

TOWN OF FORT FRANCES

AGENDA - September 25, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 100) 5:30 PM

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1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Receiving of advice that is subject to solicitor/client privilege - HR Matter (Update from D. Brown, CAO).
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Roy Avis - Verbal Update
Councillor Doug Kitowski - Verbal Update
Councillor K. Perry - Verbal Update
Councillor G.P. Ryan - Verbal Update
7. **Consent Agenda:**
 - 7.1 Accessibility Plan and Multi-Year Accessibility Plan. 4 - 19
- approval of this report will agree with the recommendations of the Administration and Finance Executive Committee to approve the Town's 2017 Accessibility plan as attached and to revise the Town's Accessibility Plan as outlined in the report.
 - 7.2 Montreal Canadiens Alumni Sponsorship Request. 20 - 22
- approval of this report will agree with the recommendation from the Administration and Finance Executive Committee along with input from the Community Services Executive Committee to receive the request with no further action.
 - 7.3 Voyageur Lions Club Magic Show Advertising and Ticket Packages. 23 - 24
- approval of this report will agree with the recommendation from the Administration and Finance Executive Committee to receive the request with no further action.

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7.4	Riverside Foundation for Health Care Annual Gala Event. - approval of this report will agree with the recommendation from the Administration and Finance Executive Committee to approve a Bronze Sponsorship in the amount of \$600.00 for the Riverside Foundation for Health Care "Making Magic for District Health Care" Gala event taking place on October 14th, 2017.	25 - 26
7.5	Fort Frances Girls and Women's Hockey Association Sponsorship. - approval of this report will agree with the recommendation from the Administration and Finance Executive Committee to receive the request for sponsorship of the Fort Frances Girls Hockey Association 2017-2018 hockey season with no further action and further approve the recommendation to purchase a Bronze Sponsorship in the amount of \$175.00 for the October 19th, 2017 community event sponsored by the FFGWHA and FFMHA.	27 - 31
7.6	Children's Complex Policies: 1) Parent Code of Conduct; 2) Children's Code of Conduct. - approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse the Parent Code of Conduct Policy and the Children's Code of Conduct Policy for implementation at the Fort Frances Children's Complex.	32 - 37
7.7	Memorandum of Understanding with Fort Frances High School - Lockers in IFK. - approval of this report will agree with the recommendations of the Community Services Executive Committee to endorse the Memorandum of Understanding between the Memorial Sports Centre and the Fort Frances High School for lockers to be placed at Memorial Sports Centre for the Hockey Academy.	38 - 39
8.	<u>Administration and Finance Division:</u>	
8.1	Councillor Brunetta - Fort Frances Sports Hall of Fame Reimbursement. - approval of this report will agree with the recommendation from the Administration and Finance Executive Committee to approve the expense claim in the amount of \$70.00 as submitted by Councillor Wendy Brunetta for her attendance at the Fort Frances Sports Hall of Fame Second Induction Ceremonies.	40 - 41
8.2	Councillor June Caul - AMO Conference Travel Expense. - approval of this report will agree with the recommendation from the	42 - 48

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Administration and Finance Executive Committee to approve the travel expense claim in the total amount of \$848.32 as submitted by Councillor Caul for her attendance at the Association of Municipalities of Ontario (AMO) Conference held in Ottawa - August 12th - 17th, 2017.	
8.3 Pitney Bowes Lease Agreement.	49 - 51
- approval of this report will agree with the recommendation from Administration to renew the lease agreement with Pitney Bowes for an additional 60 month term on the mailing machine located at the Civic Centre.	
9. <u>Operations and Facilities Division:</u>	
9.1 Verbal Update on Capital Projects	
10. <u>General:</u>	
10.1 Town of Fort Frances Surplus Assets Sale Items.	52 - 53
- approval of this report will ensure that the 44 obsolete items outlined in the report be declared surplus and disposed of as outlined in the report.	
11. <u>Information:</u>	
11.1 Fort Frances Fire & Rescue - August 2017 Activity Report.	54
11.2 Building Department Statistics Canada Report for the period August 1, 2017 to August 31, 2017.	55 - 58
11.3 Complaint Register - August 2017	
12. <u>Non-agenda items:</u>	
13. <u>ADJOURNMENT</u>	

Administration & Finance Division

To: Mayor & Council

From: Aaron Petrin, Human Resources Manager

Date: September 21, 2017

Subject: Accessibility Plan

Background

The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) is to benefit all Ontarians by recognizing the history of discrimination against persons with disabilities in Ontario. The Integrated Accessibility Standards Regulations (“IASR”) of the AODA require municipalities to:

1. Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;
2. Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
3. Review and update the accessibility plan at least once every five years.

The plan describes how the Town of Fort Frances (“the Town”) has and will continue to identify, remove and prevent barriers for people with disabilities who use our facilities and services.

Council committed in its strategic plan to focusing on the AODA. Specifically, to strive for compliance by implementing the standards; which include: accessible customer service, information and communication, employment, transportation, and the built environment.

Section 29 of the AODA states that the council of every municipality of less than 10,000 may establish an accessibility advisory committee or continue any such committee that was established before the day this section comes into force, and that a majority of the members of the committee shall be persons with disabilities.

4. The committee shall:
 - a) advise the council about the requirements and implementation of accessibility standards and the preparation of accessibility reports and such other matters for which the council may seek its advice under subsection (5);
 - b) review in a timely manner the site plans and drawings described in section 41 of the Planning Act that the committee selects; and
 - c) perform all other functions that are specified in the regulations. 2005, c. 11,

5. And the council shall seek advice from the committee on the accessibility for persons with disabilities to a building, structure or premises, or part of a building, structure or premises,
 - (a) that the council purchases, constructs or significantly renovates;
 - (b) for which the council enters into a new lease; or
 - (c) that a person provides as municipal capital facilities under an agreement entered into with the council in accordance with section 110 of the Municipal Act, 2001

The Town does not have a municipal accessibility advisory committee, but does have an accessibility working group that was approved by Council in 2009. The working group consists of the Operations and Facilities and Community Services Division Managers, the Human Resources Manager, the Chief Building Official/Municipal Planner, the Municipal Clerk, and the Chief Administrative Officer (who acts as an ex-officio member). Under the Town's accessibility plan, the group is required to meet twice each year.

To have an accessibility working group is not required by law, given that Fort Frances has a population of less than 10,000. It would therefore be a best practice.

Recommendation

On July 4, 2017, the Administration & Finance Executive Committee reviewed the Town's 2017 Accessibility Plan and recommended that Council approves the Plan as attached.

The Executive Committee also recommended that the Town continues positioning itself as a follower of best practices, and that the working group engages the community through partnerships with relevant stakeholders to obtain feedback from persons with disabilities, and to engage the public through its website. The goal is to remove barriers and improve access to Town services.

On September 19, the Executive Committee reviewed the Town's Multi-Year Accessibility Plan, and recommended that Council approved that Plan as attached.

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Town's 2017 Accessibility Plan as attached, and to revise the Town's Multi-Year Accessibility Plan as attached.



**Accessibility Plan
for the
Town of Fort Frances**

September 2017

This publication is available on the Town of Fort Frances Website at

www.fortfrances.ca

and in accessible formats upon request by calling:
807-274-5323 ext. 1220

EXECUTIVE SUMMARY

The purpose of the Accessibility for Ontarians with Disabilities Act, 2005 (“AODA”) is to benefit all Ontarians by recognizing the history of discrimination against persons with disabilities in Ontario by:

- Developing, implementing and enforcing accessibility standards in order to achieve accessibility for Ontarians with disabilities with respect to goods, services, facilities, accommodation, employment, buildings, structures and premises on or before January 1, 2025; and
- Providing for the involvement of persons with disabilities, of the Government of Ontario and of representatives of industries and of various sectors of the economy in the development of the accessibility standards.

The Integrated Accessibility Standards Regulations of AODA require municipalities to:

- Establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation;
- Post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and
- Review and update the accessibility plan at least once every five years.

A “barrier” means anything that prevents a person with a disability from fully participating in all aspects of society because of his or her disability, including a physical barrier, an architectural barrier, an information or communications barrier, an attitudinal barrier, a technological barrier, a policy or a practice.

The plan describes how the Town of Fort Frances (“the Town”) has and will continue to identify, remove and prevent barriers for people with disabilities who use our facilities and services.

The Town is committed to improving access to its facilities, programs, policies, practices, and services for staff, customers, members of the community with disabilities and the public, and will work to reduce barriers in the community. To achieve this goal, Town Council has adopted an Official Community Plan which commits to a ‘Safe, Healthy, and Accessible Community’.

The Town will strive for compliance with the AODA by implementing the standards; which include: accessible customer service, information and communication, employment, transportation, and the built environment.

1. **AIM**

This plan describes the measures that the Town of Fort Frances has taken since 2013 and actions that it will take in the future to identify, remove, and prevent barriers to people with disabilities, including staff and the public.

2. **OBJECTIVES**

The accessibility plan will:

- a. Describe the process by which the Town will identify, remove, and prevent barriers for people with disabilities;
- b. Review earlier efforts to remove and prevent barriers to people with disabilities;
- c. List the facilities, policies, programs, practices, or services that the Town will review in the coming year to identify barriers for people with disabilities;
- d. Describe the measures the Town will take in the coming year to remove barriers to people with disabilities; and
- e. Describe how the Town will make this disability plan available to the public.

3. **COMMITMENT TO ACCESSIBILITY PLANNING**

The Town of Fort Frances is committed to:

- a. Establishing an Accessibility Working Group;
- b. Reviewing its progress against goals set in the multi-year accessibility plan;
- c. Inviting feedback from people with disabilities in the development and review of its annual accessibility plan;
- d. Ensuring Town policies and procedures are consistent with principles of accessibility; and
- e. Improving access to facilities, policies, programs, practices, and services for staff, customers, members of the community with disabilities, and the general public.

Mayor and Council have authorized the Accessibility Working Group to prepare an accessibility plan that will enable the Town of Fort Frances to meet its commitment to improving accessibility to all municipally-owned facilities, premises, and services for people with disabilities.

4. DESCRIPTION OF THE TOWN OF FORT FRANCES

The Town of Fort Frances is located in Northwestern Ontario, located approximately 350 kilometres west of Thunder Bay. The Town is bordered on the north by the unorganized Township of Miscampbell, on the west by the Township of Alorton, on the south by the United States separated by the Rainy River, and on the east by Couchiching First Nations. The Town has a population of approximately 7420, based on the 2016 Census.

The municipality has a number of associations and groups that provide support and assistance to people with disabilities and its aging population. The Town offers to the public: a public recreation centre for senior citizens, a community theatre for the performing arts, a public library and technology centre, a public works department, a museum, a daycare and early childhood centre, a sports centre, an airport, a police station, a fire department, outdoor walking paths, tennis courts, and a marina.

5. ACCESSIBILITY WORKING GROUP MEMBERS

The accessibility working group was formally approved by Council in June 2009 and consists of the following members:

Two Division Managers (Operations and Facilities and Community Services), the Human Resources Manager, the Chief Building Official, the Clerk, and the Chief Administrative Officer (will act an ex-officio member of the group).

6. RECENT BARRIER – REMOVAL INITIATIVES

For Barrier removal initiatives prior to 2013, please refer to prior-year accessibility plans.

The Public Works department installed 21 sidewalk drops between 2013 and 2016. In addition, 37 sidewalk drops were installed while completing construction during that time. This is an ongoing initiative and will continue on an annual basis. Since 2016, these improvements now include tactile indicator pads.

7. STATUS REPORT ON BARRIER REMOVALS

For completed implementation projects prior to 2013, please refer to prior-year accessibility plans.

