

TOWN OF FORT FRANCES

AGENDA - October 11, 2011

MEETING

Page

Committee of the Whole Meeting

(Session No. 34) 5:30 p.m. to 7:12 p.m.

Call to Order

Non-Agenda Committee items which, because of urgency, cannot be deferred to a subsequent meeting, identified to be considered later in this meeting both in camera and open meeting

Disclosure of pecuniary interest and the general nature thereof

In-Camera - 5:32 p.m. to 6:45 p.m.

- 5.1 CUPE Position - MSC #06-08-11-11.
- 5.2 CUPE Grievance - MSC - 06-08-11-11
- 5.3 CUPE Position No. PW 05-07-14-2011.
- 5.4 CUPE Grievance - PW-05-07-14-2011 and PW-07-08-26-2011.
- 5.5 CUPE Collective Bargaining.
- 5.6 Information Technology Consulting Contract.
- 5.7 Fort Frances Condominium Project
- 5.8 Personnel
Matter.

Non-agenda in-camera items

Public Session Resume in Council Chambers: 6:50 p.m.

Consent Agenda - 6:50 p.m. to 7:00 p.m.

- 8.1 Community Services Vehicles. 3
- 8.2 JEPP Application to Replace Rescue Vehicle. 4-14
- 8.3 Councillor Tibb's Request - Don Cherry Display. 15-16
- 8.4 Letter of Support - Fort Frances Aquanaut Swim Team Trillium Application. 17-18
- 8.5 Fort Frances Airport - Adjustment to Aviation Fuel Pump Prices. 19-23
- 8.6 2012 Parks and Cemetery Flowers. 24-25
- 8.7 Sidewalk - Snow Removal Priority - W. Lundstrom - 809 Victoria Avenue. 26-31
- 8.8 Meals on Wheels - 2012 Financial Support. 32-36
- 8.9 Minutes of Settlement - Requests for Reconsideration re: 858 Sixth Street West. 37-40
- 8.10 Request for Proposal (RFP) for Municipal Insurance. 41-45

Administration and Finance Division - 7:00 p.m. to 7:01 p.m.

- 9.1 Mayor Roy Avis - NWO Regional Conference Travel and Per Diem. 46-51
- 9.2 Councillor John Albanese - NWO Regional Conference Travel and Per Diem. 52-57

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Administration and Finance Division - 7:00 p.m. to 7:01 p.m.	
9.3 Councillor John Albanese - RRDMA Per Diem and Travel Claims.	58-59
9.4 Councillor Andrew Hallikas - NWO Regional Conference Travel and Per Diem.	60-64
9.5 Councillor Andrew Hallikas - RRDMA Per Diem and Travel Claims.	65-68
9.6 Councillor Ken Perry - RED Committee Meeting Travel and Per Diem Claims.	69-72
9.7 Councillor Paul Ryan - NWO Regional Conference Travel and Per Diem.	73-76
9.8 Councillor Rick Wiedenhoeft - Per Diem.	77-78
9.9 Councillor Rick Wiedenhoeft - NWO Regional Conference Travel and Per Diem Claim.	79-83
Operations and Facilities Division - 7:01 p.m. to 7:06 p.m.	
10.1 Update on Capital Projects.	
Information -	
11.1 Fort Frances Wastewater Treatment Facility - August 2011 Monthly Report.	84-89
11.2 Fort Frances Airport - Aircraft Landings 2011 and Fuel Sales Recap as of September 30, 2011*.	90-91
11.3 2011 Tonnage at Landfill Site Recap - Updated October 3rd, 2011*.	92
11.4 Rainy River Future Development Corporation - Local Initiatives Program Funds.	93-100
Non-Agenda Committee Items - 7:07 p.m.	

October 4, 2011



Report to: Mayor and Council

Re: Community Services Vehicles

Currently we have three vehicles operating within the recreation department that are primarily used in the summer for youth camp programs, soccer pitch and baseball diamond maintenance, marina staff transportation to bank and general maintenance.

The library as part of the budget reductions indicated they would sell the Raising Readers Van for \$1500. Over the summer we have worked cooperatively to pool our vehicles so all our transportation needs were met. The van was especially useful in transporting our summer camp participants from the MSC to various program locations such as St Francis Sports Field, High School, East End Hall and the Point Park.

The library van was paid for with a grant from the DSSAB 10 years ago and to transfer ownership to the Community Services Division for \$1500 would resolve our vehicle issues. This would enable us to take the 1991 ball diamond truck out of services.

It is the recommendation of the Community Services Executive that the Library van be transferred to the Community Services Division for \$1500.

Respectfully submitted,


George A. Bell
Manager of Community Services

Council's approval of this report will authorize the transfer of the Library's van to the Community Services Division for \$1500.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct. 4, 2011
Date:


M. McCaig, Administrator

October 4, 2011

Report to: Mayor and Council
Re: JEPP Application
To Replace Rescue Vehicle



Attached is a report from Frank Sheppard, Fire Chief outlining our need to replace vehicle 11-7 the highway rescue vehicle. We are also clear that without senior government funding we are unable to replace the vehicle and jeopardizing our ability to provide this service for the district.

It is the recommendation of the Community Services Executive that the application to the federal government under the Joint Emergency Preparedness Program for 45% funding or \$40,000 be approved.

Respectfully submitted,


George A. Bell

Council's approval of this report will authorize the Joint Emergency Preparedness Program application to replace the highway rescue vehicle for \$89,097.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct. 4, 2011
Date:


M. McCaig, Administrator



Fort Frances Fire and Rescue Service

Administrative Report

To: Community Services Executive
From: Frank Sheppard, Fire Chief/CEMC
CC: George Bell, Manager, Community Services
Date: September 11th, 2011
Re: Replacement of Highway Rescue Vehicle

This report is to define the need related to the replacement of the Highway Rescue Unit 11-7 and to request Councils authorization to apply for a JEPP grant to fund 45% of the purchase? This item is not a high priority for JEPP funding at this time, however there is urgency to make the application as a catastrophic failure of the vehicle would leave the Corporation in the difficult position of abandoning service provision, or funding 100% of the project. Due to the priority level I will only be applying for one JEPP grant this year to increase our chances of having it accepted. I will be using a number of writing strategies to link our application to JEPP priorities to further increase our potential for acceptance.

This vehicle is into its twenty-second year of service, and due to a number of considerations is at the end of its service life. Rescue 11-7 is the highway rescue unit that is expected to travel at relatively high speeds for distances of up to 120 kilometres. It travels overweight of the maximum rated GVW, and occupant safety during response is the primary consideration with this request. The vehicle has forty-five thousand kilometres on it, the vast majority of which are high speed, difficult condition driving.

This project will be funded under a grant formula with an expected JEPP share for the project at \$44,100.00. This is based on a 55/45 percent formula, and under those terms the Corporations share would be anticipated at \$53,900.00 if we have to maximize the grant application.

The replacement plan is to salvage the rear compartment package off the current in service vehicle, as it is of aluminium construction, adequate for our operation and in very good condition. We will retrofit the box to a new cab and chassis, update lights, paint, and decaling to the 2007 NFPA standard and place the vehicle into service.

The motivation for this project is to allow us to meet the expectations defined in our establishing and regulating bylaw, and assist in the mitigation of potential liabilities created by the Highway Traffic Act and the Occupational Health and Safety Act.

Specific considerations related to the Highway Traffic Act and Occupational Health and Safety Act are as follows:

1. This vehicle does not meet contemporary standards for braking with respect to ABS systems and braking capacity for emergency vehicles.
2. The vehicle is not equipped with air bags as is expected in modern vehicles
3. The vehicle does not have cervical neck supports (head rests) and as a result neck and head injuries are much more common in this type of vehicle, even at low speed accidents.
4. Although the vehicle is of a 1989 vintage and plated in 1990, the actual chassis design was in service in GM vehicles from 1973 to 1988. What we received was an un-plated out of service design that lacks the contemporary impact absorption standards of more modern vehicles.
5. Based on the chassis limitation the vehicle runs overweight to all calls. This further impacts braking performance.
6. Based on weight distribution on the chassis the vehicle is rear end heavy, and as such the handling and control characteristics are not consistent with the moderate to high-speed operation that is expected from a fire service vehicle.
7. The same weight distribution factors that cause the handling issues limit our ability to utilize the rear compartments. This causes the responders to store loose equipment in the passenger compartment, which is a violation of Ontario regulation 714/94, Section 7 (4)

From my perspective the aforementioned facts give me concern that the Corporation is exposed to significant liability related to this vehicle. Based on the physical age and condition of Rescue 11-7, as well as the design age, it is appropriate to replace the vehicle. Taking advantage of a forty-five percent subsidy is just the responsible way to do it.

Respectfully submitted,

Frank Sheppard
Fire Chief/CEMC

Year
2012/13

Rescue Vehicles & Associated Equipment - lower tier Municipality

Job Title
Fire Chief/CEMC

Location\Ministry
Fort Frances, Town of

Name of Department
Fort Frances Fire Rescue

Email
fsheppard@fort-frances.com

Main Address

Address Line 1	Address Line 2
320 Portage Ave	

City	Province	Postal Code
Fort Frances	Ontario	P9A 3P9

Mailing Address

Address Line 1	Address Line 2
320 Portage Ave	

City	Province	Postal Code
Fort Frances	Ontario	P9A 3P9

Primary Telephone	Alternate	Fax
(807) 274 - 9841 Ext 4	(807) 274 - 9841 Ext 3	(807) 274 - 1823 Ext

Project Coordinator
Frank Sheppard

Cost Estimate

Applicant Share(%)	Federal Share(%)	Federal Maximum Contribution(\$)
55.00	45.00	\$40,000.00

Applicant Total	Federal Total	Grand Total
\$49,097.24	\$40,000.00	\$89,097.24

Project Description

A comprehensive project description that includes the aim and objectives of a project will ensure that it is correctly understood and will be accorded a suitable priority.

This project is the final stage of a five year update plan that is included in our master fire plan process. As an organization we have been responding to motor vehicle accidents since the late 1970s. Our primary response zone was the town of Fort Frances, which encompasses approximately 30 square kilometers. After the development of the mutual aid plan in 1988 we took responsibility for heavy vehicle rescue for 5200 square kilometers of the Rainy River District. Since February of 2011 we have assumed responsibility for an additional 2400 square kilometers of territory for heavy rescue vehicle response. This area includes, twelve towns, eight first nation communities, two rail lines, eleven Provincial highways, multiple municipal, and numerous MNR roads. All of this area is our responsibility, not due to desire on our part but due to inability of any other agency to fill the role. We are the only response agency in this area that has the capacity to meet the expectation of a 24/7, 365 response. Since my assumption of the role of district coordinator we have agreed to assist where practicable in other areas of emergency management support, specialized rescue, and CBRN response. Part of our program development is to procure a reliable, modern vehicle that will act in a stand alone fashion for specialized rescue, and provide a support function for our command post, and CBRN trailers. Our current vehicle is twenty two years old and at risk of catastrophic failure every time it responds. This vehicle will certainly benefit our community, however there is a far greater interest that is being served by the updating of this particular piece of equipment. If we remove ourselves from our district wide obligations the current vehicle may last a number of years, however that will leave approximately 7600 kilometers of territory exposed to a number of hazards with almost no capacity for response.

Measurable Objectives

Long term projects may be divided into phases or measurable objectives and may thereby qualify for phased funding arrangements as major objectives are completed.

It will be very difficult to divide this project due to the significant single item expenditure of the rescue vehicle. As our Municipality has had very limited funds to support this project we have effectively already divided the response concept into measurable phases. Our initial service provision was with the original vehicle extrication program that we have been operating since 1980. This project was updated in 1990 with the purchase of a district rescue with the help of JEPP. We expanded the program five years ago with the inclusion of a water and ice rescue program that was totally funded by Fort Frances. Two years ago we further expanded the program with the assistance of JEPP and the purchase of a mobile command post. Last year we added a high angle rescue component that was fully funded by the Town of Fort Frances. This year we were successful in the application of a CBRN grant that will allow us to provide an operations level CBRN support response to the community and to the rest of the region. In addition, Fort Frances has solely supporting the development of a confined space rescue program and expanded the capacity of our water ice rescue program. Finally to make this project effective and deliverable we need the support of Public Safety Canada to provide a contemporary support vehicle that can have a stand alone capacity for heavy vehicle rescue and limited additional specialized rescue capacity in the area of water ice rescue, high angle rope rescue, and confined space rescue. In addition it is imperative that we have the ability to deliver our emergency management assets, and CBRN assets to an emergency response scene within a 150 kilometer radius in a safe and reliable manner. I believe from a all response option this project is very measurable and is an example of planned design working. All of our objectives were targeted within our master fire plan process and we are on schedule to have all of the objectives complete by 2013. Public Safety Canada has had a significant role in making this plan work and without the final step it will not be as effective.

Community Background

1. Community Population

7565

2. What communities will be served by this project directly?

Fort Frances, Alberton, LaVallee, Emo, Rainy River FN, Chapple, Morley, Dawson, Rainy River, Big Grassy FN, Big Island FN, Lake of the Woods, Senn, Naicatchawenin FN, Couchiching FN, Watten, Halkirk, Nigigoonsiminikaaning FN, Stanjikoming FN, and Min Center. In addition other unorganized areas of the Rainy River District that are on highways 71, 502, and 11 will be directly served by this project.

3. What communities will be served by this project indirectly?

Indirect service for this project will be provided to Nestor Falls, Souix Narrows, Atikokan, Seine River FN, Lac La Croix FN, and Dryden.

