

TOWN OF FORT FRANCES

AGENDA - May 8, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 092) 5:30 PM

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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 Personal Matters about an Identifiable Individual, including Municipal or Local Board employees: Taxi License Application
 - 4.2 Personal Matters about an Identifiable Individual, including Municipal or Local Board employees: Job Evaluation - Deputy Clerk
 - 4.3 Personal Matters about an Identifiable Individual, including Municipal or Local Board employees: Job Evaluation - Transportation Superintendent
 - 4.4 A proposed or pending acquisition or disposition of land by the municipality or local board: Front Street Property
- will be referred to Planning & Development Executive Committee for consideration.
 - 4.5 Litigation or Potential Litigation, including matters before administrative tribunals, affecting the municipality or local board: Consultation Matter
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Avis - Verbal Update
Councillor Albanese - Verbal Update
Councillor Brunetta - Verbal Update
Councillor Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 2017 Capping Parameters for Capped Properties

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	- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the 2017 capping parameters as outlined in the report and further that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward to the May 23, 2017 Council Meeting.	
7.2	Tour de Fort Sponsorship Request	9 - 10
	- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a Tour de Fort Sponsorship at the silver level in the amount of \$500.00 for 2017.	
7.3	Request for Reconsideration Minutes of Settlement (527 Third Street West)	11 - 14
	- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Minutes of Settlement for property located at 527 Third Street West in Fort Frances for the 2016 taxation year.	
7.4	BIA 2017 Budget & Tax Rates	15 - 18
	- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the 2017 BIA Budget and authorize that a by-law setting the 2017 BIA tax rates, levy and collection be brought forth to the May 23, 2017 Council Meeting.	
7.5	D. Brown, CAO - NOMA Conference Per Diem and Travel Expense	19 - 28
	- 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 \$180.05 as submitted by D. Brown, CAO for his attendance at the Northern Ontario Municipal Association conference held in Thunder Bay on April 25-28, 2017.	
7.6	Award of Tender 17-OF-05 Rainy Lake Square	29 - 41
	- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee as outlined in the report and further that necessary by-laws be prepared and executed by the Mayor and Clerk.	
7.7	March 2017 Drinking Water Systems Monthly Summary Report	42 - 47
	- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the March 2017 report prior to it being made available to the general public.	

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7.8 Award of RFP 17-OF-06 - 5 Year Maintenance Agreement for Municipal Property	48 - 50
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award the agreement for Municipal Airport property and 1003 Frog Creek Road to H. Kelly and further that an agreement be drafted to reflect the terms of the RFP and executed along with authorizing by-law by the Mayor and Clerk.	
7.9 Museum Northern Ontario Internship Program Application	51 - 52
- approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the Museum's application to the Northern Ontario Internship Program (NOIP) for a one-year intern starting in the Fall of 2017 that will be funding 90% up to a maximum of \$34,944.00, with the cost to the Museum being approximately \$8,300.00.	
7.10 Museum Parking	53
- approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the removal of the tree behind the Museum to accommodate an additional parking space that will be displaced by the Rainy Lake Square development.	
7.11 Museum Tener Photograph Book Project	54
- approval of this report will agree to the recommendation of the Community Services Executive Committee to authorize the \$5000.00 expenditure for the Tener photograph book publishing with the intention that the outlay will be recovered by sales.	
7.12 Housekeeping by-law Amendment for Lot 21 Title Registration	55 - 56
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to allow the By-law Amendment to be passed by Council and be registered on title so all conditions will have to be met prior to any development as suggested by the Town Solicitor.	
7.13 Municipal Resolutions - Changes to Building Code	57 - 60
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to direct the Clerk to send a letter to both Municipalities to advise of Council's support of their resolution.	
8. <u>Administration and Finance Division:</u>	
8.1 Councillor Ryan - NOMA Conference Per Diem & Travel Expense	61 - 69

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- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claim in the total amount of \$642.00 as submitted by Councillor Ryan for his attendance at the Northern Ontario Municipal Association conference held in Thunder Bay on April 25-28, 2017.	
8.2 Councillor Perry - NOMA Conference Per Diem & Travel Expense	70 - 79
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claim in the total amount of \$710.00 as submitted by Councillor Perry for his attendance at the Northern Ontario Municipal Association conference held in Thunder Bay on April 25-28, 2017.	
8.3 Mayor Avis - NOMA Conference Per Diem & Travel Expense	80 - 87
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claim in the total amount of \$594.40 as submitted by Mayor Avis for his attendance at the Northern Ontario Municipal Association conference held in Thunder Bay on April 25-28, 2017.	
8.4 Council Remuneration Committee Recommendations	88 - 99
- approval of this report will agree to the recommendation of the Council Remuneration Committee to increase the meal reimbursement rates for inside NWO / outside NWO, as well as mileage rates as outlined in the report, further the per diem rate will also be amended to match previously approved amendment to By-law 02/10-D as a housekeeping item.	
8.5 Establishment of a Fire & Rescue Services Steering Committee (FRSSC).	100 - 103
9. <u>General:</u>	
9.1 Update on Banners (Mayor Avis)	
9.2 6th Annual Boundary Water Dragon Boat Festival - Resolution to Designate a Significant Community Event	
10. <u>Information:</u>	
10.1 Sewer & Water Data for 2017	104
10.2 Complaint Register - April 2017	

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10.3 By-law Enforcement 1st Quarter Activities Report	105 - 109
10.4 Trespass Notices	110
10.5 Fort Frances Voyageur Lions Club - Walk for Guide Dogs	111
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/44**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
Subject: 2017 Capping Parameters for Capped Properties

BACKGROUND

In accordance with s. 329.1 of the *Municipal Act*, a single tier municipality may pass a by-law to implement one or more of the capping parameters provided for each of the capped property classes (commercial, industrial and multi-residential).

Capping parameters consist of the following:

- Increase 10% of annualized taxes
- Increase 10% CVA tax increase
- Utilize up to \$500 threshold to move to CVA based taxes
- Properties that were at CVA Tax in 2016 or that would cross over CVA Tax in 2017 can be excluded from capping
- Exclude Reassessment related increases from the capping Calculations (new for 2017)
- Minimum tax level for new to class construction properties eligible for 6 comparables (1.e. 70% for 2005, 80% for 2006, 90% for 2007 and 100% for 2008 and beyond)
- Capping Exit Options – Eligible Phase-out at 1/4, Year 1 of 4 only if vacant land is excluded (new for 2017)

Any of the above referenced capping parameters may be used on their own or in combination with other options and can be applied differently to each capped class. If a by-law is not passed under section 329.1 then only 5% of the previous year's annualized tax limit would be allowed. In 2016 capping parameters were revenue neutral within the industrial class, 10% increase of annualized tax limit based on previous year's annualized taxes, 10% increase of the prior year CVA tax limit, that the minimum tax level of 100% for new construction to capped property classes be maintained, properties that were at CVA Tax in 2015 or that would cross over CVA Tax in 2016 be excluded from capping and that the Multi-Residential and Commercial classes exit from the Capping Program.

As indicated in the OPTA 2017 Capping Summary Analysis Reports three (3) properties are subject to capping, 1 property is protected by the annualized tax limit and 2 properties that will be clawed back.

Attached to this report are three (3) capping options that can be considered:

- A) Capped Properties: 1 - Property protected with reduction of \$1,425.84
 2 - Properties increased to claw back \$1,425.84

Capping Options

- Increase 10% of annualized taxes

- Increase 10% CVA tax increase
- Properties that were at CVA Tax in 2016 or that would cross over CVA Tax in 2017 excluded from capping

B) Capped Properties: 1 - Property protected with reduction of \$1,300.43
2 - Properties increased to claw back \$1,300.43

Capping Options

- Increase 10% of annualized taxes
- Increase 10% CVA tax increase
- Properties that were at CVA Tax in 2016 or that would cross over CVA Tax in 2017 excluded from capping
- Exclude Reassessment related increases from the capping Calculations

C) Capped Properties: 1 - Property protected with reduction of \$945.17
2 - Properties increased to claw back \$945.17

Capping Options

- Increase 10% of annualized taxes
- Increase 10% CVA tax increase
- Properties that were at CVA Tax in 2016 or that would cross over CVA Tax in 2017 excluded from capping
- Exclude Reassessment related increases from the capping Calculations
- Capping Exit Options – Eligible Phase-out at 1/4, Year 1 of 4 only if vacant land is excluded

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the following option 'C' - 2017 capping parameters:

1. That revenue neutral be maintained within the Industrial class.
2. That the annual limit on capping for the Industrial class will be a 10 per cent increase of the annualized tax limit based on the previous year's annualized taxes.
3. That the annual limit for the Industrial class will be a 10 per cent increase of the prior year CVA tax limit.
4. That there shall be a minimum tax level of 100% for properties eligible for New Construction or New to Class in 2017.
5. That properties that were at CVA Tax in 2016 or that would cross over CVA Tax in 2017 be excluded from capping.
6. To exclude reassessment related increases from the Capping Calculation.
7. That the Capping Phase-out Year 1 (1/4) be included in capping options.
8. Further that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward to the May 23, 2017 Council Meeting.

Council Approval of This Report Will Agree to approve the 2017 capping parameters for revenue neutral within the industrial class, 10% increase of annualized tax limit based on previous year's annualized taxes, 10% increase of the prior year CVA tax limit, that the minimum tax level of 100% for new construction to capped property classes be maintained, properties that were at CVA Tax in 2016 or that would cross over CVA Tax in 2017, to exclude reassessment related increases from the Capping Calculation and that the Capping Phase-out Year 1 (1/4) be included in capping options.

Further that the authorizing capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared and brought forward to the May 23, 2017 Council Meeting.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/45**

TO: Mayor Avis & Member of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
SUBJECT: Tour De Fort Sponsorship Request

BACKGROUND

At the April 24th, 2017 Council Meeting, the letter received from Lisa Brockie, Tour De Fort Sponsorship Coordinator was referred to the Administration & Finance Executive Committee for recommendation with input from Community Services Executive Committee.

As indicated in the attached letter, Tour De Fort is requesting consideration for the Town of Fort Frances to become an in-kind sponsor through the reductions of the rental fees for the Townshend Theatre.

The attached Community Services Executive Committee recommendation received was to consider a Gold level sponsorship for Tour de Fort in the amount of \$1,000.00 as indicated in the Sponsorship Benefits Summary.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve a Tour De Fort Sponsorship at the Silver level in the amount of \$500.00 for 2017.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a Tour De Fort Sponsorship at the Silver level in the amount of \$500.00 for 2017.



REPORT

TO: Administration & Finance Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: April 25, 2017

RE: Tour de Fort Sponsorship Request

At the regular meeting of Council on April 24, 2017, Council referred the attached request for support, dated April 11, 2017 from the Tour de Fort Sponsorship Coordinator, Lisa Brockie to the Administration and Finance Executive Committee for recommendation, with input from the Community Services Executive Committee.

The Tour de Fort Committee request is as follows:

We would like to invite the Town of Fort Frances to become an in-kind sponsor of Tour de Fort through a **reduction of the rental fees for the Townshend Theatre**. Support from our sponsors is critical to the ongoing success of the series, allowing us to keep passport prices affordable and accessible to the widest possible audience.

As a sponsor, the Town of Fort Frances will be acknowledged during the introduction of each of the six performances of the series, and your logo or name will be included on printed materials, the Tour de Fort website, and the pre-show slide show. You will also receive tickets to each performance and exclusive invitations to the post-show receptions to meet the artists (see enclosed Sponsorship Benefits Summary for details).

Recommendation

The Community Services Executive Committee was comfortable with the Town becoming a Gold level sponsor for Tour de Fort as per the levels of support included with the request.

Respectfully Submitted,

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

Jason Kabel



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/46**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
SUBJECT: Request for Reconsideration M.O.S.
RE: 527 Third Street W (2016) Roll # 5912-010-003-05500-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2016 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

527 Second Street W. – Residential (RT) CVA of 46,000 reduced to CVA of 33,000 for 2016 taxation year resulting from unfinished structure allowance.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Last date for a municipal appeal is June 16, 2017.

That total financial impact of the Minutes of Settlement is \$239.50 consisting of a reduction of municipal revenue of \$215.06 and education revenue of \$24.44 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

The Chief Building Official has no concerns with the assessment reduction.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for property located at 527 Third Street West for the 2016 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for property located at 527 Third Street West in Fort Frances for the 2016 taxation year.

**Minutes of Settlement
2016 Tax Year
Results of Request for Reconsideration
Property Assessment Change Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

DAPHNE JANE GOUIN
VINCENT PAUL GOUIN
527 THIRD ST W
FORT FRANCES ON P9A 3B1

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

If you have any accessibility
needs, please contact MPAC
for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the recommended property assessment below.

Owner name(s)	DAPHNE JANE GOUIN VINCENT PAUL GOUIN
Roll number	59-12-010-003-05500-0000
Property location and description	527 THIRD ST W PLAN SM16 LOT 57 PCL 57-1
Municipality/Local taxing Authority	Town of Fort Frances

INFORMATION from your Property Assessment Change Notice

Effective date: January 01, 2016

Adjustment Type*	Property Class / Qualifier**	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years
				2016
IM	RT	\$38,574	\$46,000	\$46,000
Total		\$38,574	\$46,000	\$46,000

INFORMATION from your Property Assessment Change Notice

Effective date: January 01, 2016

Adjustment Type*	Property Class / Qualifier**	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years
				2016
IM	RT	\$27,673	\$33,000	\$33,000
Total		\$27,673	\$33,000	\$33,000

Explanation of recommended change and other important information

- Unfinished structure allowance

*Adjustment type

IM Improvement to property

**Property class / qualifier

RT Residential

To complete your Request for Reconsideration, please complete the back of this form.

**MPAC
RECEIVED**

FEB 28 2017

FORT FRANCES

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2012 assessed value and classification of your property will be used to calculate your 2012 to 2016 property taxes. MPAC will introduce any increase in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make any decrease in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I accept my recommended assessment

I understand that if I accept the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment.

I understand that if I reject the recommended assessment on page one of this form, the supplementary/omitted assessment of my property will stay the same as it appears on my 2012 Property Assessment Change Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by May 11, 2017.

To complete your Request for Reconsideration, please check one of the above boxes, and sign and send a copy of both sides of this form to MPAC in one of the following ways:



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

We must receive your response no later than March 27, 2017. If you do not provide a response by checking one of the above boxes, the 2012 assessment of your property will not change.

Signature of property owner/representative <i>Vincent P. Gouin</i>	Print name Vincent P Gouin	Date (yyyy/mm/dd) 2017/02/20
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Signature of MPAC representative <i>Walter Veneruzzo</i>	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/02/10
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Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: June 16, 2017

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2012 Current Value Assessment (CVA).

Tax Year: 2016 Roll Number: 59-12-010-003-05500-0000

**MPAC
RECEIVED
FEB 28 2017
FORT FRANCES**

2017 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/Interest	BIA	TOTAL
	2016	1.3.05500	-13,000	RTEP	0.01654275	0.00188	-215.06	-24.44								-239.50
							-215.06	-24.44	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-239.50



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/47**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
SUBJECT: BIA 2017 Budget & Tax Rates

BACKGROUND

The BIA have forwarded their 2017 Budget requirement for the purpose of levying and collection of a special charge of taxes upon the Business Improvement Area as provided for under Section 208 of the *Municipal Act, 2001*.

The BIA levy in the amount of \$45,000.00 is required by the Board of Management of the Business Improvement Area for the year 2017 as shown in Schedule “A” to support their approved budget of \$81,740.00 as submitted. The tax rates for the special charge, based on the 2017 tax ratios, are set out in Schedule “B” as attached to this report.

RECOMMENDATION

Administration & Finance Executive Committee recommends approval of the 2017 budget estimates in the amount of \$81,740.00 as submitted by the Downtown Scott Street BIA, and approves the tax rates to support the BIA special charge levy in the amount of \$45,000.00. Further that an authorizing By-Law be brought forward to the May 23, 2017 Council Meeting.

