

TOWN OF FORT FRANCES

AGENDA - October 10, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 102) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Potential acquisition or disposition of land: Front Street Property
(Verbal update from E. Slomke, Clerk)
 - 4.2 Personal matters about an identifiable individual, including municipal or local board employees: HR Matter (Verbal 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 John Albanese - Verbal Update
Councillor Wendy Brunetta - Verbal Update
Councillor June Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Support re: Proposed Changes under Bill 68 - Out of Court Payments. 6 - 10
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to support the Township of South Stormont and the Municipality of Killarney requesting the Minister of Municipal Affairs to reconsider the proposed changes under Bill 68 pertaining to out of court payments.
 - 7.2 Doug Brown, CAO - Northern Ontario Municipal Association 11 - 12
Conference Per Diem and Travel Expense.
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the travel expense claim in the total amount of \$135.00 as submitted by D.

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	Brown, CAO for his attendance at the NOMA conference held in Thunder Bay on September 19-22, 2017.	
7.3	Request for Reconsideration Minutes of Settlement re: 1243 Idylwild Drive (2017). - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Minutes of Settlement for property located at 1243 Idylwild Drive in Fort Frances for the 2017 taxation year.	13 - 16
7.4	Renewal of Municipal Insurance 2017-2018. - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to renew the Municipal Insurance with Frank Cowan Company for the period November 1, 2017 to November 1, 2018 in the amount of \$189,854.00 plus applicable taxes.	17 - 23
7.5	Approval of Non-Budgeted Item - 11-3 Aerial Ladder Testing and Inspection. - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a non-budgeted request for Aerial Ladder Testing and Truck inspection in the amount of \$3872.14 with completion of the Non-Destructive testing component by Keewatin Truck Service and the full truck inspection by Fort Garry Fire Trucks in the amount of \$1200.00 plus applicable taxes.	24
7.6	Updated Draft Animal Control By-law - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the draft Animal Control By-law as presented and further that said by-law be brought forward at the next Council meeting for passage and enactment.	25 - 41
7.7	Citizen letters with concern to Section 3.31 in the Zoning By-law 03/14 - approval of this report will agree with the recommendation of the Planning & Development Executive Committee to allow application for Zoning By-law amendment to be forwarded to the Committee of Adjustment for a public meeting on October 25, 2017, which will continue the process to amend the setbacks for navigable and non-navigable watercourse and hazard lands on a site by site basis.	42 - 44
7.8	Request for Installation of Additional Stop Signs at Minnie Avenue	45 - 47

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	and Fifth Street East	
	- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to agree with the recommendation of the Traffic Safety Committee to deny the request and further that a letter be sent from Council to the Police Services Board requesting additional patrols in this area to address the concern of speeding vehicles.	
7.9	Request from Royal Canadian Legion - Maintenance Services for the lane along the Legion	48 - 49
	- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to deny the request from the Fort Frances Legion for the Town to take over the maintenance of land on private property to the east of their building on Church Street.	
7.10	Request from Tom Veert Contracting re: Street Lighting on Eighth Street	50 - 54
	- approval of this request will agree to the recommendation of the Operations & Facilities Executive Committee to add this request to the 2018 Capital Budget.	
7.11	Co-op Agreement for the provision of Propane at the Fort Frances Airport	55 - 59
	- approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to enter into a 2 year propane supply and delivery agreement with Energy Tech Services Co-op for propane supply at the Fort Frances Airport Maintenance Garage and further that the Mayor and Clerk be authorized by by-law to execute said agreement.	
7.12	Participant Agreement for the supply of Orthophotography	60 - 63
	- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to enter into a participant agreement with Her Majesty the Queen in Right of Ontario as represented by the Ministry of Natural Resources for the provision of Orthophotography data for the Town of Fort Frances and further that an authorizing by-law be passed and executed by the Mayor and Clerk on behalf of the organization.	
7.13	Airport Facility Lease Renewal - CBRE Maintenance Garage Bay	64 - 66
	- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to renew the lease with MNRF at \$103.34 per day for the next five months and further that the Mayor and Clerk be authorized to execute the lease agreement on	

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	behalf of the Corporation.	
7.14	Airport Property - Land Lease Private Aircraft Hangers - approval of this report will agree with the recommendation of the Operations & Facilities Executive Committee to renew the hangar lot lease rate with Melaire LTD at \$1.79 per square meter for the next five years and further that the Mayor and Clerk be authorized to execute the by-law and agreement on behalf of the Corporation.	67 - 68
7.15	August 2017 Drinking Water Systems Monthly Summary Report - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to accept the August 2017 report prior to it being made available to the general public.	69 - 74
8.	<u>Administration and Finance Division:</u>	
8.1	Mayor Roy Avis Northern Ontario Municipal Association (NOMA) Conference Per Diem & Travel Expense. - approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claims in the amount of \$585.80 as submitted by Mayor Avis for his attendance at the NOMA Conference held in Thunder Bay on September 20-22, 2017.	75 - 79
8.2	Councillor Wendy Brunetta Northern Ontario Municipal Association (NOMA) Conference Per Diem & Travel Expense. - approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claims in the amount of \$727.00 as submitted by Councillor Brunetta for her attendance at the NOMA Conference held in Thunder Bay on September 19-22, 2017.	80 - 82
8.3	Councillor June Caul Northern Ontario Municipal Association (NOMA) Conference Per Diem & Travel Expense. - approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claims in the amount of \$585.00 as submitted by Councillor Caul for her attendance at the NOMA Conference held in Thunder Bay on September 20-22, 2017.	83 - 87
8.4	Councillor Doug Kitowski Northern Ontario Municipal Association (NOMA) Conference Per Diem & Travel Expense. - approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claims in the amount of \$782.07 as submitted	88 - 92

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by Councillor Kitowski for his attendance at the NOMA Conference held in Thunder Bay on September 19-22, 2017.	
8.5 Councillor Ken Perry Northern Ontario Municipal Association (NOMA) Conference Per Diem & Travel Expense.	93 - 95
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claims in the amount of \$744.00 as submitted by Councillor Perry for his attendance at the NOMA Conference held in Thunder Bay on September 19-22, 2017.	
8.6 Councillor Paul Ryan Northern Ontario Municipal Association (NOMA) Conference Per Diem & Travel Expense.	96 - 98
- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the per diem and travel expense claims in the amount of \$682.00 as submitted by Councillor Ryan for his attendance at the NOMA Conference held in Thunder Bay on September 19-22, 2017.	
9. <u>Operations and Facilities Division:</u>	
9.1 Verbal Update on Capital Projects	
10. <u>Information:</u>	
10.1 3rd Quarter By-law Enforcement Department Activities Report	99 - 105
10.2 September 2017 Building Statistics	106 - 108
10.3 Fort Frances Wastewater Treatment Facility - August 2017 Monthly Report	109 - 113
10.4 Operations and Facilities Division - Public Works Area - Operations Statistics (July 2017 and August 2017)	114 - 119
10.5 Operations and Facilities Division - Environmental Area - Operations Statistics (July 2017 and August 2017)	120 - 127
10.6 Tonnage at Landfill Site - updated September 28, 2017	128
10.7 Sewer & Water Data - updated September 28, 2017	129
11. <u>Non-agenda items:</u>	
12. <u>ADJOURNMENT</u>	



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/100**

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 28, 2017
Subject: Support Re: Proposed Changes Under Bill 68- Out of Court Payments

BACKGROUND

Attached is a copy of the Resolution passed by the Township of South Stormont, supporting the Municipality of Killarney in their request to the Minister of Municipal Affairs with respect to the proposed changes to Bill 68 pertaining to out of court payments. Please consider if the Town of Fort Frances would like to proceed with a resolution in support of the Municipality of Killarney.

RECOMMENDATION

The Administration & Finance Executive Committee recommends supporting the resolutions of the Township of South Stormont and the Municipality of Killarney and sending a letter of support.

Council Approval of this Report Will Agree to the Administration recommendation to support the Township of South Stormont and the Municipality of Killarney requesting the Minister of Municipal Affairs to reconsider the proposed changes under Bill 68 pertaining to out of court payments.



Municipalities will not be able to apply for payment out of court

MOMLA 63(6)

Will come into force on a day to be named by proclamation of the Lieutenant Governor

Clauses 380(6)(b) and 380(6.1)(b) of the MA, which enable municipalities to apply for payments out of court, will be repealed.

Interested parties can apply for payment out of court between 90 days and ten years after payment into court was made (MOMLA 63(6)5)). Parties applying for payment out of court must serve notice of the application to the other interested parties and the Public Guardian and Trustee (MOMLA 63(6)(6)). Any money remaining in court after 10 years is deemed forfeited to the Crown, and the Public Guardian and Trustee may apply for that amount (MOMLA 63(6)(8) and(9)).

According to the **Transition** section at the end of this article, if a tax arrears certificate is registered before this section comes into force, the municipality will still be able to apply for payment out of court one year after the payment into court.

Forfeited corporate land

MOMLA 55(3)

Came in to force on May 30, 2017

Subsections 373(3) to (3.2) of the MA are repealed. MA 373(3) stated

This section applies to land that is vested in the Crown because of an escheat or forfeiture under the *Business Corporations Act* or the *Corporations Act* before or after the registration of a tax arrears certificate and that land may be sold under this Act for tax arrears.

This has been replaced with

MA 373(3) This section applies to land that is vested in the Crown because of an escheat or forfeiture as a result of the dissolution of a corporation, whether the land vested before or after the registration of a tax arrears certificate, and that land may be sold under this Act for tax arrears.

Kathy Lawson

From: Loriann Harbers <loriann@southstormont.ca>
Sent: September-12-17 3:13 PM
Cc: Ashley@southstormont.ca
Subject: FW: Proposed Changes Under Bill 68 - Out of Court Payments
Attachments: Support Municipality of Killarney.pdf

Good day,

Please see the attached resolution whereby Council of the Township of South Stormont supports the Municipality of Killarney with regards to Proposed Changes Under Bill 68 – Out of Court Payments.

Kind regards,

Loriann Harbers, CMO

Director of Corporate Services/Clerk



Come see for yourself!

Township of South Stormont
 2 Mille Roches Rd., P.O. Box 84
 Long Sault, ON K0C 1P0
 Email: loriann@southstormont.ca
 Office: 613-534-8889 ext. 201
 Fax: 613-534-2280

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Township of South Stormont
P.O. Box 84, 2 Mille Roches Road
Long Sault ON K0C 1P0
Tel: 613-534-8889
Fax: 613-534-2280
Email: info@southstormont.ca



September 11, 2017

Municipality of Killarney
32 Commissioner Street
Killarney, ON P0M 2A0

Re: Proposed Changes Under Bill 68 - Out of Court Payments

Enclosed please find a copy of Resolution No. 270/2017 passed at the September 6, 2017 Council meeting whereby Council supports the Municipality of Killarney in your request to the Minister of Municipal Affairs with respect to the proposed changes to Bill 68 pertaining to out of court payments.

We trust that this is satisfactory. However, should you have any questions or concerns, please feel free to contact us.

Yours truly,

A handwritten signature in black ink, appearing to read "Loriann Harbers", written over a horizontal line.

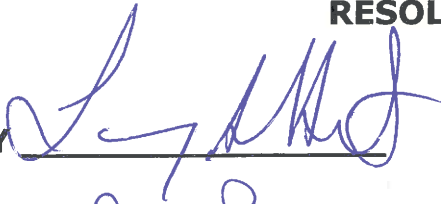
Loriann Harbers, CMO
Director of Corporate Services/Clerk

cc: Hon. Kathleen Wynne, Premier of Ontario
Guy Lauzon, Stormont-Dundas-South Glengarry MP
Jim McDonell, Stormont-Dundas-South Glengarry MP
Hon. Bill Mauro, Minister of Municipal Affairs
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

TOWNSHIP OF SOUTH STORMONT

RESOLUTION

MOVED BY



RESOLUTION NO

270/2017

SECONDED BY



DATE September 6, 2017

WHEREAS the Township of South Stormont has received a request for support of a resolution enacted by the Municipality of Killarney regarding the proposed changes under Bill 68 pertaining to out of court payments;
 NOW THEREFORE BE IT RESOLVED that the Township of South Stormont supports the Municipality of Killarney in their request to the Minister of Municipal Affairs to reconsider the proposed changes under Bill 68 pertaining to out of court payments; and
 BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, Minister of Municipal Affairs, local MPP's, AMO and all Ontario Municipalities.

☒ CARRIED☐ DEFEATED☐ DEFERRED


 Chairperson

Recorded Vote:

Councillor Primeau _____
 Councillor Smith _____
 Councillor Waldroff _____
 Deputy Mayor Hart _____
 Mayor Bancroft _____



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/94**

To: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Doug Brown NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Claim in the amount of \$135.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Doug Brown.

Travel Expense Summary

1.	Meals	\$105.00
2.	Per Diem	<u>30.00</u>
	Total	<u>\$135.00</u>

The registration fee of \$250.00, gasoline of \$56.04 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$841.06 to attend the NOMA Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense Claim in the amount of \$135.00 as submitted by Doug Brown for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Expense claims in the total amount of \$135.00 as submitted by Doug Brown for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 19-22, 2017.

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	NOMA - Fall Conference							
	Location (Facility and City)	Victoria Inn, Thunder Bay							
	Dates	Sept 19, 20, 21 & 22, 2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation			133.34	133.34	133.34			400.02
	Transportation Gas						56.04		56.04
	Breakfast			/	Included	Included	Included		/
	Lunch			/	Included	Included	Included		/
	Dinner			35.00	35.00	35.00			105.00
	Per Diem			5.00	10.00	10.00	5.00		30.00
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		250.00		KATHY'S VISA				250.00	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed			KM x \$0.47 =					
6.	Approved								Total Expenses
									841.06
									Advance Received
									0
									Balance Claimed
									135.00
									Balance Refunded
									135.00

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 26, 2017

Doug Brown
Employee Signature

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

		10-020-0264-1500	
Date	Treasurer	A/P 71531	Cashier



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/102**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 28, 2017
SUBJECT: Request for Reconsideration M.O.S.
RE: 1243 Idylwild Dr (2017) Roll # 5912-030-007-17700-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2017 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

1243 Idylwild Dr. – Residential (RT) CVA of 473,250 reduced to CVA of 464,750 for 2017 taxation year resulting from updated residential building values.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Last date for a municipal appeal is December 21, 2017.

That total financial impact of the Minutes of Settlement is \$158.60 consisting of a reduction of municipal revenue of \$143.38 and education revenue of \$15.22 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for property located at 1243 Idylwild Dr. for the 2017 taxation year.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for property located at 1243 Idylwild Dr. in Fort Frances for the 2017 taxation year.

**Minutes of Settlement
2017 Tax Year
Results of Request for Reconsideration
Property Assessment Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

JOHN MARTIN SUS
MONICA JEAN SUS
SITE 204-16
1243 IDYLVILD DR
RR 2
FORT FRANCES ON P9A 3M3

Contact Us



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



Email: enquiry@mpac.ca



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

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

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

Owner name(s) JOHN MARTIN SUS
MONICA JEAN SUS

Roll number 59-12-030-007-17700-0000

Property location and description 1243 IDYLVILD DR
PLAN SM88PT LOT 8 DEED 3459

Municipality/Local taxing Authority Town of Fort Frances

CURRENT Property Assessment

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$430,000	\$603,000	\$473,250	\$516,500	\$559,750	\$603,000
Total	\$430,000	\$603,000	\$473,250	\$516,500	\$559,750	\$603,000

RECOMMENDED Property Assessment

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$430,000	\$569,000	\$464,750	\$499,500	\$534,250	\$569,000
Total	\$430,000	\$569,000	\$464,750	\$499,500	\$534,250	\$569,000

Why your property assessment changed

- Adjustment based on similar properties

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

**MPAC
RECEIVED**
SEP 20 2017

FORT FRANCES

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2016 to 2020 property taxes. MPAC will introduce **any increase** in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make **any decrease** in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I accept my recommended assessment

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

OR

☐ I reject my recommended assessment

I understand that if I **reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by October 02, 2017.

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

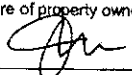


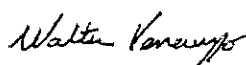
Email: enquiry@mpac.ca



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

We must receive your response no later than August 18, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name John Sus	Date (yyyy/mm/dd) 2017/09/20
---	------------------------	---------------------------------

Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/07/04
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Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: December 21, 2017

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2017 Roll Number: 59-12-030-007-17700-0000

**MPAC
RECEIVED
SEP 20 2017
FORT FRANCES**

2017 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
Minutes of Settlement	2017	3.7.177	-8,500	RTEP	0.01686886	0.00179	-143.38	-15.22						-158.60
							-143.38	-15.22	0.00	0.00	0.00	0.00	0.00	-158.60



ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2017/101

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 28, 2017
SUBJECT: Renewal of Municipal Insurance 2017-2018

BACKGROUND

Attached please find the renewal premium from Frank Cowan Company for the period November 1, 2017 to November 1, 2018. The renewal offer of September 17, 2017 is \$189,854 plus applicable taxes, reflecting an increase in premium of 1.99% over the expiring premium. The change in premium is a result of:

- a 2% inflationary increase on the previously presented valuation on all town buildings, based on StatsCan inflation, increasing the premium by \$1,288;
- the equipment breakdown premium increased by \$79 due to the increased property values;
- the General Liability premium increased by \$2,631 due to Excess Reallocation as this was previously on the excess liability policy, trends across Frank Cowan's municipal book of business and our claims movement since the last term;
- the excess liability policy has a corresponding decrease of \$1,500; and
- changes in the auto policy increased the premium by \$1,207- much of this is a result of changes in MTO legislation where all road building machinery is required to be licensed as a vehicle.

Frank Cowan has also added the Library Board and Fort Frances Police Services Board as a named insured over this past year. The Police Services Board previously had a separate policy which was a cost of \$864.

Frank Cowan is offering program options for Council's consideration. Attached please find additional information on these additional program options, for which we could obtain a quote if Council wishes to consider the coverage:

- Crime Options
- Board Members' Accident
- Cyber Liability
- User Facility Program

RECOMMENDATION

The Administration & Finance Executive Committee recommends accepting the renewal offer in the amount of \$189,854 plus applicable taxes. In addition, Administration will obtain quotes for Crime Options and Cyber Liability.

Council Approval of This Report Will approve the Administration & Finance Executive Committee's recommendation to renew the Municipal Insurance with Frank Cowan Company for the period November 1, 2017 to November 1, 2018 in the amount of \$189,854 plus applicable taxes.

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 55,989	\$ 58,620
Errors and Omissions Liability	6,820	6,820
Non-Owned Automobile Liability	189	189
Environmental Liability	9,065	9,065
Crime	1,250	1,250
Board Members Accident	434	434
Conflict of Interest	420	420
Legal Expense	1,500	1,500
Property		
Property / Data Processing	74,842	76,130
Equipment Breakdown	7,945	8,024
Automobile		
Owned Automobile	23,395	24,602
Garage Automobile	800	800
Excess		
Follow Form	3,500	2,000
Total Annual Premium	\$ 186,149	\$ 189,854
(Excluding Taxes Payable)		

Crime Coverage Options

Extortion Coverage (Threats to Persons and Threats to Property)

Coverage for both 'Threats to a Person' and 'Threats to Property' are sold together with a separate limit of insurance applying to each.

