

TOWN OF FORT FRANCES

AGENDA - June 27, 2016

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 065) 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 - Dr. Recruitment Committee Update
 - 4.2 Employee Negotiations - CUPE Update
 - 4.3 Security of the Property of the Municipality - Community Investment Opportunity
 - 4.4 Identifiable Individual - Contract Negotiation
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Avis - Verbal Update
Councillor Kitowski - Verbal Update
Councillor Perry - Verbal Update
Councillor Ryan - Verbal Update
7. **Consent Agenda:**
 - 7.1 District 1A Senior Games Committee Financial Request 5 - 6
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a donation to the District 1A Senior Games Committee Financial Request.
 - 7.2 Rainy River District Municipal Association per Capita Request 7
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to support the Rainy River District Municipal Association and approve payment of the requested \$0.45 per capita 2016 levy in the amount of \$3,579.75.

		Page
7.3	Children's Complex School Programs Wait List - approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the submission of an application to the Ministry of Education to increase the licenced capacity for children at St. Michaels and St. Francis School as presented.	8 - 9
7.4	Community Museum Operation Grant (CMOG) 2016 - approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the submission of the 2016 Community Museum Operation Grant (CMOG) to the Ministry of Tourism, Culture and Sport.	10
7.5	Canada 150 - SnOasis: Canada Alive! - approval of this report will agree to the recommendation of the Community Services Executive Committee to support the Friends of the Museum in their organization of SnOasis: Canada Alive! to help celebrate Canada's 150th with a winter carnival as proposed.	11 - 12
7.6	Memorial Sports Centre Summer Hours - approval of this report will agree to the recommendation of the Community Services Executive Committee which will sanction 5 additional hours of weekend operation at MSC as identified in the report with an estimated cost of \$90.89/weekend or \$908.90 for the summer.	13 - 15
7.7	Canadian Armed Forces Artillery Display Agreement - approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the Canadian Armed Forces to perform a gun demonstration in the Memorial Sports Centre parking lot on October 15, 2016 at presented and further authorize the execution of an agreement with the Mayor and Clerk.	16 - 21
7.8	St. Francis Sports Fields Joint Use Agreement - approval of this report will agree to the recommendation of the Community Services Executive Committee to approve the St. Francis Sports Fields Joint Use Agreement with the Rainy River District School Board and Northwest Catholic District School Board as attached and authorize document execution by Mayor and Clerk.	22 - 27
7.9	446 Third Street East - Deeming By-law - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to deem said lots not to be lots on a plan of subdivision.	28

	Page
7.10 Traffic Control By-law Amendments - Children's Complex Parking Lot	29 - 30
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the amendments to the Traffic Control By-law 21/14, and further that the amending by-law be authorized for execution by the Mayor and Clerk.	
7.11 Letter dated June 1, 2016 from Ahlan & Judith Johanson - Property Standards By-law	31 - 32
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to authorize a letter be sent to Mr. & Mrs. Johanson advising that By-law Enforcement is currently addressing their concerns through the property standards process and that the property standards by-law is currently due to be reviewed in the next 12-18 months.	
7.12 Parking in the Downtown Core Strategic Plan Initiative Update	33 - 34
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to authorize administration to begin the process to hire a part-time parking enforcement officer for the summer months to work with current By-Law staff to address the downtown parking issues.	
7.13 Tender - Selection of Municipal Special or Household Waste (MSHW) Service Provider to host a Household Hazardous Waste Drop Off Day Event in 2016	35 - 36
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to designate Miller Group out of Winnipeg as the Town's 2016 MSHW service provider at an estimated cost of \$23,616.83 (includes HST) in accordance with tender documents, thus making Saturday September 17, 2016 from 9:00 am to 3:00 pm the Town's MSHW event day.	
7.14 May 2016 Drinking Water Systems Monthly Summary Report	37
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the May 2016 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.	
7.15 Purchase of Traffic Logix SafePace 450 Radar Speed Sign	38 - 39
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to authorize administration purchase one Traffic Logix SafePace 450 radar speed sign c/w all hardware at a net cost of \$4,784.25 from Airmaster Signs,	

	Page
and further that if the sign meets the needs of the Community, Administration will be authorized to purchase the same sign at the same net cost.	
7.16 Installation of Sanitary Sewer Infrastructure along Colonization Road East for Future Sanitary Service line connections for 825 & 835 Colonization Road East - approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee as outlined in the report.	40 - 47
8. <u>Administration and Finance Division:</u>	
8.1 Investigation into the implementation of an auto attendant at the Civic Centre in concert with the replacement of the phone system. - approval of this report will agree with the recommendation of Administration to implement an auto attendant at the Civic Centre and further that proper notice as prescribed in the Collective Agreement be sent to the members of CUPE.	48
9. <u>Planning and Development Division:</u>	
9.1 Letter dated June 10, 2016 from Syncor Contracting Limited - Received as information by Mayor and Council as completion of a sale condition.	49
10. <u>Operations and Facilities Division:</u>	
10.1 Verbal Update on Capital Projects	
11. <u>Information:</u>	
11.1 Capital Fund Budget vs Actual as at May 31, 2016	50 - 54
11.2 General Fund (Operating) Actuals as at May 31, 2016	55 - 57
11.3 Water and Sewer Fund (Operating) Actuals to May 31, 2016	58
11.4 Management Letter and Summary from BDO re: 2015 Audit	59 - 62
11.5 Fort Frances Wastewater Treatment Facility May 2016 Monthly Report	63 - 68
11.6 Airport Landing & Fuel Sales as of May 31, 2016	69 - 70
11.7 Sewer & Water Data updated May 31, 2016	71
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	



ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2016/60

TO: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: June 22, 2016

SUBJECT: District 1A Senior Games Committee Financial Request

BACKGROUND

At the June 13, 2016 Council Meeting, the letter received from Irene Laing of the District 1A Senior Games Committee for financial support of the event in the amount of \$2.00 per participant (\$1.00/ per participant per day) was referred to the Administration & Finance Executive Committee for recommendation with input from Community Services Executive Committee.

This year, the District 1A Senior Games were held in Fort Frances on June 7 and 8. The committee had anticipated one hundred participants. Per Policy 1.16 *"Memberships and Grants"*, this is a one-time request for funding to this organization. In the case of tournaments and similar events where winners will proceed to competitions at a Provincial, National or International level the maximum grant will be \$1.00 per participant per day to a maximum of \$400. The winners of these games will be eligible to compete in the Ontario Senior Games which are held in Midland in August of this year. Following Policy, the one-time contribution would be \$200.00 for these Games.

Community Services has provided comment that the committee did not have strong sentiment for a direction; as per attachment.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of a donation to the District 1A Senior Games in the amount of \$200.00.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation to the District 1A Senior Games Committee held on June 7 & 8, 2016 in the amount of \$200.00.

Jason Kabel/Frances

06/21/2016 08:44 AM

To Laurie Witherspoon/Frances@Frances

cc Dawn Galusha/Frances@Frances

bcc

Subject CSEC Follow up - District 1A Senior Games Committee Request

Good morning Laurie,

As a follow up to the CSEC meeting regarding the District 1A Senior Games Committee Request, there was a good discussion on the matter and the committee did not have strong sentiment for a direction but noted that it was not a lot of money being requested to support the event that was a great success for the Sister Kennedy Centre with 97 participants, many of whom travelled from other communities and spent the night in a hotel.

Thanks,
Jason



Jason Kabel, B.Sc., B.Ed.
Manager of Community Services
740 Scott Street Fort Frances, ON P9A 1H8
Tel: 807-274-4561 ext. 11 Fax: 807-274-3799
jkabel@fort-frances.com | www.fort-frances.com

CONFIDENTIALITY NOTICE: This communication and any accompanying document(s) are confidential and may be privileged. They are intended for the sole use of the addressee. If you receive this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon the communication is strictly prohibited. If you have received this communication in error, please immediately contact or inform the sender by return e-mail or by telephone at (807) 274-4561 and delete this e-mail message and all copies. Due to the inherent risks associated with the Internet, we assume no responsibility for unauthorized interception of any Internet communication with you or the transmission of computer viruses.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/61**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: June 22, 2016
SUBJECT: Rainy River District Municipal Association per Capita Request

BACKGROUND

The attached email was received from Glenn Treflin, Secretary-Treasurer of the Rainy River District Municipal Association requesting \$0.45 per capita financial contribution. Based on a population of 7,955 for Fort Frances, the cost will be \$3,579.75. This is a budgeted expense as in prior years.

RECOMMENDATION

The Administration & Finance Executive Committee recommends to support the Rainy River District Municipal Association and approve the requested \$0.45 per capita 2016 levy in the amount of \$3,579.75.

<p>Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to support the Rainy River District Municipal Association and approve payment of the requested \$0.45 per capita 2016 levy in the amount of \$3,579.75.</p>



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 21, 2016

RE: **Children's Complex School Programs Wait List**

At the most recent meeting of the Community Services Executive Committee on June 20, 2016, Shawna McRitchie, Children's Complex Superintendent presented a report (attached) that demonstrates the ballooning wait lists at St. Michaels & St. Francis Schools. In order to address the growing demand for childcare services at these existing programs, it would be necessary to apply to the Ministry of Education for additional children to be included in the licensing.

The Children's Complex is currently licensed for 30 children at St. Michaels School (15 early learning spaces – grades k-3 and 15 school age spaces – grades 4-8). There are students who are transported from St. Francis School to St. Michaels to participate in the before and after school daycare program.

There are currently 42 children on the wait list between St. Michaels & St. Francis schools. It is proposed that an increase to licensing is necessary, St. Michaels (15 early learning spaces) and St. Francis (20 school age spaces) would greatly assist in satisfying the childcare demands of the community.

It has been previously assessed and noted that the school age programs are financially self sufficient through parent fees and fee subsidy, that cover all of the expense of additional staff that may be required to keep children to staffing ratios appropriately.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to authorize the submission of an application to the Ministry of Education to increase the licenced capacity for children at St. Michaels and St. Francis Schools as presented.

Respectfully Submitted,

Jason Kabel,
Manager of Community Services

Council approval of this report will authorize the submission of an application to the Ministry of Education to increase the licenced capacity for children at St. Michaels and St. Francis Schools as presented.



REPORT

TO: Mayor Avis & Council

FROM: Shawna McRitchie, Children's Complex Superintendent

DATE: Tuesday, May 17, 2016

RE: Children's Complex St. Michael's Program Expansion

In August of 2015, St. Michael's School re-introduced French Emersion to their Programming. The re-implementation of French Emersion created an increase in Enrollment and with that created an increase the number of families looking for Before and After School Care.

This increase has created the need for the Children's Complex to expand its programming with the Northwest Catholic District School Board. The waitlist shows a need to create a minimum of 30 child care spaces. Children enter into the School based programs at approximately 4 years of age and can continue until the age of 12. St. Michael's School accommodates children from Early Learning 1 (Junior Kindergarten) to grade 3 (approximately 8 years of age) Children in grade 4 transition to St Francis School for Grade 4 through 8.

This creates not only the opportunity to expand at St Michaels school but transition into care at St Francis (The current waitlist has 17 Children who attend or will be attending St Francis in the Fall of 2016) the ratio for St Frances would increase to a 1 to 20 ratio due to the higher ages of the children. The creation of a St Francis program would allow for the older children to feel more independent and more accepting of the Program. Their overall development would be fostered in an older group setting, where they would be surround by age appropriate materials and equipment.

The Children's Complex strives to continue to meet the ever changing needs of the community and as a results expansions are a necessity in this endeavour.



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 20, 2016

RE: **Community Museum Operating Grant (CMOG) 2016**

Preamble

In 2015 the Fort Frances Museum was again the beneficiary of the annual Grants Ontario program, Community Museum Operating Grant (CMOG) in the amount of \$21,519.00 that is determined by financial data from the previous year operations. Similarly, the application for 2016 is based upon financial information from 2015 and goals & requirements for 2016. As such, the Museum will apply for the maximum benefit allowable based upon the following metrics:

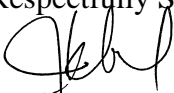
- operating hours, operating days, days per month for at least 8 months – 20 days/month minimum, number of full time paid positions supported, number of volunteers, volunteer hours, paying & non-paying visitors, school groups, student attendees, memberships (individual & family), website visits, and social media followers

Please find the annual Community Museum Operating Grant (CMOG) attached from the Ministry of Tourism, Culture, and Sport for our 2016 annual operating grant.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the submission of the 2016 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also to authorize the Mayor and Clerk to sign the grant application on behalf of the Town.

Respectfully Submitted,



Jason Kabel

Council approval of this report will authorize the submission of the 2016 Community Museum Operating Grant (CMOG) to the Ministry of Tourism, Culture, and Sport.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 21, 2016

RE: **Canada 150 – SnOasis: Canada Alive!**

Attached is a report from the Friends of the Museum regarding their interest to continue with their annual winter 'SnOasis' celebration for the 5th consecutive year. Being that Canada will celebrate its sesquicentennial (150th), the Friends group is hoping to ratchet up the event to have it become a winter carnival for the entire community with many different clubs participating to a broader audience.

It is being proposed that Sand Bay and the Point Park be utilized for the occasion on the Family Day weekend in February 2017 with the many various activities planned as outlined in the report.

Recommendation

The Community Services Executive Committee recommends to Mayor Avis and Council to support the Friends of the Museum in their organization of SnOasis 5: Canada Alive! to help celebrate Canada's 150th with a winter carnival as proposed.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will support the Friends of the Museum in their organization of SnOasis 5: Canada Alive! to help celebrate Canada's 150th with a winter carnival as proposed.

Canada 150 -- SnOasis 5: Canada Alive!

The 'Friends' group hosts SnOasis each winter, a free carnival for families in Feb/March. For 2017, the Museum wants to host a community-wide event, centred at the Point and Sand Bay. Primary consideration would be winter activities, but a heritage slant: sleigh rides, jam-pail curling, road hockey, ice-fishing, putting up ice.

