

TOWN OF FORT FRANCES

AGENDA - March 13, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 086) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Advice that is subject to solicitor-client privilege, including communications necessary for that purpose: Letter of Understanding
 - 4.2 A proposed or pending acquisition or disposition of land by the municipality or local board: McIrvine Road Property
 - 4.3 Personal matters about an identifiable individual, including municipal or local board employees: Appointments to Boards & Committees
 - 4.4 A proposed or pending acquisition or disposition of land by the municipality or local board: Land Rental Inquiry
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Roy Avis - Verbal Update
Councillor John Albanese - Verbal Update
Councillor Wendy Brunetta - Verbal Update
Councillor June Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Traffic Control By-law Amendment for Heavy Trucks prohibition & Fort Frances Library & Technology Centre Handicap Parking Stall Amendment

- approval of this report will agree with the recommendations of the Planning & Development Executive Committee to approve as presented in this report and further to authorize an amendment by-law be prepared for signing by Mayor & Clerk.

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7.2 Land Sales Contributions to Reserve Funds	8 - 10
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the allocation of the 2016 land revenue as Contributions to Reserve Funds in the total amount of \$584,791.50 for the December 31, 2016 year end as listing in this report.	
7.3 D. Brown, CAO - Purchase Card Expenses	11 - 14
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expenses in the total amount of \$282.05 as submitted by D. Brown, CAO for his attendance at the ROMA conference held on January 28-31, 2017 in Toronto, ON.	
7.4 Safe Communities Rainy River District Per Capita Financial Request	15 - 18
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Safe Communities Rainy River District \$0.50 per capita financial request in the total amount of \$3,977.50.	
7.5 Council approval of Forest Fire Management Agreement with MNR	19 - 24
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the entering into of a new agreement between the Town of Fort Frances and the Ministry of Natural Resources for a 5 year term beginning April 1, 2017, and further that a by-law be brought forward for execution by the Mayor and Clerk.	
7.6 Request for additional Sidewalk on McIrvine Road from King's Highway to High School Entrance	25 - 26
- approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to refer the request to the 2017 Budget process with the understanding that, as in the past, the Town might consider funding a portion of the works with the Rainy River District School Board contributing to the completion of the sidewalk, and further that the proponent of the request be advised that they have a duty to consult with abutting property owner(s) as well as utility companies that may be impacted by the development to ensure these property owners are in support of the sidewalk.	
7.7 Standard Operating Procedures for Water Treatment Plan Emergency Standby Generator	27 - 30
- approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to adopt the Standard	

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	Operating Procedure for Water Treatment Plan Standby Generator as a policy of the Town of Fort Frances.	
7.8	January 2017 Drinking Water Systems Monthly Summary Report - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to accept the January 2017 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.	31 - 38
7.9	Marketing License Agreement with Service Line Warranties of Canada to provide Sewer and Water Service Warranty within the Town of Fort Frances - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to enter into a 3 year Marketing Service Agreement with Service Line Warranties of Canada to provide sanitary sewer and water service warranty for property owners living within the Town of Fort Frances, and further that an authorizing by-law be prepared for the Mayor and Clerk to execute the agreement.	39 - 45
7.10	Request from Ms. Wendy Derendorf to make a contribution to the LaVerendrye Parkway in honor of her parents - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to approve the request from Ms. Derendorf to make a contribution to the LaVerendrye Parkway through the installation of a commemorative bench at a mutually agreed upon location, that the cost of the bench, shipping and plaque be covered by Ms. Derendorf, and further that the Town will supply the labour and materials to construct the foundation for the select bench and supply the labour to install the new select bench and plaque.	46 - 48
7.11	Request from Church of the Holy Spirit for the installation of a Ground Water Well at 1408 Eighth Street East - approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to deny the request from the Church of the Holy Spirit for the installation of a groundwater well at 1408 Eighth Street East pending notification of funding for the reconstruction of the Mill Road Overpass and results of a meeting of property owners gauging interest in the installation of a watermain extension down Eighth Street East.	49 - 50
7.12	Public Transit Infrastructure Fund (PTIF) Agreement - approval of this report will agree to the recommendation of the	51 - 59

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Community Services Executive Committee to authorize the form submission to MTO, agreement execution, and forthcoming by-law for the purchase of a 2nd Handivan bus as per the 2017 Capital Budget.	
8. <u>Administration and Finance Division:</u>	
8.1 Councillor June Caul - AMO Conference Travel Claim	60 - 62
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel Expense claim in the total amount of \$116.39 as submitted by Councillor Caul while attending at the AMO Conference in Windsor, Ontario on August 14-17, 2016.	
8.2 Council resolution to support review of the Fire & Rescue Service	63
- approval of this report will authorize the review of the Fort Frances Fire & Rescue Service by the Ontario Fire Marshal and Emergency Management.	
9. <u>Operations and Facilities Division:</u>	
9.1 Asselin Transportation & Storage Limited re: Residential Refuse and Recycling Collection from E. Mose - request for alterations to Garbage and Recycling Collection	64 - 73
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee that the requested change to curbside collection for garbage in the 800 block of McKenzie Avenue and Victoria Avenue and the proposed changes to Area 3 and 4 be made contingent upon Asselin Transportation covering the costs associated with re-printing the collection schedule for Area 3, distributing the schedules to those houses affected as well as printing and distributing suitable notification material to be sure that those affected are fully aware of the change prior to switching over the collection.	
10. <u>General:</u>	
10.1 Town of Fort Frances Strategic Plan Progress Report No. 2 - Updated February 24, 2017 by D. Brown, CAO	74 - 93
10.2 Association of Municipalities Ontario (AMO) - Annual Conference August 13-16, 2017 in Ottawa, ON	94 - 96
- resolution determining attendance required	
10.3 Northwestern Ontario Municipal Association (NOMA) - Annual General Meeting April 26-28, 2017 in Thunder Bay, ON	97 - 101
- resolution determining attendance required	

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10.4 Northwestern Ontario Municipal Association (NOMA) - First Call for Nominations for Offices of President & Executive Vice President	102
11. <u>Information:</u>	
11.1 Statistics Canada Report - Building Statistics for February 2017	103
11.2 Operations and Facilities Division - Environmental Area - Operations Statistics for January 2017	104 - 106
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11.4 2017 Landfill Site Tonnage - as of March 3, 2017	113
11.5 Aircraft Landings and Fuel Sales at Fort Frances Airport as of March 1, 2017	114 - 115
11.6 Fort Frances Fire and Rescue Services - 2016 Year End Report	116 - 117
11.7 Fort Frances Fire and Rescue Services - January 2017 Monthly Report	118 - 120
11.8 Complaint Registers (December 2016 and January 2017)	
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	

Date: March 6th, 2017

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer.

Re: Traffic Control By-Law Amendment for Heavy Trucks Prohibition & Fort Frances Library & Technology Centre Handicap Parking Stall Amendment.

The By-Law Enforcement Department has prepared the below Traffic Control By-Law Amendments for the prohibition of heavy trucks parking for extended periods of time in the 500–1200 blocks of Scott Street as directed by Council at their regular meeting on January 23, 2017. Council will notice that there is allowance for the heavy trucks to still park for a 1 hour period. This was added to the wording to allow the operators of the vehicles to still access the facilities within Town.

This department has also prepared a housekeeping amendment for the Fort Frances Library & Technology Centre. This will amend handicap parking stall B1 to be changed to A1. The wording for both amendments are below for your review.

TOWN OF FORT FRANCES

BY-LAW NO. 21/14

Sec. 4.1.4.6

When properly worded signs have been erected and are on display, no person shall stop, stand or park a vehicle, or combination of vehicle's exceeding one-ton load capacity or exceeding 6.75m in the 500-1200 blocks of Scott Street, at any time. Exception is permitted when parked temporarily for the purpose of active delivery, service, maintenance of the adjacent property or when temporarily stopping for a period of no more than 1 hour.

TOWN OF FORT FRANCES

BY-LAW NO. 21/14

HANDICAPPED PARKING ONLY

SCHEDULE "C"

NO.

24. The first six (6) designated parking stalls numbered B1 (change to A1), C1, D1, E1, F1, and G1 in the Fort Frances Library & technology Centre's parking lot.

The Planning & Development Executive Committee at its regular meeting held March 6th, 2017 is recommending that Council approve the amendments as presented and authorize an amendment by-law for signing by Mayor and Clerk.

Respectfully submitted,

Original Signed by

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: approve the recommendations as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/29**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: March 8, 2015
SUBJECT: Land Sales Contributions to Reserve Funds

BACKGROUND

In preparation for year end, administration is seeking direction for the 2016 unallocated land sales revenue. The Huffman Court lots sales realized \$395,000.00, the Front Street property sale \$180,000.00 and the industrial lots sold \$9,791.50 for a total of \$584,791.50.

When planning the development of the old Huffman School property, it was understood that the proceeds from the sale of Huffman Court lots would be transferred back to the Reserve funds that financially supported the construction of the sub-division; being the Corporate Building, Corporate Projects and Water & Sewer Reserve Funds. For your review, I have attached a report that summarizes the reserve fund allocations for the development, the related percentages of their contribution from 2010 to 2015, and the suggested amounts of contributions to those reserve funds.

The sale of the Front Street and Industrial site properties totaling \$189,791.50 could also be directed as contributions to reserve funds if so directed to assist with future development or capital projects.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the 2016 year-end land sales revenue contributions to the Reserve Funds as follows:

Corporate Building Reserve Fund	\$ 65,135.50
Corporate Projects Reserve Fund	\$337,403.00
Water & Sewer Reserve Fund	<u>\$182,253.00</u>
Total Contribution	<u>\$584,791.50</u>

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the allocation of the 2016 land sales revenue as Contributions to Reserve Funds in the total amount of \$584,791.50 for the December 31, 2016 year end as listed in this report.

2016 LAND SALES

[illegible]

HUFFMAN COURT RESERVE FUND ALLOCATION

Year	Reserve Funds			Sub-Total	General Fund Cont Salary/Benefits/Equip	TOTAL	NOTES
	Corporate Building	Corporate Projects	Water & Sewer				
2010	\$160,960.02			\$160,960.02		\$160,960.02	Purchase of Huffman School Property
2012		\$15,135.65		\$15,135.65		\$15,135.65	Property Development
2013		\$320,901.82	\$308,036.96	\$628,938.78	\$14,559.95	\$643,498.73	Property Construction
2014			\$142,559.83	\$142,559.83	\$3,374.23	\$145,934.06	Curb/Gutter/Sod
2015		\$28,806.45		\$28,806.45		\$28,806.45	Bell/Complete Deficiencies
	\$160,960.02	\$364,843.92	\$450,596.79	\$976,400.73	\$17,934.18	\$994,334.91	

16.49%	37.37%	46.14%	100.00%	
\$65,135.50	\$147,611.50	\$182,253.00	\$395,000.00	\$395,000.00 2016 Huffman Lot Sales



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/28**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: March 8, 2017
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Cars expenses related to the ROMA Conference held in Toronto, Ontario from January 28 to 31, 2017 as submitted by Doug Brown, CAO.

Conference Expenses

1. Ground Transportation	\$127.00
2. Administration Vehicle Gas	65.80
2. Airline Baggage Fees	<u>89.25</u>
Total Per Diem & Travel Claims	<u>\$282.05</u>

The travel expenses are in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

Administration recommends approval of the Purchase Card expense claim in the total amount of \$282.05 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference held on January 28 – 31, 2017 in Toronto, Ontario.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee to approve the purchase card travel expenses in the total amount of \$282.05 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference held on January 28 – 31, 2017 in Toronto, Ontario.

DOUG BROWN

CREDITS
\$0.00PURCHASES
\$282.05CASH ADV
\$0.00TOTAL ACTIVITY
\$282.05

AGENDA ITEM #7.3

	Post Date	Tran Date	Reference Number	Transaction Description	Amount
1	01-30	01-28	24717057029690292095345	HOLIDAY STNSTORE 0342 WARROAD MN (FOREIGN CURRENCY) 12.78 USD 01/30 (RATE) 1.3482	17.23
2	01-31	01-29	74479327030004008175119	WESTJET 8382602768821 CALGARY AB BROWN/DOUGLAS XAA WS Y XAA	63.00
3	01-31	01-29	74514207030043611017160	AEROFLEET SERVICES MISSISSAUGA ON	59.00
4	02-01	01-31	24164077031685002800630	CENEX HOWARD S07036361 BAUDETTE MN (FOREIGN CURRENCY) 36.10 USD 02/01 (RATE) 1.3454	48.57
5	02-01	01-31	74064497031820161055595	A15-TAXI AND LIMO GROUP MISSISSAUGA ON	68.00
6	02-02	01-31	74479327032004026095529	WESTJET 8382602796097 CALGARY AB BROWN/DOUGLAS XAA WS Y XAA	26.25

1	10-020262150071536	17.23
2	" " " "	63.00
3	" " " "	59.00
4	" " " "	48.57
5	" " " "	68.00
6	" " " "	26.25

Dong R

Feb 8/17

JAN17 7:03AM

tal (CAD)
BROWN/DOUGLAS
30.00 \$3.00

Fee/Frais
(CAD)

GST/TPS

PNR
ZPUSLN
Total
(CAD)

68821	\$25.00	1.25	26.25
68821	\$35.00	1.75	36.75
	\$60.00	3.00	63.00

OSK ID
NGCUSS09

24 0618

GST/TPS No.866112535
GST/TVQ No.1202807956 TQ0001

10-020-0262150051531
AGENDA ITEM #7.3

Holiday Stationstores
Shop the difference!

Store # 342
901 N. State St
Warroad, MN 56763
218-386-1700

1/28/2017 5:03:37 PM

CREDIT CARD SALE

Holiday
Store#: 0342 Terminal#:0003
901 N. State Street Warroad MN
VC XXXXXXXXXXXX4124
BROWN/DOUG

Register: 2 Trans Seq #: 419838
Store: # 342 **, Denton

Fuel Sale
Pump #:6 Unleaded
5.328 Gallons @ \$2.399/Gal \$12.78

Sub. Total: \$12.78
Tax: \$0.00
Total: \$12.78
Discount Total: \$0.00

Visa: \$12.78
Change \$0.00

A 17.23 US

INV#: 170336055 APPROVAL: 080299

Thank You
Please Come Again Soon
Visit us at
holidaystationstores.com

AEROFLEET SERVICE

30-2601 MATHESON BLV E
MISSISSAUGA ON
www.aerofleet.ca

CAB3
1800.268.005
416.449.4990

SALE

TID: PS472403 REF#: 00000002
Batch #: 002 SEQ: 001002002
01/29/17 12:45:30
Invoice #: 2
APPR CODE: 032768
VISA
*****4124 Chip
/

AMOUNT \$54.00
TIP \$6.00
TOTAL \$59.00

APPROVED

VISA CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TSI: F8 00

BY ENTERING A VERIFIED PIN
CARDHOLDER AGREES TO PAY ISSUER
SUCH TOTAL IN
ACCORDANCE WITH ISSUER'S
AGREEMENT
WITH CARDHOLDER

Thank You for Choosing
Aerofleet
HST #100067164RT0001
www.payplus.ca

CUSTOMER COPY

10-020-0262-1500-71531

WELCOME TO
HOWARDS OIL
BAUDETTE MN
218 634 2550

Descr.	qty	amount
< DUPLICATE RECEIPT >		
UNLD CA #04	15.049G	36.10
	@ 2.399/ G	
Sub Total		36.10
Tax		0.00
TOTAL		36.10
CREDIT \$		36.10

CARD TYPE: Visa Card
CARD NAME: BROWN/DOUG
ACCT NUMBER: *****4124
EXP. DATE: TRANS TYPE: SALE
AUTH# 091086

X
I AGREE TO PAY TOTAL AMOUNT ACCORDING TO
CARD ISSUER AGREEMENT. INITIALS
TOP COPY - MERCHANT 2ND COPY - CUSTOMER

Have A Great Day

THANKS, COME AGAIN

REG# 0002 CSH# 005 DR# 01 TRAN# 29931
01/31/17 21:35:09 ST# 1

USA dollar Canadian

36.10 → \$47.39

\$48.57 US

WESTJET

PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom
BROWN/DOUGLAS

Description

FIRST BAG 8382602796097Fee/Frais
(CAD)**\$25.00**

GST/TPS

1.25

PNR
ZPUSLNTotal
(CAD)**26.25**Date
31 JAN 17Time/Heure
11:52AMTotal (CAD)
BROWN/DOUGLAS
\$25.00 \$1.25**\$25.00**

1.25

26.25RECEIPT/RECU 1/1
VI XXXXXXXXXXXXX4124 0618
AUTH 007583GST/TPS No. 866112535
QST/TVQ No. 1202807956 TQ0001KIOSK ID
YYZ3KD1510-020-0262-1500-71531 *Dy*

4125 10-020-0262-1500 71531 *DM*

06 *DM*

DUB BROWN
TOWN OF FORT FRANCE

CLERK / COMMIS AUTH. NO. / N° D'AUT.

☐ Valid and Expiry Date Checked
Vérification de la date de validation
et de la date d'expiration

DATE M-M / M-M D-J / D-J Y-A / Y-A
01 / 31 / 17

DESCRIPTION	AMOUNT / MONTANT
G.S.T./T.P.S.	68.00
H.S.T./T.V.H.	.
P.S.T./T.V.P.	.
Q.S.T./T.V.Q.	.
TIP POURBOIRE	.
TOTAL	68.00

\$ CAN CDN

The issuer of the card identified on this item is authorized to pay the amount shown as TOTAL upon proper presentation. I promise to pay such TOTAL (together with any other charges due thereon) subject to and in accordance with the agreement governing the use of such card.
L'organisme émetteur de la carte dont le numéro figure, ci-dessus est autorisé à payer le montant inscrit au TOTAL sur présentation conforme. Je m'engage à rembourser ledit montant ainsi que tous les frais s'y rapportant conformément aux conditions de l'entente régissant l'usage de ladite carte.

X *Dy*
CUSTOMER SIGNATURE/SIGNATURE DU CLIENT

5891225

CUSTOMER COPY/ COPIE DU CLIENT



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/27**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: March 8, 2017
SUBJECT: Safe Communities Rainy River District Per Capita Financial Request

BACKGROUND

At the February 14, 2017 Council Meeting, the letter received from the Safe Communities Rainy River District (Rainy River Valley Safety Coalition) requesting continuation of per capita funding was referred to the Administration & Finance Executive Committee for recommendation. Attached to this report is the Safe Communities Rainy River District.

The Safe Communities Rainy River District is requesting continuation of the \$0.50 per capita funding for safety related programs that promote both healthy and safe lifestyles within the district. Based on our population of 7,955, the per capita funding would be in the amount of \$3,977.50 for 2016. The draft 2017 Operating Budget presently has a line item amount of \$4,000.00 for the Rainy River District Safety Coalition.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the \$0.50 per capita financial request received from the Safe Communities Rainy River District in the amount of \$3,977.50 for their endeavors.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the Safe Communities Rainy River District \$0.50 per capita financial request in the amount of \$3,977.50.



P. O. Box 124,
Fort Frances, ON
P9A 3M5



January 25, 2017,

Mayor and Council
Town of Fort Frances
320 Portage Ave
Fort Frances, ON P9A 3P9

Dear Mayor and Council,

Safe Communities Rainy River District would like to thank you for your support for the 2015-2016 year.

Last year we held a strategic planning meeting to set our priorities for the next few years. We invited all our partners to participate and evaluate injury data within our district. The evaluation included looking at the numbers of injuries, the severity of injuries and the impact of the injuries. Our new priorities are

1. ***Falls - this includes all age demographics.***
2. ***Work and Leisure injuries***
3. ***Mental Health including Substance Abuse – also includes self-harm***
4. ***Transport injuries – any injuries that occur during any type of transportation – eg, boating, driving, snowmobiles, trains, etc***

The next step is to evaluate what partners are addressing which issues, and where there are gaps in coverage, and how Safe Communities Rainy River District can use our resources to address the gaps.

We continually look for new funding opportunities to help our programs and partners in the district. Again, we face multiple applications and shrinking dollars making our efforts more challenging each year.

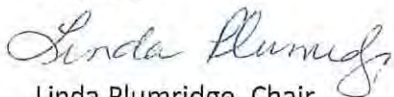
We participate in Parachute Canada (parachutecanada.org) which keeps us in contact with safety programs nationwide and opportunities to expand our programs. a

Our website continues (www.safetycoalition.com) to market the programs that we are involved in as well as partners and links to various organizations throughout the region.

Safe Communities Rainy River District requests your consideration for the continuation of funding of \$.50 per capita for 2015/2016 endeavors, as we strive to ensure our communities become a safer place to live, learn, work, and play.

Attached you will find our 2015-2016 annual report for your review. If you have any questions, please do not hesitate to give us a call. Thank you in advance for your kind consideration to support our efforts.

Sincerely

A handwritten signature in cursive script that reads "Linda Plumridge".

Linda Plumridge, Chair
Safe Communities Rainy River District
807-274-5373
info@safetycoalition.ca

Administration & Finance Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.com
www.fort-frances.com

February 14, 2017

Linda Plumridge, Chair
Safe Communities Rainy River District
PO Box 124
Fort Frances, ON P9A 3M5

Dear Ms. Plumridge:

At their meeting Monday February 13, 2017, Council referred your request dated January 25, 2017 re: Per Capita Contribution request to the Administration & Finance Executive Committee for recommendation.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to the attention of Laurie Lindberg, Treasurer, at 274-5323, ext. 1225.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth (Lisa) Slomke, Clerk

cc: Administration & Finance Executive Committee

L. Lindberg, Treasurer

D. Galusha, Deputy-Treasurer

TO: Mayor & Council

FROM: Tyler Moffitt, Fire Chief/CEMC

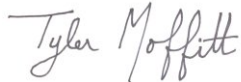
DATE: March 8, 2017

SUBJECT: Council approval of Forest Fire Management Agreement with MNR

On March 7, 2017 at the Administration & Finance Executive Committee meeting, committee members gave approval for the Fire Chief/CEMC to move forward and submit a report to Mayor and Council with regards to approving a new term agreement with the Ministry of Natural Resources (MNR) and Forestry, which would see a rate structure for suppression costs in the event MNR assistance is required for a fire response.

Council's approval of this report will bring forward an official resolution to approve a new agreement between the Town of Fort Frances and the Ministry of Natural Resources and Forestry for another 5 year term beginning April 1, 2017.

Thank you,

A handwritten signature in cursive script that reads "Tyler Moffitt".

Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

**Ministry of Natural
Resources and
Forestry**

Aviation, Forest Fire and
Emergency Services

Fire Management
Headquarters
922 Scott Street
Fort Frances, ON P9A 1J4
Tel: 807-274-8643
Fax: 807-274-5553

**Ministère des Richesses
naturelles et des Forêts**

Services d'urgences, d'aviation et
de
lutte contre les feux des forêts

Bureau principal des incendies
922 rue Scott
Fort Frances, ON P9A 1J4
Tel: 807-274-8643
Fax: 807-274-5553



February 3, 2017

The Town of Fort Frances
P.O. Box 38
Fort Frances, Ontario
P9A 3M5
c/o CAO / Clerk

Dear Sir/Madame

RE: Municipal Fire Agreement Renewal

The current municipal forest fire agreement between the Town of Fort Frances and the Ministry of Natural Resources and Forestry expires on April 1, 2017.

In 2014 map layers used to calculate comprehensive protection charges were updated. This has resulted in changes to the boundaries of land types and in turn has changed the size of these land types from what was historically used in our municipal fire agreement. Changes have been made for all municipalities within the Rainy River District. Updated boundaries have been included for such land types as crown land, patent land, and water areas. The Municipal Protection Area (MPA) and Crown Protection Area (CPA) boundaries have not changed.

In the Town of Fort Frances, this has resulted in the Crown owing the Municipality \$5.21 as per Appendix A (enclosed) of the current year's municipal fire agreement, where previously there has been no transfer of money for Comprehensive Protection Charges (CPC).

The *Fire Information Cost Reporting Form 210*, and *Appendix C – Municipal Fire Agreement Rates* are also all attached. Please note that 2017 is the last year of defined CPC rate increases as per the new system that was introduced in 2013. Beginning in 2018, the CPC rate will be adjusted based on the Consumer Price Index (see Appendix C).

If the municipality is satisfied with the current MPA and CPA boundaries then a new forest fire management agreement package is not required. The existing legal agreement remains valid; however an agreement review checklist is completed by MNR

with a new length of agreement embedded in the review document, beginning April 1, 2017 and ending at a time agreed to by the municipality. Past agreements have been entered for 3-5 years.

Please confirm if the municipality is satisfied with the current MPA and CPA boundaries, and if so, identify the length of agreement you wish to enter. A response by March 1st, 2017 is appreciated.

You may contact me directly at the telephone number below to further discuss the particulars of this agreement or if changes are deemed necessary.

I would like to thank you for your continued support and cooperation.

Sincerely,



Marney Brown
Fire Management Supervisor
Tel: 807-274-8652
Fax: 807-2764-5553
Email: marney.brown@ontario.ca

Ministry of Natural Resources
Fort Frances Fire Management Headquarters
922 Scott Street
Fort Frances, Ontario
P9A 3M3

APPENDIX A - Application of Comprehensive Protection Charges to Land Types

Municipality: Fort Frances Agreement Review Period: Year: 2012 To 2017
 Per Hectare CPC Rate: \$1.29 CPC Year: 2017 CPI Increase: %

LAND CLASS	TAXATION/REVENUE SITUATION	Municipal Protection Area				Crown Protection Area				Total
Comprehensive Protection Charge		CROWN PAYS				MUNICIPALITY PAYS				Hectares
		Hectares	Rate	Factor	Cost	Hectares	Rate	Factor	Cost	By Type
Unalienated Crown Land	Crown does not pay Municipal Taxes	4	\$1.29	100%	\$5.21		\$1.29		-	4
Provincial Parks/Conservation Reserve	Crown pays grants to Municipalities		\$1.29	100%	-		\$1.29		-	0
Patented Land (Residential/farm, Farmlands, Multi-Residential, Commercial, Industrial) ----- Federal Lands	Municipal Taxpayers based on Assessment; Patented Crown Land where Crown gives grants in lieu of taxes ----- Federal Gov't pays Grants in lieu of taxes to Municipality	2,432	\$1.29		-		\$1.29	100%	-	2,432
Private Land (Managed Forests)	Municipal Taxpayers Tax Rate restricted because of public interest in this land		\$1.29		-		\$1.29	50%	-	0
Patent Mining Lands (Crown has Full Timber Rights) Patented after March 26, 1918	Unit Class of M L (Mining lands) with a Tax Rate of C. (Commercial) ----- Owner pays some taxes to municipality but has no interest above ground		\$1.29	100%	-		\$1.29		-	0
Federal Lands and Indian Reserves	Federal Government pays Ontario for Fire Protection under INAC or other agreement		\$1.29	100%	-		\$1.29		-	0
Conservation Lands (Lands Assessed by Conservation Lands)	C.A. no pays taxes to Municipality (M.N.R. gives Grant for significant conservation Lands)		\$1.29		-		\$1.29		-	0
Unorganized Territory	Crown Land and Private Land where taxpayer pays Public Land Tax to Province		\$1.29	100%	-		\$1.29		-	0
TOTALS		2,436			\$5.21	0			\$ -	2,436
NOT AN INVOICE		Crown Owes the Municipality				Municipality Owes the Crown				\$0.00

CPC payment invoices must be sent in after April 1 of the current fire year

Appendix C

Municipal Fire Agreement Rates to / from Municipalities
Valid for 2017

	Assistance Under Agreement
<p>Comprehensive Protection Charges (CPC)</p> <p>The new CPC rate system started April 1, 2013</p> <p>CPC Invoices must be sent in after April 1 for the current fire year</p>	<p>CPC rates adjustments are applied April 1 of each year.</p> <p>CPC rates 2013 - 2017</p> <p>2013 — \$0.95/Ha 2014 — \$1.04/Ha 2015 — \$1.12/Ha 2016 — \$1.21/Ha 2017 \$1.29/Ha</p> <p>NOTE:</p> <p>In 2018 the CPC will be increased by averaging the 5 years prior CPI rates capped to a maximum increase of 4%</p> <p>In 2019 the CPC rate will increase annually by the CPI process.</p>
<p>Ground Suppression Services</p> <p>Personnel Units Apparatus Units</p> <p>Personnel and Apparatus Units are annually adjusted by the Consumer Price Index for Ontario (All Products) from the period of September to September. Rates will be updated by Feb. 28 each year.</p>	<ul style="list-style-type: none"> • Flat Rate/False Alarm • \$767.00 per fire or • \$224.42 per half hour (30 min) for each; • Personnel Unit = max. 8 staff plus suppression gear • Apparatus Unit = Fire service vehicle with <u>maximum</u> 4 staff, includes suppression gear. Must assign staff to vehicle first before forming personnel units. <p><u>Personnel must be affixed to an Apparatus Unit</u> prior to forming personnel units.</p> <p><u>NO</u> charges for helicopter if only used to deliver, pickup or service crews. Helicopter is not an apparatus.</p> <p>Apparatus” means a Fire service vehicle that carries firefighting personnel and/or equipment (includes pumpers, tankers, boats, Fire response vehicles that are designed to carry portable/firefighting equipment).</p>

<p>Air tankers and Birddog</p> <p>CL215/415 and Twin Otters</p> <p>Air tanker fees are set annually by the MNRF and will be updated by April 30 each year.</p> <p>Air tanker support charges are only for time over the fire.</p>	<p>2017 Rates</p> <p>CL415 Dispatch Fee = \$2368.68 Hourly rate = \$4737.36</p> <p>Twin Otter Dispatch Fee = \$821.92 Hourly rate = \$1643.84</p> <p>Birddog Hourly rate = \$1770.66</p>
<p>Helicopter</p> <p>Helicopter rates are set annually by the MNRF Aviation Services.</p> <p>No charge if used just to transport MNRF crews to fire</p> <p>Municipalities that rent aircraft for fire operations must submit rental invoices</p>	<p>Contract Helicopters Rates 2017</p> <p>Light \$As per invoice Intermediate \$ 925.27per hour, Medium \$2414.34 per hour , Heavy (calculated at time of hire) (flying calculated as "time over fire" only)</p> <p>Aircraft rental fees by the Municipality must be supported by the aircraft invoice.</p>
<p>Section C: Other Expenses Approved in the Suppression Plan</p> <p>All costs must be supported by actual invoices, or fire cost forms by either agency</p> <p>Other Agencies Form 210 Total can be included here on joint operations.</p>	<p>As per approved response plan for a specific fire; the following expenses can be considered;</p> <ul style="list-style-type: none"> • Heavy equipment • Base camp operations and infrastructure support, accommodations • Incident Command Trailers • Support equipment; boats, ATV's, trailers that fall outside normal fire apparatus <p>Form 210 Part 2</p>

March 8, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: Request for additional Sidewalk on McIrvine Road from Kings Highway to High School Entrance.

At the February 13, 2017 meeting of Council a request from Mr. Conrad Dueck, Chair of the Fort Frances High School Parent Council was referred to the Operations and Facilities Executive Committee. The request was for the extension of the sidewalk along the north side of Kings Highway north on McIrvine Road to service the south entrance to the High School/Confederation Collage. The proposed sidewalk would be approximately 83m in length and would connect with existing sidewalk at the intersection, terminating at the Fort Frances High School Entrance.

The letter outlined two general changes to the School that are the main contribution to the safety concern. The increased walking traffic to the High School due to the inclusion of the Grade 7 and 8 Classes from J.W. Walker is the first point that is brought forward. Secondly in the summer/fall of 2016 the Rainy River District School Board had a sidewalk constructed along the south side of the driveway from the school west to the McIrvine Road entrance opening this pedestrian corridor.

In the past requests have come forward for other new sidewalk to be constructed adjacent to school properties, notably a request for 124m of sidewalk along Keating Avenue north from J.W. Walker School to First Street West. This request was received in 2014 and was referred to the 2014 Capital Budget process and further that the Rainy River District School Board be approached to contribute 50% of the costs. Further there is a duty to consult the abutting property owners to gauge support for the development of a new sidewalk. The report dated September 30, 2013 is attached to this report for reference.

In this instance, the location is along a section of roadway where there is no concrete curb and gutter and drainage is by way of open ditch. Further there is a large amount of Bell Telephone infrastructure located immediately south of the High School Entrance in the remaining boulevard area. This will make the installation of a concrete sidewalk along this section extremely difficult.

Based on the average tender prices from the 2016 road works, a cost estimate was completed and can be found attached to this report. The estimated cost for this sidewalk extension is \$18,000.00

The operations and Facilities Executive Committee recommends the following:

1. The request be referred to the 2017 Budget process with the understanding that, as in the past, the Town might consider funding a portion of the works with the Rainy River District School Board contributing to the completion of the sidewalk.
2. The proponent of the letter dated January 26, 2017 have a duty to consult with the abutting property owner as well as Bell which will be impacted by the development to ensure these property owners are in support of the sidewalk.

Respectfully Submitted

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

Travis Rob, EIT

Manager of Operations and facilities

Council Approval of this report will agree to the recommendations of the operations and Facilities Executive Committee being:

1. The request be referred to the 2017 Budget process with the understanding that, as in the past, the Town might consider funding a portion of the works with the Rainy River District School Board contributing to the completion of the sidewalk.
2. The proponent of the letter dated January 26, 2017 have a duty to consult with the abutting property owner as well as Bell which will be impacted by the development to ensure these property owners are in support of the sidewalk.

2017MarchMcIrvineRdSidewalk

March 8, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: Standard Operating Procedure for Water Treatment Plant Emergency Standby Generator

The Town of Fort Frances completed the installation of an emergency standby generator at the Water Treatment Plant late in 2015. Through 2016 a draft standard operating procedure (SOP) was completed for safe operation of this important piece of equipment.

The draft SOP was completed and distributed to all members of the Drinking Water Quality Management System team for review and comment where the final draft was utilized to walk through a monthly test operation on February 23, 2017. After the completion of the monthly test there were no additional changes made to the SOP. A copy of the SOP is attached to this report for review.

It is the recommendation of the Operations and Facilities Executive Committee to adopt the Standard Operating Procedure for the Water Treatment Plant Emergency Standby Generator as a policy of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations & Facilities

<p>Council approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to adopt the Standard Operating Procedure for the Water Treatment Plant Emergency Standby Generator as a policy of the Town of Fort Frances.</p>

2017MarchSOPGenerator

**Fort Frances
Public Works**

Memo

To: Travis Rob, E.I.T.
Manager of Operation & Facilities

From: Doug Herr,
Supt. Environmental & Facilities

CC:

Date: Monday, February 27, 2017

Re: "Policy" – SOP for Standby Generator - WTP

Travis,

Find attached a document "Standard Operating Procedure for Standby Generator - WTP" outlining the protocols to follow with respect to operating this piece of equipment. A draft of the policy had be circulated, reviewed, discussed and tested with the Water Operators including yourself. Their input /remarks have been considered and incorporated into this document.

I would therefore ask that you review the document and if acceptable take the necessary steps to incorporate it as an addition to Town's policies and procedures.

If you have any questions regarding the above feel free to contact the undersigned.



Doug Herr

Attachment: SOP for Standby Generator – WTP.

<u>The Town of Fort Frances</u>	SECTION OPERATIONS & FACILITIES
<u>STANDARD OPERATING PROCEDURE</u> <u>FOR STANDBY GENERATOR – WTP</u> <u>POLICY</u>	NEW: December 2016 REVISED: <i>DRAFT</i>
Resolution No.	Supercedes Resolution No.
Policy Number:	PAGE 1 of 2

1. PURPOSE:

To provide a procedure which outlines the responsibilities of all WTP Personnel in the safe usage of the Standby Generator for the WTP.

2. RESPONSIBILITY:

All WTP staff are responsible for understanding and carrying out the responsibilities and duties outlined in this policy.

3. PROCEDURE:

Monthly Tests

Make sure main breaker at the generator is closed and unit is in “Auto” position.

1) Check the fluid levels; oil, fuel and coolant in the generator itself.

- Visual check of the cabinet heat and lights
- Complete a lamp test in lab on annunciator pane
- Turn off plant on call alarm
- Go to panel in the WTP in front of the electrical room and begin process
- From the transfer switch push transfer button (middle button)
- Punch in code 1111 by pressing enter after the selection of number 1 (1, enter, 1, enter, 1, enter, 1 enter) until password entry is completed. Note: press “up” arrow until number 1 is indicated.
- Once the four (1111) are inserted, the transfer will commence. There is a time delay of 5 seconds before the transfer switch transfers to emergency power. **Immediately move away from the cabinet.**
- At this point the generator will run under plant load for 1 hour – confirm with indicator lights – changes to red lights on generator set side.
- At this point the operator will clear all plant alarms and check plant equipment.
- After one (1) hour the transfer switch will automatically transfer back to Town Power. The generator will continue to run for a 5 minute cooling down period then automatically shut down.

- Confirm with indicator lights on panel that transfer back to Town power has been completed and the generator light is off.
- After it transfers back to Town Power the operator will again clear all alarms and check plant equipment.
- Record completion of test in the logbook.

4. SAFETY TIPS:

- Hearing protection
- Safety glasses

5. TROUBLE SHOOTING AND MAINTENANCE TIPS:

- Authorized personnel must refer to the Manual for Trouble Shooting Tips under Section 7, Pages 150 to 259.
- Authorized personnel must refer to the Manual for Maintenance Tips and Tasks under Section 9, Pages 261 to 310.

Manuals are located in the Water Treatment Plant Control Room

Contact Information:

For Tech Support: Devin Ball (807) 577-1241 or (807) 632-3293 (cell)

For Electrical Support: Jon Galbraith (807) 275-5511 (cell)

For Mechanical Support: Barry Mosbeck (807) 274-9893

Public Works on call phone: (807) 275-9754 (cell)

February 27, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: January 2017 Drinking Water Systems Monthly Summary Report

Please find attached the January 2017 Summary Report on the drinking water systems, prepared by Randy White, Senior WTP Operator.

Your Administration recommends that Operations & Facilities Executive Committee accept the January 2017 report as presented.

Respectfully submitted,
Operations & Facilities Division

Travis Rob, E.I.T.
Manager of Operations & Facilities

Council approval of this report will accept the January 2017 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.

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

03CouncilwaterreportMarch 2015

January, 2017

**Monthly Summary Report
Water Systems**

**Prepared by: Randy White, ORO
Senior Water Treatment Plant Operator**

Dated: February 07, 2017

1) Introduction:

This report contains the major maintenance activities and operational events that occurred during the month of January 2017 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works # 26002736. This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

2) Flow Data:

Water Treatment Plant: See attached spreadsheet. No flow data for Airport groundwater well.

3) Microbiological (Health Related) Water Analysis– Main Water System # 220000978:

Water Treatment Plant (treated): 5 samples taken no adverse results

Water Treatment Plant (raw): 5 samples taken no adverse results

Water Distribution System: 20 samples taken where 25% of samples were tested for heterotrophic plate count HPC no adverse results

We take microbiological samples on a weekly basis, which includes 1 raw sample, 1 treated sample and 4 distribution samples. The 4 distribution samples are taken at different locations throughout the distribution system.

Water distribution samples taken at the following locations:

- | | | | |
|-------------------|------------------------|---------------------|--------------|
| 1. 1111 First St. | 2. 1104 Church St. | 3. 901 Wright Ave. | 4. W. Tower |
| 5. 740 Scott St. | 6. 1050 Portage Ave. | 7. 901 Wright Ave. | 8. W. Tower |
| 9. 122 Scott St. | 10. 1036 Victoria Ave. | 11. 810 King's Hwy. | 12. W. Tower |
| 13. 740 Scott St. | 14. 1050 Portage Ave. | 15. 901 Wright Ave. | 16. W. Tower |
| 17. 122 Scott St. | 18. 1036 Victoria Ave. | 19. 901 Wright Ave. | 20. W. Tower |

4) Microbiological (Health Related) Water Analysis– Airport Groundwater Well # 26002736:

No samples taken.

The Airport has signs posted in the men's and women's washroom stating that the water has not been tested or treated for drinking purpose in accordance with the Health Protection and Promotion Act – Section 7 of the Small Drinking Water Systems Regulation, O. Reg. 318/08 (*Amended to Safe Drinking Water Act, 2002 - Section 6 of Ontario Regulation 252/05*). The operators do a visual inspection of the

warning notices at a minimum of once per week to ensure that they are legible and comply with Ontario Regulation 318/08, Section 7(5).

5) Free Available Chlorine Residual (FAC) – Main Water System – # 220000978:

FAC residuals are taken at a minimum daily at both the Water Treatment Plant and within the Water Distribution System.

6) Free Available Chlorine residual (FAC) – Airport Groundwater Well System # 26002736:

Signs posted, exempt from testing.

7) Maintenance Activities at the WTP:

Jan. 02nd - replaced parts on the poly lines

Jan. 05th - cleaned the four (4) check valves on the poly unit.
 - cleaned the top and bottom tank on the poly unit.
 - tested high turbidity alarm on Filter No. 3.

Jan. 10th - worked on turbidity meter - Filter No. 3.
 - hauled a pallet of poly bags to second floor.

Jan. 11th - calibrated Distribution Chlorine Analyzer.

Jan. 12th - worked on lab sample pumps.

Jan. 18th - tested low chlorine alarm on SCADA system.

Jan. 24th - worked on the main backwash line.
 - calibrated Distribution Chlorine Analyzer.

Jan. 30th - calibrated the Distribution Chlorine Analyzer.

Jan. 31st - ran emergency standby generator under load for one (1) hour.

8) Water Complaints:

- Poor Pressure – 0 complaint:
- Water quality – 0 complaint:

9) Other Miscellaneous Information:

Jan. 03rd - took weekly routine micro samples.

Jan. 09th - took weekly routine micro samples.

Jan. 12th - M.O.E.C.C. Inspection (Focused).

Jan. 13th - M.O.E.C.C. Inspection (Focused).

Jan. 16th - took weekly routine micro samples.

Jan. 20th - received a load of Liquid Alum.

Jan. 23rd - took weekly routine micro samples.

Jan. 24th - took DWSP samples at the plant and water tower.
- took grab samples off the filters.

Jan. 30th - took weekly routine micro samples.
- took grab samples off the filters.

10) In order to acknowledge that all levels of responsibility within the Corporation of the Town of Fort Frances have received and reviewed this monthly report, it is necessary to sign-off in the appropriate location below:

- Randy White, ORO, Senior WTP Operator: _____
- Doug Herr, Environmental & Facilities Supt.: _____
- Travis Rob, Manager of Operations & Facilities: _____
- Doug Brown, CAO: _____
- Paul Ryan, Chair O& F Exec Committee: _____
- Roy Avis, Mayor: _____
- June Caul, Councillor: _____
- John Albanese, Councillor: _____
- Wendy Brunetta, Councillor: _____
- Doug Kitowski, Councillor: _____
- Ken Perry, Councillor: _____

Note: Once all signatures have been obtained, the report will be distributed and made available to the public. If you have any questions, please feel free to contact myself or Randy White, Senior WTP Operator at 274-2325.

