

TOWN OF FORT FRANCES

AGENDA - June 12, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 094) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 A proposed or pending acquisition or disposition of land by the municipality or local board: Front Street Property
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 Unmanned Aerial Vehicle (UAV) Dragon Boat & Canadian Coasters 5 - 7
- approval of this report will agree to the recommendation of the Community Services Executive Committee to approve the request of Rainy Lake Tribal Resource Management to operate an unmanned aerial vehicle on the proposed Town land during the Dragon Boat Festival (July 8, 2017) and Canadian Coasters (July 19 and 20, 2017).
**additional supporting documentation is attached to the June 5 Community Services Executive Committee agenda.
 - 7.2 International Early Iron Car Club Additional Request 8 - 9
- approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse charging regular admission fees to the Tower, Sorting Gap Marina, Hallett and Museum for the Car Club participants during their event in July.
 - 7.3 2017 Museum FedNor Funding Agreement 10 - 12

		Page
	- approval of this report will agree to the recommendation of the Community Services Executive Committee to sanction the funding agreement with FedNor under the Community Infrastructure Program 150 for \$69,300 and further endorse appropriate execution and authorizing by-law.	
7.4	Ontario Regulation 284/09 - Budget Matters (amended)	13 - 18
	- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Ontario Regulation 284/09 disclosure report for the 2017 Operating Budgets as amended and replacing the Treasury Report 2017/55 dated May 21, 2017.	
7.5	2016 Child Care - Audited Statement of Revenue & Expenses	19 - 25
	- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the acceptance of the Town of Fort Frances Child Care Programs audited financials for the year ended December 31, 2016.	
7.6	Adjustment to Reserve Funds - 2016/2017 Colonization Road East Reconstruction Project	26 - 27
	- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to ensure that \$154,170.23 be taken from Water & Sewer Reserve Fund to fund the 2016/2017 Colonization Road East Reconstruction Project, and to reduce the funding allocation from the Federal Gas Tax Revenue reserve fund in the amount of \$154,170.23 for the 2016/2017 Colonization Road East Reconstruction Project.	
7.7	Strategic Plan Initiative No. 17 - Future of Health Care Services	28 - 30
	- approval of this report will agree to the recommendations of the Administration & Finance Executive Committee to ensure that the a new health care services committee not be established, that the Physician Recruited be requested to provide semi-annual updates in open Council meetings and that Initiative No. 17 be considered complete at this time.	
7.8	Annual Review of Workplace Violence and Harassment Policy	31 - 40
	- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to revise the Corporation's Workplace Harassment and Violence Policy as attached.	
7.9	Succession Planning	41 - 51
	- approval of this report will agree to the recommendation of the	

		Page
	Administration & Finance Executive Committee to revise the Corporation's Performance Appraisal Policy as attached.	
7.10	Letter dated May 16, 2017 from BIA to paint maple leaves on the 200 Block of Scott Street sidewalk - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to grant permission to paint maple leaves on the old sidewalk along the 200 block of Scott Street as part of their July 1 celebration activities, to deny the request to paint the same leaves on the 100 and 300 block of Scott Street and to ensure that the BIA meet with the Operations & Facilities Manager prior to undertaking this work to ensure that it will not interfere with works taking place at the Rainy Lake Square.	52
7.11	April 2017 Drinking Water Systems Monthly Summary Report - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the April 2017 report prior to it being made available to the general public.	53 - 58
7.12	Clean Water and Wastewater Fund (CWWF) funding agreement - Second Street reconstruction - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to authorize the execution of an agreement between the Town of Fort Frances and Her Majesty the Queen in Right of Ontario for funding under the Clean Water and Wastewater Fund and further that an authorizing by-law be prepared and executed.	59
7.13	Award of Quotation - Parks Lawn Tractors - approval of this report is not required, this report is presented for information only.	60 - 61
7.14	Adoption of a Standard Operating Procedure (SOP) for the Installation of Portable Piping Systems during an Extreme Wet Weather event - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the SOP for the Installation of Portable Piping Systems during an Extreme Wet Weather Event be approved.	62 - 69
8.	<u>Community Services Division:</u>	
8.1	Age Friendly Committee - Seniors Community Grant Agreement - approval of this report will sanction the attached grant agreement for the Seniors Community Grant - Ministry of Seniors Affairs, and further	70 - 72

will authorize execution of agreement and forthcoming by-law.

9. Operations and Facilities Division:

- 9.1 Verbal Update on Capital Projects (T. Rob, Manager of Operations & Facilities)

10. General:

- 10.1 Fort Frances Canadian Bass Championship - separate resolution to designate significant Community Festival and Event

11. Information:

- | | | |
|------|--|---------|
| 11.1 | Building Statistics - April & May 2017 | 73 - 74 |
| 11.2 | O&F Division - Public Works Area - Operations Statistics (March & April 2017) | 75 - 82 |
| 11.3 | O&F Division - Environmental Area - Operations Statistics (March & April 2017) | 83 - 88 |
| 11.4 | Sewer and Water Data for 2017 - updated June 2, 2017 | 89 |
| 11.5 | Fort Frances Museum & Cultural Centre (May 2017 Newsletter) | 90 - 95 |

12. Non-agenda items:

13. ADJOURNMENT



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 2, 2017

RE: Unmanned Aerial Vehicle (UAV) Dragon Boat & Canadian Coasters

Attached are two requests from Peter Kline, GIS Technician – Rainy Lake Tribal Resource Management Inc. (RLTRM) for permission to operate an unmanned aerial vehicle (UAV), also known as a ‘drone’, on July 8th, 2017 during the Dragon Boat Festival and July 19th & 20th, 2017 for Canadian Coasters.

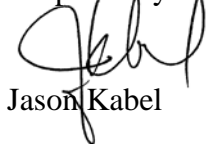
Mr. Kline has provided appropriate documentation in his due diligence to prepare for his proposed UAV operations, as attached.

In addition, Mr. Kline has discussed the proposed UAV operations with Tom Batiuk, Fort Frances Airport Manager. Mr. Batiuk conveyed that there will not be a problem issuing the necessary Notice To Airmen (NOTAM) for the UAV operation. Please see the proposed take-off and landing location on the attached aerial map.

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to approve the request of Rainy Lake Tribal Resource Management to operate an unmanned aerial vehicle (UAV) on the proposed Town land during the Dragon Boat Festival and Canadian Coasters event.

Respectfully Submitted,



Jason Kabel

Council approval of this report will approve the request of Rainy Lake Tribal Resource Management to operate an unmanned aerial vehicle (UAV) on the proposed Town land during the Dragon Boat Festival (July 8th, 2017) and Canadian Coasters (July 19th and 20th, 2017).

From: Peter Klyne
To: [Jason Kabel](#)
Subject: Dragon Boat 2017 UAV request
Date: Tuesday, May 09, 2017 2:01:56 PM
Attachments: [RLTRM Standing SFOC.pdf](#)

Hello Jason,

I have been requested to return for the Dragon Boat races this year.

- The date has been set for July 8th, 2017
- At the Sorting Gap Marina

I would like to formally request permission to fly the Inspire 1 UAV across the waterfront as depicted in the google earth image attached to this email. Flights are intended to launch from 8am until 6pm or as late as the event requires. Flights are intended to capture the racers as well as capture some of the festival itself.

Red denotes the proposed launch area.

Green denotes the proposed flight area.

Since last years races RLTRM has achieved 'standing' status with Transport Canada (*SFOC document included*). Our requirements and restrictions to operate have been reduced accordingly.

RLTRM is covered for up to \$500,000 liability insurance. The town of Fort Frances has been added to the insurance policy as directed during last years discussions.

I currently do not have a copy of the updated insurance policy. This will become available soon. Please do not hesitate to contact me if there are any issues.

Thanks

Peter Klyne
 GIS Technician

Cell: 807-276-7438

Office: 807-274-9877 Ext. 7

www.rltrm.ca

Rainy Lake Tribal Resource Management

Ganawenjigaade-Aki -- Protectors of the Land

From: Peter Klyne
To: [Jason Kabel](#)
Subject: UAV Flights for Canadian Coasters 2017
Date: Monday, May 29, 2017 3:39:18 PM

Hello Jason,

I have been requested to operate for the Canadian Coasters tour stop in Fort Frances.

- The dates have been set for July 19th and 20th, 2017
- Location: Sorting Gap Marina
- Flight times will total no more than 2 hours per day. Flights will occur from 10am-4pm each day.

I would like to formally request permission to fly the Inspire 1 UAV above and around Front St., near the Marina. This launch location will be the same location used for the Dragon Boat Races. For this operation I plan to be piloting while mobile. To prepare I have identified three emergency landing zones.

I have included a google earth snip of my planned activities

Red denotes the proposed launch area.

Green denotes the proposed flight area.

Orange denotes the proposed area where the Operator will be mobile during flight.

Yellow pins identify Emergency Landing Zones

RLTRM has achieved 'standing' status with Transport Canada (*SFOC document available upon request*). Our requirements and restrictions to operate have been reduced accordingly.

RLTRM is covered for up to \$500,000 liability insurance. The town of Fort Frances has been added to the insurance policy as directed during last years discussions.

I currently do not have a copy of the updated insurance policy. This will become available soon.

Please do not hesitate to contact me if you have any questions.

Thanks

--

Peter Klyne

GIS Technician

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Rainy Lake Tribal Resource Management

Ganawenjigaade-Aki -- Protectors of the Land



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Manager of Community Services

DATE: June 2, 2017

RE: **International Early Iron Car Club Additional Request – Allen Smith**

At the May 23rd, 2017 regular meeting of Council the attached request by the International Early Iron Car Club – Allen Smith was referred to the Community Services Executive Committee for recommendation.

'The International Early Iron Car club is requesting that the admission fee for entry to the Tower and the Sorting Gap Marina be waived for Wednesday, July 19 and Thursday, July 20 since the car shows will be there on both days. It would be a nice gesture to provide this to the event participants during the time that they are in our beautiful and picturesque location on Rainy River.'

Recommendation

The Community Services Executive Committee recommends to Mayor & Council to charge regular admission fees for the International Early Iron Car Club participants during their event in July as there has already been contribution to the event through use of the Memorial Sports Centre.

Respectfully submitted,

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

Jason Kabel

Council approval of this report will endorse charging regular admission fees to the Tower, Sorting Gap Marina, Hallett, and Museum for the International Early Iron Car Club participants during their event in July.

Lisa Slomke

From: al.smith@internationalearlyiron.club
Sent: Monday, May 15, 2017 5:05 PM
To: Lisa Slomke
Cc: Ed Halvorsen; SHERYL LAVERDURE; Gary Arnold
Subject: Tower and Hallett at Sorting Gap

Hi Lisa,

This is a follow up to meeting today May 15.

The International Early Iron Car club is requesting that the admission fee for entry to the Tower and the Sorting Gap Marina could be waived for the Wednesday July 19 and Thursday July 20 since the car shows will be there on both days. It would be a nice gesture to provide this to the event participants during the time that they are in our beautiful and picturesque location on Rainy River.

I will follow up with Cathy Lawson next week about the Town of Fort Frances souvenir pins (300) and the town of fort Frances goodie bags (300). We are expecting to have up to 300 entrants for the Canadian Coasters event.

I will also email you a revised copy of the postcard and the schedule of events that you can add to the notice of street closure document.

If you have any questions or concerns please contact me.

“ Come for the Car Show --- Stay for the Bass Tournament”

Regards,

Allen Smith, President
 International Early Iron Car Club
 h 807 486 0360
 c 218 417 0139
 e al.smith@internationalearlyiron.club



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: June 2, 2017

RE: **2017 Museum FedNor Funding Agreement**

Background

It was previously approved by Mayor & Council for the Museum to make application to the Ontario Trillium Foundation and FedNor - Canada 150 Community Infrastructure Program (CIP 150) for roof replacement, wheelchair access ramp to the front door, and one accessible washroom to replace the two small washrooms presently in the Museum foyer. Each application requested for 50% funding of the project (\$77,000 each, \$154,000 total)

The Ontario Trillium Foundation application was approved and the Town has recently received notification that FedNor, under the CIP 150, is prepared to offer a contribution in the maximum amount of \$69,300 towards improvement of the Fort Frances Museum.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to sanction the enclosed funding agreement with appropriate execution and bylaw.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will sanction the enclosed funding agreement with FedNor under the Community Infrastructure Program 150 for \$69,300 and further endorse appropriate execution and bylaw.



Industry Canada

Industrie Canada

FedNor

FedNor

244 Lincoln Street
Thunder Bay, Ontario
P7B 5L2

244, rue Lincoln
Thunder Bay (Ontario)
P7B 5L2



Project number: 839-511318

Mrs. Sherry George
Museum Curator
Corporation of the Town of Fort Frances
320 Portage Avenue
Fort Frances Ontario P9A 3P9

Dear: Mrs. George,

**Re: Contribution to Corporation of the Town of Fort Frances o/a Fort Frances
Museum & Culutral Centre**

I am pleased to advise that FedNor, under the Canada 150 Community Infrastructure Program (CIP 150), is prepared to offer a Contribution in the maximum amount of \$69,300 towards improvement of Fort Frances Museum.

Enclosed are two copies of the Contribution Agreement (Agreement) setting out the terms for our support. This Agreement is open for acceptance for 30 days from the date that appears on its face after which time it will become null and void. The date of acceptance will be the date the duplicate copy of the Agreement, unconditionally accepted and duly executed, is received by the Minister.

I would ask that you review the Agreement, sign both copies and return one to my attention in our Thunder Bay office to acknowledge your acceptance. For the mailing address, please refer to Section 16 of the attached Agreement. Please note that no advances/payments can be issued until we have received an executed copy of the Agreement.

Please make note of section 8.2 (e) of your Agreement referring to announcements and FedNor funding acknowledgement. You will be contacted by FedNor to arrange details for the official announcement and until then we ask that you refrain from publicly referencing or announcing the project approval.

- 2 -

Mr. Mike Belliveau of our Thunder Bay office is available to answer any questions you may have and may be reached at 844-809-6405 or toll-free at 1-877-333-6673.

Yours truly,



Aime J. Dimatteo
Director General
FedNor



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/58**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: June 5, 2017
SUBJECT: Ontario Regulation 284/09 – Budget Matters (Amended)

BACKGROUND

The Town of Fort Frances is required under the Ontario Regulation 284/09 (O. Reg. 284/09) to report on whether amortization expenses, post employment benefits and solid waste landfill closure and post-closure expenses are included in the budget. The purpose of this report is to explain Ontario Regulation 284/09 and illustrate the impact on the 2017 budget had all of these expenses been included.

Accounting standards and reporting requirements changed dramatically in 2009, the most significant change being the introduction of tangible capital asset accounting. The accounting standards, however, do not require that budgets be prepared on the same basis. The Town of Fort Frances, like most municipalities, continues to prepare budgets based on the traditional cash basis.

For 2011 and subsequent years, the municipality or local board shall before adopting a budget for that year that excludes from their estimated budget expense costs related to amortization expenses, post employment benefit expenses and solid waste landfill closure and post-closure expenses shall prepare a report about the excluded expenses and adopt the report by resolution.