Location	Barrier	Year Completed Unless Otherwise Stated
Curbs	Curb drops are installed on an ongoing basis based on priority areas.	Ongoing
By-Laws, Policies, Procedures	New documents are created in more accessible formats, including larger font and with optical character recognition in digital formats. Text / font reader is available at the technology centre and documents are available in accessible formats upon request.	Ongoing
Civic Centre	Installed: front pathways in the courtyard with high-contrast edging; new slip-resistant flooring in areas accessible to the public, including front door entryways and doors to Council Chambers; new grippers on stairways; new matting for cleaning boots and shoes; new magnetic locks and panic hardware on front entry doors; and exterior doorways were made accessible with sloped entries.	2017
Museum	Installed a wheelchair accessible ramp and improved accessibility of washroom.	2017
Waterfront	Wheelchair-accessible memorial benches along waterfront.	2016
Memorial Sports Centre	A family change room was created that facilitates people with disabilities who are supported by a worker of a gender different from their own. There is not yet a washroom or shower available in this regard.	2016
Enlarged Street Signs	Enlarged street signs for Downtown area.	2016
Website	Corporate website updated made more accessible.	2015
East End Hall	An outdoor ramp and two accessible washrooms were added to the East End Hall.	2015
Zoning By-Law	Zoning by-law addresses all aspects of accessibility in the planning process.	2014
Official Community Plan	Official community plan addresses all aspects of accessibility in the planning process.	2011
Street Lights	LED street lights have been installed.	2014
Children's Complex	Public Washroom in lobby does not meet Ontario Building Code requirements.	Outstanding, unsuccessful grant application to modify public washroom

8. PREVENTING NEW BARRIERS

All Town programs, policies, practices, and services will consider and implement the principles of accessibility. The Town will strive to create an environment that is accessible to all people, regardless of age or ability. Through its accessibility planning process, the Town will ensure continuous improvement in accessibility.

9. BARRIER IDENTIFICATION METHODOLOGIES

- a. A review by Division managers of their specific areas will be conducted on an annual basis and brought forward to the working group and through budget process;
- b. A Public Survey was conducted in 2009;
- c. Review of issues brought forward by the public through the Barrier Identification Form that is on our website under the accessibility link and the responses to a general ad placed in the local newspaper;
- d. Work in conjunction with legislative requirements;
- e. Investigate the possibility of including the input of community partners, relevant stakeholders and members of the public.

10. BARRIERS IDENTIFIED IN COMMUNITY SURVEY

Barriers will be identified by engaging relevant stakeholders to obtain feedback from persons with disabilities, and to engage the public through the Town's website by providing an option for accessibility plan input and feedback.

11. BARRIERS TO BE ADDRESSED

- a. The Town will work towards the implementation of the Integrated Accessibility Standards as outlined in the Multi-Year Accessibility Plan. The plan is posted on the Town of Fort Frances' website and is available in accessible formats on request
- b. Installation of curb drops and surface sidewalk discontinuities will continue on an ongoing basis

12. **ACCESSIBLE PUBLIC TRANSIT**

The Town of Fort Frances offers three accessible transit options:

1. On-demand accessible taxi services are licensed by the Corporation of the Town of Fort Frances and owned and operated by North Air Taxi Services
2. Dial-a-ride is a program. The Corporation of the Town of Fort Frances provides a subsidy to operate a dial-a-ride program within the community. The Corporation contracts this service with North Air Services.
3. Handi-Van services. The Corporation of the Town of Fort Frances owns and maintains 2 Handi-Vans which are dedicated to providing specialized transportation. This service is contracted to Riverside Health Care Facilities.

As survey was conducted in June / July of 2013 which generated 13 responses. 6 responses indicated that they were satisfied with the level of service in Fort Frances. 1 response did not comment and 6 responses said that they were unsatisfied with the service. The accessibility working group reviewed the survey data at that time, and decided that the level of service available met the needs of the public.

13. **REVIEW AND MONITORING PROCESS**

The working group will continue to work under the direction of Mayor and Council and in partnership with the community to review and implement the Town's accessibility plan. Concerns related to accessibility will be received and monitored by the Human Resources Manager and Manager of Community Services, and the Manager of Operations and Facilities

The working group will meet twice a year to review progress.

14. **COMMUNICATION OF THE PLAN**

The Town of Fort Frances Accessibility Plan will be posted on the Town website at www.fortfrances.ca and hardcopies will be available upon request, including in accessible formats. To make a request, please contact the Accessibility Coordinator (Human Resources Manager) at 807-274-5323 ext. 1220.

Initiative	Requirement	Action	Status	Compliance Date
Part I: General Requirements				
Establishment of Accessibility Policies	Every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements under the accessibility standards referred to in this Regulation.	Complete policies and post them on the Town's website.	Complete	01-Jan-14
Accessibility Plans	Designated public sector organizations shall, (a) establish, implement, maintain and document a multi-year accessibility plan, which outlines the organization’s strategy to prevent and remove barriers and meet its requirements under this Regulation; (b) post the accessibility plan on their website, if any, and provide the plan in an accessible format upon request; and (c) review and update the accessibility plan at least once every five years.	Established an AODA working group to understand requirements of the IASR. Solicited feedback from the public to identify barriers and inform the development of the Town's Accessibility Plan. Working group to meet ongoing until compliance deadlines have all been met.	Complete	01-Jan-14
Training	Every obligated organization shall ensure that training is provided on the requirements of the accessibility standards referred to in this Regulation and on the Human Rights Code as it pertains to persons with disabilities to, (a) all employees, and volunteers; (b) all persons who participate in developing the organization’s policies; and (c) all other persons who provide goods, services or facilities on behalf of the organization.	Review current training to determine whether existing training could be leveraged for training required by the IASR. Request budget for training. Assess training needs and determined vehicle to deliver training. Make training mandatory and available online. Create mechanism for managing and tracking completion of training.	Ongoing	01-Jan-15
PART II – Information and Communications Standards				
Feedback	Every obligated organization that has processes for receiving and responding to feedback shall ensure that the processes are accessible to persons with disabilities by providing or arranging for accessible formats and communications supports, upon request.	Make accessible formats of receiving and responding to feedback available on request in a manner that takes into consideration the requestor’s disability needs.	Complete	01-Jan-15
Accessible Formats & Communication Supports	Except as otherwise provided, every obligated organization shall upon request provide or arrange for the provision of accessible formats and communication supports for persons with disabilities, (a) in a timely manner that takes into account the person’s accessibility needs due to disability; and (b) at a cost that is no more than the regular cost charged to other persons.	Make accessible formats and communications supports available upon request and provide them in a timely manner than takes into account the requestor's disability needs, and at no additional cost.	Complete	01-Jan-16
Accessible Formats & Communication Supports	The obligated organization shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Understand functionality of accessible formats and communication supports available to better consult on requests for accessible formats that take into account the individual’s disability needs. Develop a process for responding to, approving or declining a request.	Ongoing	01-Jan-16
Accessible Formats & Communication Supports	Every obligated organization shall notify the public about the availability of accessible formats and communication supports.	Incorporate language in website to advise that, in accordance with AODA, accessible format may be made available on request.	Ongoing	01-Jan-16

Accessible Websites & Web Content	Designated public sector organizations shall make their internet websites and web content conform with the World Wide Web Consortium Web Content Accessibility Guidelines (WCAG)2.0,initially at Level A and increasing to Level AA, and shall do so in accordance with the schedule set out in this section.	Launch new website in 2015 that complies with AODA requirements.	Complete	January 1, 2014 (for new internet websites) & January 1, 2021 (for all internet websites)
PART III – Employment Standard				
Recruitment, General	Every employer shall notify its employees and the public about the availability of accommodation for applicants with disabilities in its recruitment processes.	Incorporate language in website to advise that, in accordance with AODA, accommodation will be provided to applicants with disabilities in the Town's recruitment processes.	Complete	01-Jan-16
Recruitment, Assessment or Selection Process	3.2.1 During a recruitment process, an employer shall notify job applicants, when they are individually selected to participate in an assessment or selection process, that accommodations are available upon request in relation to the materials or processes to be used. 3.2.2 If a selected applicant requests an accommodation, the employer shall consult with the applicant and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant’s accessibility needs due to disability.	Incorporate language in all notifications to applicants for interview that, in accordance with AODA, accommodation is available upon request. Review of recruitment process (tests, assessment, rooms) to ensure barriers may be removed or accessible features provided, upon request, in accordance with AODA.	Ongoing	01-Jan-16
Notice to Successful Applicants	Every employer shall, when making offers of employment, notify the successful applicant of its policies for accommodating employees with disabilities.	Incorporate in offer letter a section regarding the Town's accessibility policies and where to access additional information on the Town's website.	Ongoing	01-Jan-16
Informing Employees of Supports	Every employer shall inform its employees of its policies used to support its employees with disabilities, including, but not limited to, policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability.	Provide training to accessibility program to educate and advise staff on the Town's accessibility policies, plan and processes.	Ongoing	01-Jan-16
Informing Employees of Supports	Employers shall provide the information required under this section to new employees as soon as practicable after they begin their employment.	Accessibility policies and processes to be incorporated in onboarding process for new Town employees.	Ongoing	01-Jan-16
Informing Employees of Supports	Employers shall provide updated information to its employees whenever there is a change to existing policies on the provision of job accommodations that take into account an employee’s accessibility needs due to disability.	Develop process and strategy to communicate any policy changes by email and posting on the Town's website.	Complete	01-Jan-16
Accessible Formats and Communication Supports for Employees	In addition to its obligations under section 12, where an employee with a disability so requests it, every employer shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for, (a) information that is needed in order to perform the employee’s job; and (b) information that is generally available to employees in the workplace.	Through human resources, consult with staff to provide or arrange for the provision of accessible formats and communication supports, as requested.	Ongoing	01-Jan-16

Accessible Formats and Communication Supports for Employees	The employer shall consult with the employee making the request in determining the suitability of an accessible format or communication support.	Through supervisors, have conversations with staff on to determine accommodation needs and advise employee of solution.	Ongoing	01-Jan-16
Workplace Emergency Response Information	Every employer shall provide individualized workplace emergency response information to employees who have a disability, if the disability is such that the individualized information is necessary and the employer is aware of the need for accommodation due to the employee’s disability.	Supervisors will provide staff who request, or for whom they are aware of the need for accommodation due to disability, to receive individualize workplace emergency response information.	Ongoing	01-Jan-12
Workplace Emergency Response Information	If an employee who receives individualized workplace emergency response information requires assistance and with the employee’s consent, the employer shall provide the workplace emergency response information to the person designated by the employer to provide assistance to the employee.	Obtain consent from the individual to share the information with those designated to provide assistance in the event of an emergency.	Ongoing	01-Jan-12
Workplace Emergency Response Information	Employers shall provide the information required under this section as soon as practicable after the employer becomes aware of the need for accommodation due to the employee’s disability.	Upon request, the supervisor will work with the individual who requires accommodation, to provide Individual Workplace Emergency Response Information as soon as possible.	Ongoing	01-Jan-12
Workplace Emergency Response Information	Every employer shall review the individualized workplace emergency response information, (a) when the employee moves to a different location in the organization; (b) when the employee’s overall accommodations needs or plans are reviewed; and (c) when the employer reviews its general emergency response policies.	Include guidelines for when plans and information are to be reviewed due to a move, or change in accommodation needs.	Ongoing	01-Jan-12
Documented Individual Accommodation Plans	Employers, other than employers that are small organizations, shall develop and have in place a written process for the development of documented individual accommodation plans for employees with disabilities.	Create a policy and procedure for the development of individualized accommodation plans; in accordance with AODA.	Complete	01-Jan-16
Documented Individual Accommodation Plans	The process for the development of documented individual accommodation plans shall include the following elements: 1. The manner in which an employee requesting accommodation can participate in the development of the individual accommodation plan. 2. The means by which the employee is assessed on an individual basis. 3. The manner in which the employer can request an evaluation by an outside medical or other expert, at the employer’s expense, to determine if accommodation can be achieved and, if so, how accommodation can be achieved. 4. The manner in which the employee can request the participation of a representative from their bargaining agent, where the employee is represented by a bargaining agent, or other representative from the workplace, where the employee is not represented by a bargaining agent, in the development of the accommodation plan. 5. The steps taken to protect the privacy of the employee’s personal information. 6. The frequency with which the individual accommodation plan will be reviewed and updated and the manner in which it will be done. 7. If an individual accommodation plan is denied, the manner in which the reasons for the denial will be provided to the employee. 8. The means of providing the individual accommodation plan in a format that takes into account the employee’s accessibility needs due to disability.	Create a policy and procedure for documented plans that will incorporate how to recognize the need for accommodation; how to gather revelant information and assess needs; how to write a formal individual accommodation plan ("IAP"); and how to implement, monitor, and review the IAP in accordance with AODA.	Complete	01-Jan-16

