

TOWN OF FORT FRANCES

AGENDA -December 11, 2017

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers

(Session No. 108) 5:30 p.m.

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. **Public Session Resumes in Council Chambers:**
5. **Council Reports on Board & Committee Activity:**
 - 5.1 Mayor Roy Avis - Verbal Update
Councillor John Albanese - Verbal Update
Councillor Wendy Brunetta - Verbal Update
Councillor June Caul - Verbal Update
6. **Consent Agenda:**
 - 6.1 Municipal Emergency Plan Update and Amending By-Law. 5 - 33
- Council approval of this report will agree with the recommendation of the Administration and Finance Committee to make necessary amendments and housekeeping changes to the current Municipal Emergency Plan to ensure compliance with the Emergency Management and Civil Protection Act (EMPCA) as laid out in this report and further that an amending by-law be prepared.
 - 6.2 Designate a Private Parking Space in front of H&R Block. 34 - 36
- Council approval of this report will agree with the recommendation of the Planning and Development Executive Committee to 1) approve a Private Parking Space in front of H & R Block; 2) instill a moratorium on any other requests for parking in the BIA area until further review by Administration and the Planning and Development Executive Committee and further that an amending by-law be prepared.
 - 6.3 Designate a Handicap Parking Zone in the 300 BLK of Scott Street. 37 - 38
- Council approval of this report will agree with the recommendation of the Planning and Development Executive Committee to approve a

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	Handicap Parking Zone for Service Canada in the old bus stop as laid out in this report and further that an amending by-law be prepared.	
6.4	<p>Provision of Janitorial Services in the Museum, Children's Complex, Library, Public Works, Civic Centre, Sister Kennedy Centre.</p> <p>- Council approval of this report will agree to the recommendation of the Planning and Development Executive Committee to award Tender 13-RD-17 - 3 Year Janitorial Tender for Fort Frances Museum, Children's Complex, Library, Public Works, Sister Kennedy Centre and Civic Centre to RAS Maintenance, Nicolson Janitorial Services, S&A Cleaners and Marianne Hellsoe commencing January 1, 2018 under Scenario #3 as outlined in this report and further that an authorizing by-law be prepared.</p>	39 - 42
6.5	<p>B93.1 the Border (CFOB Fort Frances) Christmas Advertising Request.</p> <p>- Council approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the purchase of twenty-six 15 second Holiday Greeting ads to be aired on B93.1 The Border from December 19 to 31, 2017 at a cost of \$249.00 plus HST.</p>	43 - 45
6.6	<p>Volunteer Bureau Community Christmas Dinner Financial Request.</p> <p>- Council approval of this report will agree to the recommendation of the Administration and Finance Executive Committee to approve a donation in the amount of \$100.00 to the Volunteer Bureau for the 2017 Christmas Dinner to be held at the Knox United Church.</p>	46 - 47
6.7	<p>Letter Regarding Snow Removal on Scott Street.</p> <p>- Council approval of this report will agree with the recommendation of Administration and the Operations and Facilities Executive Committee that:</p> <p>1) no changes be made to the winter control policy for snow removal in the downtown core; 2) a letter be sent to downtown property owners reminding them of their responsibilities regarding snow removal; and 3) that By-Law 181 Respecting Removing Snow on Sidewalks be reviewed.</p>	48 - 49
6.8	<p>Request from Police Services Board re: Staffing at the Point Park.</p> <p>- Council approval of this report will agree with the recommendation of Administration and the Operations and Facilities Executive Committee that the Point Park Office not be reopened for the summer months to monitor activities of vandalism, drug and alcohol use in the park.</p>	50 - 52

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6.9	November 2017 Drinking Water Systems Monthly Summary Report. - Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to accept the November 2017 report prior to it being made available to the general public.	53 - 60
6.10	Request from the Fort Frances Legion Branch 29 - Cross Walk at Church Street and Veteran Avenue. - Council approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to ensure that the pavement markings are brought into conformance with the Ontario Traffic Manual in the summer of 2018 and that no further action is taken.	61 - 64
6.11	Request to Utilize the Point Park for a Training Exercise. - Council approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee to ensure that 1) the use of the Point Park be granted for the purpose of a training exercise by the 116th Independent Field Battery from January 26th to 28th, 2018; 2) that the office building be made available for a public display and information including power; 3) that Mayor and Clerk be authorized to enter into a land use agreement for the purposes of this exercise on behalf of the corporation.	65 - 74
6.12	Sister Kennedy Centre Name Change. - Council approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse changing the name of the Sister Kennedy Centre to the Fort Frances Seniors Centre and further that Sister Betty Kennedy be recognized for her contributions with a dedicated memory wall named in her honour located inside the facility.	75 - 76
6.13	Student Wages - Community Services Division. - Council approval of this report will agree with the recommendations of the Community Services Executive Committee to endorse the revised 2018 Community Services student wage rates as outlined in this report.	77 - 78
6.14	Museum Intern Funding Agreement - NOHFC. - Council approval of this report will agree with the recommendation of the Community Services Executive Committee to authorize the Museum to proceed with the Northern Ontario Heritage Fund Corporation (NOHFC) agreement to hire a Museum intern for one year which will be funded 90% up to a maximum of \$31,449.60 with the	79 - 85