- Threats to Person:
Coverage responds when a threat is communicated to the Insured to do bodily harm to a director, officer or partner of the Insured (or a relative) when these persons are being held captive and the captivity has taken place within Canada or the U.S.A.
- Threats to Property:
Coverage responds when a threat is communicated to the Insured to do damage to the premises or to property of the Insured is located in Canada or the U.S.A.

Pension or Employee Benefit Plan Coverage

Coverage is for loss resulting directly from a dishonest or fraudulent act committed by a fiduciary (a person who holds a position of trust) in administering a pension or employee benefit plan. Coverage is provided whether the fiduciary is acting alone or in collusion with others. Fiduciary relationships may be created by statute however; individuals may also be deemed fiduciaries under common law.

Residential Trust Fund Coverage *For Select Classes of business only

- Covers loss of property (money, securities or other property) belonging to a resident when it is held in trust by a residential facility. Coverage is for loss directly attributable to fraudulent act(s) committed by an employee of the facility whether the employee was acting alone or in collusion with others.
- A residential facility comprises a wide range of facilities and includes any residential facility operated for the purpose of supervisory, personal or nursing care for residents.
- Coverage stipulates that the 'resident' must be a person who is unable to care for themselves (this could be due to age, infirmity, mental or physical disability).
- When a resident is legally related to the operator of the residential facility coverage is specifically excluded.

Credit Card Coverage

Coverage is for loss from a third party altering or forging a written instruction in connection with a corporate credit card issued to an employee, officer or partner.

Client Coverage (Third Party Bond)

Coverage is extended to provide for theft of a clients' property by an employee (or employees) of the Insured.

Fraudulently Induced Transfer Coverage

Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Fraudulently Induced Transfer Endorsement Coverage Highlights

Overview

Fraud today has become much more sophisticated and complex with Fraudulently Induced Transfer Crimes (otherwise known as Social Engineering) trending in today's marketplace. In response to this trend we now offer a Fraudulently Induced Transfer Endorsement as part of our suite of Crime Coverage.

These types of crimes are usually a targeted approach where criminals are after something definite from the target, either money (usually in the form of a wire transfer) or information (such as a list of vendors, routing numbers, etc.). Often times communications are sent to an employee (most often via email, telephone or a combination of the two), which are doctored to appear as if they are sent by a senior officer of the company or by one of its customers or vendors. Essentially criminals prey on human and procedural vulnerabilities. The standard crime coverage does not respond to these types of losses as an employee of the organization has voluntarily parted with the money or securities and would be considered an active participant in the loss.

Example 1

Instructions to an employee supposedly coming from a vendor or customer are often accomplished by informing the employee that they have changed banks and require the company to use the new banking information for future payments.

Example 2

Instructions to an employee supposedly coming from an internal source (e.g. senior staff) to bypass in-house safeguards and redundancies, criminals apply pressure by imposing a time constraint, demanding secrecy or simply flattering the ego of the target by including him or her "in" on an important business transaction.

Fraudulently Induced Transfer coverage is an optional endorsement that may be purchased. Coverage is subject to a satisfactory supplementary application being completed.

Fraudulently Induced Transfer Losses, Cyber Losses and Current Crime Policies

Even though this fraud often involves emails and wire transfers, cyber policies are not designed to cover them:

- Cyber policies cover losses that result from unauthorized data breaches or system failures. Fraudulently Induced Transfer actually depends on these systems working correctly in order to communicate with an organization's employees and transfer information or funds.
- Crime policies cover losses that result from theft, fraud or deception. As the underlying cause of a loss is 'fraud', a company would claim a loss under its crime policy rather than its cyber policy. Without this endorsement, coverage would be denied under a crime policy due to the Voluntary Parting Exclusion.

Fraudulently Induced Transfer Endorsement Features

- Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured (employee) has transferred, paid or delivered money or securities to this third party.
- Fraudulently Induced Transfer is defined as: The intentional misleading of an employee, through misrepresentation of a material fact which is relied upon by an employee, believing it to be genuine to voluntarily transfer funds or valuable information to an unintended third party.

Limits and Deductible

The Fraudulently Induced Transfer Endorsement is subject to:

- Separate Limits of Insurance (both an Occurrence and Aggregate);
- A separate deductible;
- Limits ranging from \$10,000 - \$100,000.

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Critical Illness Coverage Highlights

Features

- \$10,000 Coverage (each applicant)
- Coverage up to 75 years of age
- No Deductible
- No Medical Examination Required (one page application only)

Critical Illnesses Covered

Heart Attack (Myocardial Infarction)	Heart Valve Replacement
Coronary Artery Bypass Surgery	Benign Brain Tumor
Stroke	Alzheimer's Disease
Cancer	Third Degree Burns
Kidney Failure	Coma
Major Organ Transplant	Blindness
Multiple Sclerosis	Deafness
Paralysis	Loss of Speech
Aorta Graft Surgery	Motor Neuron Disease
Parkinson's Disease	

Exclusions typical to Critical Illness Policies

- War or while in the armed forces.
- Suicide, attempted suicide or self-inflicted injuries.
- AIDS (Acquired Immune Deficiency Syndrome) and/or infection with HIV (Human Immunodeficiency virus).
- Extreme Sports (e.g. scuba diving, parachuting, hang gliding, rodeo events).
- Negligence or non-compliance in seeking and/or following reasonable medical treatment.
- While under the influence of alcohol or drugs.
- Illnesses as a result of pregnancy.

Policy Limitations

- Coverage for pre-existing conditions expressly excluded.
- Critical Illness benefit is only payable once regardless of the number of critical illnesses an Insured claims.
- When a Critical Illness benefit is paid to an Insured Person, they are no longer insurable and coverage ceases.

* Coverage is subject to a satisfactory application and underwriting approval for each Applicant

Additional Information

- Coverage is only available when Board Members' Accidental Death and Dismemberment Coverage is purchased.

Applicant Approval

- Coverage is subject to a satisfactory application and underwriting approval for each Applicant.

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Cyber Risk Insurance Coverage Highlights

Overview

Cyber, network and data exposures impact all companies and thus this solution is suitable for almost any industry. We offer comprehensive Cyber Risk Insurance Coverage to protect an Insured against the cost of a failure in technology or data breach as well as costs involved in restoring the organization's reputation.

The Privacy Liability coverage section will now automatically extend coverage to a 'Service Provider' and/or under a 'Shared Network Arrangement'. We also offer an optional endorsement which will extend coverage to Crisis Management Costs.

Coverage

Media Content Services Liability.

- Media exposures such as defamation and breaches of intellectual property rights arising from your on-line publishing.

Network Security Liability.

- Failure to protect against unauthorized access to; unauthorized use of, or denial of services attack.

Privacy Liability Coverage.

- Consists of various components such as: Privacy Liability, Privacy Notification Costs and Regulatory Proceedings Coverage.
 - Privacy Liability
 - Provides coverage for your liability when you fail to safeguard personal information you have been entrusted with.
 - Privacy Notification Costs
 - Notification costs and credit monitoring after a breach.
 - Regulatory Proceedings Coverage
 - Covers fines and penalties.

Extortion Threat

- Cover to assist you in dealing with the costs of handling/response to a threat from a hacker to attack your information and electronic assets.

Crisis Management Expense

- Costs to assist you after a network compromise to your own system (e.g. public relations costs).

Business Interruption

- Covers the reduction in business income during the period of restoration after compromise to your own system.

Limits and Deductibles

Limits

- A range of limits available up to \$5 million (sub limits apply to first party coverage).
- Pays up to the Limit of Insurance for each coverage specified, subject to an Aggregate Limit.

Deductibles

- A separate deductible may apply to each coverage.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Facility User Solution Coverage

Overview

The Frank Cowan Company Facility User Solution provides you (the facility owner) with the knowledge that the person(s) renting or leasing your facilities have insurance for events they are hosting. You also have peace of mind knowing they have added you (the facility owner) as an 'additional insured' to that insurance. As an 'additional insured' your interests are covered when a claim occurs as a result of negligence by someone renting or leasing the facilities. With the Frank Cowan Company Limited Facility User Solution we automatically cover a variety of 'Sporting' and 'Non Sporting Events.'

Features

We provide coverage on one master policy with:

- The option of insuring all of your rented or leased facilities or only selected facilities.
- The option of \$2,000,000 or \$5,000,000 liability limits for all users.
- Coverage under a commercial general liability form with extensions for Tenants Legal Liability, Medical Expenses and Non Owned Automobile Coverage.
- Coverage is written on a Reporting Basis – with a deposit premium at inception and premium being adjusted annually.

Activities or Events Insured

Approved Activities include the following Non Sporting and Sporting Events:

Non Sporting Events

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Sporting Events

Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis, ball/roller/floor hockey, baseball, basketball, broomball, cheer leading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball and yoga.

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports, cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football or wrestling. While we do provide coverage under the program for sporting activities we do not provide coverage for Organized Sports Teams/Leagues.

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TO: Mayor and Council

FROM: Tyler Moffitt, Fire Chief/CEMC

DATE: October 4, 2017

SUBJECT: Approval of Non Budgeted Item 11-3 Aerial Ladder Testing & Inspection

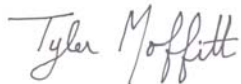
On September 25, 2017 at the Fort Frances Fire & Rescue Service Steering Committee meeting, committee members gave approval for the Fire Chief/CEMC to move forward and submit a non-agenda report to the Administration and Finance Executive Committee with regards to approving Non-Destructive Testing on the 11-3 Aerial Ladder, as well as a full inspection to determine its state and condition, as well as availability of parts.

Two quotes were obtain from two companies in Winnipeg. The cost for completing the Non-Destructive Test on the 11-3 Aerial Ladder would be \$3,872.14, which was the cheapest estimate from Keewatin Truck Service who uses a 3rd party firm, and the cost for a full inspection would be \$1,200, which was the lowest estimate from Fort Garry Fire Trucks who is coming anyways to do our annual pump testing on our pumper trucks.

Recommendation

That the Administration & Finance Executive Committee recommends approving this non-budgeted request for Aerial Ladder Testing and Truck inspection in the amount of \$3,872.14 for the Non-Destructive Testing component, to be completed by Keewatin Truck Service, and the full inspection to be completed by Fort Garry Fire Trucks in the amount of \$1200.00 plus applicable taxes.

Thank you,



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

COUNCIL APPROVAL OF THIS REPORT will agree with the recommendation of the Administration and Finance Executive Committee to approve a non-budgeted request for Aerial Ladder Testing and Truck inspection in the amount of \$3,872.14 with completion of the Non-Destructive Testing component by Keewatin Truck Service and the full truck inspection by Fort Garry Fire Trucks in the amount of \$1200.00 plus applicable taxes.

October 2, 2017

REPORT TO: Mayor & Council

FROM: Patrick Briere, By-law Enforcement Officer

SUBJECT: Updated Draft Animal Control By-law

This office was tasked with reviewing our current pet licensing program and preparing a Draft Animal Control By-law.

The Draft Animal Control By-law was presented to the Planning & Development Executive Committee on September 5th with additional changes requested and brought back to the Planning & Development Executive Committee on October 2nd 2017.

Council approval of this report will agree with the recommendation of the Planning and Development Executive Committee to approve the draft Animal Control By-law as presented and further that said By-law be brought forward at the next Council meeting for passage and enactment.

TOWN OF FORT FRANCES

DRAFT BY-LAW

A BY-LAW OF THE CORPORATION OF THE TOWN OF FORT FRANCES TO LICENCE AND REGULATE THE KEEPING OF ANIMALS AND THE REGISTRATION OF DOGS AND CATS WITHIN THE MUNICIPALITY.

WHEREAS The Council of the Corporation of the Town of Fort Frances deems it necessary and expedient to pass a by-law to license and regulate the keeping of animals and the registration of dogs and cats within the Municipality.

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purposes of exercising the authority under the Act;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a single tier municipality may pass by-laws respecting animals;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a local municipality may licence, regulate and govern any business wholly or partly carried on within the municipality even if the business is being carried on from a location outside the municipality;

AND WHEREAS The *Municipal Act, 2001*, as amended provides that a municipality may pass by-laws with respect to matters of health, safety and well-being of persons;

AND WHEREAS The *Municipal Act, 2001*, as amended, provides that if a municipality passes a by-law regulating or prohibiting with respect to the being at large or trespassing of animals, it may provide for,

- (a) the seizure and impounding of animals being at large or trespassing contrary to the by-law; and
- (b) the sale of impounded animals,
 - (i) if they are not claimed within a reasonable time,
 - (ii) if the expenses of the municipality respecting the impounding of animals are not paid, or
 - (iii) at such time and in such manner as provided in the by-law.

AND WHEREAS The *Municipal Act, 2001*, as amended, provides that a municipality may pass by-laws providing that a person who contravenes a by-law of the municipality passed under the Act is guilty of an offence;

AND WHEREAS The *Municipal Act, 2001*, as amended, provides that a municipality may establish a system of fines for offences, subject to section 429 under by-law of the municipality passed under the Act;

AND WHEREAS on January 16, 2017, Council approved a recommendation from the Planning & Development Executive Committee to review and rewrite the By-Laws pertaining to animal control within the Municipality.

NOW THEREFORE, the Council of The Corporation of the Town of Fort Frances enacts as follows:

SECTION 1- Definitions

Definitions of words, phrases and terms used in this By-law that are not included in the list of definitions in this section shall have the meanings which are commonly assigned to them in the context in which they are used in this By-law.

The words, phrases and terms defined in this section have the following meaning for the purpose of this By-law.

“animal” – means a member of the animal kingdom, other than a human, not covered by the Wildlife Act;

“animal for research act” – means the Animal for Research Act, R.S.O. 1990, c. A.22, as amended;

“at large” – means a dog, cat or animal being in a place other than a property owned or occupied by its owner and not under the effective control of a responsible person acting on behalf of the owner and, in the case of a hen means being outside a coop or hen run;

“building code act” – means the Building Code Act, S.O. 1992, C25, as amended;

“by-law enforcement officer” – means the person or persons duly appointed by Council as Municipal Law Enforcement Officers and/or Animal Control Officers for the purpose of enforcing all regulatory by-laws and the Town’s Animal Control By-Law;

“cat” – means a male or female feline of any breed of domesticated cat or crossbreed of domesticated cat;

“cat tag” – means a cat tag issued pursuant to this By-law;

“control” – includes care and custody;

“coop” – means a fully enclosed weatherproof building where hens are kept and which the interior of includes perches for hens not roosters to sleep on, food and water containers and nest boxes for egg laying;

“council” – means the Municipal Council of the Town of Fort Frances;

“dog” – means a male or female of the domesticated canine species;

“dog owners liability act” – means the Dog Owners Liability Act, R.S.O. 1990, c. D.16, as amended;

“dog tag” – means a dog tag issued pursuant to this By-law;

“dwelling unit” – means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities;

“effective control” – means to be in the care and custody of a responsible person;

“feed(s)/feeding” – means the regular or intermittent supply of food or allowing the placing or maintenance of a supply of food on a regular or intermittent basis, which food is accessible to or accessed by a dog, cat or animal;

“fire chief” – means the head of the Fort Frances Fire/Rescue Service as designated by Council;

“harbour” – means living with, having care and control of, feeding, leaving food in a manner that is likely to attract a dog, cat or animal to a property, and shall also specifically include a situation in which any person provides food to any dog, cat or animal whether domesticated or feral;

“hen” – means a domesticated female chicken that is at least sixteen weeks old;

“hen run” – means a covered secure enclosure that allows hens not roosters access to the outdoors;

- “herding dog” – means a dog that has been trained and is actively being used in a bona fide farming operation for the purposed controlling of livestock on the farm;
- “keeps/keeping” – means to own, keep, harbour, maintain or feed a cat, dog, or animal;
- “leash” – means a restraining device, by which a dog, cat or other animal is held in check;
- “leashed” – means restrained by a leash securely attached to the dog or cat and a person or object;
- “livestock guardian dog” – means a dog that works and/or lives with domestic farm animals to protect them while repelling predators and is used exclusively for that purpose;
- “livestock, poultry and honey bee protection act” – means the Livestock, Poultry and Honey Bee Protection Act R.S.O. 1990, c. L24, as amended;
- “lot line” – means the boundary line between adjoining properties and or the boundary line between a property and a highway, laneway, municipal sidewalk or municipal road allowance;
- “maintain” – means to carry out repairs to any part of parts of a fence or structure retention equipment, muzzling device, or other such equipment necessary so it can properly perform its intended function;
- “medical officer of health” – means the Medical Officer of Health of the Northwestern Health Unit;
- “microchip” – means an approved “Canadian Standard” encoded identification device implanted into a dog or cat which contains a unique code that permits or facilitates access to owner information, including the name and address of the owner, which is stored in a central database;
- “municipality” – means the land within the geographic limit of the Town of Fort Frances;
- “muzzle” – means a humane fastening or covering device over the mouth of a dog and of sufficient strength to prevent the dog from biting;
- “noise(s)” – means unwanted sound;
- “owner” – when used in relation to a dog or cat, or animal, includes a person who possesses or harbours the dog, cat or animal where the owner is a minor, the person responsible for the custody of the minor and “owns” has a corresponding meaning;
- “paramedic” – means a person employed by the Rainy River District Social Administration Board to provide emergency medical services;
- “person” – means an individual, firm or corporation;
- “police dog” – means a dog trained to aid law enforcement officers and used by such officers in the execution of their duties;
- “police officer” means a member of the Ontario Provincial Police;
- “pound” – means premises that are used for the detention, maintenance or disposal of dogs or cats that have ben impounded pursuant to the by-law or the Dog Owners Liability Act;
- “pound act” – means the Pound Act. R.S.O. 1990, c. P.17, as amended;
- “private property” – means property which is privately owned and is not property owned by the Town;
- “premises” – means the entire lot on which a single dwelling unit building or multi-dwelling unit building is situated;
- “provincial offences act” – means the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended;
- “public property” – includes all lands owned by the Town, any local boards, any corporations owned or controlled by the Town and includes all Crown lands;

“registrar” – means the By-Law Enforcement Officer for the Town, pursuant to this by-law;

“reasonable amount of time” – means no less than minimum detention period seventy-two (72) hours as prescribed by the Legislation or Regulations;

“responsible person” – means a person having the strength and capacity to securely control a dog so as not to permit or allow the unwanted contact with another person ,dog, cat or animal;

“run/running at large” – means to be found in any place other than the premises of the owner of the dog, cat or animal and not under the control of a person in such a manner as to prevent escape;

“service animal” – means any animal used by a person with a disability for reasons relating to the disability where it is readily apparent that the animal is used by the person for reasons relating to his or her disability; or where the person provides a letter from a health professional confirming that he or she requires the animal for reasons relating to his or her disability’ or a valid identification card signed by the Attorney general of Canada or a certificate of training from a recognized guide dog or service training school;

“suite” – means a single room or series of rooms of complementary use, operated under a single tenancy, and includes dwelling units, individual guest rooms in motels, hotels, boarding houses, rooming houses and dormitories;

“tag” – in reference to a dog means a dog tag, and in reference to a cat means a cat tag;

“tattoo” – means a permanent ink marking identification purposes;

“town” – means the Corporation of the Town of Fort Frances;

“veterinarian” – means a person registered or licensed under the Veterinarian Act;

“veterinarian act” – means the Veterinarian Act, R.S.O. 1990, c. V.3, as amended;

“vicious cat” – means a cat that has attacked or bitten a person, dog, cat or animal as determined by the By-Law Enforcement Officer in accordance with Section 5.1 herein;

“vicious dog” – means a dog that has attacked or bitten a person, dog, cat or animal as determined by the By-Law Enforcement Officer in accordance with Section 5.1 herein;

“zoning by-law” – means all current by-laws and amendments thereto and any subsequent by-laws which may be enacted in substitution thereto under the Planning Act with respect to land use within the Town.