Council Approval of This Report Will approve the 2017 BIA Budget and authorize that a by-law setting the 2017 BIA tax rates, levy and collection be brought forth to the May 23, 2017 Council Meeting.

Schedule "A" to By-Law No. ___/17

**FORT FRANCES BUSINESS IMPROVEMENT ASSOCIATION
2017 BUDGET**

	Account Number	2016 Budget	2016 Actual	2017 Budget
Revenue:				
BIA Taxation - Commercial	B-055-0140-0014	(44,647)	(44,646.98)	(44,647)
BIA Taxation - Industrial	B-055-0150-0014	(353)	(352.95)	(353)
BIA Supp/Omit - Commercial	B-055-0122-0014			
W/O Vacancy Rebates	B-055-0122-0024	276	97.25	97
W/O Charity Rebates	B-055-0122-4512	720	715.74	716
Exp. Grant	B-823-0430-0411			
RRFDC Grant (Project/Advertising)	B-823-0430-0410			
Expense Recoveries (Other Income)	B-823-0430-0589			
Associate Membership	B-823-0430-0641			
Promotions Income	B-823-0430-0688		(500.00)	
Prior Year Accumulated Surplus	B-L80-0000-0000	(77,446)	(77,446.80)	(37,553)
		(121,450.00)	(122,133.74)	(81,740.00)
Expenditures:				
Vacation, Stats, Etc.	B-823-1101-1115		102.50	
WSIB	B-823-1101-1122		76.76	
CPP	B-823-1101-1123		109.99	
EI	B-823-1101-1124		70.14	
EHT	B-823-1101-1129		51.96	
Part-time Salaries/Wages	B-823-1101-1130	4,000	2,562.50	4,000
Telephone/Communications	B-823-1200-1251	1,100	1,099.58	1,100
Postage	B-823-1200-1252			100
Office Supplies	B-823-1400-1410	500	121.09	500
Contracted Works	B-823-1500-1523			
Meeting Expenses	B-823-1500-1532	200	131.18	200
Office Equipment Rental	B-823-1500-1543			
Office Rental	B-823-1500-1552	2,034	1,831.68	2,034
Advertising & Public Notice	B-823-1500-1591	17,000	13,576.40	17,500
Social Media				500
Public Relations/Promotions	B-823-1500-1592			
Events/Activities	B-823-1500-1593	2,500	1,500.00	2,500
Banners & Poles	B-823-1900-1902			2,000
Seasonal Decorations	B-823-1900-1903	5,000	262.76	5,000
Future Projects	B-823-1900-1906	21,116	0.00	28,306
Rainy Lake Market Square Project	B-823-1900-1907	60,000	60,000.00	10,000
Electrical	B-823-2740-1420			
Soil/Plants/Trees	B-823-2740-1440	4,000	3,084.56	4,000
Grounds Repairs/Maintenance	B-823-2740-1545	2,000	0.00	2,000
Planters, Banner & Poles Materials	B-823-2750-1471	2,000	0.00	2,000
		121,450.00	84,581.10	81,740.00
Accumulated (Surplus)/Deficit	B-L80-0000-0000	-	(37,552.64)	-

Schedule "B" to By-Law No. __/17

2017 BIA TAX RATES

Class	RTC/ RTQ	2017 Assessment	Tax Rate Discount	Discounted CVA	Tax Ratios	Weighted CVA	Effective Tax Rate	2017 BIA Tax Levy
Commercial	CT	9,839,270	1	9,839,270	1.980000	19,481,755	0.00453645	44,635.38
Industrial	IT	56,100	1	56,100	2.836760	159,142	0.00649941	364.62
Total		9,895,370		9,895,370		19,640,897		45,000.00

Base Rate	<u>45,000.00</u>	Dollars Required
	19,640,897	Weighted Assessment

0.00229114 Base Rate equal to tax ratio of 1

BIA Listing - 2017

	Address	Roll #	Assessed Owner	Additional Assessed Owner(s)	Assessed Value	RTC / RTQ	Assessed Value	RTC / RTQ
1	122 Scott	2.7.06300	Linda Pearl Morelli	Francesco Guisseppi Morelli	99,000	CT		
2	138 Scott	2.7.06600	Silver & Kircher Ltd		309,000	CT		
3	200 Scott	2.7.06800	Toronto Dominion Realty		313,000	CT		
4	206 Scott	2.7.06900	Ocean Capital Investments	Moncton Limited	167,000	CT		
5	209 Scott	2.7.04400	1103538 Ontario Inc	a.k.a. A Buck or Two	166,750	CT		
6	212 Scott	2.7.07000	Mario's Jewellers Inc		135,000	CT		
7	215 Scott	2.7.04500	Bruce Parker Enterprises Ltd		84,275	CT		
8	216 Scott	2.7.07100	Guang Zong Wu	Qun He Liang	68,675	CT		
9	220 Scott	2.7.07101	Angela Marie Gulusha		89,000	CT		
10	221 Scott	2.7.04600	Bruce Alexander Lidkea		104,500	CT		
11	225 Scott	2.7.04700	1862235 Ontario Limited	a.k.a NDC	72,500	CT		
12	226 Scott	2.7.07200	1796702 Ontario Limited	a.k.a McTaggarts Department Store	255,000	CT		
13	229 Scott	2.7.04800	Mario Galluzzo		113,000	CT		
14	232 Scott	2.7.07300	422743 Ontario Ltd	Flint House	128,900	CT		
15	240 Scott	2.7.07400	Silver & Kircher Ltd		326,500	CT		
16	244 Scott	2.7.07500	Melanie Ann Kozik		57,325	CT		
17	246 Scott	2.7.07600	2326271 Ontario Inc	a.k.a Club 88	163,900	CT		
18	250 Scott	2.7.07700	Cousineau Robert Lawrence	Daniel R. Cousineau	91,800	CT		
19	255 Scott	2.7.05000	Edward Arthur Brockie		75,150	CT	56,100	IT
20	256 Scott	2.7.07800	Fontana William		78,100	CT		
21	261 Scott	2.7.05200	M.C. Laine Holding Ltd.		119,000	CT		
22	264 Scott	2.7.08000	Bettys of Fort Frances Ltd		275,880	CT		
23	265 Scott	2.7.05300	Clara Mimi Stainke		40,525	CT		
24	270 Scott	2.7.08100	Christopher Scott Stainke	Barbara Alice Stainke	81,150	CT		
25	271 Scott	2.7.05400	560102 Ontario Ltd	Marjorie Toninato	93,000	CT		
26	273 Scott	2.7.05450	Douglas Alan Cuthbertson		208,000	CT		
27	279 Scott	2.7.05700	Kenneth Neal Rogoza		99,300	CT		
28	283 Scott	2.7.05800	Canada's Pizza Delivery Corp.	a.k.a Dominio's Pizza	100,000	CT		
29	288 Scott	2.7.08200	The New Home Appliances Limited		465,500	CT		
30	289 Scott	2.7.05900	897542 Ontario Inc		95,750	CT		
31	290 Scott	2.7.08300	407695 Ontario Limited		109,750	CT		
32	292 Scott	2.7.08400	407695 Ontario Limited		77,375	CT		
33	294 Scott	2.7.08500	Derek Allan Jackson	Shannon Anne-Marie Jackson	83,250	CT		
34	297 Scott	2.7.06000	757582 Ontario Ltd		181,000	CT		
35	298 Scott	2.7.08600	1566841 Ontario Ltd	a.k.a Garch's	103,600	CT		
36	300 Scott	2.2.06100	Masonic Building Association Ltd		68,000	CT		
37	306 Scott	2.2.06200	Paula Plichta Jensen		106,000	CT		
38	310 Scott	2.2.06300	Brad Hogan Enterprises Ltd	a.k.a Fort Floral	113,000	CT		
39	314 Scott	2.2.06400	Peter C Jensen Ltd		76,500	CT		
40	318 Scott	2.2.06500	Catherine Emes	Deborah Emes	38,100	CT		
41	324 Scott	2.2.06600	2025973 Ontario Limited		58,575	CT		
42	325 Scott	2.2.04000	Goodday WholeSalers	a.k.a Makabi Inn	298,750	CT		
43	330 Scott	2.2.06700	Lawson Metal		72,900	CT		
44	334 Scott	2.2.06900	Bradley Leo Hogan		159,500	CT		
45	335 Scott	2.2.04200	777714 Ontario Limited		165,000	CT		
46	336 Scott	2.2.07000	Fort Frances and District Association for Community Living		79,365	CT		
47	339 Scott	2.2.04300	1308900 Ontario Limited	Carol Derkson	93,500	CT		
48	343 Scott	2.2.04400	Larry George Armstrong	James Edward Armstrong	280,000	CT		
49	353 Scott	2.2.04600	The Governing Council of The Salvation Army of Cda		147,000	CT		
50	360 Scott	2.2.07300	CEYX Properties Ltd		1,148,000	CT		
51	375 Scott	2.2.04700	Margaret Jean Kircher	Geraldine Karen Spence	616,750	CT		
52	396 Scott	2.2.07700	Larry George Armstrong	James Edward Armstrong	733,250	CT		
53	397 Scott	2.2.04800	Celeste's Beauty Salon Ltd		155,000	CT		
54	398 Scott	2.2.07701	Larry George Armstrong	James Edward Armstrong	119,000	CT		
55	201/203 Scott	2.7.04300	Canadian Imperial Bank of Canada		236,000	CT		
56	Central / Scott	2.7.13700	Resolute FP Canada Inc	50% of 87,250	43,625	CT		

Commercial Total	9,839,270
Industrial Total	56,100
Total	<u>9,895,370</u>

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

1. Attendee	Doug Brown							
2. Conference/Seminar Attended	NOMA Annual Conference & AGM							
Location (Facility and City)	Victoria Inn - Thunder Bay, Ontario							
Dates	TUES APRIL 25 TO FRIDAY APRIL 28/17							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation			on KATHY LAWSON - VISA					
Transportation								
Breakfast			/	12.00	/	/		12.00
Lunch			/	/	/	/		/
Dinner			35.00	35.00	/	/		70.00
Per Diem			5.00	10.00	10.00	5.00		30.00
Other (GAS)			MY VISA FOR TOWN 1/2 ton truck		68.05			68.05
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.47 =							n.g.
6. Approved						Total Expenses		
						Advance Received		
						Balance Claimed		180.05
						Balance Refunded		180.05

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.

Date April 29/17

Doug Brown
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A / P	Cashier

SHELL CANADA PRODUCTS
4794 HIGHWAY 11 & 17
Kakabeka Falls, ON P0T 1W0
(807) 577-8767

Tax Description	Qty	Amount
H Bronze No1		
56.756 L @ \$1.199/ L		\$68.05
AIR MILES	1	\$0.00

Sub Total	\$68.05
13.0% HST tax on	\$0.00
5.0% HST-F tax on	\$0.00
TOTAL	\$68.05
VISA:	\$68.05
Change	\$0.00

Fuel Includes	HST	13.0%	\$7.83
Fuel Includes	HST-F	5.0%	\$0.00
HST - Fuel - ON	No.	863700670RT0001	

01 APPROVED - THANK YOU 001

VISA

XXXXXXXXXXXX3059
TERMINAL No. 89221561

PURCHASE

INV No. 2215615715

APPROVAL No. 05844I

VISA CREDIT

AID A0000000031010

TVR 8080008000

TSI 6800

My own Visa

(not Pbm)

VERIFIED BY PIN

2017 NOMA Annual Meeting & Conference

Wednesday, April 26, 2017 Location: Victoria Inn, Thunder Bay

- 9:30 am **Registration**
- 10:30 am **Conference Welcome**
Greetings from NOMA – Mayor David Canfield, President
Smudging Ceremony
Greetings from the City of Thunder Bay – Mayor Keith Hobbs
Greetings from Fort William First Nation – Chief Peter Collins
Greetings from FONOM – Danny Whalen, Vice President
Greetings from ROMA – Ron Holman, President
Greetings from FCM – Linda Rydholm, Board of Director, Councillor
Greetings from Grand Council Treaty 3 – Grand Chief Kavanaugh (invited)
Greetings from Robinson Superior – Regional Chief Pierre Pelletier (invited)
- 11:15 am **Ministry of Community and Social Services – DSSAB Review Procedures and Timelines**
Anna Cain, Director, Ministry of Community and Social Services
- 11:45 am **Buffet Lunch**
- 12:30 pm **The Thunder Bay Sister Cities Experience**
Sarah Kerton, Experienced member & John Hannam, City Clerk, City of Thunder Bay
- 1:15 pm **Fireside Chat with Premier Kathleen Wynne**
An opportunity for Q&A with the Premier
- 1:45 pm **Economic Benefits of Sister Cities Relationships- PANEL**
Neil Glazman, Duluth Sister Cities, Mayor David Canfield, City of Kenora, Carolina Rendeiro, Member, Executive Board of Directors, Sister Cities International, Dave Knutson, WSP
- 2:30 pm **Tai Chi and Nutrition Break**
- 3:00 pm **Making Lasting Connections in the Sister Cities Program**
Neil Glazman, Duluth Sister Cities
- 3:45 pm **How to Establish a Sister Cities Relationship**
Carolina Rendeiro, Member Executive Board of Directors, Sister Cities International

Evening – April 26, 2017 6:00 pm to 8:00 pm Come and Go Reception

Registration and time to visit the trade booth exhibitors located in the Regency Ballroom

Thursday, April 27, 2017 Location: Victoria Inn, Embassy Ballroom

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

7:45 am Buffet Breakfast

8:30 am **Address from the Association of the Municipalities of Ontario**
Lynn Dollin, President

8:45 am **AMO Update**
Monika Turner, Director of Policy, AMO

9:30 am **Update from Tourism Northern Ontario**
Karen Peacock, Tourism Excellence North Coordinator & Pat Forrest, Senior Coordinator, Initiatives and Partnerships

10:00 am **Health Break**

10:15 am **Resolute Forest Products/Ontario Forest Industries Association**
Roger Barber, General Manager, Ontario Woodland Resolute Forest Products
Jamie Lim, Chief Executive Officer, OFIA

11:00 am **Substance Abuse Issues in the Northwest**
Dr. Kit Young Hoon, Medical Officer of Health, Northwest Health Unit

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

12:05 pm Lunch Buffet

***Voting Booths Open for Election of the President & Executive Vice President
In Kensington Room, Victoria Inn Noon to 2:00 pm***

A maximum of six elected officials per municipality registered for the conference will be provided with a ballot to elect the position of President and Executive Vice President. The candidates for the two positions include:

President

Wendy Landry, Mayor, Municipality of Shuniah
Phil Vinet, Mayor, Municipality of Red Lake

Executive Vice President

Doug Lawrance, Mayor, Municipality of Sioux Lookout
Ken Perry, Councillor, Town of Fort Frances

- 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**
Jamie McIntyre, Policy Analyst, Northern Policy Institute
- 2:45 pm **Concurrent Session**
A facilitated discussion with MPAC – Carlton Room
Greg Martino, Director of Valuation and Customer Relations, MPAC
Mary Dawson-Cole, Regional Manager, MPAC
- 2:45 pm **Concurrent Session**
Centre for Research in Occupational Safety and Health. CROSH – Embassy Ballroom
Marianne Matichuk, Chief Administrative Officer
- 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 Board Members**
Mayor David Canfield, President – 2013 to 2017
Mayor Phil Vinet, Executive Vice President – 2013 - 2017
Mayor Dennis Brown, Past President – 2016 - 2017
- 7:30 pm **Casino Night – Play money will be provided for your evening of casino fun.**
Your play money will be redeemed for draw tickets.

