

TOWN OF FORT FRANCES

AGENDA - July 11, 2016

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 066) 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 Labour Relations or Employee Negotiations: CUPE
 - 4.2 Identifiable Individual: SSAPC Review
 - 4.3 Identifiable Individuals: Personnel Matter
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Avis - Verbal Update
Councillor Albanese - Verbal Update
Councillor Brunetta - Verbal Update
Councillor Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Rural Ontario Municipal Association (ROMA) 2017 AGM & Annual Conference 4
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Mayor, CAO and one Councillor to attend both the ROMA Conference and the OGRA Conference for 2017 only and then evaluate the value of each conference to determine which is most effective to attend in 2018 and subsequent years.
 - 7.2 Multi-Use/Tennis Court Committee Financial Request 5 - 6
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to deny further capital financial funds to cover the projected funding shortfall amount of \$57,994.00 as requested by the Committee. It is recommended that the

		Page
	Committee explore all options to reduce the overall project costs, to defer lighting or a portion of lighting to another year and to continue fundraising to reduce the project funding shortfall.	
7.3	Watten Volunteer Fire Department - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Watten Volunteer Fire Department donation request in the amount of \$300.00.	7 - 8
7.4	M. McCaig, CAO - Purchase Card Expense - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the expenses in the amount of \$270.53 as detailed in this report.	9 - 20
7.5	RFP for a Consolidated Municipal Financial System (RFP 16-AD-01) - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the proposal received from Diamond Software Inc. to supply and implement Diamond's comprehensive suite of municipal financial modules for 15 concurrent users in the amount of \$98,742.00 plus HST and to authorize the purchase of the recommended Microsoft SQL Server for the new municipal financial software system.	21 - 29
7.6	Drinking Water Quality Management System (DWQMS) - Management Review Meeting - Endorsement by Owners - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to review the agenda package and minutes of the management review meeting held on June 20, 2016 and further that Council has reviewed and accepted the four action items as outlined in the report. (Supporting documentation is attached to the Operations & Facilities Executive Committee agenda for July 6)	30 - 33
7.7	Laneway Grading & Drainage Issues - 1234 First Street East (Letter dated June 5, 2016 from Mr. Haukass) - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee as outlined in the report. (Supporting documentation is attached to the Operations & Facilities Executive Committee agenda for July 6)	34 - 36
7.8	Sister Kennedy Centre Policies: Standards & Discipline, Keys, Facility Use/Rental - approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the three	37 - 43

policies for use at the Sister Kennedy Centre.

8. Administration and Finance Division:

- | | | |
|-----|--|---------|
| 8.1 | Councillor Perry - NOMA Executive Meeting Per Diem Claim

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Perry for his attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016. | 44 - 45 |
| 8.2 | Councillor Brunetta - NOMA Executive Meeting Per Diem Claim

- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Brunetta for her attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016. | 46 - 47 |

9. Planning and Development Division:

- | | | |
|-----|---|---------|
| 9.1 | Extension to the timing for completion of the Rainy Lake Market Square

- approval of this report will direct Administration to extend the project deadlines with FedNOR and Northern Ontario Heritage Fund and further put on hold the design work currently being completed by Scatliff Miller Murray pending funder responses to extension request and wording discrepancy resolution. | 48 - 49 |
|-----|---|---------|

10. Operations and Facilities Division:

- | | | |
|------|--|---------|
| 10.1 | Tender 16-OF-12 - Supply of 3/4 Ton Truck c/w 8 Foot Snowplow

- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award the tender for the supply of one 3/4 ton truck c/w boss snow plow system less the trade in value of a 2007 Chev 3/4 truck c/w 1997 western snow plow to West End Motors at a total cost of \$45,200.00 (all taxes included). | 50 - 52 |
| 10.2 | Verbal Update on Capital Projects | |

11. Information:

- | | | |
|------|--|---------|
| 11.1 | Operations and Facilities Division - Environmental Area - Operations Statistics (May 2016) | 53 - 56 |
|------|--|---------|

12. Non-agenda items:

13. ADJOURNMENT



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/66**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 5, 2016
Subject: Rural Ontario Municipal Association (ROMA) 2017 AGM & Annual Conference

BACKGROUND

At the June 27, 2016 Council Meeting, the Rural Ontario Municipal Association (ROMA) 2017 AGM & Annual Conference being held on January 27– 29, 2017 information was referred to the Administration & Finance Executive Committee for further discussion.

The past annual ROMA/OGRA Conference has now been separated with the 2017 ROMA Conference scheduled for January 27 – 29, 2017 at the Sheraton Centre Hotel in Toronto. The Committee discussed the merits of attending the ROMA Conference and the OGFA Conference or both.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council approve the Mayor, CAO and one Councillor to attend both the ROMA Conference and the OGRA Conference for 2017only and then evaluate the value of each conference to determine what conference is the most effective conference to attend in 2018 and subsequent years.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the Mayor, CAO and one Councillor to attend both the ROMA Conference and the OGRA Conference for 2017only and then evaluate the value of each conference to determine what conference is the most effective conference to attend in 2018 and subsequent years.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/67**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 5, 2016
SUBJECT: Multi-Use/Tennis Court Committee Financial Request

BACKGROUND

At the June 17, 2016 Council Meeting, the letter received from the Multi-Use/Tennis Court Committee requesting consideration of additional capital funding was referred to Administration & Finance Executive Committee for recommendation with input from Community Services Executive Committee.

As indicated in the attached report, the Community Services Executive Committee is not in favour of further financial support to the Multi-Use Tennis Court Committee but recommends that continued pursuit of fundraising efforts so that lighting does not have to be cut from the scope of the project.

RECOMMENDATION

The Administration and Finance Executive Committee recommended to deny further capital financial funds to cover the projected funding shortfall amount of \$57,994 as requested by the Multi-Use/Tennis Court Committee. It is recommended that the Multi-Use/Tennis Court Committee explore all options to reduce the overall project costs, to defer lighting or a portion of lighting to another year and to continue fundraising to reduce the project funding shortfall.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to deny further capital financial funds to cover the projected funding shortfall amount of \$57,994 as requested by the Multi-Use/Tennis Court Committee. It is recommended that the Multi-Use/Tennis Court Committee explore all options to reduce the overall project costs, to defer lighting or a portion of lighting to another year and to continue fundraising to reduce the project funding shortfall.



REPORT

TO: Administration and Finance Executive Committee
FROM: Jason Kabel, Manager of Community Services
DATE: June 30, 2016
RE: Multi Use Tennis Court Committee Request

At the regular meeting of Council on June 27, 2016, the attached request from R. Wiedenhoeft, Chair – Multi Use Tennis Court Committee was referred to the Administration and Finance Executive Committee with input from the Community Services Executive Committee.

Mayor and Council have previously committed \$112,000 from capital reserve funds to the Multi Use Court development with other principal donations coming from the Ontario Trillium Foundation (\$150,000), and Rainy River District School Board (\$112,000).

The projected funding shortfall in the letter of request is said to be as high as \$57,994.06.

Recommendation

The Community Services Executive Committee is not in favour of further financial support to the Multiuse Tennis Courts Committee but recommends that continued pursuit of fundraising efforts in other regards would be appropriate so that lighting does not have to be cut from the scope of the project.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'J. Kabel', is written over the printed name 'Jason Kabel'.