SECTION 2 - GENERAL PROVISIONS

2.1 SHORT TITLE

This By-law shall be cited as the Animal Control By-Law.

2.2 SCOPE

Except where otherwise provided, the provisions of this By-law shall apply to all persons and property within the geographic limits of the Town of Fort Frances.

2.3 ENFORCEMENT

This By-law shall be enforced by a By-Law Enforcement Officer for the Town of Fort Frances, or any member of the Ontario Provincial Police.

2.4 CONFLICTS WITH OTHER BY-LAWS

Where a provision of this By-law conflicts with a provision of another by-law in force in the Town, the provision that establishes the higher standard in terms of protecting the health, safety and welfare of the general public and the environmental wellbeing of the municipality, shall prevail to the extent of the conflict.

2.5 SEVERABILITY

Should any section of this by-law be declared by a Court of competent jurisdiction to be ultra vires or illegal for any reason, the remaining parts shall nevertheless remain valid and binding, and shall be read as if the offending section or part had been struck out.

SECTION 3 – REGISTRATION OF CATS AND DOGS

3.1 REGISTRAR

The registrar is responsible for the issuance of tags and may, from time to time appoint in writing agents for the issuance of tags as he or she may consider necessary. The Registrar may revoke any such appointment in writing for such reason as the Registrar in his or her sole discretion may determine.

3.2 REQUIREMENT TO REGISTER

3.2.1 Except as provided to the contrary in this By-law, every owner of a dog or cat shall register the dog or cat with the Registrar on or before January 1st in each year that he or she is the owner of that dog or cat.

3.2.2 Every person who becomes the owner of a dog or cat after January 1st in any year; shall register the dog or cat with the Registrar within 14 days of becoming the owner of the dog or cat and on or before January 1st in each year thereafter.

3.2.3 Notwithstanding Sections 3.2.1 and 3.2.2, no person need register a dog or cat before the dog or cat reaches the age of six (6) months. The onus of proof of age of the dog or cat shall rest with the owner.

3.2.4 Notwithstanding Section 3.2.1 the owner of a cat(s) who resides in a dwelling unit in an area which is zoned resource development pursuant to the Zoning By-Law shall not be required to register his or her cat(s), provided the property on which the dwelling unit is located is used for agricultural uses, as defined by the Zoning By-Law.

3.2.5 The registration of a dog or cat shall expire upon the earliest of:

- (a) the transfer of ownership of the dog or cat for which is was issued;
- (b) the death of the dog or cat for which it was issued; and
- (c) December 31st of the year in which it was issued.

3.3 REGISTRATION PROCESS

3.3.1 Every person who applies to the Registrar to register a dog or cat, shall:

- (a) provide the name, physical and mailing address and telephone number of the owner of the dog or cat;
- (b) provide the name of the dog or cat;
- (c) provide a description of the dog or cat;
- (d) disclose whether the dog or cat has a microchip implant or has been tattooed;
- (e) disclose if the animal is a Service Animal;
- (f) disclose if the dog is a Livestock Guardian Dog, or Herding Dog;
- (g) proof of spay or neuter; and
- (h) pay the required registration fee as outlined in the Schedule of Fees By-Law, as amended.

3.4 ISSUANCE OF DOG OR CAT TAG

3.4.1 Upon the applicant providing all information and documentation required by the Registrar, and paying the appropriate fee(s), the Registrar shall register the dog or cat and shall issue to the applicant a dog tag or a cat tag as the case may be, which bears a unique number, shows the year of issue and such other information as may be determined by the Registrar.

3.4.2 Every owner of a registered dog or cat shall advise the Registrar in writing within 14 days thereafter, of:

- (a) change of address or phone number of the owner of the dog or cat;
- (b) sale or other transfer of ownership of the dog or cat;
- (c) the death of the dog or cat.

3.4.3 The Registrar shall have the right to cancel the registration of a dog or cat in the event that the registration fee is not paid in full, through error, as a result of a cheque being returned marked 'Not Sufficient Funds', a debit or credit card being refused or for any other reason.

3.5 REPLACEMENT TAGS

3.5.1 The Registrar shall issue a replacement dog tag or cat tag to the owner of a registered dog or cat upon;

- (a) application of the owner;
- (b) evidence satisfactory to the Registrar that the tag was lost or damaged; and
- (c) payment of the prescribed replacement tag fee.

3.6 REGISTRAR'S RECORDS

3.6.1 The Registrar shall maintain records of all dog tags, cat tags and replacement tags issued by the Registrar in each calendar year and shall update such records as additional information is received pursuant to Section 3.4.2.

3.6.2 The records under Section 3.6.1 shall include:

- (a) the name, physical and mailing address and phone number of the owner of the dog or cat;
- (b) name of the animal;
- (c) a description of the dog or cat;
- (d) the particulars of any tattoo or microchip implanted in the dog or cat;
- (e) the number of the dog tag or cat tag issued for that dog or cat;
- (f) the fee paid;
- (g) if the animal is a Service Animal;
- (h) if the dog is a Livestock Guardian Dog, or a herding Dog;
- (i) if the dog or cat is spayed or neutered;
- (j) the particulars of any evidence provided in support of a fee reduction; and
- (k) other information as the Registrar in his or her sole discretion determines to be necessary.

SECTION 4 – REGULATION – DOG, CAT AND ANIMAL

4.1 DOG AND CAT TO WEAR TAG

4.1.1 Every owner of a dog and every owner of a cat shall keep the tag securely fixed on the dog or cat while the tag was issued, at all times during the year of issue.

4.1.2 Notwithstanding Section 4.1.1, an owner need not keep the tag on his or her dog or cat:

- (a) while the dog or cat is within the dwelling unit of its owner;
- (b) in the case of a dog or cat, while the dog or cat is being lawfully used for hunting in the bush, and the tag is produced upon request of a By-Law Enforcement Officer or member of the Ontario Provincial Police; or,
- (c) where a veterinarian has determined it is necessary to remove the tag for medical treatment of that dog or cat; or,
- (d) if the dog is a Livestock Guardian Dog or a Herding Dog and the dog is being actively used in farming practices, and has been tattooed or implanted with a microchip; and
- (e) if the dog or cat has been tattooed or implanted with a microchip and the dog or cat has been registered with the Town.

4.1.3 No person shall remove a tag from a dog or cat without the consent of the owner thereof.

4.1.4 No person shall attach a tag to a dog or cat other than the dog or cat for which it was issued.

4.2 NUMBER OF DOGS AND CATS

There is no limit to the number of dogs and cats that a resident of the Town of Fort Frances can own; as long as all of the dogs and cats have current tags and the owner is in compliance with any other By-Law or other Legislation as deemed appropriate.

4.3 AT LARGE

4.3.1 No owner of a dog or cat shall cause, allow or permit a dog or cat he or she owns to be at large within the limits of the Town of Fort Frances.

4.3.2 No owner shall permit a dog or cat to run at large that is not within the dwelling unit or on the premises of its owner or on private property without the consent of the owner of that private property.

4.3.3 No owner shall permit a dog or cat to be at large that is not under the effective control of a responsible person.

4.3.4 When not within the dwelling unit or on the premises of its owner or on private property with the consent of the owner of that private property all dogs and cats shall be under the effective control of a responsible person.

4.3.5 Notwithstanding Section 4.3.4 this requirement shall not apply to an owner exercising/walking his or her dog(s), in any area that requires dog(s) to be leashed at all times, as set out in Schedule A of this By-Law.

4.3.6 Notwithstanding Section 4.3.1 this requirement shall not apply to an owner of Livestock Guardian Dogs and Herding Dogs while such dogs are being used in accordance with their defined function on property owned or leased by the owner.

4.4 OWNER NOT TO PERMIT TRESPASS

4.4.1 No owner shall allow or permit his or her dog or cat to trespass on private property whether on a leash or not.

4.5 REQUIRED TO STOOP AND SCOOP

4.5.1 Every owner or person who keeps a dog or cat or animal shall forthwith remove and dispose of excrement left by the dog, cat or animal on any public property or private property without the consent of the owner of the property.

4.5.2 Notwithstanding Section 4.5.1 this requirement shall not apply to a Service Animal.

4.6 OWNER NOT TO PERMIT NOISE

4.6.1 No person or owner shall permit any noise made by any dog, cat, bird or any other animal kept or used for any purpose, which is likely to disturb the peace or comfort of any individual in any location.

4.6.2 Notwithstanding Section 4.6.1 Livestock Guardian Dogs, Herding Dogs and Police Dogs shall be exempt from the foregoing provision while actively engaged in their duties.

4.7 NO PERSON TO HARBOUR

No person shall keep or harbour any dog, cat or animal in a manner that adversely impacts neighbouring properties or residents whether through offensive odours, noise likely to disturb inhabitants, running at large of dog(s), cat(s) or animal(s), accumulation of feces or otherwise.

SECTION 5 – VICIOUS

5.1 No owner shall permit his or her dog, cat, or animal to attack, bite or show aggressiveness towards a person, or other dog, cat or animal.

5.2 Where a By-Law Enforcement Officer or Police Officer is informed upon receipt of complaint, and is satisfied that a dog, cat or animal has attacked, bitten a person or animal or has been threatening or aggressive towards a person or animal without being provoked, and has further been provided with satisfactory evidence as to the name and address of the owner of the dog, cat or animal that the By-Law Enforcement Officer or Police Officer shall serve notice on the owner of the dog, cat or animal that the dog, cat or animal is deemed to be a vicious dog, cat or animal and requiring the owner to comply with any or all of the requirements set out in Section 5.4 and 5.5.

5.3 Service of notice that a dog, cat or animal has been deemed a vicious dog, cat or animal may be effected on the person who shows in the Town's records as the owner of the dog, cat or animal, or where the dog, cat or animal does not appear to be registered pursuant to this By-law, on such other person who appears to be the owner of the dog, cat or animal. Service may be effected by personal service, by registered mail, or by posting up in a conspicuous place at the address shown in the records of the Town as the address of the owner of the dog, cat or animal, or there the dog, cat or animal is not registered under this By-law, at such address as appears to be the address of the owner of the dog, cat or animal. Service of the notice shall be effective upon the date that a personal service is effected or where served by registered mail or by posting, shall be deemed effective on the third day after mailing or posting as the case may be.

5.4 Every owner of a vicious dog, cat or animal shall at all times when the vicious dog, cat or animal is not in the owner's dwelling unit, but otherwise within the boundaries of the owner's premises, ensure that:

- (a) the vicious dog, cat or animal is muzzled so to prevent it from biting a person or animal;
- (b) the vicious dog, cat or animal is securely leashed on a leash which does not allow it to go beyond the Lot Line of the owner's lands; or
- (c) the vicious dog, cat or animal is confined within a secure structure in a good state of repair so as to prevent escape; and
- (d) a warning sign stating 'beware of dog' is posted in a conspicuous place so as to be visible from the road.

5.5 Every owner of a vicious dog, cat or animal shall at all times when the vicious dog, cat or animal is not within the boundaries of the owner's premises;

- (a) keep the vicious dog, cat or animal under effective control of a responsible person on a leash held by the person; and
- (b) keep the vicious dog, cat or animal muzzled.

5.6 Every owner of a vicious dog, cat or animal shall notify the Registrar within two (2) working days of any change in ownership or residence of the vicious dog, cat or animal and provide the Registrar with the new address and telephone number of the owner.

5.7 Where the owner of a vicious dog, cat or animal is informed that his dog, cat or animal has been deemed to be a vicious dog, cat or animal, the owner may, within fourteen (14) days of receipt of such notice, request in writing to the Secretary of the Planning and Development Executive Committee a hearing by the Planning and Development Executive Committee for that purpose. The Planning and Development Executive Committee may confirm the order, exempt the owner from the muzzling or leashing requirements and modify the conditions for muzzling or leashing or both such requirements.

5.8 The notification that a dog, cat or animal is a vicious dog, cat or animal is effective the date it is served, even if a hearing to the Planning and Development Executive Committee is requested by the owner of the dog, cat or animal affected.

SECTION 6 – SEIZE AND IMPOUND

6.1 OFFICERS MAY SEIZE

A By-Law Enforcement Officer or Police Officer may seize and impound any dog, cat or animal found at large.

6.1.2 A By-Law Enforcement Officer or Police Officer may enter onto any private property without the consent of the owner of the property, for the purpose of discharging the duties imposed by this By-law and to enforce its provisions, without a search warrant, provided he or she is in active pursuit of a dog, cat or animal.

6.1.3 In no instance shall a By-Law Enforcement Officer or Police Officer enter into any dwelling unit or other building situated on private property without a search warrant authorizing such entry.

6.1.4 Any dog, cat or animal seized by a By-Law Enforcement Officer or Police Officer under this by-law shall be impounded for three (3) days from the time of its impoundment, exclusive of the day on which the dog, cat or animal was impounded, and days on which the pound facility is closed.

6.1.5 Any dog, cat or animal at large contrary to the provisions of this By-law which in the opinion of a By-Law Enforcement Officer or Police Officer appears to be vicious or rabid and to be a threat to the safety of the community, and which cannot be captured by a By-Law Enforcement Officer or Police Officer, may be killed by a Police Officer or other duly appointed officer. The owner of the dog, cat or animal shall not be entitled to damages or compensation on account of its killing.

6.1.6 Notwithstanding Section 6.1.4, where in the opinion of a By-Law Enforcement Officer or Police Officer, a dog, cat or animal seized under Section 6.1.1 is injured or should be destroyed without delay for humane reasons or for reasons of safety to persons, dogs, cats, or animals, the By-Law Enforcement Officer or Police Officer may have the dog, cat or animal euthanized in a

humane manner as soon as after seizure as he or she thinks fit without permitting any person to reclaim the dog, cat or animal without offering it for sale and no person shall be entitled to damages or compensation on account of the euthanasia.

6.1.7 Any person may capture any dog, cat or animal at large and trespassing on his or her property and, upon doing so, shall report capture of the dog, cat or animal to the By-Law Enforcement Officer who may impound the dog, cat or animal

6.1.8 During the impound period referred to in Section 6.1.4, the owner of the dog, cat or animal shall be entitled to redeem the dog, cat or animal upon:

- (a) payment of the impound fees and board fees in the amount as set out in the Schedule of Fees By-law, as amended.
- (b) payment of any veterinarian fees incurred for the well-being of the dog, cat or animal;
- (c) registering the dog, cat or animal in accordance with this By-law if there is no evidence the dog, cat or animal is already registered. When registration is completed as per this requirement, the registration fee is in accordance with the Schedule of Fees By-law, as amended.

6.1.9 If a dog, cat or animal is not redeemed within the time frame specified in subsection 6.1.4, the By-Law Enforcement Officer may dispose of the dog, cat or animal as they see fit without liability to any person for the disposition of the dog, cat or animal or the manner thereof.

6.2 PROTECTIVE CARE

6.2.1 The By-Law Enforcement Officer is authorized should they choose, upon a request of a Police Officer, Fire Chief or his or her designate, or paramedic to impound a dog, cat or animal for protective care purposes, pursuant to an incarceration, fire, medical emergency, or for any other situation that the By-Law Enforcement Officer deems appropriate and to keep such dog(s), cat(s) or animal(s) for a maximum of five (5) days.

6.2.2 In the event that the owner of a dog, cat or animal impounded for protective care does not claim the dog, cat or animal and pay the impound fees, protective care fees, as set out in the Schedule of Fees By-law, as amended within five (5) days, then on the sixth day, the dog, cat or animal shall be deemed to have been impounded as running at large in accordance with Section 6.1 and impound timelines as set out in Section 6.1.4 shall begin.

6.3 IMPOUND FEES

6.3.1 Where a dog, cat or animal is seized, or impounded for protective care, the owner, if known, shall be liable for the impound fees and protective care fees as set out in the Schedule of Fees By-law, as amended, before the dog, cat or animal is released to the owner.

6.3.2 Notwithstanding Section 6.3.1, in appropriate humanitarian circumstances, as determined by the By-Law Enforcement Officer, the By-Law Enforcement Officer, may, in his or her discretion, waive all or part of the impound fees and protective care fees, or provide for delayed or installment payments of same.

6.4 TRAP REGULATIONS

6.4.1 Any dog, cat or animal seized in accordance with Section 6.1.7 shall be:

- (a) trapped in a humane manner;
- (b) not kept in a trap for more than 24 hours;
- (c) protected from the elements while in a trap.

6.4.2 In no circumstance shall a person use any trap that causes or may cause injury, pain or suffering to an animal. Without limiting the generality of the foregoing, no person shall set a trap within the Town:

- (a) without permission being granted by the By-Law Enforcement Department;
- (b) no person shall use a killer trap, leg-hold trap, body gripping trap or snare.

6.4.3 Notwithstanding Sections 6.4.1 and 6.4.2 shall not apply to the trapping of an animal where the animal is trapped by a person who is licensed by Ministry of Natural Resources or is otherwise authorized by law to trap an animal, and the trapping is conducted in accordance with any applicable legislation.

SECTION 7 – REGULATIONS - PRESCRIBED BIRDS

7.1 PRESCRIBED BIRDS

7.1.1 A person may keep in a dwelling unit or on a premises with the Town, any combination of domestic cardinals, finches, budgies, bulbuls, canaries, tanagers, amazons, cockatoos, onures, macaws, parakeets, cockatiels, lorikeets, touracos, toucans, orioles, mynahs, magpies, barbets, ascaries, pied hornbills or cock-of-the-rocks, provided same are housed and kept in an escape proof enclosure.

7.2 HENS (FEMALE CHICKENS)

7.2.1 Any person keeping hens on their property are only permitted to do so within the Town of Fort Frances if the following requirements have been met by the property owner:

- (a) the hens are confined in either a hen coop or hen run; and the hens are kept in the hen coop between 9:00pm and 6:00am
- (b) the owner of the hens resides on the property where the hens are kept;
- (c) each hen is provided with food, water, shelter, light, ventilation, veterinary care and opportunities for essential behaviours such as scratching, dust-bathing and roosting, all sufficient to maintain the hen in good health;
- (d) establish a maximum area of 0.1 cubic metre for manure storage in an enclosed container;
- (e) the external storage of feed must be kept in a rodent-proof container within the coop area
- (f) must comply with all other applicable legislation.