Monthly Report January 2017

Flow Data	January	Units	2015		2016		2017	
			Day of the Month		Day of the Month		Day of the Month	
Total Raw Water	m ³			147280		158340		168830
Raw Maximum Day	m ³		Monday 26th	5890	Friday 01st	5440	Monday 14th	5640
Raw Minimum Day	m ³		Tuesday 06th	4060	Monday 25th	4820	Tuesday 26th	5140
Raw Average Daily Consumption	m ³			4750		5110		5450
Total Treated Water	m ³			121570		118110		114550
Treated Water Maximim Day Consumption	m ³		Friday 23rd	4580	Monday 18th	4130	Friday 05th	4130
Treated Water Minimim Day Consumption	m ³		Sunday 11th	3620	Saturday 02nd	3340	Sunday 02nd & 25t	3460
Treated Water Average Day Consumption	m ³			3930		3810		3700
Daily Average Per Household Consumption Rate	m ³			1.039		1.007		0.978
* Daily Average Per Person Consumption Rate	m ³			0.492		0.477		0.463
Monthly Averages - Operating Parameters WTP:								
FAC Residual - Treated Water	mg/L			1.95		2.18		2.25
Total Chlorine Residual - Treated Water	mg/L			2.00		2.38		2.46
Aluminum Sulphate - Raw Water	mg/L			37.4		35.0		35.0
Aluminum Sulphate - Treated Water Residual	mg/L			0.05		0.04		0.04
Fluoride - Treated Water	mg/L			0.59		0.61		0.54
Soda Ash - Raw Water	mg/L			35.8		35.0		35.0
PH - Adjusted	mg/L			7.14		7.32		7.24
Temperature	C			2.0		2.1		2.5
Quantity of Chemical Used:								
Aluminum Sulphate	kg			5514.4		5541.9		5909.1
Polyelectrolyte	kg			87.5		62.5		75.0
Chlorine Gas	kg			571		617		647
Soda Ash - Used for PH Adjustment	kg			5274.7		5541.9		5909.1
Fluoride	kg			295		470		553

- * The Canadian Average is 450 Litres (0.45 m³) per day.
- * Population is 7986
- * Number of Households is 3783

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total	Average
		or Range																																	
Flow rates																																			
Raw Water	10^3 M^3	17	5.53	5.44	5.47	5.36	5.50	5.47	5.58	5.46	5.41	5.51	5.36	5.56	5.45	5.64	5.59	5.14	5.47	5.40	5.50	5.47	5.36	5.44	5.48	5.35	5.46	5.48	5.37	5.44	5.56	5.30	5.28	168.83	5.45
Peak Instantaneous - Raw Water	L/s	n/a	63.69	63.61	63.68	63.58		64.13	64.12	64.13	64.10	64.25	64.04	63.94	63.95	63.88	63.80	63.81	63.76	63.65	63.80	63.58	63.58	63.60	63.56	63.57	64.45	63.52	63.39	63.38	63.35	63.28	63.29	1912.47	63.75
Treated Water	10^3 M^3	17	3.89	3.46	3.47	3.57	4.13	3.74	3.50	3.80	3.89	3.80	3.61	3.78	3.61	3.86	3.95	3.52	3.79	3.68	3.75	3.69	3.49	3.72	3.81	3.52	3.46	3.82	3.65	3.61	3.86	3.70	3.42	114.55	3.70
Peak Instantaneous - Treated Water	L/s	n/a	82.34	79.46	80.15	78.97		81.84	79.27	80.32	81.99	81.04	80.82	80.76	80.32	81.51	81.55	80.44	82.28	80.73	80.67	81.12	81.47	82.25	80.33	81.40	79.26	81.43	81.04	80.34	81.60	80.78	80.40	2425.88	80.86
BackWash Water	10^3 M^3	n/a		0.273			0.196		0.218				0.271	0.196		0.655			0.702		0.241	0.271	0.196		0.242	0.272		0.526	0.262	0.961				5.482	0.365
Fluoride Information																																			
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.54	0.52	0.54	0.54	0.52	0.54	0.54	0.54	0.53	0.52	0.55	0.53	0.59	0.55	0.52	0.54	0.53	0.52	0.52	0.58	0.56	0.50	0.55	0.59	0.57	0.52	0.54	0.54	0.54	0.50	0.58	16.75	0.54
Turbidity Information																																			
Raw Water	NTU	n/a	1.11	1.02	0.96	0.94	0.96	0.91	0.90	0.92	0.96	1.01	0.93	0.81	0.79	0.77	0.71	0.77	0.78	0.71	0.68	0.73	0.72	0.69	0.76	0.80	0.78	0.76	0.81	0.76	0.81	0.77	0.74	25.77	0.83
Settled Water	NTU	n/a	0.19	0.20	0.18	0.16	0.18	0.16	0.18	0.16	0.16	0.17	0.16	0.17	0.14	0.13	0.12	0.14	0.15	0.15	0.17	0.14	0.17	0.16	0.17	0.19	0.21	0.24	0.20	0.19	0.17	0.18	0.17	5.26	0.17
Treated Water	NTU	1	0.10	0.10	0.08	0.08	0.08	0.05	0.07	0.06	0.07	0.10	0.12	0.11	0.10	0.11	0.09	0.11	0.10	0.11	0.11	0.10	0.09	0.10	0.11	0.10	0.09	0.10	0.09	0.08	0.08	0.10	0.10	2.89	0.09
Other Operating Parameters																																			
pH - Treated Water	no units	6.5 to 8.5	7.25	7.24	7.28	7.32	7.34	7.32	7.34	7.27	7.24	7.26	7.24	7.24	7.23	7.20	7.23	7.23	7.22	7.24	7.19	7.20	7.21	7.21	7.22	7.21	7.22	7.24	7.26	7.22	7.19	7.22	7.22	224.50	7.24
pH - Settled water	no units	n/a	6.72	6.83	6.69	6.64	6.68	6.67	6.71	6.71	6.9	6.81	6.85	6.81	6.78	6.71	6.77	6.85	6.88	6.84	6.89	6.87	6.77	6.82	6.89	6.83	6.94	6.79	6.64	6.69	6.69	6.85	6.92	210.44	6.79
pH - Raw Water	no units	n/a	7.24	7.23	7.26	7.21	7.19	7.16	7.20	7.24	7.26	7.28	7.27	7.25	7.26	7.19	7.15	7.23	7.25	7.26	7.23	7.21	7.23	7.21	7.21	7.26	7.20	7.29	7.24	7.22	7.20	7.20	7.26	224.09	7.23
FAC - Treated Water	mg/l	0.2 to 4	2.11	2.13	2.07	2.10	2.13	2.18	2.28	2.23	2.20	2.22	2.22	2.30	2.36	2.40	2.37	2.34	2.36	2.24	2.26	2.24	2.28	2.22	2.28	2.26	2.26	2.32	2.26	2.44	2.36	2.24	2.22	69.88	2.25
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.28	2.32	2.28	2.32	2.4	2.34	2.48	2.52	2.48	2.48	2.46	2.5	2.52	2.55	2.58	2.46	2.52	2.44	2.48	2.38	2.42	2.5	2.38	2.48	2.42	2.56	2.48	2.68	2.64	2.56	2.44	74.00	2.46
Temperature	C	15	3	3	3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	3	77.0	2.5
Fluoride used (Total Daily Consumption)	kg	n/a	19.0	18.00	19.0	17.0	18.0	18.0	18.0	17.0	17.0	17.0	17.0	17.0	18.0	20.0	19.0	18.0	19.0	18.0	19.0	18.0	18.0	18.0	18.0	17.0	18.0	17.0	17.0	18.0	17.0	16.0	553.0	17.8	
Chlorine used (Total Daily Consumption)	kg	n/a	20.0	21.0	21.0	21.0	20.0	21.0	21.0	21.0	22.0	21.0	21.0	21.0	20.0	23.0	21.0	20.0	22.0	20.0	22.0	20.0	21.0	20.00	21.0	21.0	20.0	21.0	21.0	21.0	22.0	20.0	20.0	647.0	20.9
Soda ash (Total Daily Consumption)	kg	n/a	193.6	190.4	191.5	187.6	192.5	191.5	195.3	191.1	189.4	192.9	187.6	194.6	190.8	197.4	195.7	179.9	191.5	189.0	192.5	191.5	187.6	190.4	191.8	187.3	191.1	191.8	188.0	190.4	194.6	185.5	184.8	5909.1	190.6
Soda Ash - Dosage	mg/l	n/a	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	1050.0	35.0
Alum residual - (Total Daily Consumption)	kg	n/a	193.6	190.4	191.5	187.6	192.5	191.5	195.3	191.1	189.4	192.9	187.6	194.6	190.8	197.4	195.7	179.9	191.5	189.0	192.5	191.5	187.6	190.4	191.8	187.3	191.1	191.8	188.0	190.4	194.6	185.5	184.8	5909.1	190.6
Alum residual - Dosage	mg/l	n/a	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	1050.0	35.0
Alum residual - Treated Water	mg/l	0.1	0.04	0.05	0.04	0.04	0.02	0.02	0.02	0.01	0.02	0.03	0.03	0.03	0.03	0.04	0.04	0.04	0.05	0.05	0.04	0.05	0.05	0.03	0.04	0.06	0.06	0.04	0.02	0.04	0.04	0.04	1.15	0.04	
Poly bags added (25 kg bags)	kg						0.5						0.5			0.5				0.5					0.5									75.0	

March 8, 2017

Report to: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: Marketing License Agreement with Service Line Warranties of Canada to provide Sewer and Water Service Warranty within the Town of Fort Frances.

At the January 23, 2017 meeting of Council, a resolution was passed to allow Service Line Warranties of Canada (SLWC), in a partnership with LAS, offer their sewer and water service warranty program within the Town of Fort Frances. This program will be offered by SLWC at no cost to the Town of Fort Frances and will be totally administered by SLWC.

The Town of Fort Frances has to consider signing a 3 year marketing licence agreement with SLWC to allow them to use the Town of Fort Frances logo on their statements and marketing information. The contract stipulates that the term will automatically extended for one additional year, and can be cancelled upon 90 days written notice by either party. As consideration for the licence, SLWC will pay the Town of Fort Frances 5% of their revenue from warranty products sold to the Town residents. This will be an annual payment over the term of the agreement.

It is the recommendation of the Operations and Facilities Executive Committee that Town of Fort Frances enter into a 3 year Marketing Service Agreement with Service Line Warranties of Canada to provide sanitary sewer and water service warranty for property owners living within the Town of Fort Frances.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations & Facilities

Council approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee that Town of Fort Frances enter into a 3 year Marketing Service Agreement with Service Line Warranties of Canada to provide sanitary sewer and water service warranty for property owners living within the Town of Fort Frances, and further that an authorizing by-law be prepared authorizing mayor and clerk to execute the agreement.

MarchSLWCMarketingAgreement

MARKETING LICENSE AGREEMENT BETWEEN TOWN OF FORT FRANCES, ONTARIO & SERVICE LINE WARRANTIES OF CANADA, INC.

This MARKETING LICENSE AGREEMENT ("Agreement") entered into this ____ day of _____, 2017 ("Effective Date"), by and between Town of Fort Frances, Ontario, a municipal corporation in the Province of Ontario ("Municipality"), and Service Line Warranties of Canada, Inc. ("SLWC"), a corporation organized under the laws of British Columbia, herein collectively referred to singularly as "Party and collectively as the "Parties".

RECITALS

WHEREAS, SLWC has entered into a Master Contract with Local Authority Services, a not-for-profit corporation under the laws of Canada and an affiliate of the Association of Municipalities of Ontario, to provide services to participating Ontario municipalities; and

WHEREAS, pursuant to Municipal policy, in Fort Frances after installation the service from property line to main is maintained by TOFF. Repair work is billed back if damage was definitively caused by the homeowner. Sewer and water line laterals between the property line and the connection on residential private property are to be maintained by the individual residential property owner ("Residential Property Owner"); and

WHEREAS, Municipality desires to offer Residential Property Owners the opportunity, but not the obligation, to purchase service lateral warranties and other warranty products or services ("Warranty Products"); and

WHEREAS, SLWC has agreed to provide the Warranty Products to Residential Property Owners subject to the terms and conditions contained herein;

NOW, THEREFORE, in consideration of the foregoing recitals, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, and with the intent to be legally bound hereby, the Parties agree as follows:

AGREEMENT

1. Municipality hereby grants to SLWC the right to offer the Warranty Products to Residential Property Owners within the Municipality's boundaries subject to the terms and conditions herein. Municipality further agrees that it will provide to SLWC's Canadian print house (the "Print House") a list of names and addresses of Residential Property Owners, on the strict understanding that such list shall be only used for the limited purpose of mailing materials

related to the program and approved by Municipality as contemplated by this Marketing License Agreement and that such list shall not be made available to SLWC.

2. Municipality hereby grants to SLWC a non-exclusive license ("License") to use Municipality's name and logo on letterhead, advertising, billing and marketing materials to be sent to Residential Property Owners from time to time, all at SLWC's sole cost and expense and subject to Municipality's prior review and approval, which will not be unreasonably conditioned, delayed, or withheld.

3. a) The term of this Agreement ("Term") shall be three (3) years from the Effective Date. The Agreement will automatically renew for additional one (1) year terms ("Renewal Term") unless one of the Parties gives the other written notice at least ninety (90) days prior to end of the Term or a Renewal Term that the Party does not intend to renew this Agreement.

b) The Municipality may terminate this Agreement thirty (30) days after giving written notice to SLWC that SLWC is in material breach of this Agreement if said breach is not cured during said thirty (30) period. During the Term, SLWC shall conduct marketing campaigns at the times and prices indicated on Exhibit "A" attached hereto.

4. As consideration for such License, SLWC will pay to Municipality five percent (5%) of revenue for Warranty Products collected from Residential Property Owners ("License Fee") during the year. The first payment shall be due by January 30th of the year after the first year Term. Succeeding License Fee payments shall be made on an annual basis throughout the Term and any Renewal Term, due and payable on January 30th of the succeeding year. SLWC shall include with the License Fee payment to Municipality a statement signed by an SLWC corporate officer certifying the amount of revenue from Warranty Products. Municipality will have the right, at its sole expense, to conduct an annual audit, upon reasonable notice and during normal business hours, of SLWC's books and records pertaining to revenue generated by this Agreement while this Agreement is in effect and for one (1) year after any termination of this Agreement.

5. SLWC hereby agrees to protect, indemnify, and hold the Municipality, its elected officials, officers, employees and agents (collectively or individually, "Indemnatee"), harmless from and against any and all claims, damages, losses, expenses, suits, actions, decrees, judgments, awards, attorneys' fees and court costs (individually or collectively, "Claim"), which an Indemnatee may suffer or which may be sought against or are recovered or obtainable from an Indemnatee, as a result of, or by reason of, or arising out of or in consequence of any act or omission, negligent or otherwise, of the SLWC or its officers, employees, contractors, subcontractors, agents or anyone who is directly or indirectly employed by, or is acting in concert with, SLWC or its officers, its employees, contractors, subcontractors, or agents in the performance of this Agreement; provided that the applicable Indemnatee notifies SLWC of any such Claim within a time that does not prejudice the ability of SLWC to defend against such Claim. Any Indemnatee hereunder may participate in its, his, or her own defense, but will be responsible for all costs incurred in connection with such participation in such defense.

6. Any notice required to be given hereunder shall be deemed to have been given when notice is (i) received by the Party to whom it is directed by mail or delivery service (ii) telephonically faxed to the telephone number below provided that confirmation of transmission is received thereof, or (iii) by e-mail to the applicable address noted below. The notice shall be sent as follows:

To Municipality:
 ATTN: Travis Rob
 Town of Fort Frances
 320 Portage Ave.
 Fort Frances, ON P9A 3P9
 Phone: (807) 274-9893
 Email: trob@fortfrances.ca

To SLWC:
 ATTN: General Manager, Business Development
 Service Line Warranties of Canada, Inc.
 11 Grandview Circle, Suite 100
 Canonsburg, PA 15317
 Phone: (720) 470-8037
 E-mail: jolson@utilitysp.net

7. No Third Party Beneficiary. Nothing expressed or implied in this Agreement is intended, or should be construed, to confer upon or give any person or entity not a party to this Agreement any third party beneficiary rights, interests, or remedies under or by reason of any term, provision, condition, undertaking, warranty, representation, or agreement contained in this Agreement.

8. Modifications or Amendments/Entire Agreement. All of the representations and obligations of the Parties are contained herein, and no modification, waiver or amendment of this Agreement or of any of its conditions or provisions shall be binding upon a party unless in writing signed by that Party or a duly authorized agent of that Party empowered by a written authority signed by that party. The waiver by any Party of a breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that provision by the same party, or of any other provision or condition of the Agreement. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable for whatever reason, the remaining provisions not so declared shall, nevertheless, continue in full force and effect, without being impaired in any manner whatsoever.

9. Authority. Each Party, or responsible representative thereof, has read this Agreement and understands the contents thereof. The person(s) executing this Agreement on behalf of each Party is empowered to do so and thereby bind the respective Party.

10. This Agreement and the License granted herein may not be assigned by SLWC without the previous written consent of the Municipality, such consent not to be unreasonably withheld.

11. This Agreement may be executed in counterparts, all such counterparts will constitute the same contract and the signature of any Party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by facsimile or e-mail and upon receipt will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter.

12. Any litigation related to this Agreement shall be brought and prosecuted exclusively in courts of the Province of Ontario. The governing law shall be the laws of Ontario and the laws of Canada applicable therein.

13. The above Recitals are incorporated by this reference and expressly made part of this Agreement.

IN WITNESS WHEREOF, The Parties hereto have executed this Agreement on the day and year first written above.

Town of Fort Frances

By: _____

Service Line Warranties of Canada, Inc.

By: _____

Service Line Warranty Program
Town of Fort Frances, ON
Term Sheet
February 21, 2017

- I. Term of agreement
 - a. Initial term
 - i. Three years guaranteed (total of 9 campaigns)
- II. Annual royalty – 5% of revenue for Warranty Products collected from Residential Property Owners
 - a. Municipality logo on letterhead, advertising, billing, and marketing materials
 - b. Signature by Municipality official
- III. Products offered
 - a. External sewer line warranty
 - b. External water line warranty
 - c. In-home plumbing warranty
- IV. Scope of Coverage
 - a. External sewer line warranty
 - i. Scope is from the property line until line daylights inside home...of which includes the service line under the concrete floor.
 - b. External water line warranty
 - i. Scope is from the property line until line daylights inside home...of which includes the service line under the concrete floor.
 - c. In-home plumbing warranty
 - i. Scope covers residential in-home water supply lines and in-home sewer lines and all drain lines connected to the main sewer stack that are broken or leaking inside the home after the point of entry. Coverage includes broken or leaking water, sewer, or drain lines that may be embedded under the slab or basement floor. Coverage also includes repair of clogged toilets.
- V. Marketing Campaigns – three seasonal campaigns per year (Spring, Fall and Winter)
 - a. 2017 Spring - Sewer
 - b. 2017 Fall - Water
 - c. 2018 Winter - In-home plumbing
 - d. 2018 Spring - Sewer
 - e. 2018 Fall - Water
 - f. 2019 Winter - In-home plumbing
 - g. 2019 Spring - Sewer
 - h. 2019 Fall - Water
 - i. 2020 Winter - In-home plumbing
- VI. Campaign Pricing
 - a. Sewer

- i. Year 1 - \$6.50 per month; \$73.00 annually
 - ii. Year 2 - \$6.50 per month; \$73.00 annually (subject to annual review)
 - iii. Year 3 - \$6.50 per month; \$73.00 annually (subject to annual review)
- b. Water
 - i. Year 1 - \$5.75 per month; \$64.00 annually
 - ii. Year 2 - \$5.75 per month; \$64.00 annually (subject to annual review)
 - iii. Year 3 - \$5.75 per month; \$64.00 annually (subject to annual review)
- c. In-home plumbing
 - i. Year 1 - \$6.50 per month; \$73.00 annually
 - ii. Year 2 - \$6.50 per month; \$73.00 annually (subject to annual review)
 - iii. Year 3 - \$6.50 per month; \$73.00 annually (subject to annual review)

February 6, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: Request from Ms. Wendy Derendorf to make a contribution to the LaVerendrye Parkway in honor of her parents.

A letter was received January 19, 2017 from Ms. Derendorf requesting to make a contribution to the LaVerendrye Parkway in honor of her late parents, Mr. Bob and Mrs. Dot Cupp, see attached letter. Historically the Town have received requests to have a memorial bench installed along the Waterfront Parkway in honor of the deceased at a specified location.

A little history on the benches along the Waterfront Parkway; in 2003 & 2004 several citizens and organizations purchased a bench at a price of \$1600 which included the cost of the plaque. The bench & plaque were installed for the commemoration of the Town of Fort Frances 100th anniversary. Since Fort Frances 100th Birthday event, 4 additional benches (Mr. & Mrs. Allison 2013, Bob Ward 2014, Tammy Wihnan- 2015 and Annie Gladu (Boon) – 2016) have been approved by Council where the requests were directed to the O & F executive committee.

In May of 2016 Mr. Joe Gladu made a similar request, which was approved by Council, where he was responsible for the cost of a Trystan bench, freight from the manufacturer to Fort Frances and the plaque. The cost of the bench is \$1494.99 (includes HST) plus shipping and the plaque can be paid for directly to General Supply or included as part of the bench costs. A detailed quote will be prepared for Ms. Derendorf prior to ordering any materials should this be the chosen contribution.

The Operations & Facilities Executive Committee recommends the following;

- 1) That Ms. Derendorf's request to make a contribution to the LaVerendrye Parkway be approved through the installation of a commemorative bench at a mutually agreed upon location.
- 2) The costs of the bench, shipping and plaque be covered by Ms. Derendorf
- 3) The Town will supply the labour & materials to construct the foundation for the select bench.
- 4) The Town will supply the labour to install the new select bench and plaque.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations & Facilities

Council approval of this report will ensure the following:

The Operations & Facilities Executive Committee recommends the following;

- 1) That Ms. Derendorf's request to make a contribution to the LaVeredrye Parkway be approved through the installation of a commemorative bench at a mutually agreed upon location.
- 2) The costs of the bench, shipping and plaque be covered by Ms. Derendorf
- 3) The Town will supply the labour & materials to construct the foundation for the select bench.
- 4) The Town will supply the labour to install the new select bench and plaque.

2016FebDerendorfWaterfrontContribution

January 18, 2017



Town of Fort Frances

Mayor, Roy Avis and Town Council

320 Portage Avenue

Fort Frances, Ont. P9A 3P9

Re: For your consideration

Dear Mayor Avis and Town Council,

The family of Bob and Dot Cupp respectfully write, to request your consideration of a contribution to the waterfront.

Bob and Dot lived the majority of their lives in the Rainy River District and made Fort Frances their permanent home from the late 1940's. Throughout the years, they were busy within the community, volunteering countless hours to the various service clubs and groups they belonged to.

They chose to build their life long family residence on the 1200 block of First St., thereby making the East End their home. The kitchen window allowed a beautiful view of Rainy River, a site that Bob, Dot, family and friends enjoyed and commented on many times throughout the years.

In loving memory, we would like to honour our parents with a contribution to the LaVerendrye Parkway.

I look forward to your approval of this request, and meeting with the appropriate committee to discuss options.

On behalf of my family, thank you for your consideration.

Sincerely,

Wendy Derendorf
275-7144

March 8, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request dated January 18, 2017 from Church of the Holy Spirit for the Installation of a Ground Water Well at 1408 Eighth Street East

At the February 13, 2017 meeting of Council a request from Mr. Eric Fagerdahl on behalf of Church of the Holy Spirit was referred to the Operations and Facilities Executive Committee. The request in the letter was to permit the installation of a groundwater well on their property at 1408 Eighth Street East to allow for the rezoning of the property back to Residential Type 1 (R1) from Institutional and the eventual sale for residential development.

This property is serviced by an existing sanitary sewer service off of Eighth Street East and the former house on this lot was serviced by a water service through 1205 Mill Road. This situation was not covered by any type of servicing agreement or easement and therefore could not be reutilized. Further there is no proper water main along this section of Eighth Street at this time. Section 3.4.3 (b) in the Official plan states that 'any development within the built area is required to be connected to the water system as a condition of development'. In addition section 3.3 of the Zoning By-Law 03/14 states:

No land shall be used or the intensity of any **use** of land expanded or any **building** placed, **erected** or altered, enlarged or used within the **Town** of Fort Frances unless the land is serviced by municipal water and sewer systems that have adequate capacity, except under the following conditions:

- a) in the Resource Development (RD) **Zone**, the Seasonal Residential (SR) **Zone**, or where municipal water and/or sewage systems are not available, private services approved by the Northwestern Health Unit may be permitted; or
- b) where the lands are subject to unique servicing constraints or restricted connection privileges through separate municipal by-laws and through legal and servicing agreement with the **Town** of Fort Frances, such lands are considered to be in compliance with this **By-Law**.