The regulation requires that the report contain information regarding:

- 1) An estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
- 2) An analysis of the estimated impact of the exclusion of any of those expenses on the future tangible capital asset funding requirements of the municipality.

Financial Impact

The Town of Fort Frances developed its 2017 Operating Budget excluding only amortization. The budget this year includes annual post-employment benefits for fire fighters and solid waste landfill closure and post-closure expenses.

- 1) The 2017 Operating Budget does not include expense for the amortization of its tangible capital assets estimated in the sum of \$4,100,000.00 as shown in ***Schedule 3*** attached to this report. However, the Capital budget includes Contributions from Reserve Funds in the amount of \$1,859,070 (\$2,729,070 less FGT \$820,000 + MTO Gas Tax \$50,000) for capital asset replacement as shown in ***Schedule 2*** attached to this report.
- 2) The 2017 Operating Budget includes the estimated cost of the post employment benefit expenses incurred in the current year for any retirees resulting from the 2011 firefighter arbitration award. The Town engages Morneau Shepell to provide a post-retirement non-pension benefits actuary report providing an accounting valuation. The post-retirement liability continues to be an unfunded liability.
- 3) The 2017 Operating budget includes the current year expense for landfill closure and post-closure expense, which is estimated at \$23,360. In 2012 EBA Engineering Consultants Ltd. completed a review of our landfill to determine the remaining life of the permitted landfill footprint and provided an update of the closure and post closure liabilities for the site. The Post Landfill Closure Reserve Fund as at December 31, 2016 was \$544,695.22 and estimated to have a closing balance of \$641,081.63 at December 31, 2017.

Schedule 1 to this report provides an analysis of the impact on the 2017 Budget with the inclusion of the above noted expenses.

This report is to replace Treasury Report 2017/55 dated May 17, 2017 as the Capital funding for Colonization Rd E project has been amended.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Ontario Regulation 284/09 – Budget Matters disclosure report for the 2017 Operating Budget as amended and replacing Treasury Report 2017/54 dated May 17, 2017.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Ontario Regulation 284/09 disclosure report for the 2017 Operating Budgets as amended and replacing the Treasury Report 2017/55 dated May 21, 2017.

2017 BUDGET
PSAB 3150 RECONCILIATION
Schedule 1

	<u>AMENDED</u>
Revenues	
General Operating	\$21,739,787
Water Operating	2,749,279
Sewer Operating	2,515,426
Capital	7,568,731
	<hr/> 34,573,223
Less	
Transfers to Capital from other Funds ¹	(2,718,070)
Transfers to Capital from other Funds ¹	(11,000)
Transfers to Operating from other Funds ¹	0
Federal Gas Tax Recognized from Deferred Revenue	820,000
MTO Gas Tax Recognized from Deferred Revenue	50,000
Prior Year's Surplus	0
Proceeds from Long-Term Debt ²	0
Total Revenues	<hr/> \$32,714,153 <hr/>
Expenses	
General Operating	\$21,739,787
Water Operating	2,749,279
Sewer Operating	2,515,426
Capital	7,568,731
	<hr/> 34,573,223
Less	
Transfers from Operating to other (Reserve) Funds ³	1,468,413
Transfer from Water & Sewer to other Funds ³	453,202
Prior Year's Deficit	
Capital Expenses	(7,568,731)
Debt Principal Repayments ⁴	639,674
Total Expenses	<hr/> \$29,565,781 <hr/>
Annual Surplus, before exclusion	\$3,148,372
Excluded Expenses	
Amortization of Tangible Capital Assets	4,100,000
Post Employment Benefits	0
Solid Waste Landfill Closure & Post-closure Expenses	0
Total Excluded exclusions	<hr/> \$4,100,000 <hr/>
Annual Surplus, after excluded Expenses	-\$951,628

NOTES

¹ Transfers from other funds represents transfers from Reserve Funds for Expenditures and is not considered a revenue source under accrual accounting

² Proceeds from debenture issued is a debt financing decision and is considered a liability and not a revenue source under accrual accounting

³Transfers to other funds represents contributions to reserves and is not considered an expense under accrual accounting

⁴Debt principal repayments are considered repayments of long-term liabilities and are not an expense under accrual accounting

Schedule 2

2017 PROJECTED RESERVE FUNDS

Account Name	G/L Account #	Reserve Fund Balance as at December 31, 2016	Jan-17 Adjustment	%	Estimated Interest Earned	Contributions to Reserve Funds	Additional Contribution to Reserve Fund	Reserve Fund Contributions to Capital/General	Estimated Reserve Fund Balance as at December 31, 2017
Museum Projects	R-L60-0805-0000	50,640.95		0.46%	927.24				51,568.19
Handi-Transit MTO Gas Tax	R-L60-0809-0000	50,867.99		0.47%	931.40			(50,000.00)	1,799.39
Children's Complex Projects	R-L60-0811-0000	103,207.40		0.94%	1,889.73			(42,200.00)	62,897.13
Daycare/Toy Library Donations	R-L60-0812-0000	2,664.07		0.02%	48.78				2,712.85
Parks & Cemeteries Projects	R-L60-0823-0000	48,746.91		0.45%	892.56				49,639.47
Public Library & Technology Centre	R-L60-0827-0000	207,021.10		1.90%	3,790.57				210,811.67
Sister Kennedy Centre Projects	R-L60-0832-0000	21,194.79		0.19%	388.08				21,582.87
Post Landfill Closure	R-L60-0851-0000	544,695.22		4.99%	9,973.41	86,413.00			641,081.63
Waterworks & Sanitary Sewer	R-L60-0860-0000	3,648,287.03	(154,170.23)	31.99%	63,977.52	435,220.00		(103,102.00)	3,890,212.32
Watermeter Replacement	R-L60-0870-0000	75,505.73		0.69%	1,382.52	17,982.00			94,870.25
Townshend Theatre	R-L60-0871-0000	101,100.53		0.93%	1,851.16	7,000.00			109,951.69
Corporate Vehicles/Equipment	R-L60-0874-0000	982,923.73		9.00%	17,997.40	150,000.00		(394,082.00)	756,839.13
Corporate Building	R-L60-0875-0000	1,554,024.08		14.23%	28,454.29	450,000.00		(151,270.00)	1,881,208.37
Corporate Projects Reserve	R-L60-0876-0000	2,185,990.77		20.01%	40,025.64	600,000.00		(1,122,416.00)	1,703,600.41
Corporate Contingency	R-L60-0877-0000	1,173,729.76		10.75%	21,491.07	175,000.00			1,370,220.83
Federal Gas Tax Reserve	R-L60-0878-0000	172,350.91	154,170.23	2.99%	5,978.63	483,532.25	8,560.14	(820,000.00)	4,592.16
Tax Rate Stabilization Reserve	R-L60-0880-0000	-							-
Sub-total		10,922,950.97	0.00	1.00	200,000.00	2,405,147.25	8,560.14	(2,683,070.00)	10,853,588.36
									-
Library Building	R-L61-0828-0000	435,963.40			4,000.00			(35,000.00)	404,963.40
		11,358,914.37			204,000.00	2,405,147.25	8,560.14	(2,718,070.00)	11,258,551.76

Cecmeteries Reserve Fund

(11,000.00)

(2,729,070.00)

Clinic Financing Loan

377,777.28

311,110.56

Solar Panel Project Loan

148,300.26

119,920.97

Federal Gas Tax

172,350.91

4,592.16

Corporate Reserve Funds

6,293,708.66

6,222,070.43

Library/Technology Reserve Funds

642,984.50

615,775.07

Waterworks/Sanitary Sewer Reserves

3,723,792.76

3,985,082.57

11,358,914.37

11,258,551.76

Reserve Funds Allocation

2017	Corporate Vehicles/Equip	Corporate Buildings	Corporate Projects	FF Children's Complex	Library & Tech Centre	MTO Gas Tax	Federal Gas Tax	Water & Sewer	Cemetery Reserve Funds	TOTAL
Gen Government			78,000				155,250			233,250
Fire	36,470		13,920							50,390
Police Services Board			5,830							5,830
PW Building/General	8,000	40,000	15,930							63,930
PW Lg Equipment	116,800									116,800
Roads			262,437							262,437
Connecting Link			80,324				383,724			464,048
Sidewalks			110,750				281,026			391,776
Streetlight Poles			15,000							15,000
Airport			25,000							25,000
Parks/Cemetery	58,500								11,000	69,500
Waste Management			75,000							75,000
Children's Complex	35,000			42,200						77,200
Handi-van	81,067					50,000				131,067
Memorial Sports Centre	48,245	28,100	90,000							166,345
Recreation	10,000		60,770							70,770
Sunny Cove			8,000							8,000
Library & Technology					35,000					35,000
Museum										0
Sorting Gap Marina										0
Planning & Development			8,030							8,030
Animal Shelter										0
Civic Centre		83,170								83,170
Market Square Project			273,425							273,425
Sanitary Sewer Projects								103,102		103,102
Waterworks Projects								0		0
Totals	394,082	151,270	1,122,416	42,200	35,000	50,000	820,000	103,102	11,000	2,729,070

Schedule 3
Amortization Budget

Department	Budget Distribution 2015 Amortization	Audited Actual 2015 Amortization	Budget Distribution 2016 Amortization	Audited Actual 2016 Amortization	Budget Distribution 2017 Amortization
General Government	120,000.00	122,504.73	125,000.00	123,676.79	125,000.00
Fire	38,000.00	39,565.37	40,000.00	36,675.10	40,000.00
Protective Inspection/Control	6,000.00	6,128.59	10,000.00	7,812.66	8,000.00
PW Admin/Buildings & Yards	35,000.00	11,767.36	12,500.00	14,990.70	15,000.00
Roads - Paved	1,220,000.00	1,225,488.23	1,240,000.00	1,288,546.41	1,300,000.00
Roads - Unpaved	43,000.00	46,208.95	47,000.00	46,584.56	47,000.00
Roads Structures	25,000.00	23,922.64	25,000.00	22,824.63	25,000.00
Roads - Winter Control	30,000.00	28,570.13	30,000.00	40,199.61	40,500.00
Sidewalks	235,000.00	232,585.02	235,000.00	234,867.42	235,000.00
Handi Transit	12,000.00	11,914.66	14,500.00	11,914.66	15,000.00
StreetLighting	110,000.00	104,676.98	107,500.00	106,426.00	107,500.00
Air Transportation	67,000.00	64,843.55	67,000.00	75,463.39	76,000.00
Urban Storm Sewer	160,000.00	161,513.63	165,000.00	166,911.92	167,000.00
Rural Storm Sewer	2,500.00	2,185.46	2,300.00	2,406.65	2,500.00
Waste Disposal	0.00	0.00	0.00	0.00	0.00
Waste Diversion (Recycling)	15,000.00	9,717.50	16,000.00	14,172.85	15,000.00
Cemeteries	12,000.00	9,267.64	12,000.00	8,856.69	9,800.00
Social & Family Serv	68,000.00	69,488.76	70,000.00	70,477.25	71,000.00
Parks	45,000.00	46,830.48	48,000.00	47,235.17	48,000.00
Recreation	280,000.00	281,627.48	285,000.00	294,404.48	300,000.00
Library	190,000.00	174,978.80	175,000.00	160,577.50	162,500.00
Cultural Services	80,000.00	81,894.20	82,000.00	83,657.99	85,000.00
Planning & Development	80.00	20.05	50.00	0.00	0.00
Building Inspection Services	200.00	199.52	200.00	199.32	200.00
Sanitary Sewer Collection	190,000.00	183,193.71	190,000.00	189,193.83	190,000.00
Sanitary Sewer Treatment Plant	281,220.00	278,413.39	281,220.00	375,626.01	400,000.00
Water Treatment Distribution	300,000.00	301,056.31	305,000.00	318,072.32	325,000.00
Water Treatment Plant	260,000.00	270,653.27	274,730.00	285,699.07	290,000.00
	3,825,000.00	3,789,216.41	3,860,000.00	4,027,472.98	4,100,000.00



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/57**

TO: Major Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: June 7, 2017
SUBJECT: 2016 Child Care – Audited Statement of Revenue & Expenses

BACKGROUND

Attached is the audited Statement of Revenue and Expenses for the Town of Fort Frances Child Care Programs for the year ended December 31, 2016 as provided by BDO Canada, as well as the invoice for this audit in the amount of \$3,114.28.

The audited Statement of Revenue and Expenses is a requirement of the Rainy River District Social Services Administration Board for Child Care funding.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council accept the Town of Fort Frances Child Care Programs audited financial statement as prepared by BDO Canada LLP for the fiscal year ending December 31, 2016.

Council Approval of This Report Will Authorize the acceptance of the Town of Fort Frances Child Care Programs audited financials for the year ended December 31, 2016.
--

Town of Fort Frances
Child Care Department
For the year ended December 31, 2016

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Statement of Revenue and Expenses	3
Notes to Statement of Revenue and Expenses	5



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

BDO Canada LLP
607 Portage Avenue
Fort Frances ON P9A 0A7 Canada

Independent Auditor's Report on Statement of Revenue and Expenses

**To the Council of the
Town of Fort Frances**

We have audited the accompanying Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2016, and notes, comprising the significant accounting policy and other explanatory information. The Statement of Revenue and Expenses has been prepared by management based on the basis of accounting described in the significant accounting policy attached to the Statement of Revenue and Expenses.

Management's Responsibility for the Statement

Management is responsible for the preparation of the Statement of Revenue and Expenses in accordance with the basis of accounting described in the significant accounting policy attached to the Statement, and for such internal control as management determines is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the Statement of Revenue and Expenses based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Statement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the Statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial information in the Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2016, is prepared, in all material respects, in accordance with the basis of accounting described in the significant accounting policy attached to the Statement of Revenue and Expenses.