7.3 HEN COOP CONSTRUCTION

7.3.1 Any hen coop which is erected, used or maintained for the housing of hens must:

- (a) be constructed in such a manner as to prevent the escape of the hens;
- (b) be constructed in such a way as to be rodent proof;
- (c) be equipped with perches and nest boxes to appropriately accommodate each hen;
- (d) no hen coop or hen run may be located in any front, side or flank yard as described in the Zoning By-Law;
- (e) must be located within the rear yard and must be a minimum of 3.0m from any rear lot line or side lot line;

(f) at a distance of no less than 15m from any school, church or business.

7.2 HEN COOP MAINTAINENCE

7.2.1 Every owner of any building which is erected, used or maintained as a hen coop for the housing of hens shall be maintained as follows:

- (a) in a clean condition and free of obnoxious odours, substances and vermin;
- (b) all refuse and waste matter from the hen coop must be disposed of in a proper and sanitary manner and no such refuse or waste matter shall be burned or stored on the property.

7.3 GENERAL PROHIBITIONS

7.3.1 Home slaughter of hens is prohibited and any deceased hens shall be disposed of at a livestock disposal facility or through the services of a veterinarian.

7.3.2 The sale of eggs, meat, manure or other products derived from the hens is not permitted;

7.3.3 No owner shall cause or permit his or her hen to become a public nuisance by persistently clucking. No owner shall cause or permit his or her hen to violate the Noise By-law.

7.3.4 No owner shall cause or permit his or her hen to be at large.

7.3.5 No person shall keep a rooster.

SECTION 8 – PROHIBITED ANIMALS

8.1 GENERAL PROHIBITIONS

8.1.1 No person shall keep any animal other than a dog, cat, prescribed bird or prescribed animal within the Town of Fort Frances.

8.1.2 Nothing herein shall give any person any right to keep animals where such animal is prohibited by this By-law.

8.1.3 In the event that any setback requirements set out herein are inconsistent with the requirements set out in the Zoning By-Law, the requirements of the by-law which are more restrictive shall prevail.

8.2 PROHIBITED ANIMALS LISTING

8.2.1 The following list of animals are prohibited to be owned within the Town of Fort Frances. The list of prohibited animals may not include all animals prohibited in Town.

- All Marsupials (such as Kangaroos and Opossums)
- All Non-Human Primates (such as Gorillas and Monkeys)
- All Felids, (Except the Domestic Cat)
- All Canids (Except the Domestic Dog)
- All Viverrids (Such as Mongooses, Civets and Genets)
- All Mustelids (Such as Skunks, Weasels, Otters, Badgers) (Exception is domestic Ferret)

- All Ursids (Bears)
- All Artiodactylus Ungulates. (Such as Goats, Sheep, Pigs, and Cattle)
- All Procyonids (Such as Racoons, Coatis, Cacomistles, etc.)
- All Hyaenas
- All Perissodactylus Ungulates (Such as Horses and Asses)
- All Elephants
- All Pinnipeds (Such as Seals, Fur Seals, Walruses, etc.)
- All Snakes of the families Pythonidae and Boidae
- All Venomous Reptiles
- All Ratite Birds (Such as Ostriches, Rheas, Cassowaries, etc.)
- All Diurnal and Nocturnal Raptors (Such as Eagles, Hawks, Owls, etc.)
- All Edentates (Such as Anteaters, Sloths, Armadillos, etc.)
- All Bats
- All Crocodilians (Such as Alligators, Crocodiles, etc.)
- All Anatidae and Genus Cygnus (Ducks, Geese, Swans, etc.)

SECTION 9 – INTERFERE

9.1 INTERFERE

9.1.1 No person shall interfere with, hinder or molest a By-Law Enforcement Officer or Police Officer in the performance of their duties, or to seek to release any dog, cat or animal in the custody of the Town, except as herein provided.

9.1.2 No person shall tamper, remove or interfere with traps or equipment.

9.1.3 No person shall refuse to produce any documents or things required by a By-Law Enforcement Officer or Police Officer in the exercise of a power or performance of a duty under this by-law, and every person shall assist in entry, inspection, examination or inquiry by an agent.

9.1.4 No person shall knowingly furnish false information to a By-Law Enforcement Officer or Police Officer.

SECTION 10 – EXEMPTIONS

10.1 POLICE DOG EXEMPT

No part of this By-Law shall apply to a Police Dog or other working dog performing their legal duties.

SECTION 11 – PENALTIES

11.1 GENERAL PENALTIES

Any person who contravenes, suffers or permits any act or thing to be done in contravention of, or neglects to do or refrains from doing anything required to be done pursuant to any provisions of this By-Law or any permit or order issued pursuant thereto, commits an offence and except where specifically set out in Schedule “B” attached to and forming part of this By-Law, shall be liable of a fine of not more than \$5,000 pursuant to the Provincial Offences Act, R.S.O., 1990, c. P.33, As amended. Where an offence is a continuing offence, each day that the offence is continued shall constitute a separate and distinct offence.

SECTION 12 - REPEAL

12.1 By-Law 17/90, By-Law 12/79, By-Law 45/87 and By-Law 16/90 and all amendments are hereby repealed.

This By-Law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this _____ day of _____ 2017.

R. Avis, Mayor

E. Slomke, Clerk

TOWN OF FORT FRANCES
AREA LEASHING REQUIRED ALL TIMES

BY-LAW NO.
SCHEDULE “A”

<u>NO.</u>	<u>AREA LEASHING REQUIRED ALL TIMES</u>
1.	Point Park.
2.	Front Street (waterfront area) From Victoria Ave. To Col Rd. E.
3.	Seven Oaks Area.

DRAFT

Date: October 4, 2017

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **Citizen letters with concern to Section 3.31 in the Zoning By-Law 03-14**

At the regular Planning and Development Meeting on September 5, 2017, a matter regarding Zoning By-Law Section 3.31 was discussed with input from local citizens. The report compared the existing set back requirements from navigable and non-navigable watercourse, hazard lands and municipal surface drain areas. The previous Zoning By-Law states a much closer setback from any navigable and non-navigable watercourse. The changes and adoption of the 2014 03-14 Zoning By-Law does not allow a fair setback from these lands as it uses a setback which is 15m from the top of an embankment. This setback, in most cases, makes existing structures legal-nonconforming. Direction from the PDEC members was to research other communities, Ministry of Natural Resources, and reasons for the changes to the Zoning By-Law in 2014.

Communities in North Western Ontario have setbacks from navigable and non-navigable watercourse, hazard lands and municipal surface drain areas, which all vary in distance. These distances are not consistent and allow for interpretation. Some of these communities allow for less setback as some have larger distances required from watercourses and hazard lands. The Ministry of Natural Resources has set a "*Flood Water Disposition Measurement*" of Rainy Lake, which is 337 m (above sea level). When comparing areas of Town located on Rainy Lake and the Upper River, the 337m *Flood Water Disposition Measurement*, along with 15m horizontal setback, allows for development in a safe proximity to high water concerns. The MNR has previously determined a mark of 1090ft (332.2m) for no clearing of vegetation below this mark. There is no calculated *Flood Water Disposition Measurement* by the MNR for the lower river area. The vegetation removal mark, has been previously used but in hazardous areas such as creeks, streams and riverbanks, can still allow for damages to existing structures.

The changes in 2014 to the Zoning By-Law 03-14, were made from a provincial starting point which allowed municipalities to make set-backs in waterway and hazard lands while using area specific interpretation to govern those set-backs.

At the time of adopting Section 3.31 in the Zoning By-Law 03-14, the provincial 15m standard was used. Fort Frances has a diverse water course area throughout the Township. To have a single regulation for watercourse and hazard land set-back is not fitting for the different plots of land.

The Ontario Building Code governs proper building practices and states, when designing foundation, excavations and soil-rock structures, design shall be based on a subsurface investigation carried out by a person of competency in this field of work when local practice is

not ordinary. This allows an option for site-specific design to be carried out by an engineer or architect that is trained in soil and structural design, if the normal local practice is not capable of being completed. The Building Official or Inspector can request special site-specific design requirements.

The current Zoning By-Law Section 3.31 states:

3.31 SETBACKS FROM NAVIGABLE AND NON-NAVIGABLE WATERCOURSES, HAZARD LAND AND MUNICIPAL SURFACE DRAINS

Notwithstanding any other provisions of this By-law, a **building** in any zone is required to be no closer than 15 meters from the top of the bank of any **watercourse**, or municipal drainage ditch permanent or intermittent, which may or may not be navigable. In the case of **hazard lands**, no part of any **building** shall be constructed closer than 15 meters to the nearest point of the area to which the hazardous condition is deemed to exist.

The recommendation from the Planning and Development Department is to amend the Zoning By-Law 03-14 Section 3.31 to read as follows:

3.31 SETBACKS FROM NAVIGABLE AND NON-NAVIGABLE WATERCOURSES, HAZARD LAND AND MUNICIPAL SURFACE DRAINS

Notwithstanding any other provisions of this By-law, a **structure** in any zone, may be required to have the *normal ordinary water edge* determined by an Ontario Land Surveyor and a set-back determined from the *normal ordinary water edge*, back 15m, measured horizontally, to allow for development near navigable and non-navigable watercourses. This is to be determined on a site-specific basis.

In the case of **hazard lands and municipal surface drains**, no part of any **structure** shall be constructed closer than 15 meters, horizontally measured, to the nearest point of the area to which the hazardous condition is deemed to exist by an Ontario Land Surveyor.

The Planning and Development Department received recommendation from the Planning and Development Executive Committee on October 2, 2017, to amend Section 3.31 of the Zoning By-Law 03-14. The information at the PDEC meeting was discussed with concerned citizens and was agreed the draft amendment would allow for safe and proper setbacks. These changes would clarify where proper set-backs from watercourse and hazard lands would be measured from, on a site by site basis.

Respectfully submitted,

Original Signed By

Tyson Dennis

Chief Building Official/Municipal Planner

Council approval of this report will: allow for the application for Zoning By-Law amendment to be forwarded to the Committee of Adjustment for a public meeting on October 25, 2017. This would continue the application and amendment process for changes to the setbacks for navigable and non-navigable water-course and hazard lands on a site by site basis.

October 4, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request received August 17, 2017 from C. Gagne RE: Installation of additional Stop signs at Minnie Avenue and Fifth Street East.

At the September 11, 2017 meeting of Council, a letter from Ms. C. Gagne was referred to the Operations and Facilities Executive Committee with input from the Traffic Safety Committee requesting the installation of additional stop signs at the intersection of Minnie Avenue and Fifth Street East.

Currently this intersection is a three-leg intersection with a stop sign on Minnie Avenue and the Fifth Street traffic, being the through traffic, is uncontrolled. Please see attached report from Milt Strachan Transportation Superintendent/ Secretary of the Traffic Safety Committee with the recommendation of the Traffic Safety Committee.

Administration agrees with the recommendation of the Traffic Safety Committee that the request to install additional stop signs at the intersection of Minnie Avenue and Fifth Street East be denied and further that a letter be sent from Council to the Police Service Board requesting additional patrols in this area to address the concern of speeding vehicles.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure the following:

- 1. That Council agrees with the recommendation of the Traffic Safety Committee that the request to install additional stop signs at the intersection of Minnie Avenue and Fifth Street East be denied and**
- 2. That a letter be sent from Council to the Police Service Board requesting additional patrols in this area to address the concern of speeding vehicles.**

Manager of Operations and Facilities

Document1

September 26, 2017

Report To: Travis Rob, Manager of Operations and Facilities
From: Milt Strachan, Transportation Superintendent
Re: Request to have "Stop" Signs Erected at Fifth Street East and Minnie Avenue

The Traffic Safety Committee, consisting of Rick Wiedenhoeft and Milt Strachan, met at the Public Works Office on Friday September 22, 2017 at 10:30 a.m. to discuss the letter forwarded to Mayor and Council from Mrs. Cynde Gagne.

Rick rides his bike through this area on most evenings during the summer months and has not recognized vehicles speeding as being a concern during those times. He has witnessed that there is frequently children playing basketball, and other activities on the roadway.

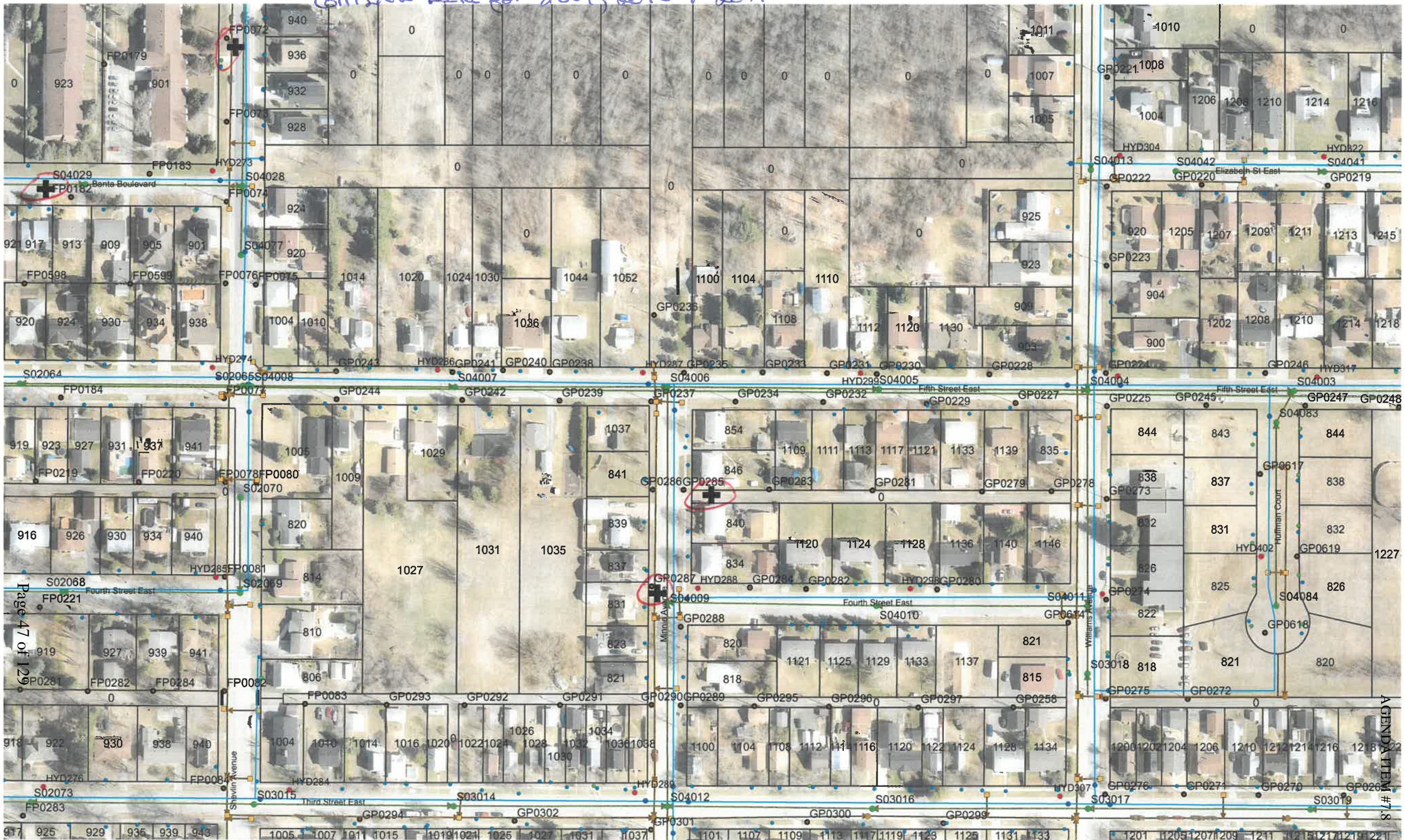
I have monitored this area in my travels as Transportation Superintendent and have not witnessed any vehicles travelling at excessive speeds. This intersection at Fifth Street East and Minnie Avenue has three way traffic and there is already a stop sign for north bound traffic on Minnie Avenue.

We reviewed the most recent traffic accident update on our GIS system from 2009, 2010 and 2011 and there were no traffic accidents in this area at that time. Rick sits on the Police Services Board and suggested that perhaps a request through that Board could result in the OPP watching this area during their routines to assess if they see a problem with speeding vehicles.

It is the recommendation of the Traffic Safety Committee that no changes be made to the intersection at Fifth Street East and Minnie Avenue at this time.

Milt Strachan
Transportation Superintendent

Collision Data for 2009, 2010 & 2011



October 4, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request Dated September 8, 2017 from the Royal Canadian Legion – Maintenance Services for the lane along the Legion

On September 8, 2017 Council received a letter from the Royal Canadian Legion requesting for the Town to maintain the lane beside their building. This lane is on Legion property and forms part of their access for deliveries as well as access to their parking at the rear of their building and a fire lane for the Fire Department use. According to the Legion, in the Past the Town has graded, added gravel and even completed snow removal of this area, however there was never a formal agreement to complete this work.

In the letter, the Legion states that this lane is marked as a pedestrian walkway to access the Downtown businesses from those parked in the Municipal Lot on the south side of Church Street. This is not a true statement, this lane is used by those parking in the municipal lot because of convenience, it is not the route that the Town has established. Further the lane is totally on private Legion property and there a need to ensure that any liabilities for damages would be taken care of on the case of either party.

Currently the Town does not plow the snow or maintain any private lanes, parking lots or routes of access. Given that the alley is on private property, it is the recommendation of Administration, that the Town does not take over the maintenance of this alley.

Respectfully Submitted



Travis Rob, EIT

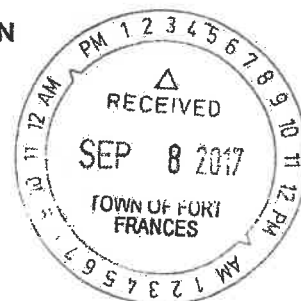
Council approval of this report will ensure that the recommendation by the Fort Frances Legion, to take over the maintenance of lane on private property to the east of their building on Church Street be denied.

Manager of Operations and Facilities

2017OctLegionRequestLaneMaintenance



FORT FRANCES BRANCH 29, MANITOBA AND NORTHWESTERN
ONTARIO COMMAND
The Royal Canadian Legion
Box 819, 250 Church Street
Fort Frances, ON
P9A 3N1
Office Phone 807-274-0129 Lounge Phone 807-274-5462
Kitchen Phone 807-274-3772 Fax # 807-274-6740
e-mail: rcl29@bellnet.ca



Comrade Ray Watson
PRESIDENT

Veronica Davis
OFFICE MANAGER

September 8, 2017

Dear Mayor Avis and Council,

Due to the increased traffic volume in the alley running alongside of our building (due to closure of back alley running from Portage Ave to Church St.), we would like you to take over care and maintenance of the alley.

It is deteriorating at a rapid pace due to the volume of traffic and is becoming unsafe. We have limited funds available for that kind of maintenance.

As well this alley was marked and used as a fire lane. The alley was also marked as a walk way to provided access from the municipal parking lot on Church Street to the downtown business area.