Museum 'Friends' would still lead programming for children and young families: maple syrup in the snow, etc. But we will ask local groups to lead other activities. An article in the paper could explain the event and that we are seeking involvement, and therefore proposals from community groups. For example, the Nordic Ski club could organize snowshoe races and a marshmallow roast. The Lions may track down a sleigh-ride team and organize rides. Maybe they'll also set up a shelter and serve hot chocolate.

To minimize work for organizers: participation, and at what level, would be up to each community group. Would also be up to them to organize and man their event.

Some ideas:

- Putting up ice on Sand Bay. Many local groups still put up ice, so we would line-up professional help. It would be nice to have horses pull in the blocks. Could use blocks to build a fort, or simply a wind-break for other winter activities.
- Ask First Nations, Métis or commercial fishermen to set a net. Advertise the times for both setting the net (an interesting process in itself) and for hauling in the catch. Could also provide instruction around proper way to clean/fillet fish.
- Hold an ice-fishing derby.
- Have areas where people can warm up. Wind-breaks could be created out of snow blocks or woven from boughs – events in themselves. Provide manned fire stations (barrels or firepits).
- Provide the means to cook bannock on a stick.
- Provide other food stations – set up outside or at Nanicost, maybe both – serve wild rice and pea soup, moose sausages, skewers of wild meat (need FN help), popped wild rice, bannock, hot cocoa.
- Pour maple syrup in the snow; have an old-fashioned taffy pull.
- Provide sled dog rides and sleigh rides through the Point area.
- If ice smooth, plow a rink area or plan road hockey tournaments.
- Snowshoe races, jam-pail curling, tobogganing.

These are just suggestions. It is inconceivable that we would see all these events, but it would be nice to have a well-rounded winter event.

A lot of this depends on the NOHFC intern position we have applied for as I cannot do this alone – but planning needs to start now. I would like Duane to write an article, and we'll send out letters to clubs and organizations, asking them to come up with a plan and submit a proposal.

It would be important to have Town participation (may need equipment support), and partner with other stakeholders: First Nations, Métis and other cultural and service groups.



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 20, 2016

RE: **Memorial Sports Centre Summer Hours**

In the Fall of 2015, Council received a presentation from a patron of the Memorial Sports Centre with concerns regarding a number of items in the fitness area of the complex. One of the concerns that was expressed was regarding the reduced hours of operation during the summer months (2nd week in June until the weekend after Labour Day in September – approximately 3 months). It was suggested that MSC loses patrons every summer due to the lack of weekend hours.

Shannon Jackson, MSC Fitness Instructor has been monitoring the fitness area facility use in an attempt to generate data to assess if there was sufficient usage to support expanded hours. The following is a schedule of facility use in 2015 and 2016 during weekends in the fitness area of the facility, excluding the pool.

2016		Total Patrons		2015		Total Patrons
Saturday	30-Apr	34		Sunday	14-Jun	7
Sunday	1-May	25		Sunday	21-Jun	26
Saturday	7-May	29		Sunday	28-Jun	34
Sunday	8-May	16		Sunday	5-Jul	32
Saturday	14-May	32		Sunday	12-Jul	29
Sunday	15-May	34		Sunday	19-Jul	23
Saturday	21-May	17		Sunday	26-Jul	15
Sunday	22-May	17		Sunday	2-Aug	18
Saturday	28-May	20		Sunday	9-Aug	15
Sunday	29-May	24		Sunday	16-Aug	31
				Sunday	23-Aug	34
				Sunday	30-Aug	17

In 2015, the average number of customers who patronized the facility during the 4 hours that the facility was opened was approximately 23 users (Sunday 4pm-8pm). Thus far in 2016, the average number of weekend patrons per day is about 25 users (Saturday & Sunday 8am – 10pm) until June 6. On June 11th the Sports Centre reduced weekend hours as usual; Saturday – closed, Sunday 4pm-8pm.

The financial costs for staffing associated with expanded summer hours being proposed are as follows:

Saturday 8am-12pm (4 additional hours proposed)

Sunday 3pm-8pm (1 additional hour proposed from the usual 4-8pm)

5 (additional hours per weekend) x \$15.67 (Senior Guard) = \$78.35 + 16% (approx.benefits) = **\$90.89**

10 weekends (July – Sept. 4) x 90.89 = **\$908.90 Total cost for Summer 2016**

Recommendation

In an attempt to rectify expressed patron concerns that MSC staff has received, the Community Services Executive Committee recommends to Mayor & Council to sanction 5 additional hours of weekend operation at MSC as identified with an estimated cost of \$90.89/weekend or \$908.90 total for the summer. Records of attendance will be kept on file throughout the summer to assess the success of the expanded weekend hours.

Respectfully Submitted,



Jason Kabel

Council approval of this report will sanction 5 additional hours of weekend operation at MSC as identified in the report with an estimated cost of \$90.89/weekend or \$908.90 total for the summer.

Report summary Re: MSC Summer hours

From: Shannon Jackson

A request made on behalf of MSC membership

- *To improve and extend weekend hours by 5
- *Opening on Saturdays from 8-12, then extending current summer hours on Sunday by 1hr 3-8
- *This gives memberships opportunity to use facility both days of weekend or give choice as to when/what day they want to utilize facility.
- *Provides community 7 day usage as with other community centres that are open 7 days/week. Maintains current membership, addresses members concerns/complaints (McKay petition), addresses Sunday hours (congestion)
- *No usage data available for Saturdays (previously closed during summer months) but data shows an average of 26 users on Saturdays in May 2016 alone. There was average of 23 users on Sunday in June, July & Aug 2015.
- *To be cost effective evening hours (Fri-Sun) in May and June would be reduced thus giving 6 extra hours for the weekends in the summer.
- *Requires 1 front desk staff for a period of 4 hours at a pay rate of \$15.67 (senior guard) and 1 main. staff at a rate of 19.81/hr for possibly 2 hours on Sat.
- *Main cost for 9 extra Saturdays (remainder of summer) is approx \$356 at 2 hours/Sat
- *Staff cost for 9 extra Saturdays (remainder of summer) and 1 extra hour Sunday is approx \$705
- *Based on member usage throughout the year (Sat) weekend hours should be tried and evaluated at the end of the summer.



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 20, 2016

RE: **Canadian Armed Forces Artillery Display Agreement**

The Community Services Division was recently approached by Lt. David Small of the Canadian Armed Forces representing the Troop Commander Guns, 116th Independent Field Battery, Royal Canadian Artillery with an inquiry to use the Memorial Sports Centre parking lot to offer a gun demonstration to the community. The following is what they would like approval to offer:

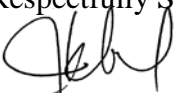
Saturday, October 15, 2016 (all times are estimates)

- 15:30 – Recruiter and one or two soldiers arrive at arena and set up an info table.
 - 16:30 – Gun arrive and deploy (the guys will go through a series of gun drills and tests on the guns to ensure its deployed accurately and efficiently – this is very fun for people to watch because a lot happens very quickly.)
 - 16:30 – 18:30 - soldiers hang out, answer questions, show people the Howitzers and stand for photos.
 - 18:30 – the Gun Officer will call a “Cease Firing” and the guns will pack up and mount (very quickly) to move to the next location.
- Then we’ll convoy out of Fort Frances.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the Canadian Armed Forces to perform a gun demonstration in the Memorial Sports Centre parking lot on October 15, 2016 as presented and authorize agreement execution by the Mayor and Clerk.

Respectfully Submitted,



Jason Kabel

Council approval of this report will authorize the Canadian Armed Forces to perform a gun demonstration in the Memorial Sports Centre parking lot on October 15, 2016 as presented and authorize agreement execution by the Mayor and Clerk.

Jason Kabel/Frances

06/03/2016 02:45 PM

To <David.Small2@forces.gc.ca>

cc Lisa Slomke/Frances@Frances

bcc

Subject Re: Artillery Display at Arena 

Hi David,

Thanks for your email, it sounds like it could be a great opportunity for the community! As you will need a formal agreement signed for the proposed event, I am forwarding your request on to our municipal clerk, Lisa Slomke who will be able to assist in the process to have Mayor and Council consider the request.

Kind regards,
Jason



Jason Kabel, B.Sc., B.Ed.
 Manager of Community Services
 740 Scott Street Fort Frances, ON P9A 1H8
 Tel: 807-274-4561 ext. 11 Fax: 807-274-3799
jkabel@fort-frances.com | www.fort-frances.com

CONFIDENTIALITY NOTICE: This communication and any accompanying document(s) are confidential and may be privileged. They are intended for the sole use of the addressee. If you receive this transmission in error, you are advised that any disclosure, copying, distribution, or the taking of any action in reliance upon the communication is strictly prohibited. If you have received this communication in error, please immediately contact or inform the sender by return e-mail or by telephone at (807) 274-4561 and delete this e-mail message and all copies. Due to the inherent risks associated with the Internet, we assume no responsibility for unauthorized interception of any Internet communication with you or the transmission of computer viruses.

---06/03/2016 01:25:36 PM---<David.Small2@forces.gc.ca>



<David.Small2@forces.gc.ca>

>

06/03/2016 01:25 PM

To <jkabel@fort-frances.com>

cc

Subject Artillery Display at Arena

Hi Jason,

It was nice to speak with you on Wednesday to discuss the potential of using the arena property to display our guns. (I've attached a photo of the gun so you can visualize this a bit better).

Here is what we'd like approval to do;

15 OCT 2016 (all times are estimates)

15:30 – Recruiter and one or two soldiers arrive at arena and set up a info table.

16:30 – Gun arrive and deploy (the guys will go through a series of gun drills and tests on the guns to ensure its deployed accurately and efficiently – this is very fun for people to watch because a lot happens very quickly.)

16:30 – 18:30 - soldiers hang out, answer questions, show people the Howitzers and stand for photos.

18:30 – the Gun Officer will call a “Cease Firing” and the guns will pack up and mount (very quickly) to move to the next location.

Then we’ll convoy out of Fort Frances.

116 Independent Field Battery operates out of Kenora, but has an area of responsibility (and recruitment) that spans from Red Lake, to Dryden to Fort Frances. 116 currently has several Fort residents serving as gunners (including a teacher at the high school and a several other residents). 116 makes up part of the Artillery Tactical Group which serves to support the Royal Canadian Artillery in deployments and operations both in war, peacekeeping, and national and international operations. Part of my vision for our unit is that we are more visible in Fort Frances and Dryden rather than only in Kenora.

What we need from the City of Fort Frances;

- The attached paperwork needs to be reviewed and signed. This is an agreement between The Crown and the City of Fort Frances giving us permission to use the property. These forms, once signed, need to go up my chain of command to my Commanding Officer, as well as a second form to 17 Wing Airforce Base in Winnipeg for an environmental assessment (which can take some time on my end – hence the 4 month lead time.)
- On the 15th of October – we’d like the Southeast corner of the parking lot of the arena roped off so that we can maneuver the guns in there (the corner nearest to Scott St and Frenette Ave).
- We will also invite local media and politicians down to the event.

If you want to look over the licence agreement and our plan and then let me know if you have any questions or concerns that would be greatly appreciated.

Thanks for your help and support,

David

Lt David Small

Troop Commander Guns, 116th Independent Field Battery, Royal Canadian Artillery
Canadian Armed Forces
David.small2@forces.gc.ca / Tel: 807-468-6749

Commandant de Troupe des pièces, 116e Batterie autonome de campagne, Artillerie royale canadienne

LICENSE AGREEMENT

BETWEEN:

_____ (the "LICENSOR")

AND

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by
the Minister of National Defence (the "LICENSEE")

WHEREAS the LICENSOR is the owner of the land located at
_____ in the Province of Ontario. (The "Premises");

AND WHEREAS the LICENSEE has requested permission from the LICENSOR to use
the Premises for the purpose of Ex GUNNER OUTREACH 16.

THIS AGREEMENT WITNESSES that in consideration of the terms and conditions set out herein and the sum of One Dollar (\$1.00) and such other good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the LICENSOR hereby grants permission to the LICENSEE to use the Premises for the purpose stated herein, and for no other purpose, subject to the following terms and conditions:

1. DESCRIPTION OF PROPERTY AND ACTIVITIES

The LICENSOR agrees that the LICENSEE may enter and use the Premises for the following purposes: Deploy 105mm Howitzers for display and urban deployment training on 15 October 2016.

2. TERM

The term of this agreement shall be from 15 October 2016 **until** 16 October 2016. This Agreement may be terminated on written consent of both parties.

3. INSURANCE

The LICENSOR acknowledges that the LICENSEE is self-insured.

4. INDEMNIFICATION

Subject to the *Crown Liability and Proceedings Act*, the LICENSEE indemnifies and saves harmless the LICENSOR, its servants, agents, and employees and their heirs, executors, administrators, successors and assigns, from and against all injury, damage, actions, causes of actions, suits, claims and demands of whatsoever nature which may result or may be brought or made by reason of any act or default of the LICENSEE, her servants, agents, or employees, or on account of any damage to the property of the LICENSOR or in connection with any loss, damage or injury in any manner based upon, arising out of or incidental to the exercise or purported exercise by the LICENSEE of the license granted herein. This provision shall survive the expiry or earlier termination of this agreement.

5. LICENSOR'S PROPERTY

The LICENSEE agrees to assume full responsibility for the care of the Premises during her occupation, and to assume all risk of loss, damage, or injury to herself, her servants, agents, employees or licensees.

6. DAMAGES

The LICENSEE shall not be responsible for any damage or loss to the Premises arising from circumstances, acts or conditions beyond her control, or due to “force majeure”, which is defined as an act of God, war, invasion, revolution, insurrection or other act of a similar nature.

