733°, -93.369456°
 - 48.606395°, -93.369558°
 - 48.605566°, -93.376525°

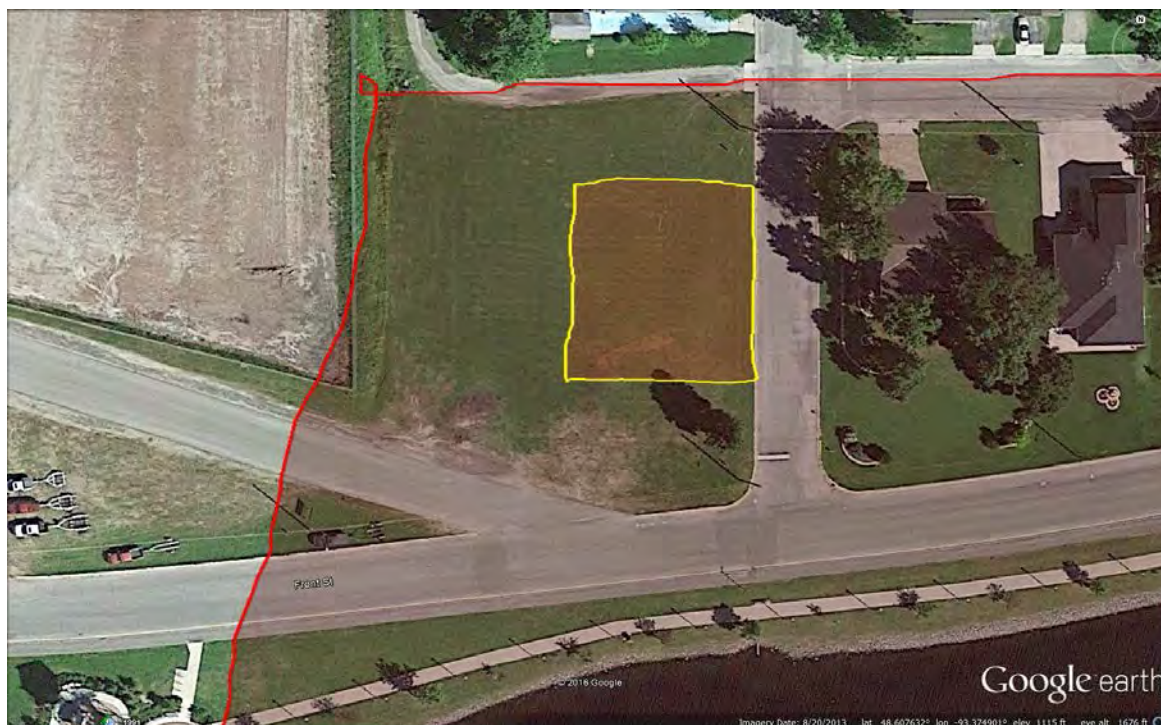


Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land



Proposed Extent of Flight in Red. Related Google Earth .KML file is attached.



Proposed staging area in shaded yellow. RTH point is within yellow shaded area. Related Google Earth .KML file is attached.



Rainy Lake Tribal Resource Management Inc.

Ganawenjigaade-Aki ~ Protectors of the Land

CAR 8.11 623.65(D)(3)(k)

Attached documentation includes;

- RLTRMI UAV Operations Manual
- Lloyds Liability Insurance
- Sample letter of request sent out to local aerodromes.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/57**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: June 9, 2016
SUBJECT: Mayor Roy Avis – Economic Development Meeting Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$225.00 and Schedule “B” Travel Expenses of 385.40 to attend the Economic Development Meeting held in Thunder Bay, Ontario on May 25, 2016 as submitted by Mayor Roy Avis.

Conference Expenses

1.	Meals	\$ 47.00
2.	Own Vehicle Mileage	338.40
4.	Per Diem (1 ½ days)	<u>225.00</u>
	Total Per Diem & Travel Claims	<u>\$610.40</u>

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’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$610.40 as submitted by Mayor Roy Avis for his attendance at the Economic Development Meeting held in Thunder Bay, Ontario on May 25, 2016.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$ as submitted by Mayor Roy Avis for his attendance at the Economic Development Meeting held in Thunder Bay, Ontario on May 25, 2016.