Friday, April 28, 2017 Location: Victoria Inn, Thunder Bay

8:00 am to Registration

12:00 pm

7:45 am

Breakfast Buffet – Victoria Inn

8:25 am

Greetings from Canadian Association of Petroleum Producers

David Sword, Ontario Advisor

8:30 am

Truth and Reconciliation in Sioux Lookout

Chief Clifford Bull, Lac Seul First Nation and

Ann Mitchell, CAO, Sioux Lookout

9:00 am

Canada's Federal Immigration Programs

Steven Owen, Employer Liaison Officer

9:30 am

Programming and Economic Opportunities Lakehead University

Dr. Brian Stephenson, President &

Dr. Andrew Dean, Vice President Research & Innovation

10:15 am

Health Break

10:30 am

Message from Norm Miller, MPP, Parry Sound-Muskoka

Opposition Critic for Northern Development & Mines

10:40 am

Independent Electricity System Operator (IESO) Planning Update

Ahmed Maria, Senior Manager, Transmission Integration

11:15 am

Message from Sarah Campbell, MPP Kenora

11:25 am

LAS Programs

Jeff Barten, Energy and Asset Services Manager

12:00 pm

Messages from Federal MP's

Don Rusnak, MP Thunder Bay – Rainy River

12:15 pm

Buffet Lunch

1:00 pm

Minister's Forum - Bear Pit Session

Minister Bill Mauro, Ministry of Municipal Affairs

Minister Glen Thibeault, Ministry of Energy

2:00 pm

Adjournment

Kathy Lawson

From: Front Desk Thunder Bay <frontdeskthunderbay@vicinn.com>
Sent: April-28-17 6:26 AM
To: Kathy Lawson
Subject: Victoria Inn Thunder Bay\Guest Account Inquiry

Victoria Inn Thunder Bay

555 W. Arthur St

Thunder Bay, ON

P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Doug Brown	Page #	1
320 Portage Ave	Res. #	522069
Fort Frances, Ontario	Checked in	Tue Apr 25/17 - 9:16pm
Noma	Departing	Fri Apr 28/17
P9A 3P9	Nights	3
	Room Rate	118.00
	Promo Code	
	Room	308

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr25	PAID BY VISA - Th auth #079688 *****8250			400.02
Apr25	Room - Government Rate		118.00	
Apr25	HST		15.34	
Apr26	Room - Government Rate		118.00	
Apr26	HST		15.34	
Apr27	Room - Government Rate		118.00	
Apr27	HST		15.34	

		0.00	400.02	400.02

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

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Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:

HST	46.02
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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

Sister City Forum

6:00 pm - 8:00 pm

Welcome Reception & Exhibits

Thursday, April 27:

8:00 am - 4:30 pm

Presentations & Exhibits Banquet & Entertainment

5:30 pm - 10:00 pm

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:	Kathryn Lawson	Full Conference	
Municipality/Ministry/Company:	Town of Fort Frances	Member/Ministry: \$325	<input checked="" type="checkbox"/>
Address:	300 Portage Avenue	Non-member: \$450	<input type="checkbox"/>
City/Province/Postal Code:	Fort Frances, Ont. P9A 3P9	(includes all meals: Wednesday lunch, reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)	
Phone:	807-274-5323, ext 1212	Sponsor \$	<input type="checkbox"/>
Email:	klawson@fortfrances.ca	Exhibit booth \$500	<input type="checkbox"/>
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)		(See exhibitor package for more information)	
		Requirements: Power Yes No Indicate special requirements on signed waiver.	
Mayor Roy Avis		Add'l Exhibit Staff \$250	<input type="checkbox"/>
Doug Brown, CAO		Thursday Dinner Only	<input type="checkbox"/>
		Member/Ministry: \$75	
		Total Fee	\$650.00

CREDIT CARD INFORMATION NOMA Accepts Visa and Mastercard

CARD NUMBER

EXPIRY DATE

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



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/50**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
Subject: Doug Brown, CAO NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Travel Expense Claim in the amount of 82.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017 as submitted by Doug Brown, CAO.

Travel Expense Summary

1.	Meals	82.00
2.	Vehicle Gas (Town Owned)	68.05
2.	Per Diem (3 Days)	<u>30.00</u>
	Total	<u>\$180.05</u>

The registration fee of \$325.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$905.07 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule 'A'.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense Claim in the amount of \$180.05 as submitted by Doug Brown, CAO for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Expense claim in the total amount of \$180.05 as submitted by Doug Brown, CAO for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 25 – 28, 2017.

May 3, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 17-OF-05 – Rainy Lake Square

During the weeks of March 23 and 30, 2017 the Town advertised a tender call for the construction of the Rainy Lake Square. Tender ads were also placed at the Winnipeg and Thunder Bay Construction Associations and posted on the online tender site Merx.

The Tender closed on April 11, 2017 where four contractors submitted bids. The received bids can be seen summarized below:

Contractor	Price (HST Included)
RLM Contracting Ltd Thunder Bay, ON	\$2,690,137.46
J&D Penner Ltd. Oak Bluff, MB	\$2,898,466.18
Daryl's Custom Landscapes/Landale Gardens Fort Frances/Thunder Bay, ON	\$3,540,703.70
Manshield Construction Thunder Bay, ON	\$3,765,790.24

The works includes not only the construction of the Rainy Lake Square but the replacement of the brick sidewalk along the 200 block of Scott Street and the block entry sidewalks at the Town of Fort Frances Civic Centre. The submitted bids were reviewed and found to all be compliant and complete, further all bids were received over the allocated budget of the works. The scope of works was then reviewed and some aspects of the jobs were removed from scope to bring the works closer in line with the budget allocations. Further to this, specifications on certain aspects of the works were further reviewed and altered where possible to see additional cost savings. Attached to this report you will find a report from Mr. David Bodnarchuk outlining the works removed and adjusted in an effort to reduce the contract cost. The changes in scope were presented to RLM Contracting in a post tender addendum. All of these changes resulted in revised bid of \$2,214,064.80 whereby \$1,785,272.86 is for the Rainy Lake Square, \$357,993.97 is for the 200 Block of Scott Street and \$70,797.97 is for the Civic Centre sidewalk. Included in this cost is \$84,630.00 for the installation of new trees on Scott Street complete with proper structural surrounds to protect buildings and infrastructure, contingency allowances totalling \$92,000.00, material testing allowance of \$5000.00 and the Town's portion of HST.

Given the allocations in the Town's 2017 Capital budget and the costs that are already committed to these projects the total budget allocation available for the completion of the construction is \$1,735,841.73, the following table outlines the costs per project with the three different project cost options.

OPTION #1 - TOTAL PROJECT							
	Budget Allocation (less committed costs)	RML Revised Bid	Portion of Bonds & Insurance	Contingency	Town's portion HST	Total Cost	Cost Overrun
Rainy Lake Square	\$1,393,830.33	\$1,623,651.01	\$60,744.49	\$70,000.00	\$30,877.36	\$1,785,272.86	\$391,442.53
Civic Centre Sidewalk	\$34,315.35	\$65,159.00	\$2,414.48	\$2,000.00	\$1,224.49	\$70,797.97	\$36,482.62
Scott Street Sidewalk	\$307,696.05	\$322,530.30	\$9,271.95	\$20,000.00	\$6,191.72	\$357,993.97	\$50,297.92
TOTAL PROJECT	\$1,735,841.73	\$2,011,340.31	\$72,430.92	\$92,000.00	\$38,293.57	\$2,214,064.80	\$478,223.07

OPTION #2 - TOTAL PROJECT LESS SCOTT STREET TREES							
	Budget Allocation (less committed costs)	RML Revised Bid	Portion of Bonds & Insurance	Contingency	Town's portion HST	Total Cost	Cost Overrun
Rainy Lake Square	\$1,393,830.33	\$1,623,651.01	\$60,744.49	\$70,000.00	\$30,877.36	\$1,785,272.86	\$391,442.53
Civic Centre Sidewalk	\$34,315.35	\$65,159.00	\$2,414.48	\$2,000.00	\$1,224.49	\$70,797.97	\$36,482.62
Scott Street Sidewalk	\$307,696.05	\$237,900.30	\$9,271.95	\$20,000.00	\$4,702.23	\$271,874.48	-\$35,821.57
TOTAL PROJECT	\$1,735,841.73	\$1,926,710.31	\$72,430.92	\$92,000.00	\$36,804.09	\$2,127,945.32	\$392,103.59

OPTION #3 - TOTAL PROJECT LESS SCOTT STREET TREES WITH WATER INFUSION							
	Budget Allocation (less committed costs)	RML Revised Bid	Portion of Bonds & Insurance	Contingency	Town's portion HST	Total Cost	Cost Overrun
Rainy Lake Square	\$1,393,830.33	\$1,598,896.51	\$59,999.61	\$70,000.00	\$30,428.57	\$1,759,324.69	\$365,494.36
Civic Centre Sidewalk	\$34,315.35	\$65,159.00	\$2,414.48	\$2,000.00	\$1,224.49	\$70,797.97	\$36,482.62
Scott Street Sidewalk	\$307,696.05	\$237,900.30	\$9,271.95	\$20,000.00	\$4,702.23	\$271,874.48	-\$35,821.57
TOTAL PROJECT	\$1,735,841.73	\$1,901,955.81	\$71,686.04	\$92,000.00	\$36,355.30	\$2,101,997.15	\$366,155.42

In discussions with Laurie Lindberg, Treasurer there are some options to deal with the over runs. One option, as depicted above, the water portion of the construction could be funded through the water and sewer reserve funds reducing the totally project cost by \$26,095.81. In 2016 the Town's surplus was \$171,374.00 which is typically invested back into the reserve funds. From this surplus \$170,000.00 can be allocated to this project whereby the remaining cost overrun would be funded from the Corporate Projects Reserve Funds. In addition to this the BIA committed to pay the Town \$10,000.00 per year for a period of 10 years starting in 2017 which could be allocated to paying back a portion of the expense to the Corporate Projects Reserve Fund, see attached report dated March 2, 2016. Also attached to this report is a report from Mr. David Bodnarchuk of Scatliff-Miller-Murray recommending the award of this contract to RLM Contracting Ltd.

The works are scheduled to start ASAP with a completion date for the Rainy Lake Square being August 18, 2017, the Scott Street Sidewalk, September 8, 2017 and the Civic Centre sidewalk being October 2, 2017.

Scatliff-Miller-Murray was approached to provide contract administration services through the project. The additional cost for this service is \$89,770.00 plus applicable HST split over the three projects. Additional funds were allocated in the 2017 Capital Budget for the Rainy Lake Square and are a portion of the budget projections for the Civic Centre and Scott Street Sidewalks. These costs are considered committed costs in the above budget review. Attached to this report is the proposal provided by Scatliff-Miller-Murray for consideration.

Administration recommends the following;

1. That the trees on the 200 block of Scott Street be removed as part of the construction and further that new trees not be reinstalled.
2. That Option #3 – Total Project less Scott Street Trees of Tender 17-OF-05 – 2017 Rainy Lake Square, Scott Street and Civic Centre paving renewal be awarded to RML Contracting Ltd. of Thunder Bay at a cost of \$2,101,997.15 which includes the Town's portion of HST and a contingency allowance of \$92,000.00
3. That the sewer and water works, totalling \$26,095.81 including the portion of bonds and insurance and the Town's portion of HST, be funded by the Sewer and Water Reserves
4. That the remaining budget shortfall of \$366,155.42 be funded by the allocation of \$170,000.00 of the 2016 Surplus and the remaining \$196,155.42 be funded from the Corporate Projects Reserve.
5. That in the near future a public meeting be scheduled to ensure all property owners to be effected by these construction works obtain first-hand knowledge of the project and have the opportunity to ask questions of the contractor and contract administrator
6. That the Town engage Scatliff-Miller-Murray to undertake the contract administration through the construction phase of the project at a cost of \$89,770.00 plus applicable HST
7. That a by-law authorizing the Mayor and Clerk to execute the contract documents with RLM Contracting Ltd. and Scatliff-Miller-Murray on behalf of the corporation of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, EIT
Manager of Operations and Facilities

Council approval of this report will ensure:

- 1. That the trees on the 200 block of Scott Street be removed as part of the construction and further that new trees not be reinstalled.**
- 2. That Option #3 – Total Project less Scott Street Trees of Tender 17-OF-05 – 2017 Rainy Lake Square, Scott Street and Civic Centre paving renewal be awarded to RML Contracting Ltd. of Thunder Bay at a cost of \$2,101,997.15 which includes the Town's portion of HST and a contingency allowance of \$92,000.00**
- 3. That the sewer and water works, totalling \$26,095.81 including the portion of bonds and insurance and the Town's portion of HST, be funded by the Sewer and Water Reserves**
- 4. That the remaining budget shortfall of \$366,155.42 be funded by the allocation of \$170,000.00 of the 2016 Surplus and the remaining \$196,155.42 be funded from the Corporate Projects Reserve.**
- 5. That in the near future a public meeting be scheduled to ensure all property owners to be effected by these construction works obtain first-hand knowledge of the project and have the opportunity to ask questions of the contractor and contract administrator**
- 6. That the Town engage Scatliff-Miller-Murray to undertake the contract administration through the construction phase of the project at a cost of \$89,770.00 plus applicable HST**
- 7. That a by-law authorizing the Mayor and Clerk to execute the contract documents with RLM Contracting Ltd. and Scatliff-Miller-Murray on behalf of the corporation of the Town of Fort Frances.**

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visionary urban design + landscapes

Rainy Lake Square, Scott Street and Civic Centre Bid Summary and Review

April 25, 2017

Travis Rob

Manager of Operations & Facilities

Town of Fort Frances

900 Wright Ave

Fort Frances, ON P9A 3J9

Re: Summary of Tender No. 17-OF-05

Good Afternoon Travis,

The purpose of this letter is to provide a summary and short review of the Bid results for Tender No. 17-OF-05. Bids were received on April 11th, 2017 and were opened publically at the Town of Fort Frances Civic Centre after the closing time of 2pm local time. A total of 4 bids were received by RML Contracting (Thunder Bay), J&D Penner (Winnipeg), Darryl's Landscaping (Fort Frances), and Manshield Construction (Thunder Bay).

The Bid Results

The bid results were as follows.

Contractor	IN/OUT	Estimator:	RECEIVED ON TIME	ADDENDA ACCOUNTED FOR	TOTAL BID (GST EXTRA)	% Over Low	% Over Budget **	NOTES
Darryl's Landscaping	IN	Darryl Eyolfson	YES	YES	\$3,133,366.10	131.62%	174.08%	
J&D Penner Ltd.	IN	Ben Green	YES	YES	\$2,565,014.32	107.74%	142.50%	
RML Contracting	IN	Andrew Lindstrom	YES	YES	\$2,380,652.62	100.00%	132.26%	Low Bid.
Manshield Construction	IN	Cody Tomiuk	YES	YES	\$3,332,557.74	139.99%	185.14%	

** Estimated Total Project Budget was carried as roughly \$1.8M.

As noted in the Chart, the low bid came from RML construction with J&D Penner closely behind at roughly 7.7% higher. From there, a large margin separated bids 3 and 4 from Darryl's Landscaping and Manshield respectively. All bids came in higher than expected. Because of their high totals, we recommended that these bids not be considered further.

The Bid Review Process

Our review continued with a check of the qualification statements, subcontractor lists and other bid requirements from the two low bidders. As we saw no issues or red flags, we were able to accept both bids as viable.

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In the next phase of the award process, we worked with the Town of Fort Frances representative to propose substitutions, reductions, and cuts in order to reconcile the overall contract value with the proposed budget. In making cuts our goal was to preserve the primary function and the same aesthetic appeal of the project. Our first action was to assess what items carried the highest and lowest priority. Then, we applied those cuts to the submitted bid forms to see what cost implications they would have. Because each bidder had unique unit prices, the effect on the overall cost was distributed differently. However, many of the cost reductions required input directly from the contractor and so we could not accurately predict this without their involvement. This gave us enough insight to deduce that J&D Penner's cost would not reduce as significantly as the low bidder and so the determination was made to work directly with only the low bidder, RML Construction. We had considered partial awards to take advantage of the best unit prices from each contractor but this proved to be complicated and left a number of unresolved issues that could result in higher costs later on.