4. Is your community remote?

Yes

5. Does your community have any major, unique or special hazards to be prepared for?

Geography, extreme weather variations, communication gaps, and low population density are unique and special hazards that we have to prepare for. To the east we are 341 kilometers from Thunder Bay which is the next service provider that offers the same service package as our organization. To the Northeast Dryden is over 200 kilometers away and to the Northwest Kenora approximately the same distance. These municipalities offer most of the same service provisions that we do. It is not uncommon for us to meet and interact with these agencies on either side of our response boundaries however the distance related to communication and response time creates significant challenges. Population related to the distance also exasperates the response issue as we do not have a critical mass to draw service provision from and as a result responders have a much greater response zone to deal with, which again impacts on time. Finally our seasonal weather variation can be from minus 50 celsius to plus 35 celsius with wind, snow, and freezing rain, having a major influence on our response criteria.

Level of Preparedness

1. If you are applying as a municipality, was your community compliant with the EMCPA in the previous calendar year, or if not, are you currently compliant with the Act's municipal requirements?

Yes

2. Does your community have an emergency plan?

Yes

3. Date of completed plan? Last revision of plan?

/	/	2011	/	8	/	20
YYYY	MM	DD	YYYY	MM	DD	

4. Have the key personnel identified in your plan been trained in their roles and responsibilities?

Yes

5. Have you tested/exercised your community emergency plan within the last two years?

Yes

6. Was the exercise funded by JEPP? If yes, give the JEPP project#:

No

7. Does your community have mutual aid agreements with other communities?

Yes

8. If you do not have a community emergency plan or if your plan is out of date (i.e., more than two years old), do you intend to develop or update your community emergency plan?

Yes

Project Details

1. Does your project support an all hazards approach to emergency preparedness? (i.e., can your project be used in any type of emergency situation?)

Yes

2. How often will you use the project you are applying for?

Monthly

3. What agencies will use this project? (i.e., police, fire, public works, etc.)

As indicated in the project description, this project will be a multi-agencies project. Some of the agencies involved in the utilization of this project will include, police, MOE, fire, MNR, MOE, MTO, emergency medical services, Public utilities, and emergency management groups.

4. Upon completion of your project, a statement must be issued to the public through the local media or other steps to fully acknowledge the nature and extent of federal involvement and participation in funding this project. How do you intend to fulfill this obligation?

The community will recognize the Federal financial contribution via a local community newspaper ad. In addition we will provide a press release, and will place identifying signage on the vehicle indicating that the project has been funded by Public Safety Canada through JEPP. As well our local media is very support of our activities and would be willing to write a project artical which outlines the process and the involvement of Public Safety Canada.

Cost Summary

Funding Item	Taxes	Amount
Emergency Kit	\$67.60	\$845.00
Gloves	\$27.20	\$340.00
Helmets	\$42.24	\$528.00
Life Jackets	\$38.40	\$480.00
Light Bar	\$416.00	\$5,200.00
Paint and Lettering	\$592.00	\$7,400.00
Rescue Equipment	\$0.00	\$12,900.00
Vehicle	\$4,460.80	\$55,760.00
	Total Taxes	Total Amount
	\$5,644.24	\$83,453.00
		Grand Total
		\$89,097.24

Terms and Conditions

I, the applicant, have obtained authority to make a commitment on behalf of the Municipality/Ministry/First Nation in whose name this application is being made, hereby give the following undertaking:

- a. To comply with the terms and conditions of the Joint Emergency Preparedness Program;
- b. Upon completion of a project to issue a statement to the public through the local media or to take such other steps as are necessary to acknowledge fully the nature and extent of the Federal involvement and participation;
- c. To ensure accurate mailing information;
- d. To ensure the application does not contain ineligible items as outlined in the JEPP guidelines except for prototypical projects;
- e. To obtain the signature of a designated signing authority upon application approval;
- f. Upon request, supply more information relating to project costs;

October 4, 2011



Report to: Mayor and Council
Re: Councillor Tibb's Request
Don Cherry Display

At their regular meeting of September 26 council referred Councillor Tibb's request to share their recently acquired Don Cherry display with the community at the Memorial Sports Centre.

It is the recommendation of the Community Services Executive that Tibb's family work with the Manager of Community Services to have the display located at the Memorial Sports Centre for the community.

The need to have in place a recognition policy was discussed given the number of requests brought forward. The committee would like to direct the Manager of Community Services to research this area and bring forward a draft policy document for consideration of council.

Respectfully submitted,

George A. Bell
Manager of Community Services

Council's approval of this report will direct the Manager of Community Services to work with the Tibb's family to have the Don Cherry's display located at the Memorial Sports Centre for public viewing.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Date:

Oct 4, 2011


M. McCaig, Administrator



"Sharon Tibbs"
<sharontibbs@shaw.ca>
14/09/2011 03:52 PM

To <gtreftlin@fort-frances.com>
cc
bcc
Subject FW: The Wardrobe

Agenda Item # 8.3 ...

History:  This message has been replied to.

Please place on the agenda for our next council meeting.
Thank you
Sharon

From: Sharon Tibbs [mailto:sharontibbs@shaw.ca]
Sent: September 14, 2011 3:50 PM
To: 'ravis@fort-frances.com'; 'ryanpg@jam21.net'; 'Ken Perry'; 'weedy@bell.net'; 'hallikas@shaw.ca'; 'jalbanese@nwhu.on.ca'
Cc: 'mmccaig@fort-frances.com'; 'gbell@fort-frances.com'
Subject: The Wardrobe

Mayor Avis and Council,
320 Portage Avenue,
Fort Frances, ON
P9A 1H8

Dear Sirs,

As you are aware I recently acquired a display unit from a Ducks Unlimited Auction with a Don Cherry jacket complete with shirt, tie, cuff links. It is mounted in a display case.

Our family would like to share this with the community and feel that an appropriate place would be at the Memorial Complex. We would work with Mr.. Bell to have it displayed in a secure area that would be highly visible for the public to enjoy.

We venture a guess that not many have an arena that has one thing Don Cherry is noted for...the "best" wardrobe for a commentator in the NHL.

Thank you for your consideration in this matter.

Respectively submitted,
Sharon Tibbs

October 4, 2011

Report to: Mayor and Council

Re; Letter of Support
FFAST Trillium Application

The Fort Frances Aquanaut Swim Team is applying to the Ontario Trillium Foundation to purchase new equipment specifically lane markers. This equipment is very old and in need of replacement.

It is the recommendation of the Community Services Executive that council write a letter in support of the FFAST application to the Ontario Trillium Foundation for new equipment.


Respectfully submitted,



George A. Bell
Manager of Community Services

Council's approval of this report will authorize a letter of support for the FFAST Ontario Trillium Foundations application for equipment for the swim team.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct. 5, 2011 
Date: M. McCaig, Administrator

Mark McCaig
Chief Administrative Officer
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

October 3, 2011

Eileen Gagne
843 Third Street, East
Fort Frances, Ontario
P9A 1R9

Dear Mark,

Re: Letter of Support from Town of Fort Frances Council

My name is Eileen Gagne and I am a proud mother of two daughters whom are members of the Fort Frances Aquanaut Swim Team. Currently the FFAST has twenty five competitive swimmers, and the parents actively donate time and fundraise for various initiatives. With increase in pool fees, and increases in motel fees etc it has become increasingly challenging as a parent and I suspect as a Club.

I have taken upon myself to research some funding sources and have identified the Ontario Trillium Foundation as a very positive source to apply for funding under category of Sport and recreation. It is my hope that the Fort Frances Aquanaut Swim Team is successful in securing funds for the purchase of new equipment.

I look forward to a favorable response, and can be reached at 807-274-4648 or email address is neen-jeff@sympatico.ca

Sincerely,

Eileen Gagne

Eileen Gagne

THE TOWN OF FORT FRANCES

October 3, 2011

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Fort Frances Airport – Adjustment to Aviation Fuel Pump Prices



Further to the report dated June 26th, 2006 regarding the procedure on how aviation fuel pump prices are monitored and adjusted, please find attached the quarter survey of the pump prices of aviation fuel from surrounding Airports. Tom Batiuk, Airport Supervisor is recommending adjusting the mark-ups on the aviation fuel at this point in time. However, Tom is of the opinion that in the future the Town should try to be more in-line with International Falls Airport fuel prices as this is our nearest competition for the sell of aviation fuels due to the return of clearing Canadian Customs at the Town's Airport this spring. See attached email from Tom. The difference in the currency will also have an impact on which side of the border a pilot will fill-up as result of clearing customs. It is my understanding the Canadian dollar will weaken over the next couple months against the America dollar that will hopefully be beneficial to the Town's Airport.

It is recommended by Administration that a 33.0% mark-up above the Town's cost be used in establishing the pump prices for 100LL and 32.0% mark-up above the Town's costs Jet A-1 for the next quarter. Where the new pump prices effective October 12, 2011 will be set at \$2.13 per litre for 100LL and \$1. 80 per litre for jet A-1 (including HST).

Respectfully submitted,
Operations & Facilities Division

Doug Brown

Doug Brown, P. Eng.
Operations & Facilities Manager

RECOMMENDED

OCT 03 2011

DIV. MNG.

EXECUTIVE COMM.

Council approval of this report will ensure that a 33.0% mark-up above the Town's cost is used in establishing the pump prices for 100LL and 32.0% mark-up above the Town's costs Jet A-1 for the next quarter. Where the new pump prices effective October 12, 2011 will be set at \$2.13 per litre for 100LL and \$1. 80 per litre for jet A-1 (including HST).

2011Septaviationfuel

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Date: Oct 5 2011


M. McCaig
M. McCaig, Administrator

Aviation Fuel Survey - HST Included											
Airport	Sept. 10		Jan. 11		Apr. 11		July. 11		Oct. 11		
	100LL	Jet A-1	100LL	Jet A-1	100LL	Jet-A-1	100LL	Jet-A-1	100LL	Jet-A-1	
									Sept 30, 2011		
Dryden - 221-8032 (Esso)	\$1.84	\$1.51	\$1.90	\$1.63	\$2.06	\$1.83	\$2.18	\$1.83	\$2.25	\$1.85	
Kenora - 548-9907 (Shell)	\$1.85	\$1.61	\$1.95	\$1.65	\$2.16	\$1.88	\$2.23	\$1.89	\$2.16	\$1.84	
Sioux Lookout - 737-3594							\$2.02	\$1.75	\$2.03	\$1.73	
Red Lake - 662-1177 (Shell)							\$2.01	\$1.83	\$2.08	\$1.79	
Average Price	\$1.77	\$1.51	\$1.93	\$1.64	\$2.11	\$1.86	\$2.11	\$1.83	\$2.13	\$1.80	
Fort Frances	\$1.67	\$1.57	\$1.77	\$1.57	\$2.29	\$1.82	\$2.06	\$1.84	\$2.18	\$1.88	
Adjusted Price Tax Included	\$1.77	\$1.51	\$1.85	\$1.57	\$2.11	\$1.85	\$2.11	\$1.82	\$2.13	\$1.80	
Mark-up	35.50%	34.00%	32.50%	30.00%	22.00%	32.50%	29.00%	36.00%	33.00%	32.00%	
Purchase Price (Hst included)	\$1.3059	\$1.1316	\$1.4027	\$1.2141	\$1.7317	\$1.4010	\$1.6353	\$1.3396	\$1.6036	\$1.3602	

Increase Markup Decrease Markup

Tom Batiuk/Frances
09/30/2011 06:44 PM

To Doug Brown/Frances
cc
bcc
Subject Fw: undefined

History:  This message has been replied to.

Hi Doug

After doing some checking here I would like to recommend that we remain with Glen's recommended fuel ammendments. After a brief call to Einarson's about their fuel pricing I discovered that our current price is inline with what they are charging. At Einarsons you are going to pay the following for fuel:

Jet A-1 is \$6.44US/Gallon

100LL is \$6.95US/Gallon

If you break it out into the liter price:

Jet A-1 is \$1.70US/liter

100LL is \$1.84US/liter

Now our pricing will be: (under Glen's recommended price structure)

Jet A-1 is \$6.81Can/US Gallon or 1.80/liter

100LL is \$8.06Can/US Gallon or 2.13/liter

Personally I would like to bring our 100LL price much closer to the Falls price if possible but I can live with the difference at this point.

Its my thought that if we rely on the fuel pricing from other airports in NWO to set our own price we will continue to lose sales as a result because the US traffic will continue to increase their fuel purchases south of the border. As this is a regular stop for them for customs I would like to have it more marketable for us to get the fuel sale rather than our US friends to the south. If you like we can discuss it further in person. Thanks,

Tom

Tom,


Check with Doug Brown in regards to Fuel Markup - increases & decreases for approval. The attached only reflects my recommenation.

Thanks



Glen Fuel Price Survey.xls

Tom Batiuk/Frances
10/02/2011 04:27 PM

To Doug Brown/Frances
cc
bcc
Subject Re: Aviation Fuel- October to December 2011 

Hi Doug

Thanks for the report. What you stated in the report is exactly what I would have written. Further to it though if they asked for some clarity on why its important I would simply add the following:

From a pilot's perspective when planning a trip you account for your loaded aircraft and how much fuel will be required to complete your assigned trip. Based on the load your hauling you need to have enough fuel to complete your trip leg safely as well as with a fuel reserve. They as a result of these factors plan fuel purchases down to the liter or gallon based on their given loads in the aircraft. They also factor in trip costs and this is where fuel pricing becomes important. Every pilot will endeavor to keep his/her trip costs as low as possible to ensure longevity of the company as well as their paying clientele. They also plan fuel around stops that they must make IE customs for example.

While there are many factors associated if we keep these items in mind it is my feeling over time we will see pilots plan more fuel stops in Fort Frances rather than avoiding it and purchasing elsewhere due to the cost of a liter of fuel.