Thank you for your consideration on this matter and hope it can be resolved to the satisfaction of both parties

Sincerely,

Ray Watson
President, Royal Canadian Legion Branch 29

October 4, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Dated September 14, 2017 from Tom Veert Contracting RE: Street Lighting

On September 29, 2017 Council received a letter from Duane Loveday of Tom Veert Contracting requesting the installation of three street light fixtures along the frontage of the Tom Veert property on Eighth Street West.

Currently the Town has a light fixture and photo cell at the corner of Eighth Street and McIrvine Road, and the request was for lighting to be installed starting approximately 279m east of McIrvine Road down Eight Street. Given the Town has the infrastructure at the corner, there would be wiring strung from McIrvine Road to the start of the lighting at the Veert property. Given this, consideration should be given to adding additional lighting to light the entire way from McIrvine Road as this would only be an additional 2 fixtures.

At this point in the year, it is the recommendation of Administration that the request to add street lighting to Eight Street West from McIrvine Road to approximately 511m easterly be referred to the 2018 Capital Budget.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure that the request to add street lighting to Eight Street West from McIrvine Road to approximately 511m easterly be referred to the 2018 Capital Budget

Manager of Operations and Facilities

2017OctTomVeertStreetLightRequest

P.O. Box 417,
Fort Frances, ON
P9A 3M7



Toll Free: 1-877-724-9694
Direct Line: 807-275-9600
Fax: 807-274-6070

September 14, 2017



To Mayor and Fort Frances Town Council,

RE: Request For Lighting on 8th Street

As per the above, on behalf of Tom Veert and Tom Veert Contracting Ltd., I am writing to express our concern for the safety of Tom Veert Contracting and the public at large, as well as the protection of Tom Veert Contracting property and the personal property of our employees.

In the past few years, Tom Veert Contracting Ltd. has grown into one of the largest employers in Fort Frances employing over 150 people, most of whom are locals. Operations go night and day, seven days a week. With this growth comes a higher level of safety and protection of equipment, vehicles and valuable items. With vehicles and trucks coming in and out at all times of the night and day brings a higher risk to the people walking, riding, running or driving on 8th Street especially in the dark hours.

In regards to all of this, we are requesting that the Town of Fort Frances supply and install three street lights on the 801 section of 8th Street to assist the effort of Safety, Security and Public Protection.

We believe that the Mayor and Fort Frances Town Council has the best interest of Safety in mind and we are sure you will make the right decision.

...2

-2-

If you have any questions or concerns, please do not hesitate to contact me at 807-276-3713 or duaneloveday@tomveert.com.

Thank you

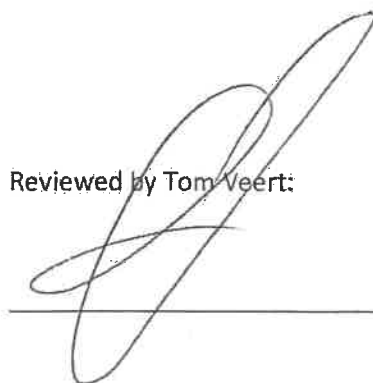
Sincerely,

Duane Loveday
General Manager
Tom Veert Contracting Ltd.

DL/cv



Reviewed by Tom Veert:



Date: September 14, 2017





October 4, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Co-Op Agreement for the provision of Propane at the Fort Frances Airport

The Town of Fort Frances has utilized Superior Propane to service the Fort Frances Airport for propane to heat the Maintenance Garage for several years. Attached you will find a report from Tom Batiuk, Airport Supervisor outlining a new delivery option that has been proposed to the Town at a substantial reduction in costs.

By enrolling in the Co-Op program the Town will benefit from a reduced commodity cost as well as a reduction in addition fees charged, plus annually the Town will receive a Co-Op dividend as a benefit of being a member. Energy Tech Co-Op has numerous other customers to the east and west of the Town of Fort Frances and are in Town regularly so being able to get fuel is not suspected to be an issue.

To enroll into the program, the Town needs to enter in to a Propane Supply and Equipment Agreement which will only bind the Town to a duration of its choosing and is renewable on one-year terms after expiry. This agreement waives tank rental and delivery fees and can be terminated upon 7 days notice by either party.

It is the recommendation of Administration that the Town enter into a 2 year Propane Supply and Delivery agreement with Energy Tech Services Co-Op for propane supply at the Fort Frances Airport Maintenance Garage.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure that the Town enter into a 2 year Propane Supply and Delivery agreement with Energy Tech Services Co-Op for propane supply at the Fort Frances Airport Maintenance Garage.

Manager of Operations and Facilities

2017OctAirportPropaneCoOp



2017-09-25

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Recommendation to change Propane delivery Vendor at Airport

In an effort to cut hard operating costs at the airport. I was approached by a competing vendor for a potential change to propane service at the airport Maintenance garage. Our current vendor, Superior Propane, is charging the airport at a rate of \$0.9664/liter. Other fees include a hazmat Fee, Transaction Fee, and an Ontario Gov carbon tax fee.

The new potential Vendor that approached us is Energy Tech CO-OP from Kenora Ontario. They have proposed a locked in price for 1 year of \$0.479/liter. (50% Savings) They will not charge us to change over to their service. They will not charge for a tank rental or any delivery fees. The tank installation will be monitored remotely by satellite with a weekly email read on the tank level. Delivery will come from their base in Kenora as needed.

Once we are a CO-OP member (\$5 fee) the airport will be entitled to the dividend program. This is a rebate that is awarded annually based on company sales performances. These rebates do fluctuate annually, however there is always some form of rebate paid back to the customer. The lowest rebate that the vendor has seen in recent years was 4%. The only other fee to change services is a \$25 fee to start an account with the proposed vendor. After we approve the vendor change the new company will complete an inspection of our installation (TSSA) and then change the services over.

Superior Propane has a minimum fee for tank removal of \$250. When I called to inquire about a service change and what the fees were associated with removing them from the airport they came back with a lowest price of 0.55/liter with all the current extra fees they are charging.

Based on the significant savings in propane costs (Airport paid \$7,690.23 in 2016) It is my recommendation to move forward with a change to our propane service for the 2017/2018 heating season and beyond. Please review the attached documentation with my recommendation for approval by Town Council.

Kind Regards,

Tom Batiuk
Airport Supervisor



ENERGY TECH
SERVICES (KENORA) INC.

P.O. BOX 1350
1839 HIGHWAY 17 EAST
KENORA, ONTARIO P9N 3X7



KENORA: 807-468-2228
DRYDEN: 807-223-2228
RED LAKE: 807-735-2228
TOLL FREE: 888-470-6782
FAX: 807-468-4138
EMAIL: ENERGYTECH@SHAW.CA

Good day!

Energy Tech/Coop is currently delivering propane in your area and we would be pleased to add you to our valued customer list.

Our installations are carried out by experienced gas fitters. Our bulk drivers undergo regular training to ensure you receive the safest and most efficient service possible. These employees are members of the communities you live in and take pride in providing the best in customer service.

We are fully equipped to handle any size of installation, whether it is a large commercial application or supplying your cottage seasonally. Our auto fill program is designed to give you peace of mind year round.

Coop propane customers have the option of locking in their rates for the year or letting them float. We never charge for delivery and there are never any dangerous goods fees added to your bill. As a Coop member, you will receive patronage dividends at the end of each calendar year.

Please do not hesitate to call with any questions you may. Please direct all enquires to:

Energy Tech Services/Coop Propane

Box 1350 Kenora, ON P9N 3X7

1-888-470-6782

Energytech.coop@shaw.ca

We look forward to hearing from you soon!

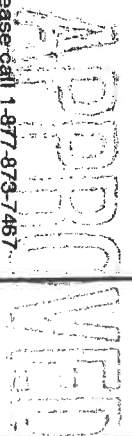
Sincerely,

Mark Skrzypek Owner/Operator

47.9 / Litre
No Tank Rental.

407-1082 - cell - Mark

DATE 03/21/17 07:44:56
 START/DEBUT 0.0 LITRES
 END/FIN NET 1826.6 LITRES
 END/FIN 1826.6 LITRES
 LPG LPG 1
 VOLUME CORRECTED TO/A 15.0DE
 SALE/VENTE 4231

ORDER NO	QUANTITY	DESCRIPTION	AMOUNT
327182	1826.6 litres	BULK PROPANE EN VRAC @\$0.9664/LITRE HazMat Fee Trans Fee ON GOV CARBONE/FRAIS CARB \$0.0285 GST - HST / TPS - TVH 13.0000% Tax on HAZMAT FEE/FRAIS MAT. DAN Tax on TRANSP FEE/FRAIS TRANSP INVOICE SUBTOTAL PLEASE PAY THIS AMOUNT	\$1765.23 8.95 16.00 52.06 236.25 1.16 2.08 \$2061.73 \$2061.73
Superior Propane 6750 Century Av #400 Mississauga, ON L5N 2V8 Driver ID 920 Truck: 498 3/21/17 7:33 TOWN OF FORT FRANCES FORT FRANCES AIRPORT *TS* FORT FRANCES ON P9A-3M5 AOCT #: 817843-001 Tank Serial #: 227273		UN1075, LIQUEFIED PETROLEUM GAS Class 2.1 *For Sales/Serv please call 1-877-873-7467 *GST/TPS: 8401 49926 GST/TVQ #1212550341 RBQ #8354-2027-16 Customer Signature	 MAR 24 2017

October 4, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Participant Agreement with Her Majesty the Queen in Right of Ontario for the supply of Orthophotography

In January of 2017 the Town partnered with the Ministry of Natural Resources and Forestry to share costs for the collection of Orthophotography for the Town of Fort Frances as the Town's current imagery is 10 years old. This partnership has allowed us to retain this data for a substantial cost savings over us engaging a firm ourselves with no change in the quality or quantity of data that will be provided. The cost for this imagery will be \$1000.00 with delivery expected in December 2017.

The Town must enter into a participant agreement with Her Majesty the Queen in Right of Ontario as Represented by the Ministry of Natural Resources and Forestry for the data and associated costs. This agreement stipulates the requirements for use and sharing of the data. Please see the attached report from Trish Law, GIS Expert outlining the work to date and highlights of the participant agreement. The main point to note with this agreement is that there is a requirement to revise the Town's Data Share Agreement to include provisions to satisfy the terms of the participant agreement. Further the sharing of the ortho imagery until March 31, 2020 would have to be at a cost of at least \$50 per imagery tile whereby the Town has, in the past, given this information for free.

It is the recommendation of Administration that:

1. Council enter into a participant agreement with the Queen in Right of Ontario as Represented by the Ministry of Natural Resources and Forestry for the provision of Orthophotography data for the Town of Fort Frances.
2. That an authorizing by-law be passed to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure that

1. Council enter into a participant agreement with the Queen in Right of Ontario as Represented by the Ministry of Natural Resources and Forestry for the provision of Orthophotography data for the Town of Fort Frances.
2. That an authorizing by-law be passed to authorize Mayor and Clerk to execute the agreement on behalf of the corporation.

Manager of Operations and Facilities

2017OctMNRFAgreementOrthoimagry

September 25, 2017.

Report To: Travis Rob, O&F Manager

From: Trish Law, GIS Expert

SUBJECT: Participant Agreement, Ministry of Natural Resources and Forestry North-West Orthophotography Project (NWOOP2017)

In May of 2016 I was alerted to the North-West Orthophotography Project by the MNRF at the ENRI User Conference, held in Thunder Bay. Through this project, the MNRF would be obtaining leaf-off 20cm resolution imagery of Northwestern Ontario and would be offering municipalities and other interested parties the opportunity to join this project and obtain resulting imagery at a very low cost. Starting in August of 2016, I began talks with the MNRF to obtain new imagery for the Town as it has been 10 years since our last fly-over image; with the proposed project area of 189 square kilometers confirmed in January of 2017. The imagery collection started at the end of April and finished on May 18, 2017.

The Participant Agreement/user license was received from the MNRF on September 15, 2017, to be signed by the Town. The total cost of the new orthoimagery is \$1000 plus HST. The orthoimagery is scheduled to be delivered by the MNRF at the end of November of 2017.

As the imagery is a licensed product, it can be for in-house use only. If the new imagery is to be distributed to any outside organization, regardless if they are working directly for the Town of Fort Frances or not, the existing Town of Fort Frances Geospatial Data Share Agreement will require amending to include clauses from the Ontario Geospatial Data Share Agreement set forth under the Participant Agreement and would require a minimum fee of \$50 per square kilometer tile. As the Town will be receiving 189 tiles, the minimum charge would be \$9450. The data cannot be freely distributed as we have done in the past. The licensing agreement with the MNR is valid from signing data to March 31, 2020, after which the Town would be free to charge and license the new imagery under the fee set for by the Town of Fort Frances User Fee By-Law and the current Geospatial Data Share Agreement.

I recommend signing the Participant Agreement with the MNRF. I also recommend that the new imagery be kept for in-house use only, and should not to be distributed to any outside organization.

Respectively Submitted,
Original signed by T. Law

Trisha Law, MGIS
GIS Expert

SCHEDULE 2 - MAP DEPICTING THE GEOGRAPHIC AREA(S) OF THE PARTICIPANT

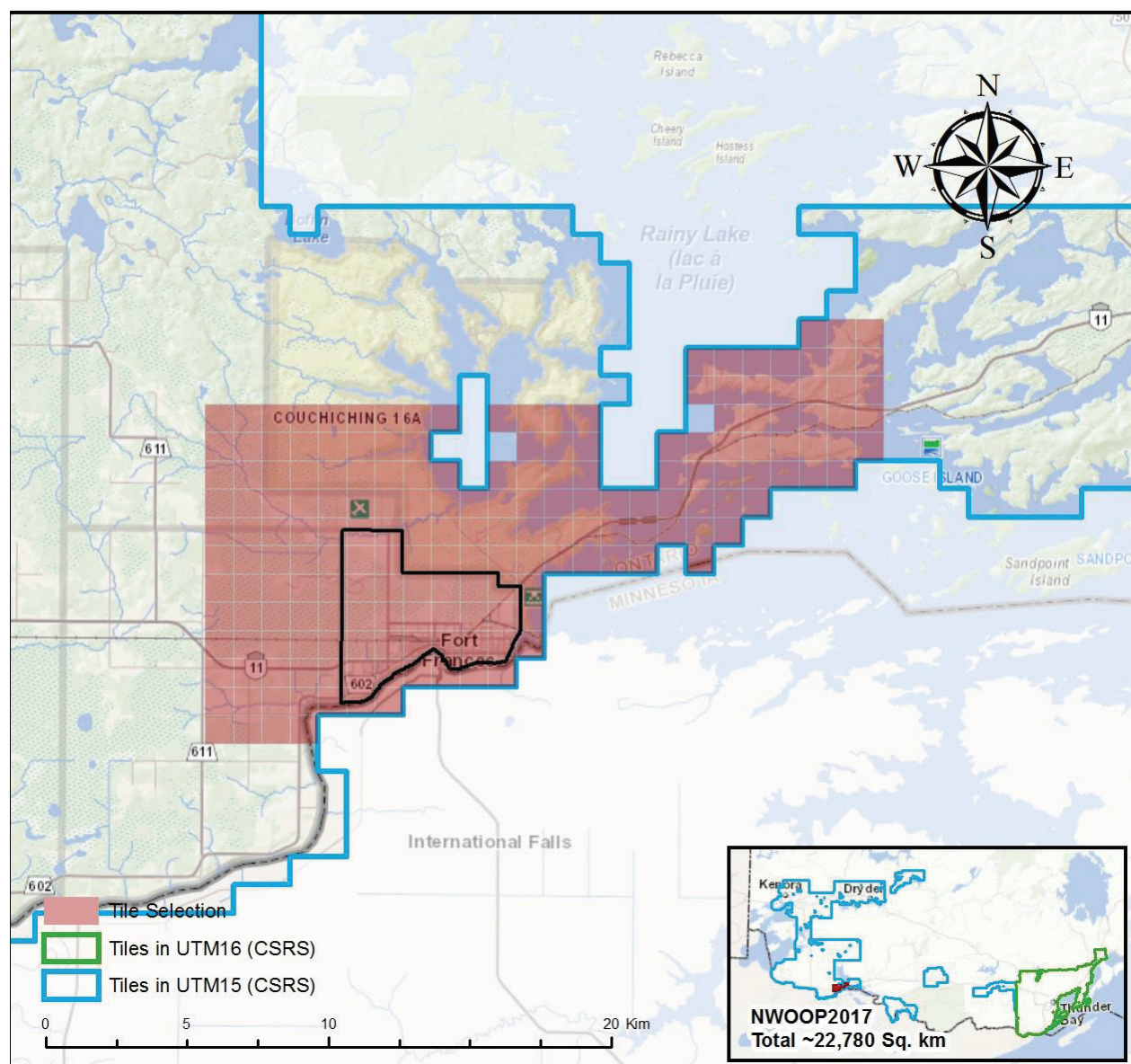
All products to be delivered in UTM Zone 15 georeferenced coordinate system

Total # sq. km. (tiles) = 189

Cost per sq. km. (tile) = Minimum Allowable Contribution

Total Cost: \$1000

North West Ontario Orthophoto Project 2017 Town of Fort Frances 189 Tiles z15



October 4, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Airport Facility Lease Renewal – CBRE Maintenance Garage Bay November 1, 2017 to March 31, 2018

Please find attached the report prepared by Tom Batiuk, Airport Supervisor, outlining the renewal of a lease with Her Majesty the Queen in Right of Ontario for one bay of the maintenance garage for the storage of equipment for the Ministry of Natural Resources and Forestry (MNRF). The lease agreement is for one term of 5 months from November 1, 2017 to March 31, 2018 at a rate of \$6717.10 per year or \$103.34 per day and 3 days per week.

It is recommended by the Operations & Facilities Executive Committee that Council renew the lease rate with MNRF at \$103.34 per day for the next five (5) months and that the Mayor and Clerk be authorized to execute the lease agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure that Council renew the lease rate with MNRF at \$103.34 per day for the next five (5) months and that the Mayor and Clerk be authorized to execute the lease agreement on behalf of the Corporation.

Manager of Operations and Facilities

2017OctAirportMaintenanceCBRELease



2017-09-25

To: Travis Rob, O&F Division Manager

From: Tom Batiuk

Re: Lease for Garage Bay for MNR

Please find attached the rental lease agreement for the MNR to use the garage bay located at the airport. This lease will result in a revenue stream to the airport in the amount of \$6717.10 based on the 3 days per week. This lease will be paid in equal monthly installments to the airport in the amount of \$1343.42 for the term of November 1st, 2017 to March 31st, 2018. This will not affect the airport operation in any capacity. It is my recommendation that we execute this agreement and commence business with the MNR to utilize this space as laid out in the attached agreement.

Kind Regards,

Tom Batiuk
Airport Supervisor

IO Property Services



The Corporation of the Town of Fort Frances
Attention: Mr. Tom Batiuk
320 Portage Avenue
Fort Frances, ON
P9A 3P9

CBRE Limited | Global Workplace Solution
Ontario Infrastructure and Lands Corporation
18 King Street East, Suite 1100
Toronto, ON M5C 1C4
416 775 1346 Tel | 416 775 3989 Fax
Rose.figueira@cbre.com

Tel: 807-274-3930

September 19, 2017

RE: 1300 Frog Creek Road, Fort Frances, Ontario
Reference Number(s): L12249 Third Licence Extension and Amending Agreement

Dear Mr. Batiuk,

Please find enclosed three (3) executable copies of the above noted agreement for the Landlord's execution.