Mr. Tyson Dennis, Chief Building Official/Municipal Planner was asked about the request and gave the following comments:

In response to the request for the well at this property located on 8th Street for the Church of the Holy Spirit I feel at this time for the following reasons should not be allowed:

- 1. Water is located fairly close to the property as it is currently available in the overpass area
- 2. Council directed the Planning and Development Division to gather information by the end of the first quarter 2017 to determine how many properties in the area of 8th Street East (Mill Road to Williams Ave) want to get municipal water services to their properties. This would be a project completed under Local Improvements where the costs would be shared by all property owners.
- 3. From a planning perspective, the ability to provide water to the property is fairly simple (directional drill) and an overall better long term solution.

4. average cost of a diamond drill well without the mechanics of pumps softeners and iron removers would be around \$10 500.00

For these reasons, I would not support the well to be drilled at this point in time.

Given the provisions of the Official Plan and Zoning By-Law, the comments from Mr. Dennis, and the proximity of municipal water to the site, it is the recommendation of the Operations and Facilities Division to deny the request by the Church of the Holy Spirit for the installation of a groundwater well at 1408 Eighth Street East pending notification of funding for the reconstruction of the Mill Road Overpass and results of a meeting of property owners gauging interest in the installation of a watermain extension down Eighth Street East.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations and Facilities

Council Approval of this report will agree to the recommendation of the Operations and Facilities Division to deny the request by the Church of the Holy Spirit for the installation of a groundwater well at 1408 Eighth Street East pending notification of funding for the reconstruction of the Mill Road Overpass and results of a meeting of property owners gauging interest in the installation of a watermain extension down Eighth Street East.

2017MarchRequestforaWell1408EighthSt.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: March 2, 2017

RE: Public Transit Infrastructure Fund (PTIF) Agreement

Background

In October 2016, Council approved an application to the Public Transit Infrastructure Fund (PTIF) that supports 50% of capital purchases. The application was for the purchase of a new Handivan bus, estimated at \$92,518 (\$46,259 municipal funding required). This amount has been included in the preliminary 2017 capital budget.

The Town has received correspondence to advise that Infrastructure Canada (INFC) has approved the application submitted, and has provided the draft Transfer Payment Agreement (TPA) between the Ministry of Transportation (MTO) and the Town of Fort Frances to be executed. The TPA has provisions that address both provincial and federal requirements, specifically section A.34.1 (a)(i) "Special Conditions"; MTO requires a copy of the by-law and, if applicable, any council resolution(s) authorizing the Agreement and naming the authorized representatives of the Recipient for the Agreement.

Attached are two forms that require completion and email return by March 7, 2016:

- 1) The Request for Recipient Information Form, which MTO needs in order to finalize the TPA process; and
- 2) A high-level progress report, which INFC has requested.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the form submission by March 7, 2017, agreement execution, and forthcoming by-law.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will authorize the form submission to MTO, agreement execution, and forthcoming by-law for the purchase of a 2nd Handivan bus as per the 2017 Capital Budget.

Ministry of Transportation Ministère des Transports

Transit Policy Branch
Policy and Planning Division
777 Bay Street, 30th Floor
Toronto, Ontario
M7A 2J8
Tel: 416 585-7347
Fax: 416 585-7343

Direction des politiques de transport en commun
Division des politiques et de la planification
777, rue Bay, 30^e étage
Toronto (Ontario)
M7A 2J8
Tél. : 416 585-7347
Téléc. : 416 585-7343



February 21, 2017

Doug Brown
Chief Administrative Officer
The Corporation of the Town of Fort Frances
320 Portage Ave.
Fort Frances, ON, P9A 3P9

Dear Mr. Doug Brown,

As you may know, the Ministry of Transportation (MTO) is administering the federal Public Transit Infrastructure Fund (PTIF) Phase One, on behalf of Infrastructure Canada (INFC).

The purpose of this correspondence is to advise you that INFC has approved projects submitted by your municipality, and to provide you with the draft Transfer Payment Agreement (TPA) between MTO and your municipality.

Please note the TPA provisions that address both provincial and federal requirements, specifically section A.34.1(a)(i) "Special Conditions"; MTO requires a copy of the by-law and, if applicable, any council resolution(s) authorizing the Agreement and naming the authorized representatives of the Recipient for the Agreement.

Also attached are two forms that require your municipality's completion:

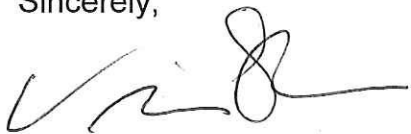
- 1) The Request for Recipient Information Form, which MTO needs in order to finalize the TPA process; and
- 2) A high-level progress report, which INFC has requested.

Please email the completed forms to Tasneem Essaji, Manager of the Municipal Transit Policy Office, by March 7, 2017. If you have any questions, please feel free to contact Tasneem at Tasneem.Essaji@ontario.ca or at (416) 585-6312.

-2-

I wish you every success in the implementation of your project(s) and look forward to the results.

Sincerely,

A handwritten signature in black ink, appearing to be 'Vinay Sharda', with a stylized loop and a horizontal line extending to the right.

Vinay Sharda
Director
Attachments

c. Tasneem Essaji, Manager, Municipal Transit Policy Office

Public Transit Infrastructure Fund (PTIF) Phase One (Ontario) Transfer Payment Agreement

Request for Recipient Information Form

Please complete the following information for the purpose of creating the Transfer Payment Agreement (TPA) for the Public Transit Infrastructure Fund (PTIF) Phase One (Ontario) between the Her Majesty the Queen in right of Ontario, as represented by the Ministry of Transportation for the Province of Ontario, and the Recipient/Municipality.

Page # of TPA	Description	Specific Field	Insert Missing Information
Name of Recipient/Municipality and Execution of Agreement			
Page 1	Name of TPA Recipient	Full legal name of the Municipality:	<i>Corporation of the Town of Fort Frances</i>
Page 4	Name and title of representative executing the TPA	Name:	<i>Roy Avis</i>
		Title:	<i>Mayor</i>
	Name and title of representative executing the TPA	Name:	<i>Elizabeth Slomke</i>
		Title:	<i>Clerk</i>
Schedule "B" Project Specific Information			
Page 30	Contact information for the purposes of Notice to the Recipient	Position:	<i>CAO, Doug Brown</i>
		Address:	<i>320 Portage Avenue Fort Frances Ontario P9A 3P9</i>
		Street:	
		City:	
		Province:	
		Postal Code:	
		Phone:	<i>807-274-5323</i>
		Fax:	<i>807-274-8479</i>
		Email:	<i>dbrown@fortfrances.ca</i>
Page 31	Authorized Representative designated by the Recipient for the purpose of sections C.2.2 (Amending Agreement for Minor Changes to the Project Description, Budget and Timelines) and D.7.2 (Amending Agreement for Minor Changes to the Reporting)	Position:	<i>Manager of Community Services</i>
	Contact Information for the authorized	Position:	<i>Jason Kabel</i>
		Address:	<i>740 Scott Street</i>

Public Transit Infrastructure Fund (PTIF) Phase One (Ontario) Transfer Payment Agreement

	representative of the Recipient to respond to requests from the Province related to the Agreement	Street:	<i>Fort Frances Ontario P9A 1H8</i>
		City:	
		Province:	
		Postal Code:	
		Phone:	<i>807-274-4561 x-1719</i>
		Fax:	<i>807-274-3799</i>
		Email:	<i>jkabel@fortfrances.ca</i>

**PUBLIC TRANSIT INFRASTRUCTURE FUND (PTIF) PHASE ONE (ONTARIO)
TRANSFER PAYMENT AGREEMENT**

THIS TRANSFER PAYMENT AGREEMENT for the Public Transit Infrastructure Fund (PTIF) Phase One (Ontario) (the “Agreement”), made in quadruplicate, is effective as of the Effective Date (both “Agreement” and “Effective Date” as defined in section A.1.2 (Definitions)).

B E T W E E N:

Her Majesty the Queen in right of Ontario
as represented by the Minister of Transportation for the Province of
Ontario

(the “Province”)

- and -

The Corporation of the Town of Fort Frances

(the “Recipient”)

BACKGROUND

The Government of Canada announced in its Budget 2016 an investment of \$120 billion in infrastructure over 10 years, including \$60 billion in new funding for public transit, green infrastructure, and social infrastructure, to better meet the needs of Canadians and better position Canada’s economy for the future.

The 2016 Federal Budget proposes to provide \$11.9 billion in transit infrastructure over five years, which includes funding under a new federal program entitled Public Transit Infrastructure Fund (“PTIF”, as defined in section A.1.2 (Definitions)), to upgrade and improve public transit systems. Phase One of the PTIF commits approximately \$3.4 billion across Canada, to be distributed on the basis of transit ridership.

Canada (as defined in section A.1.2 (Definitions)) has agreed, under the PTIF and corresponding Bilateral Agreement (as defined in section A.1.2 (Definitions)) between Canada and Ontario, to provide up to \$1,486,680,000 for projects to help accelerate short term investments while supporting the rehabilitation of transit systems and fund studies to support longer term transit expansion plans in Ontario.

Under the Bilateral Agreement, the Province has agreed to identify projects, municipal and provincial, and be responsible for the transfer of PTIF funds to eligible municipalities pursuant to transfer payment agreements.

The Recipient has been allocated Maximum Funds (as defined in section A.1.2 (Definitions)).

The Recipient has applied to the Province for PTIF funds to assist the Recipient in carrying out the Project (as defined in section A.1.2 (Definitions) and further described in Schedule “C” (Project Description, Budget and Timelines)), a public transit infrastructure project.

The Province has submitted, in accordance with the terms and conditions set out in the Bilateral Agreement, the Project to Canada for approval.

Canada has approved the Project and agreed to provide PTIF funds for the Project.

The Agreement sets out the terms and conditions upon which PTIF funds, up to the Maximum Funds, will be provided to the Recipient for the purpose of carrying out the Project and the Recipient has agreed to carry out the Project.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Parties (as defined in section A.1.2 (Definitions)) agree as follows:

1.0 ENTIRE AGREEMENT

- 1.1 The Agreement, comprising of:
- Schedule “A” - General Terms and Conditions
 - Schedule “B” - Project Specific Information
 - Schedule “C” - Project Description, Budget and Timelines
 - Sub-schedule “C.1” - Program Funding Request
 - Schedule “D” - Reporting
 - Schedule “E” - Eligible Expenditures and Ineligible Expenditures
 - Schedule “F” - Evaluation
 - Schedule “G” - Communications Protocol
 - Schedule “H” - Disposal of and Revenues from Assets
 - Schedule “I” - Aboriginal Consultation Protocol
 - Schedule “J” - Requests for Payment and Payment Procedures
 - Sub-schedule “J.1” - Form of Request for Payment Form
 - Sub-schedule “J.2” - Form of Certificate from Recipient
 - Sub-schedule “J.3” - Form of Declaration of Sub-project Completion
 - Sub-schedule “J.4” - Form of Certificate from Professional Engineer
 - Schedule “K” - Committee
 - Schedule “L” - Public Transit Infrastructure Fund (PTIF) Attestation Form, and any amending agreement entered into as provided for in Article 3.0 (Amending the Agreement),

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 COUNTERPARTS

- 2.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

3.0 AMENDING THE AGREEMENT

- 3.1 Subject to sections C.2.2 (Amending Agreement for Minor Changes to the Project Description, Budget and Timelines) and D.7.2 (Amending Agreement for Minor Changes to the Reporting), the Agreement may only be amended by a written agreement duly executed by the representatives of the Parties listed below.

4.0 ACKNOWLEDGEMENT

- 4.1 The Recipient acknowledges that:

- (a) by receiving Funds (as defined in section A.1.2 (Definitions)) it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Public Sector Salary Disclosure Act, 1996* (Ontario) and the *Auditor General Act* (Ontario);
- (b) the Funds are:
 - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province or Canada; and
 - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario); and
- (c) although the Agreement is between the Province and the Recipient, Canada is, in respect of the rights, covenants, remedies, obligations, indemnities and benefits (together referred to as “Rights”) undertaken or given to Canada in the Agreement, a third-party beneficiary under the Agreement and is entitled to rely upon and directly enforce those Rights as if Canada were a party to the Agreement; and
- (d) the Province and Canada, respectively, are not responsible for carrying out the Project.

The Parties have executed the Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as
represented by the Minister of Transportation for the
Province of Ontario

<hr/>	<hr/>
Date	Name: Steven Del Duca Title: Minister

The Corporation of the Town of Fort Frances

<hr/>	<hr/>
Date	Name: [insert the name] Title: [insert the title, e.g., Mayor or Regional Chair]

I have authority to bind the Recipient.

<hr/>	<hr/>
Date	Name: [insert the name] Title: [insert the title, e.g., Clerk]

I have authority to bind the Recipient.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/26**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: March 8, 2017
SUBJECT: Councillor June Caul – AMO Conference Travel Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$116.39 for reimbursement of a train ticket, while attending the AMO Conference in Windsor, Ontario on August 14-17, 2016, as submitted by Councillor June Caul.

The travel expenses are in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$116.39 as submitted by Councillor June Caul for while attending the AMO Conference in Windsor, Ontario on August 14-17, 2016.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$116.39 as submitted by Councillor June Caul for while attending the AMO Conference in Windsor, Ontario on August 14-17, 2016.

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

1.	Attendee	June Caul							
2.	Conference/Seminar Attended	AAO 2016							
	Location (Facility and City)	Windsor, ON							
	Dates	Aug. 14-17, 2016							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation	\$116.00							\$116.00
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						Balance Refunded			

The agenda must be attached to process payment

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

Feb. 21, 2017

Date

June Caul

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

		10-002-0000-0010-20100	
Date	Treasurer	A/P	Cashier

After recently discovering that this Via Rail bill could be reimbursed, I have submitted this. After our flight was cancelled by Porter Airlines, we chose to take Via Rail in order to arrive in Windsor on time for delegation meetings. Porter refused to reimburse us.

VIA RAIL CANADA INC
UNION STATION
TORONTO ON

CARD *****7541
CARD TYPE MASTERCARD
DATE 2016/08/14
TIME 3571 17:19:45
CLERK ID 453809
INVOICE # 7259
RECEIPT NUMBER
C84106345-001-001-099-0

PURCHASE
TOTAL

\$116.39

MASTERCARD
A0000000041010
C1CE60C0B4637EAF
0000008000-E800
F2414A91A838787E

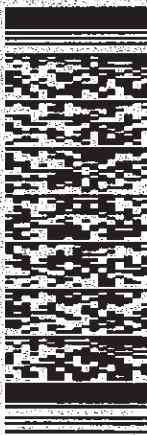
APPROVED

AUTH# 083820 01-027
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS
COPY FOR YOUR RECORDS

Boarding Pass/Carte d'accès a bord			
Name/Nom		Frequent Flyer/Voyageur Assidu	
CAUL/JUNE		PD 634 14Aug16	
From/Depart THUNDER BAY		Flight/Vol PD 634 14Aug16	
To/Destination TORONTO		Boarding Time/Heure D'embarquement 12:40 PM	
Reservation/Reservation 042P35		Gate/Porte 5	
Seq 35		Seat/Siège 5B	



porter

TO: Mayor & Council

FROM: Tyler Moffitt, Fire Chief/CEMC

DATE: March 8, 2017

SUBJECT: Council Resolution to support review of the Fire & Rescue Service

On February 6, 2017 council gave approval for the Fire Chief/CEMC to contact the Ontario Fire Marshal and Emergency Management (OFMEM) and inform them that Fort Frances Town Council has given approval to schedule a full review of the Fort Frances Fire & Rescue Service.

The OFMEM has responded back and require a council resolution to support the review process. Once this is completed, they require a copy of the resolution to be forwarded to them.

Council's approval of this report will bring forward an official resolution to approve and support the review of the Fort Frances Fire & Rescue Service by the Ontario Fire Marshal and Emergency Management.

Thank you,

A handwritten signature in cursive script that reads "Tyler Moffitt".

Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

March 9, 2017

Report To: Mayor and Council

From Travis Rob, Manager of Operations and Facilities

RE: Letter Dated January 25, 2017 from Eldon Mose Requesting Alterations to Garbage Collection – Revised

At the March 8, 2017 meeting of the Operations and Facilities Executive Committee Mr. Eldon Mose was in attendance to discuss the proposed changes in his original letter. Since the submission of the original letter, Mr. Mose has reconsidered some aspects of his original request. Please find attached original report presented at the Operations and Facilities Executive Committee as well as a second letter submitted by Mr. Mose.

A summary of the changes are as follows:

1. Expanding the area being moved from Area 4 to Area 3 from Elm Avenue to Keating Avenue south of Kings Highway to Lillie Avenue to Keating Avenue south of Kings Highway.
2. Rescinding the request to move from alley to curbside garbage collection
3. Add the change from alley to curbside collection for garbage for the alley between the 800 blocks of McKenzie and Nelson Street as the truck is unable to navigate this alley.

The request to add the area south of Kings Highway between Lillie Avenue and Keating Avenue to Area 3, removing it from Area 4 is to even out the sizes of these two areas for collection purposes. A copy of the original collection map as well as a map outlining the proposed changed has been attached to this report for clarity purposed. The Town pays to print and distribute collection schedules which are good for two years. The collection schedules were just distributed in December of 2016 for 2017 and 2018. A change in areas at this time would require the re-printing of a number of these schedules and distributing them to those households which are changing areas. Further an extensive notification program would have to be completed to ensure that those households changing areas and changing collection location are well aware of the change and when the change would be effective. The completion of this work would be the responsibility of Asselin Transportation as they are the ones requesting the change.

It is the recommendation of the Operations and Facilities Executive Committee that the requested change to curbside collection for garbage in the 800 block of McKenzie Avenue and Victoria Avenue and the proposed changes to Area 3 and 4 be made contingent upon Asselin Transportation covering the costs associated with re-printing the collection scheduled for area 3, distributing the schedules to those houses affected as well as printing and distributing suitable notification material to be sure that those affected are fully aware of the change prior to switching over the collection.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations and Facilities

Council Approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee that the requested change to curbside collection for garbage in the 800 block of McKenzie Avenue and Victoria Avenue and the proposed changes to Area 3 and 4 be made contingent upon Asselin Transportation covering the costs associated with re-printing the collection scheduled for area 3, distributing the schedules to those houses affected as well as printing and distributing suitable notification material to be sure that those affected are fully aware of the change prior to switching over the collection.

2017MarchAsselinRequest - Revised



Asselin Transportation and Storage Limited

P.O. Box 746, Fort Frances, Ontario P9A 3N1
Telephone: (807) 274-6255 or (807) 274-5859

8 March 2017

TO: Travis Rob, Operations and Facilities Manager and
Operations and Facilities Executive Committee

Re: Reorganizing of Residential and Refuse and Recycling Collection

Thank you for taking the time to meet with our company today and after discussions during this meeting we would like to make the following recommendations and to rescind a request within our letter of 25 January 2017.

The request to alter the residential refuse collection in Area 3 & 4 by expanding Area 3 by adding up to and including Keating Avenue to Lillie Avenue, South of Highway 11 to River and removing them from Area 4 to Area 3, in order to balance out the collection within these two areas on a day to day basis.

We would like to rescind the request of having both Residential Refuse and Recycling to be placed on curbside and discontinue using back alley laneways at this time and thank you for taking this request in to consideration.

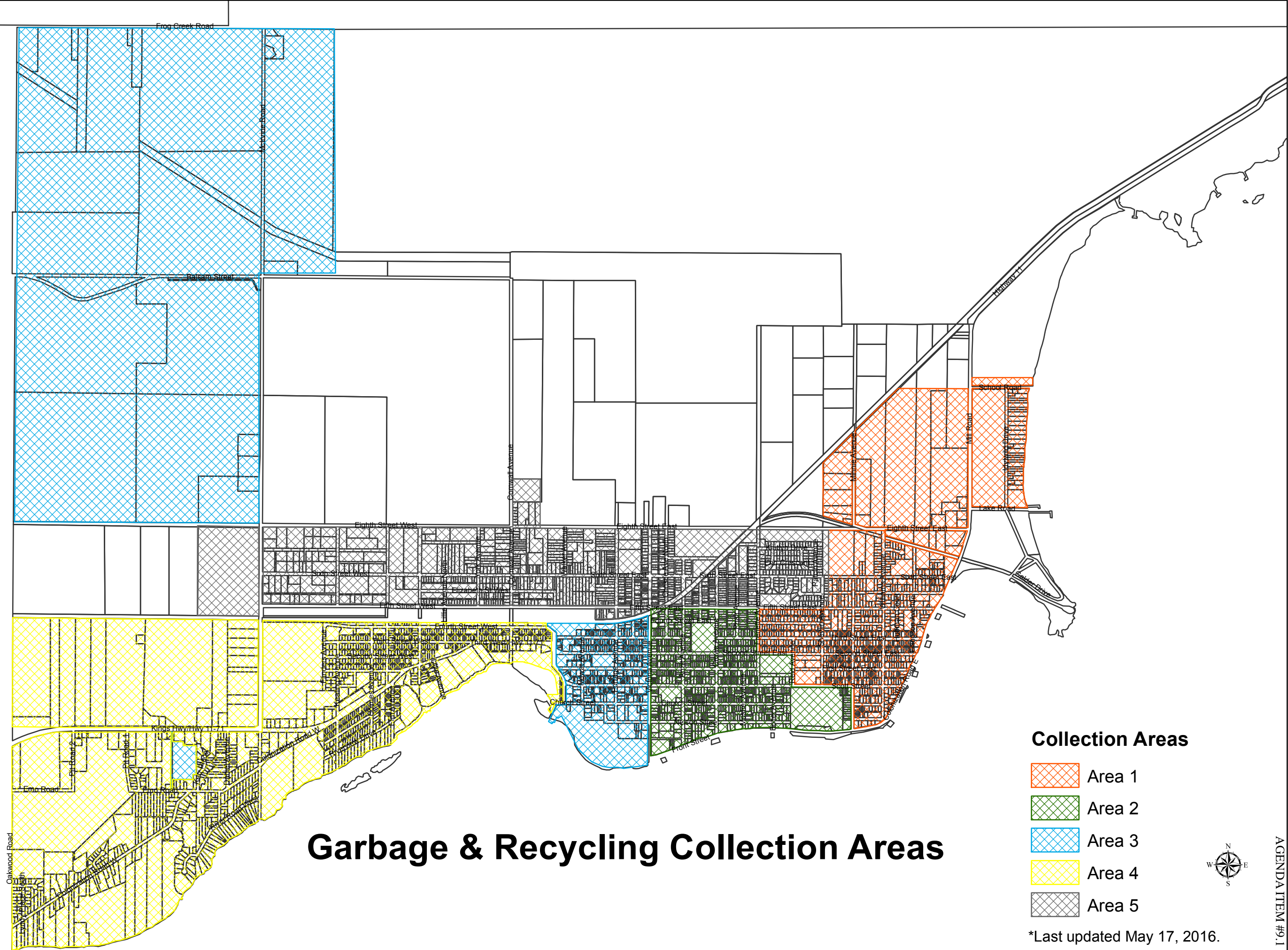
We would, however, like to request that the Residential Refuse and Recycling be place at curbside instead of the back alley laneway within the area of North/South between McKenzie and Victoria Avenue on the 800 block, as the lane way is not accessible to the truck making the servicing having to be done by manually walking into area, and for the few residential serviced within this area, it would be more efficient to have their items placed on curbside.