Basis of Accounting

Without modifying our opinion, we draw attention to the significant accounting policy attached to the Statement of Revenue and Expenses (Note 1) which describes the basis of accounting. The Statement of Revenue and Expenses is prepared to assist the Town of Fort Frances to meet the requirements of the Rainy River District Social Services Administration Board. As a result, the financial information may not be suitable for another purpose.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Fort Frances, Ontario
May 15, 2017

Town of Fort Frances Child Care Department Statement of Revenue and Expenses

For the year ended December 31

2016

Revenue

Government transfers - operating - Fort Frances Children's Complex	
- Core service delivery (Note 2)	\$ 500,590
- Fee subsidy (Note 2)	332,783
- Provincial wage enhancement (Note 2)	37,349
- Best start hub (Note 2)	121,470
- Day care resource teacher (Note 2)	106,312
	<u>1,098,504</u>
User fees	328,172
Other revenue	889
	<u>1,427,565</u>
Total revenue	1,427,565

Operating Expenses

Fort Frances Children's Complex	
Advertising	556
Audit	2,725
Accounting and bookkeeping	30,000
Buildings and yard - rental costs and utilities	63,980
Buildings and yard - other	13,952
Training and development	16,930
Equipment and leases	1,852
Events and activities	8,081
Food and meals	65,531
Insurance	1,925
Office supplies and expenses	5,313
Repairs and maintenance	11,223
Teaching supplies	28,529
Memberships, licenses and extended school purchases	2,247
Small capital purchases	4,517
Salaries, wages and benefits	985,339
Vehicle expenses	256
	<u>\$ 1,242,956</u>

**Town of Fort Frances
Child Care Department
Statement of Revenue and Expenses
(Continued)**

For the year ended December 31**2016****Operating Expenses (continued)**

Carried forward	\$ 1,242,956
Best Start Hub	
Advertising	238
Accounting and bookkeeping	3,500
Buildings and yard	6,382
Events and activities	2,600
Food and meals	1,236
Insurance	602
Office supplies and expenses	1,180
Telephone and internet	466
Repairs and maintenance	1,658
Teaching supplies	3,245
Memberships and licenses	108
Salaries, wages and benefits	101,662
Vehicle expenses	304
	<u>123,181</u>
Day Care Resource Teacher	
Accounting and bookkeeping	2,500
Training and development	4,323
Office supplies and expenses	326
Telephone and internet	913
Teaching supplies	3,291
Memberships and licenses	-
Salaries, wages and benefits	96,377
	<u>107,730</u>
Total operating expenses	<u>1,473,867</u>
Capital expenses capitalized for Town of Fort Frances accounting purposes	
Fort Frances Children's Complex	8,548
Total department expenses	<u>1,482,415</u>
Deficiency of revenue over expenses	<u>\$ (54,850)</u>

**Town of Fort Frances
Child Care Department
Notes to Statement of Revenue and Expenses**

For the year ended December 31, 2016

2. Schedule of Government Transfers

	Core service delivery	Fee subsidy	Provincial wage enhancement	Best start hub	Day care resource teacher
Base funding	\$ 500,590 \$	332,783 \$	39,995 \$	104,213 \$	106,312
Other funding	-	-	-	3,300	-
Deferred funding from prior years	-	-	-	13,957	-
Estimated recovery	-	-	(2,646)	-	-
Revenue reported on the statement of revenue and expenses	\$ 500,590 \$	332,783 \$	37,349 \$	121,470 \$	106,312



Tel: 807 274 9848
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 www.bdo.ca

BDO Canada LLP
 607 Portage Avenue
 Fort Frances ON P9A 0A7 Canada

May 17, 2017

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

Attention: Ms. Laurie Lindberg

Invoice **88962749**
 Electronic Banking Account No. 151360322599
 HST Registration No. 131585366RT0043

For Professional Services

Preparing and auditing the Statement of Revenue and Expenses for the Town of
 Fort Frances - Child Care Department for the year ended December 31, 2016, as
 required by the Rainy River District Social Services Board. \$2,600.00

Administration, technology and disbursement fee:		156.00
	Our Fee	\$2,756.00
	HST	358.28
	Total	<u>\$3,114.28</u>

APPROVED

L. G. Lindberg
 TREASURER

10-120-1230-1200-71254

Accounts are due when rendered
 Interest at 1.00% per month (12.00% per annum) will be charged on accounts over 30 days
 1825-KFF3035-5

May 31, 2017

Report To: Mayor and Council

From: Doug Brown, CAO

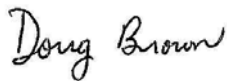
SUBJECT: Adjustment to Reserve Funds Due to Limitation on Federal Government Funding allocation for the 2016/2017 Colonization Road East Reconstruction Project

The Town obtained funding for the Colonization Road East Project from Scott Street to the Water Treatment Plant under the New Building Canada – Small Communities Fund (SCF) whereby the Federal and Provincial government funded 1/3 of the total eligible costs of the project or \$948,023.00 each. The Town is responsible for 1/3 of the costs and any cost overruns.

As a result of completing the May 2017 SCF progress report for this project it has come to administration's attention that the Federal Tax Gas Revenue cannot be utilized to fund the Town's 1/3 funding portion of the project. See attached clause B.2.2 - Limit on Federal Funding from the SCF funding agreement.

At this time, administration is requesting Council adjust how the 2016 portion of the project is funded from its reserve funds. Administration proposes that an additional \$154,170.23 be taken from the Water & Sewer Reserve Fund and a reduction in funding of \$154,170.23 from the Federal Gas Tax Revenue reserve fund be used to finance the project in 2016. This adjustment is necessary to ensure the Town is in compliance with the limitation of 1/3 federal government funding for this project.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That an additional \$154,170.23 be taken from the Water & Sewer Reserve Fund to fund the 2016 works of the 2016/2017 Colonization Road East Reconstruction Project
- 2) Reduce the funding allocation from the Federal Gas Tax Revenue reserve fund in the amount of \$ 154,170.23 for the 2016 works of the 2016/2017 Colonization Road East Reconstruction Project.

2017Mayreserveadjustments

Clause Attachment:

B.2.2. Limit on Federal Funding. Despite anything else contained in this Agreement, the aggregate of all funding originating from Canada for the Project will not exceed thirty-three percent (33%) of the total Eligible Costs for the Project.

May 29, 2017

Report To: Mayor and Council

From: Doug Brown, CAO

SUBJECT: Strategic Plan – Initiative No. 17- Future of Health Care Services

The Strategic Plan Initiative No. 17 – Future of Health Care Services is worded as follows:

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

A decision will need to be made to determine if it is necessary to form a new health care services committee of Council.

The May 23, 2017 presentation by Jessica Logozzo of the North West LHIN clearly identified that the North West LHIN organization is provincially mandated to set health care service priorities, consult with health care stakeholders, implement cost effective health care services and fund health care services in our community and within the North West LHIN region.

At present, our Council has been very supportive and extremely involved in the advancement of the delivery of health care services in our community by serving on the following health care organizations:

Physician Recruitment and Retention (P R & R) Committee – Councillors Wendy Brunetta and Doug Kitowski. In addition, the Town’s CAO is welcome to attend committee meetings. The Recruiter is available 24/7 and is willing to present/update Council at their request.

Rainy River District Social Services Administration Board – Councillor Ken Perry has recently been appointed as Chairman for this board.

Northwestern Health Unit Board - Councillor Paul Ryan has recently been appointed as Chairman for this board. Councillor Ryan and Councillor Albanese have both served previously as board members.

Fort Frances Community Clinic Board - At present, Councillor John Albanese serves on this board, and several Councillors on previous terms of Council have participated. Marlis Bruyere, FFCC Exec Director is also on the PR&R Committee.

Through the previously mentioned organizations, Council has full access to providing feedback and to participate in affecting recommendations for delivery of health care services in our community. These organizations communicate with the North West LHIN on local health care issues on a regular basis. Riverside Health Care President and CEO Mr. Ted Scholten is on the PR&R Committee, and he meets regularly with the NWLHIN.

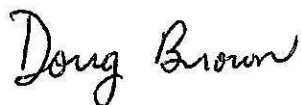
Over the years, Council has been very focused on guaranteeing that there is always an adequate number of Physicians available to service our community. Without an adequate number of Physicians, it is difficult to provide a sustainable health care system. In addition, Physicians in our community recruit and attract other new Physicians. Interested doctors do not look favorably at communities where there is a shortage of and/or overworked Physicians. Council provides both in-kind services and financial incentives to attract and welcome new physicians to our community. This commitment is a key consideration which should not to be taken for granted or discounted. In discussions with Todd Hamilton, Physician recruiter, the new Physicians appreciate these incentives, which assists them to maintain a work/quality-of-life balance that otherwise might be difficult to attain in a small Northwestern Ontario community. The incentives provided in Fort Frances are available from most or all NW Ontario and Northern Ontario communities.

Council has also been very involved in the process of ensuring an appropriate clinic facility is in place for the physicians to practice. Additionally, Council is currently involved in the planning process to enrich this facility in the future.

The Town has played an essential role in ensuring that quality of life and essential services are in place in our community. These services include the operation and maintenance of the airport, essential municipal infrastructure, provision of sport facilities, parks, cultural and artistic venues, on-going residential expansion and the ability to ensure that good quality and quantity of safe drinking water is readily available. The way Council manages the affairs of the community plays a fundamental role in attracting new physicians to our community. Council's dedication to effective management of the community should not be understated. Todd Hamilton, Physician Recruiter, reports visiting physicians are always impressed with our Town services, infrastructure, schools and overall care and maintenance. Physicians are especially impressed with available building lots, the new technology center and the state of the art hospital facilities.

It has been suggested that the Town remain focused on physician recruitment and retention and that Council should consider receiving semi-annual up-dates from Todd Hamilton, Physician Recruiter, in person to report to council. Therefore, establishing a new health care services committee of Council is unwarranted at this time, as Council has been very active and continues to be proactive in ensuring the delivery of health care services is continuously improving in our community.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That the need to establish a new health care services committee is unwarranted.
- 2) That Todd Hamilton, Physician Recruiter, provide semi-annual updates on recruitment activities to Council through open council meetings.
- 3) Strategic Plan Initiative No. 17 – “Future of Health Care Services” has been addressed and is considered to be completed at this time.

2017MaystrategicplanHealthcareinitiativeno17

Administration & Finance Division

To: Mayor & Council

From: Aaron Petrin, Human Resources Manager

Date: June 7, 2017

Subject: Annual review of Workplace Violence and Harassment Policy

Background

Under the *Occupational Health and Safety Act*, employers are required to prepare and review at least annually a written harassment and violence policy, and to maintain a program to implement that policy.

Since the requirements of Bill 168 became law, the Corporation's one-page policy statement outlining its program has been reviewed by Council on an annual basis. As required by the Act, management has been responsible for implementing and maintaining this program.

In 2016, Bill 132 became law, which required employers to expand their violence and harassment policies to include sexual harassment.

This year, the division undertook the task of combining this policy with the many procedures and appendices that it referred to, as each document was previously separate. The result was a significantly updated draft policy that now promotes the best practice of psychological health and safety, to reflect the importance of respect and civility in the workplace.

Recommendation

On June 5, 2017, the Administration & Finance Executive Committee approved the recommended changes to the attached workplace harassment and violence policy.

Council approval of this report will agree to the recommendation to revise the Corporation's Workplace Harassment and Violence Policy as attached.

THE TOWN OF FORT FRANCES

Section: Health and Safety

Policy: Workplace Harassment and Violence

Creation Date:	June 2011
Review Date:	2012, 2013, 2014, 2015, 2016, 2017
Resolution Number:	
Supersedes Resolution Number:	095
Policy Number:	5.34

1. Intent

At the Corporation of the Town of Fort Frances (“the Corporation”), the physical and mental health, safety, security, dignity, self-respect and well-being of all our workers are critical.

Employees and other external stakeholders have a right to enjoy the workplace without fear of harassment and violence, and including the fear of reprisal for voicing a legitimate concern about unacceptable workplace behaviours.

It is the responsibility of all managers and employees to foster a healthy workplace environment to peers and co-workers, where dignity and respect are the foundation of all communication and interactions. Simply put, we must treat each other in the way that we would want to be treated.

Violence, intimidation, harassment, and bullying are unacceptable in the workplace, and any such acts may result in disciplinary action, including termination of employment for just cause.

The Corporation has an obligation to support and assist individuals who are experiencing violence or harassment in the workplace. The Corporation will investigate complaints and take appropriate action if violence or harassment has occurred, and will not discriminate or retaliate against an employee because he or she voices concerns about workplace violence or harassment.

This policy is not intended to limit the reasonable exercise of management functions in the workplace, such as: providing direction, raising performance concerns, or personality differences. This policy is not in place to strictly regulate everyday social interactions in the workplace.

Harassment differs from normal, mutually acceptable interactions to the extent that it can be offensive, insulting, intimidating, hurtful and malicious. Everyone in the workplace must be

dedicated to preventing workplace harassment and violence, as it can create an uncomfortable work environment which will not be tolerated.

2. Scope

All employees have the right to be treated with dignity and respect. Protection from negative, aggressive, and inappropriate behaviours extends to management, colleagues, subordinates, clients, customers and other business contacts and expands beyond the place of work to off-site and work-related social events.

As such, this policy applies to all employees, management, elected officials, and members of boards and committees, referred to as “staff” and/or “employees”.

The workplace is not confined to the offices and buildings of the Corporation. It also includes washrooms, locker rooms, worksites, vehicles and equipment, and any other location where the business of the Corporation is conducted.

At law, bullying and/or harassment that occurs outside of the workplace but which relates to the workplace may be included in the scope of workplace harassment.

3. Definitions

The terms defined below are referred to in this policy as “unacceptable workplace behaviour”:

Workplace Harassment:

Workplace harassment is defined as a course of vexatious comment or conduct against a worker in a workplace, that is known or ought reasonably to be known to be unwelcome.

Workplace Violence:

Workplace violence is the exercising of (or the attempt to exercise) physical force by a person against a worker, in a workplace, that causes or could cause physical injury. It also includes a statement or behaviour that may reasonably be interpreted as a threat to exercise physical force that could cause injury. This includes, but is not limited to:

- Threats of physical violence
- Intimidation
- Attempted and/or actual acts of violence
- Assault
- Acts of physical aggression
- Deliberate destruction of damage to property
- Violent actions that intimidate one or more individuals

Sexual Harassment:

Any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual connotation and can be typified as:

- Behaviour that is hostile in nature, or intends to degrade an individual based on personal attributes, including: gender, sexual orientation, gender identity, gender expression, or any other relevant protected ground under human rights legislation.
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.
- Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person's body, attire, sex or sexual orientation, or religion;
- Suggestive or offensive remarks;
- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);
- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- Sexual assault;
- Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means;

Bullying:

Bullying includes unwelcome behaviours such as malicious actions and/or omissions toward one or more individuals, which a reasonable person would perceive as unwelcome. These can negatively impact our emotional wellbeing and may cause an individual to feel hurt, embarrassed, incompetent, disrespected, and/or devalued. This can lead to damaging consequences for the victim, the observers, our clients, and the organization.

Unwelcome behaviours may include subtle and/or overt acts of hostility or aggression, and may include instances of both omission and/or commission. This may include:

- Gossiping or spreading rumours
- Talking down to others
- Verbally berating others
- Using a harsh tone of voice
- Acting in a way that seems “out to get” others
- Blaming others for things out of their control
- Making or implying threats regarding one's job security
- Excessive shouting
- Repeated emotional outbursts
- Using overt or subtle intimidation tactics
- Using degrading remarks or tone of voice
- Criticizing or talking down to others in front of a group
- Using condescending and/or demeaning body language
- Social exclusion or ostracism
- Ignoring others or giving “silent treatment”

- Intentionally excluding others from conversations and/or work activities
- Differential treatment (treating some less favorably than others)
- Undermining another's work by assigning impossible deadlines or workloads
- Excessive monitoring of work or unnecessary micromanagement
- Withholding pertinent work-related information
- Undermining the work of a co-worker or subordinate in an undue manner
- Not providing sufficient information to discharge one's duties effectively

4. General Guidelines

The Corporation not tolerate harassment in the workplace, and will make ongoing efforts to identify such hazards and take appropriate action through policies and procedures.

Our goal is to foster a friendly, professional, and satisfying working environment for all employees, as per our legal obligations to prevent workplace harassment.

Properly discharged supervisory duties, including disciplinary action, are not harassment. Conduct by a supervisor which does not interfere with the respect for the dignity of employees is not considered harassment.

All employees are encouraged to contact their supervisor, division manager, or human resources with any concerns about workplace harassment or violence. Any concerns will be handled with strict confidentiality.