	cost to the Museum in 2018 estimated at approximately \$10,520.00 and further that an authorizing by-law be prepared.	Page
6.15	2017 Provincial Child Care Wage Enhancement Agreement - RRDSSASB - Council approval of this report will agree with the recommendation of the Community Services Executive Committee to endorse entering into an agreement for the 2017 Provincial Wage Enhancement Agreement with the Rainy River District Social Services Administration Board to be executed by Mayor and Clerk and further that an authorizing by-law be prepared.	86 - 95
7.	<u>General:</u>	
8.	<u>Information:</u>	
8.1	Aircraft Landing and Fuel Sales Statistics 2017 as of December 4, 2017.	96 - 99
8.2	Operations and Facilities Division - Environmental Area - Operations Statistics for the month ending September 2017.	100 - 103
8.3	Building Department - Statistics Canada Report for the period November 1, 2017 to November 30, 2017.	104
8.4	Fort Frances High School Hockey Academy - Lockers Installed at Memorial Sports Centre.	105
8.5	Town of Fort Frances General Fund (Operating) Summary for the Eleven Months Ending November 30th, 2017.	106 - 107
8.6	Town of Fort Frances Water and Sewer fund (Operating) Summary for the Eleven Months Ending November 30th, 2017.	108
9.	<u>Non-agenda items:</u>	
10.	<u>ADJOURNMENT</u>	

December 5, 2017

Report To: Mayor and Council

From: Tyler Moffitt, Fire Chief/CEMC

Subject: **Municipal Emergency Plan Update and Amending By-Law**

Currently, our **MUNICIPAL EMERGENCY PLAN** for the Town of Fort Frances has the **Ontario Provincial Police Detachment Commander** and the **Superintendent of the Fort Frances Power Corporation** listed as being part of the **MUNICIPAL EMERGENCY CONTROL GROUP**.

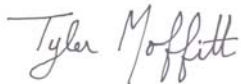
To ensure we are in compliance with the **Emergency Management and Civil Protection Act (EMCPA)** and its associated Regulation, **Ontario Regulation 380/04**, we need to **REMOVE** the **Ontario Provincial Police Detachment Commander** and the **Fort Frances Power Corporation Superintendent** from the **MUNICIPAL EMERGENCY CONTROL GROUP**.

They need to be added to the **COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**, as appointed by Council.

The Administration & Finance Executive Committee recommends the following:

1. That council brings forward the resolution to **REMOVE** the **Ontario Provincial Police Detachment Commander** and the **Fort Frances Power Corporation Superintendent** from the **MUNICIPAL EMERGENCY CONTROL GROUP**, and add them to the **COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**, as appointed by Council, as well as bring forward an amending **BY-LAW** to revise the **MUNICIPAL EMERGENCY PLAN**.

Respectfully submitted,



Tyler Moffitt, Fire Chief/CEMC

Council's approval of this report will bring forward the resolution to **REMOVE** the **Ontario Provincial Police Detachment Commander** and the **Fort Frances Power Corporation Superintendent** from the **MUNICIPAL EMERGENCY CONTROL GROUP**, and add them to the **COMMUNITY EMERGENCY MANAGEMENT PROGRAM COMMITTEE**, as appointed by Council, as well as bring forward an amending **BY-LAW** to revise the **MUNICIPAL EMERGENCY PLAN**.



Municipal Emergency Plan

Municipality of	FORT FRANCES
Designation	TOWN
Region/District	RAINY RIVER DISTRICT
Published	November 2011
Revised	November 2017

1.0 INTRODUCTION

1.1 Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Town of Fort Frances Emergency Plan is a generic and flexible document, adaptable to any emergency situation.

While many emergencies could occur within the Town of Fort Frances, the most likely to occur are: severe storms, floods, air or rail crashes, toxic or flammable gas leaks, transportation incidents involving hazardous materials, electric power blackouts, uncontrollable fires, explosions, or any combination thereof. **(See Appendix J)**

The Town of Fort Frances Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the Town of Fort Frances Emergency Plan provides for training, exercises, and evaluation.

1.2 Title

This document is the **Town of Fort Frances Emergency Plan**, herein referred to as the “Plan”.

1.3 Aim

The aim of the Plan is to provide a set of generic action guidelines to increase the Town’s ability to efficiently and effectively deploy services and resources to protect the property and the health, safety, and welfare of the residents of the Town of Fort Frances during emergency situations.

1.4 Amending Formula

Any amendments to the Town of Fort Frances Emergency Plan require an amending by-law approved by Town Council. The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Community Emergency Management Coordinator.

1.5 **Emergency – Defined**

Emergencies are situations, or threats of serious impending situations, that will adversely affect a significant number of persons, properties or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

1.6 **Definitions**

“Administrator” is responsible for running the EOC and coordinating all information and strategies of the CCG to all responding agencies.

“Command Post” is the central control/communications centre from which the Incident Commander will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational sectors

“Municipal Emergency Control Group (MECG)” Is responsible for supporting the actions of all agencies responding to an emergency, defining overall strategy, and planning for secondary effects of any emergency or disaster.