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

1.	Attendee	<i>ROY AUIS</i>							
2.	Conference/Seminar Attended	<i>ECONOMIC DEVELOPMENT MEETING</i>							
	Location (Facility and City)	<i>THUNDER BAY ONT</i>							
	Dates	<i>MAY 24, 25</i>							
3.		Sun.	Mon.	Tues. ²⁴	Wed. ²⁵	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				*12.00				12.00
	Lunch								
	Dinner			*35.00					35.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason <i>IN USE</i>					Total
	Mileage Claimed	<i>720</i> KM x \$0.47 =							<i>338.40</i>
6.	Approved					Total Expenses		<i>385.40</i>	
						Advance Received			
						Balance Claimed		<i>385.40</i>	
						Balance Refunded			

The agenda must be attached to process payment

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

MAY 27 2016
 Date


 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	<i>Ray Avis</i>
Conference / Seminar Attended	<i>ECONOMIC DEVELOPMENT MEETING</i>
Location	<i>THUNDER BAY ONT.</i>
Dates	<i>MAY 24 25</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		<i>MAY 24</i>	<i>MAY 25</i>					
Amount		<i>75-</i>	<i>150-</i>					<i>225.00</i>

Name (Please Print)	Signature
<i>Ray Avis</i>	<i>[Signature]</i>
Approved	Date
	<i>MAY 27 2016</i>

To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>Roy Aris</i>	Signature 
Approved	Date <i>MAY 27 2016</i>



Date: June 8th, 2016

Report To: Mayor and Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Fight the Blight Campaign.

Council will recall that through the Strategic Plan item number 6 in the Economic & Community Development Section directed administration to examine and put forth recommendations regarding the beautification and revitalization of the Town of Fort Frances.

A part of this strategic plan initiative was to develop and implement a community wide clean-up, which the By-Law Enforcement Department was to be the primary facilitator of. As you are aware, our department worked in conjunction with Operations & Facilities to develop and implement the initiative known as the Fight the Blight Campaign.

This report is before you today as a final overview of the campaign. Attached to this report you will find the total costs associated with the operation of the campaign.

The Fight the Blight Campaign was a tremendous success. The excitement that was seen within the community was outstanding. The success of the campaign was more than we could have imagined and can be seen in the amount of tonnage brought into the landfill. The pride that was shown by the community in doing their part to revitalize and beautify the Town was second to none. Our office has since received many comments in regards to next steps with this campaign. The only concern that we have is that the Town cannot, on an annual basis, sustain this type of program on its own.

The success of the campaign has probably translated into a community expectation that this will become an annual event. Although the Town can participate in future initiatives, it has been generally understood that, similar to previous community clean-ups, a group from within the community is needed to champion the cause.

Respectfully submitted

A handwritten signature in black ink, appearing to read 'Patrick Briere', with a long horizontal flourish extending to the right.

Patrick Briere
By-Law Enforcement Officer

OPERATIONS AND FACILITIES
FIGHT THE BLIGHT 2016

ITEM	14-May	15-May	16-May	17-May	18-May	19-May	20-May	TOTAL
WAGES								
Curbside Collection - See totals								
Labour								\$16,843.76
Benefits								\$3,147.27
Equipment								\$7,227.33
TOTAL								\$27,218.36
LANDFILL								
Tonnes	224.683	143.026	49.372	55.478	57.07	68.626	4.75	603.005
Forgone Revenue	\$15,029.42	10,254.45	\$2,866.97	\$3,068.75	\$3,337.70	\$3,944.58	\$252.00	\$38,753.87
Extra Hours - Open to Public	5	12	2	2.5	3.5	4.5	1.5	31
Extra Hours Cost (\$140/hr)	\$700.00	\$1,680.00	\$280.00	\$350.00	\$490.00	\$630.00	\$210.00	\$4,340.00
REFRIGERATION COSTS								
252 Fridges drained and tagged								\$2,356.86
O & F TOTAL COSTS								\$72,669.09

Planning & Development Fight the Blight 2016	Item	16-May	17-May	18-May	19-May	20-May	TOTAL
Wages (By-Law Officers)							
Labour (OT Hours)							\$2,000.00
Advertising (TOTAL)							\$1,268.14
Fuel							\$554.34
Planning & Development Total Costs							\$3,822.44
TOTAL COST OF CAMPAIGN							\$76,491.53

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

STAFFING

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

	2015	2016
WSIB	0.00	0.00
WI/LTD	3.00	21.00
SICK DAYS	13.13	12.38
COMPASSIONATE LEAVE	0.00	1.00
FLOATERS	4.00	1.00
VACATION	29.06	40.75
BANKED TIME USED	14.25	6.53
OFF	0.00	0.50
STATUTORY HOLIDAYS	25.00	0.00
TOTAL	88.44	83.16