Employees are required to take the following steps when confronted with harassment in the workplace:

1. Asserting Yourself

Inform the harasser that his or her behaviour is unwelcome. An individual (although he or she should know better) may not realize that he or she is being offensive. A simple chat may resolve the problem. If the person refuses to co-operate, remind him or her that such behaviour is against Corporation policy.

2. Documenting the Facts

Document your observations, such as when the behaviours started; including dates, times, locations, witnesses, details of what happened, threats made (or implied), your response, and any reprisal.

3. Filing a Complaint

If the harassment continues, first report the issue to your supervisor. Where the respondent is your immediate supervisor, you may report the issue to their supervisor and/or Human Resources Manager. If a supervisor or other management employee is alleged to be harassing, no involved supervisor or management employee will participate in the investigation.

4. The Investigation

The supervisor of each department is responsible for ensuring a workplace free of bullying and harassment.

Upon becoming aware of such issues, the supervisor and/or division manager will investigate the matter with the support of Human Resources.

The investigation will include interviewing: the complainant, the respondent, and any other persons or witnesses who may have relevant information. Union members are entitled to have a union representative present for their interview. Information will be received in strict confidence and will be documented as part of the record.

5. Resolution of complaint

If there is evidence of bullying or harassment on a balance of probabilities, it will result in disciplinary action and steps will be taken to prevent any further issues in the workplace. In the interest of privacy, such action will not be communicated to the complainant.

If there is no evidence of bullying or harassment on a balance of probabilities, it will not result in disciplinary action.

When there is evidence of a false allegation being made against a respondent, disciplinary action may be taken against the complainant.

6. Policy Expectations

Management Responsibility:

Management and others in positions of authority are held to a higher standard in ensuring that healthy and appropriate behaviours are being modelled, and that concerns are addressed effectively and in a timely manner. In addition to the expectations of employees listed in this policy, management must:

- Treat everyone in the workplace with dignity and respect
- Maintain a workplace free from violence and harassment
- Be familiar with the requirements of this policy and relevant procedures
- Take complaints seriously and follow-up appropriately
- Maintain confidentiality to the greatest extent possible
- Be aware of the signs of workplace violence and bullying and/or harassment
- Intervene on behalf of others in the workplace
- Refer victims of violence or harassment to appropriate resources
- Comply and co-operate with the requirements of an investigation
- Provide good examples by treating all employees with courtesy and respect
- Promote awareness of the policy and complaint procedures
- Be aware and observant of the signs of unacceptable behaviours
- Act to resolve inappropriate behaviours before they escalate
- Deal sensitively with employees involved in a complaint
- Explain the procedures to be followed if a complaint of inappropriate behaviour is made
- Ensure that an employee making a complaint is not reprimed against for doing so

- Monitor and follow up the situation after a complaint is made to prevent recurrence

Employee Responsibility:

Employees are expected to participate in the achieving a work environment that is free of bullying, harassment, incivility, and hostility. Employees are often aware of issues that management may not be, and along with complying with our policy requirements, they must:

- Treat everyone in the workplace with dignity and respect
- Support and contribute to a workplace free of these unacceptable behaviours
- Report in a timely manner these unacceptable behaviours upon witnessing them
- Modify their own behaviour upon becoming aware that it may be unacceptable
- Comply with the requirements of the investigation of unacceptable behaviours
- Understand that unacceptable behaviours will be dealt with through appropriate disciplinary action

7. Prevention of Workplace Violence

The Corporation has taken specific measures to prevent workplace violence. This includes procedures to control the hazard of workplace violence, as identified by workplace violence risk assessments.

A. Workplace Violence Risk Assessment

The Corporation conducts workplace violence risk assessments to identify and assess the risk of workplace violence specific to each department. The results of these assessments are communicated to the employees in those departments and to their health and safety representatives (“HSR”), or joint health and safety committees (“JHSC”) in departments with a JHSC. When conducting these assessment, the Corporation considers the following factors:

- Circumstances specific to each workplace
- Circumstances specific to different roles within the organization
- Circumstances that would be common to similar workplaces

The Corporation will notify employees of the risk of violence specific to their work location, job or shift through their supervisors and general training programs. Employees are required to make their supervisors aware of risks that are not yet identified in our risk assessments.

B. Individuals with a History of Violence

By law, The Corporation is obligated to warn employees of the identities and personal details of an individual with histories of violent behaviour where there is a risk of workplace violence being perpetrated by that person. Such information will only be provided where the employees concerned would reasonably be expected to encounter that person while at work, and where the risk of violence is likely to expose those employees to hazards in the workplace.

Confidentiality will be maintained to the greatest extent possible. Information relating to potentially violent individuals will be shared with employees on a need to know basis.

Employees are required to maintain confidentiality when they become aware of this information.

C. Workplace Violence Awareness Training

The Corporation requires its employees to take workplace violence awareness training. When management becomes aware of risks specific to your position, work location, or shift; you will be provided with further guidance and instruction.

D. Domestic Violence

The Corporation strives to respect the privacy of our employees and their personal lives. Its management does not intend to intrude on this privacy, but upon becoming aware of the risk of domestic violence affecting the workplace, the Corporation has a legal obligation to intervene in the interests of its workers.

The Corporation will fully support and assist our employees at risk of domestic violence in the workplace. Our zero-tolerance policy for workplace violence includes the risk of violence from current or former spouses/partners. This includes, but is not limited to:

- Actual or threatened physical violence or harm
- Assault (including sexual)
- The risk of homicide
- Stalking
- Threats of harm or actual harm to others, including personal property

The Corporation is obligated to take every precaution necessary to protect the health and safety of a worker regarding domestic violence. This may require us to warn other employees of the identity and personal details of an individual with a history of domestic violence where there is a risk of violence in the workplace by any such individuals.

Information on potentially violent individuals may include the identities, personal histories, and descriptions of current or former partners of our employees. Confidentiality will be maintained to the greatest extent possible. Information that relates to actual or suspected domestic violence, or violent individuals, must only be divulged to others when required by law or policy.

8. Complaint & Investigative Procedures

The first step in establishing that an individual's behaviour in the workplace is unacceptable, is to advise them that their behaviour is unwelcome. This may be enough to resolve the issue, but in any case, documenting these interactions is critical; even if the problem appears to have been resolved.

Issues that remain unresolved after informing the individual that their behaviour is unwelcome must be reported to the employee's supervisor, division manager, or to Human Resources in a timely manner.

At law, there is no longer a need for an employee to complete and submit a written complaint form to trigger an employer's duty to enquire. Simply becoming aware of conduct that a reasonable person would perceive as unwelcome may trigger the duty to enquire or investigate.

The investigation process will include:

- A thorough investigation of allegations of unacceptable behaviours
- Documentation from all parties involved in the complaint
- Resolution in a timely manner

Resolution of a concern or complaint may include a variety of outcomes, depending upon the findings of an investigation of a complaint. These will include, but may not be limited to:

- Retraining
- Progressive discipline
- Transfer of employees
- Termination of employment

Any employee or manager seeking to file a complaint should take care to ensure the complaint is confined to and consists of precise details of each incident of such behaviours, including:

- Dates
- Times
- Locations
- Witnesses
- Frequency of occurrence

Within this procedure, the term "complainant" refers to the victim of the alleged unacceptable behaviour, who has raised their concerns with management. A complainant can also refer to another individual, such as a witness or a concerned colleague, who raises a concern on behalf of the victim. In this context, the "Respondent" refers to the person who has been alleged of committing and/or enabling unacceptable behaviours in the workplace.

Unacceptable workplace behaviour must be brought to the attention of management and will be documented accordingly. The respondent of such complaints will be notified in writing by the Corporation that an allegation has been made against them, and of the steps which will follow. Respondents are presumed to be innocent of allegations at this stage.

A. Obligations of Complainant

1. To clearly inform the respondent that their behaviour is unwelcome
2. Where appropriate, to inform their supervisor, division manager, or Human Resources of their concerns
3. To document dates, times and the names of any witnesses, as well as any attempt to resolve the situation

4. To preserve anything which could be used as evidence to substantiate a complaint or concern
5. To comply with the requirements of the investigation

B. Obligations of Respondent

1. To preserve anything which could be used as evidence to substantiate a complaint or concern
2. To comply with the requirements of the investigation
3. To not react with hostility or reprisal toward a complainant

C. Obligations of Human Resources

1. To educate employees and supervisors on unacceptable workplace behaviours
2. To assist, participate in, and lead investigations involving such allegations
3. To inform employees and managers of their legal rights and responsibilities, including the right to representation

D. Obligations of Investigator

1. To investigate a complaint of unacceptable workplace behaviour, which typically begins with the supervisor or the division manager, along with the assistance of Human Resources, and may be led by a third party, such as a lawyer
2. To carry out an impartial investigation, to gather evidence and draw conclusions
3. To provide the respondent a fair opportunity to provide a defense to the allegations
4. To conclude investigations in a timely manner

E. Obligations of HSR/JHSC

1. To respond to concerns related to unacceptable workplace behaviours
2. To review the results of workplace violence risk assessments and make recommendations to management
3. To make recommendations regarding policies and procedures to prevent unacceptable workplace behaviours
4. To participate in investigations of work refusal due to workplace violence

Administration & Finance Division

To: Mayor & Council
From: Aaron Petrin, Human Resources Manager
Date: June 7, 2017
Subject: Succession Planning

Background

On April 24, Council directed that a policy be developed regarding succession planning, as per strategic plan goal #31.

On May 16, the Administration & Finance Executive Committee approved a recommendation to update the Corporation's performance appraisal policy in this regard.

The performance appraisal policy now includes a section on succession planning, in the interest of identifying opportunities for future career growth and progression. The proposed amendments are attached for your review.

Recommendation

The Administration & Finance Executive Committee approved the recommended changes to the attached performance appraisal policy.

<p>Council approval of this report will agree to the recommendation to revise the Corporation's Performance Appraisal Policy as attached.</p>

THE TOWN OF FORT FRANCES

Section: Human Resources

Policy: Performance Appraisal

Creation Date: August 2002

Review Date: 2017

Resolution Number:

Supersedes Resolution Number:

Policy Number: 3.30

1. PURPOSE:

The purpose of support staff performance appraisal is to improve employee effectiveness, to recognize job performance, and to identify opportunities for succession planning.

2. RATIONALE:

Employees are accountable for their performance and are entitled to know what is expected of them, how they are performing and what resources are available to improve their performance. The performance review process provides the vehicle to establish and maintain open dialogue between the supervisor and employee for the purpose of providing feedback to improve personal and professional performance.

3. BASIC PRINCIPLES OF PERFORMANCE MANAGEMENT:

- The supervisor and the employee are jointly responsible for the employee's performance
- Performance management is an ongoing, cyclical process, not something limited to the performance review meeting.
- Effective performance management emphasizes objective measures of performance with respect to both results and ongoing responsibilities.
- Throughout the performance management process, employees are encouraged to actively participate in the planning, evaluating, and improving their performance.
- Honesty and openness, with effective two-way communication are essential elements of the supervisor / employee relationship.
- Performance management is intended to be a positive future oriented process.

4. OBJECTIVES:

- Primary: Provide feedback
Identify performance gaps
Provide positive reinforcement

- ⊖ Secondary: To direct salary progression
Human resources and succession planning

5. TIMELINES:

A. Permanent Full-Time and Part-Time Employees

- Upon completion of the third month after date of hire and upon completion of the probationary period.
- Should the probationary period be extended, performance review will continue to be conducted every two months or more frequently, if required, until a decision is made as to the incumbent's suitability to remain in the position.
- Upon successful completion of the probationary period, annually thereafter.

B. Seasonal, Students, Interim Replacement Employees

- Prior to progression in the salary / wage range or contract renewal, upon exiting seasonal / temporary employment, and at minimum annually.

6. APPEALS:

There is no formal avenue of appeal established regarding Performance Reviews. An incumbent not agreeing with the review is encouraged to discuss the same with his / her Immediate Supervisor and Division Manager. Should this process not alleviate the incumbent's concerns, he / she may request an interview with the Human Resources Manager. The incumbent may register dissent in the 'comments' area provided in the performance review form. The document will remain in the individual's personnel file in the Human Resources Department.

7. SCORING AND EVALUATION METHOD:

OVERALL ASSESSMENT OF PERFORMANCE

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

MANAGEMENT / NON-UNION SALARY PROGRESSION

		Improvement Essential	(20%-29%)
		Improvement Desired	(30%-49%)
After 6 months	3%	Satisfactory performance or higher	(50% or higher)
After 1 year	3%	Satisfactory performance or higher	(50% or higher)
After 2 years	5%	Satisfactory performance or higher	(50% or higher)
After 3 years	4%	Satisfactory performance or higher	(50% or higher)
After 4 years	2%	Very good performance	(70%-89%)
	2.5%	Excellent performance	(90%-100%)
After 5 years		Progression continues at 2%, or 2.5% until individual reaches the top of the salary scale.	

Percentage increase applies to employee's current salary

8. SUCCESSION PLANNING:

Succession planning focuses on identifying suitable candidates for more senior level leadership roles. Employees designated as “high performers” are typically chosen based on their readiness to move into senior roles, their skills and competencies, performance in their current roles, and future leadership potential.

Potential successors should be chosen based on their suitability for the role in question, not just with respect to their current position within their department or the organizational hierarchy.

While this exercise attempts to prepare candidates to move into leadership roles, being included as part of a succession plan does not guarantee any type of promotion or a specific job in the future. Each level of the organization would be accountable to the succession planning process:

Council is accountable for providing direction and for ensuring that the human and financial resources necessary to achieve its succession planning goals are properly allocated each year

The Chief Administrative Officer is responsible for ensuring that Council’s direction on succession planning and training is executed in a cost-effective manner

Senior managers report to the CAO on any developmental activities in their divisions each year, and for committing to development goals for the coming year for high performers who are willing to advance or move laterally within the organization

The supervisor’s focus is on helping to identify top talent and providing on-the-job learning, development, coaching, mentoring and performance management to such individuals.

Employees are responsible for engaging in their own personal and career development to ensure they are ready to step into suitable leadership roles in the future

The Human Resources Manager is accountable for ensuring the proper succession planning policies, procedures, information, tools and templates exist to facilitate decision making by senior leaders to help develop employees for future opportunities in the organization.



PERFORMANCE REVIEW FORM

Seasonal, Students, Interim Replacement Employees
(Museum, Library, Memorial Sports Centre, Public Works, Parks / Cemeteries)

Performance Management is the ongoing process through which managers work with individual employees to plan, support, and improve the employee's on the job performance.

NAME: _____

DIVISION: _____

POSITION TITLE: _____

SUPERVISOR: _____

STATUS: () Seasonal () Student () Probationary

This reviews performance for the period: From _____ To: _____

OVERALL ASSESSMENT OF PERFORMANCE

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

This performance appraisal has been reviewed with me and I have received a copy.

Employee's signature _____ Date: _____

This performance appraisal has been completed by me and reviewed with the employee.

Supervisor's Signature: _____ Date: _____

Once completed, discussed and all signatures obtained, the original of this form is to be forward to the Human Resources Department for retention in the employee's personnel file.