“Community Emergency Management Program Committee” is a group appointed by Council that shall advise the Council on the development and implementation of the municipality’s emergency management program and shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the council for its revision if necessary.

“Emergency Information Officer” is the individual appointed to act as the primary media and public contact for the municipality in an emergency

“Emergency Operations Centre (EOC)” is the physical facility from which the Municipal Emergency Control Group supports the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

“Incident Commander” is the individual responsible for directing and coordinating at the emergency site the actions of all the responding agencies. Statutory interest, or the municipal emergency control group in circumstance will establish the incident command position where the emergency is diffuse in nature. The position may change due to the evolution of the incident. The incident commander will report to the Municipal Emergency Control Group information relevant to the safety and security of the community

“Media Centre” is the location from which information, approved by the Municipal Emergency Control Group, is provided to the media. The centre will also monitor the emergency’s media coverage to provide the Municipal Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

“Sector Officer” is the individual representing his/her agency and may be based on as functional description or a geographic description. The sector officer will answer directly to the incident commander.

“Scribe” is responsible to the Administrator to assist him/her in the Emergency Operations Centre

2.0 AUTHORITY

2.1 The Emergency Management Act & Civil Protection Act

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and
- Authorization to attend to such other matters as is considered necessary or advisable for the implementation of the Plan during an emergency.

2.2 Protection from Liability for Implementation of the Plan

Section 11 of the *Emergency Management & Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, states:

- (1) No action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.;
- (2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of Council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

2.3 Public Accessibility to the Plan

Section 10 of the *Emergency Management & Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Office of the Town Clerk in hard copy format, and may be viewed at anytime in PDF format on the town web site.

2.4 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended*.

3.0 DECLARATION OF AN EMERGENCY

3.1 Authority to Declare

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9, as amended*, Section 4(1) states:

“The head of Council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

3.2 **Notification to the Minister of Public Safety and Correctional Services**

Under the *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, states the Mayor must immediately notify the Minister of Public Safety and Correctional Services through the Duty Officer at Emergency Management Ontario of the declaration of an emergency. To notify the Minister's office call:

Emergency Management Ontario 1-866-314-0472

The verbal declaration of an emergency to EMO shall be followed by a written declaration on Municipal letterhead faxed to the Duty Officer at 1-416-314-6220

Upon declaring an emergency, the Mayor will further notify:

1. Town Council Members
2. Public
3. Neighbouring Community Officials, as required
4. Local Members of Federal and Provincial Parliaments

PLAN IMPLEMENTATION

4.1 **Assembling the Municipal Emergency Control Group**

On receipt of an official request from a member of the Municipal Emergency Control Group, Fort Frances Fire and Rescue Service shall implement the "Emergency Plan – Alert Procedure" (**see Appendix A**).

Fort Frances Fire and Rescue Service 911

Municipal Emergency Control Group members may be directed to report to the Emergency Control Centre or be placed on standby. Upon being notified, it is the responsibility of all Municipal Emergency Control Group Members to inform their staff and volunteer organizations.

4.2 **Activation of the Plan**

If requested to report to the Emergency Operations Centre the Municipal Emergency Control Group shall activate the Plan, be responsible for establishing an overall strategy to mitigate the risk to the community, for providing the necessary support and resources to the operational agencies, and for establishing a communication plan for notification of the public and the media.

4.3 **Action Prior to Activation**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as

may be required to protect property and the health, safety and welfare of the Town of Fort Frances.

4.4 Actions of Emergency Response Agencies

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan, or shall place personnel on stand-by until further notice.

Each agency responding to the emergency shall report to the incident commander for assignment

4.5 Chain of Command

Each agency responding to the emergency shall operate within their organizational structure. For purposes of strategic direction all sector officers will take direction from the incident commander, tactical direction will be established at the sector officer level and tasks completed from that direction.

4.6 Emergency Operations Centre

The Emergency Operations Centre shall be established at Town Hall (320 Portage Avenue), downstairs. The backup location is the maintenance building at the Fort Frances Airport.

The first arriving Municipal Emergency Control Group members are responsible for setting up the Emergency Operations Centre. The Community Emergency Management Coordinator (CEMC) is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre and equipment required, see **Appendix D for main EOC or Appendix E for back-up EOC.**

4.7 Media Centre

The Media Centre will be established in the Council Chambers or other location as deemed necessary by size or type of incident.

The Emergency Information Officer is responsible for setting up and maintaining the Media Centre.

4.8 Communications

Each responding agency is responsible for establishing its own telecommunications links with its Municipal Emergency Control Group representative.

4.9 **Emergency Operations Centre Message Traffic**

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

Critical is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

Priority is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the “emergency” category.

Routine covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the Administrator - EOC Manager, and shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in **Appendix F**.

4.10 **Command Post**

The incident commander shall establish a temporary command post at the emergency site. The temporary command post shall be replaced by a mobile or fixed command post as determined by the incident commander and the agency with proprietary interest. All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

4.11 **Dissemination of Decisions by the Municipal Emergency Control Group**

Decisions by the Municipal Emergency Control Group shall be transmitted to the incident commander through their agency representative. The Administrator - EOC Manager or alternate, shall coordinate this function.