Thanks Doug!

Tom

THE TOWN OF FORT FRANCES

October 4, 2011

Report To: Mayor & Council

From: Doug Brown, Manager Operations & Facilities

SUBJECT: 2012 PARKS & CEMETERY FLOWERS



In September, the Town tried to use a tender process to obtain tender bids for the supply of flowers for a 3-year term however only one (1) tender bid was received. As a result Administration converted back to the exact process used in 2011. The Town would try to obtain written quotes from local greenhouses for the supply of flowers for the 2012 growing season. The usual practice for the Town is to give a purchase order in December prior to the new budget being finalized to the supplier of the flowers for the upcoming planting season. However based on information received from one (1) of the suppliers during the 2011 process, Administration started the quotation process early this year (Mid-September) for the supply of the 2012 flowers.

For 2011 a report was approved on December 13, 2010. The Town ordered 4474 dozen flowers for planting in 2011 at a cost of \$12,750.90 (taxes extra). The average cost per dozen is \$2.85 (taxes extra).

For 2012 the Town obtained quotations from two (2) businesses for the supply of 4449 dozen flowers to be available during the third week in May 2012. See attached a spreadsheet outlining the quotes from Lowey's Greenhouse and Hammond Landscaping Ltd.

It is recommended by the Operations & Facilities Executive Committee that the Town approve the purchase of 4449 dozen flowers from Lowey's Greenhouse & Market Gardens at a cost of \$10,388.00 (taxes extra) or \$ 2.33 (taxes extra) per dozen for the 2012 season prior to the 2012 operating budget being finalized.

Respectfully submitted,
Operations & Facilities Division

Doug Brown P. Eng.

Doug Brown, P. Eng.
Manager Operations & Facilities

RECOMMENDED

OCT 04 2011
DIV. MNG. *Dug B*

EXECUTIVE COMM. *P. Widenhoff*

Council approval of this report will authorize Administration to purchase 4449 dozen flowers from Lowey's Greenhouse & Market Gardens at a cost of \$ 10,388.00 (taxes extra).

2011OctFlowers2012

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Date: Oct. 5, 2011

M. McCaig
M. McCaig, Administrator

FLOWER LISTING 2012

FLOWER TYPE	SERIES	COLOUR	No. OF PLANTS DOZEN	Lowey's GreenHouse & Market Gardens		Hammond Landscaping Ltd.	
				Unit Price per dozen	Total	Unit Price per dozen	Total
Geraniums							
	Maverick Series	Red	7	\$12.00	\$84.00	n.a.	
		White	10	\$12.00	\$120.00	n.a.	
		Salmon	10	\$12.00	\$120.00	n.a.	
		Violet	12	\$12.00	\$144.00	n.a.	
Alyssum							
		Snow Crystals	20	\$2.00	\$40.00	\$4.23	\$84.60
Zinnias							
	Dreamland Series	Mix	10	\$2.00	\$20.00	\$8.15	\$81.50
Marigolds							
	Bonanza Series	Yellow	250	\$2.00	\$500.00	\$4.23	\$1,057.50
		Orange	250	\$2.00	\$500.00	\$4.23	\$1,057.50
Wave Petunias							
	Tidal Wave	Silver	8	\$12.00	\$96.00	n.a.	
	Easy Wave	Flag Mix	20	\$12.00	\$240.00	n.a.	
		Great Lakes Mix	20	\$12.00	\$240.00	n.a.	
		Gelato Mix	15	\$12.00	\$180.00	n.a.	
		Blue	12	\$12.00	\$144.00	n.a.	
		O Canada Mix	35	\$12.00	\$420.00	n.a.	
Petunias							
	Madness Series	White	325	\$2.00	\$650.00	\$4.23	\$1,374.75
		Red	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Royal	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Burgundy	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Pink	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Yellow	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Simply	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Red Picote	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Lilac	310	\$2.00	\$620.00	\$4.23	\$1,311.30
	Daddy Series	Peppermint	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Strawberry	310	\$2.00	\$620.00	\$4.23	\$1,311.30
		Orchid	310	\$2.00	\$620.00	\$4.23	\$1,311.30
Impatiences							
	Dazzler Series	Grower Select Mix	15	\$2.00	\$30.00	\$7.33	\$109.95
Phlox							
	21st Century Series	mix	10	\$2.00	\$20.00	\$8.15	\$81.50
Portulca							
	Sundial Series	Mix	10	\$2.00	\$20.00	\$4.23	\$42.30
Subtotal			4449	\$2.33	\$10,388.00	4300	\$18,313.90
HST- 13%					\$1,350.44		\$2,380.81
Total				\$2.64	\$11,738.44	\$4.81	\$20,694.71
Net Cost to Town				\$2.38	\$10,570.83	\$4.33	\$18,636.22

October 5, 2011

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

SUBJECT: Public Input into 2012 Budget - Sidewalk - Snow Removal Priority – Mr. Wayne Lundstrom – 809 Victoria Avenue

As a result of the presentation by Mr. Wayne Lundstrom at the September 26, 2011 Council meeting, his request was referred to the Operations & Facilities Executive Committee for review and recommendations. Mr. Lundstrom's request is operational in nature in regards to what priority the snow should be cleared from the sidewalks in the community. It is my understanding from his presentation that he wants Victoria Avenue just north of Third Street East to Scott Street made a higher priority route.

I have taken the liberty to attach some information on sidewalks and the Town's procedure in regards to clearing snow from the sidewalks in the wintertime.

1) Sidewalk facts:

- i. Total length of sidewalks – 51.96 kms (16.42 kms with one sidewalk and 35.54 kms with two sidewalks)
- ii. Total length of roadways 84.27 kms
- iii. No sidewalks along roadways – 32.31 kms or 38.34%
- iv. Only one sidewalk along roadways – 16.42 kms or 19.48%
- v. Two sidewalks along roadways- 35.54 kms or 42.16%
- vi. 2011 proposed operating budget is \$ 89,038 or \$ 1714 per km. The total budget for winter control is \$ 37,738 or \$726 per km
- vii. The Town only has one-sidewalk machine c/w two snow blower attachments and one plow attachment.

2) Winter Control Policy in regards to Sidewalk Maintenance –Please find attached the appropriate sections of the Winter Control Policy and Appendix J (Map) outlining the priority routes for the Town's sidewalk machine. In general terms the first priority is to try to ensure the kids have a cleared sidewalk to get to school and then the main streets where there are higher volumes of vehicular traffic.

The sidewalk outlined in Mr. Lundstrom's request is part of Priority Area No. 1 and No. 2 East, thus already receiving a higher level of service.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

The Operations & Facilities Executive Committee recommends the following;

- 1) That a letter be send to Mr. Wayne Lundstrom indicating that Victoria from Second Street to Church Street is already in a priority 1 area and further to the existing Winter Control Policy all sidewalks should be cleared within 48 to 60 hours.
- 2) That the existing Winter Control Policy for sidewalks within the community remains unchanged at this time.

Respectfully submitted,
Operations & Facilities Division

Doug Brown, P. Eng.

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

Council approval of this report will ensure the following;

That the request from Wayne Lundstrom to have Victoria Avenue just north of Third Street East to Scott Street made a higher priority route has been reviewed by the Operations & Facilities Executive Committee where the following is recommended;

- That a letter be sent to Mr. Wayne Lundstrom indicating that Victoria from Second Street to Church Street is already in a priority 1 area and further to the existing Winter Control Policy all sidewalks should be cleared within 48 to 60 hours.
- That the existing Winter Control Policy for sidewalks within the community remain unchanged at this time.

2011OctoberWLundstorm809 Victoria

RECOMMENDED

OCT 05 2011
DIV. MNG. *Doug Brown*

EXECUTIVE COMM. *P. Wiedenkopf*

Grader #207 would go west and plow the highway to the west town limits back to Central Avenue and then Highway 602 to Oakwood Road as outlined in Appendix "G".

Both graders would then complete the Downtown area.

When the Downtown area is complete Grader #207 will go west and Grader #205 will go east to their next respective priority.

The Cat IT38B loader (317) will plow the lanes and parking lots in the Downtown area as outlined in Appendix "F".

The Cat 930H loader (318) will do cul-de-sacs and dead-ends according to priority list as outlined in Appendix "E". We will alternate between the east list and west list on a monthly basis, as to which gets done first.

October -	East
November -	West
December -	East
January -	West
February -	East
March -	West

Plowing of the roads should be completed in 24 hours. Some Class 6 roads may have a longer completion time.

Once the snow plows have advanced far enough ahead, send sander and sidewalk plows out. Sidewalk plowing is to be done on a priority basis as shown in Appendix "J". The first priority will ensure sidewalks are plowed on both sides of the Underpass and then Portage Avenue to the Civic Centre, then Church Street to Victoria Avenue and Victoria Avenue to Scott Street.

The sidewalk plow will then plow the north side of Scott Street to Colonization Road East and then the north side of Second Street East to Central Avenue continue plowing on Third Street West to King's Highway out to Wal Mart. Then plow the south side of Highway 602 from Biddeson Avenue to Keating Avenue and then proceed to the Downtown Priority #1 area and plow until completed and continue with priority list.

Loaders will plow lanes from the Downtown area outwards when their priority lists are done.

All lanes and designated sidewalks will be plowed in 48 – 60 hours.

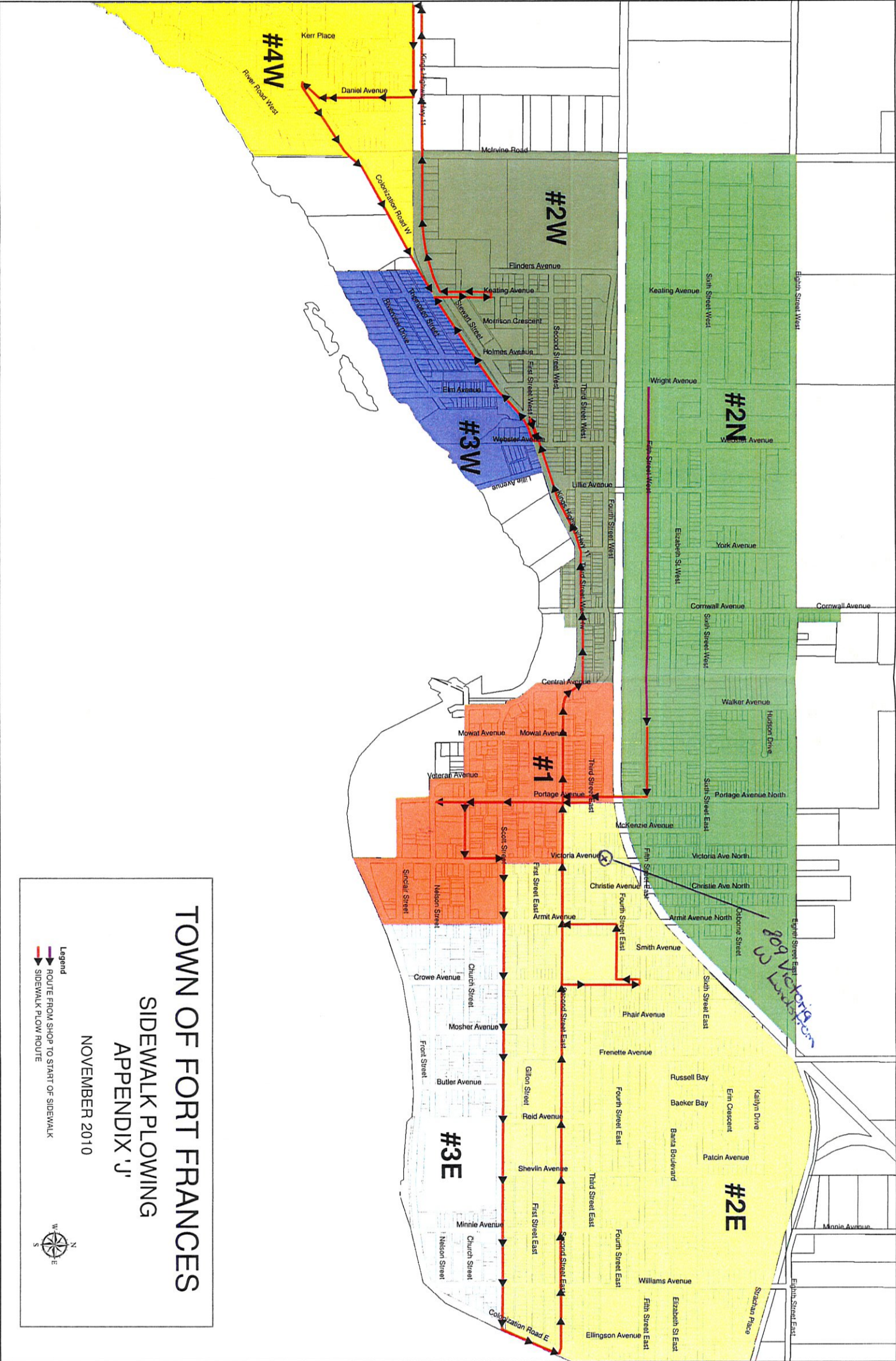
In the case of a "winter snow event" on a weekend or holiday it is the responsibility of the on call person to call in a crew to plow the roads according to the priorities set out in the policy.

As there is no standard for sidewalks in the "Minimum Maintenance Standards", they will not normally be plowed on weekends or holidays.