After several days of communication with RML, we were able to achieve a lower total contract value that is more in line with the projected budget. If further reductions are needed this may still be possible but perhaps not without compromising the function, aesthetics and vision for the space.

Our formal recommendation will follow this letter.

Per: Scatliff + Miller + Murray

A handwritten signature in black ink, appearing to be 'DB', with a small dot to the right.

David Bodnarchuk
MALA, SALA, CSLA, LEED AP



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/14-A

Approved 9/3/2016
[Signature]

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: March 2, 2016
SUBJECT: BIA Commitment for Rainy Lake Hotel Market Square Project

BACKGROUND

Attached is a copy of a letter to Mayor & Council dated June 5, 2012 from Richard Boileau, Vice-Chair of the BIA Board of Directors outlining their commitment/contribution(s) to the Rainy Lake Hotel Market Square project.

T. Rob, CBO and myself met with Mr. Boileau to review the BIA's commitment to the market Square project. Mr. Boileau will bring forward their commitment at the next Board of Director's meeting for authorization to make payment toward the 2015 demolition, their 2016 contribution and the balance amount for payment over 10 years.

Further on February 25, 2016 I spoke with Richard Boileau, who has confirmed that the BIA will honor their 2012 commitment of \$180,000.00 to the Rainy Lake Hotel/Market Square Project as follows:

1. \$30,000.00 – 2015 demolition
2. \$30,000.00 – 2016 project
3. \$100,000.00 - \$10,000/year for 10 years (2017 to 2026)
4. \$10,000.00 – Advertising \$1,000.00/year over 10 years
5. \$10,000.00 – Visual Improvements \$1,000.00/year over 10 years.

RECOMMENDATION

The Administration and Finance Executive Committee recommend approval of the BIA financial commitment toward the Rainy Lake Hotel/Market Square Project and that an Agreement with the BIA be brought forward.

Council Approval of This Report Will Approve the Administration & Finance Executive Committee recommendation to approve the BIA financial commitment toward the Rainy Lake Hotel/Market Square Project and that an Agreement with the BIA be brought forward.

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Rainy Lake Square, Scott Street and Civic Centre Letter of Recommendation

April 25, 2017

Travis Rob

Manager of Operations & Facilities

Town of Fort Frances

900 Wright Ave

Fort Frances, ON P9A 3J9

Re: Recommended Award of Tender No. 17-OF-05

Good Afternoon Travis,

We are truly excited to commence construction activities on the aforementioned projects in the Town of Fort Frances. As you know after receiving bids on the tender that were unexpectedly high, we began the process of value engineering in order to reduce the projected construction costs to a more manageable number. Initially we were reviewing both low bids from RML and J&D Penner respectively. It became clear that the J&D Penner's bid could not be reduced substantially enough without cutting some of the primary functions. Furthermore, the option of partial awards to both bidders came with too many risks and unknowns and may not have resulted in savings. As such, we turned our attention to RML, the low bidder.

We proceeded on the basis of making cuts, substitutions and reducing quantities in order to lower costs. We also considered design revisions such as changes to foundations and changes to specifications. We did not request that RML alter their unit pricing unless one of the above changes had preceded.

Summary of Changes

Substitutions and Reductions

- Stage Structure – No Piles, On Footings. (PRU has agreed that this is possible as they provide the engineering)
- Towers – Delete 2 of 6 T400. Foundations as per Trylon Engineering Dpt.
For the T500 (24') the recommended foundation is a 4' x 4' x 4' reinf. Conc block with an added 1' flare to 5' x 5' at the bottom.
For the T400 (16') the recommended foundation is a 3' x 3' x 3' reinf. Conc. block with an added 1' flare to 4' x 4' at the bottom.
- All Aluminum Light posts on 8' Sono-Tubes
THIS ELIMINATES DEEP PILES FROM THE PROJECT
- Festoon Cable/Lighting – Reduce Quantity from 140 lin. m. to 80 lin. m.
- LED Lit Bollards –Substitute w/ Large Granite Boulders. (Eliminate Electrical Runs as well)
- Concrete Pad at back of Stage 3sq.m. – Change to asphalt
- Cast Iron Tree Grates to "Monza" (Green Blue Urban)
- Unify thickness of all Concrete Pavers to 100mm in the Plaza and 80mm elsewhere. Scott Street and Civic Centre to sub Broadway for Navarro (flat head). Plaza to sub Cobble for Broadway.
- Tree Planting Pits and corresponding amount of Structural Soil to be reduced to 3m from 5m. Width and depth and grate size to remain.
- Reduce Plaza Tree Pits by 1.
- Alternate Price 1 is to be included in contract. Total street trees to be reduced by 3.

- Catch Basin Grates to be substituted. Product to match Tree Grates, TBD.
- Reduce Civic Centre Paving by 10%
- Substitute Concrete Ramp Surface for Ipe to Match Decking

Cuts

- Bottle Filling Station
- Gabion Kiosk Sign
- Backlit Sign – delete 1
- Feature Planter Wall and Steel Flag Sign
- Cantilevered Canopies – From (2) x 16' and (3) x 12' to (3) x 16' and (0) x 12'
- Interpretive Sign Frames – All
- Reduce Site Furniture Numbers
 - Wall Mounted Backless Benches – delete All.
 - Bistro Round Chairs – delete 9
 - Bistro Tables – delete 2
 - Bistro Barstools – delete 3
 - Multiplicity Bike Racks – delete 2
 - Backed Benches – delete 1
 - Waste Bins – delete 1
- Recycled Rubber Wheel stops
- Parking Line Painting
- Reduce Quantity of Planting 4" pots to 300
- Aluminum Light Pole and Luminaire Assembly – delete 2
- Delete all Civic Centre Furniture. Existing to remain.

Note: The Town of Fort Frances, own forces will maintain all planting during warranty period to RML's req. however, RML's warranty must remain intact. As always, plants damaged by animals or vandalism are not covered under warranty. RML to maintain during establishment period, sign off will be provided to move to warranty period. If RML agrees to this, an associated cost reduction can be applied to planting. If the Town feels the reduction is sufficient, and the work is manageable, we can proceed this way.

With these changes, the intent of the design and space is maintained, however the project cost would be \$2,458,621.49 including \$92,000.00 contingency and HST. Further these adjustments have been reviewed and approved in principle by RML. Proceeding on the above adjustments, we recommend that RML be awarded the contract for Tender Number 17-OF-05. We look forward to a successful completion of this project.

Per: Scatliff + Miller + Murray



David Bodnarchuk
MALA, SALA, CSLA, LEED AP

SCATLIFF + MILLER + MURRAY

visionary urban design + landscapes

February 22, 2017

Travis Rob
Town of Fort Frances

RE: Rainy Lake Square, Scott Street and Civic Centre
Construction Administration Services
Fort Frances, ON

Greetings Travis,

Scatliff+Miller+Murray (SMM) Inc. is a landscape architecture and planning consulting firm with over 25 years' experience creating exciting, innovative and award-winning urban design.

With the proven ability to manage a wide range of landscape architecture and design projects and from the initial concept through to implementation, SMM's extensive project list includes public plazas, parks, major urban redevelopment projects, residential and commercial subdivisions, waterfront renewal, playgrounds, schools, golf courses and open spaces. Scatliff + Miller + Murray prides itself on its proven ability to administrate the construction of projects both large and small. We have a depth of experience that is seldom paralleled in the industry and with that experience, we are confident in our ability to manage any situation that may arise. The collaborative nature of our office culture means that ideas and project issues are commonly shared across a wider platform where innovative solutions are developed by a team of bright minds. In addition, our background as primary designers on this project will be an asset by allowing us to have a first-hand understanding of the original design intent and direction as well as a strong familiarity with the site.

We have far-reaching experience in urban site development with projects such as the Winnipeg City Hall courtyard, Waterfront Drive, the Plaza at the Forks and Old Market Square. Most recently, we have had the opportunity to work with the Town of Fort Frances to redevelop a portion of the downtown core on Scott Street. The Rainy Lake Market Square will be the most significant project undertaken by the Town of Fort Frances in a generation and we are truly excited to have been part of it. At this time, the design phases are winding down and preparation for construction is ramping up.

Project Understanding

The terms of this proposal are to provide construction administration services for the Rainy Lake Square, Scott Street and Civic Centre projects in order to oversee their successful completion. This will require regular communication and coordination with the successful contractor as well as the Town representative in order to ensure the project is completed on time and on budget.

We see our scope as part of this service to include the following:
(This fee is to include all engineering services)

- **Procurement and Bid Phase**
 - Integrate Issued for Tender documents into the Town of Fort Frances' procurement framework.
 - Answer RFI's
 - Provide clarifications and additional information to Bidders as part of an Addendum
 - Make formal recommendations for award of contract
- Await the Town of Fort Frances decision
- **Construction Phase – Implementation**
Assuming a 16 week installation period
 - Ensure contractor documentation is completed
 - Kick off Meeting with Town and Contractor
 - Ensure contractor schedules are submitted
 - Ensure that contractor records and reports are being kept and filed
 - Provide regular reports to the Town of Fort Frances representative.
 - Weekly site reviews to oversee progress and ensure milestones are being met.
 - Engineering site reviews
- **Construction Phase - Change Control**
 - Issue Change Notices, Change Orders and other control documents
 - Issue Work Value Certificates or equivalent to recommend payment to contractor
- **Close Out Phase**
 - Close out documentation and final site reviews

We estimate the schedule of this project to be roughly 16 weeks commencing in early Spring 2017 (weather permitting) and completing by September 2017. As such, we will ensure that we are dedicating a sufficient number of staff to complete each phase of the work. In some cases, site visits may be made by KGS engineers or representatives depending on the relevant tasks under review.

Fee Schedule

Our fees are in accordance with the Manitoba Association of Landscape Architects Fee Guidelines, and are based on a general review of the site plan that has been submitted, understanding of the scope, methodology, and probable construction budget of landscape works.

We anticipate that most material will be handled digitally and will not have a disbursement charge, if however colour printed material is required, disbursements will be charged on a cost plus 10% basis.

We are proposing that we work on an hourly basis up to the upset maximum fees per stage as shown below.

Procurement and Bid Phase	\$ 7,720.00
Construction Phase – Implementation	\$ 9,580.00
Construction Phase – Change Control	\$ 44,980.00
Close Out Phase	\$ 13,790.00

SubTotal	\$ 76,070.00
----------	--------------

Expenses and Travel	\$ 13,200.00
	[Travel costs for site visits (2 days each), Mileage, Meals, Lodging]
	\$ 500.00
	[Printing – to be used as required]
Total Fee	\$ 89,770.00 plus H.S.T.

Project Breakdown

Rainy Lake Square Project	\$ 82,445.00 plus H.S.T.
Scott Street and Civic Centre	\$ 6,825.00 plus H.S.T.
Printing (under RLS)	\$ 500.00 plus H.S.T.

Thank you for the opportunity to quote on this project,

Bob Somers MALA, SALA, CSLA
Principal

Scatliff + Miller + Murray



Bob Somers, Principal

ACKNOWLEDGEMENT FORM

The attached proposal, dated **February 22, 2017**, outlines the scope of services and the proposed basis of compensation for **Rainy Lake Square, Scott Street and Civic Centre – Construction Administration Services**.

(Scatliff + Miller + Murray Inc. File No. _____). *To be filled out by SMM upon approval*

Please indicate your approval of the proposal and your authorization to proceed with the work by initialing the previous pages (bottom left corner) and signing and returning this form to:

Scatliff + Miller + Murray Inc.
1120-201 Portage Avenue
Winnipeg, Manitoba
R3B 3K6
ATTENTION: Bob Somers

The proposal terms and conditions as set out in the above referenced proposal are acknowledged and accepted by the undersigned. Scatliff + Miller + Murray Inc. is hereby authorized to proceed with the work.

_____	_____
Witness	Client Name (Print)
_____	_____
Date	Authorized Signature incorporated therein.

April 27, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: March 2017 Drinking Water Systems Monthly Summary Report

Please find attached the March 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 March 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 March 2017 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

March, 2017

**Monthly Summary Report
Water Systems**

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

Dated: April 18, 2017

1) Introduction:

This report contains the major maintenance activities and operational events that occurred during the month of March 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): 4 samples taken no adverse results

Water Treatment Plant (raw): 4 samples taken no adverse results

Water Distribution System: 16 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. 740 Scott St. | 2. 1050 Portage Ave. | 3. 901 Wright Ave. | 4. W. Tower |
| 5. 1036 Victoria Ave. | 6. 500 King's Hwy. | 7. 901 Wright Ave. | 8. W. Tower |
| 9. 740 Scott St. | 10. 1050 Portage Ave. | 11. 810 King's Hwy | 12. W. Tower |
| 13. 740 Scott St. | 14. 1036 Victoria Ave. | 15. 901 Wright Ave. | 16. 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:

Mar. 03rd - calibrated the Distribution Chlorine Analyzer.

Mar. 06th - calibrated the Distribution Chlorine Analyzer.

Mar. 07th - worked on Reservoir No. 1 Influent Valve.

Mar. 08th - calibrated the Distribution Chlorine Analyzer.

Mar. 09th - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.

Mar. 10th - worked on Reservoir No. 1 Influent Valve.

Mar. 11th - worked on Reservoir No. 1 Influent Valve.

Mar. 15th - worked on Filter No. 3 Turbidity Meter.

Mar. 21st - installed a new chain on Clarifier No. 1.

Mar. 25th - calibrated Distribution Chlorine Analyzer.

Mar. 27th - worked on Distribution Chlorine Analyzers.

Mar. 29th - worked on Soda Ash line.

Mar. 30th - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.
- ran standby generator for approximately one (1) hour.

8) **Water Complaints:**

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

9) **Other Miscellaneous Information:**

Mar. 01st - QMS meeting.

Mar. 02nd - received a load of Liquid Alum.

Mar. 06th - took weekly routine micro samples.

Mar. 07th - took annual samples at the plant and water tower.

Mar. 08th - QMS meeting.

Mar. 09th - WHMIS training.
- QMS meeting.

Mar. 14th - took weekly routine micro samples.

Mar. 15th - Lakeside upgrading plant alarms.

Mar. 16th - Lakeside upgrading plant alarms.

Mar. 20th - took weekly routine micro samples.

Mar. 22nd - QMS meeting.

Mar. 28th - took weekly routine micro samples.
- took grab samples off the filters.

Mar. 29th -.commenced the Municipal Lead Testing Program.

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 March 2017

May 3, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of RFP 17-OF-06 – 5 Year Maintenance Agreement for Municipal Property

At the March 13, 2017 meeting of Council direction was given to develop and RFP for the annual maintenance of the fields at the Fort Frances Airport and the property known as 1003 Frog Creek Road. Proposals were accepted from March 30, 2017 until April 18, 2017. One proposal was received from Harold Kelly of Emo.

Mr. Kelly provided a listing of equipment he owns to maintain the property as well as proposed maintenance plans for both properties. All proposed crops comply with the Transport Canada Guidelines for crop use on Airport Property and all equipment listed is capable of working the size of property outlined. The proposal stipulated an annual payment to the Town in exchange for the work on this property totalling \$2700.00. The term of the agreement would be for 5 years with an option to extend for another 5 years.

Attached to this report is a report from Tom Batiuk Airport Supervisor as well as a copy of the provided proposal submission.

Administration recommends the following:

1. That Council award RFP 17-OF-06 5 year Maintenance Agreement for Municipal Airport Property and 1003 Frog Creek Road to Harold Kelly for the annual payment to the Town of \$2700.00
2. That an agreement be drafted to reflect the terms of the RFP, and further
3. That an authorizing by-law be prepared, authorizing the Mayor and Clerk to execute said agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure:

1. That Council award RFP 17-OF-06 5 year Maintenance Agreement for Municipal Airport Property and 1003 Frog Creek Road to Harold Kelly for the annual payment to the Town of \$2700.00
2. That an agreement be drafted to reflect the terms of the RFP, and further
3. That an authorizing by-law be prepared, authorizing the Mayor and Clerk to execute said agreement on behalf of the corporation.