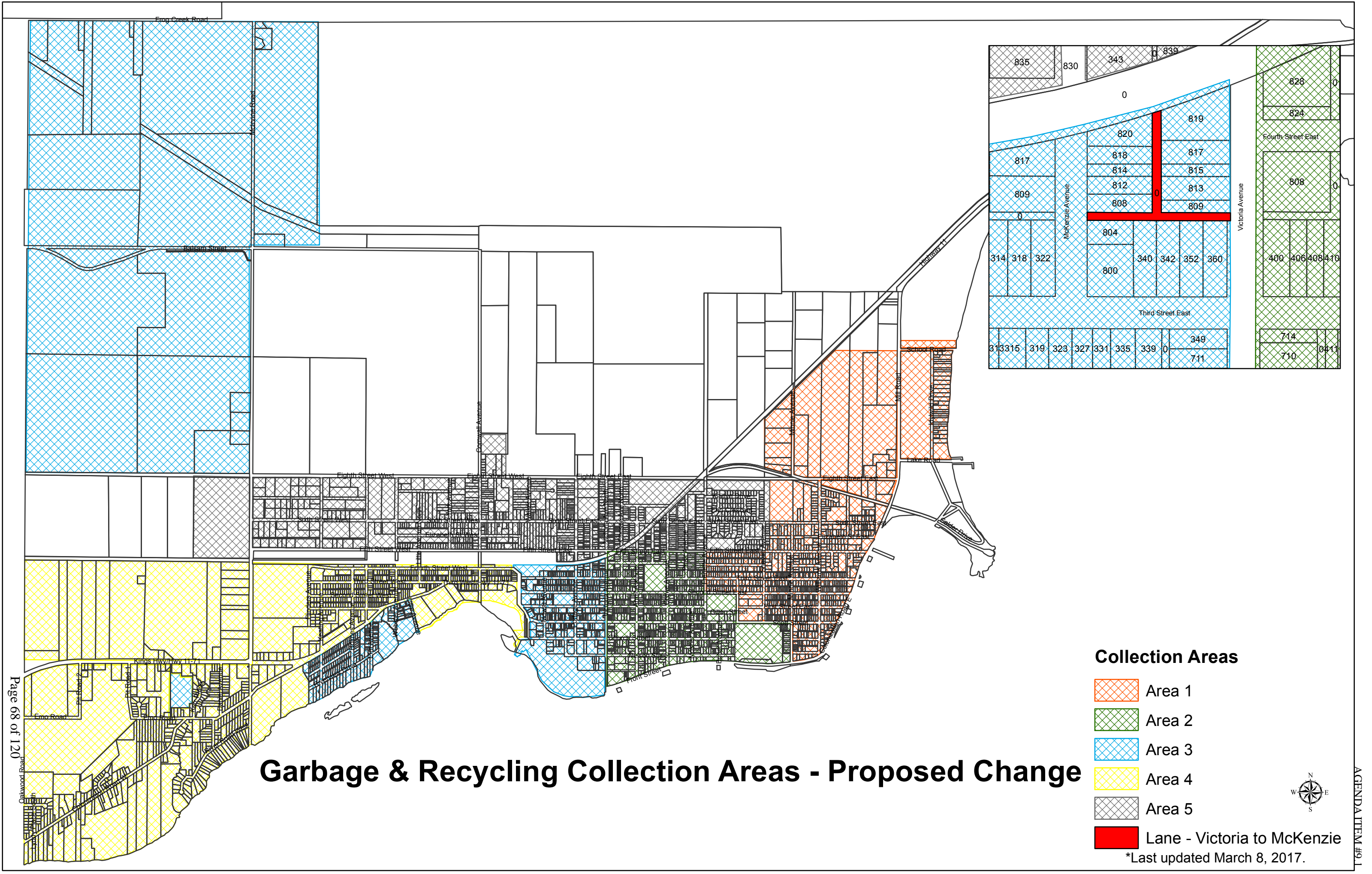
We hope that you will consider the above requests and rescinding and if you require any further discussion on these issued, we would be more than willing to meet with you at your convenience.

Thank you for your time in these matters.

Yours very truly,


Eldon Mose





March 8, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations & Facilities

RE: Letter Dated January 25, 2017 from Mr. Eldon Mose Requesting alterations to Garbage Collection

At the meeting of Council on February 13, 2017, a letter from Mr. Eldon Mose was received and referred to the Operations and Facilities Executive Committee. In his letter Mr. Mose requested two items: 1. That garbage collection be moved from alleys to road side and 2. That the area south of Kings Highway from Elm avenue to Keating Avenue be removed from Area 4 and added to Area 3.

After submitting the letter Mr. Mose spoke with myself and requested that the change to the garbage collection location, from alley to front yard not be considered at this time. Attached to this report is a further letter received on February 17, 2017 from Mr. Ahlan Johanson of 711 King's Highway not in support of the change to the location of garbage collection.

The request to add the area south of Kings Highway between Elm Avenue and Keating Avenue to Area 3, removing it from Area 4 is to even out the sizes of these two areas for collection purposes. A copy of the collection map has been attached to this report for clarity purposed. Given that area 4 is one of the largest areas in the town collection system, on recycle days, collection can take quite a long time. The Town pays to print and distribute collection schedules which are good for two years. The collection schedules were just distributed in December of 2016 for 2017 and 2018. A change in areas at this time would require the re printing of a number of these schedules and distributing them to those households which are changing areas. Further an extensive notification program would have to be completed to ensure that those households changing areas are aware of the change and when the change would be effective.

It is the recommendation of the Operations and Facilities Executive Committee that the requested change to curbside collection for garbage not be considered at this time and the proposed changes to Area 3 and 4 be made contingent upon Asselin Transportation covering the costs associated with re-printing the collection scheduled for area 4, distributing the schedules to those houses affected as well as printing and distributing suitable notification material to be sure that those affected are fully aware of the change prior to switching over the collection.

Respectfully Submitted

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

Travis Rob, EIT
Manager of Operations & Facilities

Council Approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee that the requested change to curbside collection for garbage not be considered at this time and the proposed changes to Area 3 and 4 be made contingent upon Asselin Transportation covering the costs associated with re-printing the collection scheduled for area 4, distributing the schedules to those houses affected as well as printing and distributing suitable notification material to be sure that those affected are fully aware of the change prior to switching over the collection.

2017MarchAsselinRequest



ASSELIN TRANSPORTATION AND STORAGE LIMITED

P.O. Box 746, Fort Frances, Ontario P9A 3N1
Telephone: (807) 274-6255 or (807) 274-5859



25 January 2017

TO: Mayor and Council
Town of Fort Frances

Re: Residential Refuse and Recycling Collection

We are requesting that you consider making some alterations to the residential refuse collections in Area 3 and Area 4 by expanding Area 3, adding from Elm Avenue to Keating Avenue South of Highway 11 from Area 4, which will help even out the collection areas to make each Area more in line with each other for the daily collection routine.

We would further like to request that both Residential Refuse and Recycling be placed on curbside by all residents and discontinue using back alley laneways. This request would alleviate the problems with the truck trying to maneuver in the back alleys in snow conditions, vehicle congestion, etc., and using the street would make the pick up much more efficient. Also would assist in identifying addresses when required to write up a property for the non-compliance report recording.

We hope that you will consider the above requests and if you require any further discussion on these issues, we would be more than happy to meet with you at your convenience.

Thank you for your time and consideration.

Yours very truly,

Eldon Mose

ASSELIN TRANSPORTATION AND STORAGE LIMITED

711 King's Highway
Fort Frances ON
P9A 2X2

Fort Frances Town Council
320 Portage Avenue
Fort Frances ON
P9A 3P9



To Whom It May Concern:

This letter is in regard to the proposed changes in the garbage collection services as outlined in the Fort Frances Times on Wednesday, February 15th 2017. These changes will affect all areas of the town presently serviced by garbage pick up in back lanes, a service which is efficient at this time.

The changes outlined will present certain problems, especially for residents who live in the 700 block of King's Highway in the winter months. The snow banks along that stretch of road are high and infrequently, if ever, removed. Not all properties in that block have driveway access to the highway and would find it necessary to pile their garbage on top of the snow banks. Currently their garbage is kept in proper containers in the lane, ready for pick up.

In addition, the presence of garbage trucks could impede the flow of already heavy traffic in this area which is close to a school zone. This could potentially cause dangerous situations.

It is to be hoped that the council will look carefully at the request for these changes before making any decision.

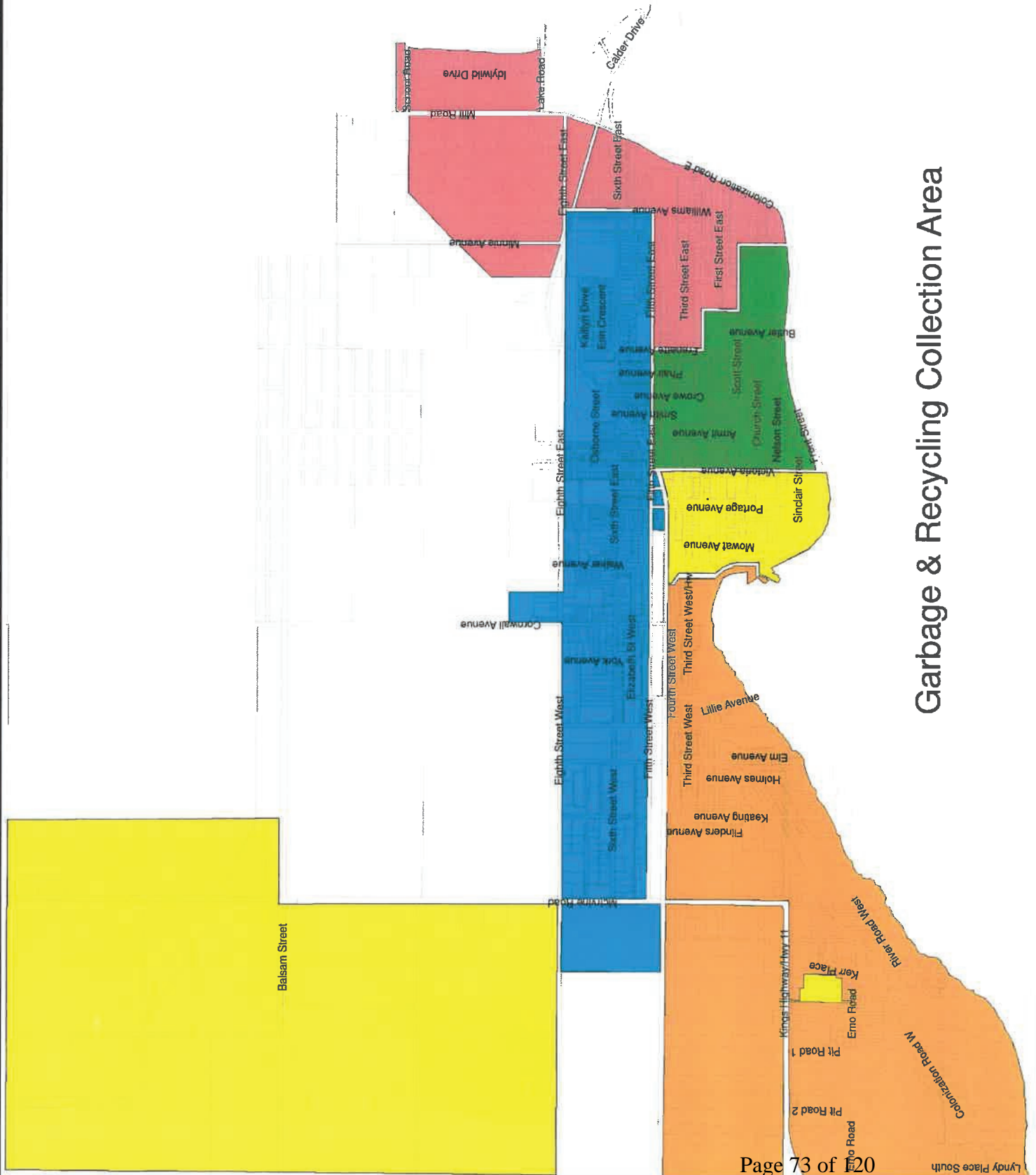
Yours truly,

Arlan Johanson



Collection Areas

- Area 1
- Area 2
- Area 3
- Area 4
- Area 5



Garbage & Recycling Collection Area



**Town of Fort Frances Strategic Plan
Progress Report No. 2
Updated - February 24, 2017**

Report To: Mayor and Council

From: Doug Brown, CAO

Date: March 13, 2017

Subject: Town of Fort Frances Strategic Plan- **Progress Report No. 2**

In June of 2015, Mayor and Council formally adopted “Incredible Community – Boundless Opportunity”, a strategic plan to be undertaken during the current term of Council. As in the past, the strategic document was produced through a collaborative effort of Council, administration and community stakeholders. Opportunities were provided to our citizens to participate in the process in a meaningful fashion. During a public meeting, Mayor and Council invited individuals and groups to present strategic initiatives for consideration through delegations or written submissions. All of the public input received, and the recommendations from numerous Town or affiliate committees, was compiled and evaluated during a daylong public strategic session at Sunny Cove Camp on June 11, 2015. Following the session, the approved initiatives were assimilated into a document for formal approval of Council.

This [2nd status update](#) will address the initiatives as they are listed in chronological order. For the most part, there will be no reporting for initiatives scheduled in 2018 at this time.

Also see attached pages 24, 25 & 26, which outlines a listing of strategic initiatives, in chronological order by the anticipated completion date. This 2nd progress report will follow that chronological listing to the present date. Items that appear after the present date may be reported on at another time. The items listed also identify the responsible party as well as the initial project completion date.

Item #1	First Nation Partnerships	Town/RRFDC	Ongoing
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Fostering partnerships and building relations with the First Nations is an initiative with no timeline. The Town will be committed to this initiative forever. At present, the Town’s primary focus is to continue to work with the four bands of Agency One to settle all matters related to the Point Park outside of litigation. In 2015 the Town was actively engaged in discussions with the Agency One bands and look forward to resuming this process upon completion of the elections that have recently taken place, or are underway, in the First Nation communities.

The Town's provider of economic development services, the Rainy River Future Development Corporation (RRFDC), has undertaken the following activities in concert with First Nation communities:

- Participated in the regional economic development committee, led by FedNor, with area First Nations.
- Provided ongoing opportunities to area First Nations to introduce local businesses in the region related to mining.
- Held 2 community festivals celebrating local First Nations creative cultures.
- Continuing communications with established First Nations Economic Development Corporations.

No up-date and on-going.

Item #2 Forest Management Structure Council/CAO/RRFDC Ongoing

Efforts related to this particular initiative began in earnest long before the adoption of the strategic plan. Late in 2015, an advocacy effort called "Our Forest...Our Future" was led by the Town and included nearly all area municipalities and First Nations. The primary focus of the group was to advocate for effective management of the Cross-route Forest to ensure equitable and affordable access to the fibre. The commitment by all the communities to this initiative is strong which helps ensure our local forest is providing economic opportunities and benefits to everyone in our area.

On August 9th, 2016 during a face-to-face meeting with Premier K. Wynne, the Mayor was reassured that there will be a "fibre supply" from the Crossroute Forest should the resale and eventual start-up of the Resolute Pulp & Paper Mill take place in the future. Also, in August of 2016, the Town did review and provide comments on the contingency plan for the operation and management of the Crossroute Forest for the period from April 1st, 2017 to March 31, 2020, during which time it is anticipated that the 2020 -2030 Forest Management Plan (FMP) will be finalized and approved. The Town is of the opinion that the contingency plan neither compromises and/nor has a negative impact on the resale and eventual start-up of the Resolute Pulp Mill located in Fort Frances.

Item #3 Potential Acquisition and Utilization of Vacant Mill Properties- Council/CAO/RRFDC Ongoing

At present, the mill facility and its future are unknown. The Town has no knowledge of any mill properties that are available and it is safe to say that any initiatives would be informed by a final disposition of the mill.

In July 2016, The Mayor was approached by Resolute inquiring if the Town would be interested in purchasing a commercial property in the downtown area. **To date, no action has been taken by the Town.**

Item #19 Assisted Living Council/CAO Ongoing

The Town continues to support the efforts of the Assisted Living Action Group to establish an assisted living facility within our community for the benefit of the entire district. In an address to Mayor and Council on March 7, 2016, June Caul, a member of ALAG, provided an update, and detailed the struggles the group is having finding someone willing to put up the capital needed to undertake the project. The Town has been diligent in continuing to advocate on ALAG's behalf with the Provincial Government and met with the Ministry of Health and Long Term Care as recently as February 22nd, 2016 at the ROMA/OGRA Conference in Toronto regarding the matter. The Town has not been advised by the Provincial Government of any available funding for a project of this nature.

In January of 2017, Laurie Johnston, CEO for the Ontario Retirement Communities Association (ORCA) made a presentation at the ROMA conference with regards to the development of retirement facilities. The presentation information provided during the conference was forwarded to Councilor June Caul, as there is a possibility that this organization could provide direction on how to get such a retirement facility built in Fort Frances.

Item #27 Accessibility Act HR Manager Ongoing

The Town continues to work within the stipulated timelines of the Accessibility for Ontarians with Disabilities Act and is compliant to date. The Town is on course to remain compliant during the implementation process and contribute to a fully accessible Ontario by 2025. The Town's Accessibility Working Group met and reviewed our 2015 Accessibility Complaint Report. The report was submitted prior to the deadline of December 31, 2015. In 2016 the working group will continue to meet and review the plan. These efforts will also include updates to the plan regarding barrier removal initiatives within the community.

The Town's progress in this area continued throughout 2016, as we continue to remove barriers in the community while improving access to our facilities. The Accessibility Working Group will meet in 2017 to orient its new members and review updates to the Accessibility Plan.

This initiative is considered on-going.

Item #28 Huffman Court Subdivision P&D September 2015

A decision by Mayor and Council was made to approach local realtors regarding the marketing of the lots within Huffman Court subdivision. The Town has

engaged the services of Tichborne's Real Estate and Cousineau Real Estate Ltd. Recently, the Planning and Development Executive Committee reconsidered the current development conditions related to the purchase of lots and recommended to decrease the minimum building size from 1500 ft.² to 850 ft.². This recommendation was formally accepted by Mayor and Council on February 8th, 2015. Currently the Town is contacting all parties who have previously expressed interest in lots to gauge their current interest and answer any questions.

This initiative is considered **complete** as it pertains to the stated undertakings.

In 2016, 8 residential lots were sold within the Huffman Court and 1 residential lot along Williams Avenue. As of January of 2017, there are only 5 residential lots left in this original 2013 residential development project.

This initiative is considered complete.

Item #29 Website Re-Design IT Manager/CS Manager September 2015

The Town's new website design was completed and launched in June of 2015. To ensure that we continue to maintain an effective website, each Town division has been assigned a person responsible to update their designated area. This helps reduce web-hosting costs and ensures the site remains current. A summary report was submitted to Council by the CS Manager in October 2015. Since the launch, the website has been serving the corporation well and the update protocols are being adhered to.

This initiative is considered complete. No further up-date required.

Item #4 Industrial Park Strategy Planner/RRFDC/EDAC October 2015

This initiative was brought to completion, primarily through the efforts of the Economic Development Advisory Committee (EDAC). EDAC reviewed the Land Sale Policy and the strategy related to the Industrial Park at numerous meetings and in consultation with the RRFDC and the Municipal Planner. Revision recommendations were compiled in a report that was formally adopted by Mayor and Council on September 28, 2015.

This initiative is considered complete. No further up-date required.

Item #5 Repurposing of Mill Mayor/CAO/RRFDC October 2015

Although there was a projected completion date of October 2015, the Town essentially has limited control. The commitment of the Mayor, CAO and RRFDC has been to remain engaged with Resolute officials and avail ourselves in any way we can, to provide assistance upon request. The Town still believes that there is a viable business opportunity at the mill and has communicated our willingness to explore various areas where the Town can participate in a re-start of the mill in a meaningful fashion. The Town recently communicated this position to the

Provincial Government and asked associated Ministries to do the same on behalf of Fort Frances and the area communities.

Since March of 2016, the Town had the opportunity during provincial conference delegation meetings with the Minister of Natural Resources and Forestry to reiterate its willingness to provide assistance and explore various opportunities to restart the Pulp & Paper Mill in a supportive manner.

This initiative is considered on-going.

Item #20 SKC Operational Review CS Manager/SKC Board September 2015

The Sister Kennedy Centre Board of Management has completed operational analysis meetings. The results of a public survey, completed near the end of 2015, are currently being compiled. The completed report is expected by the end of March 2016.

This initiative is expected to be completed by early April of 2016.

On March 28, 2016 Council approved the administration report, which accepted the Sister Kennedy Center Operational Review Report.

This initiative is considered complete.

Item #6 Town Revitalization EDAC November 2015

The EDAC considered the recommendations put forth by the Fort Frances Chamber of Commerce (FFCC) regarding beautification and revitalization. On January 11, 2016, a report from the CAO on behalf of EDAC was accepted by Mayor and Council. Although all the recommendations put forth were not adopted, the Town committed to a cleanup campaign entitled “Fight the Blight” that will require substantial corporate resources and occur in May of 2016. In addition, the popular “Project Petunia” was assumed by the RRFDC with operational assistance by the Town.