Jason Kabel



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/68**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 5, 2016
SUBJECT: Watten Volunteer Fire Department

BACKGROUND

At the June 27, 2016 Council Meeting, the attached request received from Brian Angus, Watten Fire Department was referred to the Administration & Finance Executive Committee for recommendation with input from Community Services

The Watten Fire Department, as part of their fundraising campaign, is hosting a fish fry at Sunny Cove on August 26th, 2016. The Fire Department raises funds annually for their operating and maintenance expenses for its fire hall and service vehicles and has requested that the Town consider donating the rental fee Sunny Cove, or lieu of this, a monetary donation. In prior years, being 2013, 2014 and 2015, Council approved a donation of \$300.00 for this event.

As indicated in the attached report, the Community Services Executive Committee recommends that a similar contribution of \$300.00 that has been done in the past to the Watten Volunteer Fire Department.

RECOMMENDATION

The Administration and Finance Executive Committee recommend to approve the Watten Volunteer Fire Department donation request in the amount of \$300.00.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to approve the Watten Volunteer Fire Department donation request in the amount of \$300.00.



REPORT

TO: Administration and Finance
FROM: Jason Kabel, Manager of Community Services
DATE: July 4, 2016
RE: Watten Volunteer Fire Department Donation Request

At the regular meeting of Council on June 27, 2016, the attached request from B. Angus, Watten Fire Department Administrative Board was referred to the Administration and Finance Executive Committee with input from the Community Services Executive Committee.

The Watten Fire Department is requesting a financial donation for the rental cost of Sunny Cove Camp to host their annual fish fry, August 26, 2016, (\$559.58 + tax) or \$300 in lieu of the rental cost as has been authorized by Council in previous years.

Recommendation

The Community Services Executive Committee recommends that a similar financial contribution of \$300 that has been done in the past to the Watten Volunteer Fire Department for their rental as Sunny Cove Camp is fitting.

Respectfully Submitted,

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

Jason Kabel



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/63**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 5, 2016
SUBJECT: M. McCaig, CAO – Purchase Card Expense

BACKGROUND

Attached are copies of Schedule “D” Entertainment Expense & Purchase Card expense for Mark McCaig, CAO in the amount of \$270.53 for CAO transitional consultation luncheon meetings with staff members during the period of June 8 to June 24, 2016.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council approves the Schedule “D” Entertainment Expense & Purchase Card expense for Mark McCaig, CAO in the amount of \$270.53 as detailed in this report


Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the Schedule “D” Entertainment Expense & purchase card expense for Mark McCaig, CAO. in the amount of \$270.53 as detailed in this report.

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

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

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

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

Name <u>Mark McCaig</u>	Date <u>June 8, 2016</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Mark McCaig</u>	
2. <u>Doug Brown</u>	
3. <u>Jason Kabel</u>	
4.	
Purpose of Entertainment <u>CAO Transitional Consultation</u>	
Amount Claimed <u>\$ 57.64</u>	
Treasurer Signature	Date <u>June 8, 2016.</u>

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667
 1201 Idylwild Drive
 TEL: 274-9811

103 Gael B

Tbl 34/1 Chk 8957 Gst 3
 Jun08'16 12:03PM

3 Special	\$36.00
1 Lg Ice Tea	\$3.25
1 Lg Ginger Ale	\$3.25

Subtotal	\$42.50
HST	\$5.53
Amount Due	\$48.03

Please Pay Server at Table
 TIP: _____

TOTAL: _____

ROOM # _____

SIGNATURE : _____

PRINT NAME: _____

FOR: _____

CARD *****6269
 CARD TYPE VISA
 DATE 2016/06/08
 TIME 6505 13:10:22
 RECEIPT NUMBER
 C82027561-001-036-014-0

PURCHASE
 AMOUNT \$48.03
 TIP \$9.61
 TOTAL

\$57.64

VISA CREDIT
 A0000000031010
 53629EB441ADD7E7
 0080008000-E800
 66D911E665140EB1
 0080008000-F800

*mm***APPROVED**

AUTH# 065365 01-027
 THANK YOU

CARDHOLDER COPY


IMPORTANT - RETAIN THIS
 COPY FOR YOUR RECORDS

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

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

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

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

Name	Mark McCaig	Date	June 9, 2016
Names, Position, and Organization of Individuals Being Entertained			
1.	Mark McCaig		
2.	Doug Brown		
3.	Frank Sheppard		
4.			
Purpose of Entertainment			
CAO Transitional Consultation			
Amount Claimed			
\$57.29			
Treasurer Signature		Date	

An itemized receipt must be attached to process payment

LA PLACE RENDEZ-VOUS
1201 IDYLVILD DRIVE
FORT FRANCES ON

La Place Rendez-
GST: R104472667
1201 Idylwild Drive
TEL: 274-9811

103 Gael B

Tbl 34/1 Chk 9037 Gst 3
Jun09'16 12:05PM

1 Beef Liver	\$12.25
1 Mozza Reuben	\$13.00
1 Special	\$12.00
2 Coffee	\$5.00

Subtotal	\$42.25
HST	\$5.49
Amount Due	\$47.74

Please Pay Server at Table
TIP: _____

TOTAL: _____

ROOM # _____

SIGNATURE : _____

PRINT NAME: _____

CARD *****6269
CARD TYPE VISA
DATE 2016/06/09
TIME 6 124 13:02:59
RECEIPT NUMBER
C82027561-001-037-026-0

PURCHASE
AMOUNT \$47.74
TIP \$9.56
TOTAL

MM **\$57.29**

VISA CREDIT
A0000000031010
EFC334492D40A382
0080008000-E800
CE3F39894E14E247
0080008000-F800

APPROVED

AUTH# 002570 01-027
THANK YOU

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

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

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

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

Name <u>Mark McCaig</u>	Date <u>June 13, 2016</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Mark McCaig</u>	
2. <u>Doug Brown</u>	
3. <u>Laurie Witherspoon</u>	
4.	
Purpose of Entertainment	
<u>CAO Transitional Consultation</u>	
Amount Claimed <u>\$5729</u>	<u>Mark McCaig</u>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667
 1201 Idylwild Drive
 TEL: 274-9811

173 Hailey M

Tbl 34/1 Chk 9618 Gst 3
 Jun13'16 11:59AM

1 Coffee	\$2.50
1 Special	\$12.00
SUB MIX GREENS	\$1.75
1 Special	\$12.00
SUB MIX GREENS	\$1.75
1 Beef Liver	\$12.25

Subtotal \$42.25
 HST \$5.49
 Amount Due **\$47.74**

Please Pay Server at Table
 TIP: _____

TOTAL: _____

ROOM # _____

SIGNATURE : _____

PRINT NAME: _____

LA PLACE RENDEZ-VOUS
 1201 IDYLVILD DRIVE
 FORT FRANCES ON

CARD *****6269
 CARD TYPE VISA
 DATE 2016/06/13
 TIME 4288 12:53:00
 RECEIPT NUMBER
 C82027561-001-042-007-0

PURCHASE
 AMOUNT \$47.74
 TIP \$9.55
 TOTAL

 **\$57.29**

VISA CREDIT
 A0000000031010
 62E6C7C9138117E1
 0080008000-E800
 AD08E72AAC8926AB
 0080008000-F800

APPROVED

AUTH# 017893 01-027
 THANK YOU

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

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

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

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

Name	<i>Mark McCaig</i>	Date	<i>June 14, 2016</i>
Names, Position, and Organization of Individuals Being Entertained			
1.	<i>Mark McCaig</i>		
2.	<i>Doug Brown</i>		
3.	<i>Aaron Petrun</i>		
4.			
Purpose of Entertainment			
<i>CAO Transitional Consultation</i>			
Amount Claimed	<i>56 95</i>	<i>Mark McCaig</i>	
Treasurer Signature		Date	

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667
1201 Idylwild Drive
TEL: 274-9811