Manager of Operations and Facilities

2017MayAwardRFP17-OF-06AirportMaintenance



2017-04-26

To: Travis Rob

From: Tom Batiuk

Re: Recommendation to award tender 17-OF-06

Please see attached Tender 17-OF-06 document from Harold Kelly. This tender was opened and reviewed on the tender closing date of April 18th, 2017. Based on the tender package received, it is my recommendation to award this tender to Mr. Kelly. The revenue generated from this tender as well as Mr. Kelly's willingness to work with the Town to prepare and tend the airport property is of vital importance to the airport operational plans for this land over the next 5 years. Please review the attached documentation with my recommendation for approval by Town Council.

Kind Regards,

Tom Batiuk
Airport Supervisor



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: May 2, 2017

RE: **Museum Northern Ontario Internship Program Application**

Background

Leanne Mose, contact with the Ministry of Northern Development & Mines has informed the Museum Curator, Sherry George that the Northern Ontario Internship Program (NOIP) through the Northern Ontario Heritage Fund Corporation (NOHFC) has been extended through March 2019.

Sherry would like the one-year position to start as soon as possible after the current internship concludes – Sept 28. This time frame allows the Museum to hire a graduate who will be completing their summer internship and looking for work. The terms for the internship has remained the same as the current agreement; the program pays up to 90% funding. The municipality is responsible to fund 10% of the intern regardless of the funding amount.

Proposed financial scope

Wages	\$34,944
Benefits	\$ 4,806
Total	\$39,750

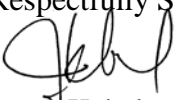
NOIP	\$31,450	90% Funding
TOFF	\$ 8,300	10% Funding

The museum could possibly contribute \$5000 from Museum reserves (donation) fund, leaving \$3,300 to be funded.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the Museum's application to the Northern Ontario Internship Program (NOIP) for a one-year intern starting in the Fall of 2017 that will be funded 90% up to a maximum of \$34,944. The cost to the Museum is approximately \$8,300. It was suggested that \$5,000 could be taken from Museum donation reserves to help cover the expense.

Respectfully Submitted,



Jason Kabel

Council approval of this report will authorize the Museum's application to the Northern Ontario Internship Program (NOIP) for a one-year intern starting in the Fall of 2017 that will be funded 90% up to a maximum of \$34,944. The cost to the Museum is approximately \$8,300.



REPORT

TO: Mayor Avis & Council
FROM: Jason Kabel, Community Services Division Manager
DATE: May 2, 2017
RE: **Museum Parking**

Preamble

Currently the Museum has 1 parking space located at the back of the Rainy Lake Square property for the Museum Staff/Curator's use and 2 spaces behind the Museum building, 1 handicap space & 1 loading dock space. With the development of the Rainy Lake Square commencing this summer, the Museum Staff/Curator parking space will no longer be available to the Museum.

There is opportunity to remove the small birch tree in the back of the Museum to make provision for another parking space. Another option for a parking space would be the Town lot off Church Street that would be much further away.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the removal of the tree behind the Museum to accommodate an additional parking space that will be displaced by the Rainy Lake Square development.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will endorse the removal of the tree behind the Museum to accommodate an additional parking space that will be displaced by the Rainy Lake Square development.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: May 2, 2017

RE: **Museum Tener Photograph Book Project**

Background

The Museum is currently engaged in a project with the William Hampden Tener photographs to create a coffee table book that will be a compilation of the most interesting photos recently acquired from the Ontario Archives.

The cost for publishing 300 letter-sized books for resale is \$5,000. This is an unbudgeted operational expense but the intent is that the book sales will more than recover the expenditure. All labour on the project has been done exclusively by volunteers; historian/author Merv Ahrens, Photoshop guru Nell Laur, and researcher Maxine Hayes.

The Museum is requesting endorsement for the \$5,000 expenditure to have the books published with the intention that the outlay will be recovered by sales.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the \$5,000 expenditure for book publishing to be recovered by sales of the book.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will authorize the \$5,000 expenditure for the Tener photograph book publishing with the intention that the outlay will be recovered by sales.

Date: May 4, 2017

Report To: Mayor and Council

From: Tyson Dennis, Chief Building Official / Municipal Planner

RE: House-keeping By-Law Amendment for Lot 21 Title Registration

As Council will recall, the property located at Minnie Ave North as Lot 21 River Range previously had a Holding Provision removed from the its zoning designation. Council passed a By-Law Amendment to remove the Holding Provision. Once the By-Law passed, it was sent the Town's Solicitor to be register on title so all conditions would have to be met prior to any future development.

Upon review of the By-Law Amendment by the Town's Solicitor, it was suggested to define the requirements of the conditions for the removal of the Holding Provision be more detailed to avoid any confusion in the future.

The previous By-Law Amendment for the removal of the Holding Provision located at Minnie Ave North as Lot 21 River Range is complete and passed by Council previously. By accepting this defined By-Law Amendment for the Holding Provision Removal for future development at the property, will cover any future problems with development requirements on the Town's behalf for conditions and permits.

This report was sent to Planning and Development May 1st, 2017 and was recommended to pass the defined By-Law by the Town solicitor for registration on title.

Respectfully Submitted

Tyson Dennis

Chief Building Official Municipal Planner

Council Approval of this will agree to the recommendation of the Planning & Development Executive Committee to allow the By-Law Amendment to be passed by Council and be registered on title so all conditions will have to be met prior to any development as suggested by the Town solicitor.

THE CORPORATION OF THE TOWN OF FORT FRANCES
(the “Municipality”)

BY-LAW _____

(Being a By-law to amend By-Law No. 03/14 as amended)

WHEREAS Council (“Council”) of the Municipality has been requested to amend By-Law 03/14, as amended, by removing the “H” symbol (the “Holding Symbol”) used in conjunction with the “R1” zone symbol on or with regard to the lands and premises (the “Property”) legally described as Pt Lt 21 River Range McIrvine Parts 1, 2, 3, 4, 5 & 6, 48R4004; Fort Frances (PIN 56016-0743).

NOW THEREFORE the Council of the Municipality **HEREBY ENACTS** as follows:

1. Subject to and provided that:
 - (a) prior to any development in, on, or with respect to, the Property the registered owner(s) of the Property (the “Owners”) shall have entered into a site plan control agreement with the Municipality in form and substance satisfactory to the Municipality; and
 - (b) prior to any development in, on, or with respect to, the Property, the Owners shall have executed an agreement in form and substance satisfactory to the Municipality as to or in respect of existing and future water and septic services (collectively, the “Services”) in, on, and to the Property including, without limitation, provisions confirming responsibility and liability of the Owner(s) for and in respect of the Services whether past, current, or future; and
 - (c) no person shall use or cause to permit the Property to be used, and no person shall erect or use, or cause or permit to be erected or used any building or structure thereon, except in accordance with the provisions paragraphs 1 (a) and 1 (b) of this By-Law

the zoning of the Property shall be and is hereby deemed amended to remove the Holding Symbol.

2. This By-Law shall be registered against title to the Property.
3. The Mayor and the Clerk of the Municipality shall and are hereby authorized and directed to sign any and all documents and take all action necessary or desirable to carry out the intent of this By-law.

ENACTED and passed this day of , 2017.

per: _____
R. Avis, Mayor

per: _____
E. Slomke, Clerk

Date: May 4, 2017
Report To: Mayor and Council
From: Tyson Dennis, Chief Building Official / Municipal Planner
RE: Municipal Resolutions – Changes to Building Code.

The resolutions from the Municipality of East Ferris and Madawaska Valley discuss changes to the Building Code in regard to the way that septic systems are inspected and enforced. The resolutions are attached for your information.

The Planning & Development Executive Committee at their regular meeting held May 1, 2017 discussed these items with the Chief Building Official/Municipal Planner and are recommending that Council support the resolutions as presented.

Respectfully Submitted

Tyson Dennis

Chief Building Official / Municipal Planner

Council Approval of this will agree to the recommendation of the Planning & Development Executive Committee and direct the Clerk to send a letter to both the Municipality of East Ferris and Madawaska Valley to advise of Council's support of their resolutions.



**THE CORPORATION OF THE TOWNSHIP
OF MADAWASKA VALLEY**

P.O. Box 1000

85 Bay Street

Barry's Bay ON K0J 1B0

Ph 613-756-2747 Fax 613-756-0553

info@madawaskavalley.ca

Moved by: Mayor Love
Seconded by: Councillor Maïka
BE IT RESOLVED

2017-44-0304
03 April 2017

WHEREAS the Ministry of Municipal Affairs has proposed change number B-08-09-03 to the 2012 Building Code O. Reg. 332/12 as amended;

AND WHEREAS the proposed change requires septic tanks and other treatment units to be pumped out at least every five years, and records to be kept by the operator of the sewage system for submission to the chief building official upon request;

AND WHEREAS the proposed change identifies enforcement implications on principal authorities such as chief building officials due to the need for managing this program across their area of jurisdiction;

AND WHEREAS the cost/benefit implications of the proposed change fail to identify and include Municipal costs resulting from the enforcement implications for chief building officials;

AND WHEREAS the proposed change also fails to identify new provincial funding to offset these additional Municipal costs;

AND WHEREAS homeowners with septic systems are already responsible for the negative impacts of poor septic system maintenance;

AND WHEREAS the justification/explanation for the proposed change provides no evidence that mandatory pump outs every five years will enhance the maintenance of conventional systems;

AND WHEREAS the *Building Code Act* could bestow sufficient authority to the council of a Municipality to pass by-laws establishing and governing septic system maintenance inspection programs on an as needed - where needed basis to address local concerns;

THEREFORE BE IT RESOLVED THAT the Council of the Township of Madawaska Valley requests that the Ministry of Municipal Affairs defer implementation of proposed change number B-08-09-03 to the 2012 Building Code O. Reg. 332/12 as amended until such time as Municipal consultations are undertaken to determine the true cost/benefit implications for municipalities and sufficient evidence is provided to justify the need for a province-wide mandatory septic system maintenance program.

AND FURTHER THAT this resolution be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable Bill Mauro, Minister of Municipal Affairs, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, Mr. John Yakabuski, MPP for Renfrew Nipissing Pembroke, the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM) and all rural and northern Ontario municipalities for support.

X CARRIED.

A handwritten signature in dark ink, appearing to read "Gwen Dombroski", written over a horizontal line.

Gwen Dombroski, Acting Clerk

MUNICIPALITÉ · EAST FERRIS · MUNICIPALITY

390 HIGHWAY 94, CORBEIL, ONTARIO P0H 1K0
 TEL.: (705) 752-2740 FAX.: (705) 752-2452
 Email: municipality@eastferris.ca

REGULAR COUNCIL MEETING

HELD

March 28th, 2017

No. 2017-78

Moved by Councillor Voyer

Seconded by Councillor Kelly

WHEREAS the Ministry of Municipal Affairs and Housing has proposed a change to the Building Code, B-08-09-03, requesting mandatory five year septic tank pump out and records retention by the owner;

AND WHEREAS that same change requires Municipalities to administer and enforce this change;

AND WHEREAS the change document fails to identify and acknowledge the administrative costs that will be added to Municipalities;

AND WHEREAS the change document fails to identify any transfer of Provincial funding to offset these downloaded costs;

AND WHEREAS many Municipalities already have By-laws to regulate septic systems especially near waterways;

AND WHEREAS the majority of homeowners pump out their septic tanks on a regular basis whether regulated to or not;

AND WHEREAS the Province and Municipalities can better ensure that septic systems are maintained through a low cost educational program;

AND WHEREAS there are many more important issues on which to spend taxpayer's money than "enhancing" maintenance on existing functioning system;

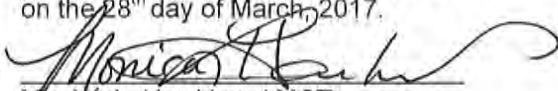
AND WHEREAS Premier Wynne stated on Monday, January 30th, 2017 at the ROMA Conference that the Province recognizes that "one size fits all" solutions do not always work in rural Ontario;

THEREFORE BE IT RESOLVED that the Council for the Municipality of East Ferris does hereby request that the Honourable Bill Mauro, Minister of Municipal Affairs not move forward with proposed Building Code Change B-08-09-03;

AND FURTHER that a copy of this resolution be sent to Honourable Kathleen Wynne, Premier of Ontario, the Honourable Bill Mauro, Minister of Municipal Affairs, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrea Horwath, Leader of the New Democratic Party, AMO, ROMA and FONOM and all Ontario Municipalities.

Carried Mayor Vrebosch

CERTIFIED to be a true copy of
 Resolution No. 2017-78 passed by the
 Council of the Municipality of East Ferris
 on the 28th day of March, 2017.


 Monica L. Hawkins, AMCT
 Clerk



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/48**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
Subject: Councillor Paul Ryan NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 and Travel Expense Claim in the amount of 82.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017 as submitted by Councillor Paul Ryan.

Travel Expense Summary

1.	Meals	82.00
2.	Per Diem (3 1/2 Days)	<u>560.00</u>
	Total	<u>\$642.00</u>

The registration fee of \$325.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,367.02 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$560.00 and Travel Expense Claim in the amount of \$82.00 as submitted by Councillor Paul Ryan for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$642.00 as submitted by Councillor Paul Ryan for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 25 – 28, 2017.

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

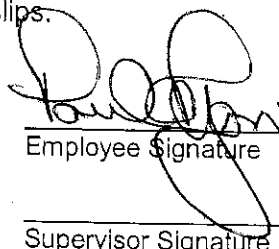
1.	Attendee	PAUL RYAN							
2.	Conference/Seminar Attended	71 ST NOMA CONFERENCE AND ANNUAL GENERAL MEETING							
	Location (Facility and City)	VICTORIA INN - THUNDER BAY ONTARIO							
	Dates	APRIL 25, 26, 27, 28 / 2017							
3.		Sun.	Mon.	Tues. 25	Wed. 26	Thurs. 27	Fri. 28	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				12.00				12.00
	Lunch								
	Dinner			35.00	35.00				70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
	Paid By Town of F.F.	Yes				Room, VICTORIA INN		0	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	TRAVEL IN DON KIROWSKI AND ROYAN'S PRIVATE VEHICLE				
	Mileage Claimed	KM x \$0.45 =			0				
6.	Approved					Total Expenses	82.00		
						Advance Received	0		
						Balance Claimed	82.00		
						Balance Refunded	0		

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.