Contribution Checklist Technical Competence		Excellent	Very Good	Satisfactory	Improvement Desired	Improvement Essential	N / A
JOB KNOWLEDGE AND ACHIEVEMENT							
1	Understands Job Methods and Procedures						
2	Plans work assignments						
3	Optimizes use of available resources						
4	Work is thorough and accurate						
5	Works in a safe manner						
6	Adheres to applicable regulations and policies, procedures, standards and guidelines						
7	Utilizes tools / equipments carefully and appropriately						
8	Resolves problems / enquiries promptly and effectively						
9	Keeps supervisor informed						
ATTITUDE / INITIATIVE							
10	Manages time effectively						
11	Ability to suggest and / or take action independently						
12	Is dependable and punctual. Arrives and starts on time.						
13	Has minimal absenteeism.						
14	Is flexible / adaptable to change						
15	Demonstrates ownership and commitment to job						
16	Shows pride and professionalism in work						
17	Works co-operatively / effectively with others						
18	Is friendly and helpful toward all contacts						
19	Demonstrates concerns for others safety						
20	Contributes to a positive, productive work environment						
Total (out of a possible 100 points)*		+	+	+	+	=	

*If there is an N / A, please adjust the total score accordingly (i.e., 3 N/As – total score is out of 85)

STRENGTHS, CONTRIBUTIONS, AND ACCOMPLISHMENTS

(comment on outstanding performance issues here)

AREAS FOR DEVELOPMENT / SUGGESTED TRAINING

(In addition, where 'improvement required' performance issues have been identified, be specific including timeframes and results expected)

SUPERVISOR'S GENERAL COMMENTS

EMPLOYEE'S GENERAL COMMENTS

RECOMMENDED FOR RE-HIRE?

() Yes

() No

OBJECTIVES FOR THE PERIOD _____ **To** _____

(be specific including time frame and results expected)

IMMEDIATE SUPERVISOR

If recommended for progression in the salary / wage range, please attached completed New Hire / Change of Employee Information Form.



PERFORMANCE REVIEW FORM

Full-Time & Part-Time Administrative, Technical, and Supervisory Staff

Performance Management is the ongoing process through which managers work with individual employees to plan, support, and improve the employee's on the job performance.

NAME: _____

DIVISION: _____

POSITION TITLE: _____

SUPERVISOR: _____

STATUS: () Part-Time () Full-Time () Probationary

This reviews performance for the period: From _____ To: _____

OVERALL ASSESSMENT OF PERFORMANCE

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

This performance appraisal has been reviewed with me and I have received a copy.

Employee's signature _____ Date: _____

This performance appraisal has been completed by me and reviewed with the employee.

Supervisor's Signature: _____ Date: _____

Once completed, discussed and all signatures obtained, the original of this form is to be forward to the Human Resources Department for retention in the employee's personnel file.

Contribution Checklist Technical Competence		Excellent	Very Good	Satisfactory	Improvement Desired	Improvement Essential	N / A
JOB KNOWLEDGE AND ACHIEVEMENT							
1	Understands Job Methods and Procedures						
2	Plans work assignments						
3	Optimizes use of available resources						
4	Establishes Priorities Appropriately						
5	Work is thorough and accurate						
6	Minimizes Controllable Costs						
7	Works in an organized manner						
8	Produces appropriate amount of quality work for time spent						
9	Works in a safe manner						
10	Adheres to applicable legislation / regulations and policies, procedures, standards and guidelines						
11	Resolves problems / enquiries promptly and effectively						
12	Expresses self clearly and concisely						
13	Produces high quality written correspondence						
14	Keeps supervisor informed						
ATTITUDE / INITIATIVE							
15	Manages time effectively						
16	Ability to suggest and / or take action independently						
17	Has minimal absenteeism. Arrives and starts on time.						
18	Is flexible / adaptable to change and new / conflicting priorities						
19	Stays abreast of new technology / trends in job						
20	Is innovative; identifies new / better ways to achieve results						
21	Regularly meets objectives						
22	Demonstrates ownership and commitment to job						
23	Shows pride and professionalism in work						
24	Accepts special assignments positively						
25	Works co-operatively / effectively with others						
26	Is friendly and helpful toward all contacts						
27	Demonstrates concerns for others safety						
28	Contributes to a positive, productive work environment						

Contribution Checklist Technical Competence		Excellent	Very Good	Satisfactory	Improvement Desired	Improvement Essential	N / A
SUPERVISORY SKILLS							
29	Interviews job candidates appropriately: makes effective hiring recommendations						
30	Ensures orientation and training of staff						
31	Recognizes and develops the capabilities of staff						
32	Encourages employee input to issues, and solutions to problems						
33	Motivates and empowers staff						
34	Comprehensively, effectively and regularly reviews employee performance						
35	Handles problem staff situations promptly and effectively						
36	Ensures compliance with health & safety legislation and policy						
37	Manages staff within the terms / conditions of administrative procedures and / or collective agreements which may apply						
38	Provides adequate day-to-day supervision and direction						
39	Ensures staff produce high quality work						
40	Promotes a positive work environment: advocates respect, integrity and personal growth among all staff						
41	Sets appropriate and professional example for staff						
TOTAL (out of a possible 205 points)*		+	+	+	+	=	

*If there is an N / A, please adjust the total score accordingly (i.e., 3 N/As – total score is out of 190)

*If Supervisory skills are not included in this evaluation the total is out of 140 points

OBJECTIVES MET FOR THIS REVIEW PERIOD?

(Review previous performance review and comment below)

STRENGTHS, CONTRIBUTIONS, AND ACCOMPLISHMENTS

(Comment on outstanding performance issues here)

AREAS FOR DEVELOPMENT / SUGGESTED TRAINING / SUCCESSION PLANNING

(In addition, where 'improvement required' performance issues have been identified, be specific including timeframes and results expected)

SUPERVISOR'S GENERAL COMMENTS

EMPLOYEE'S GENERAL COMMENTS

OBJECTIVES FOR THE PERIOD _____ **To** _____

(be specific including time frame and results expected)

IMMEDIATE SUPERVISOR

If recommended for progression in the salary / wage range, please attach a completed New Hire / Change of Employee Information Form.

June 7, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Dated May 16, 2017 from the BIA to paint maple leafs on the 200 block of Scott Street Sidewalk.

The Town received a letter dated May 16, 2017 on Friday May 19, 2017 from the BIA requesting permission to paint large maple leafs on the 200 block of Scott Street sidewalks. This initiative would be part of the July 1 activities in the downtown core. The idea is that the sidewalk would be removed shortly after the July 1 activities are completed so the painted leaves would be removed at that time with the sidewalk.

The leaves would be stenciled onto the sidewalk to ensure uniformity and professional finish. The request did mention also completing this on the 100 and 300 blocks as well, however these sections of sidewalk are not scheduled to be replaced this year. All work would be completed by volunteers at no cost to the Town.

Administration recommends the following:

1. That permission be granted for the BIA to paint maple leaves on the old sidewalk along the 200 block of Scott Street as part of their July 1 celebration activities.
2. That the request to paint the same leaves on the 100 and 300 blocks of Scott Street be denied.
3. That the BIA Meet with the Operations and Facilities Manager prior to undertaking this work to ensure that it will not interfere with works taking place at the Rainy Lake Square.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure:

1. That permission be granted for the BIA to paint maple leaves on the old sidewalk along the 200 block of Scott Street as part of their July 1 celebration activities.
2. That the request to paint the same leaves on the 100 and 300 blocks of Scott Street be denied.
3. That the BIA Meet with the Operations and Facilities Manager prior to undertaking this work to ensure that it will not interfere with works taking place at the Rainy Lake Square.

Manager of Operations and Facilities

May 24, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: April 2017 Drinking Water Systems Monthly Summary Report

Please find attached the April 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 April 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 April 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

April, 2017

**Monthly Summary Report
Water Systems**

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

Dated: May 17, 2017

1) Introduction:

This report contains the major maintenance activities and operational events that occurred during the month of April 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. 122 Scott St. | 2. 901 Wright Ave. | 3. 810 King's Hwy. | 4. W. Tower |
| 5. 1111 First St. E. | 6. 1104 Church St. | 7. 740 Sixth St. W. | 8. W. Tower |
| 9. 740 Scott St. | 10. 1036 Victoria Ave. | 11. 901 Wright Ave. | 12. W. Tower |
| 13. 1036 Victoria Ave. | 14. 122 Scott St. | 15. 810 King's Hwy. | 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:

Apr. 06th - changed filters in the dust collector system.
 - cleaned the top and bottom tanks on the poly unit.
 - cleaned all four (4) check valves on the poly unit.

Apr. 18th - cleaned and flushed poly lines.

Apr. 19th - worked on poly lines.

Apr. 28th - cleaned top and bottom tanks on the poly unit.
 - cleaned all four (4) check valves on the poly unit.

8) Water Complaints:

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

9) Other Miscellaneous Information:

Apr. 03rd - sampling for the Municipal Lead Testing Program.
 - took weekly routine micro samples.

Apr. 04th - sampling for the Municipal Lead Testing Program.

Apr. 05th - sampling for the Municipal Lead Testing Program.

Apr. 10th - took weekly routine micro samples.

Apr. 11th - received a load of Soda Ash.

Apr. 17th - took weekly routine micro samples.
- QMS meeting.

Apr. 18th - took DWSP samples of the plant and water tower.
- took grab samples off the filters.
- calibrated the distribution Chlorine Analyzer.

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

Apr. 24th - took weekly routine micro samples.

Apr. 26th - ran emergency standby generator for approximately one (1) hour.

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 April 2017

June 7, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Clean Water and Wastewater Fund Funding Agreement – Second Street Reconstruction

As Council is aware the Town was successful in securing Federal and Provincial funding for the completion of the road reconstruction of Second Street from Mowat Avenue to Portage Avenue through the Clean Water and Wastewater Fund (CWWF).

For the Town to receive these funds the Town must enter into a Transfer Payment Agreement between the Town of Fort Frances and Her Majesty the Queen in Right of Ontario. Administration has reviewed this agreement and confirms that it meets the requirements of the works and funding to be received.

As Council is aware the contract for the works on this block of Second Street has been awarded to BayCity Contractors with works beginning to ramp up June 5, 2017.

Administration recommends that Mayor and Clerk be authorized to execute an agreement between the Town of Fort Frances and Her Majesty the Queen in Right of Ontario for funding under the Clean Water and Wastewater Fund and further that an executing By-Law be prepared.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure that Mayor and Clerk be authorized to execute an agreement between the Town of Fort Frances and Her Majesty the Queen in Right of Ontario for funding under the Clean Water and Wastewater Fund and further that an executing By-Law be prepared.

Manager of Operations and Facilities

2017JuneCWWFAgreement

June 7, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Quotation – Parks Lawn Tractors

During the 2017 Budget discussions, tendering the purchase of the 3 new lawn tractors at Parks and Cemeteries was brought up. Following the procurement policy, given the value of the anticipated purchase, a request for quotations was sent out to 4 local dealers; DeGagne Equipment of Emo, Stratton Equipment, Border Land Esso of Emo and Badiuk Equipment of Alberton. Quotations were sent out May 15, 2017 and deadline to submit was May 26, 2017. DeGagne Equipment and Badiuk Equipment both submitted quotations which are summarized below.

DeGagne Equipment	New Tractor	Trade Value	Total Cost to Town (plus Tax)
2 – John Deere X390	\$6999.00 each	\$4520.00 each	\$4958.00
1 – John Deere X730	\$15,399.00	\$5650.00	\$9749.00
Subtotal			\$14,707.00
HST			\$1911.91
TOTAL			\$16,618.91

Badiuk Equipment	New Tractor	Trade Value	Total Cots to Town (plus Tax)
2 – Cub Cadet XT3 GSE	\$7600.00 each	\$3000.00 each	\$9200.00
1 – Cub Cadet XT3 GSX	\$8500.00	\$5000.00	\$3500.00
Subtotal			\$12,700.00
HST			\$1651.00
TOTAL			\$14,351.00

The tractors that are being traded in range in age from 2010 to 2013 all with around 1000 hours on them which for this type of machine is end of useful life. These machines are front line equipment within the Parks Board and need to operate reliably for a full 8 hour shift. A review of the quotation specifications showed that the John Deere machines met the specifications other than their quotation is only guaranteed for 30 days not the requested 60 days. The Badiuk Equipment Cub Cadet Machines did not meet the specifications on the following areas: none of the machines had hydraulic deck lift however they all had electronic deck lift. The XT3 GSX did not have the required fuel capacity of 19L, only 12.5L which is of critical importance.

All machines had matching engines, however the Cub Cadet machines did not meet the requirements for some of the duty capacities. The John Deere machines, specifically the larger machine is a much bigger, more robust and durable design that can handle the rigorous work that it will be subjected to. Simply put the John Deere machines are more of a commercial grade unit compared to the Cub Cadet. Further it has the capacities to operate continuously for the entire duration of an 8 hour work day without having to fill up with fuel numerous times. The Parks and Cemeteries garage stocks a small supply of common parts for John Deere machines, most of which are transferrable between different

models which cuts down on expense to stock multiple brands common parts. This also allows repairs to happen quickly in the event of a breakdown limiting the down time of critical equipment.

Given the more commercial quality of the John Deere machines and the general compliance with the quotation specifications and further that the quoted values for the new tractors are within the 2017 Capital Budget allocations, Administration recommends that three new John Deere Tractors are purchased from DeGagne Equipment of Emo per supplied quotation.

Respectfully Submitted

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

Travis Rob, EIT
Manager of Operations and Facilities

Council approval of this report is not required, this report is presented for information only

2017JuneParksTractorRFQ

June 7, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Adoption of a SOP for the Installation of Portable Piping Systems During an Extreme Wet Weather Event

During the 2014 flood event the Operations and Facilities Division learned a tremendous amount about how the Town's waste water collection system operates under extreme weather events. From this information a standard operating procedure has been developed so that the next time an event of this type occurs, valuable time can be saved getting the systems in place.

Attached to this report is a memo from Mr. Doug Herr, Environmental and Facilities Superintendent and a copy of the draft SOP. This procedure will minimize the impacts from basement flooding to the homeowners in the Town's most susceptible areas. This SOP was developed by Waste Water Distribution Operators within the Operations and Facilities Division in conjunction with the Waste Water Treatment Operators with Ontario Clean Water Agency (OCWA) that operate the Town's Waste Water Treatment Plant.

Administration recommends that the attached Standard Operating Procedure for the Installation of Portable Piping Systems during and Extreme Wet Weather Event be approved by Council.

Respectfully Submitted



Travis Rob, EIT

<p>Council approval of this report will ensure that the attached Standard Operating Procedure for the Installation of Portable Piping Systems during and Extreme Wet Weather Event be approved</p>

Manager of Operations and Facilities

2017JuneSOPPortablePipingSystems

**Fort Frances
Public Works**

Memo

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

From: Doug Herr,
Supt. Environmental & Facilities

CC:

Date: Friday, May 26, 2017

Re: "Policy" – SOP for the Installation of Portable Piping Systems during an Extreme Wet Weather Event.

Travis,

Find attached a document "Standard Operating Procedure for the Installation of Portable Piping Systems during an Extreme Wet Weather Event" outlining the protocols to follow during an extreme wet weather event that has the potential to cause flooding to the Town's sanitary sewage system. A draft of the policy had been circulated, reviewed, discussed and tested (2014 Flood Event) with the Water Operators including myself. Their input/remarks have been considered and incorporated into this document.