Once signed and dated kindly return all copies to my attention. Two (2) fully executed originals of the agreement will be returned to your office.

Should you have any questions or concerns please do not hesitate to contact me at 416-775-1346.

Sincerely,

Rose Figueira
Transaction Management Coordinator, Documentation
CBRE Limited | Global Workplace Solutions
IO Property and Land Management Services

Enclosure

October 4, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Airport Property – Land Lease Private Aircraft Hangers

Please find attached the report prepared by Tom Batiuk, Airport Supervisor, outlining the renewal of a private hangar lot lease with Melaire LTD. The hangar lot lease agreement is for a 25-year term with the lease rate to be renegotiated every five (5) years. The existing 2017 rate for land lease for private hangar is \$1.79 per square meter plus HST. Melaire LTD's hanger lot is 300 square meters in size.

It is recommended by the Operations & Facilities Executive Committee that Council renew the hangar lot lease rate with Melaire LTD at \$1.79 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease rate agreement on behalf of the Corporation.

Respectfully Submitted



Travis Rob, EIT

Council approval of this report will ensure the following that Council renew the hangar lot lease rate with Melaire LTD at \$1.79 per square meter for the next five (5) years and that the Mayor and Clerk be authorized to execute the updated lease rate agreement on behalf of the Corporation.

Manager of Operations and Facilities

2017OctoberMelaireLease



2017-09-25

To: Travis Rob

From: Tom Batiuk

Re: Melaire LTD lease renewal

Attached are the lease renewal documents for Melaire LTD. These lease documents are set to commence on June 1, 2017 and expire on May 31st 2022. Please review the attached documentation with my recommendation for approval by Town Council.

Kind Regards,

Tom Batiuk
Airport Supervisor

September 15, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: August 2017 Drinking Water Systems Monthly Summary Report

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

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

Respectfully submitted,
Operations & Facilities Division

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

Council approval of this report will accept the August 2017 report prior to it being made available to the general public.

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

03CouncilwaterreportMarch 2015

August, 2017

**Monthly Summary Report
Water Systems**

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

Dated: September 19, 2017

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of August 2017 at the Water Treatment Plant - Water Works # 220000978 and the Airport Groundwater Well Water Works No. 849N7DGE0 (Precedes Airport Groundwater Well Water Works No. 26002736). This information report has been prepared for Council to better understand how the water systems they own and operate are maintained on a monthly basis. Also, this report will assist Council as Directors of the Corporation in exercising its obligation to meet a reasonable Standard of Care as outlined in Section 19 of the Safe Drinking Water Act.

A NEW drinking water system at the Airport was put into service August 01, 2017. The system is classified as a Small Drinking Water System, System No. 849N7DGE0 which falls under the requirements of Ontario Regulation 319/08 – Small Drinking Water Systems. The old drinking water system, Airport Groundwater Well Water Works # 26002736 has been decommissioned.

2) **Flow Data:**

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

3) **Microbiological (Health Related) Water Analysis - Main Water System No. 220000978:**

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

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

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

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

Water distribution samples taken at the following locations:

- | | | | |
|-----------------------|------------------------|----------------------|--------------|
| 1. 1111 First St. E. | 2. 1104 Church St. | 3. 800 Fifth St. W. | 4. W. Tower |
| 5. 1111 First St. E. | 6. 1324 King's Hwy. | 7. 110 Victoria Ave. | 8. W. Tower |
| 9. 740 Scott St. | 10. 1036 Victoria Ave. | 11. 901 Wright Ave. | 12. W. Tower |
| 13. 1111 First St. E. | 14. 1150 Portage Ave. | 15. 901 Wright Ave. | 16. W. Tower |

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well No. 849N7DGE0:

New drinking water system put on line August 01, 2017. No treatment required as the Airport groundwater tested negative for bacteria.

The Airport drinking water system is to be sampled and tested for bacteria once every three (3) months in accordance with Section 25 – Microbiological Sampling and Testing of the Small Drinking Water Systems Regulation, O. Reg. 319/08.

5) Free Available Chlorine Residual (FAC) - Main Water System No. 220000978:

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

6) Free Available Chlorine Residual (FAC) - Airport Groundwater Well System No. 849N7DGE0:

New drinking water system put on line August 01, 2017. No treatment required as the Airport groundwater well tested negative for bacteria.

7) Maintenance Activities at the WTP:

- Aug. 03rd - cleaned top and bottom tanks on the poly unit.
 - cleaned all four (4) check valves on the poly unit.
- Aug. 21st - annual calibrations by Lakeside Process Controls.
- Aug. 22nd - annual calibrations by Lakeside Process Controls.
- Aug. 23rd - annual calibrations by Lakeside Process Controls.
 - ran standby generator for one (1) hour.
 - greased chains, bearings and gears on both clarifiers.
- Aug. 24th - cleaned top and bottom tanks on the poly unit.
 - cleaned all four (4) check valves on the poly unit.

8) Water Complaints:

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

9) Other Miscellaneous Information:

Aug. 02nd - calibrated distribution chlorine analyzer.
- took grab samples off filters.

Aug. 08th - took weekly routine micro samples.
- water main break repair - Sixth St. W. (200 blk.) - micro samples - 1st set.
- water main (new) - reconnection to Town system - Nelson St. (600 blk.) - micro samples - 1st set.

Aug. 09th - water main break repair - Sixth St. W. (200 blk.) - micro samples – 2nd set.
- water main (new) - Nelson St. (600 blk.) - micro samples – 2nd set.
- took DWSP samples.
- took micro and quarterly samples at Sunny Cove Camp.

Aug. 14th - took weekly routine micro samples.

Aug. 21st - took weekly routine micro samples

Aug. 24th - construction micro samples: Temporary main - Second St. E. (200 blk.).

Aug. 28th - took weekly routine micro samples.

Aug. 29th - took samples at the Landfill Site.

Aug. 31st – received a load of Liquid Alum.

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

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

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

Monthly Report August 2017



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/96**

To: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Mayor Roy Avis NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 and Travel Expense Claim in the amount of \$185.80 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 20-22, 2017 as submitted by Mayor Roy Avis.

Travel Expense Summary

1.	Meals	\$ 87.00
2.	Gasoline	98.80
3.	Per Diem (2 ½ Days)	<u>400.00</u>
	Total	<u>\$585.80</u>

The registration fee of \$250.00 and hotel accommodations of \$266.68 were paid by the Town resulting in the total cost of \$1,102.48 to attend the NOMA Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$400.00 and Travel Expense Claim in the amount of \$185.80 as submitted by Mayor Roy Avis for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 20-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$585.80 as submitted by Mayor Roy Avis for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 20-22, 2017.


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

1.	Attendee	ROY ARIS							
2.	Conference/Seminar Attended	NOMA							
	Location (Facility and City)	THUNDER BAY							
	Dates	SEPT 20 21 22							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation FUEL								98.80
	Breakfast								
	Lunch						17.00		17.00
	Dinner				35.00	35.00			70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	USED				Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						Balance Refunded			

The agenda must be attached to process payment

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

SEPT 25 2017
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	<i>Roy Avis</i>
Conference / Seminar Attended	<i>NOMA</i>
Location	<i>THUNDER BAY</i>
Dates	<i>SEPT 20 21 22 2017</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>SEPT 20</i>	<i>SEPT 21</i>	<i>SEPT 22</i>			
Amount			<i>75.00</i>	<i>150.00</i>	<i>150.00</i>			<i>375.00</i>
			<i>80.00</i>	<i>160.00</i>	<i>160.00</i>			<i>400.00</i>

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

To be submitted to Payroll for processing when approved by Council

Safeway
417 Scott Street
Fort Frances, ON
P9A1H3

STORE NO: 4809
GST/HST: 831536503

Inv#: 9037110
Trans: Pre-Auth
Completion

*/**

PROXIMITY

VISA

AID: A0000000031010

Seq#: 767001001003

Terminal ID: S4809C04

Auth No: 014531

ACI/ISO: 001/00

Date: 25/09/2017

Time: 8:40:49 AM

APPROVED

Pump #: 4-Regular

Vol: 96.012 L

Price/L: \$1.029

Total: \$98.80

Fuel Includes:
GST/HST(13%): \$11.37

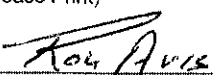

You Saved
7 Cents/L
Total Savings: \$6.72

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) 	Signature 
Approved	Date SEPT 20 / 17



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/99**

To: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor Wendy Brunetta NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 and Travel Expense Claim in the amount of \$87.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Wendy Brunetta.

Travel Expense Summary

1.	Meals	\$ 87.00
3.	Per Diem (4 Days)	<u>640.00</u>
	Total	<u>\$727.00</u>

The registration fee of \$270.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,397.02 to attend the NOMA Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$640.00 and Travel Expense Claim in the amount of \$87.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$727.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 19-22, 2017.

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

1. Attendee	Wendy Brunella							
2. Conference/Seminar Attended	NOMA Fall Conference							
Location (Facility and City)	Thunder Bay							
Dates	Sept 19-22							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast			17.00					
Lunch			16.00					
Dinner				35.00	35.00			
Per Diem			160	160	160	160		
Other								
								727.00
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved								727.00
								726.00

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 25/17
 Date

Wendy Brunella
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Fall Conference
Location	Thunder Bay
Dates	Sept 19 - 22

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Sept 19	Sept 20	Sept 21	Sept 22			
Amount		\$160	\$160	\$160	\$160			\$640

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Sept. 25/17

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/98**

To: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor June Caul NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 and Travel Expense Claim in the amount of \$145.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 20-22, 2017 as submitted by Councillor June Caul.

Travel Expense Summary

1.	Meals	\$105.00
2.	Gasoline	40.00
3.	Per Diem (2 ½ Days)	<u>400.00</u>
	Total	<u>\$545.00</u>

The registration fee of \$270.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,215.02 to attend the NOMA Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$400.00 and Travel Expense Claim in the amount of \$145.00 as submitted by Councillor June Caul for her attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 20-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$545.00 as submitted by Councillor June Caul for her attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 20-22, 2017.

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

1. Attendee	June Caul							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	Victoria Inn, Thunder Bay, ON							
Dates								
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner			85.00	85.00	85.00			105.00
Per Diem								
Other								
4. Prepaid Expenses	Registration	Air Travel		Other			Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved					Fuel		40.00	
					Total Expenses		145.00	
					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.

Sept. 25, 2017
 Date

June Caul
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	June Caul
Conference / Seminar Attended	NOMA
Location	Thunder Bay, ON
Dates	Tues. Sept. 19/17 to Fri. Sept. 22/17

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept. 20	Sept. 21	Sept. 22			
Amount			\$160	\$160	80			\$400.00

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date
	Sept. 25 /17

To be submitted to Payroll for processing when approved by Council

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date
	Sept. 19 / 17

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

Tax Description	Qty	Amount
-----------------	-----	--------

H Bronze No1		
32.814 L @ \$1.219/ L		\$40.00

Sub Total	\$40.00
-----------	---------

13.0% HST tax on	\$0.00	\$0.00
------------------	--------	--------

5.0% HST-F tax on	\$0.00	\$0.00
-------------------	--------	--------

TOTAL	\$40.00
--------------	----------------

Cash	\$40.00
------	---------

Change	\$0.00
--------	--------

Fuel Includes HST	13.0%	\$4.60
-------------------	-------	--------

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

HST - Fuel - ON No.	863700670RT0001
---------------------	-----------------

***** 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: 1 CSH: Quinten, Qw TRAN: 1498448
 9/22/2017 14:09:53 ST: C22156



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/93**

To: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor Doug Kitowski NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 and Travel Expense Claim in the amount of \$222.07 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Doug Kitowski.

Travel Expense Summary

1.	Meals	\$122.00
2.	Gasoline	100.07
3.	Per Diem (3 ½ Days)	<u>560.00</u>
	Total	<u>\$782.07</u>

The registration fee of \$250.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,432.09 to attend the NOMA Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$560.00 and Travel Expense Claim in the amount of \$222.07 as submitted by Councillor Doug Kitowski for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$782.07 as submitted by Councillor Doug Kitowski for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 19-22, 2017.

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

1.	Attendee	Doug Krownski							
2.	Conference/Seminar Attended	NOMMA							
	Location (Facility and City)	THUNDER BAY ONT							
	Dates	Sept 19-20-21-22							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast						17.00		17.00
	Lunch						20.00		20.00
	Dinner			95.00	35.00	35.00			165.00
	Per Diem			80.00	160.00	160.00	160.00		560.00
	Other								
									685.00
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
									685.00
5.	Town Used Vehicle	Yes	(No)	Reason	ALREADY USED				Total
	Mileage Claimed	KM x \$0.47 =							
	GAS ONLY MY VEHICLE								100.00
6.	Approved					Total Expenses			
						Advance Received			782.07
						Balance Claimed			785.07
						Balance Refunded			less: Per Diem 560.00
									222.07

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

Date

Date

Employee Signature

Supervisor Signature

Division Manager Signature

Date	Treasurer	A / P	Cashier

Ticket Copy



Pos Terminal:	99	Batch Date:	9/22/2017	Status:	Normal
Transaction:	99311940	Pos Batch #	29581	Sub Status:	Normal
Sale Date:	9/22/2017	Cashier Batch #	25292	Destination:	Pay at Pump
Time:	12:17	Cashier Name:	Pay@Pump	Bill Number:	09311940
				Table#	0
				No. Of Guests	1
				Loyalty:	XXXXXXXXXX

Item Code	Item Name	Quantity	Price	Total
105 87 GAS		1.00	\$1.199	\$55.07
	[Volume: 46.93] Pump: 2 Grade: 1			
	Total			\$55.07
	GST / HST Fuel			\$6.34
	Net Sub Total			\$48.73
	Discount			\$0.00

Received

Husky Pro

Card NO#
 Approval#
 Reference#

0

\$55.07

Total Received

\$55.07

Signature:

*7 HONDER
 BAY*

Want great rewards? Visit myHuskyRewards.ca



Fort Frances Husky
 808 Kings Highway
 Fort Frances ON
 P9A 3P8
 (807) 274-7688
 GST # 804707399
 Retailer ID 4976296
 Rct: 88686 7228-1
 Batch: 2159-47

myHusky Rewards

Earned: 41
 Used today: 0
 Balance: 4598

2017/09/24 17:50:21
 Unit#: 608

Item Amount

Pump # 1
 Eth Regular \$45.00
 46.949 L @ \$1.099/L
 AMOUNT \$45.00
 HST (Inc Pump) \$5.18

HUSKY PRO

2017/09/24 17:47:48
 R# 118198



PLEASE TELL US

HOW WE DID?

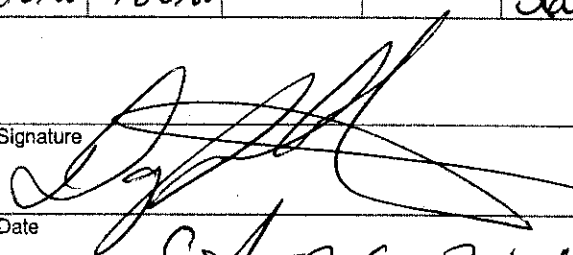
myHusky.ca/feedback

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

Attendee	Doug KILGOWSKI
Conference / Seminar Attended	NOMA.
Location	THUNDER BAY ONT
Dates	SEPT 19-20-21-22

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		1 DAY						
Amount		80.00	160.00	160.00	160.00			560.00

Name (Please Print)	Signature
Doug KILGOWSKI	
Approved	Date
	Sept 26-2017

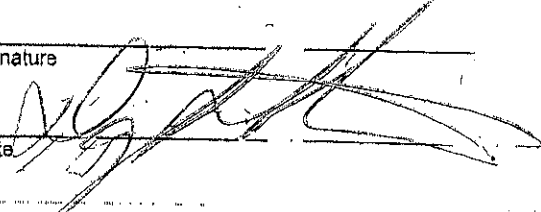
To be submitted to Payroll for processing when approved by Council

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) DOUG KITOWSKI	Signature 
Approved	Date



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/95**

To: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor Ken Perry NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 and Travel Expense Claim in the amount of \$104.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Ken Perry.

Travel Expense Summary

1.	Meals	\$104.00
2.	Per Diem (4 Days)	<u>640.00</u>
	Total	<u>\$744.00</u>

The registration fee of \$250.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,394.02 to attend the NOMA Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$640.00 and Travel Expense Claim in the amount of \$104.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$744.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 19-22, 2017.

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

1. Attendee	Ken Perry							
2. Conference/Seminar Attended	NOMA Board Meeting / Fall Conference							
Location (Facility and City)	Victoria INN Thunder Bay							
Dates	Sept 19, 20, 21, 22							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch			17 00			17 00		34 00
Dinner				35 00	35 00			70 00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved				Total Expenses				104 00
				Advance Received				
				Balance Claimed				104 00
				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 25/17
 Date

Ken Perry
 Employee Signature

 Date

 Supervisor Signature

 Date

 Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee <i>Ken Perry</i>	<i>Ken Perry</i>
Conference / Seminar Attended	<i>NOMA Fall Conference NOMA Board Meeting</i>
Location	<i>Victoria B.C. Thunder Bay</i>
Dates	<i>Sept 19, 20, 21, 22</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		<i>Sept 19</i>	<i>20</i>	<i>21</i>	<i>22</i>			
Amount		<i>160⁰⁰</i>	<i>160⁰⁰</i>	<i>160⁰⁰</i>	<i>160⁰⁰</i>			<i>\$640⁰⁰</i>

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/97**

To: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor Paul Ryan NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 and Travel Expense Claim in the amount of \$122.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Paul Ryan.

Travel Expense Summary

1.	Meals	\$122.00
2.	Per Diem (3 ½ Days)	<u>560.00</u>
	Total	<u>\$682.00</u>

The registration fee of \$250.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,332.02 to attend the NOMA Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$560.00 and Travel Expense Claim in the amount of \$122.00 as submitted by Councillor Paul Ryan for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017.

Council Approval of this Report Will Agree to the Administration recommendation to approve the per diem and Travel Expense claims in the total amount of \$682.00 as submitted by Councillor Paul Ryan for his attendance at the Northern Ontario Municipal Association Conference held in Thunder Bay on September 19-22, 2017.

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

1. Attendee	PAUL RYAN							
2. Conference/Seminar Attended	NORTHWESTERN ONT. MUNICIPAL ASSOCIATION 35TH ANNUAL REGIONAL CONFERENCE							
Location (Facility and City)	VICTORIA INN - THUNDER BAY ON.							
Dates	21 SEPTEMBER 19, 20, 21, 22 / 2017							
3. Sept.	Sun.	Mon.	Tues. 19	Wed. 20	Thurs. 21	Fri. 22	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch						17.00		17.00
Dinner			35.00	35.00	35.00			105.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
By Town of Ft. Frances	Yes				Hotel - Victoria Inn -			
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved								Total Expenses
								122.00
								Advance Received
								0
								Balance Claimed
								122.00
								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.