Date

May 1 / 2017

Employee Signature



Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	PAUL RYAN
Conference / Seminar Attended	7 th ANNUAL NOMA CONFERENCE AND ANNUAL GENERAL MEETING
Location	VICTORIA INN THUNDER BAY, ONTARIO
Dates	APRIL 25, 26, 27, 28 / 2017

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Apr 25/17	Apr 26/17	Apr 27/17	Apr 28/17			—
Amount		80. ⁰⁰	160. ⁰⁰	160. ⁰⁰	160. ⁰⁰			560. ⁰⁰

Name (Please Print)	Signature
PAUL RYAN	Paul Ryan
Approved	Date
	May 1 / 2017

To be submitted to Payroll for processing when approved by Council

2017 NOMA Annual Meeting & Conference

Wednesday, April 26, 2017 Location: Victoria Inn, Thunder Bay

- 9:30 am **Registration**
- 10:30 am **Conference Welcome**
Greetings from NOMA – Mayor David Canfield, President
Smudging Ceremony
Greetings from the City of Thunder Bay – Mayor Keith Hobbs
Greetings from Fort William First Nation – Chief Peter Collins
Greetings from FONOM – Danny Whalen, Vice President
Greetings from ROMA – Ron Holman, President
Greetings from FCM – Linda Rydholm, Board of Director, Councillor
Greetings from Grand Council Treaty 3 – Grand Chief Kavanaugh (invited)
Greetings from Robinson Superior – Regional Chief Pierre Pelletier (invited)
- 11:15 am **Ministry of Community and Social Services – DSSAB Review Procedures and Timelines**
Anna Cain, Director, Ministry of Community and Social Services
- 11:45 am **Buffet Lunch**
- 12:30 pm **The Thunder Bay Sister Cities Experience**
Sarah Kerton, Experienced member & John Hannam, City Clerk, City of Thunder Bay
- 1:15 pm **Fireside Chat with Premier Kathleen Wynne**
An opportunity for Q&A with the Premier
- 1:45 pm **Economic Benefits of Sister Cities Relationships- PANEL**
Neil Glazman, Duluth Sister Cities, Mayor David Canfield, City of Kenora, Carolina Rendeiro, Member, Executive Board of Directors, Sister Cities International, Dave Knutson, WSP
- 2:30 pm **Tai Chi and Nutrition Break**
- 3:00 pm **Making Lasting Connections in the Sister Cities Program**
Neil Glazman, Duluth Sister Cities
- 3:45 pm **How to Establish a Sister Cities Relationship**
Carolina Rendeiro, Member Executive Board of Directors, Sister Cities International

Evening – April 26, 2017 6:00 pm to 8:00 pm Come and Go Reception

Registration and time to visit the trade booth exhibitors located in the Regency Ballroom

Thursday, April 27, 2017 Location: Victoria Inn, Embassy Ballroom

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

- 7:45 am **Buffet Breakfast**
- 8:30 am **Address from the Association of the Municipalities of Ontario**
 Lynn Dollin, President
- 8:45 am **AMO Update**
 Monika Turner, Director of Policy, AMO
- 9:30 am **Update from Tourism Northern Ontario**
 Karen Peacock, Tourism Excellence North Coordinator & Pat Forrest, Senior Coordinator, Initiatives and Partnerships
- 10:00 am **Health Break**
- 10:15 am **Resolute Forest Products/Ontario Forest Industries Association**
 Roger Barber, General Manager, Ontario Woodland Resolute Forest Products
 Jamie Lim, Chief Executive Officer, OFIA
- 11:00 am **Substance Abuse Issues in the Northwest**
 Dr. Kit Young Hoon, Medical Officer of Health, Northwest Health Unit
- 11:45 am *As it is an election year for NOMA President and Executive Vice President, Opportunity for Candidates to Speak to Voters*
- 12:05 pm **Lunch Buffet**

***Voting Booths Open for Election of the President & Executive Vice President
 In Kensington Room, Victoria Inn Noon to 2:00 pm***

A maximum of six elected officials per municipality registered for the conference will be provided with a ballot to elect the position of President and Executive Vice President. The candidates for the two positions include:

President

Wendy Landry, Mayor, Municipality of Shuniah
 Phil Vinet, Mayor, Municipality of Red Lake

Executive Vice President

Doug Lawrance, Mayor, Municipality of Sioux Lookout
 Ken Perry, Councillor, Town of Fort Frances

- 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**
Jamie McIntyre, Policy Analyst, Northern Policy Institute
- 2:45 pm **Concurrent Session**
A facilitated discussion with MPAC – Carlton Room
Greg Martino, Director of Valuation and Customer Relations, MPAC
Mary Dawson-Cole, Regional Manager, MPAC
- 2:45 pm **Concurrent Session**
Centre for Research in Occupational Safety and Health. CROSH – Embassy Ballroom
Marianne Matichuk, Chief Administrative Officer
- 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 Board Members**
Mayor David Canfield, President – 2013 to 2017
Mayor Phil Vinet, Executive Vice President – 2013 - 2017
Mayor Dennis Brown, Past President – 2016 - 2017
- 7:30 pm **Casino Night – Play money will be provided for your evening of casino fun. Your play money will be redeemed for draw tickets.**

Friday, April 28, 2017 Location: Victoria Inn, Thunder Bay

- 8:00 am to 12:00 pm **Registration**
- 7:45 am ***Breakfast Buffet – Victoria Inn***
- 8:25 am **Greetings from Canadian Association of Petroleum Producers**
David Sword, Ontario Advisor
- 8:30 am **Truth and Reconciliation in Sioux Lookout**
Chief Clifford Bull, Lac Seul First Nation and
Ann Mitchell, CAO, Sioux Lookout
- 9:00 am **Canada's Federal Immigration Programs**
Steven Owen, Employer Liaison Officer
- 9:30 am **Programming and Economic Opportunities Lakehead University**
Dr. Brian Stephenson, President &
Dr. Andrew Dean, Vice President Research & Innovation
- 10:15 am **Health Break**
- 10:30 am **Message from Norm Miller, MPP, Parry Sound-Muskoka**
Opposition Critic for Northern Development & Mines
- 10:40 am **Independent Electricity System Operator (IESO) Planning Update**
Ahmed Maria, Senior Manager, Transmission Integration
- 11:15 am **Message from Sarah Campbell, MPP Kenora**
- 11:25 am **LAS Programs**
Jeff Barten, Energy and Asset Services Manager
- 12:00 pm **Messages from Federal MP's**
Don Rusnak, MP Thunder Bay – Rainy River
- 12:15 pm ***Buffet Lunch***
- 1:00 pm **Minister's Forum - Bear Pit Session**
Minister Bill Mauro, Ministry of Municipal Affairs
Minister Glen Thibeault, Ministry of Energy
- 2:00 pm **Adjournment**



VICTORIA INN

AGENDA ITEM #8.1

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Paul Ryan
31 Mill Street
Ajax, On
Noma
L1S 6J9

Page # 1
Res. # 522074
Checked in Tue Apr 25/17 - 6:22pm
Checked out Fri Apr 28/17 - 11:46am
Nights 3
Room Rate 118.00
Promo Code
Room 334

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr25	PAID BY VISA - Th auth #049374	*****8250		400.02
Apr25	Room - Government Rate		118.00	
Apr25	HST		15.34	
Apr26	Room - Government Rate		118.00	
Apr26	HST		15.34	
Apr27	Room - Government Rate		118.00	
Apr27	HST		15.34	
			0.00	
			400.02	400.02

N.O.M.A.
Attn: Kristen Oliver
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8

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Charge Summary:
HST

46.02

PAID BY THE TOWN OF FORT FRANCES



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:	Kathryn Lawson	Full Conference	
Municipality/Ministry/Company:	Town of Fort Frances	Member/Ministry:	\$325 <input checked="" type="checkbox"/>
Address:	300 Portage Avenue	Non-member:	\$450 <input type="checkbox"/>
City/Province/Postal Code:	Fort Frances, Ont. P9A 3P9	(includes all meals: Wednesday lunch, reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)	
Phone:	807-274-5323, ext 1212	Sponsor \$	<input type="checkbox"/>
Email:	klawson@fortfrances.ca	Exhibit booth \$500	<input type="checkbox"/>
ATTENDEE NAME(S) & TITLE(S) (attach separate page if more space is needed)		(See exhibitor package for more information)	
		Requirements: Power Yes No Indicate special requirements on signed waiver.	
G. Paul Ryan, Councillor		Add'l Exhibit Staff \$250	<input type="checkbox"/>
		Thursday Dinner Only <input type="checkbox"/> Member/Ministry: \$75	
		Total Fee	\$325.00

CREDIT CARD INFORMATION NOMA Accepts Visa and Mastercard

CARD NUMBER

EXPIRY DATE

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



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/49**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
Subject: Councillor Ken Perry NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 and Travel Expense Claim in the amount of 70.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017 as submitted by Councillor Ken Perry.

Travel Expense Summary

1.	Meals	70.00
2.	Per Diem (4 Days)	<u>640.00</u>
	Total	<u>\$710.00</u>

The registration fee of \$325.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,435.02 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$640.00 and Travel Expense Claim in the amount of \$70.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$710.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 25 – 28, 2017.

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

1.	Attendee	Ken Perry							
2.	Conference/Seminar Attended	NOMA AGM & Conference							
	Location (Facility and City)	Victoria Inn Thunder Bay							
	Dates	APRIL 25, 26, 27, 28							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				15.00				15.00
	Lunch				20.00				20.00
	Dinner				35.00		35.00		70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses	\$70.00	115.00	74
						Advance Received			
						Balance Claimed	\$70.00	115.00	70
						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.

Date May 1 / 17

Employee Signature Ken Perry

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

Date	Treasurer	A / P	Cashier

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

Attendee	Kew Perry
Conference / Seminar Attended	NOMA AGM / conference
Location	Victoria Inn Thunder Bay
Dates	APR. 25, 26, 27, 28

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	APR 25	26	27	28				
Amount		150 ⁰⁰	150 ⁰⁰	150 ⁰⁰	150 ⁰⁰			600 ⁰⁰ \$640.00
		160.00	160.00	160.00	160.00			

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

To be submitted to Payroll for processing when approved by Council

2017 NOMA Annual Meeting & Conference

Wednesday, April 26, 2017 Location: Victoria Inn, Thunder Bay

- 9:30 am **Registration**
- 10:30 am **Conference Welcome**
Greetings from NOMA – Mayor David Canfield, President
Smudging Ceremony
Greetings from the City of Thunder Bay – Mayor Keith Hobbs
Greetings from Fort William First Nation – Chief Peter Collins
Greetings from FONOM – Danny Whalen, Vice President
Greetings from ROMA – Ron Holman, President
Greetings from FCM – Linda Rydholm, Board of Director, Councillor
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- 11:15 am **Ministry of Community and Social Services – DSSAB Review Procedures and Timelines**
Anna Cain, Director, Ministry of Community and Social Services
- 11:45 am **Buffet Lunch**
- 12:30 pm **The Thunder Bay Sister Cities Experience**
Sarah Kerton, Experienced member & John Hannam, City Clerk, City of Thunder Bay
- 1:15 pm **Fireside Chat with Premier Kathleen Wynne**
An opportunity for Q&A with the Premier
- 1:45 pm **Economic Benefits of Sister Cities Relationships- PANEL**
Neil Glazman, Duluth Sister Cities, Mayor David Canfield, City of Kenora, Carolina Rendeiro, Member, Executive Board of Directors, Sister Cities International, Dave Knutson, WSP
- 2:30 pm **Tai Chi and Nutrition Break**
- 3:00 pm **Making Lasting Connections in the Sister Cities Program**
Neil Glazman, Duluth Sister Cities
- 3:45 pm **How to Establish a Sister Cities Relationship**
Carolina Rendeiro, Member Executive Board of Directors, Sister Cities International

Evening – April 26, 2017 6:00 pm to 8:00 pm Come and Go Reception

Registration and time to visit the trade booth exhibitors located in the Regency Ballroom

Thursday, April 27, 2017 Location: Victoria Inn, Embassy Ballroom

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

- 7:45 am **Buffet Breakfast**
- 8:30 am **Address from the Association of the Municipalities of Ontario**
Lynn Dollin, President
- 8:45 am **AMO Update**
Monika Turner, Director of Policy, AMO
- 9:30 am **Update from Tourism Northern Ontario**
Karen Peacock, Tourism Excellence North Coordinator & Pat Forrest, Senior Coordinator, Initiatives and Partnerships
- 10:00 am **Health Break**
- 10:15 am **Resolute Forest Products/Ontario Forest Industries Association**
Roger Barber, General Manager, Ontario Woodland Resolute Forest Products
Jamie Lim, Chief Executive Officer, OFIA
- 11:00 am **Substance Abuse Issues in the Northwest**
Dr. Kit Young Hoon, Medical Officer of Health, Northwest Health Unit
- 11:45 am *As it is an election year for NOMA President and Executive Vice President, Opportunity for Candidates to Speak to Voters*
- 12:05 pm **Lunch Buffet**

***Voting Booths Open for Election of the President & Executive Vice President
 In Kensington Room, Victoria Inn Noon to 2:00 pm***

A maximum of six elected officials per municipality registered for the conference will be provided with a ballot to elect the position of President and Executive Vice President. The candidates for the two positions include:

President

Wendy Landry, Mayor, Municipality of Shuniah
 Phil Vinet, Mayor, Municipality of Red Lake

Executive Vice President

Doug Lawrance, Mayor, Municipality of Sioux Lookout
 Ken Perry, Councillor, Town of Fort Frances

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Bernd Christmas, Chief Executive Officer, Gitpo STORMS
- 2:00 pm **How Cross-Cultural Relationship Building Empowers Economic Development in the North**
Jamie McIntyre, Policy Analyst, Northern Policy Institute
- 2:45 pm **Concurrent Session**
A facilitated discussion with MPAC – Carlton Room
Greg Martino, Director of Valuation and Customer Relations, MPAC
Mary Dawson-Cole, Regional Manager, MPAC
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Centre for Research in Occupational Safety and Health. CROSH – Embassy Ballroom
Marianne Matichuk, Chief Administrative Officer
- 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
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Embassy Ballroom
- 6:00 pm **Dinner**
- 7:15 pm **Presentation to Outgoing Board Members**
Mayor David Canfield, President – 2013 to 2017
Mayor Phil Vinet, Executive Vice President – 2013 - 2017
Mayor Dennis Brown, Past President – 2016 - 2017
- 7:30 pm **Casino Night – Play money will be provided for your evening of casino fun. Your play money will be redeemed for draw tickets.**

Friday, April 28, 2017 Location: Victoria Inn, Thunder Bay

- 8:00 am to 12:00 pm **Registration**
- 7:45 am ***Breakfast Buffet – Victoria Inn***
- 8:25 am **Greetings from Canadian Association of Petroleum Producers**
David Sword, Ontario Advisor
- 8:30 am **Truth and Reconciliation in Sioux Lookout**
Chief Clifford Bull, Lac Seul First Nation and
Ann Mitchell, CAO, Sioux Lookout
- 9:00 am **Canada's Federal Immigration Programs**
Steven Owen, Employer Liaison Officer
- 9:30 am **Programming and Economic Opportunities Lakehead University**
Dr. Brian Stephenson, President &
Dr. Andrew Dean, Vice President Research & Innovation
- 10:15 am **Health Break**
- 10:30 am **Message from Norm Miller, MPP, Parry Sound-Muskoka**
Opposition Critic for Northern Development & Mines
- 10:40 am **Independent Electricity System Operator (IESO) Planning Update**
Ahmed Maria, Senior Manager, Transmission Integration
- 11:15 am **Message from Sarah Campbell, MPP Kenora**
- 11:25 am **LAS Programs**
Jeff Barten, Energy and Asset Services Manager
- 12:00 pm **Messages from Federal MP's**
Don Rusnak, MP Thunder Bay – Rainy River
- 12:15 pm ***Buffet Lunch***
- 1:00 pm **Minister's Forum - Bear Pit Session**
Minister Bill Mauro, Ministry of Municipal Affairs
Minister Glen Thibeault, Ministry of Energy
- 2:00 pm **Adjournment**



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: <u>Kathryn Lawson</u>	Full Conference
Municipality/Ministry/Company: <u>Town of Fort Frances</u>	Member/Ministry: \$325 <input checked="" type="checkbox"/>
Address: <u>320 Portage Avenue</u>	Non-member: \$450 <input type="checkbox"/> (includes all meals: Wednesday lunch, reception, Thursday breakfast/lunch/dinner, and Friday breakfast/lunch)
City/Province/Postal Code: <u>Fort Frances, Ont. P9A 3P9</u>	Sponsor \$ <input type="checkbox"/>
Phone: <u>807-274-5323, ext. 1212</u>	Exhibit booth \$500 <input type="checkbox"/> (See exhibitor package for more information)
Email: <u>klawson@fortfrances.ca</u>	Requirements: Power Yes 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"/>
<u>Ken Perry, Councillor</u>	Thursday Dinner Only <input type="checkbox"/> Member/Ministry: \$75
<u>Doug Kitowski, Councillor</u>	Total Fee \$650.00

CREDIT CARD INFORMATION NOMA Accepts Visa and Mastercard

CARD NUMBER

EXPIRY DATE

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

Kathy Lawson

From: Front Desk Thunder Bay <frontdeskthunderbay@vicinn.com>
Sent: April-28-17 12:19 PM
To: Kathy Lawson
Subject: Victoria Inn Thunder Bay\Guest Account Inquiry

Victoria Inn Thunder Bay

555 W. Arthur St

Thunder Bay, ON

P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Ken Perry	Page #	1
333 6th St W	Res. #	522075
Fort Frances, ON	Checked in	Tue Apr 25/17 - 2:57pm
Noma	Departing	Fri Apr 28/17
P9N 3E7	Nights	3
	Room Rate	118.00
	Promo Code	
	Room	378

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr25	PAID BY VISA - Th auth #075057 *****8250			400.02
Apr26	Room - Government Rate		118.00	
Apr26	HST		15.34	
Apr27	Room - Government Rate		118.00	
Apr27	HST		15.34	
Apr28	Room - Government	April 25	118.00	
Apr28	HST	April 25	15.34	
			0.00	
			400.02	400.02

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

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Charge Summary:

HST	46.02
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**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/51**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 2, 2017
Subject: Mayor Avis NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$480.00 and Travel Expense Claim in the amount of \$114.40 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 26 – 28, 2017 as submitted by Mayor Roy Avis.