4.12 **Evacuation**

Refer to **Appendix G** “Town of Fort Frances Evacuation Plan”.

4.13 Request for Assistance

Assistance may be requested from the Province of Ontario or Federal Government at any time without any loss of control or authority. Assistance also may be requested from neighbouring municipalities and/or the private sector as required (**see Appendix B “Resource Contact List”**).

4.14 Termination of a State of Emergency

The Mayor or alternate or Council as a whole or the Premier of Ontario can officially declare the termination of the emergency at any time and shall notify:

1. Minister of Public Safety (Emergency Management Ontario)
2. Town Council
3. Public and Neighbouring Communities
4. Members of Provincial and Federal Parliament
5. Duty Officer (Notice of termination faxed to 1-416-314-6220)

5.0 MUNICIPAL EMERGENCY CONTROL GROUP

5.1 Composition of the Municipal Emergency Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at an Emergency Operations Centre:

- Mayor
- Town Administrator
- Scribe
- **OPP Detachment Commander – REMOVED FROM THIS LIST**
- Fire Chief, Community Emergency Management Coordinator
- Manager of Operations and Facilities
- Emergency Information Officer
- **Superintendent of Power Corporation – REMOVED TO THIS LIST**

Not all members of the Municipal Emergency Control Group have to be present for the EOC to function and it therefore may function with only a limited number of persons depending upon the emergency. In addition an emergency does not have to be declared to have the group meet.

Other Town staff, government officials, and outside experts may be called by the Administrator to join the Municipal Emergency Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise.

The following are members of the Community Emergency Management Program Committee

- Emergency management co-coordinator as appointed by Council.
- Senior municipal official as appointed by Council.

- Members of the council, as appointed by Council.
- Municipal employees responsible for emergency functions appointed by Council.
- Northwestern Health Unit representative as appointed by Council.
- Rainy River District Social Services Board rep. appointed by Council.
- Abitibi representative as appointed by Council.
- Hospital representative as appointed by Council.
- Ambulance manager as appointed by Council.
- MNR representative as appointed by Council.
- Rainycrest Administrator as appointed by Council.
- CISM representative as appointed by Council.
- Union Gas representative as appointed by Council.
- Superintendent of Power Corporation – ADDED TO THIS LIST
- OPP Detachment Commander – ADDED TO THIS LIST

5.2 **Responsibilities of the Municipal Emergency Control Group**

Planning (Operating/Business) Cycle

Members of the Municipal Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. The Administrator - EOC Manager, will establish frequency of planning cycles and agenda items. Maps and status boards shall be prominently displayed and kept up to date by the Duty Officer.

The incident commander shall schedule regular briefings with sector officers.

The Municipal Emergency Control Group is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well being of persons; property and infrastructure; essential services; the environment; the local economy, and to instill a level of confidence to the public.

The responsibilities of the Municipal Emergency Control Group are to:

- (1) advise the Mayor as to whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;
- (2) ensuring that Emergency Management Ontario has been notified of declared or impending emergencies;
- (3) ensuring an incident commander has been appointed;
- (4) activating the Town of Fort Frances emergency response plan;
- (5) authorizing the expenditure of money;

- (6) managing information, including maintenance and retention of events log and records pertaining to expenditures;
- (7) maintaining a log outlining decisions made and actions taken;
- (8) managing emergency information;
- (9) directing the movement of equipment and resources beyond the immediate emergency site(s);
- (10) ordering evacuations as necessary based on site requirements of the incident commander;
- (11) discontinuing utilities or services on a wide scale;
- (12) directing the use of municipal resources;
- (13) arranging extra resources (human and material);
- (14) liaising with other municipalities and other levels of government, including the activation of mutual aid agreements;
- (15) recommending the termination of the state of emergency, when appropriate;
- (16) implementing a recovery strategy; and
- (17) participating in post-emergency debriefings.

5.3 **Mayor**

Upon learning of a potential emergency, the Mayor should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” **(see Appendix A)**.

The Mayor or alternate shall:

- (1) declare an emergency to exist. Complete the “Declaration of an Emergency” form **(see Appendix F)**;
- (2) notify the Minister of Community Safety and Correctional Services of the declaration of an emergency and of the termination of an emergency;
- (3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town;

- (4) participate in decision making, determining priorities, and issuing strategic directives through the Town Administrator for the resolution of the emergency;
- (5) request assistance from senior levels of government, when required;
- (6) in consultation with the Town Administrator, approve news releases and public announcements;
- (7) as the Town of Fort Frances's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;
- (8) keep Council updated regarding the situation and actions being taken to resolve the emergency;
- (9) terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.4 Town Administrator – EOC Manager

Upon learning of a potential emergency, the Town Administrator should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" (**see Appendix A**).

The Town Administrator or alternate shall:

- (1) chair the meetings of the Municipal Emergency Control Group;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) organize and supervise all activities within the Emergency Operations Centre;
- (4) advise the Municipal Emergency Control Group on administrative matters including Corporate Policies and Procedures;
- (5) conduct planning Cycle meetings on a scheduled basis;
- (6) disseminate decisions or directions to all response agencies made by the Municipal Emergency Control Group;
- (7) in conjunction with the Municipal Emergency Control Group direct the appointment of an liaison officer.