Return to Work Process	Every employer, other than an employer that is a small organization, (a) shall develop and have in place a return to work process for its employees who have been absent from work due to a disability and require disability related accommodations in order to return to work; and (b) shall document the process.	Create a policy and procedure for employees who have been absent from work due to a disability and require accommodation in order to return to work, and in a manner that documents the process.	Complete	01-Jan-16
Return to Work Process	The return to work process shall, (a) outline the steps the employer will take to facilitate the return to work of employees who were absent because their disability required them to be away from work; and (b) use documented individual accommodation plans, as part of the process.		Complete	01-Jan-16
Return to Work Process	The return to work process referenced in this section does not replace or override any other return to work process created by or under any other statute.		Complete	01-Jan-16
Performance Management	An employer that uses performance management in respect of its employees shall take into account the accessibility needs of employees with disabilities, as well as individual accommodation plans, when using its performance management process in respect of employees with disabilities.	Assess current performance review processes to ensure accessibility features are incorporated (i.e., forms accessible, conversations in plain text). Ensure updated/new performance management processes to be rolled out incorporate accessibility features. Ensure training or communications to performance managers provides awareness on effective communication strategies, timing to allow for employees to review and understand feedback prior to meeting, and reasonable accommodation.	Ongoing	01-Jan-16
Career Development & Advancement	An employer that provides career development and advancement to its employees shall take into account the accessibility needs of its employees with disabilities as well as any individual accommodation plans, when providing career development and advancement to its employees with disabilities.	Review current training and professional development materials to determine accessibility features. Ensure all future developed training and materials are developed with accessibility features in mind. Ensure promotion criteria, practices and processes take into account individual accommodation needs and plans in accordance with AODA. Track career progression of individuals with disabilities.	Ongoing	01-Jan-16
Redeployment	An employer that uses redeployment shall take into account the accessibility needs of its employees with disabilities, as well as individual accommodation plans, when redeploying employees with disabilities.	Not applicable	Not applicable	01-Jan-16
PART IV – Transportation Standard				
Conventional Transportation	Any municipality that provides conventional transportation services shall consult with its municipal accessibility advisory committee, where one has been established in accordance with subsection 29 (1) or (2) of the Act, the public and persons with disabilities in the development of accessible design criteria to be considered in the construction, renovation or replacement of bus stops and shelters.	Not applicable	Not applicable	01-Jan-13

Accessible Taxicabs	Every municipality shall consult with its municipal accessibility advisory committee, where one has been established in accordance with subsection 29 (1) or (2) of the Act, the public and persons with disabilities to determine the proportion of on-demand accessible taxicabs required in the community.	Consult with Accessibility working group and engage the public in a survey to determine the proportion of on-demand accessible taxicabs required in the community.	Complete	01-Jan-13
Accessible Taxicabs	Every municipality shall identify progress made toward meeting the need for on-demand accessible taxicabs, including any steps that will be taken to meet the need, in its accessibility plan required under Part I.	Identify progress made toward meeting the need for on-demand accessible taxicabs.	Complete	01-Jan-13
Taxicabs	Any municipality that licenses taxicabs shall ensure that owners and operators of taxicabs are prohibited, (a) from charging a higher fare or an additional fee for persons with disabilities than for persons without disabilities for the same trip; and (b) from charging a fee for the storage of mobility aids or mobility assistive devices.	Ensure that taxicab bylaw no. 42/14 complies with section 80(1) of the AODA.	Complete	01-Jan-11
Taxicabs	Any municipality that licenses taxicabs shall ensure that owners and operators of taxicabs place vehicle registration and identification information on the rear bumper of the taxicab.	Ensure that taxicab bylaw no. 42/14 complies with sections 80(2) and (3) of the Integrated Accessibility Standards.	Complete	01-Jan-12
PART IV-1 – Design of Public Spaces				
Recreational Trails and Beach Access Routes	Obligated organizations shall consult with the public and persons with disabilities, and their municipal accessibility advisory committees, before they construct new or redevelop existing recreational trails; and that any recreational trails and beach access routes that they construct or redevelop, and that they intend to maintain, meet the technical requirements for trails and beach access routes.	Ensure that any new and redeveloped recreational trails and beach access routes comply with sections 80 (11), (12), (13), (14), (15) of the Integrated Accessibility Standards.	Ongoing	01-Jan-16
Outdoor Public Use Eating Areas	Obligated organizations, other than small organizations, shall ensure that where they construct or redevelop outdoor public use eating areas that they intend to maintain, the outdoor public use eating areas meet the following requirements: 1. A minimum of 20 per cent of the tables that are provided must be accessible to persons using mobility aids by having knee and toe clearance underneath the table and in no case shall there be fewer than one table in an outdoor public use eating area that meets this requirement. 2. The ground surface leading to and under tables that are accessible to persons using mobility aids must be level, firm and stable. 3. Tables that are accessible to persons using mobility aids must have clear ground space around them that allows for a forward approach to the tables.	Ensure that any new and redeveloped outdoor public use eating areas comply with sections 80 (11), (12), (13), (14), (15) of the Integrated Accessibility Standards.	Ongoing	01-Jan-16

Exterior Paths of Travel	This Part applies to newly constructed and redeveloped exterior paths of travel that are outdoor sidewalks or walkways designed and constructed for pedestrian travel and are intended to serve a functional purpose and not to provide a recreational experience. Obligated organizations, other than small organizations, shall ensure that any exterior paths of travel that they construct or redevelop and intend to maintain meet the requirements set out in this Part. When constructing new or redeveloping existing exterior paths of travel that they intend to maintain, obligated organizations, other than small organizations, shall ensure that new and redeveloped exterior paths of travel meet the technical requirements of section 80 (23), (24), (25), (26), (27), (28) and that municipalities consult with their municipal accessibility advisory committees on the design and placement of rest areas along the exterior path of travel.	Ensure that any new and redeveloped exterior paths of travel comply with sections 80 (21), (22), (23), (24), (25), (26), (27), (28), (29), (30), (31) of the Integrated Accessibility Standards.	Ongoing	01-Jan-16
Accessible Parking	Obligated organizations shall ensure that when constructing new or redeveloping off-street parking facilities that they intend to maintain, the off-street parking facilities meet the requirements set out in this Part.	Not applicable	Not applicable	01-Jan-16
Accessible Parking	When constructing or redeveloping existing on-street parking spaces, designated public sector organizations shall consult on the need, location and design of accessible on-street parking spaces and shall do so in the following manner: 1. Designated public sector organizations must consult with the public and persons with disabilities. 2. Municipalities must also consult with their municipal accessibility advisory committees.	Ensure that new and redeveloped existing on-street parking spaces comply with section 80 (39) of the Integrated Accessibility Standards.	Ongoing	01-Jan-16
Obtaining Services	Obligated organizations shall meet the requirements set out in this Part in respect of the following: 1. All newly constructed service counters and fixed queuing guides. 2. All newly constructed or redeveloped waiting areas. For the purposes of this Part, requirements for obtaining services in respect of service counters, fixed queuing guides and waiting areas apply whether the services are obtained in buildings or out-of-doors.	Ensure that newly constructed or redeveloped service counters, fixed queuing guides, and waiting areas comply with sections 80 (40), (41), (42), (43), (44) of the Integrated Accessibility Standards.	Ongoing	01-Jan-16
Maintenance of Accessibility Elements	In addition to the accessibility plan requirements set out in section 4, obligated organizations, other than small organizations, shall ensure that their multi-year accessibility plans include the following: 1. Procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part. 2. Procedures for dealing with temporary disruptions when accessible elements required under this Part are not in working order.	Create procedures for preventative and emergency maintenance of the accessible elements in public spaces under Part IV-1, and procedures for dealing with temporary disruptions when accessible elements required under Part IV-1 are not in working order.	Ongoing	01-Jan-16
PART IV-2 – Customer Service Standard				
Establishment of Policies	In addition to the requirements in section 3, every provider shall develop, implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities.	Ensure that Accessibility Standards for Customer Service Policy complies with section 80 (46) of the Integrated Accessibility Standards.	Complete	01-Jan-13
Use of Service Animals and Support Persons	This section applies if goods, services or facilities are provided to members of the public or other third parties at premises owned or operated by the provider and if the public or third parties have access to the premises.	Ensure that Accessibility Standards for Customer Service Policy complies with section 80 (47) of the Integrated Accessibility Standards.	Complete	01-Jan-13

Notice of Temporary Disruptions	If, in order to obtain, use or benefit from a provider’s goods, services or facilities, persons with disabilities usually use other particular facilities or services of the provider and if there is a temporary disruption in those other facilities or services in whole or in part, the provider shall give notice of the disruption to the public.	Ensure that Accessibility Standards for Customer Service Policy complies with section 80 (48) of the Integrated Accessibility Standards.	Complete	01-Jan-13
Training for Staff, etc.	In addition to the requirements in section 7, every provider shall ensure that the following persons receive training about the provision of the provider’s goods, services or facilities, as the case may be, to persons with disabilities: 1. Every person who is an employee of, or a volunteer with, the provider. 2. Every person who participates in developing the provider’s policies. 3. Every other person who provides goods, services or facilities on behalf of the provider.	Review current training to determine whether existing training could be leveraged for training required by the IASR. Request budget for training. Assess training needs and determined vehicle to deliver training. Make training mandatory and available online. Create mechanism for managing and tracking completion of training.	Ongoing	01-Jan-14
Feedback Process Required	Every provider shall establish a process for receiving and responding to feedback about the manner in which it provides goods, services or facilities to persons with disabilities; and feedback about whether the feedback process established for this purpose is accessible to persons with disabilities by providing, or arranging for the provision of, accessible formats and communication supports, on request.	Ensure that Integrated Accessibility Standards Policy complies with section 80 (50) of the Integrated Accessibility Standards.	Complete	01-Jan-14
Format of Documents	If a provider is required by this Part to give a copy of a document to a person with a disability, the provider shall, on request, provide or arrange for the provision of the document, or the information contained in the document, to the person in an accessible format or with communication support in a timely manner that takes into account the person’s accessibility needs due to disability; and at a cost that is no more than the regular cost charged to other persons. The provider shall consult with the person making the request in determining the suitability of an accessible format or communication support.	Ensure that Integrated Accessibility Standards Policy complies with section 80 (51) of the Integrated Accessibility Standards.	Complete	01-Jan-15



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/89**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 14, 2017
SUBJECT: Montreal Canadiens Alumni Sponsorship Request

BACKGROUND

At the September 11, 2017 Council Meeting, the sponsorship request received from the Montreal Canadiens Alumni was referred to the Administration & Finance Executive Committee for their recommendation with input from the Community Services Executive Committee.