September 25 / 2017
Date

Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

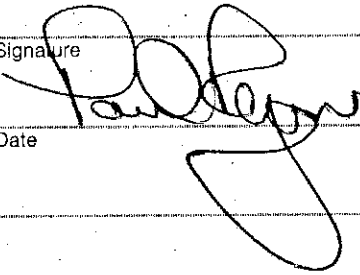
Date	Treasurer	A / P	Cashier

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

Attendee	PAUL RYAN
Conference / Seminar Attended	NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION 35 th ANNUAL REGIONAL CONFERENCE
Location	VICTORIA INN - THUNDER BAY ON.
Dates	SEPTEMBER 19, 20, 21, 22 / 2017

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date 2017		Sept 19	Sept 20	Sept 21	Sept 22			—
Amount		80.00	160.00	160.00	160.00			560.00

Name (Please Print) PAUL RYAN	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council

Date: September 28th, 2017

Report To: Planning & Development Executive Committee.

From: Patrick Briere, By-Law Enforcement Officer

Re: Update on Activities in 3rd Quarter for By-Law Enforcement Department.

Please see the below information for the months July, August and September activities for this department.

July 2017

Shelter Statistics

Impounded Dogs	2
Impounded Cats	3
After Hours Visits	7
Total Shelter Visits for Month	29

Parking Statistics

Calendar Parking	3
Tickets for Month	3
Police Issued	0
Final Total	3

Other Activities for Month

- OPP Stolen Bikes.
- Business License Applications.
- Smoking Enforcement at Arena.
- JHSC Monthly Inspection.
- PDEC Secretary Duties.
- P&D Staff Meeting.
- Fire Lane Parking Enforcement.
- Taxi Licensing & Inspections & Driver's Licenses.
- Notice of Impending Conviction Letters
- Conviction of Outstanding Parking Tickets.
- Fine Box Collection.
- Parking Meter Collection.

- Moving Permits Issued.
- Nugget Pawn Daily Activities.
- JHSC Policy Review at Staff Meetings.
- Sign Permits Issued.
- Asselin Transportation Garbage Collection Daily Issues.
- Fence Construction Info provided to Residents.
- Downtown Parking Enforcement.
- Kiss N Ride Parking Enforcement.
- Shelter Activities.
- OPP Monthly Parking Stats Report.
- Portage Avenue Parking Lot Permits Issued/Renewed.
- Parking Meter Repairs.
- MNR Sign Permit Issued.
- Boat Issue at Sorting Gap Marina.
- Dog Feces Complaint – Scott St.
- Point Park Camping Issues.
- Diamond Software for By-Law.
- Annual Fire Drill for Civic Centre.
- Assist Clerk with Large Shredding Purge.
- Property Standards – CN Property.
- Property Standards – Third St. E.
- Property Standards – Armit Ave.
- Illegal Limousine Operating in Town Complaint.
- Garbage Issue with Resident – Phair Ave.
- Illegally Parked Vehicle's in Rental Spots – Scott St.
- Tree Issue – Scott St.
- Point Park Camper Inquiries – Payment Options.
- Call for Service to Lac La Croix – Dead Animal.
- OPP Call for Service – Dogs Removed from Property.
- Walleye Trailer Court Animal Complaints.
- Nugget Pawn Complaint – Room Usage.
- Property Standards & Non-Licensed Business Complaint – Daniel Ave.
- Resident Request for Dumpster Placed on Road.
- Delivering Agenda's Clerk's Office.
- Daily Escort Staff for Bank Deposit.
- Multiple Property Standards – Overgrown Grass Issues.
- Multiple Property Standards – Overgrown Trees/Hedges.
- Property Standards – Phair Ave.
- Property Standards – Riverview Dr.
- Dog Issue – 2nd St. E.

August 2017**Shelter Statistics**

Impounded Dogs 3
 Impounded Cats 3
 After Hours Visits 4

Total Shelter Visits for Month 30

Parking Statistics

Park in Excess of 1 Hour 1
 Calendar Parking 11
 Park Detached Trailer 1

Tickets for Month 13
 Police Issued 0
 Final Total 13

Other Activities for Month

- OPP Monthly Parking Stats Report.
- Moving Permits Issued.
- Smoking Enforcement at Arena.
- Business License Complaints.
- New Business License Applications.
- Emergency Management Activities.
- Nugget Pawn Daily Activities.
- Asselin Transportation Garbage Collection Daily Issues.
- Downtown Parking Enforcement.
- Parking Ticket Inquiries from Residents.
- JHSC Monthly Inspections.
- Notice of Impending Conviction Parking Letters.
- Conviction of Outstanding Parking Tickets.
- Kiss N Ride Parking Enforcement.
- Fire Lane Parking Enforcement.
- PDEC Secretary Duties.
- Parking Complaints Detached Trailers.
- Stolen Bike's with OPP.
- Property Standards Complaint – Fifth St. W.
- Dog Barking Complaint – Lakeview Trailer Court.
- Garbage Burning Complaint – Elizabeth St. E.
- Portage Avenue Parking Lot Machine Repair.
- Taxi Licensing & Vehicle Inspections.
- Shelter Activities.

- Fine Box Collection.
- Parking Meter Repairs.
- Dog Barking Complaint – Fifth St. E. & Shevlin Ave.
- Fence By-Law Inquiries.
- Property Standards & Non-Licensed Business Complaint – Daniel Ave.
- Resident Request for Dumpster Placed on Road.
- Dog Barking Complaints – Lakeview Trailer Court.
- Diamond By-Law Software Implementation.
- Dog At Large Complaint – 4th St. W.
- Dogs At Large Complaint – Church St.
- Illegal Burning Complaint – Church St.
- Cat At Large – Armstrong Pl.
- Construction Zone Parking Enforcement.
- Delivering Agenda's Clerk's Office.
- Daily Escort Staff for Bank Deposit.
- Chicken Info Request – King's Hwy.
- Cruelty to Animals Complaints – Forwarded to OPP.
- Dog Barking Complaint – Nelson St.
- Zoning/OP Amendments for Olde Shambles Request – Work with Planner.
- Aggressive Dog Complaint – Shevlin Ave.
- Deliver Hydro Bills to Post Office.
- Cat At Large – McKenzie Ave. N.
- Property Standards – 1st St. E.
- Bear Complaint – Overpass Area.
- Bear Complaint – Church St.
- Property Standards – 1st St. E.
- Property Standards – Col. Rd. W.
- Parking Exemption Request – 8th St. W. Apt's
- Resident Complaint – Vehicle's Not Stopping for Signs or Busses – Forwarded to OPP.
- Cat At Large – North-American Lumber.
- Dog At Large – 1st St. E.
- Oil Dump Incident – King's Hwy.
- Multiple Property Standards – Overgrown Grass Issues.
- Multiple Property Standards – Overgrown Trees/Hedges.

September 2017**Shelter Statistics**

Impounded Dogs	1
Impounded Cats	6
After Hours Visits	12
Total Shelter Visits for Month	53

Parking Statistics

Tickets for Month	0
Police Issued	0
Final Total	0

Other Activities for Month

- Nugget Pawn Daily Inspections.
- PDEC Secretary Duties.
- Smoking Enforcement at Arena.
- Downtown Parking Enforcement.
- Bike Pick-Up for OPP.
- Sign Permits Issued
- Moving Permits Issued.
- Kiss N Ride & School Zone Parking Enforcement.
- Portage Avenue Parking Lot Enforcement.
- Fire Lane Parking Enforcement.
- JHSC Monthly Inspections.
- Emergency Management Plan Updating.
- New Business License Application.
- Notice of Impending Conviction Parking Letters.
- Conviction of Outstanding Parking Tickets.
- Dog Complaints – Lakeview Trailer Court.
- Garbage Complaint – Scott St.
- Business License Complaints – Business No License.
- Asselin Transportation Garbage Collection Daily Issues.
- Recycle Program Questions.
- Parking Ticket Complaints.
- Cat Complaints – Portage Ave. N.
- School Bus Loading Zone Complaints – Iron Range Bus.
- Handicap Parking Complaint – Scott St.
- OSPCA Animal Issue – By-Law Assist.
- Property Standards Issue – King’s Hwy.

- OPP Dog Cruelty Issue – By-Law Assist.
- Fire Pit Issue – Scott St.
- Dog at Large – King’s Hwy.
- Property Standards Issue – Crowe Ave.
- Property Standards Issue – Front St.
- Vehicle Parking in Laneway Complaint.
- Dog Feces Complaint – Armit Ave.
- Noise By-Law Questions answered for resident.
- Repaired Parking Meters.
- Fence By-Law Inquiries.
- Multiple Property Standards – Overgrown Grass Issues.
- Multiple Property Standards – Overgrown Trees/Hedges.
- Deliver Hydro Bills to Post Office.
- Animal Control By-Law Review.
- Dog Barking Complaint – 1st St. E.
- Property Standards – Victoria Ave. N.
- Property Standards – Nelson St.
- Parking Complaint Private Stalls – Knox United Church.
- Dog Barking Complaint – 2nd St. E.
- Deliver Agenda’s Clerk’s Office.
- Garbage Issue – Scott St Business.
- Injured Cat Found.
- Bear Issue – Day Care Area.

Also this month we had our Pound Annually inspected by the Ministry of Agriculture, Food and Rural Affairs. This inspection incurred reviewing our record keeping and facility maintenance. Attached to this report please find a copy of the Inspection Report from the Ministry.

The only item that was found during this inspection was in the Records Section 5 (b) in regards to records. The inspector asked By-Law Enforcement to add in an approximate age and weight of all animals that we take into our facility. This item has been resolved and By-Law staff began doing this the next day when animals were placed into the shelter.

Respectfully submitted,

Original Signed By

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



POUNDS INSPECTION REPORT

Ministry of Agriculture, Food and Rural Affairs
Animals for Research Act, and Regulation 23

DATE OF INSPECTION: SEPT. 11, 2017

FACILITY: <u>FORT FRANCES</u>	POUND OPERATOR NAME: <u>ARLENE BYRNES / PATRICK BRIERE</u>
ADDRESS: <u>320 PORTAGE AVE. FF</u>	TELEPHONE / CELL: <u>807 224-5323</u>
COUNTY / REGION: <u>RAINY RIVER</u>	EMAIL: <u>E1217</u>
INSPECTOR NAME: <u>CRAIG RICHARDSON</u>	INSPECTOR TELEPHONE/CELL: <u>613-294-4458</u>

ROUTINE: ☒ COMPLAINT: ☐ OTHER: ☐

C = COMPLIANT; NI = NEEDS IMPROVEMENT; NC = NON-COMPLIANT

	C	NI	NC		C	NI	NC
1. FACILITY MAINTENANCE:				4. ENVIRONMENT:			
1.A) LOCATION / CONSTRUCTION	/			4.A) LIGHTING	/		
1.B) FLOORS	/			4.B) VENTILATION	/		
1.C) WALLS	/			4.C) TEMPERATURE	/		
1.D) CEILINGS / ROOFS	/			5. RECORDS:			
1.E) DRAINS	/			5.A) ANIMAL IDENTIFICATION	/		
1.F) WINDOWS	/			5.B) INTAKE / DISPOSITION	/	/	
1.G) AISLES	/			5.C) EUTHANASIA RECORDS	/		
1.H) DOORS	/			6. ANIMAL CARE:			
2. HOUSING:				6.A) COMPETENT PERSONNEL	/		*
2.A) CAGES / KENNELS	/			6.B) FEED / WATER	/		*
2.B) COMMUNAL	/			6.C) DISEASE PREVENTION / CONTROL	/		*
2.C) OUTDOOR ENCLOSURES	/			7. SIGNAGE / HOURS OF OPERATION	/		
2.D) CAPACITY FOR CARE	/			8. WASTE / CARCASS DISPOSAL	/		
3. SANITATION / CLEANLINESS:				9. REASONABLE STEPS TO LOCATE OWNERS	/		*
3.A) CAGES / KENNELS	/			10. PEST / RODENT CONTROL	/		
3.B) CORRIDORS / SERVICES AREAS	/			11. EUTHANASIA	/		*
3.C) OUTDOOR AND ENCLOSURES	/						

FACILITY IS: ☒ IN ACCORD ☐ NOT IN ACCORD WITH THE ANIMALS FOR RESEARCH ACT (R.S.O. 1990) AND ITS REGULATIONS

CORRECTIVE ACTION PLAN REQUIRED: YES: ☐ NO: ☐; IF YES, TO BE RECEIVED BY THE INSPECTOR BEFORE _____, _____ (DATE)

COMMENTS: NO DOGS OR CATS IN TODAY. NEW POUND,
VERY CLEAN & WELL MAINTAINED

INSPECTOR: Craig Richardson
(SIGNATURE)

FACILITY MANAGER: Arlene Byrnes
(SIGNATURE)

DATE: Sept 11/17

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period:09-01-2017 - 09-30-2017

Municipality		Fort Frances				
Permit						Value
RollNo	Applicant	Contractors	Property Address	Work Descriptiton	Units / Area	
2017082			700 STEWART ST	Repair leaking entrance canopy. Remove existing sign and decking. Replace with T&G deck and roof membrane.		\$30,000.00
59-12-010-004-01900-0000			Legal Description: PLAN SM 193 LOT 1-10 & PT;ELLIOTT ST PLAN 48R1147 PART;1-4 PCL 1-1,4-1,5-1,6-1,7-1,;STREET-7	Stat's Canada Codes Building: 530 Work: 03	1 55	
2017094			715 THIRD ST W	Install Toilet and Sink in Accessory Building.		\$1,000.00
59-12-010-004-08700-0000			Legal Description: PT BLOCK B SM193 RR33 PT 7;PCL BLK B-11	Stat's Canada Codes Building: 450 Work: 03	1 1	
2017097		Sunset Dynasty (807) 271 0496	1039 COLONIZATION RD W	Repair and construct new ramp/deck, install new framing for sliding exterior door		\$10,000.00
59-12-010-005-05200-0000			Legal Description: PLAN SM59 LOT 50 PCL 9260	Stat's Canada Codes Building: 0 Work: 03	1 45	
2017099			114 LYNDY PLACE S	Construct new shed		\$1,000.00
59-12-010-006-14322-0000			Legal Description: PLAN 48M354 LOT 22 PCL 22-1	Stat's Canada Codes Building: 450 Work: 01	1 11	
2017095		Wade Friesen	110 SIXTH ST W	Repairs to north floor joists and beams. Repairs to south ceiling in living room.		\$2,500.00
59-12-010-007-12600-0000			Legal Description: PT HB RES PCL11004 & 11228	Stat's Canada Codes Building: 110 Work: 03	1 60	

2017101				900 CORNWALL AVE	Construct new 30x40 Garage	\$60,000.00
59-12-010-007-24300-0000				Legal Description:	Stat's Canada Codes	1
	Fort Frances	ON		PLAN M74 BLK 12 LOT 7 TO 8;PCL	Building: 110	120
	P9A 3G6			BLK 12-7-2	Work: 01	
2017089				515 NELSON ST	Demolish original deck and build new 40x16	\$20,000.00
59-12-020-001-03500-0000				Legal Description:	Stat's Canada Codes	1
				PALN ALB LOT 140 SRO PCL;22779	Building: 110	60
					Work: 01	
2017102				313 ARMIT AVE	Repairs to existing garage walls and foundation	\$5,000.00
59-12-020-001-10600-0000				Legal Description:	Stat's Canada Codes	1
				PLAN ALB PT LOT 252 PCL;252-1	Building: 110	50
					Work: 03	
2017092			BAY CITY, THUNDER BAY	232 SECOND ST E	Replace sewer and water	\$1,000.00
59-12-020-008-02901-0000				Legal Description:	Stat's Canada Codes	1
				PLAN SM 61 LOT 8 & W 14.74;FT LOT	Building: 110	1
				9 PCL 8-2	Work: 03	
2017090			Bay City	236 SECOND ST E	Replace sewer and water.	\$2,000.00
59-12-020-008-03000-0000				Legal Description:	Stat's Canada Codes	1
				PLAN SM61 LOT 10 & E 15.26;FT LOT 9	Building: 110	1
				PCL 9-2 & LOT 9 RP;48R3075 PART 1	Work: 03	
				PCL 9-3		
2017098				225 THIRD ST E	New framing construction for three windows and one door.	\$3,000.00
59-12-020-008-04600-0000				Legal Description:	Stat's Canada Codes	1
				PLAN SM 47 PT LOT 6 & 7	Building: 110	90
				PLAN;48R3744 PART 5 PCL 6-3	Work: 03	
2017093			ED KAUN & SONS LTD	808 SCOTT ST	Addition on existing building. 17.55m x 5.27m	\$425,000.00
59-12-030-002-02600-0000				Legal Description:	Stat's Canada Codes	1
	Fort Frances	Ontario	FORT FRANCES	PLAN ALB LOT 412 PCL 412-1	Building: 520	92.48
	P9A3M2		BR 1 STN MAIN		Work: 02	
			P9A 3M2			

2017091			1028 SCOTT ST	Repair floor, siding, header for door/window	\$8,000.00
59-12-030-005-01700-0000			Legal Description: PLAN SM48 LOT 124 PCL 124-1;SEC SM 48	Stat's Canada Codes Building: 110 Work: 03	1
2017103			1210 THIRD ST E	Demolish existing garage/shed 12'6' 10'6'	\$0.00
59-12-030-007-07100-0000			Legal Description: PLAN M91 LOT 36 E1/2 35 PCL;35-2, 36- 1	Stat's Canada Codes Building: 450 Work: 16	
2017096			1366 EIGHTH ST	Construct new accessory building on property. 40x36	\$60,000.00
59-12-030-007-14601-0000			Legal Description: RP 48R1403 PART 1 TO 3 PCL;BLK 1-5 SEC SM 143, PCL 80-2;& ST-2 SM 27	Stat's Canada Codes Building: 110 Work: 01	1
2017104	Kyle Sigurdson		826 WILLIAMS AVE	Construct new single family dwelling.	\$325,000.00
59-12-030-007-22416-0000			Legal Description: PLAN 48M382 LOT 4	Stat's Canada Codes Building: 110 Work: 01	1
2017088	RYAN MASON CONTRACTING		820 HUFFMAN CRT	Construct new family dwelling.	\$300,000.00
59-12-030-007-22424-0000			Legal Description: PLAN 48M382 LOT 12	Stat's Canada Codes Building: 110 Work: 01	1
	Ryan Mason Contracting	P9A3M3	PLAN 48M382 LOT 12	Building: 110 Work: 01	191
Sum			Summary (17 detail records)		16 \$1,253,500.00
Grand Total			Summary (17 detail records)		16 \$1,253,500.00



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

September 11, 2017

Town of Fort Frances
320 Portage Avenue
Fort Frances Ontario
P9A 3M5

Attention: Mr. Doug Herr
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility
August 2017 Monthly Report**

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

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

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

Yours truly,

A handwritten signature in black ink, appearing to read 'Kelly C', is written over a light blue circular stamp.