103 Gael B

Tbl 34/1 Chk 9695 Gst 3
Jun14'16 11:53AM

1 Mozza Reuben	\$13.00
WILD RICE	\$1.00
1 Mozza Reuben	\$13.00
WILD RICE	\$1.00
1 BLT Xpress	\$10.75
RYE	
1 Lg Pepsi	\$3.25
Subtotal	\$42.00
HST	\$5.46
Amount Due	\$47.46

Please Pay Server at Table
TIP: _____

TOTAL: _____


ROOM # _____

SIGNATURE : _____

PRINT NAME: _____

LA PLACE RENDEZ-VOUS
1201 IDYLVILD DRIVE
FORT FRANCES ON

CARD *****6269
CARD TYPE VISA
DATE 2016/06/14
TIME 2154 12:52:52
RECEIPT NUMBER
C82027561-001-043-007-0

PURCHASE
AMOUNT \$47.46
TIP \$9.49
TOTAL  **\$56.95**

VISA CREDIT
A0000000031010
C57C4B390F7F88C8
0080008000-E800
458F514036A2BB97
0080008000-F800

APPROVED

AUTH# 025151 01-027
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TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST

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

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

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

Name <i>Mark McCaig</i>	Date <i>June 24, 2016</i>
Names, Position, and Organization of Individuals Being Entertained	
1. <i>Wes Derksen, Town Solicitor</i>	
2. <i>Mark McCaig, CAO</i>	
3.	
4.	
Purpose of Entertainment <i>Lunch meeting with Wes Derksen, Town Solicitor re: Agency 1 Matters</i>	
Amount Claimed <i>\$41.36</i>	<i>Mark McCaig</i>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667
1201 Idylwild Drive
TEL: 274-9811

148 Kimmy

Tbl 3/1 Chk 4248 Gst 2
Jun24'16 11:51AM

1 Reg Greek	\$8.25
\$Cajun Chick	\$5.00
1 Beef Liver	\$12.25
2 Coffee	\$5.00

Subtotal	\$30.50
HST	\$3.97
Amount Due	\$34.47

Please Pay Server at Table
TIP; _____

TOTAL: _____

ROOM # _____

SIGNATURE : _____

PRINT NAME: _____

LA PLACE RENDEZ-VOUS
1201 IDYLVILD DRIVE
FORT FRANCES ON

CARD *****6269
CARD TYPE VISA
DATE 2016/06/24
TIME 2436 12:40:43
RECEIPT NUMBER
C82034954-001-339-004-0

PURCHASE
AMOUNT \$34.47
TIP \$6.89
TOTAL

\$41.36

VISA CREDIT
A0000000031010
3910C0AEB016D578
0080008000-E800
709FE6831AF6E8C4
0080008000-F800

APPROVED

AUTH# 012094 01-027
THANK YOU

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Cardholder Activity

Name: MARK MCCAIG

Account Number: **6269

Cycle End Date: Open

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total		Allocation Amounts		Regional	Source Currency	Currency Amount
		<-----	----->	-----	----->			
2016-06-08	LA PLACE	\$57.64		\$6.63		\$0.00	CAD	57.64
2016-06-10	RENDEZ-VOUS FORT FRANCES, ON	\$57.64		\$6.63		\$0.00		
2016-06-09	LA PLACE	\$57.29		\$6.59		\$0.00	CAD	57.29
2016-06-13	RENDEZ-VOUS FORT FRANCES, ON	\$57.29		\$6.59		\$0.00		
2016-06-13	LA PLACE	\$57.29		\$6.59		\$0.00	CAD	57.29
2016-06-15	RENDEZ-VOUS FORT FRANCES, ON	\$57.29		\$6.59		\$0.00		
2016-06-14	LA PLACE	\$56.95		\$6.55		\$0.00	CAD	56.95
2016-06-16	RENDEZ-VOUS FORT FRANCES, ON	\$56.95		\$6.55		\$0.00		
2016-06-24	LA PLACE	\$41.36		\$4.76		\$0.00	CAD	41.36
2016-06-27	RENDEZ-VOUS FORT FRANCES, ON	\$41.36		\$4.76		\$0.00		

Activity Totals	Purchases	Payments	National Taxes	Regional Taxes
\$270.53	\$270.53	\$0.00	\$31.12	\$0.00

Cardholder Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/69**

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: July 5, 2016

SUBJECT: Request for Proposal for The Supply, Integration and Implementation of a Consolidated Municipal Financial System for the Corporation (RFP No. 16-AD-01)

BACKGROUND

The Corporation of the Town of Fort Frances advertised for requests for proposals to replace the municipality's financial system and to implement a more modern, comprehensive and flexible software system that takes advantage of new technologies and efficiencies. The request for proposals closed on Tuesday, June 14, 2016 at 2:00 p.m. (CST) local time. The Town anticipates expanding the system to incorporate additional modules for use throughout the municipality in a networked environment designed to allow for seamless integration and the ability to offer our ratepayers a one-stop shopping service.

The RFP stated that a fully integrated Municipal Financial System solution must include the following modules: property tax billing, utility billing (water & sewer), cash control & cash receipting, general ledger, budgeting and G/L reporting, accounts receivable, accounts payable & bank reconciliation, payroll, inventory, fixed assets and automatic bank withdrawal (ABW). Other applications of interest to the Town were animal control, business licensing, cemetery, municipal ticketing, recreation management, fleet management, land management, lottery licensing and building management. The Town received five (5) software system responses from four (4) suppliers. USTI Asyst Software, USTI Keystone Software with Asyst Payroll, Diamond Municipal Solutions comprised of Microsoft Dynamics GP, Vadim Software, and PROCOM Data Services Inc. TownSuite Municipal Software, ranging in price from \$61,840 to \$133,142 plus HST.

The USTI Asyst software solution and Keystone software solution with Asyst Payroll proposals were received by e-mail before the June 14, 2016 closing date and time, but the vendor failed to submit the original documents and enclosures within forty-eight (48) hours of the closing date and did not included references for either solution, nor an implementation plan. The original proposals and references were received after contact and request to do so. In accordance with the RFP, original proposals were received from Diamond, Vadim and TownSuite within the requested time. One other note, is that Diamond proposed two solutions, one with 35 concurrent users (10 full access, 25 limited access) and the other with 15 concurrent users (8 full access, limited access) and corresponding prices for each option. Both Diamond price options are summarized in the RFP 16-AD-01 Summary as attached. The Treasurer and Deputy Treasurer evaluated each proposal based on the software ability to address all of the key requirements outlined in the RFP as follows: functionality and flexibility of the proposed MFS to meet the specified requirements, functionality of specific municipal applications and full integration, supplier qualifications financial stability and references, knowledge and experience with

municipal government applications, scope and depth of support and help desk services, cost of the total offering in the proposal, annual support costs and license maintenance, scope of training options, ability to provide MAS data conversion services where required.

Following that, based on price range, Administration asked three (3) software suppliers being USTI – Asyst & Keystone software, Vadim and Diamond for a demonstration of their integrated software so that both Town staff and FFPC staff could further view the capability of each software solution. This gave staff the ability to ask specific questions, and to get a perspective of what future capabilities each proposed solution offered for the Town and FFPC. Some of the variations in the different software solutions include ease of use, drill down capabilities, reporting capabilities, storage of scanned documents, and storage of data. One very important component is ensuring that the software has the ability to provide appropriate security controls. Diamond has role based security built into its software, ensuring that each position/role has access to what they need for their position. An example is the Payroll Clerk will have access to everyone's payroll and private information, but other users of the system will not.