The Montreal Canadiens Alumni are looking for an association to work with to organize a charity hockey game featuring the Canadiens Alumni in Fort Frances on February 24th, 2018. The email from Brian Da Silva is attached for consideration.

RECOMMENDATION

The Administration & Finance Executive Committee along with input from the Community Services Executive Committee recommends that Council receive the request.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee along with input from the Community Services Executive Committee to receive the request.

Lisa Slomke

From: Kathy Lawson
Sent: Monday, August 28, 2017 1:00 PM
To: Lisa Slomke
Subject: Montreal Canadiens Alumni Hockey Tour

From: Kathy Lawson
Sent: August-28-17 12:59 PM
To: 'Da Silva, Brian' <BrDaSilva@Canadiens.com>
Subject: RE: Montreal Canadiens Alumni Hockey Tour

Good Afternoon Mr. Da Silva:

Thank you for your request. I will be forwarding it to the next meeting of Council dated for September 11th, 2017 at which time Council will refer it to the appropriate executive committee(s) for their deliberations and recommendations.

The Clerk's Office will undertake to correspond with your office post meeting(s) to advise you of Council's decisions.

Best regards,

Kathryn Lawson, Deputy Clerk
 Phone - 807-274-5323 ext 1212
 fax - 807-274-8479
klawson@fortfrances.ca

From: Da Silva, Brian [<mailto:BrDaSilva@Canadiens.com>]
Sent: August-28-17 11:36 AM
To: Kathy Lawson <klawson@fortfrances.ca>
Subject: Montreal Canadiens Alumni Hockey Tour

Hello Ms. Lawson,

Thank you taking the time to speak with me today.

The Montreal Canadiens Alumni are looking for an association to work with to organise a charity hockey game featuring our Canadiens Alumni in Fort Frances on February 24th.

Attached you will find a planning guide which gives you an idea of the events that we provide. The cost of hosting a game is 18,500\$ plus taxes and hotel accommodations however as you can see in the planning guide, the potential revenue is significant. With the help of a couple sponsors, a large success is highly likely for your community.

Here are some examples;

- VIP section behind the players bench, meet and greet with the players before or after the game, etc...) You can sell 200 tickets X \$75.00 = \$15,000.00

- 2 'Thrill of a lifetime' super fans that come and play with the Montreal Canadiens Alumni team. You can sell those for \$1,500.00 each player = \$3,000.00
- 1 Coach for the Montreal Canadiens Alumni team = \$750.00
- Build your local team; 22 players that will pay (and encourage your charity) to play against their hockey heroes. Your team of 22 players X \$200.00 = \$4,400.00

You have raised \$23,150.00 and have not sold one ticket to the general public yet.

If you would be interested in hosting a fundraiser of this type or have any questions regarding our charity hockey games, please respond to this email or give me a call at 1-514-925-4364.

Thank you for considering our event,



BRIAN DA SILVA

Coordonnateur ventes et événements, Anciens Canadiens
Sports Coordinator – sales and events, Canadiens Alumni / Sports
Club de hockey Canadien, Inc.
T (514) 925-4364

     **CANADIENSMTL**



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/88**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 14, 2017
SUBJECT: Lion's Club Magic Show Advertising and Ticket Packages

BACKGROUND

At the September 11, 2017 Council Meeting the Lion's Club "Seeing Is Believing" Magic Show Advertising and Ticket packages request was referred to the Administration & Finance Executive Committee for recommendation.

The Magic Show this year is featuring the illusions of Ray Anderson, in support of the Voyageur Lions Club and will be held Wednesday, October 4th, 2017 at the Townshend Theatre. The request is for Council Support of this fundraiser by purchasing some advertising and/or tickets to the performance as outlined on the attached information page.

RECOMMENDATION

The Administration and Finance Executive Committee recommends that Council receive the request.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the request.
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Info regarding the “Seeing Is Believing” Magic Show taking place in Fort Frances.

The “Seeing Is Believing” Magic Show this year featuring the illusions of Ray Anderson, is in support of the Voyageur Lions Club and will be held Wednesday, October 4th 2017, at the Townshend Theatre at 7:00 pm. It is hoped that you or your company will be able to support this fund-raiser by purchasing some advertising and/or tickets to the performance. The show is assured to be one of the finest stage shows ever brought to the Fort Frances area and is suitable for the whole family.

Purchased advertising will be placed in an attractive Souvenir Program to be given out at the performance. When you purchase tickets you may use them yourself of course or, if you like, we will distribute them on your behalf to a worthwhile community organization or underprivileged group of your choice.

Advertising

Center Page Spread	(+15 Free Tickets)	: \$650
Full page Ad	(+10 Free Tickets)	: \$450
1/2 page Ad	(+ 5 Free Tickets)	: \$255
1/4 page Ad	(+ 2 Free Tickets)	: \$200
Business Card Ad	(+ 2 Free Tickets)	: \$175

Ticket Packages

Book of 75 Tickets		: \$1200
Book of 50 Tickets		: \$850
Book of 25 Tickets		: \$475
Book of 20 Tickets		: \$390
Book of 15 Tickets		: \$300
Book of 12 Tickets		: \$250
Book of 9 Tickets		: \$190
Book of 7 Tickets		: \$145
Book of 5 Tickets		: \$100
Family/Group Pass	(4 for the price of 3)	: \$ 75

For further information or to place an order, call 855-478-6309.
We appreciate your consideration and look forward to your support.

Thank You.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/87**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 14, 2017
SUBJECT: Riverside Foundation Fundraising Gala Event

BACKGROUND

At the September 11, 2017 Council Meeting the Riverside Foundation fundraising Gala event request was referred to the Administration & Finance Executive Committee for recommendation.

This year's Riverside Foundation for Health Care 'Making Magic for District Health Care' Gala fundraising event taking place on October 14, 2017 at the La Place Rendez-Vous. Attached is the fundraising event invitation to purchase tickets at a cost of \$55.00 each or to consider sponsorship of this event, which includes 8 tickets/reserved table, for Platinum - \$2,500, Gold - \$1,500, Silver - \$1,000 or Bronze -\$600. All proceeds from this year's Gala will go towards the purchasing of new beds and mattresses for Rainycrest, Emo and Rainy River District health centres.

In the past, Council has authorized the purchase of fundraising tickets and/or sponsorships to support the Riverside Foundation for Health Care's fundraising events. Council authorized a Bronze Sponsorship in 2016 in the amount of \$600.00.

RECOMMENDATION

The Administration and Finance Executive Committee recommends that Council approve Bronze Sponsorship for the Riverside Foundation for Health Care 'Making Magic for District Health Care' Gala event taking place on October 14, 2017 in the amount of \$600.00.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve a Bronze Sponsorship in the amount of \$600.00 for the Riverside Foundation for Health Care 'Making Magic for District Health Care' Gala event taking place on October 14, 2017.



RIVERSIDE FOUNDATION MAKING MAGIC FOR DISTRICT HEALTH CARE

Riverside Foundation for Health Care hopes to see you at our
Annual Fall Gala "*Making Magic for District Health Care*" which is taking place
Saturday, October 14th at the La Place Rendez-Vous.

This gala is guaranteed to be a marvelously mystical experience. The evening will feature very special entertainment, a live and silent auction, a meal fit for any palate, drinks of course, and all kinds of ways to support our district health care. This event continues to grow and sell out year after year. We expect around 180 guests. Sponsoring this event is a wonderful way to promote your business in our district, while also giving back to the community.

The following sponsorship packages are available for this year's Gala:

PLATINUM SPONSOR: \$2,500

PUBLIC RECOGNITION IN MEDIA * THANK YOU AD ON RADIO AND NEWSPAPER * YOUR BANNER
DISPLAYED AT EVENT * LOGO ON PRINTED MATERIAL INCLUDING EVENT PROGRAM &
ADVERTISEMENTS * PREMIUM SEATING
* 8 COMPLIMENTARY TICKETS AND TABLE SIGN

GOLD SPONSOR: \$1,500

PUBLIC RECOGNITION IN MEDIA * THANK YOU AD ON RADIO AND NEWSPAPER
* YOUR BANNER DISPLAYED AT EVENT * PREMIUM SEATING
* 8 COMPLIMENTARY TICKETS AND TABLE SIGN

SILVER SPONSOR: \$1,000

NAME IN EVENT PROGRAM * SMALL BANNER DISPLAYED AT EVENT
* PREMIUM SEATING * 8 COMPLIMENTARY TICKETS AND TABLE SIGN

BRONZE SPONSOR: \$600

NAME FEATURED ON TABLE THANK YOU CARDS
* 8 COMPLIMENTARY TICKETS AND TABLE SIGN

Please see back page for another way to gain extra recognition!

The proceeds from this year's Gala will go towards the purchasing of new beds and mattresses for Raincrest, Emo, and Rainy River District health centres. These beds are ergonomically and therapeutically designed to promote safety for long term care residents. We hope you can join us for a memorable evening in support of local Health Care.

Individual tickets will be on sale mid-September for \$55.00 each





**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/81**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 18, 2017
SUBJECT: Fort Frances Girls Hockey Association Sponsorship Request

BACKGROUND

At the August 21st, 2017 Council Meeting, the sponsorship request received from the Fort Frances Girls and Women's Hockey Association (FFGWHA) was referred to the Administration & Finance Executive Committee for their recommendation.

The FFGWHA is requesting support for the 2017-2018 hockey season by way of a sponsorship. As indicated in the attached letter, there is a choice of levels of sponsorship from Friends (\$100+) to the Gold (\$750+). Over the past few years, Council has not provided this financial support.

This year the FFGWHA has joined with the FFMHA and is offering a community event that will take place October 19th. The attached email lists the sponsorship opportunities available for this event which includes advertising.

RECOMMENDATION

The Administration & Finance Executive Committee recommends receiving the request for Sponsorship of the Fort Frances Girls Hockey Association 2017-2018 hockey season with no further action. In addition, the Administration & Finance Executive Committee recommends providing Business Card advertising sponsorship in the amount of \$175 for the October 19th community event.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to receive the request for Sponsorship of the Fort Frances Girls Hockey Association 2017-2018 hockey season with no further action. In addition, Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to purchase Business Card advertising sponsorship in the amount of \$175 for the October 19th community event sponsored by the FFGWHA and FFMHA.

Kathy Lawson

From: Laureen Hill <ljhillont@hotmail.com>
Sent: August-10-17 12:32 PM
Subject: Fort Frances Girls/Women Hockey
Attachments: Sponsorship Letter.docx; Sponsorship Letter (1).docx; Glenn_Anderson_Program_Treva (1).pdf

Hi everyone

First I would like to say thank you to our continuing sponsors throughout the years and we would like to welcome new ones as well! I have attached two letters, one to our previous sponsors and one for new sponsors. This year we are also offering a community event that will take place Oct. 19, FFGWHA has joined with FFMHA to make this event happen.

In regards to the event, FFGWHA and FFMHA would like to offer the following sponsor/ad opportunities to your business. These ads would also include game tickets.