- (8) in the Mayor's or designates absence, or at the request of the Mayor or designate, assume the Mayor's responsibilities in the Emergency Operations Centre;
- (9) approve news releases and public service announcements from the EOC prior to their release;
- (10) liaise with Town Managers or Chief Administrative Officers of neighbouring municipalities affected by the emergency or providing assistance to Town of Fort Frances emergency operations;
- (11) maintain a detailed log of all actions taken by the Town Administrator;
- (12) coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;
- (13) prepare a post-emergency report for submission to Town Council.

5.5 Emergency Information Officer

The Emergency Information Officer or alternate shall:

- (1) advise the Municipal Emergency Control Group on matters pertaining to public information, public affairs, and media relations;
- (2) gather, process and disseminate information for use by the Municipal Emergency Control Group;
- (3) upon approval of the Administrator or designate, release information to the public and media;
- (4) direct the establishment and operation of a Media Centre, a Call (Information) Centre, and an emergency site media centre;
- (5) issue public announcements, instructions, or warnings as directed by the Mayor or designate or Administrator;
- (6) provide public relations support as required;
- (7) coordinate all media requests, including arrangements for supervised tours near the emergency site(s);
- (8) arrange for photo or video records of the emergency operations;
- (9) maintain a detailed log of all actions taken by the Emergency Information Officer;
- (10) participate in a post-emergency debriefing.

5.6 **Scribe**

The scribe or alternate will:

- (1) assist the Town Administrator with their functions as requested;
- (2) ensure that timely and correct information is displayed on the Main Event Board within the Emergency Operations Centre;
- (3) maintain a detailed log of all actions taken by the Municipal Emergency Control Group;
- (4) coordinate the provision of clerical staff to assist in the Emergency Operations Centre as required;
- (5) if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;
- (6) if directed by the Mayor or designate, arrange a special Council meeting(s);
- (7) coordinate the arrangements for identification cards to be issued to the Municipal Emergency Control Group, Town support staff and external resource personnel as required;
- (8) setup and maintain the operation of feeding, sleeping and meeting areas at the Emergency Operations Centre as required;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator;
- (10) ensure the security of the Emergency Operations Centre.

5.7 **OPP Detachment Commander - MOVED TO SECTION 6**

Upon learning of a potential emergency, the Detachment Commander should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" (**see Appendix A**).

The Detachment Commander or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on law enforcement matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;

- (4) activate the OPP Emergency Call Out Procedures;
- (5) establish a communications link with the Police Incident Commander;
- (6) direct the establishment of inner and outer perimeters around the emergency site(s);
- (7) direct and control the dispersal of crowds within the emergency site(s);
- (8) direct the movement of emergency vehicles to and from the emergency site(s);
- (9) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
- (10) maintain law and order in evacuation and reception centres and other temporary facilities;
- (11) protect property and maintain law and order at the emergency site(s);
- (12) maintain a detailed log of all actions taken by the OPP;
- (13) participate in a post-emergency debriefing, and provide reports as requested by the Town Administrator.

5.8 **Fire Chief**

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” **(see Appendix A)**.

The Fire Chief or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on fire service matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) establish a communications link with the onsite fire officer;
- (5) if required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;

- (6) arrange for additional equipment and materials as required;
- (7) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;
- (8) maintain a detailed log of all actions taken by the Fort Frances Fire and Rescue Service;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.9 Community Emergency Management Coordinator

Upon learning of a potential emergency, the CEMC should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” **(see Appendix A)**.

The CEMC shall:

- (1) be responsible and accountable for the development and implementation of the Town of Fort Frances emergency management program;
- (2) provide the Municipal Emergency Control Group with information and advice on emergency management and progress of the program;

5.10 Manager of Operations and Facilities

Upon learning of a potential emergency, the Manager of Operations and Facilities should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” **(see Appendix A)**.

The Manager of Operations and Facilities or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on engineering and transit matters;
- (2) participate in decision making, determining priorities, and issuing operational directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Municipal Emergency Control Group;

- (5) maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- (6) provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;
- (7) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;
- (8) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;
- (9) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- (10) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;
- (11) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services
- (12) coordinate efforts to re-establish essential services;
- (13) coordinate debris removal activities;
- (14) coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;
- (15) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;
- (16) maintain a detailed log of all actions taken by the Public Works Department;
- (17) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.11 Superintendent of the Power Corporation – MOVED TO SECTION 6

Upon learning of a potential emergency, the Superintendent of Power Corporation should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

- (1) provide the Municipal Emergency Control Group with information and advice on electrical matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.
- (5) provide alternate supplies of electrical power where necessary and practicable
- (6) maintain a detailed log of all actions taken by the Power Corporation;
- (7) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Support Groups may be formed from Town staff and personnel from other government agencies and organizations. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator - EOC Manager is responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

6.2 Incident Commander

The incident commander shall:

- (1) organize and coordinate the response at the emergency site(s) with all sector officers;
- (2) assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- (3) coordinate with the Municipal Emergency Control Group and sector officers to ensure that the necessary equipment, supplies, and personnel are available;

- (4) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;
- (5) schedule briefings with individual and collective sector officers as to agency response status;
- (6) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions,
- (6) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the Municipal Emergency Control Group;
- (7) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;
- (8) brief sector officer regarding the situation as they become involved;
- (9) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;
- (10) develop an Emergency Site Organization Plan/Layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);
- (11) coordinate the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;
- (12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment
- (14) In consultation with sector officers, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;
- (15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);
- (16) maintain a detailed log of all actions taken

- (17) participate in a post-emergency debriefing and provide such reports as requested by the Administrator.