Administration has contacted references, as provided by the vendors USTI, Vadim and Diamond. Current users of Vadim are not particularly satisfied with the support services. USTI has provided us great service in the past and provides that same service for customers of Asyst and Keystone. As for Diamond, one municipal Treasurer which we spoke with had converted both Asyst and MAS to Diamond in two municipalities and was pleased with the results of both. She also stated that the support services continue to get better and Diamond is continually improving the product with input from user groups.

Diamond's Municipal Financial System can either be stored in the Cloud (ie. web base) or in-house on a Microsoft SQL server. This would be an additional cost estimated at \$5,000, but will provide quicker processing and no down time if the internet is down. Diamond better serves the needs of flexible reporting for FFPC, meets future module needs for full integration for the Town, and we received favourable references for MFS maintenance and support from Ontario municipalities.

The desired financial software implementation cost of \$100,479.86 is \$25,180 over the Capital budget of \$75,000 plus the cost of a Microsoft SQL server. FFPC has indicated that they have the financial ability to share in the cost of the financial system.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the proposal received from Diamond Software Inc. to supply and implement Diamond's comprehensive suite of municipal financial modules for 15 concurrent users and to purchase the recommended Microsoft SQL Server for the new municipal financial software system.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to approve the proposal received from Diamond Software Inc. to supply and implement Diamond's comprehensive suite of municipal financial modules for 15 concurrent users in the amount of \$98,742.00 plus HST and to authorise the purchase the recommended Microsoft SQL Server for the new municipal financial software system.



Town of Fort Frances, ON

Summary of Software & Professional Service

Total Concurrent Users - 15 (8 Full Access, 7 Limited Access)

Capital Outlay - Core Financial Modules	Software	Services	Total
Foundation Layer (15 concurrent users)	\$48,667	\$30,975	\$79,642
General Ledger with Bank Reconciliation	Included	Included	Included
Management Financial Reporter (unlimited users)	Included	Included	Included
Excel Based Budgeting	Included	Included	Included
Accounts Payables with EFT	Included	Included	Included
Accounts Receivables with Invoicing	Included	Included	Included
Payroll	Included	Included	Included
Diamond Utility Billing	Included	Included	Included
Diamond Property Taxation	Included	Included	Included
Diamond Cash Control and Receipts	Included	Included	Included
Additional a la Carte Items			
SmartList Builder (Query Tool)	\$2,000	\$1,050	\$3,050
Inventory (with Data Conversion)	Included	\$4,200	\$4,200
Fixed Assets	Included	\$3,150	\$3,150
Accounts Receivable Data Conversion	Included	\$2,100	\$2,100
Payroll Data Conversion	Included	\$2,100	\$2,100
Accounts Payable Data Conversion	Included	\$2,100	\$2,100
GRAND TOTAL PROJECT	\$50,667	\$45,675	\$96,342

Operational Items	Amount
Annual Software Maintenance and Project Support	\$14,187
Contingency for Travel (One Week at Go-Live)	\$2,400
Total Operational Items	\$16,587



Town of Fort Frances, ON

Summary of Software & Professional Service

Total Concurrent Users - 15 (8 Full Access, 7 Limited Access)

Additional Items (June 30, 2016)	Software	Services	Total	Operational (Annual Costs)
eSend (5000 pieces annually)	\$4,000	\$1,050	\$5,050	\$1,120
Virtual Town Hall - Full Bundle	\$5,000	\$5,250	\$10,250	\$5,000
Asset/Equipment Usage and Costing	\$0	\$2,100	\$2,100	\$1,400
Employee Self Service (based on 200 employees)	\$0	\$2,100	\$2,100	\$3,500
Time Clock and Advanced Tracker Integration	Included	\$1,050	\$1,050	\$0
TOTAL ADDITIONAL ITEMS	\$9,000	\$11,550	\$20,550	

Comments

eSend gives you the power of email and eBilling right from the Diamond solution with full audit. You can now send these documents directly via email:

- Utility Bills and Utility Arrears Letters
- Property Tax Notices and Property Tax Arrears Letters
- Tax Statements
- Pre-authorized Payment Letters for Property Tax
- Cash Receipts and PAP withdrawal notification/receipt
- More coming soon (pet and business license notice, permits, sundry AR invoices)

Virtual Town Hall provides a full citizen self-service portal for inquiry, payment (credit or debit) and more (as per the demo). It can be implemented during along with other modules right away or at any later date. **As a special introductory offer, Diamond is pleased to offer the entire Virtual Town Hall bundle for \$5,000 (a \$25,000 value) and give you until June 30, 2017 as price protection.**

If you wish to use Paymentus as an initial step, Diamond has integrated with Paymentus as well and only minor configuration is required for that integration with no special modules or licensing costs.

Asset/Equipment usage and costing (as demonstrated during the demo) **has been offered as an initial offer with system purchase at no additional cost** (we have noted the service fees to configure and the annual maintenance fees only) as it seems to be a fundamental component of your current offering.

Employee self-service allows users a web-based platform to enter time, project and equipment information (as demonstrated) and a portal to deliver additional employee self-service functions. This is sold on an annual subscription basis.

Time Clock/Advance Tracker - this is subject to discussion as to the final process and methods chosen (something we will happily discuss with you during project scoping). We have suggested one day of services here if you wish to keep your existing time clock and/or advance tracker solutions and need to integrate data to payroll.

R.F.P. No. 16-AD-01 Summary

Supplier	Asyst	Keystone	Diamond	Diamond	Vadium	TownSuites
Core Modules	\$ 61,840.00	\$ 66,415.00	\$ 133,142.00	\$ 98,742.00	\$ 71,525.00	\$ 99,375.00
Annual Maintenance/Support	\$ 15,540.00	\$ 13,845.00	\$ 23,819.00	\$ 14,187.00	\$ 15,050.00	\$ 56,475.00
Sub-Total	\$ 77,380.00	\$ 80,260.00	\$ 156,961.00	\$ 112,929.00	\$ 86,575.00	\$ 155,850.00
Capital Cost (Net of HST Rebate)	\$ 62,928.38	\$ 67,583.90	\$ 135,485.30	\$ 100,479.86	\$ 72,783.84	\$ 101,124.00
Additional Modules	\$ 570.00	\$ 570.00	\$ 26,700.00	\$ 26,700.00	\$ 12,058.00	\$ 74,175.00
Annual Maintenance/Support	\$ 575.00	\$ 1,005.00	\$ 3,360.00	\$ 3,360.00	\$ 2,415.00	\$ 39,300.00
Sub-Total	\$ 1,145.00	\$ 1,575.00	\$ 30,060.00	\$ 30,060.00	\$ 14,473.00	\$ 113,475.00
HST	\$ 10,208.25	\$ 10,638.55	\$ 24,312.73	\$ 18,588.57	\$ 13,136.24	\$ 35,012.25
TOTAL	\$ 88,733.25	\$ 92,473.55	\$ 211,333.73	\$ 161,577.57	\$ 114,184.24	\$ 304,337.25
Administrator Licences	35					
Concurrent Users		35	35	15	20	

Note: USTI did not include Fixed Asset Module as the Town is currently using the Asyst Module
The Annual Maintenance/Support for Fixed Assets would have to be added on