7. RESPONSIBILITIES

a) The LICENSEE shall be responsible at its own cost and expense for all maintenance directly associated with its use of the Premises, including, without limitation: janitorial services, garbage removal, snow removal and any necessary repairs or rehabilitation of the Premises.

b) On termination or expiry of this agreement, the LICENSEE shall remove the all improvements, property or other assets from the Premises and remove all garbage and debris (including ordinances) that resulted from the LICENSEE’s use of the Premises during the term of this agreement and leave the Premises in a clean and safe condition, restored as much as possible to its original state. The LICENSOR will permit the LICENSEE to access the Premises for the purposes described above. This section shall survive the termination or expiry of this agreement.

c) The LICENSEE shall be responsible for settling any third party claims against the Crown in Right of Canada as a result of its use of the Premises.

d) The LICENSOR will not restrict the LICENSEE’s access to the Premises during the term of the agreement. The LICENSOR makes no representations as to the suitability of the Premises for the proposed use of the LICENSEE. The parties agree that access to the Premises and the quality of that access is the responsibility of the LICENSEE.

e) The LICENSEE shall be responsible for securing the Premises and restricting public access as required ensuring public safety.

f) The LICENSOR has the right to inspect the Premises at any reasonable time to ensure the LICENSEE’s compliance with this Agreement.

8. ENVIRONMENTAL DAMAGE

The LICENSEE will be solely responsible for any environmental damage or adverse effects to the Premises and any environmental clean-up or rehabilitation that may be required as a result of the LICENSEE’s use of the Premises. The LICENSEE is not liable for:

- a) any environmental damage to the Premises caused by the previous occupation of the premises by other persons, organizations, or the LICENSOR;
- b) any environmental damage to the Premises arising during the period covered by this agreement, where such environmental damage is a consequence of pre-existing environmental damage from previous occupation, or was caused by the activities of the LICENSOR during the period of this agreement; and
- c) any environmental damage to the Premises caused by any other persons, organizations, or by the LICENSOR.

This section shall survive the expiry or termination of this Agreement.

9. GOVERNING LAW

This agreement shall be construed in accordance with, and governed by, the laws in effect in the Province of **Ontario**, including the laws of Canada.

10. It is agreed that the LICENSOR and LICENSEE may act through any designated individual for the purposes of this Agreement. Notices provided by one Party to another shall be in writing, and shall be deemed sufficiently given when sent by facsimile or e-mail to the addressees set out below. Notice shall be deemed to have been received: (if delivered by facsimile, at the time that it is delivered provided the sender has appropriate electronic confirmation of delivery; and (iv) if delivered by e-mail, upon acknowledgment of receipt by the recipient. Notice of change of contact information shall also be given by these provisions. Communications shall be addressed as follows:

If to the LICENSOR:

If to the LICENSEE:

IN WITNESS WHEREOF this agreement has been executed by the _____ or delegated authority and Her Majesty the Queen in Right of Canada, as represented by the Minister of National Defence, this ____ day of _____ **2016**.

SIGNED, SEALED AND DELIVERED
in the presence of

**HER MAJESTY THE QUEEN IN
RIGHT OF CANADA, AS REPRESENTED
BY THE MINISTER OF NATIONAL
DEFENCE**

Witness

Per: _____
Name: _____
Title: _____

SIGNED, SEALED AND DELIVERED
in the presence of

Witness

Per: _____
Name: _____
Title: _____

Per: _____
Name: _____
Title: _____



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: March 18, 2016

RE: St. Francis Sports Fields Joint Use Agreement

PREAMBLE

At the March 29, 2016 meeting of Council, there was a resolution passed to endorse the proposed revision to the St. Francis Sports Fields Joint Use Agreement and authorize the Community Services Division to present the revised document to the Rainy River District School Board (RRDSB) representative.

The Community Services received the RRDSB response with subsequent proposed language clarification changes on June 9, 2016, as attached.

After a good discussion and assessment of the RRDSB proposed changes by the Community Services Executive, the committee is comfortable making the following recommendation.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to approve the St. Francis Sports Fields Joint Use Agreement with the Rainy River District School Board and Northwest Catholic District School Board as attached and sanction document execution by Mayor and Clerk.

Respectfully submitted,

Jason Kabel

Council approval of this report will approve the St. Francis Sports Fields Joint Use Agreement with the Rainy River District School Board and Northwest Catholic District School Board as attached and authorize document execution by Mayor and Clerk.

JOINT USE AGREEMENT

This agreement made this 9th day of May 2016.

BETWEEN:

The Northwest Catholic District School Board
(Hereinafter called the "Catholic Board")

And

The Corporation of the Town of Fort Frances
(Hereinafter called the "Town")

And

The Rainy River District School Board
(Hereinafter called the "Public Board")

Where necessary, the term School Boards, may be substituted for the terms Catholic Board and Public Board.

WHEREAS the three parties are desirous of entering into an agreement for the joint use of the outdoor facilities located at St. Francis School

1. ~~St. Francis School~~
2. ~~Fort Frances High School~~

which shall be referred to as the St. Francis Sports Fields consisting of the St. Francis playing fields including the ~~development of the~~ Multiuse Courts (Appendix A).

Now, therefore, it is agreed by and between the parties hereto as follows:

1. Management

That a Management Committee, consisting of two individuals from each party, be struck to oversee the operation of the facilities and that the Committee be empowered to develop and maintain its own procedures relative to the committee's assigned responsibilities.

2. Terms and Access

a. School Boards

The School Boards shall have use of the Sports Fields facility between the hours of 8:00 a.m. and 5:00 p.m. during days that school is in session as required by the Ministry of Education, and any other statutes of the Province of Ontario and at other times for activities sponsored by the School Boards.

The School Boards shall have first right of access ~~to that portion of the Sports Fields facility located on their respective properties~~ while the Town shall have second right of access.

b. Municipal Use

The Town shall have use of the Sports Fields between the hours of 5:00 p.m. and 11:00 p.m. during the months of September to **the end of** June and between the hours of 7:00 a.m. and 11:00 p.m. during the months of July and August except on those days as provided in section 2a.

In order to maximize usage and eliminate scheduling conflicts the Town will assume responsibility for scheduling and issuing of permits to all users. All schedules will be completed at the Memorial Sports Centre by completing a Facility Use Application form. If the application is approved, a permit will be issued by the Town affirming dates, times and facility(s) that have been authorized.

- c. This agreement may be terminated at any time the three parties agree the Sports Fields facilities are no longer ~~usable~~ of use, or upon written notice by any party at any time after the year 2036.
- d. It is understood and agreed that the parties for the purposes of using the Sports Fields facilities shall have right and direct access to the lands on which the Sports Fields facilities are located.

3. Operating Regulations

- a. When a program, activity and/or event is scheduled which involves the use of the Sport Fields facilities, each party shall be fully responsible for the provision of all supervisory or other staff required during its respective program, activity and/or event.
- b. Each party shall carry liability and property damage insurance of at least \$6,000,000.00 to protect itself from claims arising out of its use of the Sports Fields facilities.
- c. Each party shall arrange to have the other parties to this Agreement named as Additional Insureds with respect to claims that arise of their use of the property and responsibilities under this Joint-Use Agreement. Certificates of Insurance shall be exchanged by the parties to this Agreement upon signing **and renewal of their respective policies**.
- d. Each party shall occupy the premises in a careful, safe, lawful and proper manner, and shall so conduct its activities in or about the Premises as not to endanger any property and any person thereon; and with the sole exception of claims arising entirely by reason of an Act of God, shall indemnify and save harmless the other parties to this Agreement, against any and all claims and costs arising in any way of their responsibilities under this Joint-Use Agreement, or out of their occupation of the premises, unless caused by the negligence of one of the other Parties of this Agreement.

4. Site Development

The location, type and installation of any playground facility and/or building are subject to final approval of the respective school board in whose name ownership of the property is held.

5. Alcohol and Drug Consumption

No alcohol or drug consumption is permitted on these fields at any time.

6. Maintenance Costs

The Town shall be ~~primarily~~ responsible for the maintenance and operating costs of the St. Francis Sports Fields facility.

~~It is agreed that each party shall contribute equally, as budgeted from time to time, towards the capital costs of maintaining and equipping the Multiuse Courts.~~

~~The RRDSB Board shall be primarily responsible for the periodic maintenance of the low maintenance Multiuse Courts during daytime hours for school board use.~~

~~The town shall be primarily responsible for the period maintenance of the low maintenance Multiuse Courts during evening hours, days when school is not in session as provided in section 2a, and for the utility costs associated with lighting the courts.~~

7. Review Process

~~All parties agree to conduct a review of the Sports Fields facility, through the use of Management Committee ad hoc committee, with a two representatives from each party, to determine the adequacy of the facility in meeting the needs of the school and community programs.~~

~~This review is to be held annually or as necessary, commencing in 2016, with a written report submitted by the Committee to each party.~~

8. Dispute Resolution

~~a. Where the Management Committee is unable to reach an agreement on those matters requiring an immediate resolution, the dispute shall be submitted to a Tripartite Committee consisting of the Chief Executive Officers of each party. appropriate supervisors from the senior administration of each party. The tendering of the dispute to the Tripartite Committee may be in writing or presented verbally.~~

~~b. Where the parties cannot resolve the dispute, as per article 8a, then the dispute shall be submitted to the tripartite committee whose members shall include the Chief Executive Officer of each party.~~

~~c. In the event the parties are unable to resolve the dispute as per section 8b, the issue shall be submitted, in whole or in part, as agreed to by the Tripartite Committee established in section 8b, to their respective elected representatives for their consideration and direction.~~

~~d. If there are matters remaining in dispute, then the parties agree to submit the issue(s) to a third party for final resolution.~~

9. Use

~~a. The parties may consult each other in relation to the use of present and future school buildings, recreation centres and park lands that may be available for recreational purposes.~~

~~b. The school boards reserve the right to withhold future development of any lands configured within the designated property during the term of this agreement if the building requirement of the school boards requires use of the land. Consideration of community based facilities will be incorporated into any planning requirements.~~

10. Any notice required or permitted to be given hereunder, shall be sufficiently given if served personally, or may be given by registered mail postage prepaid addressed to:

The Directors of Education at:

Northwest Catholic District School Board
555 Flinders Avenue
Fort Frances, ON
P9A 3L2

Rainy River District School Board
522 Second Street East
Fort Frances, ON
P9A 1N4

And the Clerk at:

Town of Fort Frances
P.O. Box 38
Fort Frances, ON
P9A 3M5

and if mailed as aforesaid, the notice shall be deemed to have been received and be effective on the first business day after mailing. Either party may change its address for service at any time by notice given to the other in the manner aforesaid.

11. This agreement shall ~~inure ensure~~ to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, successors and assigns.

NORTHWEST CATHOLIC
DISTRICT SCHOOL BOARD

TOWN OF FORT FRANCES

Chairman

Mayor

Director of Education

Clerk

RAINY RIVER
DISTRICT SCHOOL BOARD

Chairman

Director of Education

Appendix A

Multi-Use Courts Terms and Conditions

Terms of Access

As per Article 2, the Public Board, shall have first right of access and the Catholic Board shall have second right of access for use of the Multi-Use Courts between the hours of 8:00 a.m. and 5:00 p.m. during days that school is in session as required by the Ministry of Education, and any other statutes of the Province of Ontario and at other times for activities sponsored by the School Boards.

The Town shall have use of the Multi-Use Courts between the hours of 5:00 p.m. and 11:00 p.m. during the months of September to **the end of** June and between the hours of 7:00 a.m. and 11:00 p.m. during the months of July and August, except on those days as provided above.

Scheduling

In order to maximize usage and eliminate scheduling conflicts, the Town will assume responsibility for scheduling and issuing of permits to all users of the Multi-Use Courts. All schedules will be completed at the Memorial Sports Centre by completing a Facility Use Application form. If the application is approved, a permit will be issued by the Town affirming dates and times that the Multi-Use Courts have been authorized for use.

Maintenance and Capital

The School Boards shall be responsible for the upkeep (i.e. sweeping) of Multi-Use Courts during daytime hours for school board use.

The Town shall be responsible for the upkeep (i.e. sweeping) of the ~~low maintenance~~ Multi-Use Courts during evening hours and days when school is not in session.

It is agreed that each party shall contribute equally, as budgeted from time to time, towards the costs of maintaining the court surfaces and net systems. This is limited to the application of surface treatments, the painting of new lines, and repairs and replacement of nets.

It is agreed that the Town shall be responsible for all other capital and maintenance costs for the Multiuse Courts.

The Town shall be responsible for all utility costs associated with the Multi-Use Courts.



Report

TOWN OF FORT FRANCES
PLANNING & DEVELOPMENT DIVISION

To: Mayor & Council
From: Elizabeth (Lisa) Slomke, Town Clerk
Date: June 21, 2016
Subject: 446 Third Street East – Deeming By-Law

BACKGROUND

The property known referenced above is comprised of lot 14 on subdivision plan SM-34 and lot 45 on subdivision plan SM-109. Since this lot is in the process of being split into two, with half being purchased from the Town by each respective owner to the East and West, it is in the best interest of the Town to deem the lots not to be lots on a plan of subdivision.

Council has the authority, by section 50(4) of the Planning Act, to enact a by-law to deem the lots not to be lots on a plan of subdivision where a plan has been registered at least 8 years. The by-law is then registered on title to the property and the lots become one lot of record for the purposes of the Planning Act. This process does not change the legal description of the properties, it simply changes the legal composition so as to enable the issuance of a building permit should the new owners wish one. Each newly created property will remain as one lot of record unless or until approval through the Committee of Adjustment is granted to re-establish the lots.

RECOMMENDATION

The matter was considered by the Planning & Development Executive Committee at the June 20, 2016 meeting and recommended that a by-law to deem said lots not to be lots on a plan of subdivision at the next Council meeting.

Council approval of this report will agree to the recommendation of the Planning & Development Executive Committee to deem said lots not to be lots on a plan of subdivision.

Date: June 20th, 2016

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer

Re: Traffic Control By-Law Amendments – Children’s Complex Parking Lot.