Appendix J

**SIDEWALK PLOW (UNIT #305)
SNOW PLOWING PRIORITY LIST**

1. Leave Shop and go east on Fifth Street. Plow sidewalk on Fifth Street to Portage then through the Underpass on the west side of Portage Avenue up to Second Street East and then plow the east side of Portage Avenue from Third Street East to the Civic Centre, then plow the north side of Church to Victoria Avenue and the west side of Victoria Avenue back to Scott Street.
2. Plow the north side of Scott Street from Victoria Avenue to Colonization Road East. Then do north side of Second Street from Colonization Road East to Crowe Avenue and plow the east side of Crowe Avenue from Second Street to Fifth Street and then the west side of Crowe Avenue from Fifth Street to Fourth Street, then go to Armit Avenue and plow the east side from Fourth Street to Second Street. Return to Crowe Avenue and plow the north side of Second Street from Crowe Avenue to Central Avenue.
3. Plow south side of Highway 602 from Biddeson Avenue to Keating Avenue.
4. Plow the Downtown Priority #1 area.
5. Plow area #2 East, #2 West, #3 West, #3 East and #2 North in that order.
6. There is no standard for sidewalks in the Minimum Maintenance Standards and therefore plowing of sidewalks on weekends will not normally occur. The exception to this will be when plowing of sidewalks has fallen behind due to equipment repairs or in the case of a large accumulation of snow 15 cm (6 inches) or greater.





**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/134**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Meals on Wheels - 2012 Financial Support



BACKGROUND

A letter was received from the Fort Frances Meals on Wheels Program, Secretary requesting continued support and consideration in the amount of \$18,000 grant for 2012 operations.

The Meals on Wheels Program is requesting an annual funding increase of \$2,500.00 due to wages and gas increases for their coordinator over and above the 2011 financial contribution of \$15,500.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that the Fort Frances Meals on Wheels request for financial support in the amount of \$18,000.00 be forwarded for inclusion in the 2012 operating budget process.

Council Approval of this Report Will Agree to the recommendation of the Administration & Finance Executive Committee that the Fort Frances Meals on Wheels request for financial support in the amount of \$18,000.00 be forwarded for inclusion in the 2012 Operating Budget process.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct 5, 2011
Date:

M. McCaig, Administrator

1028 Williams Avenue
Fort Frances, ON
P9A 2R8

September 11, 2011

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

Att'n: Laurie Witherspoon, Treasurer

Dear Mrs. Witherspoon:

Again, please convey to the Fort Frances Town Council, our appreciation for the grant we received to assist the Meals on Wheels Program during the year 2010. We are again requesting your continued financial support and solicit a grant for 2012. Due to wages and gas increases for our coordinator, at this time we are submitting to your budget a request for \$18,000.00.

Enclosed are the following as requested:

- a) written request for a grant;
- b) financial statement for the year 2010;
- c) proposed budget.

If there are any questions regarding the program or our proposed request, we will be glad to forward any additional information.

Thank you for your consideration of this request.

Yours sincerely,



B. Pryde, Secretary
Fort Frances Meals on Wheels
(807)274-5938

encls/bp

**FORT FRANCES MEALS ON WHEELS
STATEMENT OF INCOME AND EXPENSES
FOR THE PERIOD
JANUARY 1, 2010 TO DECEMBER 31, 2010**

Bank Balance December 31, 2009 \$ 4,875.57

INCOME

Grant- Town of Fort Frances	\$14,000.00	
Meal Recipients	21,046.00	
Donations	<u>465.38</u>	<u>35,511.38</u>
		40,386.95

EXPENSES

Rainycrest	\$21,450.00	
Wages	12,555.40	
Employee Benefits	861.09	
Travel	960.00	
Honorariums	50.00	
Office expenses	439.29	
HST	<u>57.02</u>	<u>36,372.80</u>

Bank Balance December 31, 2010 \$ 4,014.15

INVESTMENTS

TD Money Market GIC \$5,542.52

**I Certify this statement to be true, July 3, 2011. Pam Munn



FORT FRANCES MEALS ON WHEELS
Proposed Budget
Jan 1/12 - Dec 31/12

PROJECTED INCOME:

Grant - Town of Fort Frances	18000.00	
Recipients Income	22000.00	
Interest Income	<u>15.00</u>	
Total		<u>40,015.00</u>

PROJECTED EXPENSES:

Rainycrest	22000.00	
Wages	14000.00	
Gas Reimbursement	1320.00	
Employer Paid Benefits	950.00	
Honorariums	500.00	
Office	<u>200.00</u>	
Total		<u>38,970.00</u>
Projected Surplus/Deficit	<u>1045.00</u>	

2011 OPERATING BUDGET CORPORATE

	ACCOUNT #	2008		2009		2010		2011	
		OPERATING FORECAST	Actual to Dec. 31, 2008	OPERATING FORECAST	Actual to December 31/09	OPERATING FORECAST	Actual to December 31/10	OPERATING FORECAST	Actual to December 31/10
Meeting Expense	G-110-1500-1532	6,000	7,734.54	6,500	6,275.98	6,250	4,139.88	4,000	4,139.88
Equipment Rentals - Owned (FFCBC)	G-110-1500-1540	600	995.85	1,000	1,101.15	1,000	912.30	1,000	912.30
Advertising & Public Notices	G-110-1500-1591	2,000	1,413.84	2,000	1,161.22	1,250	888.32	1,250	888.32
Public Relations Expense	G-110-1500-1592	53,700	45,169.92	30,000	29,699.13	30,000	22,980.88	25,000	22,980.88
Annual Appreciation Dinner	G-110-1500-1596	8,000	7,403.61	8,000	8,420.59	8,000	8,404.08	9,000	8,404.08
Suggestion Awards Program	G-110-1800-1802								
Meals on Wheels	G-110-2110-2112	13,500	13,500.00	14,000	14,000.00	14,000	14,000.00	15,500	14,000.00
Rainy River Valley Safety Coalition	G-110-2110-2113	3,800	3,782.50	3,800	3,782.50	4,052	4,051.50	4,050	4,051.50
Communities in Bloom	G-110-2110-2115								
Tax Relief Grants/Write off KSBP	G-110-2110-2111								
Fun In The Sun (Fireworks Grant)	G-110-2110-2116	5,000	5,000.00	5,000	5,000.00	10,000	10,000.00	5,000	10,000.00
Total Revenue		0	(1,714.52)	0	(60.00)	0	(24,286.62)	(20,000)	(24,286.62)
Total Expenses		541,800	529,791.57	522,373	618,531.08	566,802	576,446.17	548,500	576,446.17
Total Council		541,800	528,077.05	522,373	618,471.08	566,802	552,159.55	528,500	552,159.55
Contribution to Reserve (Working Capital)	G-112-0000-1010	530,000	530,000.00						
Contribution to Reserve Funds (Library Bldg)	G-112-0000-1020	100,000	100,000.00	15,000	15,000.00				
Contribution to Reserve Funds (Rolling Stock)	G-112-0000-1020	85,000	85,000.00	127,000	127,000.00	150,000	250,000.00	200,000	250,000.00
Contribution to Reserve Funds (Buildings)	G-112-0000-1020	40,000	40,000.00	48,000	48,000.00	75,000	175,000.00	100,000	175,000.00
Contribution to Reserve Funds (Corp Projects)	G-112-0000-1020					175,000	375,000.00	400,000	375,000.00
Contribution to Reserve Funds (surplus)	G-112-0000-1020		347,307.39		321,487.00				
Total Contribution to Reserve/Reserve Funds		755,000	1,102,307.39	190,000	511,487.00	400,000	800,000.00	700,000	800,000.00
Uncontrollable Costs:									
Annual Hospital Grant	G-161-2110-2110	68,000	68,143.68	68,000	68,143.68	68,000	67,859.00	68,000	67,859.00
CT Scan Donation	G-161-2110-2110	6,500	6,500.00	6,500	6,500.00	6,500	6,500.00	0	6,500.00
Doctor Recruitment	G-161-2110-2140	15,000		2,000	0.00	1,000	3,751.67	3,500	3,751.67
Clinic Financing Interest	G-161-2110-2141	33,750	35,403.81	32,900	28,538.64	29,500	23,518.29	27,880	23,518.29
Transfer to Health Unit	G-164-2110-2110	395,414	395,413.80	395,414	395,413.80	395,414	395,413.80	366,240	395,413.80
DSSAB	G-162-2110-2110	1,987,604	1,987,603.56	2,008,149	2,008,148.78	1,846,097	1,844,127.04	1,959,163	1,844,127.04
Amort Exp - RRDSSAB Mun Housing	G-162-1520-7100				23,572.81				
Rainycrest Home for the Aged	G-163-2110-2110	545,650	545,649.96	485,022	485,022.40	424,395	424,393.60	363,767	424,393.60
Total Health & Uncontrollable Costs		3,051,918	3,038,714.81	2,997,985	3,015,340.11	2,770,906	2,765,563.40	2,788,550	2,765,563.40



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/128



TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: October 4, 2011

SUBJECT: MOS – Requests for Reconsideration

Re: 858 Sixth Street W. (2011)

Roll # 5912 010 004 12308 0000

BACKGROUND

Attached are the Minutes of Settlement for the 2011 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to property located at 858 Sixth Street W. of which assessment reduction resulted from updated Commercial/Industrial building value.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for property located at 858 Sixth Street West in Fort Frances.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for property located at 858 Sixth Street W. located in Fort Frances.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Date:

Oct. 5, 2011

M. McCaig, Administrator

2011 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Block #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/Interest	BIA	TOTAL
858 Sixth Street West	2011	14.12308	-30.500	CT	0.03324067	0.0133	-1,013.84					-405.65				-1,419.49
							-1,013.84	0.00	0.00	0.00	0.00	-405.65	0.00	0.00	0.00	-1,419.49

MOS (2011-00010)
Agenda Item # 8.9...



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Request for Reconsideration Minutes of Settlement 2011 Tax Year

KRAG WILLIAM NIELS
RMB 2003
RR 2 STN MAIN
FORT FRANCES ON P9A 3M3

Questions?

Call 1 866 296 - 6722
1 877 889 (TTY) - MPAC (6722)
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297 - 6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RIR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised accordingly to the settlement shown below.

Roll Number	59-12-010-004-12308-0000	
Property Location and Description	858 SIXTH ST W PLAN 48M 357 PT LOT 25 PCL 25-1 48R3491 PTS 1 & 2	
Municipality	FORT FRANCES TOWN	
Property Assessment	Current	Revised
2008 Current Value	\$128,000	\$96,000
2005 Current Value	\$122,000	\$122,000
Property Classification	Commercial (CT)	Commercial (CT)
Tax Year	Phase-In Assessment	Phase-In Assessment
2011	\$126,500	\$96,000
2012	\$128,000	\$96,000

Reason(s) why your Property Assessment changed • Updated commercial/industrial building value.

Please check the appropriate box and sign below
I ☒ accept or ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RIR) process is completed.

I understand that:

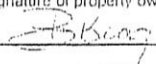
- if I accept, the recommendation
 - The revised phase-in assessments will be used by my municipality to adjust my property taxes;
 - And if I have already filed an appeal to the Assessment Review Board (ARB), my appeal is withdrawn.
- if I reject, the recommendation
 - My property assessment will remain unchanged for the current year
 - I have the option of appealing to the Assessment Review Board by October 26, 2011
- A supplementary or omitted assessment may be made for any changes to the property not yet assessed.

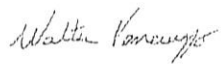
Please see reverse

To finalize your RIR, your signed MOS can be mailed in the prepaid envelope provided or faxed to the number above.

Agenda Item # 8.9 ...

You must sign and return this form for the change to take effect this year.

Signature of property owner/representative X 	Print Name X Bill Veneruzzo	Date (yyyy/mm/dd) 2011 08 24
---	--------------------------------	---------------------------------

Signature of MPAC representative X 	Walter Veneruzzo, Senior Manager, Customer Service - North	Date (yyyy/mm/dd) 2011/07/18
---	--	---------------------------------

Objection by Municipality

Municipal Signature X	Print Name X	Date (yyyy/mm/dd)
--------------------------	-----------------	-------------------

Last date for a Municipal Appeal:

DEC 15 2011

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2005 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in this Settlement to comply with the statutory or regulatory change.

Tax Year: 2011 Roll Number: 59-12-010-004-12308-0000



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/130**

TO: Mayor Avis & Members of Council
FROM: Debbie Scofield, Deputy-Treasurer
DATE: October 4, 2011
SUBJECT: Request for Proposal (RFP) for Municipal Insurance

BACKGROUND

The above noted RFP closed at 2:00 p.m. on Tuesday, September 20, 2011. The following proposals were received and opened at that time:

AON Reed Stenhouse Inc.	\$184,676.84
Gillons' for Insurance (BFL)	\$186,052.92
Ontario Municipal Insurance Exchange (OMEX)	\$457,708.00.

All proposals were received on time and met the requirements of the RFP bidding instructions.

To evaluate the proposals an evaluation matrix, as attached, was developed to assign values in five key areas: Services Offered, Municipal Experience, References/Own Experience, Completeness of Submission and Price. Laurie Witherspoon, Treasurer; Glenn Treftlin, Clerk; and Debbie Scofield, Deputy-Treasurer, evaluated the criteria; with assistance from Darryl Allan, IT Services. The bid from OMEX was not considered in the evaluation process due to the substantial variation in price over the other proponents.

Also attached is a RFP Requirement worksheet detailing coverage requested, and proposed. The majority of submissions have either met or exceeded the requested amounts, with exceptions in two minor areas. Points were assigned for meeting the RFP requirements, for exceeding the RFP requirements and for providing a greater coverage than the proponent. This resulted in a higher rating for Gillons', although the difference is very minimal. Both AON and Gillons' offer a full range of insurance services, including Risk Management Strategies.