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

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



Doug Herr

Attachment: SOP for the Installation of Portable Piping Systems during an Extreme Wet Weather Event

The Corporation of the Town of Fort Frances Operations & Facilities Division

<u><i>The Town of Fort Frances</i></u>	SECTION
	OPERATIONS & FACILITIES DIVISION – WASTEWATER AREA
<u>Standard Operating Procedure for the Installation of Portable Piping Systems during an Extreme Wet Weather Event.</u>	REVISED
<u>POLICY</u>	<i>Draft</i>
Resolution No.	Supercedes Resolution No.
Policy Number:	PAGE 1 of 4

1. PURPOSE:

To provide a procedure which outlines the events and responsibilities of Town employees for the implementation of a portable piping system during an extreme wet weather event.

2. RESPONSIBILITY:

All individuals in the Operations & Facilities Division workforce, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined in the policy.

3. A. GENERAL:

- 1) The Town of Fort Frances' sanitary sewage system is highly influenced by rainfall events. As a result of extreme wet weather conditions and the potential flooding of the sanitary sewage collection system a contingency plan has been developed to relieve the hydraulic loading of the system. Several operational adjustments were identified as viable options with two areas noted as major impact to adverse sanitary sewer performance, the Fifth Street Catchment Area and Lift Station and the Church Street Catchment Area and Lift Station. Therefore, to provide system relief from potential flooding events a portable pumping system(s) is to be implemented.
- 2) The Fifth Street Lift Station wet well, at flood level will trigger a high-level alarm within the Wastewater Treatment Plant. During regular work hours, the Wastewater Treatment Plant personnel will notify the Environmental & Facilities Superintendent or Designate of the situation. After regular work hours, the Wastewater Treatment Plant personnel will notify the Public Works after Hours On-call at **275-9754**. This will trigger a sequence of events that will help relieve the sewage flooding impact to the community. If the situation arises after regular work hours the After Hours On-call person is to notify the following:

Travis Rob, Manager of Operations & Facilities

274-9893 (work)
275-9757 (cell)

Doug Herr, Environmental & Facilities Supt.

274-9893 (work)
275-5254 (cell).

- 3) Contact the following immediately and fill-out/fax the appropriate written documentation in due course;

- The Ministry of the Environment – Spills Action Centre
 - During regular working hours – 1-800-875-7772
 - After regular working hours – 1-800-268-6060
- The Local Medical Officer of Health;
 - Toll free – 1-800-461-3348
 - Local No. 274-9827/275-9480

Emergency Contact for Couchiching First Nation

- Couchiching F.N. – Charles Friday
 - During regular working hours – (807) 274-0061 (home)
 - After regular work hours – (807) 271-4541 (cell)

- 4) Crew members are to wear the appropriate personnel protective equipment (PPE), ie. a garment (vest), safety work boots, hardhat, etc. as required under the Ontario Health & Safety Act and Regulations and Town policies.

B. PROCEDURE:

- 1) Upon notification, the Environmental & Facilities Superintendent or Designate will notify Couchiching First Nation to set up their portable pumping system to divert sewage from the Town's system. If unable to contact someone from Couchiching First Nation the Environmental & Facilities Superintendent or Designate shall put together a crew to set up the portable pumping system at sanitary manhole S04050 (See Appendix A for location). Within this manhole is a level marker, affixed to wall of manhole which the crew supervisor is to visually use to verify the sewage level. Level marker is set two metres above lowest invert elevation. Where sewage levels are near or at the level marker, the portable pumping system shall be put into operation. (Downstream water users are to be notified of sewage effluent being discharge into Rainy River)
THIS STEP ONLY TAKES PLACE IF COUCHICHING F. N. CANNOT BE CONTACTED.
- 2) Church Street Lift Station catchment area is also vulnerable to extreme wet weather conditions. Once sewage effluent coming from Couchiching First Nation is diverted for the Fifth Street Lift Station catchment area a crew is to set up a pumping system at the intersection of Nelson Street and Minnie Avenue. When the Church Street Lift Station reaches high level alarm the Wastewater Treatment Plant personnel will contact the crew supervisor advising him of the situation. This will trigger pumping operations, relieving the pressure on the sanitary collection system and potential basement flooding in this area.
- 3) Immediately thereafter another pumping system is to be set up at the intersection of First Street East and Minnie Avenue. The sanitary effluent within the sanitary manhole (S03012) is to be monitored ensuring that levels do not rise beyond the two (2) metre mark, measured down from the top of the manhole. When this situation arises then pumping operations shall commence immediately.

- 4) If traffic is to be affected, the crew supervisor shall put together a Traffic Protection Plan in accordance with Book 7 of the Ontario Traffic Manual (OTM) providing warning, reduced speed and traffic control signage. Provide flag men as necessary.
- 5) Communication on site shall be by radio, hand held or vehicle.
- 6) A crew, comprising of two (2) personnel, minimum are to set up the portable pumping system as follows:
 - i. Situate the portable pumping unit at a location near the sanitary manhole (See Appendix B for location).
 - ii. Place the pump inlet piping into the manhole ensuring that it is secured. Ensure that inlet piping is approximately one-half (1/2) metre from the manhole bottom. (Confined Space Entry protocols are to be followed if entering the manhole)
 - iii. Place the discharge piping along surface of the ground and place outlet into the nearest storm catch basin/storm manhole. Secure discharge pipe from being dislodged during operation.
 - iv. **No chlorination** of the sewage effluent is required during the by-passing operations.
- 7) Prior to starting pump operations, the crew supervisor shall take and record the following information:
 - i. Location (from which sanitary manhole)
 - ii. Date and time of event
 - iii. Personnel on site
 - iv. Sewage effluent being discharged to (Storm, ditch, etc. – location)
 - v. Number of pumps running
 - vi. Initial Time – start of pump operations (each pump)

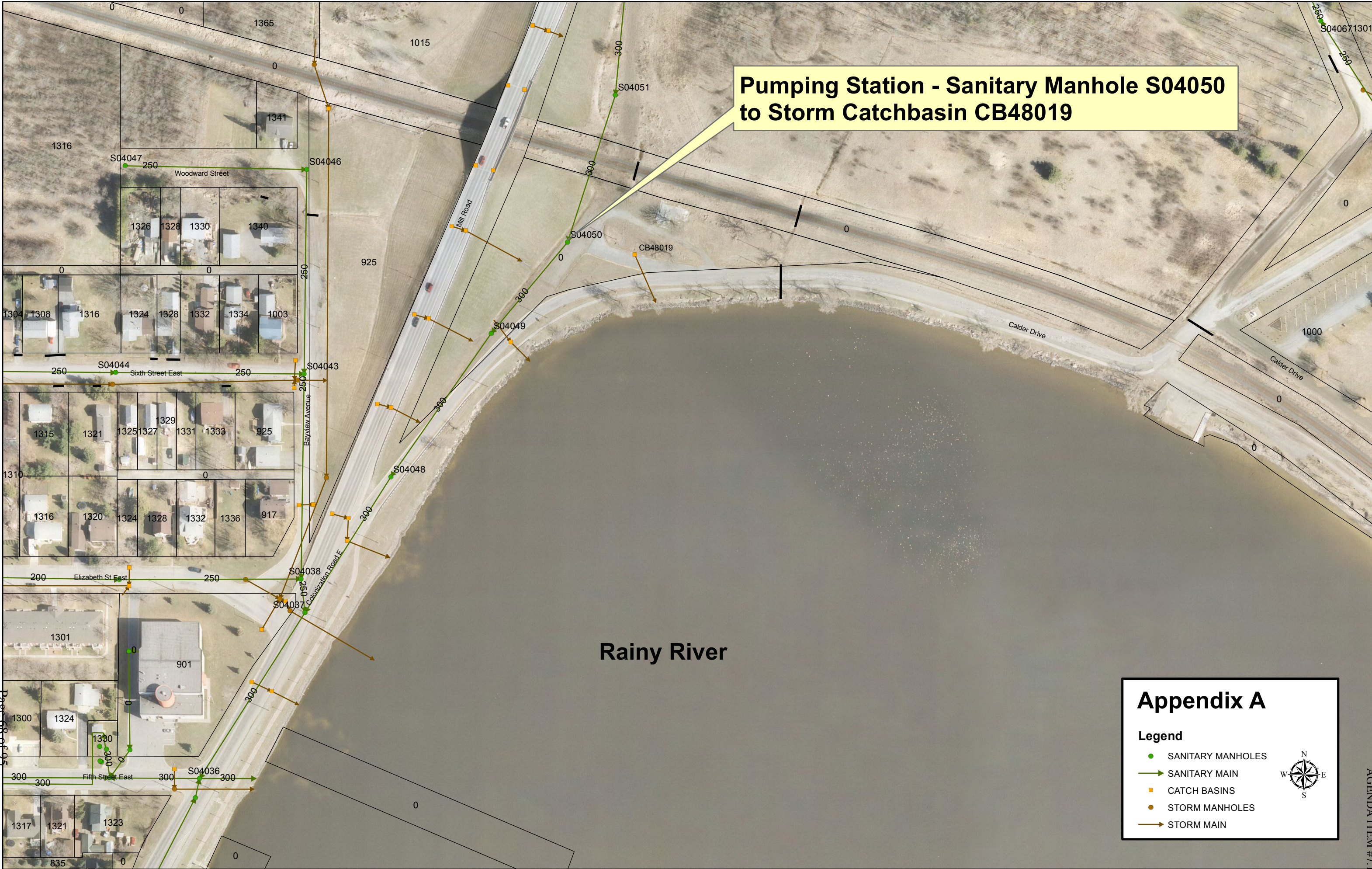
Start pumping operations.

- 8) Crew members are to be posted as follows; two (2) at the site of pumping operations to insure operational functions of the pumping are not compromised and to insure effluent levels do not approach/exceed the high-level marker. If the sewage level in manhole (S04050) continues to draw near to the level marker or the Church Street Lift Station remains above high level the pumping discharge rate can be adjusted accordingly.
- 9) When the effluent flow rate appears to have subsided or has maintained a constant level within manhole S04050, well below the level marker, and/or Church Street Lift Station pumping operations can stop. Upon completion, the crew supervisor is to read and record the following information:
 - i. Date and time of event
 - ii. Final Time – end of pump operations (each pump)
 - iii. Any relevant information/notes pertaining to the pumping operations
- 10) Volumes of sewage effluent are to be calculated for each pumping station location. The volumes are to be reported to the personnel at the Wastewater Treatment Plant. They are to record these volumes as a plant by-pass event.

- 11) All pertinent information regarding the pumping operations will be logged by the Wastewater Collection Operator in the wastewater collection logbook. Also, information will be recorded In the GIS database and in the respective property files within the Operations & Facilities Division – Public Works Office.

Attachments: Appendix A – Pumping Station - Sanitary Manhole S04050 to Storm Catchbasin CB48019.
Appendix B – Pumping Station - Sanitary Manhole S03012 to Storm Manhole D24036.

**Pumping Station - Sanitary Manhole S04050
to Storm Catchbasin CB48019**

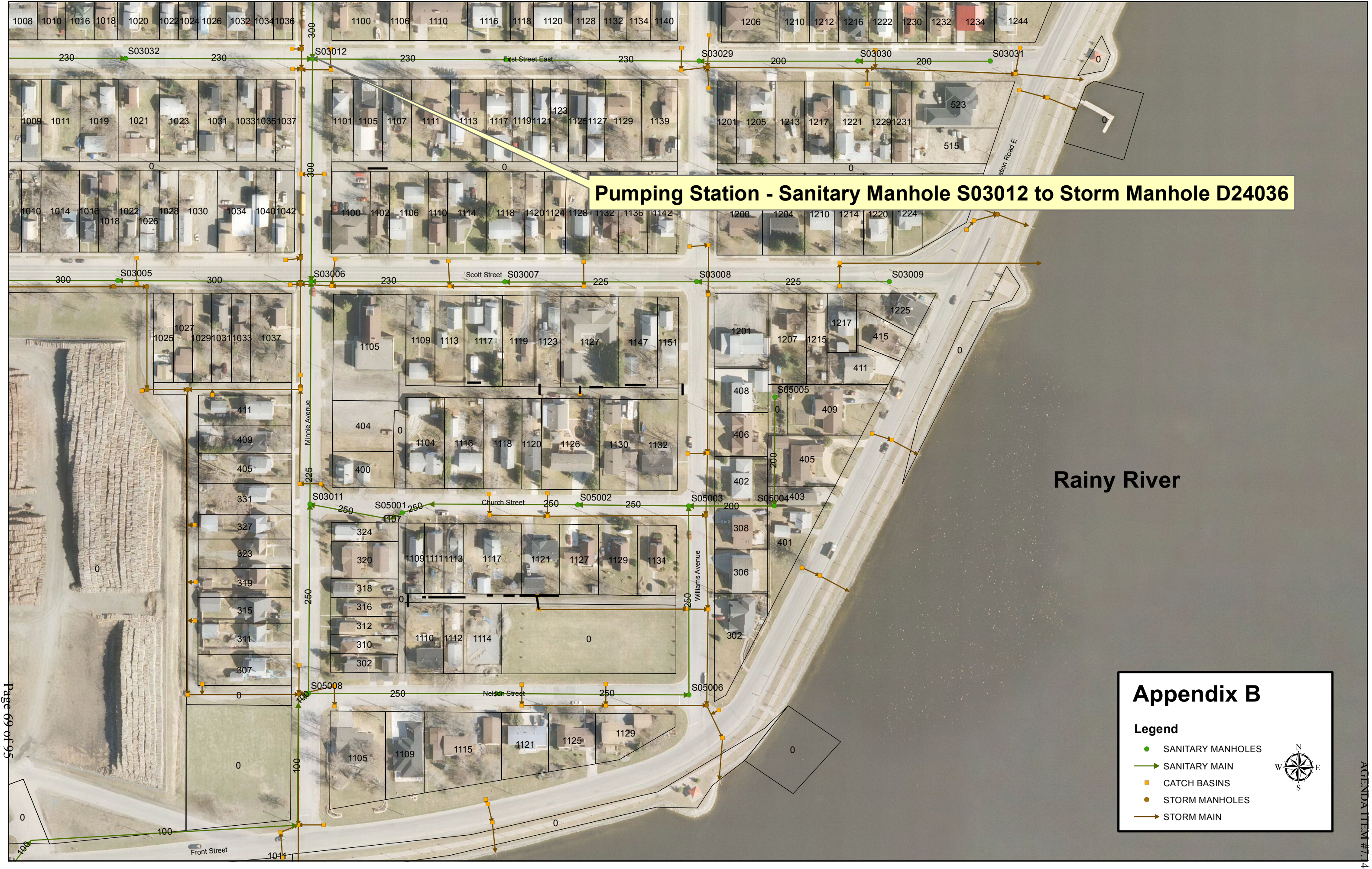


Appendix A

Legend

- SANITARY MANHOLES
- SANITARY MAIN
- CATCH BASINS
- STORM MANHOLES
- STORM MAIN

N
W E
S



Pumping Station - Sanitary Manhole S03012 to Storm Manhole D24036

Rainy River

Appendix B

Legend

- SANITARY MANHOLES
- SANITARY MAIN
- CATCH BASINS
- STORM MANHOLES
- STORM MAIN

N
W E
S



REPORT

TO: Mayor Avis and Council

FROM: Jason Kabel, Community Services Division Manager

DATE: June 7, 2017

RE: Age Friendly Committee – Seniors Community Grant Agreement

Preamble

The grant application that was submitted to the Seniors Community Grant Program by the Age Friendly Community Committee to assist with the Town of Fort Frances Strategic Planning Initiative to endorse becoming an Age Friendly Community has been approved. The following was the submitted grant application budget:

Grant Application Budget

4. Project Costs and Grant Request	
Budget	Anticipated Costs \$
Consultant	\$4,000.00
Marketing (Brochure printing and delivery)	\$2,500.00
Meeting expenses (Lunch provided to and room rental)	\$1,400.00
Staff Hours	\$600.00
Administration (Part-time staff member)	\$500.00
Add item (+)	Total Project Costs - cannot exceed \$10,000
	\$9,000.00
Less Contributions (Stream 2 only):	
Note: The total amount requested should represent no more than 80% of total project cost. You are required to have 20% of project costs provided through cash and/or in-kind contributions.	
Cash Contribution	
In-kind Contributions	\$1,800.00
Other Contributions (specify below) ▼	
Add Contribution (+)	
Funding Requested (Total Project Costs – Contributions, if applicable)	\$7,200.00

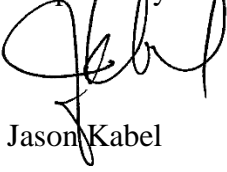
Grant Approval

The committee has received notification that the grant was approved by the Seniors Community Grant as presented. There is no financial commitment by the Town. The in-kind contributions will be generously provided by the collaborative partners on the project, Rainy River Future Development Corporation and Safe Communities.