The By-Law Enforcement Department has received parking concerns from the Fort Frances Children’s Complex in regards to designating Handicap Parking Stalls within their parking lot for use by a staff member and customers accessing their services. This department upon review of the Traffic Control By-Law #21/14 discovered that Handicap Parking Stalls were not ever designated incorporated in the By-Law for this building. Going forward to ensure that these locations are fully accessible to our staff and customers, this department is requesting to have the following added into the Traffic Control By-Law #21/14:

TOWN OF FORT FRANCES

BY-LAW NO. 21/14

HANDICAPPED PARKING ONLY


SCHEDULE “C”

NO.

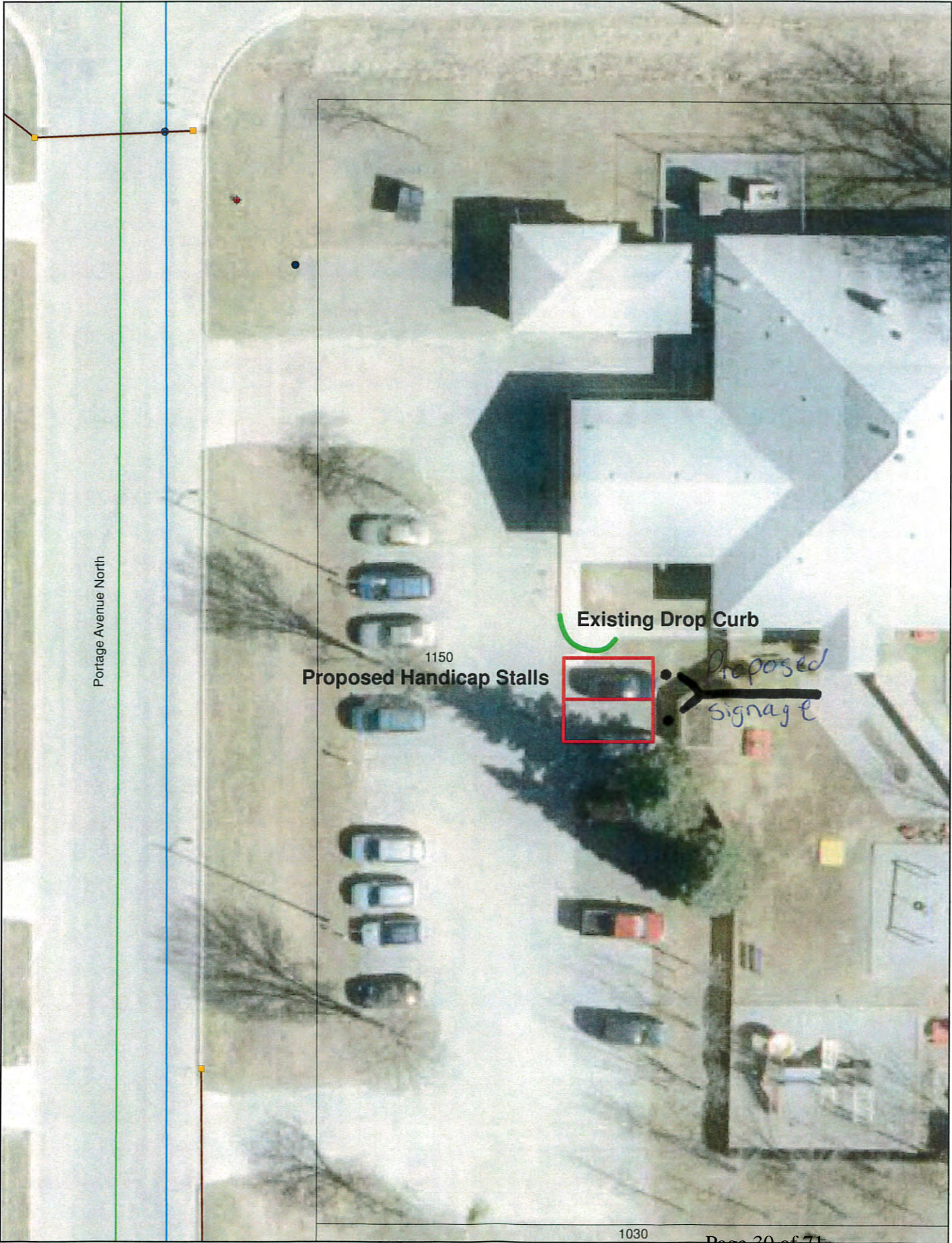
24. The First two (2) designated parking stalls located South of the Main Entrance to the Fort Frances Children’s Complex.

The Planning & Development Executive Committee with input from Community Services Executive Committee and the Children’s Complex 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,


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: April 20, 2015

Report To: Mayor and Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Letter dated June 1, 2016 from Ahlan & Judith Johanson – Property Standards By-Law.

Council will recall at their meeting held June 13th, 2016 a letter from Ahlan & Judith Johanson was referred to the Planning & Development Executive Committee for their recommendation.

The Planning & Development Executive Committee at their regular meeting held June 20th, 2016 discussed the issues brought forward by Mr. & Mrs. Johanson in detail with the By-Law Enforcement Department.

By-Law Enforcement advised the Planning & Development Executive Committee that it is currently working on a complaint that was registered on June 1, 2016 in regards to the overall condition of the property. The property standards process was started and both the landlord and tenant of the property have been notified and By-Law Enforcement is working with both parties to resolve the outstanding property standards violations.

By-Law Enforcement also advised the Planning & Development Executive Committee that the current property standards by-law is due to be reviewed within the next 12-18 months and that at this time the suggestions from Mr. & Mrs. Johanson will be taken into consideration along with other items and legislative changes as deemed necessary.

Therefore, with this stated, the Planning & Development Executive Committee is recommending that Mayor & Council authorize a letter to be sent to Mr. & Mrs. Johanson advising that By-Law Enforcement is currently addressing their concerns through the property standards process and that the property standards by-law is currently due to be reviewed within the next 12-18 months.

Respectfully submitted,



Patrick Briere, C.P.S.O.
Certified Property Standards Officer
By-Law Enforcement Officer

Council approval of this report will: authorize a letter to be sent to Mr. & Mrs. Johanson advising that By-Law Enforcement is currently addressing their concerns through the property standards process and that the property standards by-law is currently due to be reviewed within the next 12-18 months.



Date: June 20th, 2016

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Parking in the Downtown Core Strategic Plan Initiative Update.

Council will recall that a report dated June 8th, 2016 was submitted by the By-Law Enforcement Department in regards to an overview of the steps that were taken in regards to the parking in the downtown core strategic plan initiative.

The Planning & Development Executive Committee discussed the matter in a substantive manner and has formulated a recommendation regarding “next steps” pertaining to this strategic initiative.

The recommendation that the Planning & Development Executive Committee is asking Mayor & Council to consider is to hire a part-time parking enforcement officer for the summer months to work with the current staff in addressing the downtown parking issues.

Respectfully submitted

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: authorize administration to begin the process to hire a part-time parking enforcement officer for the summer months to work with current staff to address the downtown parking issues.

June 16, 2016

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: Tender – Selection of Municipal Special or Hazardous Waste (MSHW) Service Provider to Host a Household Hazardous Waste Drop-off Day Event in 2016

The Town has tendered with the community of Dryden for a common Municipal Special or Hazardous Waste (MSHW) service provider to host a one-day household hazardous waste drop-off event in each community in 2016. In 2016 the City of Dryden was responsible for preparing the tender documents and specifications.

The Town's MSHW event day is scheduled for Saturday, September 17, 2016 starting at 9:00 am and ending at 3:00 pm. All citizens living in the Rainy River District will be allowed to drop off household hazardous waste at the Public Works Yard located at 900 Wright Avenue.

There was one tender submitted;

MSHW Service Provider	Subtotal	HST	Total Price
Miller Environmental Corporation	\$20,889.85	\$2,716.98	\$23,616.83

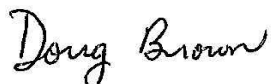
The Miller Group, out of Winnipeg was the only tender submitted. See attached Miller's schedule of fees for the MSHW event day services. Each community will authorize The Miller Group to be their 2016 MSHW service provider. The 2016 total estimated cost to the Town of Fort Frances without any reimbursement from Stewardship Ontario is \$21,267.69 (Town's portion of HST included) based on the quantity of MSHW materials collected in 2015. The 2016 approved operating budget has a net operating cost of \$5,000 where the total operating expenditure is estimated at \$22,000 and the revenue received is \$17,000. The exact net cost is very dependant on the amount and types of MSHW materials dropped off on the event day.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the Miller Group out of Winnipeg be designated the Town 's 2016 MSHW service provider at an estimated cost of \$23,616.83 (includes HST) in accordance with the tender documents.

- 2) That the Town 's MSHW event day is scheduled on Saturday September 17, 2016 from 9:00 am to 3:00 pm.

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Manager Operations & Facilities

Council approval of this report will ensure the following:

- 1) That the Miller Group out of Winnipeg be designated the Town's 2016 MSHW service provider at an estimated cost of \$23,616.83 (includes HST) in accordance with the tender documents.
- 2) That the Town's MSHW event day is scheduled on Saturday September 17, 2016 from 9:00 a.m. to 3:00 p.m.

June 17, 2016

Report To: Mayor & Council


From: Doug Brown, Manager of Operations & Facilities

SUBJECT: May 2016 Drinking Water Systems Monthly Summary Report

Please find attached the May 2016 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the May 2016 report as presented.

Respectfully submitted,
Operations & Facilities Division



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

<p>Council approval of this report will accept the May 2016 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.</p>

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

03CouncilwaterreportMarch 2015

June 15, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Purchase of Traffic Logix SafePace 450 Radar Speed Sign

There is a capital budget allocation of \$10,000 to purchase two radar speed signs for the community. After an extensive investigation into what different radar speed signs are available and serviced in the area, it appears that Traffic Logix signs are very commonly used in the province of Ontario, Manitoba, Saskatchewan & Alberta. Airmasters Signs are the local distributor of the Traffic Logix product line.

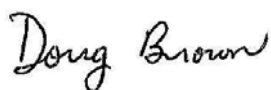
As a result of not being able to obtain three written quotes from three different suppliers for the Traffic Logix SafePace 450 Radar sign we are not purchasing these goods in accordance with the Town's procurement policy 1.12. At this time Council approval is requested.

The action plan going forward is to purchase one radar speed sign to be installed along King's Hwy 11-71 on the boulevard just west of the Holmes Avenue intersection for west bound traffic. Also an additional universal mounting plate will be purchased to allow the radar speed sign to be relocated to any other street within the Community for up to a week in duration. The OPP and the O & F division will assess the effectiveness, size, shape, data collection/downloading functionality to ensure it meets the needs of the Community prior to purchasing another sign.

The Operations & Facilities Executive Committee recommend the following:

- That administration be authorized to purchase one Traffic Logix SafePace 450 radar speed sign c/w all hardware at a net cost of \$4,784.25 from Airmaster Signs.
- If the Traffic Logix SafePace 450 radar speed sign meets the needs of the Community, Administration will be authorized to purchase the same traffic sign at the same net cost.

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1) That administration be authorized to purchase one Traffic Logix SafePace 450 radar speed sign c/w all hardware at a net cost of \$4,784.25 from Airmaster Signs.
- 2) If the Traffic Logix SafePace 450 radar speed sign meets the needs of the Community, Administration will be authorized to purchase the same traffic sign at the same net cost.

June 22, 2016

Report To: Mayor and Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Installation of Sanitary Sewer Infrastructure along Colonization Road East for Future Sanitary Service line connections for 825 & 835 Colonization Road East

Background Information

Back in August of 2007 during a zoning by-law amendment application for 825 Colonization Road East, the O & F Division clearly pointed out that the existing sanitary sewer service line for the property in question was connected to the sanitary sewer main along 5th Street and crosses two northerly abutting residential properties. It was suggested that registered easements could be considered going forward. See attached email dated August 8, 2007 addressed to Faye Platt Municipal Planner.

It was the O & F Division's understanding that registered easements had taken place prior to issuing a new building permit. This action never occurred. The building permit was issued on September 28, 2007.

On May 16, 2016 an email was forwarded to myself from Henriette Verhoef property owner of 825 Colonization Road East (CON RIVER RANGE PT LOT 19 RP; 48R988 PART 9 PCL 10709) requesting an approximate cost to design and install sanitary sewer infrastructure along Colonization Road East to service her property and possibly the property north of her property commonly known as 835 Colonization Road East. The property with the street address of 835 Colonization Road East consists of three individual parts of land; CON RIVER RANGE PT LOT 19 RP; 48R830 PART 1 PCL 20472, PLAN 48R988 PT 7 PCL 13284 & RP 48R988 PART 8 PCL 21196. See attached plan.

As a result of this email, I discussed the issue with Mrs. Watson, property owner of 835 Colonization Road East and her daughter Joanna Renn to determine if there was interest in connecting to the new sanitary sewer infrastructure being proposed to be installed along Colonization Road East. The existing property files for 825 Colonization Road East were reviewed with the CBO.

On Monday June 6, I was informed by Joanna Renn, daughter of Mrs. Watson that her mother is not interested in connecting into the new sanitary sewer infrastructure being proposed to be installed along Colonization Road East. A letter of understanding was drafted and emailed to Henriette Verhoef for review and comments. See attached letter.

On June 20, 2016 an on-site meeting took place with Henriette Verhoef, her sister Monique Ibey and Hatch's field inspector Jim Squissato to explain the proposed letter of understanding, the drawing outlining the new sanitary sewer infrastructure being

proposed along Colonization Road East and to determine the exact location for the new sanitary sewer service line for 825 Colonization Road East.

On June 21, 2016, Henriette Verhoef declined to proceed with the installation of new sanitary sewer infrastructure along Colonization Road East to service her property at this point in time. The two main factors are as follows;

- 1) Over the past 8 years she has not experienced any sanitary sewer blockage issues with her existing sanitary sewer service line
- 2) The associated cost for designing and installing the necessary sanitary sewer infrastructure (estimated at \$ 65,332.08) is too costly at this time.