6.3 Northwestern Health Unit Representative

The Medical Officer of Health or Health Unit Representative shall:

- (1) provide the Municipal Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;
- (2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Municipal Emergency Control Group;
- (3) receive and distribute vaccine in the event of a pandemic;
- (4) liaise with the Ministry of Health, Public Health branch;
- (5) provide recommendations regarding the evacuation of buildings or areas for reasons of health;
- (8) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (9) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;
- (8) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;
- (9) maintain detailed log of actions taken by the Northwestern Health Unit;
- (10) participate in a post-emergency debriefing and provide reports as requested by the Administrator;
- (11) coordinate with the Community Care Access Centre for appropriate home care for any early discharge of patients.

6.4 Rainy River District Social Services Board Representative

- (1) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies; Control community service agencies to assist at reception, and other tasks as directed by group

- (2) maintain a detailed log of all actions taken by the Community Services Division;
- (3) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.5 Media Communications

- (1) The Municipal Emergency Control Group shall use B93 FM to inform emergency personnel and the public of the situation and of the action to be taken. In the event that B93FM is unable to broadcast, KBWH FM (99.5) will be the alternate station.

6.6 Hospital Official

- (1) provide the Community Control Group with information and advice;
- (2) implement the hospital emergency plan;
- (3) coordinate with ambulance services the transportation and delivery of casualties to hospital and/or treatment Centres.

6.7 Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

- (1) provide the Community Control Group with information and advice on health service matters;
- (2) participate in decision making, determining priorities, and issuing operational directives to support the resolution of the emergency
- (3) activate the appropriate emergency call out procedures;
- (4) coordinate the acquisition of ambulance resources as required by the incident commander or sector officer;
- (5) coordinate with senior police officials the movement of ambulances to and from the emergency site(s);
- (6) coordinate with other Emergency Services and Duty Officer for the provision of triage and treatment at the emergency site(s), casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Community Control Group;
- (7) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);

- (8) coordinate with the MOH in time of epidemics for the provision of triage and emergency treatment at the emergency site(s), causality collection posts and the distribution of casualties.
- (9) provide the main radio communication link among health services and RRDSSAB Health Services Manager for notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services;
- (10) liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;
- (11) maintain a detailed log of all actions taken by the Ambulance Service;
- (12) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.8 Red Cross, if requested:

- 1 Coordinate (lead role) the provision of emergency feeding, reception, accommodations, clothing, identification, registration and inquiry,
 - 2 Provide registration and inquiry services and assist at reception center(s) as required
 - 3 Provide first aid services at evacuation centers and other locations required.
 - 4 Maintain a detailed log of all actions taken and provided reports are requested by the administrator-EOC Managers/CCG Fort Frances
 - 5 The Canadian Red Cross staff or designates will act as public information Liaison at all disaster response, concerning Canadian Red Cross matters
- Responding to the dispatch call by arriving on the scene within three hours from call.
 - Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest.
 - Canadian Red Cross will provide for immediate emergency needs, such as lodging, comfort kits, food and clothing and family reunification, for a period of up to 72 hours or as needed
 - The Canadian Red Cross team leader will assess the situation and the needs of the victims.

- The Canadian Red Cross team leader, or designate, will liaise at the emergency scene with RRDVSP Team Leader/s.

6.9 Rainy River Districts Victim Services Program, will provide, on request:

1. Team leaders that will dispatch the correct number of RRDVSP volunteers as requested RRDSSAB or CRCS
2. Volunteers will take direction from a RRDVSP Team Leader, liaise with the RRDSSAB and CRCS staff/ volunteers on –scene, and follow their own protocols within their mandate.
3. Provide victims with emotional support, practical assistances and referral information in keeping with the policies.
4. Follow-up Services with victims with regard to emotional, practical and referral support in the days following the event, if victims have consented. If at any time, a further need is identified that can be met by CRC or RRDSSAB, victims will be referred to their services for additional assistance
5. Volunteers with proper identification and emergency vests
6. Personal services (if applicable) for referrals to, hospital, clinics, veterinarians, pet shelters, clergy, spiritual advisors, access to counseling services, local transportation, etc.
7. Provide (dependant on numbers) emergency, one- time personal hygiene supplies for all adults, diapers etc.

6.10 Amateur Radio Operators

1. If requested, the Fort Frances Amateur Radio Operators shall provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Community Control Group. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator

6.11 Ministry of Natural Resources

- 1, If requested, the Ministry of Natural Resources shall provide additional personnel and equipment as required. They shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator. The MNR shall be accessed through the Duty Officer for EMO

6.12 Chief Building Official

- 1, If requested, the Chief Building Official shall coordinate with the Manager of Operations and Facilities in the securing of unsafe buildings, or demolition of

structures found to be unsafe. The CBO shall also maintain a detailed log of all actions taken and if requested participate in a post-emergency debriefing.