Recommendation

The Community Services Division recommends to Mayor and Council to sanction the attached grant agreement for the Seniors Community Grant – Ministry of Seniors Affairs, appropriate execution by Mayor and Clerk, and forthcoming bylaw.

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 sanction the attached grant agreement for the Seniors Community Grant – Ministry of Seniors Affairs, appropriate execution, and forthcoming bylaw.

From: SCGTemp1 (MCI)
To: [Jason Kabel](#)
Subject: Corp. of the Town of Fort Frances - 621 - contract for signature
Date: Wednesday, June 07, 2017 10:07:05 AM
Attachments: [Corp. of Fort Frances - 621 - contract for signature.pdf](#)

Dear Jason:

I am pleased to provide you with the contract for your successful Seniors Community Grant Program initiative.

1. Please carefully review the attached contract. It contains the start and end dates agreed to during our discussion. By signing the contract you agree to the dates that have been discussed – **June 23, 2017 to March 31, 2018**.
2. Signature of the contract:
 - a) On the signature page, there is space for two signing officers. As the payment is to be made to **Corporation of the Town of Fort Frances**, the contract will require a signature from you (as the main contact) and a second authorized signing officer from **June Caul**.
 - b) Please initial each of the five Schedule pages "A", "B", "C", "D" and "E" found immediately following the sign-off page. Only your initials are required as the main signing officer.
3. If you have not sent it to our offices already, please attach a void cheque for the account you would like the funds transferred into with the scanned, signed contract.
4. As per Schedule 'E' of this agreement, do make any public announcement, news release, advertising or other form of publicity regarding the Funds until notice of the publicity has been received by the Province. Do not make any local media announcements concerning its Project and receipt of funding under the Agreement, until the Ministry has made its own announcement.
5. Please return the signed contract and initialed schedules within 2 business days of receiving this e-mail. We do not need a hard copy.

I am pleased to answer any questions you may have. Please do not hesitate to contact me.

Patricia McCutcheon
 Public Education and Awareness Unit
 Ministry of Seniors Affairs
 Scgtemp1@ontario.ca
 416 327 7426

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:04-01-2017 - 04-30-2017

Municipality		Fort Frances				
Permit						Value
RollNo	Applicant	Contractors	Property Address	Work Descriptiton	Units / Area	
2017021	59-12-010-005-06600-0000		1229 COLONIZATION RD W	Repair sauna tube and close in 8 portion of deck for screened porch.		\$5,000.00
			Legal Description:	Stat's Canada Codes	1	
			RP RR154 PART 6 TO 7;PCL13020A	Building: 110 Work: 03	5	
2017022	59-12-020-001-01300-0000		540 FRONT ST E	Repair wall of attached garage/car port. Studs are rotten. Plate needs to be replaced.		\$4,000.00
			Legal Description:	Stat's Canada Codes	1	
			PLAN ALB E PT LOT 74 PCL;12708	Building: 110 Work: 03	40	
2017015	59-12-020-002-11000-0000	DeGagne Construction	413 FIRST ST E	Open roof structure and create dormer for utilized space of living area and kitchen.		\$20,000.00
			Legal Description:	Stat's Canada Codes	1	
			PLAN M69 BLK 3 LOT 5 PCL;7630	Building: 310 Work: 03	10	
2017010	59-12-020-002-12000-0000	513 First Street East	513 FIRST ST E	New Garage Build		\$25,000.00
		Fort Frances ON	Legal Description:	Stat's Canada Codes	1	
			PLAN M73 BLK 3 LOT 4 TO 5;PCL7973	Building: 450 Work: 01		
2017020	59-12-020-002-15100-0000	521 ARMIT AVE	521 ARMIT AVE	Replacing shingles on garage roof with tin		\$1,000.00
		FORT FRANCES ON ON P9A 2H6	Legal Description:	Stat's Canada Codes	1	
			PLAN M69 BLK 3 LOT 14 PCL;3-14-1	Building: 110 Work: 03	100	

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:04-01-2017 - 04-30-2017

2017018			830 CHRISTIE AVE	Demolish Existing Garage on property. 14x24	\$1,000.00
59-12-020-004-07900-0000			Legal Description:	Stat's Canada Codes	
			PLAN SM34 BLK 14 LOT 5 TO 6;PCL BLK 14-5-1 SEC SM34	Building: 110 32	
				Work: 16	
2017019		Kyle Glowaski	290 SCOTT ST	Retail store street wall renovation	\$5,000.00
59-12-020-007-08300-0000			Legal Description:	Stat's Canada Codes	
			PALB PT LOT 463 PCL 7622 &;2/3 INTEREST IN PCL 12275	Building: 512 Front Wall	
				Work: 03	
2017017			228 THIRD ST E	Replacing the roof shingles with tin.	\$1,000.00
59-12-020-008-06100-0000			Legal Description:	Stat's Canada Codes	
			PLAN M74 BLK 7 E30FT LOT 8;PLAN SM47 W12FT LOT9 PCL 9-2	Building: 110	
				Work: 03	
2017014		Kyle Sigurdson (807) 276 0660	1228 THIRD ST E	Demolish House and Construct new Single Detached Dwelling	\$230,000.00
59-12-030-007-07900-0000			Legal Description:	Stat's Canada Codes	
			PLAN M91 LOT 45 PCL 6733	Building: 110 100	
				Work: 01	
2017013		Chuck Arpin	1201-1213 IDYLVILD DR	Renovate ballroom bathrooms. Make a barrier free, universal bathroom.	\$100,000.00
59-12-030-007-17000-0000			Legal Description:	Stat's Canada Codes	
	Alberton		PLAN SM88 LOTS 1 TO 4 PCL;10132 DEEDS 2655 2942 2941	Building: 530 42	
				Work: 03	
2017016		Gary Durban	1247 IDYLVILD DR	Making new bedroom addition. Using existing footprint of single detached dwelling.	\$45,000.00
59-12-030-007-17800-0000			Legal Description:	Stat's Canada Codes	
			PLAN SM88 S1/2 LOT 9 PCL 9-2;SEC SM 88	Building: 110 51	
				Work: 02	
Sum			Summary (11 detail records)	10	\$437,000.00
Grand Total			Summary (11 detail records)	10	\$437,000.00

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
March 2017

STAFFING

The following table is a breakdown of lost man shifts during the month:

	2016	2017
WSIB	0.00	0.00
WI/LTD	0.00	23.00
SICK DAYS	14.88	16.00
COMPASSIONATE LEAVE	0.00	8.00
FLOATERS	9.00	7.00
VACATION	29.00	31.00
BANKED TIME USED	8.63	7.75
OFF	0.63	0.00
STATUTORY HOLIDAYS	0.00	0.00
TOTAL	62.14	92.75

OVERTIME HOURS

Equivalent Straight Time Hours:

	2016	2017	2016	2017
	March	March	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	0.00	2.50
ENGINEERING	4.00	0.00	0.00	0.00
INTERDEPARTMENTAL	0.00	0.00	1.50	0.00
PRIVATE WORK	8.00	0.00	0.00	3.00
RECYCLE/GARBAGE	1.50	0.00	2.25	9.25
ROADS	68.75	0.00	202.50	172.25
SEWER COLLECTION	63.50	3.00	69.50	42.50
SIDEWALKS	0.00	0.00	18.75	42.00
STORES	0.00	0.00	24.00	16.75
VEHICLE & EQUIPMENT	0.00	0.00	15.00	4.00
WATER TREATMENT PLANT	29.75	10.25	152.25	24.25
WATER DISTRIBUTION	51.75	1.50	133.75	36.25
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	0.00	2.25
TOTAL	227.25	14.75	619.50	355.00

TRANSPORTATION REPORT

March 2017

ROADS:

Storm Water Management – Urban:

- Steamed catchbasins to get water moving
- Flushed storm sewers and laterals to get water moving.

Storm Water Management - Rural:

- Steamed culverts to get water moving
- Flushed culverts to get water moving

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required

Loose Top Maintenance:

- Graded Eighth Street
- Started grading all loose top roads and lanes

Roadside Maintenance:

- Cut and removed tree at 755 Riverview Drive
- Tree trimming along lanes and boulevards

Winter Control:

- One event on March 7, 2017
- Plowed all roads and lanes as required
- Sanded/salted roads as required
- Removed snow from Memorial Sports Centre Parking Lot
- Removed snow from south side of Gillon Street
- Removed snow from deadends
- Removed snow from lane piles
- Plowed lower river boat launch March 9
- Cut ice to curb and cleaned up along Water Front
- Night shift ended on Friday March 24th
- Pushed up piles at snow dump as required

Traffic Operations:

- Repaired and replaced signs as required.
- Replaced signs that failed reflectivity testing

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.

Private Work:**Sidewalks – Winter:**

- Cleaned snow and ice from Civic Centre sidewalks
- Cleaned snow and ice from downtown corners
- Cleaned snow and ice from underpass sidewalks

Sidewalks – Summer:**Vehicles and Equipment:**

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.

Public Relations:

- Delivered 10 barricades to the Library Parking Lot for snoasis
- Delivered 4 no parking signs to the Memorial Sports Centre for Ambulance Parking at the All Ontario High School Hockey Championships

Sewer and Water:

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Flushed and cleaned sanitary sewer mains.

Interdepartmental:

- Removed snow from the Memorial Sports Centre parking lot
- Removed snow from the Library Parking lot
- Removed electronics from Civic Centre on March 30th
- Scott Gosman provided coverage for vacation at the Airport March 1, 2, 8, 9, 28, 29, 30 and 31st.
- Darrell Crowe read water meters March 1 and 2
- Darrell Crowe read hydro meters March 31st

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Cleaned up recycling yard as required.

Training:

- All Public Works employees completed Online WHMIS Training

Health & Safety:

- A Tailgate Talk was held on March 30th.

Milt Strachan,
Superintendent of Transportation

OPERATIONS AND FACILITIES DIVISION - PUBLIC WORKS AREA
OPERATIONS STATISTICS
April 2017

STAFFING

The following table is a breakdown of lost man shifts during the month:

	2016	2017
WSIB	0.00	0.00
WI/LTD	21.00	5.00
SICK DAYS	12.38	8.06
COMPASSIONATE LEAVE	1.00	3.00
FLOATERS	1.00	4.50
VACATION	40.75	21.13
BANKED TIME USED	6.53	10.38
OFF	0.50	0.00
STATUTORY HOLIDAYS	0.00	0.00
TOTAL	83.16	52.07

OVERTIME HOURS

Equivalent Straight Time Hours:

	2016	2017	2016	2017
	April	April	Year To	Year To
			Date	Date
ADMINISTRATION	0.00	0.00	0.00	0.00
TRAVEL	0.00	0.00	2.50	2.50
ENGINEERING	0.00	0.00	4.00	0.00
INTERDEPARTMENTAL	0.00	0.00	9.00	0.00
PRIVATE WORK	0.00	2.25	8.00	5.25
RECYCLE/GARBAGE	4.00	4.00	21.50	13.25
ROADS	8.00	4.00	166.75	176.25
SEWER COLLECTION	16.00	24.00	124.25	66.50
SIDEWALKS	0.00	0.00	3.00	42.00
STORES	0.00	0.00	30.00	16.75
VEHICLE & EQUIPMENT	4.00	0.00	4.00	4.00
WATER TREATMENT PLANT	9.25	5.50	161.75	29.75
WATER DISTRIBUTION	4.00	40.75	233.75	77.00
WATER TOWER	0.00	0.00	0.00	0.00
TRAINING	0.00	0.00	0.00	2.25
TOTAL	45.25	80.50	768.50	435.50

TRANSPORTATION REPORT

April 2017

ROADS:

Storm Water Management – Urban:

Storm Water Management - Rural:

- Installed a culvert on Calder Drive by the Vanjura ballfield to drain a low lying area

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Continued with initial sweep of all Town roads – two (2) 10 hour shifts Monday to Thursday
- Downtown area and Front Street swept once weekly.

Loose Top Maintenance:

- Graded all loose top roads twice
- Continued initial spring grading of all lanes

Roadside Maintenance:

- Continued tree trimming along lanes and boulevards
- Landscaped several areas where there was damage caused by winter plowing and snow removal along roadways and sidewalks

Winter Control:

- One (1) event April 26
- Plowed roads as required
- Sanded/salted roads as required

Traffic Operations:

- Repaired and replaced signs as required.
- Replaced signs that failed reflectivity testing

Regular Maintenance:

- Garbage pickup - Tuesday and Friday - Downtown and Public Works Shop
- Assisted Engineering with locates and CCTV inspections.
- Assisted with tasks at Civic Centre as required.
- Maintenance checks at the Civic Centre as required
- Repaired deficiencies found in Routine Road Patrols

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.

Private Work:

- Installed a culvert for a Private Crossing at 170 Eighth Street West on April 20th and 21st

Sidewalks – Winter:**Sidewalks – Summer:**

- Swept sand/salt from sidewalks along priority routes
- Swept islands, parking lots and Downtown corners
- Swept sidewalks on overpass and underpass

Vehicles and Equipment:

- Preventive Maintenance - pre-trip inspections 5:30 -7:30 a.m. Monday to Friday
- Regular scheduled maintenance of all vehicles and equipment
- Maintenance and repairs, Fire Department, Water Treatment Plant, Memorial Sportsplex, Day Care, Handi-Van and Civic Centre vehicles as required.