Platinum - Main Event Sponsor: Full Page Ad, Logo on posters, tickets, social media, recognition throughout the game, 20 game tickets, 15 meet/greet tickets and visit by Legends All-Stars - \$1500

Gold - Main Event Sponsor : Full Page Ad - Logo on posters and tickets - social media, recognition throughout the game - 10 game tickets, 5 meet/greet tickets - \$1000

Silver - 1/2 Page Ad - 8 Game Tickets \$400

Bronze - 1/4 Page Ad - 4 Game Tickets \$250

Business Card - 2 Game Tickets - \$175.00

These NHL Alumni who join us and are always 100% engaged and committed with the fans and community to ensure a positive experience, impact and a successful event. These individuals are true leaders both on and off the ice. Although our roster may change due to em so far includes the following with more being confirmed:

Mike Krushelnyski - 4 time Stanley Cup Winner - 16 year career, 897 games
 Cliff Ronning - 18 year career, 1137 games
 Doug Bodger - 15 year career, 1071 games
 Rick Vaive - 13 year career, 819 games, first Leafs player to score 50 goals in franchise history
 Trevor Kidd - 12 year career - goalie
 Jyrki Lumme - 22 year career - 985 games
 Jocelyn Lemieux - 13 year career - 598 games
 Dave McLlwain - 13 year career - 501 games
 Also joining us not only on stage but on the ice Country Music Artist (CCMA) Aaron Pritchett

I have attached an example of what the program will look like and if you decide to sponsor both FFGWHA and/or the community event it will greatly appreciated!! Myself, FFGWHA and FFMHA are very excited for this event and look forward to see you all be a part of it as well. If you have any questions please give me contact me via email or at home 274-4581.

Thank you so much for your support!

Laureen Hill
President FFGWHA



Fort Frances Girls Hockey Association

August 10, 2017

Dear FFGWHA Sponsor :

First, the Fort Frances Girls & Women's Hockey Association (FFGWHA) would like to thank you for your valuable sponsorship this past season. Through your sponsorship & our Radio Bingo fundraiser, we were able to have a very successful season that allowed us to start renewing player jerseys, provide player development camps at a reduced cost, reduce registration fees for this season & award four bursaries to graduating players moving onto post-secondary studies!

FFGWHA is a non-profit organization that provides positive, rewarding hockey experience for girls in Fort Frances & surrounding communities. Girls learn how to play hockey but they also learn team work & good sportsmanship that will help develop them into valuable citizens for our communities. Hockey is an empowering sport for girls of all ages & contributes to higher self-esteem, healthy active lifestyles & overall work ethic.

The FFGWHA is submitting this letter to request your support for the 2016-2017 hockey season. You can choose at which level you are able to contribute & will not have to take on the responsibility of supporting an entire team in order to support FFGWHA. One of our goals is to provide affordable access to hockey for our membership. Your support allows us to continue to keep our annual fees at a reasonable level &, going forward, helping to keep tournament entry fees at a reasonable level for our membership.

Sponsorship monies will go directly towards off-setting the costs of our programs that we offer to the girls in our community. You will receive recognition on our website & Facebook page for the season, your sponsorship will be recognized in all tournament programs & we will be placing a sign in or display case at the arena, highlighting our generous sponsors. As well, our Radio Bingo program allows us the opportunity to highlight our sponsors on a weekly basis during our Radio Bingo broadcast on Monday evenings.

GOLD \$750+	SILVER \$500+	BRONZE \$250+	FRIENDS \$100+
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If you choose to make a financial donation to support our program, please email info@ffgwha.com or call or text Craig Miller (Treasurer) at 807-271-1661 to indicate that you are able to support FFGWHA & please kindly make cheques payable to "FFGWHA" & mail them to:

FFGWHA
PO Box 238
Fort Frances, Ontario
P9A 3M1

We look forward to your support for FFGWHA.

Thank you,

Craig Miller, Treasurer
FFGWHA



Fort Frances Girls Hockey Association

August 10, 2017

Dear Valued Business Owner and Community Member :

The Fort Frances Girls and Women's Hockey Association is a non-profit organization that provides a positive, rewarding hockey experience for girls in Fort Frances & surrounding communities. Girls learn how to play hockey but they also learn team work & good sportsmanship that will help develop them into valuable citizens for our communities. Hockey is an empowering sport for girls of all ages & contributes to higher self-esteem, healthy active lifestyles & overall work ethic.

Our 2015-2016 hockey season was a successful season, in terms of hockey, re-branding our organization, fundraising and sponsorship. We were able to start renewing player jerseys, provide player development camps at a reduced cost, reduce registration fees for this season & award four bursaries to graduating players moving onto post-secondary studies!

The FFGWHA is submitting this letter to request your support for the 2016-2017 hockey season. You can choose at which level you are able to contribute & will not have to take on the responsibility of supporting an entire team in order to support FFGWHA. One of our goals is to provide affordable access to hockey for our membership. Your support allows us to continue to keep our annual fees at a reasonable level &, going forward, helping to keep tournament entry fees at a reasonable level for our membership.

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FFGWHA
PO Box 238
Fort Frances, Ontario
P9A 3M1

We look forward to your support for FFGWHA.

Thank you,

Craig Miller, Treasurer
FFGWHA



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: September 15, 2017

RE: **Children's Complex Policies** – 1) Parent Code of Conduct, 2) Children's Code of Conduct

Background

In the last year and a half the Ministry of Education has implemented many changes to the Child Care & Early Years Act (CCEYA) to better streamline Childcare Centre operations and procedures. In this endeavour it has been recommended that Childcare Centres create particular policies or evaluate current ones being employed. As such the attached policies are being brought forward for consideration:

- 1) Parent Code of Conduct
- 2) Children's Code of Conduct

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the Parent Code of Conduct and Children's Code of Conduct for implementation at the Fort Frances Children's Complex.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will endorse the Parent Code of Conduct Policy and Children's Code of Conduct Policy for implementation at the Fort Frances Children's Complex.

THE TOWN OF FORT FRANCES

Section: Community Services – Children’s Complex

Policy: Parent/Caregiver/Family Code of Conduct

Creation Date: September 2017

Revised Date: n/a

Resolution Number: Draft

Policy Number: Draft

PURPOSE

The Fort Frances Children’s Complex Programs strive to conduct business according to the highest standard of honesty, integrity, respect and fairness when dealing with families. We expect that all staff, parents/caregivers, families and other visitors will also conduct themselves appropriately to meet these high standards. As adults, we are our children’s greatest role models and it is important that we promote the desired behaviors.

The intent of this Code is to clarify and give guidance on the standard of behavior expected by parent/caregiver and family members attending services in our programs and to uphold the confidence in the integrity and professionalism of the services provided by our staff. It is meant to assist in maintaining a safe and caring learning environment. Childcare Staff are governed by a similar code of conduct that outlines expectations relating specifically to their behavior.

The Corporation of the Town of Fort Frances has zero tolerance for inappropriate behaviour of staff & other patrons, including but not limited to the following:

- Threats, perceived threats, any acts of violence, bullying, harassment
- Verbal abuse, swearing, name calling or degrading responses or behaviors
- Any form of discrimination or harassment from any person associated with the Town of Fort Frances’s Childcare Programs
- Any behavior that impacts or affects staff’s ability to do their job
- Inappropriate sexual innuendos/comments whether they be verbal or written form including texts, emails and/or social media applications
- Inappropriate physical contact

BREACH OF CODE OF CONDUCT

This Policy cannot address all the possible issues which may arise within our childcare programs and services. Where an individual has any doubts as to the applicability of this policy or appropriate course of action, the matter should be taken up with the Superintendent of the Children’s Complex.

If a breach of the Code occurs, it may result in child care services being withdrawn. The decision will be made at the discretion of The Children's Complex Superintendent, in consultation with other applicable Child Care staff members and the Community Services Division Manager. Child and Family Services will be consulted if the behavior is abuse, assault or threatening.

GUIDING PRINCIPLES

It is expected that as the parent/caregiver and/or family member of a child using the Town of Fort Frances Childcare Programs and Services, and when on the property of any of the childcare programs and/or services, I will adhere to the policy and following principles:

- Act courteously and respectfully at all times
- Not be under the influence of alcohol or drugs
- Refrain from impolite, abusive or offensive behavior or language and/or violent behavior to staff or other children/families
- Be respectful of the program's environment
- Respect cultural differences of staff and other families
- Be aware of all the applicable Childcare policies, procedures and guidelines and seek clarification when necessary
- Report all concerns, issues and problems to the appropriate personnel
- Maintain a positive and proactive relationship with staff and other families
- Ensure that all individuals associated with my child are made aware of this policy and will ensure those individuals comply with such.

THE TOWN OF FORT FRANCES

Section: Community Services – Children’s Complex

Policy: Children’s Code of Conduct

Creation Date: September 2017

Revised Date: n/a

Resolution Number: Draft

Policy Number: Draft

Purpose:

Within the Town of Fort Frances Children’s Complex programs we strive to provide a safe, caring, learning environment for children, staff and families. We believe in equality and respect diversity.

This policy sets out expectations for respectful behaviors of all children in our facilities/programs and is meant to assist in continuing to maintain a safe, caring learning environment for all who participate in our programs.

Developmental Capabilities of Children:

We understand that it is normal for children to display inappropriate behavior at times for a variety of reasons. The age and developmental capabilities of each child will always be considered when determining both expectations for behaviour and consequences of inappropriate behavior. Each situation will be considered on its own merits.

Unacceptable Behaviors:

The following behaviors behaviours by children involved in our centre are unacceptable:

- All forms of bullying (physical, verbal, emotional, social or cyber bullying), including comments, actions or visual displays that are intentional, hurtful and repetitive (Ex. Hitting, pushing, name-calling, spreading rumours, gossip in person or social networking)
- Harassment, including behaviour that degrades, demeans, humiliates or embarrasses someone that a reasonable person ought to know is unwelcome
- All forms of abuse (sexual, physical or psychological), including verbally, in writing or otherwise
- Discrimination against any person or group because of their race, colour, ancestry, nationality or place of origin, ethnic background, religion, age, sex, gender-determined characteristic, sexual orientation, marital and family status, source of income, political belief and physical or disability
- Actions that put another person at risk of harm, including violent physical acts (with or without a weapon) and threatening someone
- The inappropriate use of technology, including the internet and other technology, in keeping with the Town’s policy on the use of technology

Proactive Strategies:

We actively strive to create an environment that supports the health, safety and well-being of children by:

- Having realistic and developmentally appropriate expectations for behavior
- Setting up the environment and materials to encourage appropriate behavior and reduce potential for inappropriate behaviour
- Planning a program based on children's interests and developmental needs
- Establishing consistent yet flexible schedules and routines that help children gain trust, security and self control

We create positive environments by:

- Developing positive relationships, including making time to talk and listen
- Establishing clear, consistent, simple limits (as age appropriate)
- Stating limits in a positive way and making periodic numbers

Consequences for Inappropriate Behaviour:

We will consistently respond to inappropriate behaviour of children in our programs by:

- Reminding the child of expectations and limits (based on age appropriateness)
- Using a respectful approach to explain why a behavior is inappropriate and what behaviour is expected
- Talking only about the behaviour, not labeling the child
- Responding sympathetically and acknowledging feeling
- Establishing natural, logical consequences.

<p><u>Un-kind Behaviour</u></p> <ul style="list-style-type: none"> • Teasing • Inappropriate laughing at children • Selfish actions/not sharing/not including others • Inappropriate bathroom etiquette • All other inappropriate action to others 	<p><u>Consequences</u></p> <ol style="list-style-type: none"> 1. Stop behaviour 2. Remove from activity (educators will re-direct) 3. Give Choices for another activity
<p><u>Scary/Mean Behaviour</u></p> <ul style="list-style-type: none"> • Hitting, Pushing, Kicking • Temper Tantrums • Name calling/teasing • Inappropriate touching of others private parts • Spitting at other children/staff • Use of inappropriate language (swear words) 	<p><u>Consequences</u></p> <ol style="list-style-type: none"> 1. Stop behaviour 2. Remove from the situation 3. Privileges taken away 4. Immediately Notify Parents
<p><u>Physically Hurtful and Threatening Behaviour</u></p> <ul style="list-style-type: none"> • Uncontrolled anger • Destroying property • Throwing objects that could harm others • Physically hurting others • Running away from the group • Abusive swearing towards others • Behavior that is against the law 	<p><u>Consequences</u></p> <p>CHILD WILL BE SENT HOME</p> <ol style="list-style-type: none"> 1. Stop behaviour 2. Remove from other children until picked up 3. Parent will be called to pick up.