This initiative was **completed** upon the consideration and approval of the EDAC report.

The Fight the Blight campaign took place in Mid-May 2016 and was considered a huge success. Several outstanding derelict properties were cleaned-up improving the aesthetics of the community. In 2016 Project Petunia initiative was fully implemented by the RRFDC and is scheduled to take place again in 2017. These activities continue to instill community pride and assist with an on-going effort to develop our tourist economy.

This initiative is considered complete.

**Item #30 Couchiching Sewer & Water Agreement
CAO/FN Advisory Committee**

December 2015

It has been many years since the Town and Couchiching have had a formally executed agreement for the water and sewer services provided by the Town. In the fall of 2015, the CAO contacted Couchiching and Advisory Services to restate our availability to work towards a formalized agreement. At that time the Town was advised we would be contacted following the community elections on Couchiching.

On three different occasions, following the Couchiching First Nation election of Chief Brian Perrault, Mayor Avis has reached out to set-up a meeting to discuss common interests between neighbouring communities. The execution of the water and sewer agreement is a long outstanding issue that needs to be addressed.

This initiative is considered on-going.

Item #31 Succession Planning

HR Manager/A&F

December 2015

The Human Resources Manager will undertake training on succession planning and will present the AFEC with a report on the labour demographics of the Town's full-time workforce sometime in the second quarter of 2016. This exercise will form the basis of anticipating future recruiting needs and for identifying potential developmental opportunities. The CAO directed the HR Manager to postpone this initiative based on higher priorities and unexpected matters that arose during the fall of 2015.

2016 was a busy year that saw many changes to the Town's workforce. The Town has had a net loss of 115 years' experience since this plan was adopted, and in 2016, we replaced half of our senior leadership positions. As the "*Baby Boomer*" generation continues to retire, the Town will require a skilled pool of talent to fill positions of strategic importance. The Town's HR Manager has taken training on succession planning to prepare the organization for these changes.

This initiative is considered on-going.

Item #32 Corporate Financial Software

Treasurer/A&F

December 2015

The Town will investigate software options which may offer billing and related services to our customers. The Town will investigate innovative, integrated municipal financial, asset and utility management software to enhance customer service and administrative efficiencies.

To initiate our investigation of windows based software vendors, four Municipal Software companies were invited to provide a demo of their financial software; being Asyst, Vadim, Diamond, and MuniSoft. MuniSoft was the only vendor who did not respond to our invitation. Asyst, Vadim and Diamond are all windows based financial software and are very similar in their capabilities. Windows based software has the expanded capabilities such as expanded drill down for

detailed information and source document scanning, e-billing options to enhance customer service, options for customer credit card on-line payments with no cost to the municipality, easy report export to Word & Excel, no limitations for payroll situations and e-mailing of payroll stubs, and much much more. Asyst and Vadim both have experience with conversion from MAS. Initial indication is that windows based annual support costs should be reduced from our present annual support costs. The above mentioned windows based financial software have the capability of integrating additional modules such as Business Licences, Building Permits, Pet Licences, Municipal By-Law & Ticketing modules.

As a second step, e-mails were sent out to municipalities in Northwestern Ontario asking what financial software they are currently using and what prior financial software was converted. Of the municipalities that responded, the two (2) financial software that are being used are either Asyst or Vadim with one (1) municipality using MuniSoft.

The next step, following Council's approval of the 2016 draft Capital budget expenditure of \$75,000.00 for Corporate Financial Software would be the development of a Request for Proposal. The investigation stipulated within the strategic initiative has been **completed** and the Town will be purchasing new software in 2016.

On July 11, 2016, the RFP for the supply, integration and implementation of a more modern comprehensive flexible financial computer software program was awarded to Diamond Software Inc. The Town along with FFPC have been working together to ensure the new software program meets the requirements of both organizations. Both organizations have contributed financially to both the software & hardware computer infrastructure. The implementation is still on-going where the payroll module was fully implemented by the 3rd payroll cycle in 2017. The accounts payable and account receivable modules have been in place since January 1st, 2017. The tax module has been implemented prior to the first tax billing due date (end of February of 2017). Over the past 4 months, staff training has taken place. Training is still on-going where 3 full days of on-site training has been scheduled in March where staff will receive one-on-one training on their required modules to ensure efficient and effective utilization of the new software modules is realized.

This initiative is considered on-going.

Item #33 Review of Museum Services CS January 2016

The Museum Advisory Committee met in January to undertake a SWOT analysis for the purposes of the museum services review. The report will be finished and submitted to the CSEC by the end of March 2016.

On April 11, 2016 Council approved the administration report which accepted the Museum Operational Service Review Report.

This initiative is considered complete.

Item #34 Inventory of Municipal Land Planner February 2016

An informational report by the Town's GIS Expert, Trish Law, was submitted to the Mayor and Council on February 8, 2016. The report was an updating of the Town's existing inventory of all classes of municipally owned land (industrial, residential, commercial). The report will prove to be a useful reference for the Planner, the RRFDC and any other interested parties.

This initiative is **complete**. No up-date

Item #35 Updated Fire Services By-Law Fire Chief February 2016

The first draft of the updated by-law was presented to Council at the meeting of March 7, 2016. Further consideration of the changing community needs will have to occur before the amended by-law can be established.

This initiative is on track for completion.

With the recent retirement and re-hiring of a new Fire Chief in October of 2016, administration was directed by Council in February 2017 to request that the Office of Fire Marshal and Emergency Management undertake an operational review of the Fire and Rescue Service. Once the Office of the Fire Marshal and Emergency Management operational review report has been received, the current Fire Service by-law will be updated and submitted for consideration by Council.

It is anticipated that this objective will take 6 to 8 additional months to complete.

Item #36 Terms of Reference for Boards & Committees
Clerk April 2016

The Municipal Clerk has finished the preparation of a consolidated By-Law 21/94 that includes 15 amendments. The by-law will be distributed to divisional managers for review. Following that review, the consolidated document will be submitted to the AFEC for review and recommendation. The by-law will then be prepared and presented to Council and also feature a new updated (on line) application form.

The process is well underway and projected for a June 2016 completion.

On October 24, 2016 Council approved By-law 53/16 to establish specific Boards/committees of Council.

This initiative is considered complete.

Item #7 Directional Signage EDAC May 2016

To date, the RRFDC has incorporated the Town's new Boundless branding into directional signage at the international border, the airport and along the highway corridors into Fort Frances.

This initiative is considered **primarily complete**. **No up-date**

Item #21 Day Care Expansion CS May 2016

With expanding wait lists, it became evident that there was a need for expansion of daycare services for the infant and toddler ages. It was determined that an "infant only" expansion was not efficient due to a low teacher to child ratio. The renovated space at the Children's Complex accommodates expansion of the Toddler program and allows for a greater number of families to benefit. Two of the 10 new toddler spaces allows for the inclusion of 2 infants.

This initiative is **complete**. **No up-date**

Item #22 Tennis Court Development OF/CS May 2016

The Town has supported the Tennis Court project through the provision of capital funds and in-kind services. The fundraising campaign is essentially complete with over \$428,000 raised. This figure is in excess of the original goal. The RFP has been sent out and responses have been received. Construction completion is anticipated by the end of August 2016.

The Town's undertaking regarding this initiative is **primarily complete**.

As of the end of October 2016, the tennis courts are 85% complete. In the spring of 2017, and once the frost is out of the ground the installation of the playing surface, painting of the playing surface and court lines and the installation of LED lighting system will need to be completed.

It is anticipated this work will be completed by June 1st, 2017.

Item #8 Condo Initiative Review RRFDC June 2016

The Town has been approached by numerous citizens regarding a new condo project. The Town has been able to engage potential developers in the prospect of a condo development but ultimately these efforts were unsuccessful due to the lack of presales. Property along Front Street was actively marketed by RRFDC for condo development. Recently the Town agreed to option the property to Syncor for a housing initiative that will be determined through a consultation initiative the company is undertaking.

The present condo initiative at the Front Street property is considered **complete**.
No up-date.

Item #9 Parking in the Downtown Core
Planning & Development Dept., FFCC & BIA **June 2016**

After a lengthy consultative process in spring of 2016 involving major stakeholders: the BIA, FFCC and EDAC provided several options to improve parking in the downtown core. The installation of new parking meters was not recommended. The Planning & Development Executive Committee was assigned the task of reviewing all of the options and providing recommendations to Council on how to proceed. On June 27, Council endorsed the recommendation to hire one additional p/t parking enforcement officer for the summer months. However, due to the timing of the job posting, the Town was unsuccessful in filling this p/t position. As a result, the two existing f/t by-law officers were directed to further enhance parking enforcement in the downtown area for the balance of the 2016 summer season. A similar approach using the existing f/t enforcement officers during the summer season will be utilized going forward.

This initiative is considered complete.

Item #37 Collective Agreement with CUPE Local 65
HR Mgr/Senior Managers **June 2016**

The Town has developed its initial proposal for the negotiations and endeavoured to meet with CUPE.

This initiative is on-track for completion.

Successful collective bargaining took place in mid-September of 2016 and the collective agreement was ratified by both parties in the latter part of November, 2016. This current collective agreement (3-year term) expires on December 31, 2018.

This initiative is considered complete.

Item #38 Collective Agmt for FFPFFA **HR Mgr/Fire Chief/CAO**
June 2016

The Town has exchanged proposal and met 3 times with the Association.

This initiative is on-track for completion.

Successful collective bargaining took place at the beginning of October, 2016 and the collective agreement was ratified by both parties by the end of

November, 2016. This current collective agreement (4-year term) expires on December 31, 2019.

This initiative is considered complete.

Item #10 Rainy Lake Market Square

CBO/CAO/RRDFC

September 2016

Since the strategic plan was adopted, the Town has facilitated a successful demolition of the Rainy Lake Hotel. The Town has also issued an RFP for design services related to the project. Scatliff + Miller + Murray was the successful firm. SMM is actively engaged in consultation with the Rainy Lake Market Square Advisory Committee. An open house was held on February 16 to solicit public input into the project. SMM is currently reviewing the input received with the committee and is preparing to enter the design phase. Final construction is anticipated for the end of August 2016.

This project is on-track for completion.

The initial funding application envisioned constructing a farmers market building on this property. However, after receiving public consultation at the beginning of June of 2016, it was determined that a covered stage was a more appropriate structure to better service the needs of the Community. As a result of this design revision, provincial funding confirmation was required which translated into a delay in proceeding to the tendering stage of this project. Funding confirmation was received at the end of October. The market square advisory committee along with Town administration delayed the tendering process to the 1st quarter of 2017, in order to finalize the design during the off-construction season and to hopefully obtain better tender pricing. Council has approved changing the name of the property to "Rainy Lake Square," as recommended by the Rainy Lake Market Square Advisory Committee.

It is anticipated that construction will commence in mid-May of 2017 with completion by August 1st, 2017.

Item #11 Sports Tourism

Community Services, EDAC & FFCC

June 2016

In early January of 2016, RRFDC coordinated a meeting of all potential sport organizations to determine if there was interest in expanding sports tourism within the Community. As a result of the previous consultation, on April 13, 2016, a Sports Tourism Planning workshop, which was facilitated by Tara Allaire, RRFDC & Jim Cumming was offered and was well attended by our sports organizations. The main speaker was Mr. John Graham, former Head of Marketing for Safeway. This workshop offered a meaningful consultation with community partners to gauge interest and needs with respect to the development of Sports Tourism initiatives. The RRFDC was available to offer further assistance by providing training to groups interested in growing their sporting events.

On September 21st, 2016 another Sports Tourism Workshop hosted by Mr. John Graham covered the following topics; Building a Brand; Budgeting; Volunteer Management; Team Building; Marketing and Sponsorship Programs. Unfortunately, the fall workshop was not well attended. However, since that fall workshop, Mr. Graham has been working one-on-one with 3 major sporting organizations, to aid their in planning for their upcoming events in 2017.

This initiative is considered complete.

Item #16 Infrastructure Renewal Operations & Facilities Sept. 2016

In July of 2016, the Provincial Government announced that the Ontario Community Infrastructure Fund (OCIF) formula-based funding allocation will increase over the next three years. In 2016, the Town received only \$165,606 but will realize an increase in funding to \$299,229 in 2017, \$422,277 in 2018 and \$634,617 in 2019. In addition, in September 14, 2016, the Governments of Canada & Ontario announced the intake of Phase 1 of the Clean Water & Wastewater Fund (CWWF). The Town submitted a capital project application consisting of the replacement of watermain, sanitary sewer mains and associated service lines along 2nd Street East between Mowat Avenue to Portage Avenue. The Town's portion for this project is set at 25% with the total costs estimated at \$1,500,299. The Town is currently awaiting funding approval for this project.

In November of 2016, Council approved up-dating the Town's Asset Management Plan (AMP) to include all assets and ensuring that it is completed in accordance with the anticipated new AMP regulation. The Town has retained Public Sector Digest over a 2 year period to assist with this up-dating process. In addition, on February 14, 2017 funding approval was received under the NOHFC internship program to hire an asset management plan coordinator with a commencement date of May 1st, 2017.

This initiative is considered on-going and it is anticipated to be completed in the 3rd Quarter of 2018.

Item #17 Future of Health Care Services Council, CAO & Stakeholders Groups October 2016

The Town will work towards forming a committee with Riverside Health Care, the Fort Frances Community Clinic and the Physician Recruitment Committee to examine the challenges and opportunities regarding the delivery of health care in Fort Frances.

It is suggested that the North West LHIN make a presentation to Council in the near future, in order to fully understand their role in setting health care service priorities for our community. This will ensure the Town avoids duplication, while

allowing all stakeholders involved with the funding the health care system in our community involved in reviewing process.

This initiative is considered on-going.

Item#39 Boundless Branding – All Divisions EDAC & RRFDC October 2016

The Town has implemented several aspects of the “Boundless” branding initiative, including but not limited to the following;

1. Updating both entrance signs coming into Town;
2. Installation of new “Boundless” decals on all Town vehicles;
3. Boundless logo on all stationary forms;
4. New Boundless business cards;
5. Updated and expanded boundless webpage;
6. Boundless promotional items such as pins, bags, pens, hats, & water bottles

The installation of boundless signage at all town facilities remains to be completed.

Due to current financial restraints, this initiative is considered on-going with an anticipated completion for full implementation to take place by the end of 2018.

Item#24 Age Friendly Community Community Services Division, Sister Kennedy Board November 2016

In March of 2016, an application was submitted under the Seniors Community Grant Program- Ontario Seniors Secretariat to complete a study in order for the Town of Fort Frances to be endorsed as an “Age Friendly Community”. In July the funding was approved, and in September the Sister Kennedy Board retained Mr. Ian Simpson to undertake this study.

As of February of 2017, the study is still ongoing, and it is anticipated that a final report will be completed by March 31, 2017.

Item#25 Kiwanis Sunny Cove Camp Community Services, EDAC & SCAC November 2016

On June 15, 2016 RRFDC hosted a strategic brainstorming/planning event to investigate the long term use and potential of Sunny Cove camp for youth programming and economic development opportunities. The results of this brainstorming session were forward to Council on August 8, 2016.

This initiative is complete.

Item# 40 Fire/Medic Model Partnerships Fire Chief February 2017

In August of 2016 at the Association of Municipalities of Ontario (AMO) Conference, the Town presented a delegation brief to the Ministry of Health & Long Term Care requesting that the Provincial government facilitate the investigation process to determine if it is feasible to combine the Fire Departments with the Emergency Medical Services (EMS) within the Rainy River District. The need for a comprehensive review of the existing Provincial legislation is a necessary task to ensure a workable and sustainable model is achieved.

The Town of Fort Frances is prepared to work with the Provincial government to investigate the feasibility of a single tier model for the delivery for both Fire and Emergency services. Presently, several organizations, associations and unions are involved in reviewing the feasibility of such a model throughout the province of Ontario.

This objective is complete from the Town's point-of-view. However, this issue remains very active and is still considered on-going within the domain of the provincial government.

Item#12 WiFi Expansion IT Manager & EDAC

March 2017

RRFDC investigated the possibility of expanding WiFi services throughout the community. It was discovered that there are already existing WiFi services within most business locations. The issue of expanding WiFi services to the entire community was discussed with the Economic Development Advisory Committee and it was agreed that no further action was required.

In June of 2016 the Town entered into an agreement with Shaw Communications to provide free enhanced WiFi services at the following facilities;

- 1) Memorial Sport Center
- 2) Fort Frances Public Library Technology Centre
- 3) Fort Frances Museum
- 4) Sister Kennedy Centre
- 5) Fort Frances Civic Centre
- 6) East End Hall

This initiative is considered complete.

Item#18 Landfill Site Expansion

**Operations & Facilities Division
March 2017**

The life expectancy of the existing landfill site footprint is projected to be reached by 2027. Presently Operations and Facilities staff are starting to prepare a "RFP" package which includes consultation with the MOEE in regards to the process of expanding the existing landfill site footprint. It is anticipated that the "RFP" advertising for this engineering work will take place in the 2nd quarter of 2017 with

a landfill engineering firm will be retained and work will commence on this project by the 3rd quarter of 2017. This initiative is on going with the goal being the provision of a new MOEE Certificate of Approval (C of A) being issued for the operations of the expanded landfill site in place by 2022.

**Item#13 Residential Development Review Council & All Divisions
May 2017**

The Town will conduct an examination of potential subdivision development of town owned properties.

To date, there has been no official work completed on this initiative. However as of February 24, 2017 with only 5 residential lots left for sale in the 2013 Huffman Court Development, the May 2017 commencement date comes at an opportune time.

This initiative is considered on-going.

Item#41 Alternative Voting Opportunities Municipal Clerk March 2017

On January 23, 2017, Council approved delivering the 2018 Municipal Elections utilizing a telephone/Internet method. An authorizing by-law will be prepared for Council's consideration prior to the May 1st, 2017 deadline.

This initiative is considered complete.

**Item#14 Casino Development RRFC, First Nations Relations Advisory Committee
September 2017**

The Town will explore opportunities related to a casino development within the area

In December of 2016, RRFDC reached out by way of email and phone calls, all of which were not returned to Gateways Casinos based out of Vancouver. Recently, this company has partnered with the Provincial government to operate and expand Casinos in Ontario. It seems unlikely that the developers are interested or able to consider alternative locations at this time.

This initiative is still on-going and this is an issue to be discussed with our Couchiching and Agency One neighbours.

Item#23 Transportation Services Community Services October 2017

The Town will examine public-private partnership options for transportation to enhance the dial-a-ride service and transportation services for individuals in the community whose mobility may be limited by functional disabilities.

In January of 2017, administration prepared a “RFP” for dial-a-ride services for a 3-year term. The closing for the proposals is on Tuesday February 28, 2017. On January 23, 2017 the tender for one new Handivan mini bus was awarded to Crestline Coach Ltd. This Handivan tender was prepared with the understanding that if provincial funding was approved that a 2nd Handivan mini bus would also be purchased. The Town received notification that provincial funding has been approved for the 2nd Handivan mini bus unit on February 10, 2017.

This initiative is still on-going.

I am pleased with the progress of our strategic plan undertakings. Administration will remain diligent in ensuring, within reason, that timelines are adhered to. I have every reason to believe that the Town will successfully complete all strategic plan initiatives within this term of Council to the benefit of our corporation and the citizens.

Respectfully submitted,

Douglas Brown, P. Eng.
CAO



Description	Lead Responsibility	Target Date	Item Number
First Nations Partnerships	First Nations Relations Advisory Committee, RRFDC	Ongoing	1
Forest Management Structure	Council, CAO, RRFDC	Ongoing	2
Vacant Mill Properties	Mayor, Council, CAO	Ongoing	3
Assisted Living Initiative	Council, CAO	Ongoing	19
Accessibility Act	Human Resources	Ongoing	27
Huffman Court Subdivision	Planning & Development	September 2015	28
Website Redesign	IT Manager, Community Services Manager	September 2015	29
Industrial Park Strategy	Municipal Planner, RRFDC, EDAC	October 2015	4
Repurposing of Mill	Mayor, CAO, RRFDC	October 2015	5
Sister Kennedy Centre Operational Review	Community Services, Sister Kennedy Centre Board	October 2015	20
Town Revitalization	EDAC	November 2015	6
Couchiching Sewer & Water Agreement	CAO, First Nations Relations Advisory Committee	December 2015	30
Succession Planning	Human Resources, Administration & Finance	December 2015	31
Corporate Financial Software	Treasurer, Administration & Finance	December 2015	32
Review of Museum Services	Community Services	January 2016	33
Inventory of Municipal Land	Municipal Planner, Planning & Development	February 2016	34
Updated Fire Services Bylaw	Fire Chief	February 2016	35



Description	Lead Responsibility	Target Date	Item Number
Terms of Reference for Boards and Committees	Municipal Clerk	April 2016	36
Directional Signage	RRFDC	May 2016	7
Daycare Expansion	Community Services	May 2016	21
Tennis Court Development	Operations & Facilities, Community Services	May 2016	22
Condo Initiative Review	CAO, RRFDC	June 2016	8
Downtown Parking	Planning & Development, FFCC, BIA	June 2016	9
Collective Agreement with CUPE and its Local 65	Human Resources, Senior Management	June 2016	37
Collective Agreement with Fort Frances Professional Fire Fighters Association	Human Resources, CAO, Fire Chief	June 2016	38
Rainy Lake Market Square	CAO, RRFDC, Chief Building Official	September 2016	10
Sports Tourism	Community Services, EDAC, FFCC	September 2016	11
Infrastructure Renewal	Operations & Facilities	September 2016	16
Health Care Services	Council, CAO, Stakeholder Groups	October 2016	17
'Boundless' Branding	All Divisions, EDAC, RRFDC	October 2016	39
Age Friendly Community	Community Services, Sister Kennedy Centre Board	November 2016	24
Kiwanis Sunny Cove Camp	Community Services, EDAC, SCAC	November 2016	25
Fire/Medic Model Partnerships	Fire Chief	February 2017	40



Description	Lead Responsibility	Target Date	Item Number
WiFi Expansion	IT Manager, EDAC	March 2017	12
Landfill Expansion	Operations & Facilities	March 2017	18
Alternative Voting Opportunities	Municipal Clerk	March 2017	41
Residential Development Review	Council, All Divisions	May 2017	13
Casino Development	RRFDC, First Nations Relations Advisory Committee	September 2017	14
Transportation Services	Community Services	October 2017	23
Active Transportation Plan	Community Services	November 2017	26
Enhancing Information Infrastructure	RRFDC, Fort Frances Network Services	February 2018	15
Green Space Plan	Operations & Facilities	March 2018	42
Sustainable Community Plan	Chief Building Official, Contracted Consultant	March 2018	43

Roy Avis

From: AMO Communications <communicate@amo.on.ca>
Sent: February-22-17 5:06 PM
To: Roy Avis
Subject: AMO Conference Early Bird Deadline is March 31, 2017. Register today!
Attachments: RegFormFINALA.pdf

AMO is heading to Ottawa, August 13-16, 2017 for the 2017 AMO AGM and Annual Conference. Will you be there?