AON and Gillons' and the programs they represent have extensive municipal insurance experience and as a result both received full points for this category.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct. 4, 2011
Date:

M. McCaig
M. McCaig, Administrator

The Town of Fort Frances has had long histories with both Gillons' and AON and as such we rated our experience with both firms. Each has been quick to supply insurance certificates and answer to inquiries made. As the Town has not previously had insurance provided by BFL, local municipal references were checked and found to be favourable. All references are currently in second or third year terms with BFL. Both proponents received full points for this category.

The completeness of submission criteria found very little difference between the two proposals, although Gillons' (BFL) Administration, Service and Special Features requirements of the RFP were addressed more thoroughly, one example being aggregate limits more clearly disclosed. AON's bid sheet contained calculation errors, thus resulting in slightly higher points for Gillons'.

The price criterion was in favour of AON, who has the lower bid by \$1,376.08. Once again, the variation in points is very minor considering the difference between the two proposals is less than one percent.

The proposals have been reviewed and discussed in detail by members of the Town's management team and both AON and Gillons' have met the primary goals of the RFP for Municipal Insurance as indicated in the Evaluation Criteria, with a very minimal difference in results. The information is now being brought forward to the Administration and Finance Executive Committee for their recommendation.

RECOMMENDATION

That the Administration and Finance Executive Committee recommend to award the Request for Proposal for Municipal Insurance (#11-AF-13) to BFL Canada represented by Gillons' Insurance Brokers Ltd.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to award the Request for Proposal for Municipal Insurance (#11-AF-13) to BFL Canada represented by Gillons' Insurance Brokers Ltd.

Evaluation Criteria	Maximum Points	AON	OMEX	BFL - Gillons'
Services Offered	30	29.37		30
Municipal Experience	10	10		10
References/Own Experience	10	10		10
Completeness of Submission	10	9		9.1
Price	40	40		39.68
Total Score	100	98.37	0	98.78
PRICE		\$184,676.84	\$457,708.00	\$186,052.92

RFP Requirement		OMEX	BFL	AON
Accident-Elected Officials	\$ 200,000.00	\$ 200,000.00	\$ 250,000.00	\$ 200,000.00
Accident Volunteers	\$ 200,000.00	no quote supplied	\$ 250,000.00	\$ 200,000.00
Environmental Liability	\$ 2,000,000.00	\$ 2,500,000.00	\$ 5,000,000.00	\$ 2,500,000.00
Aggregate	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00	\$ 5,000,000.00
Deductible	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Municipal Liability	\$ 25,000,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00
Deductible	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Non-owned Automobile	\$ 25,000,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00
Deductible	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Automobile Insurance (incl Transit)	\$ 25,000,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00
Deductible	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Replacement Costs on vehicles		yes	yes-regardless of age	yes-20 yrs & younger; fire trucks 25 yrs
Municipal Errors & Omissions	\$ 25,000,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00
Deductible	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Legal Expense	\$ 100,000.00	incl w/ E & O	\$ 100,000.00	\$ 250,000.00
Aggregate	\$ 500,000.00	incl w/ E & O	\$ 250,000.00	\$ 250,000.00
Deductible			NIL	NIL
Wrongful Dismissal	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Aggregate	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Deductible	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
Marina Liability	\$ 5,000,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00
Each Vessel	\$ 100,000.00	no quote supplied	no limit	\$ 100,000.00
Aggregate	\$ 1,000,000.00	no quote supplied	no limit	\$ 1,000,000.00
Deductible			\$ 10,000.00	\$ 5,000.00
Municipal Conflict of Interest	\$ 100,000.00	incl w/ E & O	\$ 250,000.00	\$ 100,000.00
Aggregate		incl w/ E & O	\$ 250,000.00	\$ 500,000.00
Deductible			NIL	NIL
Employer's Liability	\$ 5,000,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00
Tenant Legal Liability	\$ 5,000,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00
Employee Benefits Liability	\$ 5,000,000.00	\$ 50,000,000.00	incl w/ E & O	\$ 25,000,000.00
Incidental Medical Malpractice	\$ 50,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 25,000,000.00
Voluntary Medical Payments	\$ 50,000.00		\$ 50,000.00	\$ 50,000.00
Incidental Garage Operations	\$ 250,000.00		N/A per BFL	\$ 250,000.00
Forest Fire Fighting Expense	\$ 1,000,000.00	\$ 50,000,000.00	\$ 500,000.00	\$ 1,000,000.00
Aggregate			\$ 2,000,000.00	\$ 1,000,000.00
Voluntary Payment for Property Damage	\$ 50,000.00	not insured	\$ 50,000.00	\$ 50,000.00
Aggregate			\$ 250,000.00	\$ 50,000.00

RFP Requirement		OMEX	BFL	AON
Legal Liability for Damage to Hired Autos	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
Deductible	\$ 10,000.00	\$ 10,000.00	\$ 1,000.00	\$ 1,000.00
Abuse/Molestation Liability	\$ 500,000.00	\$ 50,000,000.00	\$ 25,000,000.00	\$ 250,000.00
Aggregate				\$ 500,000.00
Voluntary Compensation	per schedule of benefits	NIL	\$ 50,000.00	\$ 50,000.00
Item # 8	Aggregate		\$ 250,000.00	\$ 1,000,000.00
Deductible			NIL	NIL
Crime - Employee Dishonesty	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00	\$ 1,000,000.00
Loss of Money (Inside and Outside)	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Money Orders & Counterfeit Paper	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
Depositor's Forgery	\$ 1,000,000.00	incl with agreement	\$ 1,000,000.00	\$ 1,000,000.00
Professional Fees/Audit Expenses	\$ 200,000.00	\$ 100,000.00	\$ 200,000.00	\$ 200,000.00
Computer Fraud or Funds Transfer Fraud	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
All Crime Deductible	not stated	NIL	NIL	NIL
Property Insurance-Blanket	\$ 114,492,002.00	\$ 114,592,002.00	\$ 117,106,700.00	\$ 117,192,002.00
Deductible	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Replacement Cost		yes	yes	yes
Boiler and Machinery	\$ 114,492,002.00	\$ 100,000,000.00	\$ 50,000,000.00	\$ 117,192,002.00
Water Damage	\$ 500,000.00	\$ 500,000.00	Incl	\$ 500,000.00
Extra Expenses	\$ 500,000.00	\$ 5,000,000.00	\$ 500,000.00	\$ 500,000.00
Loss of Revenue - MSC	\$ 90,000.00	\$ 10,000,000.00	\$ 500,000.00	\$ 500,000.00
Data & Media	\$ 50,000.00	\$ 100,000.00	see computer hardware	\$ 100,000.00
Ammonia Contamination	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
Hazardous Substance	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00	\$ 500,000.00
Spoilage - Goods under refrigeration	\$ 100,000.00	\$ 500,000.00	\$ 50,000.00	\$ 100,000.00
Professional Fees	\$ 500,000.00	\$ 50,000.00	\$ 500,000.00	\$ 500,000.00
Off premises Utility	\$ 100,000.00	\$ 2,000,000.00	Incl	\$ 1,000,000.00
Deductible	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Computer coverage-hardware	\$ 550,000.00		\$ 1,570,874.00	\$ 1,168,128.00
Deductible		\$ 1,000.00	\$ 1,000.00	\$ 1,000.00
Media	\$ 250,000.00		see computer hardware	\$ 500,000.00
Extra Expenses	\$ 100,000.00		see computer hardware	\$ 500,000.00

Highlighted cells indicate coverage above requirement of RFP



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/125**



TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Mayor Roy Avis - NWO Regional Conference Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claims in the amount of \$690.94 and Travel Statement – Mayor /Council Honorarium per diem claim in the total amount of \$450.00 in regard to travel and attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$ 82.00
2. Own Vehicle - Gasoline	57.02
2. Hotel Accommodations	<u>248.60</u>
sub-total	\$387.62
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$ 837.62</u>

The registration fee of \$150.00 was paid by the Town resulting in the total cost of \$987.62 to attend the Northwestern Ontario Regional Conference as authorized by Council.

The travel and per diem claims are in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule "A" 1. and 2.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$837.62 for attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Mayor Roy Avis in the amount of \$837.62 to attend the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as outlined in this report.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct 5 2011
Date:

M. McCaig
M. McCaig, Administrator

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

1.	Attendee	Roy Avis							
2.	Conference/Seminar Attended	NORTHERN ONTARIO MUNICIPAL ASSOCIATION							
	Location (Facility and City)	TITUNDEK Bay Ont							
	Dates	SEPTEMBER 21, 22, 23							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				124.30	124.30			248.60
	Transportation FUEL								57.02
	Breakfast				-	12.00	-		12.00
	Lunch				-	-	-		
	Dinner				35.00	35.00	-		70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	IN USE				Total
	Mileage Claimed	KM x \$0.45 =							
6.	Approved					Total Expenses		387.62	
						Advance Received			
						Balance Claimed		387.62	
						Balance Refunded			

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

SEPTEMBER 26 2011
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date

Treasurer

A / P



Cashier

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print)	Signature
	
Approved	Date
	SEPTEMBER 20 2011

Roy T. B...

Safeway
417 Scott Street
Fort Frances, ON,
P9A1H3
STORE NO: 574

XXXXXXXXXXXX5745
Visa **/**
Appr # 095310
Seq # 250001021011
Terminal # 00574CRN
Trans : Purchase
Res Code: 001 - 00
APPROVED
Inv # 90031911
09/24/2011 13:53:17

Pump # 5-REG
Vol : 45.725
Price/L : \$1.247
Total: \$57.02

Fuel Includes:
GST/HST(13.0%): \$6.56
GST/HST #: 113347572

You Saved
5 Cents Per Litre

YOUR CASHIER TODAY WAS

THANK YOU
ASK FOR OUR SPECIALS !

Date: 09/23/2011
Page 1 of 1



Acct# 11110237304
Room# 111

VALHALLA INN THUNDER BAY
1 VALHALLA INN ROAD
THUNDER BAY, ON P7E6J1

Rate Code: GASSOC
Room Type: QC
Room Rate: \$110.00

AVIS, MR ROY
TOWNSHIP OF FORT FRANCES
523 COLONIZATION RD E
FORT FRANCES, ON P9A 251

Arrive: 9/21/2011
Depart: 9/23/2011
Direct Bill:

Date	Description	Reference	Credit Card	Charges/Credits
09/21/11	LOCAL PHONE CALLS	111/16:36/1/3451109		\$0.75
09/21/11	ROOM GROUP ASSOCI. #111 AVIS, MR ROY			\$110.00
09/21/11	HARMONIZED SALES T. HARMONIZED SALES TAX			\$14.30
09/22/11	RUNWAY 25 BAR	111/4714/17:43/RUNWAY 25 BAR		\$23.60
09/22/11	H.S.T. RUNWAY 25 BAR	111/4714/17:43/H.S.T. RUNWAY 25 BAR		\$2.56
09/22/11	ROOM GROUP ASSOCI. #111 AVIS, MR ROY			\$110.00
09/22/11	HARMONIZED SALES T. HARMONIZED SALES TAX			\$14.30
09/23/11	American Express	American Express	XXXXXXXXXXXX4007	(\$275.51)
HST #RT895695716				
BALANCE DUE:				0.00

Direct Bill Signature: _____
I agree that my liability for this bill is not waived.



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

Attendee Roy Avis

Conference/Seminar Attended NORTHERN ONTARIO MUNICIPAL ASSOCIATION

Location TIMNOC BAY ONT

Dates SEPTEMBER 21 22 23

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			SEPT 21	SEPT 22	SEPT 23			
Amount			150-	150-	150-			

Submitted by [Signature]

Date SEPT 26 2017

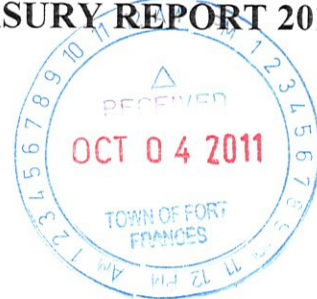
Approved by _____

Date _____

To be submitted to Payroll for processing when approved by Council



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/123**



TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Councillor John Albanese - NWO Regional Conference Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claims in the amount of \$481.61 and Travel Statement – Mayor /Council Honorarium per diem claim in the total amount of \$450.00 in regard to travel and attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Councillor John Albanese.

Conference Expenses

1. Meals	\$ 82.00
2. Own Vehicle Gasoline	151.01
2. Hotel Accommodations	<u>248.60</u>
sub-total	\$481.61
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$931.61</u>

The registration fee of \$150.00 was paid by the Town resulting in the total cost of \$1,081.61 to attend the Northwestern Ontario Regional Conference as authorized by Council.