The Chart Below is a guideline for Staff:

Depending on the severity and frequency of the behaviour, we will consider further steps such as:

- Using behavioural analysis to learn what may be contributing to a child's inappropriate behaviour
- Hold an informal or formal meeting with parents/guardians/caregivers to develop an action plan to encourage appropriate behaviour in the future
- Developing a written contract with an older child that outlines specific expectations and consequence
- Accessing outside resources and/or agencies for assistance, such as:
 1. A behaviour specialist or other professionals to help staff understand and reduce a child's inappropriate behaviour
 2. Child and family services to access parenting supports
 3. The police to assist with threatening behaviour

In extreme cases, we will take such steps as:

- Suspending or withdrawing services because of a child's inappropriate behaviour
- Contacting the police and/or child and family services (CFS), if the behaviour is illegal such as abuse, assault or threatening another person

Guiding Principles for Appropriate Behaviour

Be Respectful

We are respectful of ourselves and other people. We are respectful of the ideas and feelings of others.

We are respectful of the environment, equipment and materials.

Be Responsible

We are responsible for our actions and words. We treat others as we want to be treated. When we make a mistake, we make amends rather than excuses.

Be Safe

We work and play safely to help keep ourselves and others from getting hurt.

Be Cooperative

We solve our problems by talking and listening to each other respectfully to find a solution. When we cannot solve a problem ourselves, we ask for help.

Be Supportive of Learning

We learn to the best of our abilities and support the learning of others.

*Note: If a child is sent home due to inappropriate behavior at any time throughout the day, daycare fees will be applicable for the entire day.



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: September 15, 2017

RE: **Memorandum of Understanding with Fort Frances High School - Lockers in IFK**

Background

At the regular meeting of Council on September 11, 2017, Council approved the placement of lockers by the Fort Frances High School in the Memorial Sports Centre with a forthcoming memorandum of understanding (MOU).

Attached is a draft MOU for consideration in this regard.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the attached Memorandum of Understanding between the Memorial Sports Centre (MSC) and Fort Frances High School for the placement of lockers at MSC.

Respectfully Submitted,

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

Jason Kabel

Council approval of this report will endorse the attached memorandum of understanding between the Memorial Sports Centre and Fort Frances High School for lockers to be placed at MSC for the Hockey Academy.

Memorandum of Understanding

Between:

The Corporation of the Town of Fort Frances (TOFF)

And

Rainy River District School Board (RRDSB)

Whereas the Fort Frances High School is desirous of placing equipment lockers in the Memorial Sports Centre for use by Hockey Academy participants.

The placement of lockers will be permitted under the following conditions:

- The Fort Frances High School (FFHS) will assume all costs for purchasing and installation of the lockers. Lockers will remain the property of FFHS.
- The type of locker and location must be approved by the Community Services Division of the Town of Fort Frances.
- The Memorial Sports Centre (MSC) staff will provide basic cleaning around the locker area as part of the usual daily cleaning routine.
- The MSC will have use of the lockers when not being used by FFHS.
- FFHS will provide combinations or a master key to be able to access lockers in case there is need to do so.
- MSC assumes no responsibility to any damage to the lockers.
- MSC assumes no responsibility for lost or stolen articles form lockers. The security camera footage can be accessed for such purposes.
- FFHS will help resolve any locker matter concerns that may arise, including financial contribution (e.g. negative aroma, vandalism, maintenance issues, etc.).
- The FFHS will maintain an active policy for locker use with all users as follows (from student policy):

LOCKERS - You will be assigned a locker at registration. This same locker will be assigned to you and your responsibility from Grade 9 through to Grade 12. You should not share your combination with other students. Only locks supplied by the office may be used on lockers. If you lose your lock you will be responsible for the cost of replacement. You cannot change your locker or share your locker with another person without permission from the Main Office. DO NOT SHARE YOUR LOCKER COMBINATION WITH ANYONE. Lockers remain the property of the school, and must not be damaged or defaced. The Rainy River District School Board reserves the right of access to lockers at any time. If your locker is broken into, report the incident to the high school main office as soon as possible. The school is not responsible for stolen articles. Keep your locker neat and tidy and do not allow excess garbage to accumulate.

Signed at Fort Frances this _____ day of _____, 2017.

Mayor, Town of Fort Frances

Board Chair, Rainy River District School Board

Clerk, Town of Fort Frances

Director, Rainy River District School Board



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/92**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 18, 2017
Subject: Councillor Wendy Brunetta FF Sports Hall of Fame Reimbursement

BACKGROUND

Attached is a copy of the Town of Fort Frances Travel Expense Claim in the amount of \$70.00 as submitted by Councillor Wendy Brunetta to attend the Fort Frances Sports Hall of Fame Second Induction Ceremonies. The Ceremonies were held on August 12, 2017 and Councillor Brunetta presented a speech on behalf of the Town of Fort Frances.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the expense claim in the amount of \$70.00 as submitted by Councillor Wendy Brunetta for her attendance at the Fort Frances Sports Hall of Fame Second Induction Ceremonies.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the expense claim in the amount of \$70.00 as submitted by Councillor Wendy Brunetta for her attendance at the Fort Frances Sports Hall of Fame Second Induction Ceremonies.

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

1.	Attendee	<i>Nancy Brunetta</i>							
2.	Conference/Seminar Attended	<i>FF Sports Hall of Fame Dinner</i>							
	Location (Facility and City)	<i>Rendezvous</i>							
	Dates	<i>Aug. 12. 17</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other							<i>354.2</i>	<i>\$70</i>
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						Balance Refunded			

The agenda must be attached to process payment

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

Date

Sept. 15/17

Employee Signature

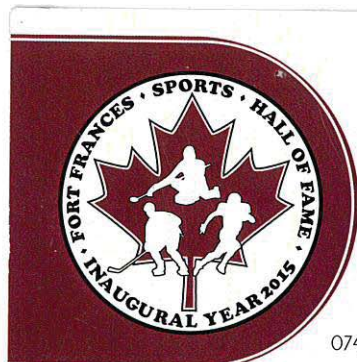
Nancy Brunetta

Date

Supervisor Signature

Date

Division Manager Signature

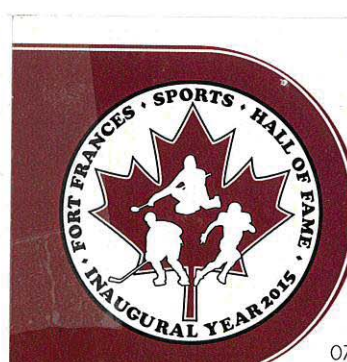


**FORT FRANCES
SPORTS HALL OF FAME**
Second Induction Ceremonies

Saturday, August 12 2017
La Place Rendez-Vous

Cocktails 5:00 pm
Dinner 6:00 pm
Induction Ceremony 7:00 pm

Tickets - \$35



**FORT FRANCES
SPORTS HALL OF FAME**
Second Induction Ceremonies

Saturday, August 12 2017
La Place Rendez-Vous

Cocktails 5:00 pm
Dinner 6:00 pm
Induction Ceremony 7:00 pm

Tickets - \$35



ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2017/90

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 14, 2017
Subject: Councillor Caul AMO Conference Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense in the amount of \$1,387.33 to attend the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017 as submitted by Councillor June Caul.

Travel Expense Summary

1. Accommodation	\$ 576.25
2. Gasoline (Own Vehicle)	227.07
3. Meals	<u>45.00</u>
Total	<u>\$ 848.32</u>

The registration fee of \$697.06 was paid by the Town resulting in the total cost of \$1,545.38 to attend the AMO Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense Claim in the amount of \$848.32 as submitted by Councillor June Caul for her attendance at the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Expense claim in the total amount of \$848.32 as submitted by Councillor Caul for her attendance at the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, Ontario August 12-17, 2017.

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

1.	Attendee	June Caul								
2.	Conference/Seminar Attended	AMO								
	Location (Facility and City)	Ottawa								
	Dates									
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation			Aug. 9	Aug. 9	Aug. 10	Aug. 11	Aug. 12	576.25	
	Transportation									
	Breakfast									
	Lunch							45.00	45.00	
	Dinner						1	43.84	43.84	
	Per Diem									
	Other									
4.	Prepaid Expenses	Registration		Air Travel		Other			Total	
5.	Town Used Vehicle	Yes	(No)	Reason	Had Planned An Added Vacation Before and After Conference				Total	
	Mileage Claimed	KM x CRA rate =								
		Fuel Only								
6.	Approved					Total Expenses				227.07
						Advance Received				847.16
						Balance Claimed				840.32
						Balance Refunded				

The agenda must be attached to process payment

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

Sept 11 / 17
Date

June Caul
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <div style="font-size: 1.2em; font-family: cursive;">June Caul</div>	Signature <div style="font-size: 1.2em; font-family: cursive;">June Caul</div>
Approved 	Date <div style="font-size: 1.2em; font-family: cursive;">Aug. 8 / 17</div>

Submitted Sept. 11 / 17

Check-in time

3:00pm

Check-out time

11 AM

Room**Guests**

Reserved for June Caul

2 adults

Room

Comfort Care, Room, 2 Double Beds, Non Smoking

Included amenities

Full Breakfast, Free Parking, Free Wireless Internet

Room requests

2 double beds

Non-smoking room

Price summary**Price breakdown**

Room price C\$576.25

4 nights: C\$127.49 avg./night

09/08/2017 C\$134.99

10/08/2017 C\$124.99

11/08/2017 C\$124.99

12/08/2017 C\$124.99

Taxes & fees : C\$66.29

Total C\$576.25

Collected by Expedia

Unless specified otherwise, rates are quoted in Canadian dollars.

Additional hotel fees

The below fees and deposits only apply if they are not included in your selected room rate.

The following fees and deposits are charged by the property at time of service, check-in, or check-out.

- Pet fee: CAD 15.00 per accommodation, per night

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

Expedia travel confirmation - 9 Aug - (Itinerary # 7284492231633)

Expedia.ca

Mon 2017-07-31, 8:54 AM

To:cauljune@hotmail.com <cauljune@hotmail.com>;



Thanks!

Your reservation is confirmed. No need to call to reconfirm.

Comfort Inn Pembroke (2017-08-09-2017-08-13)

9 Aug 2017 - 13 Aug 2017

See live updates to your itinerary, anywhere and anytime.