The 2017 AMO Conference, *Main Street Meets Globalization*, promises to be yet another fantastic opportunity to connect with your municipal colleagues from across Ontario. With expert keynotes, 18 concurrent educational sessions, political leaders, over 130 industry exhibitors, and access to Provincial Ministers, the AMO Conference is your one-stop-shop for brushing up on current municipal issues and networking. To assist you with your planning, please see the program outline [here](#).

Conference registration looks a little different this year - the new package system allows delegates to self select the best participation package for them. Please review the attached registration form carefully to ensure you choose the correct package for your educational needs. Full details on the Conference, including travel deals, programming information and online registration can be found on our website at <http://www.amo.on.ca/Events/AMOCConference>

Don't miss out on early bird pricing - register before March 31, 2017 to take advantage.

DISCLAIMER: Any documents attached are final versions. AMO assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.

OPT-OUT: If you wish to opt-out of these email communications from AMO please [Click Here](#).



2017 CONFERENCE REGISTRATION

To register online go to amo.on.ca/Events/AMOCongress

To register via mail or fax, complete this form and send with payment to:

Association of Municipalities of Ontario:

200 University Avenue, Suite 801, Toronto, Ontario, M5H 3C6

P: (416) 971.9856 F: (416) 971.6191 Email: events@amo.on.ca

AMO Annual Conference

August 13 - 16, 2017

Ottawa, Ontario

Please review the below, prior to completing and submitting your registration form.

Conference Packages:

Package Type >	Delegate					Partner
Package Inclusion v	A	B	C			D
			Mon	Tues	Wed	
Scheduled Education Sessions						
• Sun. Aug. 13	X	X				
• Mon. Aug. 14	X	X	X			
• Tues. Aug. 15	X	X		X		
• Wed. Aug. 16	X	X			X	
Scheduled Networking Receptions						
• Sun. Aug. 13 Opening Reception (<i>Shaw Convention Centre</i>)	X	X				X
• Sun. Aug. 13 Welcome to Ottawa Reception (<i>location tbd</i>)	X	X				X
• Mon. Aug. 14 Exhibit Hall Closing Reception (<i>Shaw Convention Centre</i>)	X	X	X			X
An Evening at the Museum: Tues. Aug. 15 (<i>Canada Space and Aviation Museum</i>)	X					X
Insight Breakfasts						
• Tues. Aug. 15	X	X		X		
• Wed. Aug. 16	X	X				
Lunches						
• Mon. Aug. 14 Caucus Lunch*	X	X	X			
• Tues. Aug. 15 Sponsored Lunch	X	X		X		
Exhibit Hall Activities						
• Sun. Aug. 13 Trade Show	X	X				X
• Mon. Aug. 14 Trade Show	X	X	X			X

*Caucus Selection:

Caucus selection can be made by elected officials from AMO member municipalities, all other delegates will be provided a non-caucus lunch. Caucus selections and edits must be made prior to July 7th, 2017. Registrations received after July 7th, may result in delegates being placed into a lunch with available seating.

Cancellation Policy:

All cancellations must be submitted in writing via email to events@amo.on.ca. Cancellations received prior to 4:30 pm ET, July 7, 2017 will be eligible for a refund less \$95.00 (plus HST) administration fee. Cancellations made after 4:30 pm are non-refundable. An alternate attendee name may be substituted at any time.

Form Submission:

Submission of this registration form indicates you have read and understood the package information outlined on this page. By completing this registration form you are providing the Association of Municipalities of Ontario (AMO) with consent to send information on all activities related to current and future AMO AGM's and Annual Conferences. If you wish to no longer receive information from AMO on this program please contact events@amo.on.ca to unsubscribe.

2017 CONFERENCE REGISTRATION

To register online go to amo.on.ca/Events/AMOCongress

To register via mail or fax, complete this form and send with payment to:

Association of Municipalities of Ontario:

200 University Avenue, Suite 801, Toronto, Ontario, M5H 3C6

P: (416) 971.9856 F: (416) 971.6191 Email: events@amo.on.ca



AMO Annual Conference
August 13 - 16, 2017
Ottawa, Ontario

Contact Information: All information regarding the Conference will be sent to the contact information listed below.

First Name:	Last Name:
Title:	Organization:
Full Mailing Address:	
Phone:	E-mail:
Special Needs (e.g. accessibility, diet):	

Conference Package Selection

Early bird rates are in effect until March 31, 2017. Registrations received after 4:30 pm on March 31, 2017 will be charged the regular rate.
For full list of inclusion in each package please see page one of Conference Registration form.

	Early Bird		Regular Rate		Total
	Member	Non Member	Member	Non Member	
<input type="checkbox"/> Delegate Package A	\$ 735.00	\$ 940.00	\$805.00	\$1000.00	
<input type="checkbox"/> Delegate Package B	\$ 685.00	\$ 875.00	\$755.00	\$925.00	
<input type="checkbox"/> Delegate Package C					
<input type="checkbox"/> Monday	\$ 500.00	\$585.00	\$535.00	\$625.00	
<input type="checkbox"/> Tuesday					
<input type="checkbox"/> Wednesday					
<input type="checkbox"/> Partner Package D	\$ 95.00	\$105.00	\$95.00	\$105.00	

Please refer to page one of the registration form for package details. To assist AMO with menu and space planning, please indicate if you will attend the following events:
Yes No

<input type="checkbox"/>	<input type="checkbox"/>	Opening Reception on Sun. Aug. 13		
Caucus Lunch on Mon. Aug. 14				
Caucus selection can be made by elected officials from AMO member municipalities, all other delegates will be provided a non-caucus lunch. Please select your caucus:				
<input type="checkbox"/>	<input type="checkbox"/>	County	<input type="checkbox"/>	Large Urban
<input type="checkbox"/>	<input type="checkbox"/>	Northern	<input type="checkbox"/>	Regional & Single Tier
<input type="checkbox"/>	<input type="checkbox"/>	Rural	<input type="checkbox"/>	Small Urban
<input type="checkbox"/>	<input type="checkbox"/>	Power Down Reception on Mon. Aug. 14		
<input type="checkbox"/>	<input type="checkbox"/>	8 am Insight Breakfast on Tues. Aug. 15		
<input type="checkbox"/>	<input type="checkbox"/>	Sponsored Lunch on Tues. Aug. 15		
<input type="checkbox"/>	<input type="checkbox"/>	Canada Aviation and Space Museum Reception on Tues. Aug. 15		
<input type="checkbox"/>	<input type="checkbox"/>	8 am Insight Breakfast on Wed. Aug. 16		

Subtotal	\$	0
13% HST	\$	0.00
Total to be Remitted	\$	0.00

Payment

Please check method of payment:

☐ MasterCard ☐ Visa ☐ Cheque payable to Association of Municipalities of Ontario

Card Number:

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Name on Card:

Signature:

For AMO use
HST #106732944

Date Received:

Notes:

Submit Form Via E-Mail

2017 NOMA Annual Meeting & Conference DRAFT AGENDA (As of March 2017)

Wednesday, April 26, 2017

Location: Victoria Inn, Thunder Bay

11:30 am to 5:00 pm - An Afternoon Learning About Sister Cities

11:30 am ***Registration & Buffet Lunch***

12:15 pm ***Welcome – Mayor David Canfield***

Greetings from the City of Thunder Bay – Mayor Keith Hobbs

12:30 pm ***The Thunder Bay Sister Cities Experience***

Sharing the Thunder Bay Sister Cities experience of over 40 years. Hear about the cultural, athletic, academic and economic exchanges that have crossed borders and oceans to build lasting relationships.

1:15 pm ***Economic Benefits of Sister Cities Relationships- PANEL***

Panel discussion on how a Sister City relationship can bring direct economic benefits to your community.

2:00 pm ***Making Lasting Connections in the Sister Cities Program***

This presentation will focus on how the exchange has changed the lives of those from Duluth and our friends from our Sister Cities. Neil will speak of his own experience and will show a short video, which was produced in Duluth, showing the impact on local participants. Many of these friendships have become "life-long" friendships and even several marriages between Duluthans and Sister City participants.

3:00 pm ***Health Break***

3:30 pm ***Questions & Answers***

4:00 pm ***How to Establish a Sister Cities Relationship***

Evening – April 26, 2017

6:00 pm to 8:00 pm Come and Go Reception

Another opportunity to register and visit the trade booth exhibitors located in the Embassy Ballroom

Thursday, April 27, 2017

Location: Victoria Inn, Regency Ballroom

7:30 am to 4:30 pm Registration & Expo

7:45 am ***Buffet Breakfast***

8:30 am *Greetings from Provincial Elected Officials*

9:00am **Address from the Association of the Municipalities of Ontario**
Lynn Dollin, President

9:15 am **AMO Update**
Monika Turner, Director of Policy, AMO

10:00 am **Health Break**

10:15 am **Tentative – Resolute Forest Products/OFIA**
Roger Barber, Resolute Forest Products & Jamie Lim, OFIA

11:00 am **Tentative – Lakehead University**

11:45 am *As it is an election year for NOMA President and Executive Vice President,
Opportunity for Candidates to Speak to Voters – if required*

12:00 pm ***Lunch Buffet***

- 1:00 pm **Forging Relationships - Keynote Address**
Bernd Christmas, Chief Executive Officer, Gitpo STORMS
- 2:00 pm **How cross-cultural relationship building empowers economic development in the north**
Northern Policy Institute
- 2:45 pm **Tentative – Update from MPAC**
Carla Nell, Vice President
- 3:30 pm *Health Break*
- 3:45 pm **NOMA Annual General Meeting**
Kensington Room
1. Call to Order
 2. Approval of minutes of 70th Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2017
 7. Approval of 2017 Operating Estimates
 8. Approval to receive Committee & District Associations Reports
- Adjournment
- 5:30 pm **Symposium and Cash Bar**
 Embassy Ballroom
- 6:00 pm **Dinner**
- 7:15 pm **Presentation to Outgoing President**
- 7:30 pm **Entertainment**

Friday, April 28, 2017

Location: Victoria Inn, Thunder Bay

- | | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8:30 am to
12:00 pm | Registration |
| 8:00 am | <i>Breakfast Buffet – Victoria Inn</i> |
| 8:45 am | Truth and Reconciliation in Sioux Lookout
<i>Chief Bull and Ann Mitchell</i> |
| 9:30 am | Programming and Economic Opportunities
<i>Lakehead University</i> |
| 10:15 am | Health Break |
| 10:30 am | Working with Northern Gateways & Communities
<i>Pat Forrest, Initiatives Coordinator, Tourism Northern Ontario</i>
<i>Karen Peacock, Tourism Excellence North Coordinator</i> |
| 11:15 am | Independent Electricity System Operator (IESO) Planning Update
Joe Toneguzzo, Director, Transmission Integration |
| 11:45 am | Messages from Federal Government |
| 12:15 pm | <i>Buffet Lunch</i> |
| 1:00 pm | Minister's Forum
Bear Pit Session
Confirmed – Minister Bill Mauro, Ministry of Municipal Affairs
Minister Glen Thibeault, Ministry of Energy
Minister Bob Chiarelli, Ministry of Infrastructure |
| 2:15 pm | Attendance Draws & Adjournment |

Invited:

Premier Kathleen Wynne
Mr. Patrick Brown, Leader of the Official Opposition
Ms. Andrea Horwath, Leader of the Ontario NDP
Ms. Sarah Campbell, MPP Kenora – Rainy River
Mr. Bob Nault, MP Kenora
Mr. Don Rusnak, MP Thunder Bay – Rainy River
Minister Patty Hajdu Thunder Bay – Superior North
Provincial Ministers



Annual General Meeting

April 26, 27 & 28, 2017

Victoria Inn, Thunder Bay, ON

Agenda at a Glance

Wednesday, April 26:

12:00 pm – 4:00 pm

6:00 pm - 8:00 pm

Sister City Forum

Welcome Reception & Exhibits

Thursday, April 27:

8:00 am - 4:30 pm

5:30 pm - 10:00 pm

Presentations & Exhibits Banquet & Entertainment

Friday, April 28:

8:00 am - 2:00 pm

AGM, Presentations & Ministers' Forum

Accommodation, sponsor and exhibitor information available at:
www.noma.on.ca

REGISTRATION FORM	FEE SCHEDULE
Contact Name:	Full Conference Member/Ministry: \$325 <input type="checkbox"/> Non-member: \$450 <input type="checkbox"/> (includes all meals: Wednesday lunch, reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)
Municipality/Ministry/Company:	
Address:	
City/Province/Postal Code:	
Phone:	Sponsor \$ <input type="checkbox"/> Exhibit booth \$500 <input type="checkbox"/> (See exhibitor package for more information)
Email:	Requirements: Power <input type="checkbox"/> Yes <input type="checkbox"/> No Indicate special requirements on signed waiver.
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)	Add'l Exhibit Staff \$250 <input type="checkbox"/>
	Thursday Dinner Only <input type="checkbox"/> Member/Ministry: \$75
	Total Fee \$

CREDIT CARD INFORMATION NOMA Accepts Visa and Mastercard

CARD NUMBER

EXPIRY DATE

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Please advise of any dietary restrictions to Kristen Oliver, Executive Director, admin@noma.on.ca or by phone at (807) 683-6662.



Representing the Districts of Kenora, Rainy River and Thunder Bay

P.O. Box 10308, Thunder Bay, ON P7B 6T8
www.noma.on.ca

p. 807.683.6662 e. admin@noma.on.ca

Memorandum

To: Mayors, Reeves, and Members of Council

From: Kristen Oliver, Executive Director

Date: February 16, 2017

Subject: First Call for Nominations for Offices of President & Executive Vice President

The offices of President and Executive Vice President are subject to election during the 2017 Conference and Annual General Meeting to be held April 26, 27 & 28 in Thunder Bay, ON.

This is the first call for nominations. Those elected will hold office for a term of two (2) years commencing April 28, 2017. Nominees must be elected members of council.

Any elected member in good standing may nominate a person or persons for these positions by notifying the Executive Director of the nomination in writing. A letter of consent from the nominee must accompany the nomination and be filed with the Executive Director.

There will be three calls for nominations via email. Nominations will be accepted until 9am on Thursday, April 20, 2017. Nominations will be posted on the NOMA website as they are received.

If more than one nomination is received for these offices, an election will be held on Thursday, April 27 from 12:00 noon to 2:00pm. Nominees will be provided an opportunity to address the delegates prior to the election.

The Executive Director will prepare a list of electors and according to Section 13 of the Constitution each member municipality will be allowed six voting delegates. If more than six delegates are attending, the municipality shall provide the Executive Director a list of those persons that will be their voting delegates. Votes shall be cast in person – there are no provisions for proxy voting.

A full job description for the position of President is available on the NOMA website (under Organization Policies). The Executive Vice President is required to attend AMO Board meetings bi-monthly in Toronto and shall be prepared to fill-in as the President requires.

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:2017/02/01 - 2017/02/28

Municipality	Fort Frances						
Permit							
RollNo	Applicant	Contractors	Property Address	Work Description	Units / Area	Value	
2017008		Daryl Eydolson	881 SIXTH ST W	Making a shed for storage using C-Cans and Engineering a roof over.		\$15,000.00	
59-12-010-004-12336-0000	Fort Frances		Legal Description: PLAN 48M357 PT LOTS 32 & 33;PLAN 48R3623 PTS 1 & 2 PCL:32-3	Stat's Canada Codes Building: 450 Work: 03	185 1		
2017009			513 FIRST STE	Demolish 2024 Garage		\$2,000.00	
59-12-020-002-12000-0000			Legal Description: PLAN M73 BLK 3 LOT 4 TO 5;PCL:7973	Stat's Canada Codes Building: 450 Work: 16	108		
2017007	832 Huffman Court	JOHN DEGAGNE (807) 275 7851	832 HUFFMAN CRT	Complete new build of single family dwelling on existing crawl space foundation		\$0.00	
59-12-030-007-22426-0000	Fort Frances	On	Legal Description: PLAN 48M382 LOT 14	Stat's Canada Codes Building: 110 Work: 01	114		
Sum	Summary (3 detail records)					2	\$17,000.00
Grand Total	Summary (3 detail records)					2	\$17,000.00

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(January 2017)

STAFFING:

See Operations Statistics (January) 2017 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (January) 2017 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: One (1)
- In front of 410 Mosher Ave.

Hydrant Repairs:

- Number of hydrant repairs: Four (4)
- Scott St. - 300 blk. (HYD168), Nelson St. at Armit Ave. (HYD202), in front of 538 Church St. (HYD228) and
- in front of 327 Fourth St. (HYD104)

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: One (1)
- 934 Kaitlyn Dr.

Main Valve Replacements:

- Number of main valve replacements: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Five (5)
- 749 Thompson St., 986 King's Hwy., 641 Second St. E., 245 Fifth St. E. and 533 Scott St.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: One (1)
- 922 Scott St.

Backflow Prevention - Testing:

- Number of backflow preventers tested: Four (4)
- 851 McIrvine Rd., 200 McIrvine Rd., 922 Scott St. and 1150 Portage Ave. N.

Other Information:

- Replaced damaged fire hydrant markers
- January 3, 2017 - Private Work - replaced damaged breakaway flange of the fire hydrant - 1250 King's Hwy. (Walmart)
- January 17 - 19, 2017 - G. Wiedenheoft, T. George and J. Bruyere attended a course on "Motors and Pumps". Course held on Couchiching F.N. and put on by the Keewaytinook Centre, Dryden.
- January 23 - 27, 2017 - J. Bruyere attended a course Water Distribution - Class 1 held at the Keewaytinook Centre of Excellence in Dryden.

WATER TREATMENT PLANT:

- January 2017 - In receipt of the Water Treatment Plant Monthly Report.
- G. Wiedenheoft at plant to assist with maintenance and obtain some training.
- January 12 - 13, 2017 - Ministry of the Environment inspection (Focused Inspection).
- January 17 - 19, 2017 - R. White and P. Lemesurier attended a course on "Motors and Pumps". Course held on Couchiching F.N. and put on by the Keewaytinook Centre, Dryden.

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: One (1)
- Crowe Ave. at Second St. E.

Sewer Service Breaks:

- Number of sewer service repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Televised the sanitary sewer service for the Owners at these locations: 902 Fourth St. E., 607 Portage Ave., and 710 Wright Ave.
- Cleaned Seven (7) plugged sewer services at the following locations:
 - 847 Fourth St. E., 901 Christie Ave. N., 424 King's Hwy., 1121 Second St. E. (2), 1375 Colonization Rd. W. and 1013 Second St. E.
- January 24, 2017 - Flushed/cleaned the sanitary sewer main on Jourdain Cresc. for Couchiching FN

WASTE-WATER TREATMENT FACILITY:

- January, 2017 - Received the Wastewater Treatment Facility Monthly Report.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 12 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 137,740 kgs (137.74 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 304,180 kgs (304.18 tonnes)
- January 24, 2017 - Weigh-Tronix from Winnipeg calibrated weigh scales.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 6 complaints
- Amount of recycled waste diverted from the landfill:
 - Emterra - No data

Prepared By: _____

Environmental & Facilities Superintendent

Date: _____



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

February 10, 2017

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
January 2017 Monthly Report**

As per the operating agreement, the attached document is the January 2017 monthly report for the Fort Frances Wastewater Treatment Facility.

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

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

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', is positioned above the typed name of the sender.

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
January 2017 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 January 2017; 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 operates under *Environmental Compliance Approval Number 6786-A44PWG*. The ECA 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.

JANUARY 2017 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	11.3 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	3.2 mg/L	25 mg/L	15 mg/L	18.1 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.11 mg/L	1.0 mg/L	0.9 mg/L	0.6 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	8.83 mg/L 7.29 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		3.6 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.5 to 7.8; average pH was 7.7		
Temperature degrees C				Temperatures ranged from 9.0 to 10.5 C; average temperature of effluent was 9.9 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for January was 5636.9 m³/day. This represents 63% of the design average flow. Total treated flow for the month was 174745 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 Environmental Compliance Approval.

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1110 +/- @ 8.0% +3x205 L @ 12%	Litres
Alum	18.0 +/- @ 55 %	Cubic meters
Polymer	2x 205 L drums	Litres

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Weekly inspection spiral screen access hatch, removed wrapped debris as required
- Replaced shear pin clarifier 2 longitudinal collector x 2
- Repaired/replaced a section of alum line and a valve
- Hot water flushed alum line
- Installed new parts on snow plow
- Installed new influent sampler
- Greased flocculator shaft seal
- Repaired spiral screen drain line
- Exercised portable gensets
- Filled holes above CP-2 cabinet
- Replaced belt air handler ASU-0
- Trouble with newly rebuilt blower 4, sent back to Dingwells

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Ordered a new starter for pump 1 at Boundary Road lift station
- Cycled power and reset fault at the Church St lift station

OPERATIONAL ISSUES

A communications problem between the Fournier panel and the Delta V equipment in CP-2 occurred and was remedied.

SLUDGE SUMMARY

Asselin Storage and Transportation Limited hauled a total of 85.3 m³ (11 bins) of thickened digested sludge to the Town of Fort Frances landfill site.

COMPLAINTS

There were no complaints during the report period.

BYPASS REPORT(S)

There were no bypass events during the report period.

COMMENTS

Plant power consumption for the month was 687 (x 180 multiplier) kWh.
 Screen and Dewatering Upgrades at the FFWWTP have been under way since May 30, 2016.
 A communications problem between the Fournier panel and the Delta V equipment in CP-2 occurred and was remedied.
 Dan Veneruzzo from our polymer supplier was on site for polymer jar testing on our digested sludge.