4.2 Optional Items

MODULES	CONCURRENT USER\$**	LICENSE FEE (IDENTIFY FOR ADDITIONAL USERS)	IMPLEMENTATION COSTS	TRAINING			ANNUAL MAINTENANCE (SUPPORT ENHANCEMENTS)	DATA CONVERSION	OTHER	COST FOR SYSTEM	COMMENTS
				DAYS	TOTAL COST	ADDITIONAL TRAINING DAYS					
Animal Control	35	\$1000	\$1050	1	\$1050		\$280	None		\$3380	\$100
Business Licencing	35	\$1000	\$1050	1	\$1050		\$280	None		\$3380	\$100
Cemetery	35	\$1000	\$0	1	\$1050		\$280	None		\$2330	
Municipal Ticketing	35	\$3000	\$2100	1	\$1050		\$840	None		6990	
Recreation Management	TBD	TBD	TBD						TBD	\$1BD	Based on discovery and need
Land Management	35	\$4000	\$2100	1	\$1050		\$1120	None		\$8270	
Fleet Management	35	\$2000	\$2100	1	\$1050		\$560	None		\$5710	
Lottery Licencing	Not Available										
Building Maintenance	35	Part of Fleet									
Sub-TOTAL										\$30,060	
HST										\$	
										\$3,908	
TOTAL										\$33,968	

** Additional CONCURRENT users start at \$1500 per user (limited access) and \$3700 (full access).

CLIENT REFERENCES

Diamond specializes exclusively in local government and works with Microsoft to deliver comprehensive business management solutions that combine rich functionality, high adaptability and low total cost of ownership. Our mandate is to **“help the public sector achieve greater success”** through improved utilization of technology. To this end, Diamond has provided comprehensive project management, implementation, training and on-going support services to roughly **280 municipalities across Canada and one hundred in Ontario**. We understand trends in good governance and municipal business needs and optimize Microsoft technology to meet the specific needs of Canadian and Ontario municipalities.

A listing of municipalities that are utilizing Diamond’s integrated Microsoft Dynamics GP based solutions in Ontario is provided below along with specific reference sites and these can be contacted at the discretion of the Town of Fort Frances:

Adjala - Tosorontio, Township of
 Alnwick - Haldimand, Township of
 Assignack, Township of
 Athens, Township of
 Aylmer, Town of
 Bancroft, Town of
 Barrie, City of
 Blue Mountains, Town of The
 Bluewater, Municipality of
 Bradford West Gwillimbury
 Brant, County of
 Brighton Municipality
 Brock, Township of
 Caledon, The Town of
 Centre Wellington, Township of
 Clarington, Municipality of
 Cobourg, Town of
 Collingwood, Town of
 Cramahe, Township of
 Deseronto, Town of
 Douro-Dummer, Township of
 Dufferin, County of
 East Zorra-Tavistock, Township of
 Eastern Ontario Health Unit
 Elliot Lake, City of
 Enniskillen, Township of
 Essa, Township of
 Essex, Town of
 French River, Municipality of

Frontenac Islands, Township of
 Frontenac, County of
 Grey, County of
 Halton Hills, Town of
 Hamilton, Township of
 Hastings, County of
 Huron East, Municipality of
 Huron, County of
 Ingersoll, Town of
 Innisfil, Town of
 King, Township of
 Kingsville, Town of
 Lambton Shores, Municipality of
 Lanark Highlands, Township of
 Lanark, County of
 Larder Lake, Town of
 Leeds & Grenville, United County of
 Lennox & Addington, County of
 Middlesex, County of
 Midland, Town of
 Mississippi Mills, Town of
 New Tecumseth, Town of
 Niagara-on-the-Lake
 Norfolk County
 North Eastern Manitoulin and the Islands
 North Kawartha, Township of
 Norwich, Township of
 Orangeville, Town of

Orillia, City of
 Owen Sound, City of
 Oxford, County of
 Papineau-Cameron, Township of
 Parry Sound, Town of
 Pembroke, City of
 Perth East, Township of
 Perth, Town of
 Peterborough, County of
 Port Hope, Municipality of
 Prescott Russell, United Counties of
 Prince Edward, County of
 Quinte West, The City of
 Ramara, Township of
 Renfrew, County of
 Russell, Township of
 Sault Ste Marie, City of
 Scugog, Township of
 Sioux Lookout, Municipality of

South Bruce Peninsula, Town of
 South Frontenac, Township of
 South Huron, Municipality of
 South West Oxford, Township of
 Springwater, Township of
 St Thomas, City of
 Stratford, City of
 Strathroy-Caradoc, Township of
 Tay Valley Township
 Tay, Township of
 Thames, Municipality of
 Tillsonburg, Town of
 Trent Hills, Municipality of
 Uxbridge, Township of
 Wasaga Beach, Town of
 Wellington North, Township of
 Whitchurch-Stouffville, Town of
 Woodstock, City of
 Zorra, Township of



July 5, 2016

Operations & Finance Committee
Town of Fort Frances
320 Portage Avenue
FORT FRANCES, Ontario
P9A 3P9

RE: Municipal Financial System Acquisition

Dear O&F Committee,

The Fort Frances Power Corporation (FFPC) fully supports the acquisition of Diamond Microsoft Dynamics as the Town of Fort Frances' Municipal Financial System. After reviewing all submitted proposals and attending the software demonstrations, we believe that this is the only solution that is able to meet the current and future needs of both the Town of Fort Frances and FFPC. We were very pleased to learn that almost twenty of the one-hundred municipalities utilizing this solution in Ontario, also own Local Distribution Companies.

The Fort Frances Power Corporation would be more than happy to contribute its fair share of the capital purchase and implementation costs.

Yours Truly,

Joerg Ruppentein

President & CEO

June 20, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**Subject: Drinking Water Quality Management System (DWQMS) –
Management Review Meeting - Endorsement by Owners**

Over the past 12 months a couple of significant milestones have been completed in regards to the Drinking Water Quality Management System and are summarized below:

- 1) **2nd External** (on-site verification) completed by SAI Global on November 4, 2015-Auditor Mr. Rod Seabrook
- 2) **5th Internal Audit** completed by Mr. Travis Rob from April 20 to May 16, 2016.
- 3) **5th Management Review Meeting** held on Monday June 20, 2016 to review the implementation of the DWQMS for the period June 2015 to May 31, 2016.

Please find attached the agenda package plus the associated documents which were reviewed at the June 20th, 2016 Management Review meeting and the corresponding meeting minutes. Presently under the process outlined in the Operational Plan Element No. 20 - Management Review (See pages No. 74 & 75 of Operational Plan) - there were four (4) action items that Council (owner) must review and endorse at this time:

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West** (from 1302 Colonization Road West to 1448 Colonization Road West). The timeline is in accordance with the 2017 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

Action Item No. 2) **Installation of two additional valves along Sinclair Avenue between Victoria Avenue & Armit Avenue in order that the hospital facility can avoid unnecessary boil water advisories being issued.** Staff at the management review meeting on June 20, 2016 are of the opinion that the Town should send a letter to the Riverside Health requesting that their internal plumbing be upgraded or upsized to ensure proper fire flow protection can be achieved from the water supplied from either Sinclair or Front Street watermains, prior to the installation the two additional isolation valves along Sinclair Avenue.

Action Item No. 3) **Ensure both Cemetery Irrigation Systems are properly plumbed to ensure the proper backflow protection c/w meter is in place.** The timeline is in accordance with the 2017 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital

expenditure to Council (owner). The Riverview Cemetery Irrigation system modifications can take place at the same time as completing action item No. 1

Action Item No. 4) – **Cancellation of Policy 4.5 - STANDARD OPERATING PROCEDURE (SOP) NO. 5 FOR HYDRO POWER OUTAGE FOR OPERATING THE WATER SYSTEM-** As a result of new generator for the Water Treatment Plant becoming fully operational of July 28, 2015, this Standard Operating procedure is redundant going forward as the Town has the ability to manufacture and distribute potable water to the its customers at all times.