Travel Expense Summary

1.	Gasoline (Own Vehicle)	114.40
2.	Per Diem (3 Days)	<u>480.00</u>
	Total	<u>\$594.40</u>

The registration fee of \$325.00 and hotel accommodations of \$266.68 were paid by the Town resulting in the total cost of \$1,186.08 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$480.00 and Travel Expense Claim in the amount of \$114.40 as submitted by Mayor Avis for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 26 – 28, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$594.40 as submitted by Mayor Avis for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on April 26 – 28, 2017.


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

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	NOMA CONFERENCE							
Location (Facility and City)	THUNDER BAY VICTORIA INN							
Dates	APRIL 26, 27, 28							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation			PAID BY KATHY					
Transportation					FUEL			114.40
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							114.40
	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.

Date May 1 2017


Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

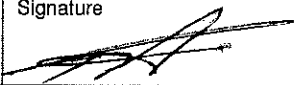
Date	Treasurer	A / P	Cashier

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <i>Roy Avis</i>	Signature 
Approved	Date <i>APRIL 25 2017</i>

645 Arthur St
Thunder Bay ON P7E5R6

ESSO EXPRESS PAY

WEST ARTHUR ESSO
00303214
645 ARTHUR ST. W.
THUNDER BAY, ON P7E
URN:R120985767
04/28/2017 560166752
02:26:33 PM

PUMP# 4

REGLR	51-203L
PRICE/L	\$1.189
FUEL TOTAL	\$ 60.88

HST in fuel	\$ 7.00
CREDIT	\$ 60.88

TYPE: PURCHASE

ACCOUNT: VISA \$60.88

RUTH: 029061-F INVOICE: PAD78926

CARD NUMBER: C **** * 8498

VERIFIED BY PIN

A- VISA CREDIT

B-0000000083+010

01 Approved - Thank You 027

LOYALTY: NO

IMPORTANT - retain this copy for your records

Thank You

TRIP TO TIBET

Safeway
417 Scott Street
Fort Frances, ON
P9A1H3

STORE NO: 4809
GST/HST: 831536503

Inv#: 9026952
Trans: Pre-Auth
Completion
*****8498
/ C
VISA CREDIT
AID: A0000000031010
Seq#: 625001001003
Terminal ID: S4809C03
Auth No: 085941
ACI/ISO: 001/00
Date: 01/05/2017
Time: 12:19:53 PM
TVR 0080008000
TSI F800
APPROVED
Pump #: 3-Regular
Vol: 53.045 L
Price/L: \$1.009
Total: \$53.52

Fuel Includes:
GST/HST(13%): \$6.16

You Saved
9 Cents/L
Total Savings: \$4.77

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

Attendee	<i>Roy Avis</i>
Conference / Seminar Attended	N.O.M.A
Location	THUNDER BAY
Dates	April 26 27 28

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Amount			160 ⁻	160 ⁻	160 ⁻			480 ⁻

Name (Please Print) <i>Roy Avis</i>	Signature <i>[Signature]</i>
Approved	Date May 1 2017

To be submitted to Payroll for processing when approved by Council

Kathy Lawson

From: Front Desk Thunder Bay <frontdeskthunderbay@vicinn.com>
Sent: April-28-17 5:49 AM
To: Kathy Lawson
Subject: Victoria Inn Thunder Bay\Guest Account Inquiry

Victoria Inn Thunder Bay

555 W. Arthur St

Thunder Bay, ON

P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Roy Avis	Page #	1
320 Portage Ave	Res. #	522068
Fort Frances, ON	Checked in	Wed Apr 26/17 - 3:45pm
Noma	Departing	Fri Apr 28/17
P9A 3P9	Nights	2
	Room Rate	118.00
	Promo Code	
	Room	131

Group: Noma*

Date	Description	Reference	Charges	Credits
Apr26	PAID BY VISA - Th auth #023949 *****8250			266.68
Apr26	Room - Government Rate		118.00	
Apr26	HST		15.34	
Apr27	Room - Government Rate		118.00	
Apr27	HST		15.34	
		0.00	266.68	266.68

N.O.M.A.

Attn: Kristen Oliver

P.O. Box 10308

Thunder Bay, On. (NOMA01)

P7B 6T8

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Charge Summary:

HST	30.68
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May 3, 2017

REPORT TO: Mayor & Council

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Council Remuneration Committee Recommendations

BACKGROUND INFORMATION

On October 11, 2016, Council carried resolution 613 which appointed the Council Remuneration Committee and set its mandate in the approved Terms of Reference. Subsequently, on February 13, 2017, Council carried resolution by consent which approved the Council Remuneration Committee recommendations regarding per diem and remuneration and further tasked the committee to review the Travel Policy (specifically meals and mileage). The Committee reviewed mileage rates and meal reimbursement and compared figures with neighbouring municipalities.

RECOMMENDATION

The Council Remuneration Committee recommends the following amendments to Schedule 'A' and Schedule 'B' of the Travel Policy:

- amendment to Inside NWO rates as follows:
 - Breakfast \$13.00
 - Lunch \$17.00
 - Supper \$35.00
- amendment to Outside NWO rates as follows:
 - Breakfast \$20.00
 - Lunch \$25.00
 - Supper \$45.00
- amendment to Mileage rate as follows:
 - **equivalent to those rates as set from time to time by the Canada Customs and Revenue Agency (CCRA)
- Housekeeping to per diem rate in Travel Policy as it should match revised rates in By-law 02-10 D

Furthermore, the purpose and functions tasked by Council to the Council Remuneration Committee are hereby completed and as such this committee ceases to exist upon approval of this report.

Council approval of this report will agree to the recommendation of the Council Remuneration Committee to increase the meal reimbursement rates for inside NWO / outside NWO, as well as mileage rates as outlined in this report, further the per diem rate will also be amended to match previously approved amendment to By-law 02/10-D as a housekeeping item.

<i>The Town of Fort Frances</i>	SECTION
	HUMAN RESOURCES
<u>TRAVEL</u> <u>POLICY</u>	NEW: December 2003 REVISED: April 2004, December 2004, May 2006, May 2007, February 2008, January 2010, May 2010, July 2011, November 2012, October 2014, May 2017
Resolution No. ??	Supercedes Resolution No. 807 11/12 1484
Policy Number 3.11	PAGE 1 of 9

Expense Accounts:

1. a) Members of Council, Boards and Commissions, and staff shall be reimbursed by the Town for such limited expenses as are actually incurred (as detailed in schedule A) as a result of attending outside the Town any meeting, conference, convention, training course, school or seminar, including reasonable expenses incurred during travel time to / from destination for which attendance has been duly authorized.
- b) For Individuals appointed, elected, or otherwise, who are serving on District Boards or related organizations and whom the Town has sanctioned, these individuals shall utilize the travel policy of such organization. If no travel policy exists, the individual shall utilize the Town's policy. However, the per diem may be claimed provided said Boards do not also pay it or related organizations. The individual may obtain expense advances that are 100% later recoverable from the outside organization.
- c) Attendance at conferences, seminars and training courses outside the Rainy River District shall generally be restricted to not more than two (2) employees representing the Town. Additional attendance will be at the discretion of the CAO based on value and organizational need. The CAO will coordinate such attendance.
- d) As 'in house' training sessions and sessions located within the Rainy River District are very cost effective, attendance at these shall not be limited. The maximum number of employees shall not be defined. Rather, attendance shall be such that the value, coverage of positions within the division, and total budget cost are the major criteria in determining attendance.
- e) Where budgets provide amounts for travel and training but without specific details, attendance may be approved by the Division Manager. In the situation where an event arises and the approved travel budget for the division has been exceeded, attendance will be considered by the CAO based on value and organizational need.

2. a) Receipts shall be required for all expenses incurred except meals and the per diem allowance. Eligible expenses are deemed to include:
 - i) All ground transportation expenses related to the function;
 - ii) Accommodations;
 - iii) Other reasonable expenses incurred as a result of attendance at the function with explanation and as may be approved by the Division Manager or Administrator.
- b) If the registration fee includes any or all meals, participants will not receive any expenses for such meals.
3. The per diem allowances as per Schedule "A" shall be paid on the following basis:
 - a) one (1) day for each full day of the session or for each full day of travel;
 - b) one-half (1/2) day for each half day of the session or for each half day of travel.
 - c) The attached Schedule "F", must be completed and submitted to payroll when approved by Council.
4. **The most economical method of transportation shall be used.** The following expenses shall also be paid by the Town on behalf of the participants:
 - a) i) Airfare - Travel by air shall be economy class. Reservations for such travel shall be made immediately after approval is received. Reservations prior to approvals may be pursued to take advantage of discounted rates. All air travel arrangements for Town authorized travel must be invoiced directly to the Town.
 - ii) If the participant drives his/her personal vehicle to the destination beyond 385 kilometers (240 miles), the lesser of the regular economy airfare or the mileage at the current rate to the destination will be paid. Expenses will not be paid for additional travel time required because of driving to destination.
 - iii) Discounted airfare shall be taken advantage of wherever possible without forcing the attendee to spend additional time away from home/work. If an attendee is agreeable to a Saturday night stay-over (as a condition of air fare at a reduced amount), the cost of the stay-over at normal expense rates shall be paid by the Town where an overall savings will be realized to the Town (such savings calculations shall be detailed within the expense statements).
 - iv) If an attendee chooses to travel by ground or air and leave from a destination other than Fort Frances or return home via another route because of personal reasons, the attendee shall reimburse the excess cost to the Town. Exceptions may be authorized by the Administrator (or designate) e.g.: Assume an individual was to fly to Toronto on Sunday afternoon in order to be in Toronto for an early morning meeting on Monday and the normal cost for the flight from Fort Frances to Toronto and return is \$750.00. If the individual was in Kenora for personal reasons on Sunday and chooses to fly from there and the cost for the flight from Kenora to Toronto and return to Fort Frances is \$800.00, the attendee must reimburse the excess cost of \$50.00 to the Town.

- b) i) Mileage - Those required to furnish their private vehicles for transportation purposes shall be reimbursed for such use by the Town at the rate as outlined in Schedule "A".
- ii) Kilometer distances have been established for frequently traveled to destinations, and are as follows:

Atikokan	300 Kilometers
Dryden	400 Kilometers
Kenora	460 Kilometers
Rainy River	190 Kilometers
Sioux Lookout	600 Kilometers
Thunder Bay	720 Kilometers
Winnipeg	720 Kilometers

- iii) When two or more persons are proceeding by private vehicle on an authorized journey to the same destination, they shall as far as possible and is practical, utilize the same vehicle for this purpose. The Division Manager shall be responsible for making this determination.
- iv) Municipal vehicles are to be used whenever available when attending meetings, seminars and conferences etc. in Northwestern Ontario and Manitoba. Bookings are to be arranged in the 'log book' at the Civic Centre. The reasonable carrying of non-employees on trips is permitted.
- v) When a municipal vehicle is available and the attendee chooses to utilize their personal vehicle for whatever reason (e.g.: transporting personal items or simply because of personal preference), the attendee will be reimbursed for actual fuel costs only. Receipts must be submitted with the expense claim. The Town assumes no insurance liability in this regard and employees are advised to consult their insurance companies accordingly. The employee must complete the Travel Waiver of Liability Form – Schedule 'E' prior to travel.
- vi) On the occasions when a municipal vehicle is not available, the attendee will be paid mileage as per this policy. The Town assumes no liability for insurance or any additional expenses incurred as a result of operating one's own vehicle; employees are advised to consult their insurance companies accordingly. The Division Manager must authorize request for payment of mileage. The employee must complete the Travel Waiver of Liability Form – Schedule 'E' prior to travel.
- c) Other Travel Costs - Cost of ground transportation from city/town of flight destination to city/town of the session shall be paid based on the actual cost incurred. Participants should whenever feasibly possible take the most economical form of transportation.
- d) Registration Fees - All delegate function registration fees will be paid by the Town, including combination meal/events which would normally be attended by the registrants. Pure leisure optional events are not eligible for expense payment.
- e) Entertainment Expenses (for CAO and Division Managers or designate, Mayor and Council only) - Entertainment charges incurred for legitimate purposes will be permitted. The expense must be supported by an itemized receipt and completion of the Entertainment Expense Reimbursement Form – Schedule "D" indicating the names, position, and organization of individuals being entertained as well as the purpose of the entertainment.

5. The Treasurer is authorized to issue an accountable advance in accordance with the amounts shown in Schedule "A" provided a written request, signed by the person requesting the advance and the appropriate Division Manager, and complete with an agenda attached, is received at least ten (10) days prior to the date required.
6. If the participant chooses to return to Fort Frances, prior to the completion of the session, allowances shall be adjusted accordingly. If the advance has already been received, a refund must be subsequently refunded to the Town within five (5) days following date of return. Any adjustments to the expense advance must be requested within five (5) days following date of return. If additional expenses are not requested within this time frame, it will be deemed that the advance paid was accurate of expenses incurred.
7. Where cost of course attendance is subsidized by an outside agency, either in whole or in part, the participant will be advanced an expense allowance, and other costs will be paid in accordance with this policy. Participants must reimburse the Town when the expense is recovered from the outside agency.
8. It is the responsibility of the participant to request expense advance, submit registration forms, book accommodations and make travel arrangements.
9. Expense statements submitted for any given service shall be within the confines of the average normal charge for such service in the area in which the service is purchased and the town reserves the right to deny payment of unreasonable expense claims.
10. Expense statements shall be submitted to the Treasurer on the Travel Expense Statement form as shown in Schedule "B" within fourteen (14) days of the last expense being incurred. The appropriate Division Manager shall approve expense statements. Expense statements for Mayor, Council and the CAO will be approved by Council.

11. With the exception of senior management, the following guidelines will apply to all Town Employees:

Although employees of the Town of Fort Frances will not normally be required to travel outside regular working hours, it is the policy of the Town of Fort Frances to compensate for travel time outside the Town limits. Travel arrangements should be pre-approved by the supervisor as per the following:

Mandatory travel (travel for courses / seminars / workshops / conferences that are deemed essential to an employees core responsibilities of his/her job and of which the employee has been directed to attend. For example, Water Treatment Operators are legislated to attend 40 hours of training per year.

Voluntary travel (travel for courses / seminars / workshops / conferences that are of mutual benefit to the employee and to the corporation but are not a mandatory requirement. Attendance for these courses / seminars / workshops / conferences are mutually agreeable and pre-approved by his / her supervisor eg) annual conferences.