I am of the opinion that the Town should install the proposed sanitary sewer infrastructure at this point in time and recover a portion of this installation & design costs in the future through a request made by either residential property owners of 825 & 835 Colonization Road East to connect to the new sanitary sewer infrastructure. Basically, a sanitary sewer connection fee will be implemented by the Town. This is a similar situation which took place with the development of the Boston Pizza property. The exact amount of the sanitary sewer connection fee will depend on the type of future residential development that may take place on 835 Colonization Road East (1/3 or 1/2 of the total costs).

From a financial point of view, there is a \$200,000 contingency allowance set-up for the construction contract with Makkinga Contracting & Equipment Rental which could be utilized for the proposed sanitary sewer infrastructure works.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Town would be responsible for the initial design and installation costs to provide the necessary sanitary sewer infrastructure along Colonization Road East to ensure either 825 and /or 835 Colonization Road East residential properties can connect or tie-in to this new infrastructure in the future.
- 2) That if a request is received by the Town from either the residential property owner of 825 and /or 835 Colonization Road East to connect to the new sanitary sewer infrastructure along Colonization Road East that the Town ensure the appropriate sanitary sewer connection fee is charged to recover the initial design and installation costs.

Respectfully Submitted
Operations & Facilities Division,



Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1) That the Town would be responsible for the initial design and installation costs to provide the necessary sanitary sewer infrastructure along Colonization Road East to ensure either 825 and/or 835 Colonization Road East residential properties can connect or tie-in to this new infrastructure in the future.
- 2) That if a request is received by the Town from either the residential property owner of 825 and/or 835 Colonization Road East to connect to the new sanitary sewer infrastructure along Colonization Road East that the Town ensure the appropriate sanitary sewer connection fee is charged to recover the initial design and installation costs.

2016Juneadministrationreport825clonizationRoad East

Doug Brown

09/08/2007 04:34 PM

To: Faye Platt/Frances@Frances, Julie Crichton/Frances@Frances, Doug Herr/Frances@Frances, Rick Hallam/Frances@Frances
Subject: Re: 825 Colonization road- No. 8/98-ff- Zoning By-law Amendment

Hi Faye, the staff of the O & F Division has reviewed the application for a zoning by-law amendment from C3 to allow a single family dwelling to be constructed. The application is very straightforward with no real concerns raised by the O & F Division. However, the Chief Building Official might have a issue with the sanitary sewer line as the existing sanitary sewer line for the existing building runs through two or three residential properties and then out onto Fifth Street east. The water service line comes off of Colonization Road East, no issue with the water line. Is there any need to have an easement for the existing sanitary sewer? The existing plumbing doesn't meet the building code. Regards Doug Brown

PS - I will send you a drawing showing these services.

June 15, 2016

Re: Letter of Authorization from Henriette Verhoef, Owner of 825 Colonization Road East (CON RIVER RANGE PT LOT 19 RP;48R988 PART 9 PCL 10709) to authorize the Town to design & install Sanitary Sewer Infrastructure along Colonization Road East in accordance with Hatch-Mott Macdonald Drawing A1-348468-P7 Revision No. 1

Background Information

On May 16, 2016 an email was forwarded by myself, Henriette Verhoef property owner of 825 Colonization Road East (CON RIVER RANGE PT LOT 19 RP;48R988 PART 9 PCL 10709) to Doug Brown, Operations and Facilities Manager of the Town of Fort Frances requesting an approximate cost to design and install sanitary sewer infrastructure along Colonization Road East to service my property, 825 Colonization Road East and possibly the property north of my property commonly known as 835 Colonization Road East. The property with the street address of 835 Colonization Road East consists of three individual parts of land; CON RIVER RANGE PT LOT 19 RP;48R830 PART 1 PCL 20472, PLAN 48R988 PT 7 PCL13284 & RP 48R988 PART 8 PCL 21196.

As a result, Doug Brown discussed the issue with Mrs. Watson, property owner of 835 Colonization Road East and her daughter Joanna Renn to determine if there was interest in connecting to the new sanitary sewer infrastructure being proposed to be installed along Colonization Road East. On Monday June 6, Doug Brown was informed by Joanna Renn, daughter of Mrs. Watson that at this point in time her mother is **not** interested in connecting into the new sanitary sewer infrastructure being proposed to be installed along Colonization Road East.

The Town provided an cost estimate to design & install the sanitary sewer infrastructure in accordance to the Hatch-Mott-MacDonald drawing A1-384468-P7 Revision No. 1 using the unit prices supplied by the low tender, Makkinga Contracting and Equipment Rental Inc. as outlined in Tender 16-OF-07 – 2016 Road Construction Watermain & Sewer Replacement submission. The cost to complete this work was estimated at \$ 57,816.00 plus HST. The above stated amount is based on estimated quantities where the total actual costs will be based on actual quantities once Makkinga Contracting and Equipment Rental Inc. has completed the installation work.

It is understood by both myself, Henriette Verhoef, property owner of 825 Colonization Road East and the Town of Fort Frances, that I will be totally

responsible for all the initial costs to design & install the new sanitary sewer infrastructure as outlined on Hatch–Mott-MacDonald drawing A1-384468-P7 and tender No. 16-OF-07 specifications. However, that if in the future the owner of 835 Colonization Road East or any portion thereof of the said property requests to connect to the newly installed sanitary sewer infrastructure that the Town would be responsible to ensure that I would be reimbursed either a $\frac{1}{2}$ or $\frac{1}{3}$ portion of the total costs to design and install the new sanitary sewer infrastructure as outlined on Hatch–Mott-MacDonald drawing A1-384468-P7 depending on the type of future residential development which takes place on 835 Colonization Road East. In essence, the Town would charge a sanitary sewer connection fee to the property owner of 835 Colonization Road East at the same rate as $\frac{1}{2}$ or $\frac{1}{3}$ the portion of the total costs to design & install the new sanitary sewer infrastructure as outlined on Hatch–Mott-MacDonald drawing A1-384468-P7 depending on the type of future residential development which takes place on 835 Colonization Road East.

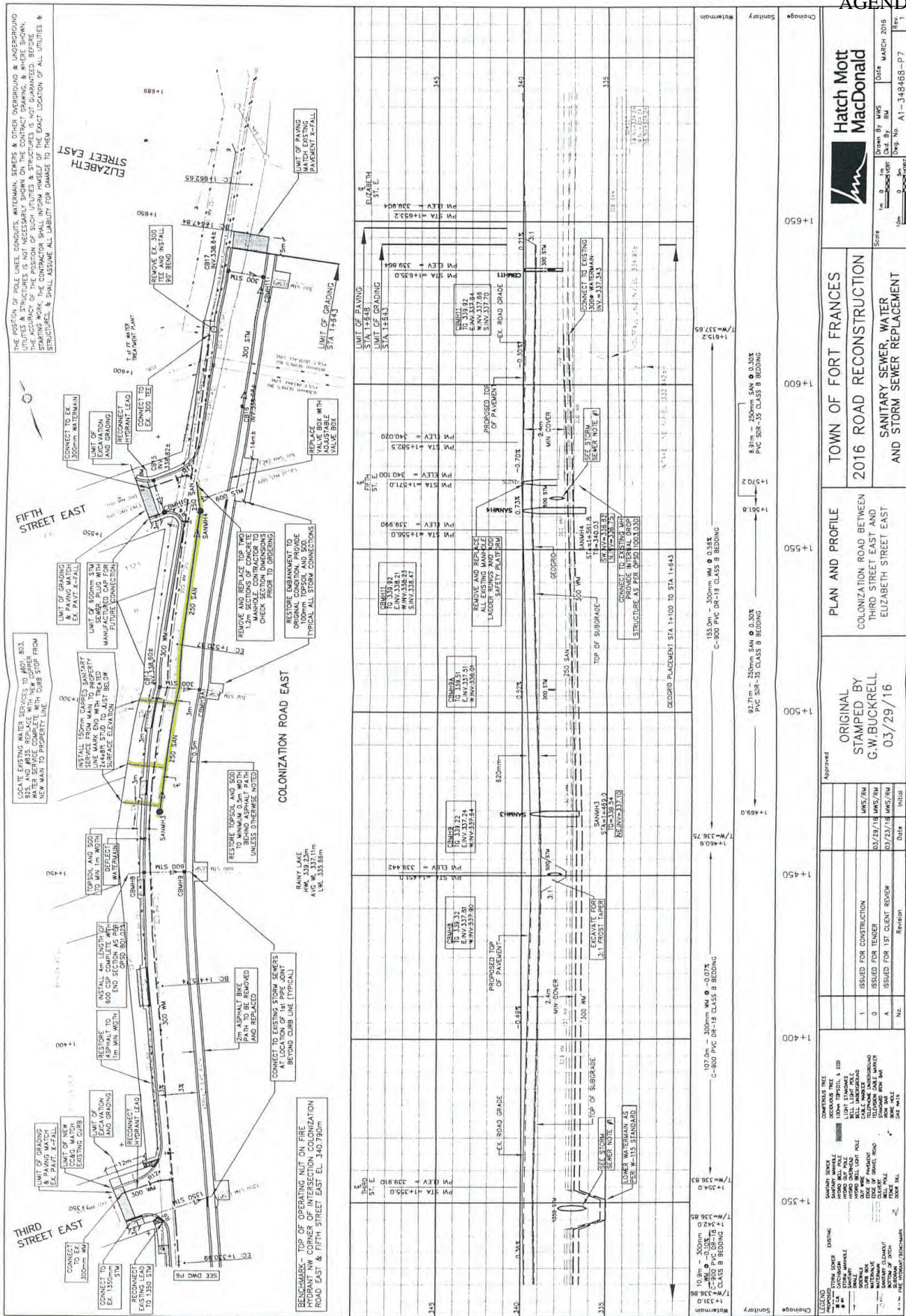
Once the installation work is completed Doug Brown, Operations & Facilities Manager obtain endorsement from Mayor and Council in regards to the reimbursement arrangement. Also the Town will invoice myself for all the costs for the initial design and installation of the new sanitary sewer infrastructure in accordance with Hatch-Mott-MacDonald drawing A1-384468-P7 Revision No. 1.

I Henriette Verhoef, property owner of 825 Colonization Road East fully understand the information contained in this Letter of Authorization and authorize the Town to design and install the necessary sanitary sewer infrastructure along Colonization Road East as outlined Hatch–Mott-MacDonald drawing A1-384468-P7 and tender No 16-OF -07 specifications.

Henriette Verhoef
Owner of 825 Colonization Road

Witnessed

Doug Brown
Town of Fort Frances



June 22, 2016

Report To: Mayor and Council

From: Travis Rob, Chief Building Official

RE: Investigation into the implementation of an auto attendant at the Civic Centre in concert with the replacement of the phone system.

Background

Through the replacement of the phone system at the Town of Fort Frances Civic Centre the manner in which the calls are currently handled and the expanded capabilities of the new system have been brought to light in the programming of the new system. Currently the calls are answered by the receptionist at the front desk and when that person is on the phone an auto attendant with limited call routing capabilities picks up the call or the person leaves a message in the general mailbox.

With the implementation of the new system the opportunity to have a fully functional auto attendant is easily accommodated, whereby the caller will have the opportunity to enter the extension of the person they wish to speak to, allowing them to directly be routed to that person regardless of the department they work for or press 0 to speak to the receptionist through a comprehensive call routing network. The matter was discussed at the June 21, 2016 meeting of the Administration and Finance Executive Committee where the need to have the option to reach reception was identified to be extremely important and should be the first option once the auto attendant answers the call. A preliminary script could be:

Thank you for Calling the Town of Fort Frances Civic Centre. For reception press '0' at any time. If you know the extension of the person you wish to speak to, please enter it now. For our staff directory please press '1'. To dial by division please press '2'. To leave a message in the general mailbox please stay on the line. To repeat this message please press '#'

Over the last few years the roles of the receptionist at the Civic Centre has expanded to include other duties and allowing customers to reach the extension they are looking to reach without accessing the receptionist will relieve some of the calls that have to be answered by the receptionist, giving that person additional time to tend to some of their other duties. It is fully understood that this change will have to be properly communicated to the members of CUPE with ample notice time provided, and once Council has made a decision regarding whether this is a change worth pursuing, Administration will ensure that proper notice, as prescribed in the Collective Agreement, will be sent to the members of CUPE.

It is the recommendation of Administration to implement an auto attendant into the system at the Town of Fort Frances Civic Centre upon full and proper notice being given to the members of CUPE and upon the replacement of the phone system.

Respectfully Submitted



Travis Rob, EIT
Chief Building Official, Facilities/Special Projects Coordinator

Council approval of this report will agree with the recommendation of Administration to implement an auto attendant at the Civic Centre and further that proper notice as prescribed in the Collective Agreement be sent to the members of CUPE.



840 Pole Line Road
Murillo, ON
P7K 0T8
Tel: (807) 475-9990
Fax: (807) 475-4314

June 10, 2016

THE TOWN OF FORT FRANCES

320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Att: Mayor & Council

RE: FORT FRANCES – FRONT STREET PROPERTY

Regarding the above noted property and the agreement between Syncor Contracting Limited and the Town of Fort Frances that Syncor would explore all options for the best use of the land.

Syncor explored 5 separate options, three of which included multi-unit residential in the form of a condominium complex, apartments and two - five unit townhouses.

Syncor also considered a Seniors Complex in association with David Caul which ultimately was rejected because of difficulty with financing such a project.

Syncor was also in discussion with Chartwell Assisted Living. Although Chartwell showed some initial interest they also decided that the population of Fort Frances could not support the number of assisted living units that Chartwell felt they would have to build in order to produce a viable business plan.

Ultimately Syncor decided that the 2 five unit town homes are the best use of the land.

Yours very truly,

SYNCOR CONTRACTING LIMITED

A handwritten signature in dark ink, appearing to read "Don DeMichele", is written over a light blue horizontal line.