The Operations & Facilities Executive Committee recommends the following;

- 1) That Council (owner) has reviewed the agenda package and minutes of the management review meeting held on June 20, 2016.
- 2) That Council (owner) has reviewed and accepted the following four (4) action items as a result of the management review meeting held on June 20, 2016

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West** (from 1302 Colonization Road West to 1448 Colonization Road West). The timeline is in accordance with the 2017 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

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Operating procedure is redundant going forward as the Town has the ability to manufacture and distribute potable water to the its customers at all times.

Respectfully Submitted,
Operations & Facilities Division



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

Council approval of this report will ensure the following:

- 1) 1) That Council (owner) has reviewed the agenda package and minutes of the management review meeting held on June 20, 2016.
- 2) That Council (owner) has reviewed and accepted the following four (4) action items as a result of the management review meeting held on June 20, 2016

Action Item No. 1) **Replace approximately 500 meters of 150mm diameter water main along Colonization Road West** (from 1302 Colonization Road West to 1448 Colonization Road West). The timeline is in accordance with the 2017 budget process where the O & F Division Management will prepare the cost estimate for installation and present this capital expenditure to Council (owner).

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2016JuneDWQMSmanagmentreviewreport

June 24, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Laneway Grading & Drainage Issues – 1234 First Street East -
Letter dated June 5, 2016 from Mr. Melvin Haukass

Please find attached the letter dated June 5, 2016 from Mr. Melvin Haukass, property owner of 1234 First Street East and the memo dated June 22, 2016 by Melvin Haukass which was reviewed at the June 22, 2016 O & F executive committee meeting. Mr. Haukass' concerns were referred to the Operations & Facilities executive committee for recommendation at the June 13, 2016 Council meeting.

Further to the town's 1985 elevation plan provided by Melvin Haukass at the June 22, 2016 O & F Executive committee meeting, a topographic pick-up survey was completed on June 23, 2016 by the Engineering department. In order to determine the exact change in elevation of the centerline of the laneway since 1985 Town staff used the existing finish floor (FF) elevation of Mr. Haukass's garage as the reference benchmark which was set at 339.97 meters. Basically the Town has assumed that the garage concrete finish floor elevation was the same elevation as in 1985 and there is no settlement since 1985. See attached spreadsheet showing the change in elevation since 1985 of the centerline of the gravel laneway.

Based on my review of the existing situation, the residential properties of Haukass & Lampi will continue to be high and dry so to speak. The sump pump water from both Haukass and Lampi properties and/or rain event runoff water is presently directed to either the newly installed catchbasin (tied into a storm sewer pipe which is located on either Haukass's or Lampi's properties eventually discharging into the existing First Street East storm sewer system) or along the north side of the laneway eventually discharging into a catchbasin near the Colonization Road East ROW. It appears the centreline of the gravel backlane has been raised where one of the contributing factors is that Lampi's concrete driveway slab elevation abutting the south side of the laneway is higher than the centerline of the laneway.

Going forward, I suggested that the existing backlane is graded in such a manner that positive drainage is maintained to ensure runoff and sump pump water is directed to the existing catchbasin near the Colonization Road East ROW. Also that the north side laneway swale should be shaped to be more pronounced to ensure the runoff and sump pump water flows at a quicker rate to the existing catchbasin.

I am also of the opinion that there are several backlanes in the community that have poor drainage characteristics and that the Town's workforce when performing maintenance activities in lanes have been taken into account not to create drainage issues for abutting property owners and drivability is maintained. On occasion some granular "A" material is to be added to the laneway in order to properly grade or back-blade these laneways. There is no elevation plan for backlanes. A large portion of Fort Frances is a glacier washout plain and that positive drainage is somewhat difficult to achieve during periods with extensive rainfall events.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the 1200 block backlane between 1st & 2nd Street East is graded in such a manner that positive drainage is maintained to ensure runoff and sump pump water is directed to the catchbasin near the Colonization Road East ROW.
- 2) That the north side of laneway swale is shaped to be more pronounced to ensure the runoff and sump pump water flows at a quicker rate to the existing catchbasin near the Colonization Road East ROW.
- 3) As a result of the 2016 Reconstruction project of Colonization Road East , the removed concrete laneway entrance slab abutting Colonization Road East will be re-installed to minimize the damming effect for drainage in the laneway in question.
- 4) That the backlane grading and drainage concerns forwarded from Mr. Melvin Haukass have been addressed.

Respectfully submitted,
Operations & Facilities Division



Doug Brown, P. Eng.
Operations & Facilities Manager

Council approval of this report will ensure the following:

- 1, That the 1200 block backlane between First and Second Street East is graded in such a manner that positive drainage is maintained to ensure runoff and sump pump water is directed to the catchbasin near the Colonization Road East ROW
2. That the north side of laneway swale is shaped to be more pronounced to ensure the runoff and sump pump water flows at a quicker rate to the existing catchbasin near the Colonization Road East ROW.
3. As a result of the 2016 Reconstruction project of Colonization Road East the removed concrete laneway entrance slab abutting Colonization Road East will be re-installed to minimize the damming effect for drainage in the laneway in question.
4. That the backlane grading and drainage concerns forwarded from Mr. Melvin Haukass have been addressed.



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 30, 2016

RE: Sister Kennedy Centre Policies;
Standards & Discipline, Keys, Facility Use/Rental

In an effort to further promote the development of a policy manual, the Sister Kennedy Centre Policy Sub-Committee endeavoured to create the three attached policies; Standards & Discipline, Keys, and Facility Use/Rental.

At the regular meeting of the Sister Kennedy Centre Board of Management on June 14, 2016, the following policies were approved to be sent to the Community Services Executive Committee for assessment and subsequent recommendation to Council.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the three attached policies for use at the Sister Kennedy Centre to establish consistent practice for management.

Respectfully Submitted,

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

Jason Kabel

<p>Council approval of this report will endorse the three attached policies for use at the Sister Kennedy Centre.</p>
--

THE TOWN OF FORT FRANCES

Section: Sister Betty Kennedy Centre

Policy: Standards & Discipline

Creation Date:

Resolution Number: DRAFT

Policy Number:

Policy Statement:

Participants come to the Centre from all sorts of backgrounds and with many different personalities. At times, an individual's actions may have a negative impact on other participants or the Centre's operation.

Procedures:

If any concerns or incidents should occur, the following procedure shall be followed:

- a) Any discussion or action taken during this process will remain confidential. All interchanges must be documented.
- b) The Manager shall bring to the person's attention how the behaviour is impacting on others and listen carefully to the individual's response. If the concern or incident is not resolved it will be brought to the Board.
- c) The Manager may choose to bring the individuals involved together to discuss the concern or he/she may choose to meet with the individual alone. Both individuals need to be consulted.
- d) If the individual's behaviour does not change, the Manager will discuss the situation with the Board and a formal letter will be written to the person clearly explaining how their behaviour is negatively impacting on the Centre and other individuals. It will also state the consequences should their behaviour not change, which may include:
 1. Restriction in their volunteer opportunities
 2. Restriction in the use of the Centre (banned from the Centre for a certain length of time or permanently)

THE TOWN OF FORT FRANCES

Section: Sister Betty Kennedy Centre

Policy: Keys

Creation Date:

Resolution Number: DRAFT

Policy Number:

Purpose:

In order to maximize security for the Sister Kennedy Centre a limited number of keys will be produced and distribution will be controlled.

Procedures:

The Master Key which will open the outside doors and the office door shall be distributed as follows:

- The Manager of the Centre or designate
- Secretary of the Board or designate
- Community Services Manager

All keys shall be issued by the Manager.