Public Relations:**Sewer and Water:**

- Provided labour and equipment for Water Distribution and Sewer Collection repairs and maintenance.
- Handed out “Water Turn Off Advisories”, “Drinking Water Advisories” and “Lifting of Drinking Water Advisories” when required
- Issued “Delinquent Account Notices” and turned off water for non-compliance as required.
- Flushed and cleaned sanitary sewer mains.

Interdepartmental:

- Vacuum excavated for a pole installation (FFPC) at 220 Third Street East on April 4th
- Scott Gosman provided coverage for vacation, etc. at the Airport April 1st, 2nd and 3rd and again on April 27th and 28th

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Repaired back wall in the recycling building

Training:

Health & Safety:

- A Tailgate Meeting was held at the Public Works Building on April 27th
- A Workplace Inspection was done at the Public Works Shop on April 5th
- A Workplace Inspection was done at the Water Treatment Plant on April 5th

Milt Strachan,
Superintendent of Transportation

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

STAFFING:

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

OVERTIME HOURS - Equivalent Straight Time Hours

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

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: Two (2)
- 1408 Eighth St. E. (March 6 and March 30, 2017) - Private Work

Water Service Repairs:

- Number of water service repairs: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Sixteen (16)
- 310 Sinclair St., 1205 Elizabeth St., 522 Nelson St., 825 Huffman Crt., 307 Minnie Ave. (2)
- 1016 Cornwall Ave. N., 713 Third St. W., 1022 Williams Ave., 832 Huffman Crt.,
- 920 Williams Ave., 634 Second St. W., 838 Third St. E., 201 Eighth St. (2) & 638 First St. W.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: One (1)
- 515 Portage Ave.

Backflow Prevention - Testing:

- Number of backflow preventers tested: Seven (7)
- 338 Scott St., 861 King's Hwy., 210 Third St. E., 1225 Colonization Rd. W., 511 Holmes Ave.
- 515 Portage Ave. and 505 McIrvine Rd.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Installed/replaced hydrant markers on several fire hydrants throughout the Town
- March 8, 2017 - WHMIS training for the water/sewer operators at Public Works
- March 14, 2017 - Connection inspection of the water service at 307 Minnie Ave.
- March 29, 2017 - commenced the Municipal Lead Testing Program.

WATER TREATMENT PLANT:

- March, 2017 - In receipt of the Water Treatment Plant Monthly Report.
- March 9, 2017 - WHMIS training for the staff at the water treatment plant

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: Two (2)
- 401 Mowat Ave. and 1108 Christie Ave.

Other Information:

- Cleaned Eight (8) plugged sewer services at the following locations:
 - 419 Second St. E., 737 Thompson St., 500 Scott St., 920 Fifth St. E. (2), 601 Second St. E., 1221 Third St. E. and 1101 Victoria Ave.
- Commenced flushing/cleaning of the sanitary sewer mains (dead ends and trouble areas)
- March 9, 2017 - Televiser sanitary sewer service at 605 Crowe Ave.
- March 13, 2017 - Flushed/cleaned the sanitary sewer main on Jourdain Cresc. for Couchiching FN.
- March 29, 2017 - Televiser sanitary sewer service at 509 Victoria Ave.

WASTE-WATER TREATMENT FACILITY:

- In receipt of the Wastewater Treatment Facility Monthly Report for March 2017.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 3 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales not functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 149,380 kgs (149.388 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 309,460 kgs (309.46 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 3 complaints
- Amount of recycled waste diverted from the landfill:
 - Emterra: January - 39.86 tonnes, February - 25.94 tonnes and March - 49.34 tonnes

Prepared By: J-L H-

Environmental & Facilities Superintendent

Date: 30-05-2017

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

STAFFING:

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

OVERTIME HOURS - Equivalent Straight Time Hours

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

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: One (1)
- First St. W. at Wright Ave.

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of main valve repairs: One (1)
- In front of 624 Second St. W.

Main Valve Replacements:

- Number of main valve replacements: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water main valve repairs: One (1)
- 145 Hudson Dr.

Water Service Terminations:

- Number of water service repairs: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Twenty-two (22)
 - 1002 River Rd. W., 919 Frenette Ave., 331 Second St. E., 625 Nelson St. (5), 1242 Colonization Rd. W.
 - 729 Church St., 540 King's Hwy., 204 Second St. E. (2), 622 Third St. E., 928 Frenette Ave., 1025 River Rd. W
 - 516 Third St. W., 533 Scott St., 232 Second St. E., 1007 Williams Ave. and 546 Scott St. (2)

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: Two (2)
 - 540 King's Hwy. and 411 McIrvine Rd.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: Two (2)
 - 924 Fifth St. E. and 540 King's Hwy.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Replaced missing and faded markers on fire hydrants.

WATER TREATMENT PLANT:

- April, 2017 - In receipt of the Water Treatment Facility Monthly Report.
- April 4 & 5, 2017 - Completed lead testing in the plumbing (40), commercial (4) and in the distribution system (8)

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Sewer Main Repairs:

- Number of sewer main repairs: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Sewer Service Terminations:

- Number of sewer service repairs: None

Sewer Service Replacements:

- Number of sewer service repairs: None

Other Information:

- Cleaned eleven (11) plugged sewer services at the following locations:
 - 1201 Idywild Dr. (2), 1000 First St. E., 145 Sixth St. E., 709 Scott St., 537 Third St. W.,
 - 232 Second St. E., 916 Christie Ave. N., 1309 Emo Rd., 306 Mosher Ave. and 360 Church St.
- Traced various building sewer services.
- CCTV inspected building sewer services at 1201 Idywild Dr., 232 Second St. E., 916 Christie Ave. N. and 949 Phair Ave.
- Preformed connection inspection at 325 Sixth St. W.

WASTE-WATER TREATMENT FACILITY:

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

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 2 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 217,260 kgs (217.26 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 405,170 kgs (405.17 tonnes)

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
 - Emterra: April - 33.60 tonnes

Prepared By: _____

[Signature]

Environmental & Facilities Superintendent

Date: _____

05-06-2017

Sewer & Water Data for 2017

up-dated June 2, 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	28	174956	6248.43	13811	493.25	7.89%	103680.0	3702.9	10605.0	378.8	10.23%	-6570.0	17839.0	71276.0	2545.6
March	31	223183	7199.45	15572	502.32	6.98%	113560.0	3663.2	10785.0	347.9	9.50%	-4500.0	-8182.0	109623.0	3536.2
April	30	256759	8558.63	15613	520.43	6.08%	108330.0	3611.0	10785.0	359.5	9.96%	1590.0	2888.0	148429.0	4947.6
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	365	829643		58107			440120.0		42780			-927620.0	-1634935.0	389523.0	1067.2
Monthly Average												-77301.7	-136244.6	32460.3	1080.9
daily Average															

Fort Frances Museum & Cultural Centre

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May 2017

Closing the Distance: *150 Years of Getting from 'A' to 'B'*

For the summer of 2017, our Canada 150 year, we tell the story of transportation.

Beginning with the canoe and snowshoe, we follow travel as it developed with the steamships that dominated the river, the trains that ate up miles of track, bush planes that opened up the north, and the hundreds of miles of cart-tracks that were replaced by paved highways.



Above: '348 ties to home'.
Left: 978.054.001 - by canoe

Below: 996.038.110a - old meets new
Below left: 987.153.576b - Norseman at Mathieu mill



The scope of Northwestern Ontario is determined by its ease of navigation... at times murderously slow; more recently almost civilized!

Through fantastic photographs and local story, we cover 150 years of history by relating it to transportation, a key component to communication and economy in this part of Canada.



2017! As we celebrate Canada 150, we know it's important to find a few quality souvenirs of this momentous year. To mark the event, the museum is offering a line of souvenirs that is very attractive, well-made and available only through museums. They include the tote bags seen here, as well as mugs, caps, umbrellas, shot-glasses and bookmarks. We are very pleased with the product and certain you will be also.



BASEBALL CAP

Museum Retail CONSORTIUM

ICONIC CANADIAN IMAGES



TOTE BAGS

Vibrant, full-colour wraparound print with OH CANADA printed on bottom.
Durable, stain-resistant, waterproof PE with strong woven fabric handles and edges (holds 10 kg)

Market Thursdays Tea & Scones return!

Begins June 29th and runs each Thursday until the end of August:
11 a.m. until 4 p.m.

Smashing teas and home-made scones baked fresh each day.

Back elevator entrance will be open.



Important Museum Initiatives

New! Interactive programming!

Thanks to the efforts of our museum intern **Lauren Hyatt** who pulled together our local stories, and library technology staff **Jeremy Hughes** who designed the 'app' (computer stuff that makes it work), we now have most of our area history available on tablet. We've placed four large screens in key places in our permanent exhibit areas... First Nations, Exploration, Early Settlers and Industry, making them accessible to anyone walking about. In addition, we have eight more tablets in two sizes that can be carried around by visitors or shared by a classroom. Information is available by touching the screen and covers subjects in a variety of ways... video, audio, text. There is more than enough to hold your interest; indeed, it will consume every minute you have to spend!

This important project has been funded in a variety of ways. We gratefully acknowledge the **Ontario government** for funding the internship program that allows us to hire skilled staff. In addition, the **Winnipeg Foundation**

helped with the cost of purchasing tablets. Last, but certainly not least, we thank all those who have bought memberships and made donations to the museum. It is your money that funds the extras!

Do stop by! The tablets are very simple to use, but should you need a little help, students are back and will be happy to walk you through it.



William Hampden Tener (Tenner)

Coming soon... the museum's Canada 150 project: the **William Hampden Tener photographs!** Great quality, important history!

Available later this year through the hard work of historian and author, **Merv Ahrens** with the support of museum volunteers, **Maxine Hayes** and **Nell Laur**.



Strategic Planning

The Museum Advisory Committee, which typically meets once per month, has been meeting more frequently as we work towards a current strategic plan. **Ian Simpson** has been leading our group through the process of defining values and setting goals, and creating an action plan to achieve these.

Using strategic plans drawn up by the province for museums and the town for our community, we work through a series of important steps that will help us determine the future of our museum. The whole point is to truly gain an understanding of where we want to go, and then focus our energy on getting there.

I want to thank Ian for leading us through the process, and both Ian and the museum's hard-working advisory committee for giving up their free time so generously.

If you are interested in any part of what we have accomplished thus far, give me a call, and I would be happy to share it with you.

Welcome Summer Students!

Cameron Cawston has returned for his second summer as a museum student attendant. Cameron is pursuing a bachelor of fine arts degree at OCAD University with a major in Integrated Media. Over the summer he will be assisting with children's programming, such as Rec'N Crew, and will help us build a strong advertising presence in town with his computer and photography background. Thank you to **Young Canada Works** (federal program) for giving Cameron this opportunity to join us again this summer.



Alyssa Armstrong, born in Fort Frances and a Queen's University student specializing in biology, is new at the Museum this summer. Alyssa is working towards a Bachelor of Science degree, with plans for a career in the health field. She is particularly interested in a pediatric specialization because she enjoys working with children and wants a career where she can help others. Due to her interests, Alyssa is looking forward to leading activities with school groups and being involved with the Rec'n Crew summer program. Like Cameron, Alyssa is with us through funding from **Young Canada Works**.

Alyssa Chiasson was born and raised in Fort Frances and has completed her first year at the University of Ottawa in the Honours Bachelor of Commerce program specializing in Marketing. She hopes to apply what she has learned into many aspects of this position. Alyssa looks forward to organizing children's activities this summer as she loves working with children and has a lot of experience. She is excited to learn even more about her hometown while educating visitors. We thank **Canada Summer Jobs** (federal) for providing Alyssa with this opportunity.



We welcome back **Naomi McManaman** for her 4th year! She has been and continues to be a great asset to our Museum. Naomi will be graduating high school in a few weeks, and after her summer with us, will be heading to the University of Ottawa to pursue a Psychology degree. Once again we thank **Canada Summer Jobs** for providing the funding that allows us to hire Naomi for another summer.

We will also be hiring a new high school student for the summer thanks to funding from the (provincial) **Summer Experience Program**. Naomi will help train this student to take over her Saturday off-season duties.

With the return of our student employees, we are able to continue our newspaper digitization project. To date, we have over 80 years of weekly newspapers photographed, with nearly 60 years in a portable data file (pdf) format that is searchable and available to the public on computer.

Work has slowed down due to the size of the newspapers, larger in more recent years.

It is our hope that we will eventually have all newspapers in our collection — over 120 years — scanned and available to the public. Not only does scanning preserve the fragile nature of the documents, but makes searching far easier, especially when precise dates may be unknown.

Newspaper Digitization



Children's Activities



Students are busily preparing summer programming. School groups are most likely to visit in June, while Rec'n Crew kids join us once a week during July and August.

This year we will introduce our new interactive devices, but also are planning activities around Canada 150.



As the focus for museums change, so must we. It used to be that visitors were asked to look but not touch. More and more, we are involving our visitors at various levels... viewing, listening, touching.

Designing exhibits and programming becomes increasingly challenging as expectations change; however engaging our young in history and culture remains a primary goal.

Technology for the Hallett

This summer we will be adding a photo frame to the Hallett experience. This will allow visitors to view many of the museum's photographs that feature the use of watercraft, and primarily the Hallett, in bringing wood to the sorting gap.

Wood was sorted according to the stamp on the log, thus payment to the right logging operation was assured. Only then was wood processed: lumber at Shevlin Clarke and paper at the mill further down stream.



Tugboat: 'Owandem'

Owandem, once a working boat employed in the logging industry by MANDO, currently sits in storage at Public Works.

Donated to the Museum prior to Christmas, the tug (right) is in need of sand-blasting and a paint job, but will soon be restored to her former glory, as shown below working the river in front of the mill Crowe Avenue boathouse.

The museum, with a little help from our 'Friends', will fundraise to cover costs of refurbishment. In the meantime, watch out for these little 'bug' donation boxes (bottom photo), which will be placed around town. Every little bit helps and we truly appreciate your support.

The tug, once it receives a facelift, will take its place near the Hallett.



Owandem came from I'Falls with some help from Roche's Towing and Geo. Armstrong Co.

Donation boxes made by 'friend' Eric Fagerdahl.

'Friends' Fundraising initiatives for the tugboat

The Friends of the Museum have come on board and are excited to help drive a fundraising campaign for the tugboat's restoration. A mail-out is currently being designed by museum staff, Lauren and Cameron, with the help and highly-trained eye of 'friend' Samantha Manty. This campaign will include various benefits for different levels of giving.

Keep an eye out for this exciting initiative in your mail-boxes this July!



Calendar of Events

Summer Season exhibit — **Closing the Distance: 150 Years of Getting from 'A' to 'B'**

Market Thursdays in July & August, 11-4 — **specialty Tea & home-made Scones** served upstairs

Nov/Dec — 150 Years of Fashion, exhibit from Costume Museum of Canada

During the summer season, Victoria weekend thru Labour Day weekend, the Museum is open daily, 10 a.m. - 5 p.m. Admission fees apply; includes heritage sites. Questions? Call 274-7891.

Meetings for the Writers Group have ended for the year, but will begin again in September. Adult and children's arts programming will also resume in the fall.