6.13 Critical Incident Stress Management Team

1. If requested, the CISM Team will work with the Administrator and/or Incident Commander to provide debriefings and follow-ups for emergency service personnel and community intervention as required.

6.14 OPP Detachment Commander

Upon learning of a potential emergency, the Detachment Commander should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (see **Appendix A**).

The Detachment Commander or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on law enforcement matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (4) activate the OPP Emergency Call Out Procedures;
- (14) establish a communications link with the Police Incident Commander;
- (15) direct the establishment of inner and outer perimeters around the emergency site(s);
- (16) direct and control the dispersal of crowds within the emergency site(s);
- (17) direct the movement of emergency vehicles to and from the emergency site(s);
- (18) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
- (19) maintain law and order in evacuation and reception centres and other temporary facilities;
- (20) protect property and maintain law and order at the emergency site(s);
- (21) maintain a detailed log of all actions taken by the OPP;
- (22) participate in a post-emergency debriefing, and provide reports as requested by the Town Administrator.

6.15 Superintendent of the Power Corporation

Upon learning of a potential emergency, the Superintendent of Power Corporation should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (see **Appendix A**).

- (18) provide the Municipal Emergency Control Group with information and advice on electrical matters;
- (19) participate in decision making, determining priorities, and issuing strategic directives through the Administrator - EOC Manager for the resolution of the emergency;
- (20) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (21) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.
- (22) provide alternate supplies of electrical power where necessary and practicable
- (23) maintain a detailed log of all actions taken by the Power Corporation;
- (24) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 TRAINING AND EVALUATION

7.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

- (1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;
- (2) individual and collective training to ensure personnel are prepared to implement the Plan; and

- (3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

7.2 **Definitions**

Simulated Exercises:

Individual control agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions. The actions of upper and lower operations are simulated by the exercise design staff.

Specialty Exercises:

These exercises practice response to a specific risk such as: bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercises can involve a simulated approach or actual deployment of resources.

Communication Exercises:

These exercises are designed to test the emergency notification procedures or to practice or evaluate communication resources.

Emergency Operations Centre Exercises:

The Emergency Operations Centre staff shall convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the Town of Fort Frances and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centres.

7.2 **Definitions - continued**

Major Exercise:

This exercise involves the physical deployment of resources in response to a staged emergency situation. It may be undertaken by a single department or agency, or may be conducted in conjunction with others.

Mass Exercise:

This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Municipal Emergency Control Group, Emergency Operations Centre and one or more emergency sites.

7.3 **Training**

Each Department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

7.4 Exercises

The purposes of exercises are:

- (1) to practice, test, evaluate, and improve plans and operational capabilities;
- (2) to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;
- (3) to stimulate and maintain interest and enthusiasm.

Departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their departments.

The Municipal Emergency Control Group shall conduct a minimum of one exercise each year. This may be a simulated or communication exercise.

7.5 Evaluation

Each department or agency is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the Plan must be reported to the Fire Chief.

8.0 PLAN MAINTENANCE AND REVISION

8.1 Plan Maintenance and Revision

An Emergency Planning & Evaluation Committee chaired by the Community Emergency Management Coordinator or designate, will be composed of staff from various Town departments and outside agencies. The Committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information.

Town departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Planning & Evaluation Committee will review and revise the Plan in January of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see **Appendix I**, Distribution List).

Town of Fort Frances
Municipal Emergency Control Group Members
(Revised: November 2017)

Appendix A1

Municipal Emergency Control Group Members

Title	Member	Home Ph.	Work Ph.	Cell Ph.	Email
Mayor	Roy Avis		274-7751		ravis@fortfrances.ca
<i>Alternate</i>	Deputy Mayor		274-5323x.1212		
Administrator	Doug Brown		274-5323x.1213		dbrown@fortfrances.ca
<i>Alternate</i>	Lisa Slomke		274-5323x.1215		lslomke@fortfrances.ca
PIO	Patrick Briere		274-5323x1218		pbriere@fortfrances.ca
<i>Alternate</i>					
CBO	Tyson Dennis		274-5323x.1216		tdennis@fortfrances.ca
<i>Alternate</i>	Travis Rob		274-9893x.1316		trob@fortfrances.ca
Fire Chief/CEMC	Tyler Moffitt		274-9841x.1250		tmoffitt@fortfrances.ca
<i>Alternate</i>	Patrick Briere		274-5323x.1218		pbriere@fortfrances.ca
<i>Alternate</i>	Kathy Lawson		274-5323x.1212		klawson@fortfrances.ca
Manager O&F	Travis Rob		274-9893x1316		trob@fortfrances.ca
<i>Alternate</i>	Milt Strachan		274-9893x1312		mstrachan@fortfrances.ca
Treasury	Laurie Lindberg		274-5323x1225		llindberg@fortfrances.ca
<i>Alternate</i>	Dawn Galusha		274-5323x1224		dgalusha@fortfrances.ca

Date: December 4th, 2017

Report To: Mayor and Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Designate a Private Parking Space in front of H&R Block.