OVERTIME HOURS

Equivalent Straight Time Hours:

	2015	2016	2015	2016
	April	April	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	0.00	2.50
ENGINEERING	0.00	0.00	0.00	4.00
INTERDEPARTMENTAL	6.00	0.00	7.50	9.00
PRIVATE WORK	0.00	0.00	0.00	8.00
RECYCLE/GARBAGE	0.00	4.00	2.25	21.50
ROADS	0.00	8.00	202.50	166.75
SEWER COLLECTION	98.25	16.00	167.75	124.25
SIDEWALKS	0.00	0.00	18.75	3.00
STORES	0.00	0.00	24.00	30.00
VEHICLE & EQUIPMENT	12.00	4.00	27.00	4.00
WATER TREATMENT PLANT	34.25	9.25	186.50	161.75
WATER DISTRIBUTION	8.00	4.00	141.75	233.75
WATER TOWER	4.00	0.00	4.00	0.00
TOTAL	162.50	45.25	782.00	768.50

TRANSPORTATION REPORT APRIL 2016

ROADS:

Storm Water Management – Urban:

- Steamed catch basins and laterals to get water moving.
- Cleaned debris from catch basins
- Flushed storm sewer laterals and cleaned catch basin sumps

Storm Water Management - Rural:

- Steamed and flushed frozen culverts to get water moving.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Initial sweep of the Town streets started on Monday April 18th – two (2) ten (10) hour shifts four days a week (Monday to Thursday)

Loose Top Maintenance:

- Graded loose top roads twice
- Started first round of grading lanes

Roadside Maintenance:

- Cleaned up areas where snow was piled at lane entrances.

Winter Control:

- no events that required plowing, some light snow.
- Sanded/salted roads as required.

Traffic Operations:

- Repaired and replaced signs as required.
- Repaired signs at dead ends and cleaned up debris in those areas.

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.
- Removed shrubs and flower beds at the Public Works Office Building on April 13th.

Private Work:

- Landscaped at 446 Third Street East on April 14th.

Sidewalks – Winter:

- Cleaned up sod from snow plowing – landscaped and seeded areas damaged.
- Applied ice melt to Civic Centre sidewalks as required
- Applied ice melt at Downtown corners and underpass as required.

Sidewalks – Summer:

- Trimmed trees along sidewalks
- Swept sidewalk and bike path along water front with sidewalk sweeper.

Vehicles and Equipment:

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

Public Relations:**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of

Drinking Water Advisories” when required

- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Cleaned up snow and ice on 400 block of Nelson Street at water break on March 1st.
- Flushed and cleaned sanitary sewer mains
- Supplied labour and equipment to vacuum excavate a curb stop repair at 1628 Colonization Road West.

Interdepartmental:

- Delivered 3 stop signs to Scott Street and Central Avenue for FFPC to do some maintenance on the traffic control lights at that intersection on April 15th.
- Cleaned up extension cords etc. for Christmas Lights at Civic Centre on April 6th.
- Cleaned out septic tank at the Airport on April 14th.
- Hauled ice that was removed from the 52 Canadians Rink to the snow dump on April 29th.
- Cathy Westover supplied coverage for vacation, etc. at the Airport from April 5th to April 11th and again on April 18th.

Recycling:

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

Training:

- Darren McCormick, Jacques Fiset, Paul LaFreniere, Darwin Woods, Randy McArthur and Bryan Henttonen were provided with training on the new street sweeper on April 12th and 13th.

Health & Safety:

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
March 2016

STAFFING

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

	2015	2016
WSIB	0.00	0.00
WI/LTD	0.00	23.00
SICK DAYS	14.88	10.44
COMPASSIONATE LEAVE	0.00	0.00
FLOATERS	9.00	8.00
VACATION	29.00	31.88
BANKED TIME USED	8.63	13.50
OFF	0.63	0.00
STATUTORY HOLIDAYS	0.00	26.00
TOTAL	62.14	112.82

OVERTIME HOURS

Equivalent Straight Time Hours:

	2015	2016	2015	2016
	March	March	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	0.00	2.50
ENGINEERING	0.00	4.00	0.00	4.00
INTERDEPARTMENTAL	0.00	0.00	1.50	9.00
PRIVATE WORK	0.00	8.00	0.00	8.00
RECYCLE/GARBAGE	0.00	1.50	2.25	17.50
ROADS	0.00	68.75	202.50	158.75
SEWER COLLECTION	38.50	63.50	69.50	108.25
SIDEWALKS	0.00	0.00	18.75	3.00
STORES	0.00	0.00	24.00	30.00
VEHICLE & EQUIPMENT	0.00	0.00	15.00	0.00
WATER TREATMENT PLANT	34.00	29.75	152.25	152.50
WATER DISTRIBUTION	85.75	51.75	133.75	229.75
WATER TOWER	0.00	0.00	0.00	0.00
TOTAL	158.25	227.25	619.50	723.25