REPORTS

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

Month	Sewage Flows Year 2016					Usage	Sludge	Removal Efficiency		
	Avg. Day Flow m3	Max Day Flow m3	Total Treated Volume ML	Total ByPass Volume ML	Total Volume ML					
								% Plant Capacity	Volume Hauled M3	CBOD5 0.976190476 Suspended Solids 0.976878613 Total Phosphorus 0.952380952
January	5636.9	6162	174745		174745	63%	85.3			
February						0%				
March						0%				
April						0%				
May						0%				
June						0%				
July						0%				
August						0%				
September						0%				
October						0%				
November						0%				
December						0%				
Sum				0	174745		85.3			
Average	5637		174745		174745	63%	85.3			
Max		6162	174745		174745					
C of A	9000	18000								

	CBOD5			Suspended Solids			Total Phosphorus			Nitrogen			E. Coli
	Avg. Raw BOD (mg/L)	Avg. Eff. CBOD (mg/L)	Avg. Load CBOD (kg/day)	Avg. Raw S.S (mg/L)	Avg. Eff. S.S (mg/L)	Avg. Load S.S (kg/day)	Avg. Raw T.P (mg/L)	Avg. Eff. T.P (mg/L)	Avg. Load T.P (kg/day)	Avg. Raw TKN (mg/L)	Avg. Eff. Total N (mg/L)	Geo Mean Counts /100ml	
January	84.0	2.0	11.3	138.4	3.2	18.1	2.31	0.11	0.63	17.5	8.8	3.6	
February													
March													
April													
May													
June													
July													
August													
September													
October													
November													
December													
Sum													
Average	84.0	2.0	11.3	138.4	3.2	18.1	2.3	0.11	0.63	17.5	8.8	3.6	
Max	84	2	11.3	138.4	3.2	18.1	2.3	0.11	0.63	17.5	8.8	3.6	
C of A		25	225		25	225		0.9	8.1	200	6.0	200	

2017 - tonnage at Landfill Site - updated March 3, 2017

MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2016	Average last 10 years	2017	Total Fees	Average last 10 years	Total Fees	2017-2016 Tonnes	2017-2016 Fees
								Total Tonne	Total Tonne	Total Tonne		Fees 2007 to 2016			
JAN	137.74	30.55	304.18	67.47	8.93	1.98	0.00	369.18	360.75	450.85	\$20,490.00	\$17,849.10	\$26,266.82	81.67	\$5,776.82
FEB		#DIV/0!		#DIV/0!		#DIV/0!		314.92	306.73	0.00	\$17,474.70	\$15,355.62		-314.92	-\$17,474.70
MAR		#DIV/0!		#DIV/0!		#DIV/0!		395.39	411.69	0.00	\$23,164.20	\$21,321.44		-395.39	-\$23,164.20
APRIL		#DIV/0!		#DIV/0!		#DIV/0!		573.09	574.04	0.00	\$34,152.50	\$30,505.60		-573.09	-\$34,152.50
MAY		#DIV/0!		#DIV/0!		#DIV/0!		641.69	719.34	0.00	\$34,655.80	\$36,978.61		-641.69	-\$34,655.80
JUNE		#DIV/0!		#DIV/0!		#DIV/0!		1,246.89	846.85	0.00	\$37,412.30	\$38,270.35		-1,246.89	-\$37,412.30
JULY		#DIV/0!		#DIV/0!		#DIV/0!		618.23	673.76	0.00	\$37,556.30	\$37,267.74		-618.23	-\$37,556.30
AUG		#DIV/0!		#DIV/0!		#DIV/0!		897.44	657.07	0.00	\$43,194.40	\$34,723.56		-897.44	-\$43,194.40
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		695.10	651.51	0.00	\$42,510.30	\$34,879.94		-695.10	-\$42,510.30
OCT		#DIV/0!		#DIV/0!		#DIV/0!		686.35	803.03	0.00	\$36,305.40	\$40,187.03		-686.35	-\$36,305.40
NOV		#DIV/0!		#DIV/0!		#DIV/0!		615.60	569.91	0.00	\$37,603.60	\$29,432.34		-615.60	-\$37,603.60
DEC		#DIV/0!		#DIV/0!		#DIV/0!		587.46	416.38	0.00	\$21,415.30	\$21,716.47		-587.46	-\$21,415.30
Average per monthly	137.74	#DIV/0!	304.18	#DIV/0!	8.93	#DIV/0!	0.00	636.78	582.59	37.57	\$32,161.23	\$29,873.98	\$26,266.82	-1,201.73	-141,082.68
Total	137.74		304.18		8.93		0.00	7641.34	6991.06	450.85	\$385,934.80	\$358,487.81	\$26,266.82	-7190.49	-\$359,667.98
Town of Fort Frances Tonnage											\$385,934.80	Actual	\$26,266.82		
	441.92										\$384,888.00	Budget	\$384,888.00		
								Includes 603.005t associated with the Fight the Blight Campaign							
Total Tonnage	450.85										\$385,934.80	Forecasted	\$315,201.84		
Residential Tonnage	137.74	30.55%													
ICI Tonnage	304.18	67.47%													

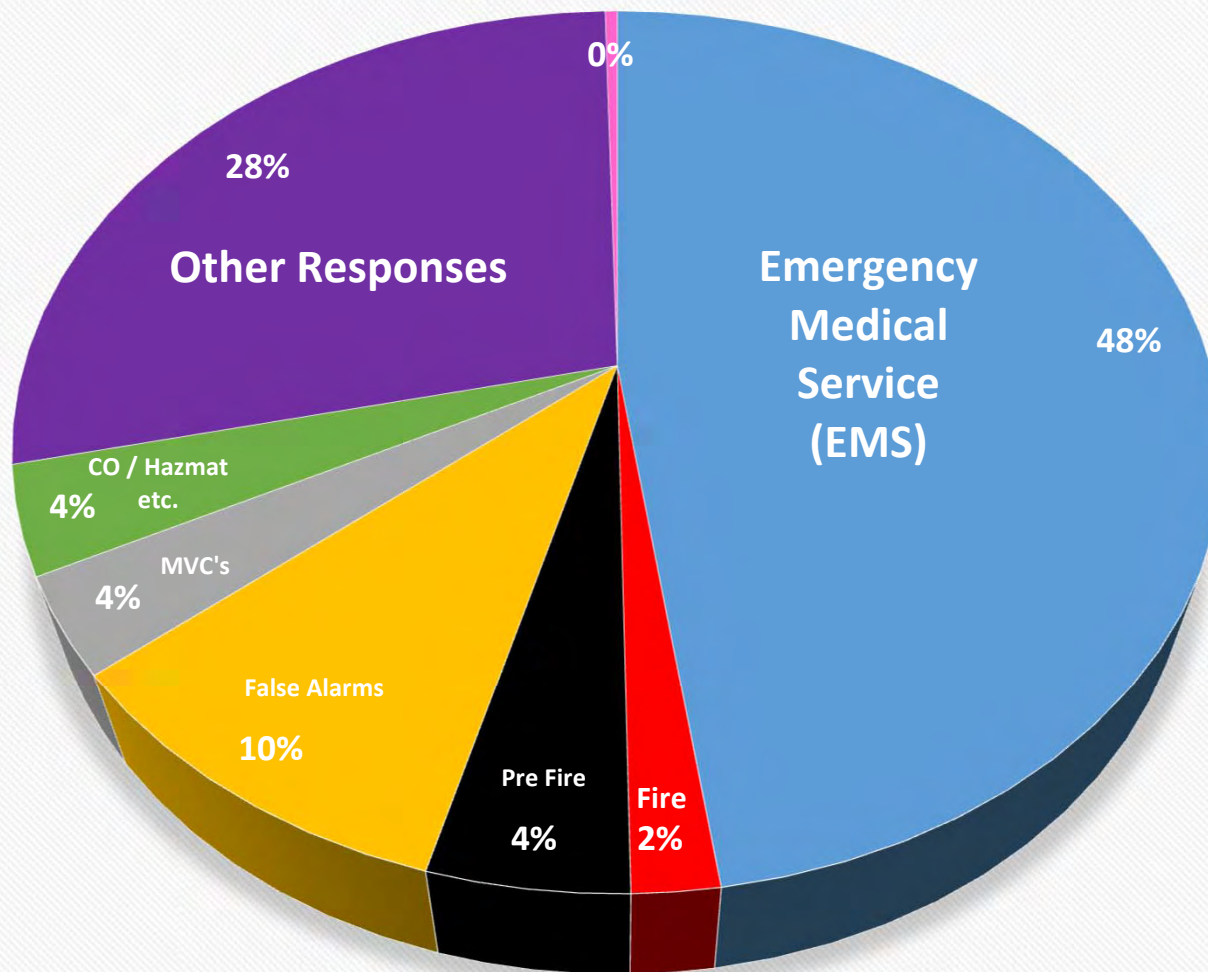
Aircraft Landings 2017
As of March 1, 2017 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017-2016
January	76	70	76	308	261	256	0	1	6	2	3	6	42	30	43	4	3	4	48	36	42	172	143	177	29
February	80	69	67	334	233	241	1	1	2	1	1	7	32	35	36	0	1	3	39	49	40	153	156	155	-3
March		69	78		199	341			5		17	30		34	36		3	5		55	38	0	178	192	-178
1/4 Total	156	208	221	642	693	838	1	2	13	3	21	43	74	99	115	4	7	12	87	140	120	325	477	524	-152
April		81	81		288	330		7	1		8	23		47	41		3	2		40	53	0	186	201	-186
May		88	82		309	365		4	1		9	28		37	37		32	34		59	77	0	229	259	-229
June		76	80		273	322		0	11		30	36		38	31		77	74		52	96	0	273	328	-273
1/2 Total	156	453	464	642	1563	1855	1	13	26	3	68	130	74	221	224	4	119	122	87	291	346	325	1165	1312	-840
July		72	81		221	297		2	8		48	40		51	35		66	83		47	77	0	286	324	-286
August		84	79		256	297		6	4		42	39		66	31		71	73		53	87	0	322	313	-322
September		78	76		277	328		1	0		15	17		40	36		45	44		51	76	0	230	249	-230
3/4 Total	156	687	700	642	2317	2777	1	22	38	3	173	226	74	378	326	4	301	322	87	442	586	325	2003	2198	-1678
October		85	83		357	309		2	4		10	20		41	47		18	9		47	51	0	203	214	-203
November		72	68		328	260		3	0		20	9		28	30		7	1		38	38	0	168	146	-168
December		64	68		231	200		0	0		0	4		29	31		0	2		29	34	0	122	139	-122
Total	156	908	919	642	3233	3546	1	27	42	3	203	259	74	476	434	4	326	334	87	556	709	325	2496	2697	-2171

Fort Frances Airport- Page 2/2 - Fuel Sales - As of March 1, 2017																				
Fuel Sales Recap - 2017									2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	9 year	Variance 2016-2015
	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	per	Average	per month
Month	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	month	2015 to 2007	month
January	8,175	8,175	17,500	17,500	0	0	25,675	25,675	7,528	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,002	18,147
February	8,377	16,552	4,126	21,626	0	0	12,503	38,178	11,904	11,231	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,316	599
March		16,552		21,626		0	0	38,178	13,255	17,795	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,235	-13,255
April		16,552		21,626		0	0	38,178	8,592	13,219	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	13,505	-8,592
May		16,552		21,626		0	0	38,178	24,681	16,161	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	26,824	-24,681
June		16,552		21,626		0	0	38,178	26,015	45,698	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	28,416	-26,015
July		16,552		21,626		0	0	38,178	29,002	28,150	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,566	-29,002
August		16,552		21,626		0	0	38,178	21,119	36,638	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	28,566	-21,119
September		16,552		21,626		0	0	38,178	21,325	24,238	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	22,730	-21,325
October		16,552		21,626		0	0	38,178	30,655	8,216	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	18,358	-30,655
November		16,552		21,626		0	0	38,178	22,349	11,616	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	12,582	-22,349
December		16,552		21,626		0	0	38,178	13,797	7,592	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	8,484	-13,797
Total	16,552		21,626		0		38,178		230,222	229,246	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	224,583	-192,044
							Jan to June		91,975	112,796	103,274	71,079	80,178	72,192	110,260	95,840	167,243	164,637	106,298	27,782

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

Categories of 2016 Emergency Response Calls



■ EMS
 ■ Fires
 ■ Pre/Fire
 ■ False Alarms
 ■ MVC's
 ■ CO HazMat etc.
 ■ Other Responses
 ■ Elevator Rescue

Fort Frances Fire & Rescue Service 2016 Annual Report

Emergency Response Calls

EMS	Fires	Pre/Fire	False Alarms	MVC's	CO HazMat etc.	Other Responses	Elevator Rescue	Total
244	10	23	50	18	20	144	2	511

The Fort Frances Fire & Rescue Service Responded to **511 Emergency Calls** for service during 2016. Emergency Medicals Service (EMS) Response Calls accounted for **48% of all our calls**. Out of **244 EMS** call throughout 2016, our members respond to "LEVEL ZERO CALLS". These are calls where our Team Members were on scene in advance of the Paramedic Service, due to the fact they were available at time of the call.

Fire Response Calls: There was a total of 10 (Ten) fire related calls, which accounted for an estimated loss of \$241,000.

Pre-Fire / No Fire Calls: There was a total of 23 (Twenty Three) Pre-Fire / No Fire Calls, 15 (Fifteen) of which were cooking related; no fires actually resulted. However, these Pre-Fire conditions were caught early on before a fire could occur.

Motor Vehicles Crashes (MVC's) Response Calls: There was a total of 18 (Eighteen) MVC Response Calls. Our team responded to MVC's, which resulted in **serious injuries** and **fatalities**.

Carbon Monoxide (CO) & Hazardous Materials (HazMat) Response Calls: There was 20 (Twenty) CO and HazMat calls, which involved actual CO incidents, fuel spills, downed powerlines, as well as Natural Gas leaks.


False Alarm Calls: There was a total of 50 (Fifty) False Alarm Calls, 36 (Thirty Six) were False Fire Alarms, and 14 (Fourteen) were False Carbon Monoxide (CO) Alarm calls.

Assistance To Other Agencies: There were 144 other responses, which consisted of assisting other Agencies, the OPP, Public Service, and other types of responses such as people being stuck between equipment, and/or trapped in their seatbelt etc.

Fire Prevention Inspections: There were **85 Fire Prevention Inspections** completed in 2016, which also consisted of re-inspections and follow-ups. With regards to Vulnerable Occupancies, we have maintained the legislative frequency schedule for fire prevention inspections.

However, a **Technical Bulletin from Fire Underwriters Survey (A Service to Insurers and Municipalities)** states the **Fire Underwriters Survey Recommended Frequency of Fire Prevention Inspections for all occupancies**. Because of our current Full Time staffing level; current schedule; and lack of training ... we do not come close to meeting the recommended Inspection Frequency. As well, the last **Fire Underwriters Survey** was completed in **1987**. With respect our fire apparatus meeting the criteria for full credit in scoring: Our 11-2 (2008) Pumper Truck will receive **full credit** this survey; our 11-1 (1996) Pumper Truck will receive between **10%-20% reduction in credit** this survey because of its age; it is classified as a **2nd Line Duty Apparatus**; our 11-3 (1988) Aerial Ladder Truck will receive a minimum of a **90% reduction in credit** this survey ... it could be more; it is classified as a **Reserve Apparatus**. It's as if we **DO NOT** have an Aerial Ladder Truck. Our town's Aerial Ladder Truck will be **30-years old** next year and needs to be replaced; I will be putting forth a Capital Priority Budget in this year for 2018.

In **1987**, we had 12 (Twelve) Full Time Staff, which in turn allowed for more **Fire Prevention Inspections** from that time forward until resources were eliminated down to our present staffing level of 6 (Six) Full Time Staff; this will be a factor in the **Fire Underwriters Survey Grading**.

 FORTFRANCES <small>BOUNDLESS</small> Fire & Rescue Service Jan. 2017 Report	Total Hours: Incidents & Training;	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:	Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide & Hazmat Calls:	High Angle Rescue / CS Calls:	Mutual Aid Calls:	Critical Incident Stress Debriefs:
Number of Events	35	2	0	7	0	37	3	\$21,000	3	5	0	4	0	0	0

Highlights from: Tyler Moffitt - Fire Chief/CEMC

»**CALLS FOR EMERGENCY SERVICE:** THE FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO **52 EMERGENCY CALLS FOR SERVICE** DURING JANUARY 2017.

»**Total Hours:** A total of 35 **Hours** were spent on responding to emergency incidents, in addition to two (2- hour Fire Practices).

»**Time of Day:** During this month **59%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **41%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

»**Public Fire Safety Education:** The local Air Cadets visited the Fire Hall for an over view of the Fire & Rescue Service, as well an overview of our Public Fire Safety Education.

»**Public Events:** No events during the month of January.

»**Fire Prevention Inspections:** There was a total of 7 (Seven) Re-Fire Inspections. Please be aware, after a fire prevention inspection ... there are many times where fire orders are given, which require follow-up of our personnel. For this month, all the Fire Prevention Inspections were follow-ups, involving post inspection completion.

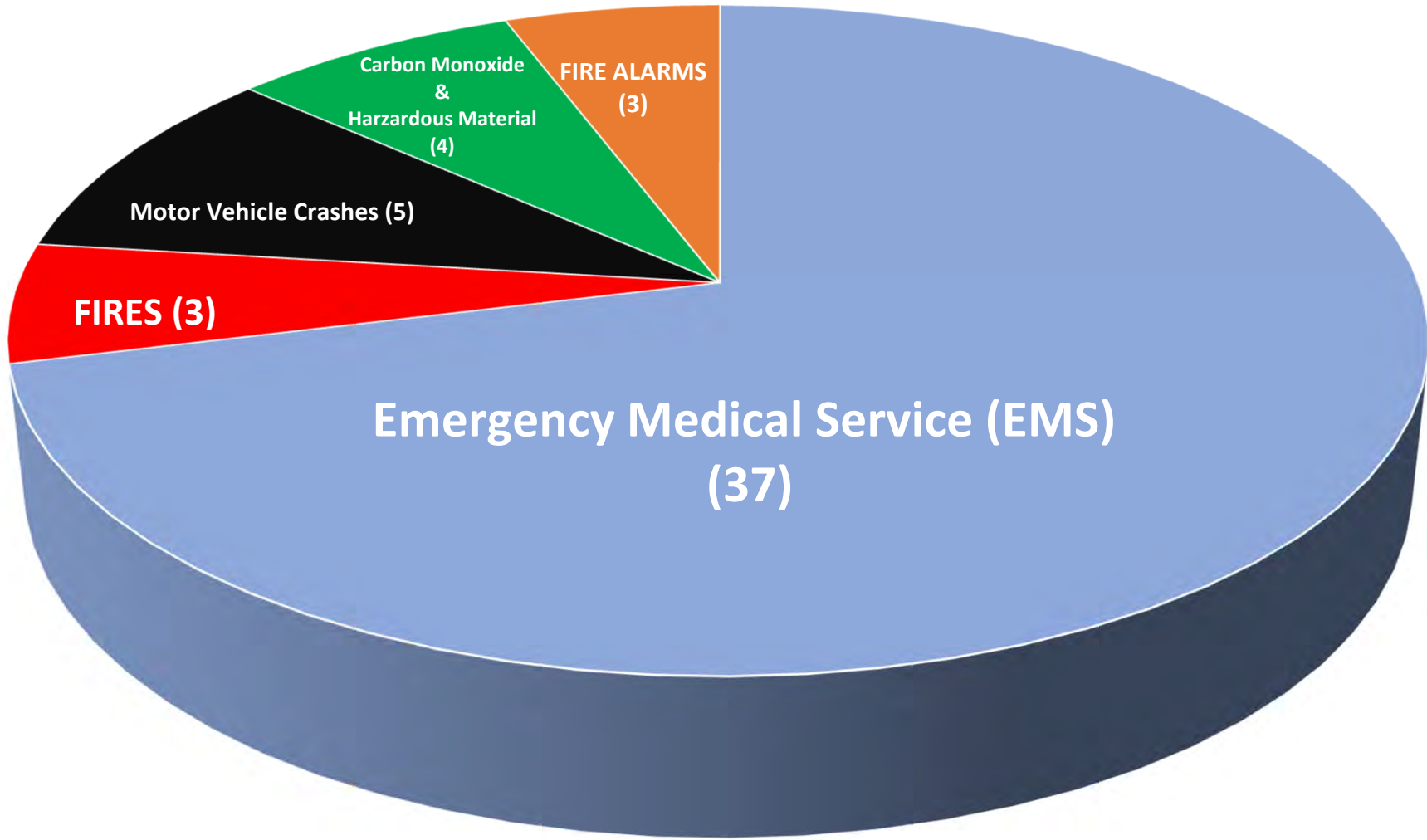
»**Emergency Medicals Service (EMS) Response Calls:** Emergency Medical Service (EMS) requests, accounted for **71%** of our calls. Note: **5 (FIVE) of our EMS calls** were "**LEVEL ZERO CALLS**" ... known as "**FIRST RESPONSE CALLS**." These are calls where our Fire & Rescue Service were on scene in advance of the Paramedic Service, because they were unavailable at the time of the call. On two of our "LEVEL ZERO CALLS" our Fire & Rescue personnel waited over 30 minutes on January 10th for paramedics to arrive, and close to 40 minutes on January 15th. As well, there were times this month where our On Duty Firefighter responded to "**VITAL SIGNS ABSENT CALLS**." **These are known as "VSA Calls."**

»**Fire Response Calls:** There was a total of 3 (Three) Fire related calls this month. Two of the fires were vehicle fires, and the other fire related close call was plastic melting on the element of a dish washer heater.

»**Motor Vehicle Crashes (MVC's) Response Calls:** There was a total of 5 (Five) MVC Response Calls this month, with two of the MVC's being of a serious nature. On January 12th our Fire & Rescue Team responded to Watten Township on Highway 11 near Reef Point Road for a two vehicle MVC. Our team assisted paramedic's in removing patients from a vehicle. On January 31st, the on duty Fire Chief and two full time fighters responded directly from our fire hall to a Two Vehicle MVC on Kings Highway near the cemetery. As well, we had requested a page for a Division Call, which consisted of all full time fire fighter's and half of the volunteer firefighter's. On duty full time fire fighters Gavin Payne and Wayne Riches utilized our eDRAULIC's JAWS-OF-LIFE to remove a drivers side door of a pickup truck, due to the driver (patient) being trapped. Our team then assisted the paramedics with the safe removal of the patient.

»**Carbon Monoxide (CO) & Hazardous Material (Hazmat) Response Calls:** There was 3 (Three) CO Calls this month; two were false alarms and another was an actual **Carbon Monoxide (CO) Response Emergency**. As well, there was an actual **Natural Gas Leak**, which our Team Members responded to.

JANUARY 2017: TOTAL EMERGENCY CALLS FOR SERVICE



■ EMS ■ FIRES ■ Motor Vehicle Crashes ■ Carbon Monoxide / Hazardous Material ■ FIRE ALARMS

JANUARY 2017 INCIDENT STATISTICS

INCIDENTS	TOTAL
EMS	37
FIRES	3
Motor Vehicle Crashes	5
Carbon Monoxide / Hazardous Material	4
FIRE ALARMS	3