Or get the free app:

Hotel overview



Comfort Inn Pembroke

959 Pembroke St E, Pembroke, ON,
K8A3M3 Canada

[View hotel](#)

[Map and directions](#)

Reservation dates

9 Aug 2017 - 13 Aug 2017

Itinerary

7284492231633

Check-in and Check-out

SHELL CANADA PRODUCTS
888 RED RIVER ROAD
THUNDER BAY, ON P7B 1K2
(807) 767-6071

Tax Description Qty Amount

H Bronze No4
26.340 L @ \$1.139/ L \$30.00
AIR MILES 1 \$0.00

Sub Total \$30.00
13.0% HST tax on \$0.00
5.0% HST-F tax on \$0.00
TOTAL \$30.00
Cash \$50.00
Change \$20.00

Fuel Includes HST 13.0% \$3.45
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. 13740032RT

AIR MILES

Card Num : XXXXXX9160

Terminal : 00398

Approval : 201143939020017080810052917

Total Miles received this visit: 1

get up to 25 Bonus Miles every month
with Refuel Rewards*

Visit roadtorewards.ca for details

Page

***** YOUR OPINION COUNTS *****
Tell us about your recent visit at
www.shell.ca/opinion
and you could win a \$500 Shell Gift Card
*Receipt Required

THANK YOU

Questions? 1-800-661-1600

REG: 2 CSH: Degrazia, A TRAN: 4626088
3/8/2017 15:18:37 ST: C00398

ESSD, 303059
1
Sault Ste Marie, ON xxxxxx

VRN:R100954163

08/09/2017 1:55:17 PM
Register: 1 Trans #: 6045 Op ID: 91
Your cashier: Area

REGLR CA PUMP# 2 \$60.02 101
50.478 L @ \$ 1.189/L
HST Incl In Fuel \$6.90

Subtotal = \$60.02
Total = \$60.02

Change Due = \$-9.98
Cash \$50.00
Cash \$20.00

Thank You



Davidson Fuels
DAVIDSON FUELS
54 PINEWOOD DR
WAWA, ON POS 1K0

DATE: 2017-08-09 TIME: 11:20:11
Paypoint: 01K TRANS #: 124086
Station#: 00303117 Cashier: manager
FHST: R101441731

FUEL (L) (\$/L) (\$)
Pump 2 16.313 1.229 20.05
REGLR
TOTAL \$ 20.05

CASH TENDERED 20.05
CHANGE DUE 0.00

* HST INCLUDED IN FUEL \$ 2.31
INVOICE NO: PSK05467

Reconciliation ID: PSK01708091120

You could have earned 20 Esso Extra points. Your first reward starts at 150 points.
Pick one up in store or visit
essoextra.com

H - HST @ 13.000%, F - FHST @ 5.000%

CANADIAN TIRE #1912
107 Front Street
Sturgeon Falls, Ont.
P2B 2H4
705-753-3430

2017-08-09 19:24:23 TRANS #: 262928
HST: R100773019
Paypoint : 01K

FUEL (L) (\$/L) (\$)
Pump 4 37.073 1.079 40.00
Regular
HST INCLUDED IN FUEL \$ 4.60

TOTAL \$ 40.00
CASH TENDERED 50.00
Change Due 10.00

C.T. Money Issued

Fuel Reward 0.10
Earned 1 X CT Money Multiplier

Become a Member of the My Canadian
Tire 'Money' program today at
www.canadiantire.ca. Collect e-CT
'Money' to redeem at Canadian Tire.

Save up to 10 cents
a litre. ASK us HOW

TELL US HOW WE DID
TELLCDNTIREGAS.COM
THANK YOU FOR YOUR
BUSINESS

PETRO-CANADA
1053 DAWSON RD
THUNDER BAY
Ontario P7B 1K7

F-HST: 854421029 (807) 767-5131
P-HST: 0000000000
2017-08-14 PC0929605:5441501 17:19
TERMINAL: 055441501 OPER: A
PAYPOINT: 055441501

FUEL (L) (\$/L) (\$)
Pump 5
Regular 26.808 1.119 30.00*
Total Owed 30.00

CASH TENDERED \$ 30.00
CHANGE DUE \$ 0.00

*TAXES INCL. #TAXES EXCL.

F-HST TOTAL \$ 1.33
P-HST TOTAL \$ 2.12

PETRO-CANADA *****7011
INV. 143920 AUTH. 696742

PETRO-POINTS

PURCHASE 269

BALANCE 269

Survey! Earn Points
& chance to win gas
petro-canada.ca/hero



STORE 806
410 Government Road East
Kapuskaing, ON P5N 2X7

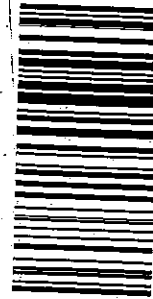
08/14/2017

SALE
Transaction #: 2342877
Qty Name Price Total
1 Regular Unleaded 1 47.00 47.00
Pump: 41.261
Litres: 1.139
\$/L:

Subtotal 47.00
HST 0.00
Total 47.00

Received:
CAN Dollars 50.00
Change Due CAN Dolla -3.00

AirMiles 81705329160
PromoCode BTY



080602342877

Pos:2 Clerk:268 08/14/2017 10:27:06

13% HST is included in the posted
price per litre
HST# 855506127
This diesel fuel contains no visible
evidence of dye
Exposure to heat or direct sunlight



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/91**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 14, 2017
SUBJECT: Pitney Bowes Lease Agreement

BACKGROUND

The current five year lease term of our Pitney Bowes mailing machine expires October 15, 2017 and so we have been offered to extend the lease at a 10% reduction in cost. The new lease cost is \$345.02 monthly for another five year term. This is a full service level agreement covering on-site service for all repairs, parts (including brushes and print heads), mileage and labour for preventative maintenance and adjustments.

RECOMMENDATION

Administration is recommending that Council approve renewing the lease agreement with Pitney Bowes for the mailing machine at the Civic Centre for an additional 60 month term.

Council Approval of This Report Will Agree to Administration's recommendation to renew the lease agreement with Pitney Bowes for an additional 60 month term on the mailing machine at the Civic Centre.



Lease Agreement Client Privilege

--	--	--	--	--	--	--	--	--	--

Agreement Number

Your Business Information

Full Legal Name of Lessee / OA Name of Lessee

Federal Business Number

CORP OF THE TOWN OF FT FRANCES

Sold-To: Address

320 PORTAGE AVE , FORT FRANCES, ON, P9A 3P9, CA

Sold-To: Contact Name

Sold-To: Contact Phone #

Sold-To: Account #

Lori Lindberg

(807) 274-5323

0013277743

Bill-To: Address

320 PORTAGE AVE , FORT FRANCES, ON, P9A 3P9, CA

Bill-To: Contact Name

Bill-To: Contact Phone #

Bill-To: Account #

Bill-To: Email

Lori Lindberg

(807) 274-5323

0013277743

llindberg@fortfrances.ca

Ship-To: Address

320 PORTAGE AVE , FORT FRANCES, ON, P9A 3P9, CA

Ship-To: Contact Name

Ship-To: Contact Phone #

Ship-To: Account #

Kathy Treflin

(807) 274-5323

0013277743

PO #

Your Existing Lease

Existing Lease #

Schedule #

0000760480

Your New Lease

We are proud to extend our loyalty offer to you, effective on the day following the expiration date of your existing lease, if this lease is entered during the initial lease term of your existing lease, or on the first day of the next billing period, if this lease is entered during a monthly renewal term of your existing lease (said day is called the "Effective Date"). This opportunity is only being offered to a select group of our long-term clients. If your current equipment meets your needs, simply acknowledge your acceptance by agreeing to the new lease terms outlined below.

Billing Frequency	New Monthly Payment	Number of Months	Reduced by %
Quarterly	\$ 345.02	60	10

Except as otherwise provided above, all of the terms and conditions of your existing lease and all other related obligations (including those related to the ValueMAX® program, if applicable, which requires you to provide proof of insurance at www.pitneybowes.com/ca/en/valuemaxoptout or participate in the program) are fully incorporated in this lease by reference, and Pitney Bowes of Canada Ltd, as lessor, agrees to lease the equipment to you under such terms and conditions, commencing on the Effective Date at the monthly payment and billing frequency and for the term noted above. You have the right to upgrade, buyout or maintain your current position in your existing equipment if your needs change prior to five months before the commencement of this lease.

Your Signature Below

The parties hereto have expressly required that this Agreement, and all documents relating to it, be drawn up solely in English. Les parties aux présentes ont expressément exigé que le présent contrat, ainsi que tout documents s'y rapportant, soit rédigé en langue anglaise seulement.

By signing below, you agree to be bound by all the terms of this Agreement and the terms and conditions of your existing lease, all of which are incorporated by reference. You acknowledge that you may not cancel this lease for any reason and that all payment obligations are unconditional. This lease will be binding on us after we have completed our credit and documentation approval process and have signed below.

Lessee Signature _____

Print Name _____

Title _____

Date _____

Email Address _____

PITNEY BOWES OF CANADA LTD.

Pitney Bowes Signature _____

Print Name _____

Title _____

Date _____

Sales Information

Ronald Sookdeo

ronald.sookdeo@pb.com

Account Rep Name

Email Address



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: September 19, 2017

RE: **Town of Fort Frances Surplus Assets Sale Items**

The Community Services Division was tasked this year with coordinating the disposal of all obsolete materials, equipment and vehicles for the organization. All Town departments were contacted to provide a list of redundant items to be included in the sale. Council must declare surplus all materials, equipment and vehicles that are considered obsolete by each department.

Please find attached a spreadsheet containing 44 items to be declared surplus by Council.

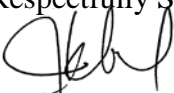
Once declared surplus, the following procedure will be utilized to dispose of the items:

- 1) Advertise in the Fort Frances Times - sale of obsolete materials, equipment and vehicles.
- 2) All items will be posted on the Town's website for the public to view.
- 3) Interested parties can visit a specified location for a closer inspection of the item.
- 4) Individuals can submit bids on any or all items. Forms will be available at the Civic Centre in advance of the sale.
- 5) The bids will be publicly opened in the committee room.
- 6) Payment will be due prior to removing any items from the Town's property.
- 7) Successful bidders will have two weeks to pick up their items.
- 8) Where no bids are received for a certain item, if possible these items will be recycled. If not recyclable the items will be disposed at the Town's landfill site.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to

Respectfully Submitted,



Jason Kabel

Council approval of this report will ensure that:

- 1) The 44 obsolete items outlined on the attached spreadsheet be declared surplus.
- 2) The above-mentioned procedure will be used to dispose of these surplus materials, equipment and vehicles (October 2017).