Door keys shall be issued to volunteers who are responsible for opening the Centre in the morning and for activities which take place on a regular year-round basis.

Individuals who require a key for specific approved events shall make arrangements with the Manager to pick up the key or to have the Manager open the Centre.

The key shall be returned immediately following the event by putting it in an envelope and dropping it into the mail slot of the Manager's office.

Keys shall not be copied.

Keys shall not be transferred from one individual to another

Lost keys shall be reported immediately to the Manager.

THE TOWN OF FORT FRANCES

Section: Sister Betty Kennedy Centre

Policy: Facility Use/Rental

Creation Date: May 2016

Resolution Number: DRAFT

Policy Number:

PURPOSE: This policy will provide a framework to ensure the maximum use of the Sister Kennedy Centre and ensure that the facility is made available to the public in a fair and equitable manner.

PRIORITY

Priority shall be given in the following manner:

- Sister Kennedy Centre programs and services
- Senior (55+) not-for-profit organizations
- Senior (55+) profit organizations
- Other not-for-profit organizations
- Other interested parties

The Centre is available to groups as a revenue generating practice only when space is available.

SCHEDULED ACTIVITIES

There is a regular schedule of daily activities which include snooker, shuffleboard, cards, bingo, exercise classes and potluck dinners. More than one activity can take place at one time providing there is space and the regularly scheduled activity is not inconvenienced.

DROP IN CENTRE

The Centre is available as a drop-in coffee centre during regular hours. Drop-in hours are subject to change in order to accommodate programs and other senior activities.

FIX-IT-SHOP

The Fix-it Shop is available to seniors who need access for a variety of reasons to a wood working/repair facility. All seniors using the shop must sign in and out with the volunteer on duty.

In order to ensure safe and proper use of the equipment the Manager shall make arrangements to train any interested participants on the facility's safe operation and clean-up procedure. The key to the facility is available at the kitchen and a donation for its use is appreciated.

Any damage or equipment malfunctions need to be reported to the volunteer on duty immediately so the Manager can arrange for necessary repair.

The shop is not intended to be used for commercial purposes.

Projects must be completed and removed from the shop in a timely manner in order not to interfere with other shop users.

DRAFT

**SISTER KENNEDY CENTRE
FACILITY USE APPLICATION FORM**

Name of Individual/Organization _____

Address _____

Phone _____

E-mail _____

Date and Time Required _____

Type of Function _____

Expected Number of Participants (Maximum 120) _____

RENTAL FEES:	HALL (includes 1 SKC staff)	\$60.00
	SKC KITCHEN WORKERS	\$20.00 EACH

I have read the Sister Kennedy Centre Rental Policy and agree to follow it. I understand that the rental request is not valid until paid in full.

Applicant Signature _____ Date _____

Method of Payment Cash/Cheque

Staff Signature _____ Date _____

**SISTER KENNEDY CENTRE
RENTAL AGREEMENT TERMS AND CONDITIONS**

1. All Municipal facilities are smoke free and alcohol free unless the necessary license has been approved and presented. The Town of Fort Frances Smoking Policy, Alcohol Policy and Facility Rental Policy apply to the rental of Sister Kennedy Centre. All Municipal by-laws will be strictly enforced.
2. A Facility Use Application Form must be submitted to the SKC manager. Rental fees must be received in advance of an event taking place.
3. Sister Kennedy Centre reserves the right to accept or refuse any rental application.
4. Users will be responsible for returning the room to its original arrangement. Nothing is to be affixed to the walls in such a way as to damage walls or remove paint.
5. Rental fees include hall and washrooms only.
6. When the kitchen is being used an SKC kitchen staff shall be in attendance to assist in the use of the kitchen and to prepare coffee/tea.
7. Rental fees do not include coffee and tea unless specified and paid for.
8. Rental does not include use of the pool tables, shuffle board or shop.
9. Users shall be invoiced for the cost of cleaning or repairs above and beyond normal wear and tear.

I have read and agree to adhere to the terms and conditions of this agreement.

Name of Organization _____

Authorized Signature _____

Print Name _____

Date _____



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/64**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 5, 2016
Subject: Councillor Ken Perry – NOMA Executive Meeting Per Diem Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend a NOMA Executive Meeting held in Thunder Bay on June 22, 2016 as submitted by Councillor Ken Perry.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016.

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

Attendee	Ken Perry
Conference / Seminar Attended	NOMA Board Meeting
Location	Victoria Inn Thunder Bay
Dates	June 22/16

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			✓					
Amount			150 ⁰⁰					150 ⁰⁰

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

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/65**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: July 5, 2016
Subject: Councillor Wendy Brunetta – NOMA Executive Meeting Per Diem Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend a NOMA Executive Meeting held in Thunder Bay on June 22, 2016 as submitted by Councillor Wendy Brunetta.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$150.00 as submitted by Councillor Wendy Brunetta for his attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Wendy Brunetta for his attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016.

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Exec Mtg
Location	Thunder Bay
Dates	June 22, 2016

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			June 22					
Amount			\$150					

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date June 23, 2016

To be submitted to Payroll for processing when approved by Council

July 6, 2016

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Extension to the timing for completion of the Rainy Lake Market Square

Background

When the applications for funding were completed to Northern Ontario Heritage Fund and FedNOR the anticipated schedule to complete the works at the Rainy Lake Market Square was 2 years. Through the grant application process, given the time between award of the Heritage Fund portion and FedNOR portion, a change request was submitted to Northern Ontario Heritage Fund to extend the timeline to completion to December 31, 2016 in alignment with the FedNOR portion of the funding.

Project Status

The Demolition of the structure and backfilling and grading of the site were completed on schedule as was the release of an RFP, and award of a contract for an architecture firm for the design of the space. Through the design phase of the project, delays have been encountered pushing the receipt of construction drawings and specifications over a month late cutting drastically into the 2016 construction season. For a project of this scope a tender would have to be out for at least a month to allow for adequate site visits and costing of the project by potential bidders. This would put a construction start date sometime in September giving approximately one month of weather suitable for this type of construction, an estimated 8 to 10 week construction project.

The preliminary design drawings were received on April 28, 2016 and the design was sent to both funding agencies for review on April 29, 2016, to ensure that the design was in line with the respective agreements. FedNOR responded right away with nothing but positive comments on the design. Heritage Fund took a longer time to respond and highlighted a discrepancy between the wording in the funding agreement and the proposed design sparking the need to complete a change request on July 6, 2016. The change request is in the process of being completed and submitted, along with costing data to Heritage Fund for their consideration, however the change request cannot be considered until their board meeting in October.

Due to the delays in the receipt of the construction drawings and the need to put forth the change request with Heritage Fund, Administration is recommending that the construction of the Rainy Lake Market Square be delayed until the 2017 construction season and the appropriate documents be filed with Northern Ontario Heritage Fund and FedNOR to extend the project deadline to December 31, 2017. Further, Administration recommends that the design work currently being completed by Scatliff Miller Murray be put on hold until the wording issue can be resolved with Northern Ontario Heritage Fund.

A delay of this matter will very likely help the project, as a tender will be prepared and released immediately after the new year in 2017 allowing for the most competitive pricing among the bidders as well as allow for an early spring construction start, meaning that the Market Square will be ready for use mid-summer 2017.

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'Travis Rob', with a stylized flourish at the end.