- a) All travel time for *voluntary travel*, including travel on a Saturday, Sunday, or statutory holiday will be compensated on a straight hour for hour basis, equal to the time in transit required either by air or ground transportation to the destination and return only to a maximum of seven (7) or eight (8) hours per day (this is based on an employee's normal work day) for travel time. Such travel time will be taken off as lieu-time.
- b) All travel time for *mandatory travel*, including travel on a Saturday, Sunday, or statutory holiday will be compensated on a straight hour for hour basis, equal to the time in transit required either by air or ground transportation to the destination and return with no maximum. Such travel time will be taken off as lieu time.

SCHEDULE "A" - All taxes and gratuities included and all figures are in Canadian Dollars.

	Item	Employee	Members of Boards and Committees
1.	Per Diem	\$10.00 per day for incidental expenses (newspaper, phone calls, etc.)	\$160 Per day
		Outside NWO	Inside NWO
2.	Meal Allowance	Breakfast \$20.00 Lunch - \$25.00 Dinner - \$45.00	Breakfast - \$13.00 Lunch - \$17.00 Dinner - \$35.00
3.	Accountable expense advances will be processed in the following amounts	\$180.00 per day	\$150.00 per day
4.	Vehicle Mileage	Equivalent to those rates as set from time to time by the Canada Customs and Revenue Agency (CCRA)	

Sudbury and west (including Manitoba) are considered inside NWO (Northwestern Ontario). Locations east and south of Sudbury are considered outside NWO. Breakfast may not be claimed on the day of departure (unless prior to 6:00AM) and dinner may not be claimed on the day of return unless the return is after 6:00PM. Meals may not be claimed when they have been included in conference registration (excluding continental breakfast).

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

1.	Attendee								
2.	Conference/Seminar Attended								
	Location (Facility and City)								
	Dates								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x CCRA rate =							
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.

Date

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

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

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

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

Name	Date
Names, Position, and Organization of Individuals Being Entertained	
1.	
2.	
3.	
4.	
Purpose of Entertainment	
Amount Claimed	
Treasurer Signature	Date

An itemized receipt must be attached to process payment

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print)	Signature
Approved	Date

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

Attendee	
Conference / Seminar Attended	
Location	
Dates	

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Amount								

Name (Please Print)	Signature
Approved	Date

To be submitted to Payroll for processing when approved by Council

[Canada Revenue Agency](#)

[Home](#) → [Businesses](#) → [Payroll](#) → [Benefits and allowances](#) → [Automobile and motor vehicle allowances](#) → Automobile allowance rates

Automobile allowance rates

The automobile allowance rates for **2016** and **2017** are:

- 54¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2015** are:

- 55¢ per kilometre for the first 5,000 kilometres driven; and
- 49¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2013** and **2014** are:

- 54¢ per kilometre for the first 5,000 kilometres driven; and
- 48¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2012** are:

- 53¢ per kilometre for the first 5,000 kilometres driven; and
- 47¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

The automobile allowance rates for **2011** are:

- 52¢ per kilometre for the first 5,000 kilometres driven; and
- 46¢ per kilometre driven after that.

In the Northwest Territories, Yukon, and Nunavut, there is an additional 4¢ per kilometre allowed for travel.

Date modified:

2017-01-03

May 3, 2017

Report To: Mayor & Members of Council

From: Doug Brown, CAO

SUBJECT: Establishment of a Fire & Rescue Services Steering Committee (FRSSC)

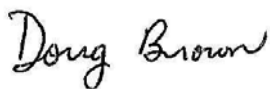
As a result of moving the 2017 operating budget process forward Council directed that a Fire & Rescue Services Steering Committee be established. The mandate of this committee is to review the entire operations and services provided by the Fire & Rescue Services, to ensure that the most cost effective and sustainable approach to the delivery of services is being utilized. Going forward this committee will be responsible for the preparation of reports outlining recommended operational and/or service adjustments for Council's approval during key stages of the review process.

The Mayor has appointed Councillors June Caul & Ken Perry to this committee. A draft copy of the terms of reference for your review and endorsement is attached.

At this time, administration recommends the following;

- 1) A Fire & Rescue Service Steering Committee be created with the following composition;
 - a. Mayor Roy Avis
 - b. Councilor June Caul
 - c. Councilor Ken Perry
 - d. Supporting Staff include the Fire Chief & CAO
- 2) That the attached terms of reference be approved

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following;

- 1) A Fire & Rescue Service Steering Committee be created with the following composition;
 - a. Mayor Roy Avis
 - b. Councilor June Caul
 - c. Councilor Ken Perry
 - d. Supporting Staff include the Fire Chief & CAO
- 2) That the attached terms of reference be approved

f/n 2017Mayreportforsteeringcommittee

Town of Fort Frances
Fire & Rescue Service Steering Committee
Terms of Reference

Purpose

The purpose of the Town of Fort Frances Fire & Rescue Service Steering Committee is to review matters associated with the operations and level of service, which the Fort Frances Fire & Rescue Service currently provides to the citizens of Fort Frances.

Functions

The main objectives of the Operational Review of Fire & Rescue Services Committee

- 1) Review existing operational elements such as staff scheduling and training to better understand the current level of operational services provided by the Fire & Rescue Service, with the goal of ensuring that an adequate staffing level is retained, while employing the most cost effective and efficient approach for the delivery of enhanced inspections services and reduced liabilities.
- 2) Review existing Bylaw No. 31/10 (for the provision of Fire & Rescue Services - passed May 25, 2010) immediately with consideration for amending some of the existing prescribed services in order to reduce liabilities, and/or updating of the reporting procedures by the Fire Chief. (Examples might be the elimination of rope rescue and confined space services).
- 3) Upon receipt of the completed Fire Protection Services operational audit report by the Office of the Fire Marshal, a thorough review of the report will be conducted with the expectation of amending the existing fire services by-law to meet the needs of the community in the most cost effective manner while ensuring compliance with all applicable regulations & legislation.
- 4) Review the voluntary tiered response activation agreement with RRDSSAB along with existing response statistics to ensure that the Fire & Rescue Service is responding adequately and identifying the tiered response is being properly utilized in accordance with the terms of the current agreement. (December 11, 2006. - 10.5 years old). Determine if the existing agreement has created certain difficulties for RRDSSAB in their pursuit of obtaining additional ambulance services for our community. Ensure that an action plan is developed and approved by Council, to determine if the tiered response agreement should be revised or terminated.
- 5) Review the Fire Underwriters Survey Report to identify any amendments which may be necessary to ensure that a revised by-law is in place which meets the needs of the community in the most cost effective manner, while ensuring compliance with all applicable regulations & legislation.

**Town of Fort Frances
Fire & Rescue Service Steering Committee
Terms of Reference**

Steering Committee Composition:

The Steering Committee will consist of: Mayor: Roy Avis; Councillor June Caul, Councillor Ken Perry, Doug Brown, CAO and Tyler Moffitt, Fire Chief/CEMC

Steering Committee Term

The steering committee will remain in place until council approves the recommendations or such time as the committee is formally disbanded.

Sewer & Water Data for 2017

up-dated April 27, 2017

Month	Days per month	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017-2016	2017-2016	2017	2017
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	Infiltration
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP		daily average
		cu. meters	cu. meters	cu. meters	cu. meters		cu. meters	cu. meters	cu. meters	cu. meters					
		monthly	daily	monthly	daily		monthly	daily	monthly	daily					
January	31	174745	5636.94	13111	422.94	7.50%	114550.0	3695.2	10605.0	342.1	9.26%	-3560.0	-1965.0	60195.0	1941.8
February	29	174956	6032.97	13811	476.24	7.89%	103680.0	3575.2	10605.0	365.7	10.23%	-6570.0	17839.0	71276.0	2457.8
March	31	223183	7199.45	15572	502.32	6.98%	113560.0	3663.2		0.0	0.00%	-4500.0	-8182.0	109623.0	3536.2
April	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-106740.0	-253871.0	0.0	0.0
May	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-118580.0	-210253.0	0.0	0.0
June	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-120190.0	-274216.0	0.0	0.0
July	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-126030.0	-252416.0	0.0	0.0
August	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-137500.0	-190658.0	0.0	0.0
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-104260.0	-180285.0	0.0	0.0
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-103050.0	-181205.0	0.0	0.0
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-96940.0	-169075.0	0.0	0.0
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-108030.0	-187407.0	0.0	0.0
Total	366	572884		42494			331790.0		21210			-1035950.0	-1891694.0	241094.0	658.7
Monthly Average												-86329.2	-157641.2	20091.2	661.3
daily Average															

Date: March 31, 2017

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Update on Activities in 1st Quarter for By-Law Enforcement Department.

Please see the below information for the months January, February and March activities for this department.

January 2017

Shelter Statistics

Impounded Dogs	0
Impounded Cats	1
After Hours Visits	2
Total Shelter Visits for Month	8

Parking Statistics

Park in Excess of 2 Hours	24
Parking Prohibited	3
Park Detached Trailers	1
Park Facing Wrong Direction	1
Calendar Parking	117
Park in Excess of 1 Hour	1

Tickets for Month	146
Police Issued	35
Final Total	181

Rest of Month Statistics Attached to Report.

Other Activities for Month

- OPP Stolen Bikes.
- Business License Transfer License Application.
- Smoking Enforcement at Arena.
- JHSC Meeting & Monthly Inspection.
- Business License Applications for New Business.

- PDEC Secretary Duties.
- P&D Staff Meeting.
- Cat Issue Osbourne Street
- Calendar Parking Enforcement.
- Annual Taxi Licensing & Inspections.
- Notice of Impending Conviction Letters
- Conviction of Outstanding Parking Tickets.
- Fine Box Collection.
- Parking Meter Collection
- Business License Questions Business Owners.
- Lost Cat call from a Resident.
- Loading Zone Rental Report sent for Invoicing.
- Moving Permits Issued.
- Lost Dog call from a Resident.
- Cat Complaint, Crowe Avenue.
- Nugget Pawn Daily Activities.
- JHSC Policy Review at Staff Meetings.
- Garbage Complaint, Scott Street.
- Sign Permits questions Resident.
- Fence Construction Info provided to Resident.
- Downtown Parking Enforcement.
- Kiss N Ride Parking Enforcement.
- Snow Piling Complaints.
- Scott Street Sidewalk Inspections (Snow & Ice).
- Shelter Activities.
- Portage Avenue Parking Lot Permits Issued.
- Parking Meter Repairs.

February 2017

Shelter Statistics

Impounded Dogs	1
Impounded Cats	2
After Hours Visits	0
Total Shelter Visits for Month	9

Parking Statistics

Park in Excess of 2 Hours	27
Park Facing Wrong Direction	2
Calendar Parking	52

Tickets for Month	83
Police Issued	0
Final Total	83

Rest of Month Statistics Attached to Report.

Other Activities for Month

- Parking Invoice Questions from RRDSSAB.
- OPP Monthly Parking Stats Report.
- Moving Permits Issued.
- Smoking Enforcement at Arena.
- Business License Complaints.
- New Business License Applications.
- Emergency Management Activities.
- Nugget Pawn daily Activities.
- Downtown Parking Enforcement.
- Parking Ticket Inquiries from Residents.
- JHSC Monthly Inspections.
- Notice of Impending Conviction Parking Letters.
- Conviction of Outstanding Parking Tickets.
- Kiss N Ride Parking Enforcement.
- PDEC Secretary Duties.
- Parking Complaints from Downtown Businesses.
- Stolen Bike's with OPP.
- Property Standards Complaint – Scott Street.
- Dog Barking Complaints.
- Garbage Complaint – Second St. E.
- Found Dog – East End.
- Garbage Burning Complaint – Victoria Ave.
- Portage Avenue Parking Lot Machine Repair.
- Annual Taxi Licensing & Inspections.
- Shelter Activities.
- Scott Street Sidewalk Inspections (Snow & Ice).
- Snow Piling Concerns.
- Fine Box Collection.
- Parking Meter Repairs.

March 2017**Shelter Statistics**

Impounded Dogs	1
Impounded Cats	2
After Hours Visits	5
Total Shelter Visits for Month	31

Parking Statistics

2 Hour Parking Ticket	29
Parking Prohibited Tickets	9
Park Facing Wrong Direction	2
Calendar Parking Tickets	54
Park in Fire Hydrant Lane	1

Tickets for Month	95
Police Issued	14
Final Total	109

Rest of Month Statistics Attached to Report.

Other Activities for Month

- Nugget Pawn Daily Inspections.
- PDEC Secretary Duties.
- Smoking Enforcement at Arena.
- Downtown Parking Enforcement.
- Bike pick-up for OPP.
- Sign Permits Issued
- Moving Permits Issued.
- Kiss N Ride & School Zone Parking Enforcement.
- Portage Avenue Parking Lot Enforcement.
- JHSC Monthly Inspections.
- Emergency Management Plan Updating.
- 2017 Business License Renewal Process.
- New Business License Application.
- Notice of Impending Conviction Parking Letters.
- Conviction of Outstanding Parking Tickets.
- Dog Complaints – Crowe Ave.
- Dog Complaints – Church St.
- Dog Complaints – 1st St. E.
- Garbage Complaint – Scott St.
- 2017 Budget Preparation.

- Business License Complaints – Businesses No Licenses.
- Fundraising/Business Licensing Info Request – Muskie Boys Hockey.
- Multiple Taxi Driver License Application – New Drivers
- Asselin Transportation Garbage Collection Issues.
- Recycle Program Questions.
- Portage Avenue Parking Lot – Parking Rental Requests.
- Parking Ticket Complaints.
- Cat Complaints - Osbourne Street.
- Issue with Illegally Parked Trailer at Point Park.
- School Bus Loading Zone Complaints – Iron Range Bus.
- Dog received from OPP – Dog was taken from a residence.
- Fire Lane Enforcement at Walmart.
- Handicap Parking Complaint at Arena.

Respectfully submitted,

Original Signed By

Patrick Briere, CMM I, Property Standards Professional
MLEO/Public Information Officer, Planning & Development Division
PH: 1-807-274-5323 ext. 1218
pbriere@fort-frances.com

**BRIEFING NOTE**

TO: Community Services Executive Committee
FROM: Jason Kabel, Manager of Community Services
DATE: April 27, 2017
RE: Memorial Sports Centre Trespass Notices

On Sunday, April 23, 2017 at about 5:20pm I received notification by text that there was an altercation in the lobby of Memorial Sports Centre that required the Ontario Provincial Police to attend. The police assisted our 2 staff members in breaking up the fisticuffs of 3 girls who were engaged in the altercation. There were 7 adolescents total, 6 female & 1 male in all were involved in the lobby situation.

On advice from the attending officer we have issued trespass notices to the 7 youth who were involved with the incident with a suspension from the facility for 1 year, April 27, 2017 to April 26, 2018.

Recommendation

None at this time. This briefing note is being provided for informational purposes.

Respectfully Submitted,

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

Jason Kabel

4/18/2017

The Fort Frances Voyageur Lions Club

Jason Kabel
Town of Fort Frances

Dear Jason:

As the weather warms, it is time to start the planning for the Voyageur Lions annual Walk for Guide Dogs. A very successful event in the past, to raise awareness and funds for Dog Guides Canada, who supply at no cost to recipients, dogs for the sight impaired, hearing impaired, mobility impaired, people with autism and diabetes. It costs about \$25,000 to raise each service dog and all money comes from donations from generous individuals and Lions Clubs.

We have found the Marina to be the ideal location for holding this event, as it gives us room for our registration tent, and readily available power and bathroom facilities, and access to the LaVerandrye Parkway. This year again we are asking permission to use the Marina area on May 28, 2017 from 12:00 pm to 4:00 pm.

Thank you for your very generous support. Questions can be answered by phoning Bill Michl at 807-276-1334

Sincerely

A handwritten signature in cursive script, appearing to read "Bill Michl".

Bill Michl

Walk for Guide Dogs Chair

The Fort Frances Voyageur Lions Club