Kelly Cunningham
Senior Operator

For Larry Wachter
Operations Manager

**The Corporation of the Town of Fort Frances
Wastewater Treatment Plant
(Sewage Plant)
August 2017 Monthly Operations Report**

INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of August 2017; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

DESCRIPTION OF WORKS

Capacity of Works	9000 m ³ /day (average flow)
Service Area	Town of Fort Frances and Couchiching Reserve
Service Population	9000
Effluent Receiver	Rainy River
Major Process	Secondary treatment facility complete with a phosphorus removal system; ultra violet disinfection; aerobic sludge stabilization and dewatering

The Fort Frances Sewage Treatment Plant operates under *Environmental Compliance Approval Number 6786-A44PWG*. The ECA outlines the terms and conditions, and the report captures these terms and conditions in the following sections.

LABORATORY

ALS Laboratory Group – Thunder Bay is contracted to conduct the required analytical tests of the influent (raw) and effluent samples; weekly requirement.

AUGUST 2017 EFFLUENT QUALITY

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performance Objective Loading kg/d</i>
CBOD ₅	2.0 mg/L	25 mg/L	15 mg/L	11.5 kg/d	225 kg/d	135 kg/d
Total Suspended Solids	2.4 mg/L	25 mg/L	15 mg/L	14.5 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.13 mg/L	1.0 mg/L	0.9 mg/L	0.78 kg/d	9 kg/d	8.1 kg/d
Total Nitrogen Nitrate Nitrogen	8.13 mg/L 6.67 mg/L					
Total Cl ₂ Residual		<0.01 mg/L (when in use)				
E-Coli		5.2 count/100 ml (geometric mean)		200 count/100ml (geometric mean)		E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)
pH				pH range 7.5 to 8.0; average pH was 7.7		
Temperature degrees C				Temperatures ranged from 17.0 to 18.0 C; average temperature of effluent was 17.6 C		

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

WASTEWATER LIQUID PROCESS

The average daily flow for August was 5869.6 m³/day. This represents 65% of the design average flow. Total treated flow for the month was 181956 m³.

The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Environmental Compliance Approval.

INVENTORY

Chemical	End of Month Status	Units
Hypochlorite	1075 +/- @ 8.0% +3x205 L @ 12%	Litres
Alum	8.0 +/- @ 55 %	Cubic meters
Polymer	2 x 205 L drums	Liters

MAINTENANCE

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

Treatment Plant:

- Alternated lead/lag pumps
- Adjusted fluidizing water to head cell and grit snail as needed
- Greased all blowers
- Regular cleaning of head works EW basket strainer
- Greased Grit Snail and lubricated drive chain
- Biweekly inspection of spiral screen access hatch, removed wrapped debris as required
- Greased flocculator seal bearing
- Replaced shear pin clarifier longitudinal drive #1
- Weekly manifold wash on the Fournier press
- Removed access panels and hosed grit snail, rotated wear bars
- Removed debris from teacup
- Replaced RAS pump #1
- Flushed digester level sensor
- Cleaned springs and balls in polymer check valves
- Auto dialer reset with jumper JB5

Pump Stations:

- Ran gensets
- Changed seal water strainers
- Hosed and removed debris from Boundary Road and Church Street lift stations
- Replaced UPS units at Central Avenue and Fifth Street lift stations
- Asselin Storage and Transportation Limited removed debris from Central Avenue lift station wet well

PROCESS AND OPTIMIZATION ISSUES

The lack of a booster pump for the polymer system dilution water is preventing further optimization of the new sludge thickener.

SLUDGE SUMMARY

Asselin Storage and Transportation Limited hauled a calculated total of 84.6 m³ (13 bins) of thickened digested sludge to the Town of Fort Frances landfill site. The hauled sludge averaged 17.5 % TS for the month.

COMPLAINTS

There were no complaints during the report period.

BYPASS/OVERFLOW REPORT(S)

There were no bypass or overflow events during the reporting period.

COMMENTS

Plant power consumption for the month was 668 (x 180 multiplier) kWh.

Asselin Storage and Transportation Limited removed debris from Central Avenue lift station wet well.

Screen and Dewatering Upgrades at the FFWWTP have been under way since May 30, 2016.

REPORTS

ALS – Environmental Analytical Reports (on-file at plant)

Fort Frances WPCP Equipment Run Time Report (on-file at plant)

Bypass Report (on-file at plant as per occurrence)

Incident Report (on-file at plant as per occurrence)

TRANSPORTATION REPORT

July 2017

ROADS:

Storm Water Management – Urban:

- Repaired catchbasins identified for repairs or replacement

Storm Water Management - Rural:

- Flushed storm sewer laterals and clean catchbasin sumps
- Cut brush along ditches with new skid steer.

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown area and Front Street done once weekly
- Continued with curb and gutter repairs

Loose Top Maintenance:

- Graded all loose top roads twice
- Graded lanes as required.

Roadside Maintenance:

- Brush cutting at Town Entrances and fields and boulevards
- Picked up tree branches at various locations after storm on July 4th.
- Cleaned up brush along land at Esso property on Fourth Street West

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required.
- Continued replacing signs that failed reflectivity testing.
- Continued painting crosswalks, lines, parking stalls and no parking areas.

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Cut grass at Public Works Building and all yards
- Watered new sod at the Public Works Building
- Moved materials back into the Stores area after renovations were completed.

Private Work:**Sidewalks – Winter****Sidewalks – Summer:**

- Swept sidewalk and bike path along waterfront once weekly.

Vehicles and Equipment:

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

Public Relations:

- Pick up barricades from July 1st parade and fireworks
- Clean up sand from fireworks
- Provided barricades for the Dragon Boat Festival on July 7th and picked up on July 8th
- Put out detour signs and barricades for bass tournament
- Put in tent pegs for bass tournament
- Swept area at Sorting Gap Marina and Front Street for bass tournament
- Provided five (5) workers from Public Works and four (4) from Parks to set up tent for bass tournament on July 14th
- Provided barricades for the car show July 19th and 20th
- Provided labour to remove tent at bass tournament on July 24th.

Sewer and Water:

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

Interdepartmental:

- Installed a sign for exercise equipment on Front Street
- Hauled several boxes from the Civic Centre to Recycling bins on July 31st
- Scott Gosman provided coverage for vacation at the Airport from July 2nd to 7th and also from July 14th to 21st and again on July 26th and 27th.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded commercial recycling bin as required
- Emptied bins from “drop off centre” as required.

Training:**Health & Safety:**

- A Tailgate Meeting was held in the Public Works Shop on July 5, 2017.

Milt Strachan,
Superintendent of Transportation

TRANSPORTATION REPORT

August 2017

ROADS:

Storm Water Management – Urban:

- Repaired catchbasins identified for repairs or replacement
- Cleaned debris from catchbasins during rain events.

Storm Water Management - Rural:

- Cut brush along ditches with new skid steer
- Dug out beaver dams as required
- Started cutting brush in ditches with Hyundai

Hard Top Maintenance:

- Levelled utility cuts – twice weekly
- Pothole patching as required
- Street sweeping daily – Downtown area and Front Street done once weekly
- Continued with curb and gutter repairs

Loose Top Maintenance:

- Graded all loose top roads twice
- Graded lanes as required.
- Removed an old culvert on Eighth Street West that served no purpose

Roadside Maintenance:

- Cut and removed several dead/problem trees along the roadway at the Point Park
- Cut and removed several dead/problem trees along roadways and boulevards
- Cut grass at dead ends and CN Crossings
- Started grinding stumps in various locations where trees have been removed.

Winter Control:

Traffic Operations:

- Repaired and replaced signs as required.
- Continued replacing signs that failed reflectivity testing.
- Continued painting crosswalks, lines, parking stalls and no parking areas.

Regular Maintenance:

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

Buildings and Grounds:

- Cleaned Shop as required
- Cleaned vehicles and equipment as required.
- Cut grass at Public Works Building and all yards
- Watered new sod at the Public Works Building
- Continued moving materials back into Stores Area after renovations

Private Work:

- Installed a culvert for private crossing at 1332 Sixth Street East
- Installed private crossings at 825 Huffman Court and 313 Armit Avenue

Sidewalks – Winter**Sidewalks – Summer:**

- Swept sidewalk and bike path along waterfront once weekly.

Vehicles and Equipment:

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

Public Relations:

- Poured 2 cement bases for memorial benches on the waterfront.
- Delivered barricades, stage and put up detour signs for Scott Street Concert on August 31, 2017.

Sewer and Water:

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

Interdepartmental:

- Repaired sprinklers at the Civic Centre
- Supplied 2 flagmen for traffic control on highway while FFPC was installing new utility poles.
- Scott Gosman provided coverage for vacation at the Airport from August 11th to August 22nd and again on August 25th, 26th and 27th.

Recycling:

- Emptied glass recycling bin as required
- Pushed up piles in recycling building as required
- Loaded commercial recycling bin as required
- Emptied bins from “drop off centre” as required.

Training:**Health & Safety:**

- A Health and Safety Tailgate Talk was held in the Public Works Shop area on August 30th.

Milt Strachan,
Superintendent of Transportation

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(July 2016)

STAFFING:

See Operations Statistics (July) 2016 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (July) 2016 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Main Valve Replacements:

- Number of water main valve replacements: None

Water Service Breaks:

- Number of water service breaks: One (1)
 - Point Park

Water Service Repairs:

- Number of water service repairs: Three (3)
 - 930 Third St. E., 906 Second St. E. and 238 Second St. E.

Water Service Installations (NEW):

- Number of water service installations: Five (5)
 - Nelson Street (600 blk.) - Town House (Five Services)

Water Service Replacements:

- Number of water service replacements: None

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Two (2)
- 862 King's Hwy. and 714 Victoria Ave.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: One (1)
- 400 Eight St. E.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: One (1)
- 400 Eight St. E.

Backflow Prevention - Testing:

- Number of backflow preventers tested: Two (2)
- 400 Eight St. E. and 555 Flinder's Ave.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Recorded locations of curb stops at various locations.
- Performed connection inspection of water service at 844 Huffman Crt.
- Continued with locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Continued with the valve exercising program (Area 5)
- Worked in conjunction with Bay City Contracting to disinfect and test water quality before putting the new water main back into service (Phair Avenue - Third St. E. to Sixth St. E.).
- Worked in conjunction with Makkinga Contracting to disinfect and test water quality before putting the new water main back into service (Colonization Rd. E. - Third St. E. to Fifth St. E.).

WATER TREATMENT PLANT:

- July, 2016 - In receipt of the Water Treatment Facility Monthly Report.

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Main Repairs:

- Number of wastewater main repairs: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: One (1)
- In front of 732 Church St.

Sewer Service Breaks:

- Number of sewer service breaks: Two (2)
- 626 Church St. and 953 Russell Bay

Sewer Service Repairs:

- Number of sewer service repairs: One (1)
- 1311 Emo Rd.

Sewer Service Installations (NEW):

- Number of sewer service installations: Five (5)
- Nelson Street (600 blk.) - Town House (Five Services)

Sewer Service Terminations:

- Number of water service terminations: None

Other Information:

- Cleaned nine (9) plugged sewer services at the following locations:
 - 626 Church St. (2), 720 Nelson St., 413 Mosher Ave., 631 Church St., 925 Phair Ave., 544 Webster Ave.
 - 831 Phair Ave. and 316 Second St. E.
- CCTV inspected various building sewer services.
- Performed connection inspection of sanitary service at 844 Huffman Crt.
- Traced various building sewer services.
- Completed locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Recorded locations of cleanouts at various locations.

WASTE-WATER TREATMENT FACILITY:

- July, 2016 - In receipt of the Wastewater Treatment Facility Monthly Report
- Kingdom Construction Ltd. on site - Dewatering and screen upgrades.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaints, Asselin's - 4 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 208,560 kgs (206.65 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 400,730 kgs (400.73 tonnes)
- July, 2016 - Hauled material from construction project to landfill - cover garbage.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 1 complaint
- Amount of recycled waste diverted from the landfill:
 - No Data - Emterra Environmental

Prepared By: _____ Environmental & Facilities Superintendent

Date: _____

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(July 2016)

STAFFING:

See Operations Statistics (July) 2016 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (July) 2016 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Main Valve Replacements:

- Number of water main valve replacements: None

Water Service Breaks:

- Number of water service breaks: One (1)
- Point Park

Water Service Repairs:

- Number of water service repairs: Three (3)
- 930 Third St. E., 906 Second St. E. and 238 Second St. E.

Water Service Installations (NEW):

- Number of water service installations: Five (5)
- Nelson Street (600 blk.) - Town House (Five Services)

Water Service Replacements:

- Number of water service replacements: None

Water Service Terminations:

- Number of water service terminations: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Two (2)
- 862 King's Hwy. and 714 Victoria Ave.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: One (1)
- 400 Eight St. E.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: One (1)
- 400 Eight St. E.

Backflow Prevention - Testing:

- Number of backflow preventers tested: Two (2)
- 400 Eight St. E. and 555 Flinder's Ave.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Recorded locations of curb stops at various locations.
- Performed connection inspection of water service at 844 Huffman Crt.
- Continued with locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Continued with the valve exercising program (Area 5)
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- Number of water service terminations: None

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Prepared By: _____ Environmental & Facilities Superintendent

Date: _____

2017 - tonnage at Landfill Site - updated September 28, 2017											2016	2017			
MONTH	Residential Waste tonnes	Res %	ICI Waste tonnes	ICI %	Non Community Waste tonnes	Non Com %	Covering Material tonnes	2016	Average last 10 years	2017	Total Fees	Average last 10 years	Total Fees	2017-2016 Tonnes	2017-2016 Fees
								Total Tonne	Total Tonne	Total Tonne		Fees 2007 to 2016			
JAN	137.74	30.55	304.18	67.47	8.93	1.98	0.00	369.18	360.75	450.85	\$20,490.00	\$17,849.10	\$26,266.82	81.67	\$5,776.82
FEB	111.80	31.97	230.26	65.85	7.60	2.17	0.00	314.92	306.73	349.66	\$17,474.70	\$15,355.62	\$20,191.04	34.74	\$2,716.34
MAR	149.38	32.06	309.46	66.41	7.17	1.54	0.00	395.39	411.69	466.01	\$23,164.20	\$21,321.44	\$28,951.58	70.62	\$5,787.38
APRIL	217.26	34.44	405.17	64.22	8.48	1.34	20.73	573.09	574.04	630.91	\$34,152.50	\$30,505.60	\$40,385.84	57.82	\$6,233.34
MAY	243.32	32.81	491.78	66.31	6.49	0.88	0.00	641.69	719.34	741.59	\$34,655.80	\$36,978.61	\$43,112.32	99.90	\$8,456.52
JUNE	314.60	47.45	341.84	51.56	6.58	0.99	159.94	1,246.89	846.85	663.02	\$37,412.30	\$38,270.35	\$40,162.52	-583.87	\$2,750.22
JULY	209.92	35.67	369.29	62.76	9.25	1.57	1099.92	618.23	673.76	588.46	\$37,556.30	\$37,267.74	\$37,823.17	-29.77	\$266.87
AUG	255.46	38.07	402.59	59.99	13.01	1.94	695.19	897.44	657.07	671.06	\$43,194.40	\$34,723.56	\$39,355.84	-226.38	-\$3,838.56
SEPT		#DIV/0!		#DIV/0!		#DIV/0!		695.10	651.51	0.00	\$42,510.30	\$34,879.94		-695.10	-\$42,510.30
OCT		#DIV/0!		#DIV/0!		#DIV/0!		686.35	803.03	0.00	\$36,305.40	\$40,187.03		-686.35	-\$36,305.40
NOV		#DIV/0!		#DIV/0!		#DIV/0!		615.60	569.91	0.00	\$37,603.60	\$29,432.34		-615.60	-\$37,603.60
DEC		#DIV/0!		#DIV/0!		#DIV/0!		587.46	416.38	0.00	\$21,415.30	\$21,716.47		-587.46	-\$21,415.30
Average per monthly	204.94	32.25	356.82	65.99	8.44	1.76	246.97	636.78	582.59	380.13	\$32,161.23	\$29,873.98	\$34,531.14	244.85	31,720.62
Total	1639.49		2854.56		67.51		1975.78	7641.34	6991.06	4561.56	\$385,934.80	\$358,487.81	\$276,249.13	-3079.78	-\$109,685.67
Town of Fort Frances Tonnage											\$385,934.80	Actual	\$276,249.13		
	4494.05										\$384,888.00	Budget	\$391,084.00		
								Includes 603.005t associated with the Fight the Blight Campaign							
Total Tonnage	4561.56										\$385,934.80	Forecasted	\$414,373.70		
Residential Tonnage	1639.49	35.94%													
ICI Tonnage	2854.56	62.58%													
Coverage material	1975.78														

Sewer & Water Data for 2017

up-dated September 28, 2017

Month	Days per month	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017-2016	2017-2016	2017	2017
		Total	daily	Couch.	Couch.	Couch.	Total	daily	Couch.	Couch.	Couch.	Diff	Diff	Difference	Infiltration
		Sewage	Sewage	Sewage	Sewage	Sewage	Treated	Treated	2 Water	2 Water	Water	Treated	Wastewater	STP-WTP	Infiltration
		STP	STP	Meters	Meters	%	WTP	WTP	Meters	Meters	%	WTP	STP		daily average
		cu. meters	cu. meters	cu. meters	cu. meters		cu. meters	cu. meters	cu. meters	cu. meters					
		monthly	daily	monthly	daily		monthly	daily	monthly	daily					
January	31	174745	5636.94	13111	422.94	7.50%	114550.0	3695.2	10605.0	342.1	9.26%	-3560.0	-1965.0	60195.0	1941.8
February	28	174956	6248.43	13811	493.25	7.89%	103680.0	3702.9	10605.0	378.8	10.23%	-6570.0	17839.0	71276.0	2545.6
March	31	223183	7199.45	15572	502.32	6.98%	113560.0	3663.2	10785.0	347.9	9.50%	-4500.0	-8182.0	109623.0	3536.2
April	30	256759	8558.63	15613	520.43	6.08%	108330.0	3611.0	10785.0	359.5	9.96%	1590.0	2888.0	148429.0	4947.6
May	31	228551	7372.61	14312	461.68	6.26%	116990.0	3773.9	9850.0	317.7	8.42%	-1590.0	18298.0	111561.0	3598.7
June	30	201914	6730.47	13005	433.50	6.44%	114210.0	3807.0	9850.0	328.3	8.62%	-5980.0	-72302.0	87704.0	2923.5
July	31	212264	6847.23	14818	478.00	6.98%	126300.0	4074.2	10355.0	334.0	8.20%	270.0	-40152.0	85964.0	2773.0
August	31	181956	5869.55	13149	424.16	7.23%	123420.0	3981.3	10355.0	334.0	8.39%	-14080.0	-8702.0	58536.0	1888.3
September	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-104260.0	-180285.0	0.0	0.0
October	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-103050.0	-181205.0	0.0	0.0
November	30		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-96940.0	-169075.0	0.0	0.0
December	31		0.00		0.00	#DIV/0!		0.0		0.0	#DIV/0!	-108030.0	-187407.0	0.0	0.0
Total	365	1654328		113391			921040.0		83190.0			-446700.0	-810250.0	733288.0	2009.0
Monthly Average												-37225.0	-67520.8	61107.3	2012.9
daily Average															