Travis Rob, EIT

Manager of Operations and Facilities

Council Approval of this report will:

1. Direct Administration to delay the construction of the Rainy Lake Market Square to December 31, 2017
2. File the appropriate paperwork with FedNOR to extend the project deadline and file the required change request with Northern Ontario Heritage Fund to resolve the contribution agreement wording and extend the deadline to December 31, 2017
3. Direct Administration to arrange for the design work currently being completed by Scatliff Miller Murray to be put on hold until the wording issue can be resolved with Northern Ontario Heritage Fund

June 28, 2016

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Tender 16-OF-12 - Supply of $\frac{3}{4}$ Ton Truck c/w 8 foot Snowplow

As you are aware the approved 2016 capital budget included the purchase of one $\frac{3}{4}$ ton truck complete with short box and 8 foot straight blade snow plow system. The existing 2007 $\frac{3}{4}$ ton Chevy truck c/w 1997 western snowplow will be traded in against the new snow plow truck. This new $\frac{3}{4}$ snow plow truck will be used in the Parks & Cemeteries area. The total approved capital budget is \$49,000. Tender packages were hand delivered on May 27, 2016 to the local dealers (Dodge, GMC and Ford). The tender call was advertised on June 1st and 2nd, 2016 in the Fort Frances Times with the tender closing on Tuesday, June 28, 2016 at 2:00 p.m. The tender documents and specifications were developed to be generic in nature. This practice ensures that all three (3) main truck manufacturers (Dodge, GMC and Ford) could meet the specifications and that the Town could select the low tender.

There were 3 tenders submitted from 3 different suppliers/dealers. All three of the $\frac{3}{4}$ ton trucks tendered did not meet all the tender specifications. Please find attached a spreadsheet outlining the tender results and details where each tendered $\frac{3}{4}$ ton truck did not meet the required specifications.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the one (1) $\frac{3}{4}$ ton truck c/w boss snow plow system known as truck 3.3.1 less the trade-in value of the 2007 Chev $\frac{3}{4}$ ton truck c/w 1997 western snow plow model No. 60390 known as truck 3.3.2 in the tender documents 16-OF-12 be awarded to West End Motors at a total cost of \$45,200 (all taxes included).

Respectfully Submitted
Operations & Facilities Division



Doug Brown, P. Eng.

Operations and Facilities Manager

Council approval of this report will ensure the following;

1. That the one (1) $\frac{3}{4}$ ton truck c/w boss snow plow system known as truck 3.3.1 less the trade-in value of the 2007 Chev 3/3 ton truck c/w 1997 western snow plow model No. 60390 known as truck 3.3.2 in the tender documents 16-OF-12 be awarded to West End Motors at a total cost of \$45,200.00 (all taxes included).

2016June3-4tontrucktender16-OF-12

June 28, 2016- Tender No. 16-OF-12
Total Budget \$ 49,000

1- 3/4 Ton Truck - 4 wheeled drive, four door truck c/w short box and 8 foot straight snow

	Westend Motors Inc.	Sunset Country Ford	MacDonald Motors Ltd.
Unit Price	\$44,000.00	\$49,425.00	\$47,791.00
Trade-in of 2007 chevy c/w snow plow	-\$4,000.00	-\$6,000.00	-\$2,500.00
Subtotal	\$40,000.00	\$43,425.00	\$45,291.00
HST	\$5,200.00	\$5,645.25	\$5,887.83
Total	\$45,200.00	\$49,070.25	\$51,178.83
Net Cost to Town	\$40,704.00	\$44,189.28	\$46,088.12
Difference from low bid		\$3,870.25	\$5,978.83

	No, Body not all steel construction, didn't specify blade material, 6 speed transmission, No Brochure & pictures of vehicle, Service & Operator's manual not available, No line or chasis card available
	No, Body not all steel construction aluminum hood, 6 speed transmission, Service manual not available can obtained information directly from dealer.
	No, Body not all steel construction military grade aluminum body panels, 6 speed transmission, no brochure available 2017 model, Service manual not available
Meets tender specifications	
8 foot snow plow manufacturer	
Model	Boss
Blade Material	Super Duty 8 foot steel
	Boss
	Super Duty 8 foot steel
	Boss
	Super Duty 8 foot unknown
Total Budget	\$49,000.00
Total Cost to the Town	\$40,704.00
Saving	\$8,296.00

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(May 2016)

STAFFING:

See Operations Statistics (May) 2016 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (May) 2016 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: Two (2)
- 712 First St. W. and in front of 1453 Colonization Rd. W.

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Main Valve Replacements:

- Number of water main valve replacements: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: One (1)
- 800 Crowe Ave.

Water Service Installations (NEW):

- Number of water service installations: None

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Seventeen (17)
 - 833 Armit Ave. (2), 1271 Idylwild Dr., 1404 King's Hwy., 1301 Calder Dr., 800 Calder Dr. (2), 1000 Calder Dr.
 - 401 King's Hwy., 1214 Third St. E., 127 Fifth St. E., 1011 Front St., 901 Second St. E., 400 Central Ave.,
 - 551 Webster Ave. and 390 McIrvine Rd. (2)

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: One (1)
 - 390 McIrvine Rd.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer new installations: One (1)
 - 390 McIrvine Rd.

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: Four (4)
 - 283 Scott St., 300 Eighth St. E., 860 Sixth St. W. and 390 McIrvine Rd.

Other Information:

- May 16 - 20, 2016 - J. Bruyere attended the Entry-Level Course for Drinking Water Operators at the Airlane Hotel in Thunder Bay.
- Sunny Cove Camp - re-assembling of the equipment for water system.
- Traced water service lines at various locations: 860 King's Hwy.
- Commenced with the valve exercising program (Area 5) and hydrant valve exercising.
- May 9, 2016 - Bay City started construction works at Phair Ave. and Nelson St.
- May 11, 2016 - completed seasonal start-up for Sorting Gap Marina (Under DWA)
- May 16, 2016 - Makkinga start construction works at laneway between Lillie Ave. and Webster Ave.
- May 27, 2016 - Makkinga start construction works on Colonization Rd. E. commencing at Scott St.
- Summarized final costs for invoicing of private works associated with private works
- Recorded locations of curbs stops at various locations.

WATER TREATMENT PLANT:

- May, 2016 - In receipt of the Water Treatment Facility Monthly Report.

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Sewer Main Repairs:

- Number of sewer main repairs: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: One (1)
 - 310 Kirsti Pl.

Sewer Service Replacements:

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

Sewer Service Installations (NEW):

- Number of water service installations: One (1)
 - 103 Sixth St. E.

Sewer Service Terminations:

- Number of water service terminations: None

Other Information:

- Cleaned twelve (12) plugged sewer services at the following locations:
 - 322 Second St. E., 415 Second St. E. (2), 860 King's Hwy., 410 Third St. W., 1008 Walker Ave.,
 - 1218 Second St. E., 372 Keating Ave., 656 Second St. E., 713 Webster Ave., 920 Portage Ave. N.
 - and 380 Daniel Ave.
- May 12, 2016 - Completed a connection inspection of the sewer services at 372 Keating Ave.
- Recorded locations of cleanouts at various locations.
- Sewer main flushing (Dead Ends)
- Traced sanitary sewer service lines at various locations: 812 Cornwall Ave.

WASTE-WATER TREATMENT FACILITY:

- May, 2016 - Received the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 4 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 200,290 kgs (200.29 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 434,520 kgs (434.52 tonnes)
- May 14 & 15, 2016 - Free tipping days (12 hrs) at the landfill - Fight the Blight
- May 19 & 21, 2016 - K.J. Refrigeration on site to remove the refrigerants from the appliances.
- May 19 & 27, 2016 - Trillium on site to remove tires.
- May , 2016 - Hauled cover material from construction projects to landfill - cover garbage.

Recycling:

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

Prepared By: J-L A -

Date: 24-06-2016

Environmental & Facilities Superintendent