Don DeMichele, President

Town of Fort Frances
Capital Fund Budget vs Actual
as at May 31, 2016

	Actual to Date	2016 Budget	Variance
Administration			
C-110-0490-0952 Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-140-0490-0952 Contribution from Reserve Funds		(100,000.00)	(100,000.00)
C-110-9109-0000 iCompass Computers/iPads	5,023.59	10,000.00	4,976.41
C-140-9109-1523 Financial Software (Windows Version)		75,000.00	75,000.00
C-140-9109-0000 Computer/Network Upgrades		25,000.00	25,000.00
Total Revenue	-	(110,000.00)	(110,000.00)
Total Expenditures	5,023.59	110,000.00	104,976.41
TOTAL ADMINISTRATION	5,023.59	-	(5,023.59)
Honeywell Project			
C-105-0490-0490 OPA/FFPC Grants			-
C-105-0490-0952 Contribution from Reserve Fund		(17,855.00)	(17,855.00)
C-105-9280-0000 Honeywell Improvement Project - Museum Controls		17,855.00	17,855.00
Total Revenue	-	(17,855.00)	(17,855.00)
Total Expenditures	-	17,855.00	17,855.00
TOTAL CIVIC CENTRE	-	-	-
EMERGENCY SERVICES			
C-211-0490-0952 Contribution from Reserve Funds		(40,425.00)	(40,425.00)
C-211-9122-0000 SCBA & Air Cylinders		3,900.00	3,900.00
C-211-9123-1471 GIS Capital Update		1,525.00	1,525.00
C-211-9133-0000 Fire Truck Replacement (Suburban)		32,000.00	32,000.00
C-211-9239-1431 Fire Hose Replacement		3,000.00	3,000.00
C-232-0490-0952 Contribution from Reserve Funds		(10,000.00)	(10,000.00)
C-232-9278-1471 2 - Permanent Speed Signs		10,000.00	10,000.00
Total Revenue	-	(50,425.00)	(50,425.00)
Total Expenditures	-	50,425.00	50,425.00
TOTAL EMERGENCY SERVICES	-	-	-
PUBLIC WORKS			
<u>Transportation</u>			
C-310-0490-0952 Contribution from Reserve Funds		(72,695.00)	(72,695.00)
C-334-0490-0952 Contribution from Reserve Funds		(558,414.00)	(558,414.00)
C-313-9110-1523 Contributions from Reserve Funds (Water & Sewer)		(708,272.00)	(708,272.00)
C-313-0490-0412 Provincial Grant		(175,606.00)	(175,606.00)
C-313-0490-0952 Contribution from Reserve Funds		(25,000.00)	(25,000.00)
C-316-0490-0412 Provincial Grant		(2,172,618.00)	(2,172,618.00)
C-316-0490-0952 Contribution from Reserve Funds		(4,526.00)	(4,526.00)
C-316-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(472,268.00)	(472,268.00)
C-320-0490-0400 Federal Gas Tax Reserve (Federal Funding)		(404,036.00)	(404,036.00)
C-345-0490-0952 Contribution from Reserve Funds		(16,200.00)	(16,200.00)
C-310-9105-1471 Small Equipment Purchases		8,000.00	8,000.00
C-310-9127-0000 PW Garage Furnace & Air Conditioning Unit		10,000.00	10,000.00
C-310-9127-1471 PW Office Flooring	165.37	27,405.00	27,239.63
C-310-9300-1471 PW Garage Hoist		25,000.00	25,000.00
<u>Roads</u>			
C-313-9110-1523 Portage Avenue Storm Sewer Wet Sump Pumps		25,000.00	25,000.00
C-313-9271-1523 Phair Ave from 3rd - 6th Streets (200 m)		753,847.00	753,847.00
C-313-9272-1523 Nelson Street - Storm Sewer	1,571.95	120,031.00	118,459.05
C-313-9279-1523 Calder Drive Surface Treatment		10,000.00	10,000.00

Town of Fort Frances
Capital Fund Budget vs Actual
as at May 31, 2016

	Actual to Date	2016 Budget	Variance
C-316-9273-1523 Connecting Link - Kings Hwy 11-71 From Wright to York	4,927.46	541,300.00	536,372.54
C-316-9277-1523 Connecting Link - Colonization Rd E from Scott - 5th St	52,588.40	2,062,859.00	2,010,270.60
C-316-9303-1523 Connecting Link - Mill Rd Overpass Engineering		45,253.00	45,253.00
C-320-9271-1523 Sidewalks - Phair Ave from 3rd St - 6th St		104,036.00	104,036.00
C-320-9272-1523 Sidewalks - Nelson St	8.22		(8.22)
C-320-9273-1523 Sidewalks - Kings Hwy - Wright to York	86.59		(86.59)
C-320-9299-1523 Scott Street - 200 Block Interlocking Brick		300,000.00	300,000.00
C-334-9230-1471 Sidewalk Machine c/w Blower Attachment	155,660.01	156,660.00	999.99
C-334-9292-1471 Street Sweeper	310,175.27	316,754.00	6,578.73
C-334-9298-1471 BobCat with Track w/c Bucket & Landscaping Equip		85,000.00	85,000.00
C-345-9135-1471 Pole Replacement		8,000.00	8,000.00
C-345-9301-1471 Traffic Light Poles Central Ave & Scott Street	4,965.94	8,200.00	3,234.06
C-360-9123-1471 GIS Capital Upgrades		2,290.00	2,290.00
<u>Airport</u>			
C-390-0490-0952 Contribution from Reserve Funds		(60,000.00)	(60,000.00)
C-390-9302-1523 Groundwater Well & Treatment System	334.18	60,000.00	59,665.82
<u>Waste Mangement System</u>			
C-351-0490-0952 Contribution from Reserve Funds		(13,255.00)	(13,255.00)
C-351-9128-1471 Transfer Station Upgrades	1,751.50	13,255.00	11,503.50
<u>Parks</u>			
C-580-0490-0589 Lawn Tractor Trade-In		(4,000.00)	(4,000.00)
C-580-0490-0632 Cemetery Trust Donation		(8,944.00)	(8,944.00)
C-580-0490-0952 Contribution from Reserve Funds		(54,000.00)	(54,000.00)
C-586-0430-0632 Lions Millennium Park- Donations	(2,835.78)		2,835.78
C-580-9105-1471 Small Equipment Replacement	1,648.21	5,000.00	3,351.79
C-580-9133-1471 4x4 Truck c/w Snow Plow	9,158.42	49,000.00	39,841.58
C-580-9174-1471 Cemetery 2-John Deere Lawn Tractors		12,944.00	12,944.00
C-586-0430-0632 Lion'S Park Contracted Works			
Total Revenue	(2,835.78)	(4,749,834.00)	(4,746,998.22)
Total Expenditures	543,041.52	4,749,834.00	4,206,792.48
TOTAL PUBLIC WORKS	540,205.74	-	(540,205.74)
FORT FRANCES CHILDREN'S COMPLEX			
C-641-0490-0432 RRDSSAB Grant			-
C-641-0490-0436 Health & Safety Grant (DSSAB)		(17,000.00)	(17,000.00)
C-641-0490-0952 Contribution from Reserve Funds		(35,000.00)	(35,000.00)
C-641-9106-0000 Vent Hood/Air Handling System for Hood		17,000.00	17,000.00
C-641-9127-1523 Contracted Works	10,291.80		(10,291.80)
C-641-9133-1471 Vehicle Replacement		35,000.00	35,000.00
Total Revenue	-	(52,000.00)	(52,000.00)
Total Expenditures	10,291.80	52,000.00	41,708.20
TOTAL FFCC	10,291.80	-	(10,291.80)
SISTER KENNEDY CENTRE			
C-622-0490-0448 Provincial Grant			-
C-622-0490-0952 Contribution from Reserve Funds			-
C-622-9105-0000 Small Capital Purchases			-
C-622-9108-1523 Centre Upgrades (Roof Replacement).			-
C-622-9133-0000 Enabling Accessibility Van			-
Total Revenue	-	-	-
Total Expenditures	-	-	-
TOTAL SKC	-	-	-

Town of Fort Frances
Capital Fund Budget vs Actual
as at May 31, 2016

	Actual to Date	2016 Budget	Variance
Handivan			
C-653-0490-0952 Contribution from Reserve Funds		(85,000.00)	(85,000.00)
C-653-9133-0000 Handivan Bus Replacement		85,000.00	85,000.00
Total Revenue	-	(85,000.00)	(85,000.00)
Total Expenditures	-	85,000.00	85,000.00
TOTAL SKC	-	-	-
<u>MSC/Recreation</u>			
C-720-0490-0952 Contribution from Reserve Funds		(112,000.00)	(112,000.00)
C-702-0490-0412 Provincial Grant	(135,000.00)	(112,000.00)	23,000.00
C-722-0490-0952 Contribution from Reserve Funds		(96,100.00)	(96,100.00)
C-725-0490-0448 One Time Grant	(1,800.00)		1,800.00
C-725-0490-0952 Contribution from Reserve Funds		(38,300.00)	(38,300.00)
C-740-0490-0952 Contribution from Reserve Funds		(8,000.00)	(8,000.00)
C-720-9294-1523 Tennis Courts	455.70	224,000.00	223,544.30
C-722-9105-1471 Floor Scrubber		8,000.00	8,000.00
C-722-9219-1471 Stage		24,000.00	24,000.00
C-722-9630-1523 52 Cnd Rink North Entrance Overhead Doors		4,500.00	4,500.00
C-722-9631-1471 52 Cnd Rink North Dehumidifier		23,000.00	23,000.00
C-722-9632-1523 Asbestos Tilte Removal in 52 Cnd Rink		5,000.00	5,000.00
C-722-9633-1471 IFK Rink Compressor Software		31,600.00	31,600.00
C-725-9624-0000 Fitness Equipment		3,000.00	3,000.00
C-725-9624-1495 Treadmill		7,000.00	7,000.00
C-725-9634-1471 Pool Motor & Pump		8,300.00	8,300.00
C-725-9635-1523 Door to Pool Hallway		3,000.00	3,000.00
C-725-9636-1471 Pool Natural Gas Heater	15,177.15	17,000.00	1,822.85
C-740-9108-1523 Sunny Cove Upgrades Windows & Doors		8,000.00	8,000.00
Total Revenue	(136,800.00)	(366,400.00)	(229,600.00)
Total Expenditures	15,632.85	366,400.00	350,767.15
TOTAL MSC	(121,167.15)	-	121,167.15
<u>LIBRARY</u>			
C-781-0490-0400 Federal Grant (CAPP)			-
C-781-0490-0412 Provincial Grant			-
C-781-0490-0952 Contribution from Reserve Funds		(30,000.00)	(30,000.00)
C-781-9109-0000 Computer Equipment		15,000.00	15,000.00
C-781-9105-1471 Make Space Equipment	1,135.09	10,000.00	8,864.91
C-781-9165-1471 Materials	6,513.17		(6,513.17)
C-781-9220-1471 Surveillance Upgrade		5,000.00	5,000.00
Total Revenue	-	(30,000.00)	(30,000.00)
Total Expenditures	7,648.26	30,000.00	22,351.74
TOTAL LIBRARY	7,648.26	-	(7,648.26)
<u>MUSEUM</u>			
C-791-0490-0400 Federal Grant			-
C-791-0490-0412 Provincial Grant			-
C-791-0490-0632 Donations	(19,105.13)		19,105.13
C-791-0490-0952 Contribution from Reserve Funds			-
C-791-9109-0000 Computer/Scanner & Photo Studio Lighting			-
Museum Roof			-

Town of Fort Frances
Capital Fund Budget vs Actual
as at May 31, 2016

	Actual to Date	2016 Budget	Variance
Total Revenue	(19,105.13)	-	19,105.13
Total Expenditures	-	-	-
TOTAL MUSEUM	(19,105.13)	-	19,105.13
PLANNING & DEVELOPMENT			
C-122-0490-0400 Federal Grant	(155,581.01)	(503,949.00)	(348,367.99)
C-122-0490-0412 Provincial Grant	(11,025.68)	(781,528.00)	(770,502.32)
C-122-0490-0437 Other Sources of Revenue (BIA)	(30,000.00)	(130,000.00)	(100,000.00)
C-122-0490-0952 Contributions from Reserve Fund		(370,000.00)	(370,000.00)
C-122-0490-0954 Contribution from Reveune Fund (In-Kind)		(22,580.00)	(22,580.00)
C-150-0490-0952 Contributions from Reserve Fund		(142,000.00)	(142,000.00)
C-815-0490-0952 Contributions from Reserve Fund		(2,290.00)	(2,290.00)
C-122-9124-0000 Phone System Replacement	4,963.91	250,000.00	245,036.09
C-122-9286-1523 Rainy Lake Hotel Demolition/Market Square	23,115.40	1,558,057.00	1,534,941.60
C-150-9107-1471 Air Conditioner in Server Room		15,000.00	15,000.00
C-150-9127-1471 Mag Locks & Access Control - Main Entry		10,000.00	10,000.00
C-150-9127-1523 Replace Metal Cladding & Insulation Addition		65,000.00	65,000.00
C-150-9208-1523 Civic Centre Painting		10,000.00	10,000.00
C-150-9232-1523 Civic Centre Front Walkway/Sidewalk		42,000.00	42,000.00
C-815-9109-0000 Planning & Development GIS Capital		2,290.00	2,290.00
Total Revenue	(196,606.69)	(1,952,347.00)	(1,755,740.31)
Total Expenditures	28,079.31	1,952,347.00	1,924,267.69
TOTAL PLANNING & DEVELOPMENT	(168,527.38)	-	168,527.38
SANITARY SEWER			
C-410-0490-0952 Contribution from Reserve Funds			-
C-410-0490-0954 Contribution from Revenue Funds		(622,841.00)	(622,841.00)
C-410-9105-1471 Sanitary Sewer Small Tools & Equipment	627.23	12,000.00	11,372.77
C-410-9123-1471 GIS Capital Upgrades		2,290.00	2,290.00
C-410-9138-1523 Refurbishing Sanitary Manholes		50,000.00	50,000.00
C-410-9238-1523 Design for Infrastructure Renewal Project for 2017		37,500.00	37,500.00
C-410-9271-1523 Phair Ave from 3rd - 6th Streets (395 meters Sanitary Main)		435,188.00	435,188.00
C-410-9272-1523 Nelson Street - Butler to Shevlin	275.47		(275.47)
C-410-9273-1523 King's Hwy Wright to York	449.71		(449.71)
C-410-9277-1523 Colonization Road East from Scott to North of 5th Street	1,416.97	85,863.00	84,446.03
Total Revenue	-	(622,841.00)	(622,841.00)
Total Expenditures	2,769.38	622,841.00	620,071.62
TOTAL SANITARY SEWER	2,769.38	-	(2,769.38)
SEWAGE TREATMENT PLANT			
C-413-0490-0412 Provincial Grant	(41,401.50)		41,401.50
C-413-0490-0490 ON Power Authority-ERIP Grant		(32,568.00)	(32,568.00)
C-413-0490-0954 Contribution from Revenue Fund		(277,819.00)	(277,819.00)
C-413-0490-0952 Contribution from Reserve Funds		(2,459,752.00)	(2,459,752.00)
C-413-9105-1471 Small Miscellaneous Capital	9,610.99	120,000.00	110,389.01
C-413-9108-1471 STP Repairs Materials	3,536.17		(3,536.17)
C-413-9280-1523 Honeywell Improvements - Paring Lot Lights		66,256.00	66,256.00
C-413-9290-1523 Sludge Dewatering Equipment	532,723.26	2,583,883.00	2,051,159.74
Total Revenue	(41,401.50)	(2,770,139.00)	(2,728,737.50)
Total Expenditures	545,870.42	2,770,139.00	2,224,268.58
TOTAL STP	504,468.92	-	(504,468.92)
WATERWORKS ADMINISTRATION			