The travel and per diem claims are in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule "A" 1. and 2.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$931.61 for attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Councillor John Albanese.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor John Albanese in the amount of \$931.61 to attend the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as outlined in this report.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct 5, 2011
Date:

M. McCaig
M. McCaig, Administrator

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

1.	Attendee	JOHN ALBANESE							
2.	Conference/Seminar Attended	NOMA (Northwestern Ontario Regional Conf)							
	Location (Facility and City)	Thunder Bay, Ont. "VALHALLA INN"							
	Dates	Sept. 21, 22, 23							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				\$124.30	\$124.30	-		248.60
	Transportation					12.00	16.00		28.00
	Breakfast				-	-	-		-
	Lunch				-	-	-		-
	Dinner				\$35.00	\$35.00	-		70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.45 =							
	Used my Vehicle	gas							
6.	Approved	Total Expenses							\$481.61
	Used my Vehicle	gas							\$151.01
		Advance Received							\$485.61
		Balance Claimed							\$481.61
		Balance Refunded							

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

Sept. 26, 2011
Date

John Albanese
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Date: 09/23/2011
Page 1 of 1



VALHALLA INN THUNDER BAY
1 VALHALLA INN ROAD
THUNDER BAY, ON P7E6J1

Acct# 11110237303
Room# 129

Rate Code: GASSOC
Room Type: QC
Room Rate: \$110.00

ALBANESE, MR JOHN
TOWNSHIP OF FORT FRANCES
523 COLONIZATION RD E
FORT FRANCES, ON P9A 251

Arrive: 9/21/2011
Depart: 9/23/2011
Direct Bill:

Date	Description	Reference	Credit Card	Charges/Credits
09/21/11	ROOM GROUP ASSOCI. #129 ALBANESE, MR JOHN			\$110.00
09/21/11	HARMONIZED SALES T. HARMONIZED SALES TAX			\$14.30
09/22/11	ROOM GROUP ASSOCI. #129 ALBANESE, MR JOHN			\$110.00
09/22/11	HARMONIZED SALES T. HARMONIZED SALES TAX			\$14.30
09/23/11	Mastercard	Mastercard	XXXXXXXXXXXX2687	(\$248.60)
HST #RT895695716				
BALANCE DUE:				0.00

Direct Bill Signature: _____
I agree that my liability for this bill is not waived.

Safeway
115 West Arthur Street
Thunder Bay, ON,
P7E5P7
STORE NO: 681

XXXXXXXXXXXX2687
MC ***
Appr # 03057B
Seq # 554001001132
Terminal # V0681CRN
Trans : Purchase
Res Code: 001 - 00
APPROVED
Inv # 90241042
09/22/2011 20:11:02

Pump # 1-REG
Vol : 59.665 L
Price : \$1.274
Total : 76.01

Fuel Includes:
GST/HST(13.0%): \$8.74
GST/HST #: 119347672

You Saved
5 Cents Per Litre

YOUR CASHIER TODAY WAS

THANK YOU
ASK FOR OUR SPECIALS !

Safeway
417 Scott Street
Fort Frances, ON,
P9A1H3
STORE NO: 674

XXXXXXXXXXXX2687
MC ***
Appr # 05462B
Seq # 249001001039
Terminal # V0674CRN
Trans : Purchase
Res Code: 001 - 00
APPROVED
Inv # 90031898
09/23/2011 20:22:15

Pump # 4-REG
Vol : 60.144 L
Price/L : \$1.247
Total : \$75.00

Fuel Includes:
GST/HST(13.0%): \$8.63
GST/HST #: 119347672

You Saved
5 Cents Per Litre

YOUR CASHIER TODAY WAS

THANK YOU
ASK FOR OUR SPECIALS !

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

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

Therefore, the undersigned acknowledges that:

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

<i>NWO Regional Conference</i>		<i>Sept. 21 - 23/11</i>	
Name (Please Print) <i>John Albanese</i>		Signature <i>John Albanese</i>	
Approved		Date <i>October 4/11</i>	

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

Attendee	JOHN ALBANESE
Conference / Seminar Attended	NOWA "NORTHWESTERN ONTARIO REGIONAL CONFERENCE"
Location	VALHALLA INN THUNDER BAY, ONTARIO
Dates	Sept 21, 22, 23

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept. 21	Sept. 22	Sept. 23			
Amount			150 ⁻	150 ⁻	150 ⁻			\$450 ⁻

Name (Please Print)	Signature John Albanese
Approved	Date Sept. 26, 2011

To be submitted to Payroll for processing when approved by Council



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/133**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Councillor John Albanese – RRDMA Per Diem & Travel Claims



BACKGROUND

Attached is a copy of Travel Statement - Mayor/Council Honorarium claim in the total amount of \$75.00 in regard to attending the Rainy River District Municipal Association (RRDMA) General Meeting held in Emo on September 29, 2011 as submitted by Councillor John Albanese.

The per diem claim is in compliance with By-Law No. 02/10 Schedule "A" 4.4.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the per diem claim in the amount of \$75.00 for attendance at the RRDMA General Meeting held in Emo on September 29, 2011 as submitted by Councillor John Albanese.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor John Albanese in the total amount of \$75.00 to attend the RRDMA General Meeting held in Emo on September 29, 2011 as listed in this report.

- ☐ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Date:

Oct 5, 2011

M. McCaig
M. McCaig, Administrator

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium



Attendee JOHN ALBANESE

Conference/Seminar Attended RRDMA

Location EMO "ARENA"

Dates Thursday Sept. 29, 2011

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				Sept. 29				
Amount				\$ 75.00				

Submitted by: John Albanese

Date: Oct 3, 2011

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period _____



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/124**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Councillor Andrew Hallikas - NWO Regional Conference Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claims in the amount of \$690.94 and Travel Statement – Mayor /Council Honorarium per diem claim in the total amount of \$450.00 in regard to travel and attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Councillor Andrew Hallikas.

Conference Expenses

1. Meals	\$ 98.00
2. Own Vehicle - Mileage	324.00
2. Hotel Accommodations	<u>268.94</u>
sub-total	\$690.94
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$1,140.94</u>

The registration fee of \$150.00 was paid by the Town resulting in the total cost of \$1,290.94 to attend the Northwestern Ontario Regional Conference as authorized by Council.

The travel and per diem claims are in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule "A" 1. and 2.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$1,140.94 for attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Andrew Hallikas in the amount of \$1,140.94 to attend the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as outlined in this report.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct 5 2011
Date:

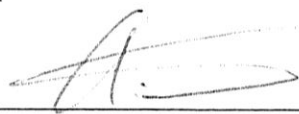
M. McCaig
M. McCaig, Administrator

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

1. Attendee	Andrew Hallikas								
2. Conference/Seminar Attended	NOMA								
Location (Facility and City)	Thunder Bay								
Dates	Sept 21, 22, 23 (2011)								
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
Accommodation				134.47	134.47			268.94	
Transportation					12.00				
Breakfast				16.00	15.00			31.00	12.00%
Lunch				20.00				20.00	16.00%
Dinner				35.00	35.00			70.00	70.00%
Per Diem									
Other									
4. Prepaid Expenses	Registration		Air Travel		Other			Total	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason: Had to arrive earlier due to NWO Board meeting						Total
Mileage Claimed	700	700	KM x \$0.45 =						315.00
6. Approved								Total Expenses	690.94
								Advance Received	
								Balance Claimed	690.94
								Balance Refunded	

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

Sept 26/11
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A/P	Cashier
------	-----------	-----	---------

Date: 09/23/2011
Page 1 of 1



VALHALLA INN THUNDER BAY
1 VALHALLA INN ROAD
THUNDER BAY, ON P7E6J1

Acct# 11110237415
Room# 243

Rate Code: GASSOC
Room Type: Q
Room Rate: \$119.00

Arrive: 9/21/2011
Depart: 9/23/2011
Direct Bill:

HALLIKAS, MR ANDREW
NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION (I
550 4TH ST W
FORT FRANCES, ON P9A 3C3

Date	Description	Reference	Credit Card	Charges/Credits
09/21/11	ROOM GROUP ASSOCI. #243 HALLIKAS, MR ANDREW			\$119.00
09/21/11	HARMONIZED SALES T. HARMONIZED SALES TAX			\$15.47
09/22/11	ROOM GROUP ASSOCI. #243 HALLIKAS, MR ANDREW			\$119.00
09/22/11	HARMONIZED SALES T. HARMONIZED SALES TAX			\$15.47
09/23/11	American Express	American Express	XXXXXXXXXXXX2009	(\$268.94)
HST #RT895695716				
BALANCE DUE:				0.00


Direct Bill Signature: _____
I agree that my liability for this bill is not waived.

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

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

Therefore, the undersigned acknowledges that:

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

<i>NWO Regional Conference - Sept. 21-23/11</i>	
Name (Please Print) <i>Andrew Hallikas</i>	Signature 
Approved	Date <i>Oct. 5/11</i>

**Town of Fort Frances
Travel Statement - Mayor/Council Honorarium**

Attendee Andrew Hallikas
 Conference/Seminar Attended NOWA
 Location Thunder Bay
 Dates September 21, 22, 23 (2011)

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			150. ⁰⁰	150. ⁰⁰	150. ⁰⁰			450. ⁰⁰
Amount								

Submitted by: 

Date: Sept 26/11

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll
 Pay period _____



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/132**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Councillor Andrew Hallikas – RRDMA Per Diem & Travel Claims

BACKGROUND

Attached is a copy of Travel Expense Statement in the amount of \$27.00 and Mayor/Council Honorarium claim in the total amount of \$75.00 in regard to attending the Rainy River District Municipal Association (RRDMA) General Meeting held in Emo on September 29, 2011 as submitted by Councillor Andrew Hallikas.

The per diem claim is in compliance with By-Law No. 02/10 Schedule "A" 4.4 and Policy Number 3.11 Schedule "A".

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the per diem claim in the amount of \$75.00 and vehicle mileage of \$27.00 regarding attendance at the RRDMA General Meeting held in Emo on September 29, 2011 as submitted by Councillor Andrew Hallikas.

Council Approval of this Report Will Agree **to** the Administration & Finance Executive Committee recommendation to approve the per diem claim and travel costs for Councillor Andrew Hallikas in the total amount of \$102.00 to attend the RRDMA General Meeting held in Emo on September 29, 2011 as listed in this report.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct. 5, 2011
Date:

M. McCaig
M. McCaig, Administrator

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

1.	Attendee	Andrew Hallikas							
2.	Conference/Seminar Attended	RRDMA							
	Location (Facility and City)	Emc							
	Dates	Sept 29 / 11							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch		-						
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason Not Available					Total
	Mileage Claimed	60	KM x \$0.45 =					27.00	
6.	Approved						Total Expenses	27.00	
							Advance Received		
							Balance Claimed		
							Balance Refunded		

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

Oct 3 / 11

Date

Andrew Hallikas

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A/P	Cashier
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TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

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

Therefore, the undersigned acknowledges that:

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

RRDMA Sept. 29 /11

Name (Please Print) Andrew Hallikas	Signature 
Approved	Date Oct. 5/11

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee Andrew Hallikas
Conference/Seminar Attended RRDMA - Meeting
Location Emo
Dates Sept 29/11

Details of Per Diem

Sept 29/11

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				Sept 29/11				
Amount				75. ⁰⁰				

Submitted by: Andrew Hallikas

Date: Oct 3/11

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period _____



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/127**



TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Councillor Ken Perry – RED Committee Meeting Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Town of Fort Frances – Schedule “B” Travel Expense Statement in the amount of \$27.00 and a copy of the Travel Statement – Mayor /Council Honorarium per diem claim in the total amount of \$75.00 in regard to attendance at the Rural Economic Development (RED) Committee meeting held in Emo on September 8, 2011 as submitted by Councillor Ken Perry.

The travel expense and per diem claims are in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule “A” 1 and 4.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the travel expense and per diem claims in the total amount of \$102.00 as submitted by Councillor Ken Perry to attend the Rural Economic Development Committee meeting held in Emo on September 8, 2011.

Council Approval of this Report Will Agree to the recommendation to approve the travel expense and per diem claims for Councillor Ken Perry in the amount of \$102.00 to attend the RED Committee meeting held in Emo on September 8, 2011.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Date:

Oct 6, 2011 KML
M. McCaig, Administrator

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

1.	Attendee	Ken Perry							
2.	Conference/Seminar Attended	RED C							
	Location (Facility and City)	EMO INN EMO ONT.							
	Dates	Sept 8 2011							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
	Mileage Claimed	KM x \$0.45 = 60							27.00
6.	Approved								
		Total Expenses							
		Advance Received							
		Balance Claimed							
		Balance Refunded							

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

Sept 26 / 11
Date

Ken Perry
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier
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**TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM**

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

Therefore, the undersigned acknowledges that:

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

RED Committee Sept 8/11

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date <i>Oct. 6/11</i>

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

Attendee Ken Perry

Conference/Seminar Attended RED C

Location EMO ONT

Dates Sept 8/11

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				Sept 8/11				
Amount				75.00				

Submitted by Ken Perry

Date Sept 26/11

Approved by _____

Date _____

To be submitted to Payroll for processing when approved by Council



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/122**



TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Councillor Paul Ryan - NWO Regional Conference Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claims in the amount of \$330.60 and Travel Statement – Mayor /Council Honorarium per diem claim in the total amount of \$450.00 in regard to travel and attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$ 82.00
2. Hotel Accommodations	<u>248.60</u>
sub-total	\$330.60
3. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$780.60</u>

The registration fee of \$150.00 was paid by the Town resulting in the total cost of \$930.60 to attend the Northwestern Ontario Regional Conference as authorized by Council.