2017 Town of Fort Frances Surplus Assets Sale Items

ITEM #	NAME/DESCRIPTION	LOCATION	CONTACT	PHONE #
1	2001 GMC Yukon 4x4	Public Works Yard	Tyler Moffitt - Fire Chief	274-5353 x-1250
2	large coke sign	Public Works Yard	Lori Pattison	274-9893
3	large coke sign	Public Works Yard	Lori Pattison	274-9893
4	Sharp photo copier	Public Works Building	Lori Pattison	274-9893
5	Fire Pump	Public Works Yard	Doug Herr	274-9893
6	Plotter	Public Works Shed	Doug Herr	274-9893
7	Dewatering Unit	Public Works Yard	Doug Herr	274-9893
8	Poly Unit and Screen	Public Works Yard	Doug Herr	274-9893
9	1986 BobCat	Public Works Yard	Travis Rob	274-9893
10	2003 Ford Windstar	Public Works Yard	Lori Pattison	274-9893
11	1986 Ford 350 Truck	Public Works Yard	Lori Pattison	274-9893
12	200 Blk Scott St Bricks	Public Works Yard	Lori Pattison	274-9893
13	3.0 Spreader	Fort Frances Airport	Tom Batiuk	274-3930
14	Snowblower	Fort Frances Airport	Tom Batiuk	274-3930
15	2 office high back chairs	Public Works Building	Lori Pattison	274-9893
16	old wooden desk	Public Works Building	Lori Pattison	274-9893
17	office desk	Public Works Building	Lori Pattison	274-9893
18	Cage from recycling unit	Public Works Yard	Lori Pattison	274-9893
19	Ford 1988 crew cab	Public Works Yard	Lori Pattison	274-9893
20	Small particle board desk 35.5"x19" plain	Museum	Sherry George	274-7891
21	Small particle board desk 36"x19.5" with wheels & keyboard tray	Museum	Sherry George	274-7891
22	Folding table - heavy 5' x 30"	Museum	Sherry George	274-7891
23	Folding table - heavy 6' x 30"	Museum	Sherry George	274-7891
24	Memo board 3'h x 2'w glass door, no key for lock	Museum	Sherry George	274-7891
25	2003 Ford Windstar	Arena	Bob Green	274-4561
26	Jet Jointer	Sister Kennedy Centre	Cindy Noble	274-7656
27	Vacuum	Sister Kennedy Centre	Cindy Noble	274-7656
28	12" portable planer	Sister Kennedy Centre	Cindy Noble	274-7656
29	100 foot extension cord	Sister Kennedy Centre	Cindy Noble	274-7656
30	Carpet for bowling	Sister Kennedy Centre	Cindy Noble	274-7656
31	Balls for bowling	Sister Kennedy Centre	Cindy Noble	274-7656
32	Organ	Sister Kennedy Centre	Cindy Noble	274-7656
33	2 electric heaters	Sister Kennedy Centre	Cindy Noble	274-7656
34	10 sets of louvers	Sister Kennedy Centre	Cindy Noble	274-7656
35	indoor/outdoor carpet 18" wide	Sister Kennedy Centre	Cindy Noble	274-7656
36	2 ton floor jack	Sister Kennedy Centre	Cindy Noble	274-7656
37	Miter Saw	Sister Kennedy Centre	Cindy Noble	274-7656
38	Bocce Balls	Sister Kennedy Centre	Cindy Noble	274-7656
39	Evelope Stuffer(1)	Civic Centre	Tyson Dennis	271-3057
40	1500 PSI Pressure Washer(1)	Civic Centre	Tyson Dennis	271-3057
41	Drafting Desk 42"x42"(1)	Civic Centre	Tyson Dennis	271-3057
42	Dot Matrix Printer(1)	Civic Centre	Tyson Dennis	271-3057
43	Patio Concrete Benches (3)	Civic Centre	Tyson Dennis	271-3057
44	5000 Gallon Water Tank	Stratton Equipment	Tyler Moffitt - Fire Chief	274-5353 x-1250



FIRE & RESCUE SERVICE

AUGUST 2017 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents and Training	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:
51.95	6	0	28	0	9	2	\$0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Critical Incident Stress Debriefs:
9	1	0	0	0	0	2	0

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 23 EMERGENCY RESPONSE CALLS DURING AUGUST 2017.

NOTE: THIS IS THE LOWEST NUMBER OF EMERGENCY RESPONSE CALLS IN A MONTH SINCE I BECAME FIRE CHIEF/CEMC. THE PREVIOUS LOWEST RECORD AMOUNT WAS IN JULY OF THIS YEAR.

Total Hours: A total of **11.95 Hours** were spent on responding to emergency incidents, and a total of **40 Hours** were spent on training **3 (three)** of our new Part Time Firefighters.

Time of Day: During this month **70%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **30%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Public Fire Safety Education / Public Events / Fire Drills: Our team assisted and supervised **11 (eleven)** Fire Drills.

Fire Prevention Inspections / Re-inspections: **28 (twenty-eight)** inspections / re-inspections were completed. This brings our total to **103** Fire Safety Inspections / Re-Inspections completed for this year.

Emergency Medicals Service (EMS) Response Calls: There were **9 (nine)** Emergency Medical Service (EMS) requests. As well, one of our members came across an elderly gentlemen who had tripped and fallen in a parking lot; the elderly gentlemen was given first aid for his multiple injuries and possible concussion until the paramedic service arrived.

NOTE: THIS IS THE LOWEST NUMBER OF EMS RESPONSE CALLS IN A MONTH SINCE I BECAME FIRE CHIEF/CEMC. THE PREVIOUS LOWEST RECORD AMOUNT WAS IN JULY OF THIS YEAR.

Fire Response Calls: There were **2 (two)** Fire Response Calls: One of the fires was located at our town's landfill site; it was extinguished using ½ (half) of the capacity of our pumper trucks water tank. Another fire involved a small unattended smoldering fire in a fire pit.

Pre- Fire Response Calls / Alarm Calls: There were **9 (nine)** False Alarm Calls.

Power Lines Down, Arcing Response Calls: There was **1 (one)** Response Call for a downed Power Line in a back lane.

Scheduled Training in September: I will be attending **Fire Con** in Thunder Bay along with two other fulltime firefighters to participate in a **Fire Scene Assessment** course instructed by the **OFMEM**; this course has not been available in the last 7 (seven) years ... I managed to secure 3 (three) of the 20 (twenty) spots. As well, Fire Practices will resume with two fire practices per month along with two weekend training sessions to be held out at our airport training site this fall.

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:08-01-2017 - 08-031-2017

Municipality		Fort Frances				
Permit						Value
RollNo	Applicant	Contractors	Property Address	Work Descriptiton	Units / Area	
2017069			713 KINGS HWY	Construct new accessory building 20x36		\$0.00
59-12-010-002-09200-0000			Legal Description: PLAN SM157 LOT 16 PCL 15-2	Stat's Canada Codes Building: 450 Work: 01	1 66	
2017074	North American General Contractor 42 Cathra Avenue	TBA	850 KINGS HWY	Demolish Existing Building, Provide New Services, Construct New Building and Landscaping.		\$300,000.00
59-12-010-004-00800-0000	Toronto ON M6N 5B3		Legal Description: LOT 39 RIV RGE MCIRVINE TWP;PLAN 48R2376 PART 4 PCL;18234	Stat's Canada Codes Building: 572 Work: 01	1 93.00	
2017084		ED KAUN AND SONS	675 FLINDERS AVE	Office Renovation		\$83,108.00
59-12-010-004-13300-0000	FORT FRANCES ON P9A 3M2	P9A3M2	Legal Description: RANGE RIV LOT 39 TO 40 PT;PCL 15590	Stat's Canada Codes Building: 520 Work: 03	1 150	
2017073			950 MCIRVINE RD N	Storage site for construction materials, office area is staying as per original, installing windows, front door and shop partition		\$6,000.00
59-12-010-004-13351-0000		P9A 3M2	Legal Description: PLAN SM 211 PT LOT 22 DESIG;48R2635 PART 2 PCL 22-3 SEC;SM211	Stat's Canada Codes Building: 450 Work: 03	1 100	
2017080		JOHN DEGAGNE (807) 275 7851	1960 MCIRVINE RD	Complete an addition to single family dwelling. Garage and living quarters above. NW corner of home. Variance was given by committee of adjustment for Front yard setback and water course setback.		\$100,000.00
59-12-010-004-13950-0000			Legal Description: PT NW 1/4 SEC 32 RP 48R4145;PART 1	Stat's Canada Codes Building: 110 Work: 02	1 120	

2017077	Pete Veldhuisen (807) 275 7449	1702 COLONIZATION RD W	Demolish existing home and build new home on property. Install new sewer and water main from curb to new dwelling	\$225,000.00
59-12-010-006-03300-0000		Legal Description: PLAN SM56 PT LOT 4 PCL 4-2	Stat's Canada Codes Building: 110 180 Work: 01	1
2017067	Ron Taylor (807) 275 6976		Construct New Family Dwelling. Full Basement, Main Floor, Attached Garage	\$250,000.00
59-12-010-007-23000-0000		Legal Description: PLAN SM138 N1/2 LOT 11 PCL;9834	Stat's Canada Codes Building: 110 172 Work: 01	1
2017066	Ron Taylor	1035 CORNWALL AVE N	Repairs to South basement wall. Replace/Rebuild deck on South wall	\$15,000.00
59-12-010-007-23402-0000		Legal Description: PSM138 PT LOT 7 PCL 20902	Stat's Canada Codes Building: 110 36 Work: 03	1
2017087		1020 CORNWALL AVE N	Construct new deck on front of building. All on post and pad, detached from dwelling.	\$2,000.00
59-12-010-007-25200-0000		Legal Description: PT HB RESERVE PCL 16197 PLAN;48R1329 PARTS 3 & 7	Stat's Canada Codes Building: 0 45 Work: 01	1
2017085		910 VICTORIA AVE N	Complete roof repairs. Place tin on roof structure. Call for inspections once prepped.	\$1,000.00
59-12-020-006-08100-0000		Legal Description: PLAN SM55 LOT 13 PCL 15550;CLOSED PT VICTORIA AVE	Stat's Canada Codes Building: 110 70 Work: 03	1
2017068		1001 ARMIT AVE N	Construct 10x18 10x12	\$5,000.00
59-12-020-006-15500-0000		Legal Description: RP RR292 PART 5 PCL 19205	Stat's Canada Codes Building: 0 93 Work: 01	1
2017079	Bay City Contracting	218 SECOND ST E	Repair and replace sewer and water main outside of building	\$1,000.00
59-12-020-008-02400-0000		Legal Description: PLAN SM61 LOT 1 PCL 6742	Stat's Canada Codes Building: 110 NA Work: 03	1

2017078		Bay Cuty Contracting	240 SECOND ST E	Replace Sewer and Water Main from curb to home.	\$1,000.00
59-12-020-008-03200-0000			Legal Description: PLAN SM61 LOT 12 N2FT 13 PCL;12-1	Stat's Canada Codes Building: 110 0 Work: 03	1
2017072			701 SCOTT ST	Demolish Front Porch, Remove and Reinstall Deck	\$2,000.00
59-12-030-001-09800-0000			Legal Description: PLAN ALB W33FT LOTS 397 &;398 PCL 6584	Stat's Canada Codes Building: 110 Work: 16	
2017070		Farm Boy Realty	612 SCOTT ST	Renovate Roof Structure. Take down false front of building. Make gable roof line.	\$2,000.00
59-12-030-002-00500-0000			Legal Description: PLAN ALB TOWN PLOT E1/2 LOT;429 PCL1363	Stat's Canada Codes Building: 110 75 Work: 03	1
2017081			930 THIRD ST E	Construct new deck on rear North East corner of single family dwelling.	\$4,200.00
59-12-030-004-05700-0000			Legal Description: PLAN SM180 LOT 69 W1/2 LOT;70 PCL17883	Stat's Canada Codes Building: 110 Work: 01	1
2017086	Daryl's Custom Landscaping	DCL	902 FOURTH ST E	Sewer main replace fromproperty line to house. (No Corrode)	\$1,000.00
59-12-030-004-09000-0000			Legal Description: RP RR190 PART 37 PCL 19091 &;PLAN SM 295 LOT 6 PCL 20669	Stat's Canada Codes Building: 110 1 Work: 03	1
2017083	Toby Monro	North West Catholic District School Boa	820 FIFTH ST E	Install new portable class room on site.	\$30,000.00
59-12-030-004-11900-0000			Legal Description: RP RR164 PT PART 2 PCL 18499	Stat's Canada Codes Building: 622 70 Work: 01	1
2017075		BROCK HERBERT	822 WILLIAMS AVE	Construct New 20 x 20 Accessory Building. Special Permission was Granted by the Committee of Adjustment	\$22,000.00
59-12-030-007-22417-0000			Legal Description: PLAN 48M382 LOT 5	Stat's Canada Codes Building: 450 35 Work: 01	1

2017076	821 HUFFMAN CRT	New Accessory Building. COMMITTEE OF ADJUSTMENT GRANTED PERMISSION FOR ACCESSORY PRIOR TO MAIN STRUCTURE	\$25,000.00
59-12-030-007-22423-0000	Legal Description: PLAN 48M382 LOT 11	Stat's Canada Codes Building: 450 Work: 01	1 100
Sum	Summary (20 detail records)	19	\$1,075,308.00
Grand Total	Summary (20 detail records)	19	\$1,075,308.00