Town of Fort Frances
Capital Fund Budget vs Actual
as at May 31, 2016

	Actual to Date	2016 Budget	Variance
C-961-0330-0589 Expense Recovery			-
C-961-0490-0412 Provincial Grants			-
C-961-0490-0952 Contribution from Reserve Funds		(970,970.00)	(970,970.00)
C-961-0490-0954 Contribution from Revenue Fund		(327,130.00)	(327,130.00)
C-961-9105-1471 Miscellaneous Tools/Equipment	284.76	12,000.00	11,715.24
C-961-9123-1471 GIS Capital Upgrades		4,580.00	4,580.00
C-961-9137-1523 Replacing Main Line Water Valves/Hydrants	8,047.81	100,000.00	91,952.19
C-961-9236-1523 8th Street York to East Contracted Works	42.49		(42.49)
C-961-9272-1523 Nelson Street - Butler to Shevlin	182.61		(182.61)
C-961-9238-1523 Design for Infrastructure Renewal Project for 2017		37,500.00	37,500.00
C-961-9273-1523 King's Hwy Wright to York	1,129.03		(1,129.03)
C-961-9271-1523 Phair Ave from 3rd - 6th Streets (395 meters Sanitary Main)		497,124.00	497,124.00
C-961-9277-1523 Colonization Road East from Scott to North of 5th Street	10,336.10	646,896.00	636,559.90
Total Revenue	-	(1,298,100.00)	(1,298,100.00)
Total Expenditures	20,022.80	1,298,100.00	1,278,077.20
TOTAL WATERWORKS ADMIN	20,022.80	-	(20,022.80)
WATER TREATMENT PLANT			
C-965-0490-0954 Contribution from Revenue Fund		(60,000.00)	(60,000.00)
C-965-9105-1471 Misc. Small Capital	11,750.84	60,000.00	48,249.16
Total Revenue	-	(60,000.00)	(60,000.00)
Total Expenditures	11,750.84	60,000.00	48,249.16
TOTAL WTP	11,750.84	-	(11,750.84)
TOTAL REVENUE	(396,749.10)	(12,164,941.00)	(11,768,191.90)
TOTAL EXPENDITURES	1,190,130.77	12,164,941.00	10,974,810.23
TOTAL CAPITAL	793,381.67	-	(793,381.67)

**Town of Fort Frances
General Fund (Operating)
Actuals as at May 31, 2016**

	Actuals to Date	2016 Draft Budget	Variance
CORPORATE			
050 Municipal Tax Levy (Interim Tax Levy)	(6,090,585.65)	(10,617,884.00)	(4,527,298.35)
051 Education Tax Levy		(1,731,821.00)	(1,731,821.00)
052 Supp/Omit Municipal Tax Levy			-
053 Supp/Omit Education Tax Levy			-
056 W/O Municipal	548.47	254,755.00	254,206.53
057 W/O Education	196.80	24,980.00	24,783.20
061 OMPF	(1,467,050.00)	(2,934,100.00)	(1,467,050.00)
062 Payments-in-Lieu	(20,765.80)	(782,001.00)	(761,235.20)
070 Contribution from Reserve Funds (Tax Rate Stab.)		(242,250.00)	(242,250.00)
110 Mayor & Council	111,302.27	717,598.00	606,295.73
112 Contribution to Reserves & Reserve Funds		1,375,000.00	1,375,000.00
113 Long Term Debt	123,370.35	640,120.00	516,749.65
115 Election		-	-
161 Riverside Health Care/Dr Recruitment	28,333.75	69,000.00	40,666.25
161 Clinic Financing Interest		8,500.00	8,500.00
162 RR DSSAB	646,288.38	1,878,859.00	1,232,570.62
163 Rainycrest	25,261.60	60,628.00	35,366.40
164 Northwestern Health Unit	184,406.70	368,814.00	184,407.30
820 Economic Development	1,879.74	166,435.00	164,555.26
821 Travel Information Centre	6,771.97	10,770.00	3,998.03
830 Solar Panel Project	(2,615.93)	(25,270.00)	(22,654.07)
991 English Public School Board	351,986.87	1,413,758.00	1,061,771.13
992 English Separate School Board	74,119.59	288,281.00	214,161.41
993 French Public School Board	350.05	1,379.00	1,028.95
994 French Separate School Board	916.22	3,423.00	2,506.78
Total Corporate	(6,025,284.62)	(9,051,026.00)	(3,025,741.38)
ADMINISTRATION AND FINANCE			
070 Other Unassigned Revenue	(147,449.68)	(321,500.00)	(174,050.32)
120 Administration	82,848.22	297,065.00	214,216.78
121 Admin Vehicle	1,818.47	5,608.00	3,789.53
122 Municipal Buildings	4,325.22	30,005.00	25,679.78
125 HR Department	41,257.83	95,000.00	53,742.17
130 Clerk	75,855.53	172,189.00	96,333.47
140 Treasury	334,123.76	387,734.00	53,610.24
910 PUC Administration	30,195.89	95,170.00	64,974.11
Total Administration and Finance	422,975.24	761,271.00	338,295.76
EMERGENCY SERVICES			
211 Emergency Services	321,586.79	915,913.00	594,326.21
227 Emergency Measures	5,296.58	19,849.00	14,552.42
228 911 Service	11,646.74	13,800.00	2,153.26
231 Police Revenue	(16,323.73)	(24,000.00)	(7,676.27)
232 Police Services Board	3,984.59	21,350.00	17,365.41
233 Police Administration	971,494.44	2,332,588.00	1,361,093.56
Total Emergency Services	1,297,685.41	3,279,500.00	1,981,814.59
COMMUNITY SERVICES			

**Town of Fort Frances
General Fund (Operating)
Actuals as at May 31, 2016**

		Actuals to Date	2016 Draft Budget	Variance
622	Sister Kennedy Centre	17,714.99	34,600.00	16,885.01
641	Fort Frances Children's Complex	36,701.37	6,045.00	(30,656.37)
643	Best Start Hub/Resource Centre	(19,672.78)	668.00	20,340.78
644	Day Care Resource Teacher	732.18	833.00	100.82
653	Handi-Transit System	41,957.72	90,302.00	48,344.28
713	Townshend Theatre	(6,620.69)	-	6,620.69
722	Recreation Facilities	243,675.88	627,806.00	384,130.12
725	Recreation Programs	17,924.04	111,079.00	93,154.96
732	Community Services	46,893.08	132,683.00	85,789.92
740	Sunny Cove Camp	5,225.62	14,327.00	9,101.38
781	Fort Frances Public Library	198,066.65	493,191.00	295,124.35
784	Library School Co-op Fund	(27,702.19)		27,702.19
791	Museum	60,300.80	146,810.00	86,509.20
817	Waterfront Development/Marina	(4,334.74)	47,739.00	52,073.74
Total Community Services		610,861.93	1,706,083.00	1,095,221.07

OPERATIONS AND FACILITIES

310	PW Administration	(95,117.63)	(102,217.00)	(7,099.37)
311	PW Buildings & Yards	56,594.23	118,672.00	62,077.77
313	Municipal Roads	414,103.63	1,284,156.00	870,052.37
318	Public Parking Lots	11,021.23	15,980.00	4,958.77
320	Sidewalks	49,665.09	107,954.00	58,288.91
330	Private Works Charges	3,180.23	32,668.00	29,487.77
331	Private Crossing Charges	2,091.74	18,367.00	16,275.26
333	PW Vehicles	73,255.58	219,790.00	146,534.42
334	PW Equipment	84,593.63	248,329.00	163,735.37
344	PW Stores	35,708.21	63,236.00	27,527.79
345	Traffic Signal Maintenance	2,901.56	7,779.00	4,877.44
346	Streetlight Maintenance	19,387.87	53,317.00	33,929.13
350	Garbage Collection	(22,687.20)	(167,172.00)	(144,484.80)
351	Recycling Services	74,178.44	192,448.00	118,269.56
352	Sanitary Landfill	(36,120.66)	(25,276.00)	10,844.66
360	Engineering	12,237.96	27,904.00	15,666.04
390	Airport	46,134.63	(29,762.00)	(75,896.63)
391	Airport Building Maintenance	19,286.42	45,295.00	26,008.58
393	Airport Grounds Maintenance	8,544.92	63,670.00	55,125.08
580	Parks & Cemeteries Admin.	52,345.93	196,473.00	144,127.07
582	Fort Frances Cemetery	13,050.61	89,281.00	76,230.39
583	Riverview Cemetery	10,543.36	172,375.00	161,831.64
584	Point Park	(1,658.38)	29,188.00	30,846.38
585	Parks - Outdoor Facilities	96,444.07	230,684.00	134,239.93
586	Lions Millennium Park	136.50	12,196.00	12,059.50
Total Operations and Facilities		929,821.97	2,905,335.00	1,975,513.03

PLANNING AND DEVELOPMENT

150	Civic Centre	29,434.32	78,394.00	48,959.68
-----	--------------	-----------	-----------	-----------

**Town of Fort Frances
General Fund (Operating)
Actuals as at May 31, 2016**

		Actuals to Date	2016 Draft Budget	Variance
271	By-Law Enforcement	55,126.72	142,572.00	87,445.28
272	Animal Shelter	1,983.70	10,144.00	8,160.30
275	Fight the Blight Campaign	23,359.35		
813	Building Official	42,137.41	59,104.00	16,966.59
815	Planning & Zoning	33,759.18	108,623.00	74,863.82
	Total Planning and Development	185,800.68	398,837.00	236,395.67
	Sub-Total General Fund (Operating)	(2,578,139.39)	-	2,601,498.74
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	(2,578,139.39)	-	2,601,498.74
TOTAL BUDGET - Revenue		(9,545,318.03)	(21,604,520.00)	(12,059,201.97)
TOTAL BUDGET - Expenditures		6,967,178.64	21,604,520.00	14,637,341.36
		(2,578,139.39)	0.00	2,578,139.39

Water and Sewer Fund (Operating)
Actuals to May 31, 2016

WATER		Actuals to Date	Draft 2016 Budget	Variance
961	Waterworks Administration	-701,760.49	(669,471.00)	32,289.49
965	Water Treatment Plant	192,623.24	539,114.00	346,490.76
966	Water Storage Facility	13,762.88	130,357.00	116,594.12
		-495,374.37	0.00	495,374.37
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-495,374.37	0.00	495,374.37

SEWER		Actual to Date	Draft 2016 Budget	Variance
410	Sanitary Sewer Administration	-694,675.61	(748,247.00)	(53,571.39)
413	Sewage Treatment Plant	282,794.24	748,247.00	465,452.76
		-411,881.37	0.00	411,881.37
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		-411,881.37	0.00	411,881.37



Tel: 807 274 9848
Fax: 807 274 5142
www.bdo.ca

BDO Canada LLP
375 Scott Street
Fort Frances ON P9A 1H1 Canada

June 13, 2016

Mrs. Laurie Witherspoon, Treasurer
The Corporation of the Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Dear Mrs. Witherspoon:

Re: Management Letter
The Corporation of the Town of Fort Frances

The objective of an audit is to obtain reasonable assurance whether the financial statements are free of any material misstatement and it is not designed to identify matters that may be of interest to management in discharging its responsibilities. Accordingly an audit would not usually identify all such matters.

During the course of our audit of the financial statements of The Corporation of the Town of Fort Frances for the year ended December 31, 2015, we did not encounter any significant matters which we believe should be brought to your attention.

This communication is prepared solely for the information of management and is not intended for any other purposes. We accept no responsibility to a third party who uses this communication.

We would like to express our appreciation for the cooperation and assistance which we received during the course of our audit from Laurie Witherspoon, Dawn Galusha and all other staff within the administration and treasury departments.

We shall be pleased to discuss with you further any matters mentioned in this report at your convenience.

Yours truly,

A handwritten signature in black ink, appearing to read 'J. Evans', with a long, horizontal, slightly wavy line extending to the right.