The travel and per diem claims are in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule "A" 1. and 2.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$780.60 for attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Councillor Paul Ryan.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Paul Ryan in the amount of \$780.60 to attend the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as outlined in this report.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct. 5, 2011
Date:

M. McCaig
M. McCaig, Administrator

Agenda Item #9.7

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

1.	Attendee	Paul Ryan							
2.	Conference/Seminar Attended	29th Annual Northwestern Ontario Regional Conference							
	Location (Facility and City)	Valhalla Inn, Thunder Bay, On.							
	Dates	September 21, 22, 23 / 2011							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation (Tax Inc.)				124.50	124.50			249.00
	Transportation								
	Breakfast					12.00			12.00
	Lunch								
	Dinner				35.00	35.00			70.00
	Per Diem								
	Other								

4. Prepaid Expenses	Registration	Air Travel	Other	Total
Bylaws of Ft. Frances	Yes			✓

5. Town Used Vehicle	(Yes)	No	Reason	Total
Mileage Claimed	✓		KM x \$0.45 =	

6.	Approved	Total Expenses	330.00
		Advance Received	✓
		Balance Claimed	330.00
		Balance Refunded	

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

September 26/2011

 Date

Paul Ryan

 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

 Date

Treasurer

A / P

Cashier

Date: 09/23/2011
Page 1 of 1



Acct# 11110237307
Room# 113

VALHALLA INN THUNDER BAY
1 VALHALLA INN ROAD
THUNDER BAY, ON P7E6J1

Rate Code: GASSOC
Room Type: QC
Room Rate: \$110.00

RYAN, MR PAUL
TOWNSHIP OF FORT FRANCES
523 COLONIZATION RD E
FORT FRANCES, ON P9A 251

Arrive: 9/21/2011
Depart: 9/23/2011
Direct Bill:

Date	Description	Reference	Credit Card	Charges/Credits
09/21/11	ROOM GROUP ASSOCI.	#113 RYAN, MR PAUL		\$110.00
09/21/11	HARMONIZED SALES T.	HARMONIZED SALES TAX		\$14.30
09/22/11	ROOM GROUP ASSOCI.	#113 RYAN, MR PAUL		\$110.00
09/22/11	HARMONIZED SALES T.	HARMONIZED SALES TAX		\$14.30
09/23/11	American Express	American Express	XXXXXXXXXXXX2009	(\$248.60)
HST #RT895695716				
BALANCE DUE:				0.00

Direct Bill Signature: _____
I agree that my liability for this bill is not waived.



Town of Fort Frances Travel Statement - Mayor/Council Honorarium

Attendee PAUL RYAN
 Conference/Seminar Attended 29th Annual Northwestern Ontario Regional Conference
 Location Valhalla Inn Thunder Bay, ON
 Dates September 21, 22, 23, 2011

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 21/11	Sept 22/11	Sept 23/11			—
Amount			150.00	150.00	150.00			450.00

Submitted by: [Signature]
 Approved by: _____

Date: September 26, 2011
 Date: _____

To be submitted to Payroll for processing when approved by Council

For Payroll
 Pay period _____



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/131**

TO: Mayor Avis & Members of Council
FROM: Debbie Scofield, Deputy-Treasurer
DATE: October 4, 2011
SUBJECT: Councillor Rick Wiedenhoeft – Per Diem



BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor /Council Honorarium per diem claim in the total amount of \$75.00 in regard to attendance at the Rainy River District Municipal Association Meeting held in Emo on September 29, 2011 as submitted by Councillor Rick Wiedenhoeft.

The per diem claim is in compliance with By-Law 02/10 provisions.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the Per Diem claim in the total amount of \$75.00 for attendance at the Rainy River District Municipal Association Meeting held in Emo on September 29, 2011 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem claim for Councillor Rick Wiedenhoeft, in the amount of \$75.00 for attendance at the Rainy River District Municipal Association Meeting on September 29, 2011.as outlined in this report.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct 5, 2011
Date:

M. McCaig
M. McCaig, Administrator

Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee Rick Wiedenhoef
 Conference/Seminar Attended PRDMA.
 Location Emo.
 Dates Thursday Sept 29, 2011

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				Sept 29				
Amount				75.00				

Submitted by: R. Wiedenhoef
 Approved by: _____

Date: Friday Sept 30, 2011
 Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll
 Pay period _____



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2011/126**



TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: October 4, 2011
SUBJECT: Councillor Rick Wiedenhoeft - NWO Regional Conference Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule "B" Travel Expense Statement claims in the amount of \$301.37 and Travel Statement – Mayor /Council Honorarium per diem claim in the total amount of \$300.00 in regard to travel and attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Councillor Rick Wiedenhoeft.

Conference Expenses

1. Meals	\$ 82.00
2. Town Owned Vehicle - Gasoline	95.07
2. Hotel Accommodations	<u>124.30</u>
sub-total	\$301.37
3. Per Diem (2 days)	<u>300.00</u>
Total Per Diem & Travel Claims	<u>\$ 601.37</u>

The registration fee of \$150.00 was paid by the Town resulting in the total cost of \$751.37 to attend the Northwestern Ontario Regional Conference as authorized by Council.

The travel and per diem claims are in compliance with the Town of Fort Frances Travel Policy No. 3.11 Schedule "A" 1. and 2.

RECOMMENDATION

The Administration and Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$601.37 for attendance at the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as submitted by Councillor Rick Wiedenhoeft.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claims for Councillor Rick Wiedenhoeft in the amount of \$601.37 to attend the Northwestern Ontario Regional Conference held in Thunder Bay from September 21 – 23, 2011 as outlined in this report.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Oct 5, 2011
Date:

M. McCaig
M. McCaig, Administrator

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

1.	Attendee	Rick WIEDENHOEFT.							
2.	Conference/Seminar Attended	NOMA REGIONAL CONFERENCE.							
	Location (Facility and City)	Valhalla Inn. Thunder Bay.							
	Dates	Wed Sept 21 to Thursday Sept 22, 2011							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				124.30				124.30
	Transportation								
	Breakfast					12.00			12.00
	Lunch								
	Dinner				35.00	35.00			70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								206.30	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x \$0.45 =							
	Gas	@ T.B. & F.F.				95.07			95.07
6.	Approved					Total Expenses			301.37
						Advance Received			
						Balance Claimed			301.37
						Balance Refunded			

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

Monday Sept 26/2011
Date

R. Wiedenhoft.
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier
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Agenda Item # 9.9 ...

**SHELL CANADA
PRODUCTS**

ON BEHALF OF
1110 WEST ARTHUR STREET
THUNDER BAY ON
P7E 6P6
(807) 473-4325

Tax Description	Qty	Amount
H Bronze No4 11.331 L @ \$1.324/ L		\$15.00
Sub Total		\$15.00
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$15.00
Cash		\$20.00
Change		\$5.00

Fuel Includes	HST	13.0%	\$1.73
Fuel Includes	HST-F	5.0%	\$0.00

HST - Fuel - ON No. 137400032RT

Help us change the world,
one click at a time.
www.shell.ca/fuellingchange

THANK YOU

Questions? 1-800-661-1600

REG: 2 CSH:Maria TRAN:1075
2011/09/22 15:19:28 ST:C20344

**SHELL CANADA
PRODUCTS**

ON BEHALF OF
HWY 11 EAST
FORT FRANCES ON
P9A 3M3

Tax Description	Qty	Amount
H Bronze No1 60.248 L @ \$1.329/ L		\$80.07
Sub Total		\$80.07
Amount HST Taxable		\$0.00
13.0% HST Tax		\$0.00
Amount HST-F Taxable		\$0.00
5.0% HST-F Tax		\$0.00
Total		\$80.07
MASTERCARD:		\$80.07
Change		\$0.00

APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXXXXX1122
PURCHASE SWIPED
INV No. 1023818966

X_____ 19002Z

Cardholder will pay card issuer above
amount pursuant to Cardholder Agreement

Fuel Includes	HST	13.0%	\$9.21
Fuel Includes	HST-F	5.0%	\$0.00

HST - Fuel - ON No. R106555360

Help us change the world,
one click at a time.
www.shell.ca/fuellingchange

THANK YOU

Questions? 1-800-661-1600

REG: 1 CSH:Greg TRAN:4226
2011/09/22 18:01:27 ST:C10238

Date: 09/22/2011
Page 1 of 1



VALHALLA INN THUNDER BAY
1 VALHALLA INN ROAD
THUNDER BAY, ON P7E6J1

Acct# 11110237309
Room# 163

Rate Code: GASSOC
Room Type: QC
Room Rate: \$110.00

Arrive: 9/21/2011
Depart: 9/22/2011
Direct Bill:

WIEDENHOFT, MR RICK
TOWNSHIP OF FORT FRANCES
523 COLONIZATION RD E
FORT FRANCES, ON P9A 251

Date	Description	Reference	Credit Card	Charges/Credits
09/21/11	ROOM GROUP ASSOCI. #163 WIEDENHOFT, MR RICK			\$110.00
09/21/11	HARMONIZED SALES T. HARMONIZED SALES TAX			\$14.30
09/22/11	Mastercard	Mastercard	XXXXXXXXXXXX1122	(\$124.30)
HST #RT895695716				
BALANCE DUE:				0.00

Direct Bill Signature: _____

I agree that my liability for this bill is not waived.



Town of Fort Frances
Travel Statement - Mayor/Council Honorarium

Attendee Rick WIEDENHOEFT.

Conference/Seminar Attended NOMA FALL REGIONAL CONFERENCE.

Location Valhalla Inn, Thunder Bay.

Dates Wed. Sept 21 - Thurs. Sept 22, 2011.

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<u>Sept 21</u>	<u>Sept 22</u>				
Amount			<u>150.00</u>	<u>150.00</u>				<u>300.00</u>

Submitted by: R. Wiedenhoef

Date: Sept 26, 2011

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

or Payroll

Pay period _____



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Fort Frances WPCP
200 McIrvine Rd
PO Box 712
Fort Frances, Ontario
P9A 3N1
Tel: 807-274-3121
Fax: 807-274-8381



September 8, 2011

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
August 2011 Monthly Report

As per the operating agreement, the attached document is the August 2011 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 – Cluster Manager.

Yours truly,

A handwritten signature in blue ink, appearing to read 'Kelly CTD'.

Kelly Cunningham
Senior Operator

For Larry Wachter
Cluster Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
August 2011 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 August 2011; 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.

AUGUST 2011 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	2.0 mg/L	25 mg/L	15 mg/L	12.2 kg/d	225 kg/d	135 kg/d
Suspended Solids	3.0 mg/L	25 mg/L	15 mg/L	18.6 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0..16 mg/L	1.0 mg/L	1.0 mg/L	1.0 kg/d	9 kg/d	9 kg/d
Ammonia as N	0.05 mg/L					
Nitrite as N	0.11 mg/L					
Nitrate as N	5.40 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		2.2 count/100 ml (geometric mean)		200 cnt/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 6.8 to 7.6; average pH was 7.1		
Temperature degrees C				Temperatures ranged from 18.0-19.0; average temperature of effluent at 18.4		

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

WASTEWATER LIQUID PROCESS

The average daily flow for August was 6225.0 m³/day; representing 69% of the design average flow. A significant drop in volatile solids percentage of the aeration cells and return sludge was noted in lab results during the last 20 days of August. Total treated flow for the month was 192,974 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	600 +/- @ 8.5% + 410 @ 12%	Litres
Alum	15.5 +/- @ 55 %	Cubic meters
Polymer	21 Bags (525 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 headcell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Hot water flushed alum lines
- Regular cleaning of head works EW basket strainer
- Greased blowers and changed oil
- Exercised portable generators
- Replaced air filters blowers 4 and 5
- Removed debris from new digester sample port and cleaned building
- Installed new polymer mixing motor
- Calibrated raw sewage automatic sampler and replaced tubing
- New belts installed on blower 4
- Cleaned DO probes
- Repaired rag compactor sprayer piping
- Back door lock was repaired by a locksmith
- Cleaned grit pump 2 inlet piping
- Replaced battery in auto dialler and tested intrusion and head works low temperature alarms

Pump Stations:

- Ran all gensets
- Changed all seal water strainers
- Regular cleaning of bar screens
- White Pine lift station check valve 1 clapper and arm were replaced with spare parts

OPERATIONAL ISSUES

The facility met all operational requirements for the month.

SLUDGE SUMMARY

The volume directed to the gravity belt thickener totaled 639.4 m³ for the month. The digesters have reached a very efficient operating temperature and a number clean decants have made it possible to reduce sludge haulage volumes. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 154.3 m³ (average 11.0 m³/load) to the agricultural drying bed. The Organic Soil Conditioning site has a valid Certificate of Approval - number S-71048-31.

COMPLAINTS

BY-PASS REPORT(S)

There were no by-pass events during the report period.

COMMENTS

The annual calibrations for bypass flow and effluent outfall measurement were completed. Reports are pending.
Plant power consumption for the month was 713 kWh.