TRANSPORTATION REPORT MARCH 2016

ROADS:

Storm Water Management – Urban:

- Steamed frozen catch basins and laterals
- Cleared snow and ice from catch basins to get water moving
- Flushed and cleaned storm sewer laterals of catch basin sumps

Storm Water Management - Rural:

- Steamed and flushed frozen culverts to get water moving.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required

Loose Top Maintenance:

- Graded loose top roads once

Roadside Maintenance:

Winter Control:

- One (1) event – March 17th
- Plowed all roads, lanes and parking lots
- Sanded/salted roads as required
- Night shift ended on March 11th.

Traffic Operations:

- Repaired and replaced signs as required.

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.

Private Work:

- Steamed storm sewer laterals at Customs lot on March 11th.

Sidewalks – Winter:

- Removed snow from Civic Centre sidewalks and applied ice melt as required.
- Cleaned snow from the Underpass sidewalk and Downtown corners and applied ice melt or sand/salt as required
- Plowed snow from all sidewalks as required.
- Cleaned up sod from sidewalk plowing

Sidewalks – Summer:

Vehicles and Equipment:

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

Public Relations:

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Cleaned up snow and ice on 400 block of Nelson Street at water break on March 1st.
- Flushed and cleaned dead end sanitary sewer mains

- Filled in and levelled off sidewalk at the water service repair in front of the Ministry of Natural Resources building.

Interdepartmental:

- Removed snow piles from Arena Parking Lot
- Removed snow piles at lane entrances
- Removed snow piles at dead ends
- Removed Zamboni snow at Arena twice
- Installed doors at flag poles in front of the Civic Centre on March 28th.
- Darrell Crowe assisted Parks with some cleanup on March 29, 30 and 31st.
- Cathy Westover provided coverage for vacation, etc. at the Airport from March 1st to March 6th, March 21st and from March 26th to March 28th.

Recycling:

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

Training:**Health & Safety:**

- A Workplace Inspection was done at the Public Works Building on March 30th.

Milt Strachan,
Superintendent of Transportation

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:05-01-2016 - 05-31-2016

Municipality		Fort Frances					
Permit	RollNo	Applicant	Contractors	Property Address	Work Description	Units / Area	Value
2016030	59-12-010-002-16300-0000	Fort Frances	Fort Frances BROCK HERBERT	560 ELM AVE	Construct a 10 x 16 accessory use building	1	\$3,000.00
				Legal Description: PSM119 LOT 43 PCL 12403	Stat's Canada Codes Building: 450 Work: 01		
2016022	59-12-010-004-10800-0000	602 FOURTH ST W	BROCK HERBERT Fort Frances	602 FOURTH ST W	Demolish and Remove from site existing accessory use building. Construct a new 36 x 32 accessory use building	1	\$32,000.00
				Legal Description: PLAN SMI67 BLK B PCL 17388	Stat's Canada Codes Building: 450 Work: 01		
2016025	59-12-010-005-06700-0000	Fort Frances	Fort Frances BROCK HERBERT	1233 COLONIZATION RD W	Construct a 12 x 14 addition to the rear of the existing attached garage	1	\$14,000.00
				Legal Description: PLAN RRI154 PART 5 PCL 12847A	Stat's Canada Codes Building: 110 Work: 02		
2016018	59-12-010-006-13200-0000	RR 1 STN MAIN FORT FRANCES ON ONTARIO P9A 3M2	GARY DURBIN	1675 FROG CREEK RD	Construct a 10 x 24 covered deck on the rear of the house to replace the old deck	1	\$15,000.00
				Legal Description: MCIRVINE PT W 1/2 NW 1/4 SEC.31 PCL 24667	Stat's Canada Codes Building: 0 Work: 02		
2016034	59-12-010-006-13500-0000	FORT FRANCES P9A 2V6	Fort Frances BROCK HERBERT	350 PTT NO 1 RD	Demolish and remove from site existing accessory use building	1	\$0.00
				Legal Description: RP 48R847 LOT 3 PT PCL 10277	Stat's Canada Codes Building: 450 Work: 16		