Jon Evans, CPA, CA
Partner
BDO Canada LLP
Chartered Professional Accountants, Licensed Public Accountants



Tel: 807 274 9848
 Fax: 807 274 5142
 www.bdo.ca

BDO Canada LLP
 375 Scott Street
 Fort Frances ON P9A 1H1 Canada

Private & Confidential

June 13, 2016

The Mayor and Members of Council
 The Corporation of the Town of Fort Frances
 320 Portage Avenue
 Fort Frances, Ontario
 P9A 3P9

Dear Sir/Madam:

Re: Audit of the Consolidated Financial Statements of The Corporation of the Town of Fort Frances
 For the year ended December 31, 2015

The purpose of our report is to summarize certain aspects of the audit that we believe would be of interest to the Mayor and Council and should be read in conjunction with the consolidated financial statements and our report thereon.

Our audit and therefore this report will not necessarily identify all matters that may be of interest to the Mayor and Council in fulfilling its responsibilities.

This report has been prepared solely for the use of the Mayor and Council and should not be distributed without our prior consent. Consequently, we accept no responsibility to a third party that uses this communication.

Independence

At the core of the provision of external audit services is the concept of independence. We are communicating all relationships between BDO Canada LLP and its related entities and The Corporation of the Town of Fort Frances and its related entities that, in our professional judgment, may reasonably be thought to have influenced our independence during the audit engagement.

In determining which relationships to report, we have considered the applicable legislation and relevant rules of professional conduct and related interpretations prescribed by the appropriate provincial institute/ordre covering such matters as the following:

- holding of a financial interest, either directly or indirectly in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the external audit engagement.



We are aware of the following relationships between the municipality and us that, in our professional judgment, may reasonably be thought to have influenced our independence. The following relationships represent matters that have occurred from November 25, 2015 to June 13, 2016.

- We have provided assistance in the preparation of the consolidated financial statements, including adjusting journal entries and/or bookkeeping services. These services created a self-review threat to our independence since we subsequently expressed an opinion on whether the consolidated financial statements presented fairly, in all material respects, the financial position, results of operations and cash flows of the organization in accordance with Canadian public sector accounting standards.
- We, therefore, required that the following safeguards be put in place related to the above:
 - Management created the source data for all the accounting entries.
 - Management developed any underlying assumptions required with respect to the accounting treatment and measurement of the entries.
 - Management reviewed and approved all journal entries prepared by us, as well as changes to consolidated financial statement presentation and disclosure.
 - Someone other than the preparer reviewed the proposed journal entries and consolidated financial statements.

Materiality

Misstatements, including omitted financial statement disclosures, are considered to be material if they, individually or in aggregate, could reasonably be expected to influence the economic decisions of users taken on the basis of the consolidated financial statements.

As communicated to you in our Planning Report to the Mayor and Council, preliminary materiality was \$500,000. Final materiality remained unchanged from our preliminary assessment.

We communicated all corrected and uncorrected misstatements identified during our audit to the Mayor and Council, other than those which we determine to be "clearly trivial". Misstatements are considered to be clearly trivial for purposes of the audit when they are inconsequential both individually and in aggregate.

We encouraged management to correct any misstatements identified throughout the audit process.

Likely Aggregate Misstatements

We have disclosed all significant adjusted and unadjusted differences and disclosure omissions identified through the course of our audit engagement. Each of these items has been discussed with Management.

Management has determined that the unadjusted differences are immaterial both individually and in aggregate to the consolidated financial statements taken as a whole. Should the Mayor and Council agree with this assessment, we do not propose further adjustments.

Uncorrected misstatements aggregated during the audit that were determined by management to be immaterial amounted to \$63,455. A summary of the statement of likely aggregate misstatements is attached to this letter.

Auditor's considerations of possible fraud and illegal activities

We are responsible for planning and performing the audit to obtain reasonable assurance that the consolidated financial statements are free of material misstatements, whether caused by error or fraud.



The likelihood of not detecting a material misstatement resulting from fraud is higher than the likelihood of not detecting a material misstatement resulting from error because fraud may involve collusion as well as sophisticated and carefully organized schemes designed to conceal it.

The scope of the work performed was substantially the same as that described in our Planning Report to the Mayor and Council.

Litigation Proceedings

We have communicated with the municipality's legal counsel who have indicated that there are material claims outstanding against the municipality. The following outstanding material claims have all been disclosed in the consolidated financial statements:

- JTJ Contracting (Emo) Ltd. - claim against the Town of Fort Frances of approximately \$2,000,000.
- Nelson River Construction Inc. - claim against the Town of Fort Frances of approximately \$1,000,000.
- J.N. Webb & Sons - claim against the Town of Fort Frances of approximately \$5,000,000.

Management Representations

During the course of the audit, management made certain representations to us. These representations were verbal or written and therefore explicit, or they were implied through the consolidated financial statements. Management provided representations in response to specific queries from us, as well as unsolicited representations. Such representations were part of the evidence gathered by us to be able to draw reasonable conclusions on which to base the audit opinion. These representations were documented by including in the audit working papers memoranda of discussions with management and written representations received from management.

We will provide you a copy of the management representation letter which summarizes the representations we have requested from management.

Management Letter

We will be submitting to management a letter on internal controls and other matters that we feel should be brought to their attention.

We wish to express our appreciation for the co-operation we received during the audit from the municipality's management and staff who have assisted us in carrying out our work. We would be pleased to discuss with you the contents of this report and any other matters that you consider appropriate.

Yours truly,

Jon Evans, CPA, CA
 Partner
 BDO Canada LLP
 Chartered Professional Accountants, Licensed Public Accountants



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

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

June 17, 2016

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

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility
May 2016 Monthly Report**

As per the operating agreement, the attached document is the May 2016 monthly report for the Fort Frances Wastewater Treatment Facility.

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

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

Yours truly,

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

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
May 2016 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of May 2016; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

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

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

LABORATORY

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

MAY 2016 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.5 mg/L	25 mg/L	15 mg/L	17.2 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	4.1 mg/L	25 mg/L	15 mg/L	27.8 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.15 mg/L	1.0 mg/L	0.9 mg/L	3.2 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	9.96 mg/L 3.29 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		14.4 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.5 to 7.8; average pH was 7.6		
Temperature degrees C				Temperatures ranged from 8.0 to 11.5; average temperature of effluent was 9.8 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for May was 6785.5 m³/day. This represents 75% of the design average flow. Total treated flow for the month was 210352 m³.

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

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1140 +/-@ 7.0% + 410 @ 12%	Litres
Alum	12.2 +/- @ 60 %	Cubic meters
Polymer	7 Bags (175 kg)	Bags (25 kg/bag)

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Regular cleaning of head works EW basket strainer
- Regular cleaning of seal water strainer TFP 9-5
- Greased all blowers
- Replaced belt head works exhaust fan EF 01
- Checked head works gas heads for accuracy and response
- Hot water flushed alum lines and pumps
- Removed debris from grit pump 1 outlet reducer
- Cleaned DO probes and spot checked both aeration cells with YSI portable
- Drained and cleaned Teacup and Snail
- Calibrated both automatic samplers
- Cleaned polymer mix tank

Pump Stations:

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

OPERATIONAL ISSUES

There were no operational issues in the report period.

SLUDGE SUMMARY

Asselin Transportation and Storage Limited hauled a total of 241.2 m³ of thickened digested sludge (12.1 m³/load average) to the Town of Fort Frances landfill site.

COMPLAINTS

There were no complaints during the report period.

BY-PASS REPORT(S)

There were no bypass events in the report period.

COMMENTS

Plant power consumption for the month was 616 (x 180 multiplier) kWh.
Kingdom Construction Limited was on site May 31 to begin the Sludge Thickener and Screen Upgrade Project.

REPORTS

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

Month	Sewage Flows Year 2016					Usage	Sludge	Removal Efficiency		
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML			CBOD5	Suspended Solids	Total Phosphorus
January	5668.1	5900	175712		175712	63%	249.9			
February	5417.8	5665	157117		157117	60%	251.7			
March	7463.4	12988	231365		231365	83%	212.7			
April	8462.4	10027	253871		253871	94%	228.3			
May	6785.5	8276	210352		210352	75%	241.2			
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	1028417		1183.8			
Average	6759		205683		205683	75%	236.8			
Max		12988	253871		253871					
C of A	9000	18000								

Month	CBOD5			Suspended Solids			Total Phosphorus			Nitrogen		E. Coli
	Avg. Raw BOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg. Raw S.S (mg/L)	Avg. Eff. S.S (mg/L)	Avg. Load S.S (kg/day)	Avg. Raw T.P (mg/L)	Avg. Eff. T.P (mg/L)	Avg. Load T.P (kg/day)	Avg. Raw TKN (mg/L)	Avg. Eff. Total N (mg/L)	
January	87.0	2.4	13.5	142.4	6.0	34.7	2.41	0.15	0.83			23.7
February	74.3	3.5	18.5	132.5	4.3	23.2	2.12	0.11	0.57	17.3	8.9	19.3
March	65.2	2.3	16.1	112.4	5.7	47.7	1.87	0.11	0.94	15.1	9.7	21.4
April	57.5	2.4	20.2	110.8	5.6	47.1	1.54	0.13	1.11	12.0	9.7	9.3
May	68.8	2.5	17.2	125.8	4.1	27.8	2.0	0.15	3.19	14.9	10	14.4
June												
July												
August												
September												
October												
November												
December												
Sum												
Average	70.6	2.6	17.1	124.8	5.1	36.1	2.0	0.13	1.33	14.8	9.6	17.6
Max	87	3.5	20.2	142.4	6	47.7	2.4	0.15	3.19	17.3	10	23.7
C of A		25	225		25	225		0.9	9	200	6.0	200

Aircraft Landings 2016
As of May 31, 2016 Statistics - Page 1/2

	Bearskin Flights			Bearskin- Passengers			Government			Private			Med+vacs			International			Commercial			Totals			Variance
	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014	
Month	70	76	79	261	256	311	1	6	0	3	6	5	30	43	41	3	4	2	36	42	67	143	177	194	-34
January	69	67	74	233	241	308	1	2	0	1	7	5	35	36	22	1	3	5	49	40	50	156	155	156	1
February	69	78	82	199	341	346		5	3	17	30	10	34	36	40	3	5	0	55	38	52	178	192	187	-14
March	208	221	235	693	838	965	2	13	3	21	43	20	99	115	103	7	12	7	140	120	169	477	524	537	-47
1/4 Total	81	81	74	288	330	276	7	1	2	8	23	18	47	41	22	3	2	1	40	53	47	186	201	164	-15
April	88	82	81	309	365	308	4	1	6	9	28	24	37	37	23	32	34	30	59	77	76	229	259	240	-30
May		80	77		322	292		11	7		36	37		31	35		74	89		96	69	0	328	314	-328
June	377	464	467	1290	1855	1841	13	26	18	38	130	99	183	224	183	42	122	127	239	346	361	892	1312	1255	-420
1/2 Total	81	75			297	230		8	7		40	35		35	18		83	59		77	59	0	324	253	-324
July		79	71		297	241		4	3		39	37		31	26		73	65		87	57	0	313	259	-313
August		76	73		328	254		0	1		17	22		36	37		44	32		76	65	0	249	230	-249
September	377	700	686	1290	2777	2566	13	38	29	38	226	193	183	326	264	42	322	283	239	586	542	892	2198	1997	-1306
3/4 Total	83	76			309	309		4	3		20	24		47	42		9	12		51	51	0	214	208	-214
October		68	80		260	286		0	3		9	8		30	28		1	3		38	39	0	146	161	-146
November		68	52		200	203		0	0		4	4		31	25		2	1		34	29	0	139	111	-139
December	377	919	894	1290	3546	3364	13	42	35	38	259	229	183	434	359	42	334	299	239	709	661	892	2697	2477	-1805
Total																									

Fort Frances Airport- Page 2/2 - Fuel Sales - As of May 31, 2016																				
Fuel Sales Recap - 2016																				
Month	100LL		Jet Trk		Jet Cab		Month		Year	2015 per	2014 per	2013 per	2012 per	2011 per	2010 per	2009 per	2008 per	2007 per	9 year Average 2015 to 2007	Variance 2016- 2015 per month
	Liters	Total	Liters	Total	Liters	Total	Total	Total												
January	126	126	7,402	7,402	0	0	7,528	7,528	65,960	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,131	-1,164
February	509	635	11,395	18,797	0	0	11,904	19,432	65,960	11,231	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,241	673
March	342	977	12,913	31,710	0	0	13,255	32,687	65,960	17,795	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,739	-4,540
April	744	1,721	7,848	39,558	0	0	8,592	41,279	65,960	13,219	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	14,019	-4,627
May	1,905	3,626	22,776	62,334	0	0	24,681	65,960	65,960	16,161	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	25,878	8,520
June		3,626		62,334		0	0	65,960	65,960	45,698	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	30,603	-45,698
July		3,626		62,334		0	0	65,960	65,960	28,150	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,471	-28,150
August		3,626		62,334		0	0	65,960	65,960	36,638	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	30,290	-36,638
September		3,626		62,334		0	0	65,960	65,960	24,238	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	23,054	-24,238
October		3,626		62,334		0	0	65,960	65,960	8,216	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	15,865	-8,216
November		3,626		62,334		0	0	65,960	65,960	11,616	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	11,389	-11,616
December		3,626		62,334		0	0	65,960	65,960	7,592	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	7,794	-7,592
Total	3,626		62,334		0		65,960		Jan to May	229,246	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	224,474	-163,286
										67,098	72,485	48,293	56,641	46,469	82,492	73,445	131,248	123,901	78,008	1,138

Lowest month in last 9 years
Highest month in last 9 years
lowest month

up-dated May 31, 2016

Month	Days per month	2016		2016		2016		2016		2016		2016		2016		2016		2016		2016		2016		2016		2016		2016		2016		2016		2016	
		Total Sewage STP	Couch. Sewage STP	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters	Couch. Sewage Meters		
		cu. meters cu. meters																																	

3868.77