REPORTS

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

Month	Sewage Flows Year 2011					Usage	Sludge	Removal Efficiency
	Avg. Day Flow	Max Day Flow	Total Treated	Total ByPass	Total Volume	% Plant Capacity	Volume Hauled	CBOD5
	m3	m3	Volume ML	Volume ML	ML		M3	Suspended Solids
								Total Phosphorus
January	5937	6235	184061		184061	66%	254.5	
February	5779	6102	161806		161806	64%	218.7	
March	6715	8935	208166		208166	75%	241.7	
April	12186	18288	365584	3965	369549	135%	220.7	
May	9347	14172	289752		289752	104%	234.5	
June	7890	10991	236686		236686	88%	223.6	
July	7091	8918	219835		219835	79%	221.0	
August	6225	7305	192974		192974	69%	154.3	
September						0%		
October						0%		
November						0%		
December						0%		
Sum			1858864	3965	1862829		1769	
Average	7646		232358		232854	85%		
Max		18288	365584		369549			
C of A	9000	18000						

Month	CBOD5				Suspended Solids				Total Phosphorus				E. Coli		pH	
	Avg Raw CBOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg Raw S.S. (mg/L)	Avg. Eff. S.S. (mg/L)	Avg. Load S.S. (kg/day)	Avg Raw T.P. (mg/L)	Avg. Eff. T.P. (mg/L)	Avg. Load T.P. (kg/day)	Geo Mean Counts /100ml	Monthly Minimum	Monthly Maximum	Monthly Minimum	Monthly Maximum		
January	91.7	2.3	13.8	116	4.0	23.9	2.66	0.15	0.9	37.3	7.3	7.7				
February	77.8	2.0	11.7	116	4.8	27.8	2.44	0.16	0.9	30.4	6.8	7.5				
March	76.5	4.6	31.5	117	9.5	65.4	2.42	0.29	2.0	17.2	6.5	7.2				
April	36.7	3.9	52.3	74	13.3	168.9	1.27	0.35	4.3	27.0	7.1	7.7				
May	59.3	3.6	34.5	86	7.8	72.4	1.72	0.26	2.4	15.7	7.5	8.0				
June	66.7	2.9	24.2	107	6.3	50.7	1.77	0.22	1.8	6.6	7.2	7.8				
July	57.4	2.2	16.1	112	3.8	27.4	2.2	0.18	1.3	3.3	6.8	7.6				
August	74.8	2	12.2	156	3	18.6	2.5	0.16	1.0	2.2	6.8	7.6				
September																
October																
November																
December																
Average	67.6	2.9	24.5	110.5	6.6	56.9	2.1	0.2	1.8	17.5	7.0	7.6				
Max	91.7	4.6	52.3	156	13.3	168.9	2.66	0.35	4.3	37.3	7.5	8				
C of A		25	225		25	225		1	9	150	6	9.5				

Aircraft Landings 2011
As of September 30, 2011 - Airport Statistics - Page 1

Month	Bearskin Flights		Bearskin Passengers		Government		Private		Med-I-vacs		International		Commercial		Totals		Variance
	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	2010	2011	
January	87	93	364	354	1	0	0	3	35	44	3	5	49	45	175	190	15
February	83	80	384	380	0	0	3	7	39	45	10	4	44	40	179	176	-3
March	88	97	377	381	12	4	6	21	36	45	9	9	61	56	212	232	20
1/4 Total	258	270	1125	1115	13	4	9	31	110	134	22	18	154	141	566	598	32
April	92	77	375	329	10	0	5	26	43	30	7	4	83	55	240	192	-48
May	95	96	446	374	9	13	14	38	42	46	41	37	82	83	283	313	30
June	98	92	328	429	6	5	8	64	48	47	69	104	99	95	328	407	79
1/2 Total	543	535	2274	2247	38	22	36	159	243	257	139	163	418	374	1417	1510	93
July	96	92	381	389	10	2	34	52	39	35	70	97	75	72	324	350	26
August	98	90	395	373	17	0	28	38	39	42	53	62	81	71	316	303	-13
September	93	88	389	312	5	4	8	42	52	42	38	53	94	80	290	309	19
3/4 Total	830	805	3439	3321	70	28	106	291	373	376	300	375	668	597	2347	2472	125
October	93		412		17		27		31		20		55		243	0	
November	92		425		4		19		34		3		60		212	0	
December	82		289		0		5		51		1		45		184	0	
Total	1097		4565		91		157		489		324		828		2986	0	



Agenda Item # 11.2 ...

2011- tonnage at landfill site- up-dated October 3rd, 2011

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2007 Total Tonne	2008 Total Tonne	2009 Total Tonne	2010 Total Tonne	4 Year Average 2007 to 2010 Total Wasre Tonnes	2011 Total Tonne	2007 Total Fee	2008 Total Fee	2009 Total Fee	2010 Total Fees	4 Year Average 2007 to 2010 Fees	2011 Total Fees	2011-2010 Tonnes	2011-2010 Fees
JAN	140.34	33.54	270.07	64.54	8.02	1.92	0.00	456.99	394.59	296.20	165.45	328.31	418.43	\$17,598.00	\$16,055.38	\$13,536.70	\$10,038.50	\$14,307.15	\$20,714.03	252.98	\$10,675.53
FEB	118.37	38.02	182.52	58.63	10.44	3.35	102.32	340.66	377.21	286.43	132.57	284.22	311.33	\$12,527.75	\$16,094.12	\$15,167.00	\$8,027.50	\$12,954.09	\$15,825.13	178.76	\$7,797.63
MAR	162.04	40.50	224.34	56.07	13.76	3.44	15.43	487.45	477.23	305.84	465.34	433.97	400.14	\$19,426.50	\$22,318.99	\$15,352.20	\$24,768.00	\$20,466.42	\$21,246.91	-65.20	-\$3,521.09
APRIL	208.79	40.69	292.68	57.03	11.70	2.28	338.58	683.63	645.61	543.36	685.50	639.53	513.17	\$33,311.50	\$27,972.39	\$25,671.30	\$34,899.85	\$30,463.76	\$27,639.06	-172.33	-\$7,260.79
MAY	265.51	34.66	483.77	63.16	16.69	2.18	257.22	748.02	769.81	679.12	666.85	715.95	765.97	\$33,336.51	\$35,226.85	\$33,105.90	\$32,660.05	\$33,582.33	\$40,902.27	99.12	\$8,242.22
JUNE	293.86	43.71	361.40	53.76	17.02	2.53	424.05	742.79	836.61	670.05	686.36	733.95	672.28	\$35,865.25	\$38,367.78	\$34,883.70	\$37,644.50	\$36,690.31	\$32,497.41	-14.08	-\$5,147.09
JULY	224.44	40.53	317.55	57.34	11.78	2.13	1043.77	959.32	750.82	661.66	637.30	752.28	553.77	\$44,919.25	\$36,801.18	\$34,737.91	\$35,730.00	\$38,047.09	\$30,279.15	-83.53	-\$5,450.85
AUG	241.98	29.99	552.77	68.51	12.13	1.50	1462.36	756.62	663.88	454.32	548.71	605.88	806.88	\$27,107.00	\$33,632.47	\$28,188.55	\$28,627.35	\$29,388.84	\$45,033.12	258.17	\$16,405.77
SEPT	234.51	34.65	424.84	62.77	17.44	2.58	145.08	589.58	699.72	438.99	754.08	620.59	676.79	\$27,316.25	\$33,039.95	\$25,573.50	\$30,501.85	\$29,107.89	\$33,621.87	-77.29	\$3,120.02
OCT		#DIV/0!		#DIV/0!		#DIV/0!	465.12	671.92	685.92	497.85	648.20	625.97		\$30,217.50	\$33,520.83	\$28,229.75	\$30,880.35	\$30,712.11		-648.20	-\$30,880.35
NOV		#DIV/0!		#DIV/0!		#DIV/0!	462.34	561.36	552.69	422.36	609.63	536.51		\$24,111.25	\$30,158.55	\$22,037.40	\$27,223.85	\$25,882.76		-609.63	-\$27,223.85
DEC		#DIV/0!		#DIV/0!		#DIV/0!	181.46	402.36	459.61	183.17	449.24	373.60		\$25,292.75	\$26,867.99	\$10,500.80	\$22,177.00	\$21,209.64		-449.24	-\$22,177.00

Average per monthly	209.98	#DIV/0!	345.55	#DIV/0!	13.22	#DIV/0!	408.14	616.73	609.47	453.28	537.44	554.23	568.75	\$ 27,585.79	\$ 29,171.37	\$23,915.39	\$26,931.57	\$26,901.03	\$29,750.99		
Total	1889.84		3109.94		118.98		4897.73	7400.70	7313.70	5439.35	6449.23	6650.74	5118.76	\$331,029.51	\$350,056.48	\$286,984.71	\$323,178.80	\$322,812.38	\$267,758.95	-1,330.47	-\$55,419.85
Town of Fort Frances Tonnage	4999.78																2,011	Forecasted	\$357,011.93		
Total Tonnage	5118.76																2011	Budgeted	\$319,116.00		
																	2011	Difference	\$37,895.93		
Residential Tonnage	1889.84	29.30%																			
ICI Tonnage	3109.94	48.22%																			
Coverage material	4897.73																				

f/n:p: 2010Janlandfillsitedata2010





**RAINY RIVER FUTURE
DEVELOPMENT CORPORATION**
A Community Futures Development Corporation

Agenda Item # 11.4 ...

September 29, 2011



MEMORANDUM

To: Municipal Leaders

Re: Local Initiatives Program Funds

RRFDC has access to FedNor funds through the Local Initiatives (LI) Program. These funds are made available to Municipalities, First Nations, economic development or other non-profit community organizations to carry out activities that demonstrate community economic development objectives and create short- to medium-term, measurable results for the communities and businesses of the region.

RRFDC is currently seeking new project applications. The guidelines for the program, as well as the application form, are attached.

The current LI program with FedNor ends on March 31, 2012. Projects must be completed prior to that date in order to be eligible.

Please contact the office (Geoff or Cynde) if you have any questions and/or to discuss any potential application, as FedNor's guidelines are much stricter and there are timelines that must be met in order to qualify.



Eligible Applicants: First Nation, municipalities, economic development or other non-profit community organizations located in the RAINY RIVER FUTURE DEVELOPMENT CORPORATION service area.

Ineligible Applicants: Small and medium-sized enterprises and other for profit organizations; Community Futures Development Corporations.

Eligible Activities: Activities must support the priority components of the Northern Ontario Development Program (NODP) including Community Economic Development, Business Growth and Competitiveness and/or Innovation.

Eligible activities must demonstrate community economic development objectives and create short- to medium-term, measurable results for the communities and businesses of the region. Specific activities may include: working with communities to assess local problems, establish objectives, plan and implement strategies to develop human, institutional and physical infrastructures, entrepreneurship, employment and the economy.

Eligible Projects: Specific eligible projects, under each NODP priority component, may include:

Community Economic Development:

- environmental assessment reports;
- strategic and business planning;
- sector or industry analysis;
- feasibility, marketing and engineering studies;
- economic recovery plans;
- workforce attraction and retention strategies;
- community investment readiness plans;
- inventories of community assets and community profiles; and,
- the implementation of priority initiatives identified in community or regional economic development plans that demonstrate economic results.

Business Growth and Competitiveness:

- business management capacity projects, including planning, training, research and access to business management expertise and export readiness;
- activities that lead to increased trade expansion, including export development and investment attraction;
- seminars/workshops;
- marketing/promotional activities; and,
- community tourism events.

Innovation:

- Activities that promote innovation and new technology.

Ineligible Activities: Ongoing Activities carried out directly by the Recipient and/or Applicant; activities that lead to profit generation; projects that require further FedNor/Industry Canada contributions; activities that support social goals, including education and health care services and delivery; and, activities primarily of a social/recreational nature such as museums, libraries, cultural centres, recreation centres, tourist information/welcome centres, arenas and waste management disposal.

Critical Elements: Projects must contribute to an integral part of the Recipient, Community or Applicant Strategic Plan and must be supported by the Recipient as an active partner. Funding will not create on-going dependency on external partners, Industry Canada/FedNor or other government sources. The Recipient will encourage private and public sector partnerships, and, whenever possible, projects will be cost-shared.

For Recipients to which official languages obligations apply, supported projects should reflect these obligations.

Eligible Costs: Incremental project costs that support NODP objectives. Funding support for initiatives will be, normally, to a maximum of \$5,000. Requests for funding in excess of \$5,000 will require written approval from FedNor/Industry Canada.

Procedures: The Recipient will adhere to all application, administration and approval procedures as outlined in the Recipient's application for funding and agreed to by the Minister.

Communications: To ensure that the Corporation receives public profile and acknowledgment for the support it extends to the Eligible Projects, the Recipient will adopt a communications plan for the LIC contribution.

Successful applicant letters will acknowledge the role of the federal government in funding the CFDC and the Local Initiative Contribution, as well as require that the Eligible Projects recognize that financial support for the activity has been received from the Recipient.

Recipients to which official language obligations apply should indicate how these obligations will be fulfilled by successful applicants.

Reporting: LIC activities will be reported to the Minister on a quarterly basis including the following:

- (i) the identity of each proponent
- (ii) the amount of each investment and Board Resolution date
- (iii) the purpose of the investment
- (iv) partnerships & cost sharing
- (v) the anticipated impacts
- (vi) the results achieved may be included with quarterly report
- (vii) disbursement information.
- (viii) # of projects disbursed to Official Language Minority Community (OLMC) recipients
- (ix) the total amount disbursed to OLMC recipients.



RAINY RIVER FUTURE
DEVELOPMENT CORPORATION
A Community Futures Development Corporation



Canada FedNor 

Local Initiatives Fund application

Amount Requested \$ _____ (Maximum is \$5,000)

Applicant Information

Organization _____

Contact person _____

Address _____

Telephone _____ Fax _____

E-Mail _____

All application requests must be supported by a Motion/Resolution from the Organization's Board of Directors. Motion attached? _____

Organization's mandate, product or services _____

Brief history of organization

The Project

Project Objectives

Project Timelines [start and completion dates]

Project Partners [include their commitment to the project, for example, time, skills, talent, in-kind financial]

Costs and Financing (Total of Financial Sources must equal Total Project Costs)(Sample)

All Funding Partners	Cash contribution	In-Kind contribution
RRFDC		
Total of financial sources		

How will the funding be used?

Project activity	Amount
Total project costs	

Benefits of the project

How will the project contribute to the economic activity/development of your community and/or region? [Does the project promote economic growth and diversification?]

Identify other benefits [For example, community infrastructure; networking; relationship to other initiatives]

Will other communities in the region benefit from the project? If so, indicate how. [Fort Frances, Emo, LaVallee, Alberton, Rainy River, Chapple, Morley, Lake of the Woods, Dawson]

What resources is your group or organization contributing to the project?

[time, skills, talent, "in-kind", financial, etc.]

Can the project be adapted by other communities?

Project Evaluation

How will you measure the success of the project?

Other details that would help the LI funding committee understand the project.

How will the applicant acknowledge RRFDC's contribution to the project?

Community Support Identify any groups, individuals, organizations or businesses that support the project.

If you have letters of support from individuals, businesses, groups or organizations in the community or region, please attach them.