Council will recall at their meeting held October 23, 2017 that a request from H&R Block was received for a Designated Loading Zone. This item was referred to the Planning & Development Executive Committee for recommendation.

The Planning & Development Executive Committee at their meeting held December 4th, 2017 recommended that Council approve a Private Parking Space for H&R Block commencing from a point 8m North of Scott Street, continuing Northerly on Portage Avenue for a distance of 6.75m with the appropriate fee being paid in accordance with the User Fee Schedule By-Law #55/16 as amended and that the Traffic Control By-Law be amended to reflect this designation.

Respectfully submitted

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will:

- a) Direct that By-Law 21/14 be amended to reflect the proposed Private Rental Parking Stall for H&R Block.
- b) Instil a moratorium on any other requests for parking in the BIA area until further review by Administration and the Planning & Development Executive Committee.



H&R BLOCK

H&R Block Fort Frances
Box 211, 302-C Scott Street
Fort Frances, ON P9A 3M6

October 19, 2017

Mayor and Council
The Corporation of the Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Dear Mayor and Council:

Re: Private parking space

This letter is regarding the on-street public parking space on Portage Avenue at Scott Street, directly in front of the entrance to H&R Block Fort Frances.

I am requesting that this parking space be changed from on-street parking to a privately-rented parking space, in order to provide an easily accessible on-site parking space for our clients.

Best regards,



Aaron Petrin
Franchise Owner

513

511

509

578

516		0	AGENDA ITEM #6.2					
			613	617	621	625		
510		0						
600	604	608	610	612	614	618	620	622

608 Scott Street

413

411

0

601	607	609	615	617	619	621
410						

Date: December 4, 2017

Report To: Mayor and Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Designate a Handicap Parking Zone in the 300 BLK of Scott Street.

By-Law Enforcement had received a request from Service Canada to Designate a Handicap Parking Zone. This item was referred directly to the Planning & Development Executive Committee for recommendation.

The Planning & Development Executive Committee at their meeting held December 4th, 2017 recommended that Council approve a Handicap Parking Zone for Service Canada in the old bus stop commencing from a point 8m East of Scott Street, continuing Easterly on Scott Street for a distance of 6.75m and that the Traffic Control By-Law be amended as well. Service Canada is aware that the Handicap Parking Stall will be installed and painted in the spring/summer season to allow for the ground to thaw.

Respectfully submitted

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: a) Direct that By-Law 21/14 be amended to reflect the proposed Handicap Parking Zone for Service Canada.

Tyson Dennis

From: Mitch St Onge <Mitch.StOnge@bgis.com>
Sent: Tuesday, October 31, 2017 8:29 AM
To: Tyson Dennis
Subject: 301 Scott Street Fort Frances

Good morning,

I would like to request that a Mobility Impaired parking spot be provided in front of the 301 Scott Street building. Currently there are MI spaces at the rear of the building but this yields a great distance for MI clientele to access the Service Canada office. We have received multiple complaints from the community and would ask that the city of Fort Frances aid us in providing proper parking to access this community service.

If you are not the right person to contact in regards to this request, could you kindly forward this email the proper authority.

Thank you for your time.

Mitch St-Onge
Property Manager
 RP-1 Account - NW Ontario

BGIS
 221 Archibald Street North, Suite 112
 Thunder Bay, ON P7C 3Y3
 C: 807-707-2582
 O: 807-623-5763
mitch.stonge@bgis.com
www.bgis.com



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Date December 5, 2017

Report To: Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **PROVISION OF JANITORIAL SERVICES IN THE MUSEUM, CHILDREN'S COMPLEX, LIBRARY, PUBLIC WORKS, CIVIC CENTRE AND SISTER KENNEDY CENTRE**

Tender 13-PD-17 was advertised in October 2017 for a potential three-year provision of janitorial services in the Fort Frances Museum, Children's Complex, Library, Public Works, Sister Kennedy Centre and Civic Centre/OPP with one addendum issued on November 8, 2017. A total of 6 janitorial contractors picked up tender packages, while 5 contractors submitted bids, which were opened publicly at 2:00pm on November 14, 2017. Bids were received from RAS Maintenance Services, Bee-Clean, Nicolson Janitorial Services, S and A Cleaners, Marianne Hellesoe.

The bids for tender 13-PD-17 are shown in a spread sheet attached to this report. There have been three scenarios prepared based on the low bids and three-year contracts. The tender allowed for optional bids of one, two or three years for janitorial services. The Civic Center was the only facility which had lowest bids include two contractors for a 2018 contract and a 2019/2020 contract. The other facilities had single contractor bids with three-year pricing for the tender.

The attached spread sheet outlines the bids as tendered for the services required. Prices are separate of HST.

The Planning and Development department prepared three scenarios. Scenario one has all facilities being awarded for three years other than the Civic Centre. Civic Centre would be a single year tender with tender being advertised again in late 2018 for the 2019 and 2020 years.

Scenario two would award all facilities listed in the tender for a three-year duration as a lowest bidder being awarded to all facilities other than the Civic Center which is \$1729.66 more annually, for the 2018 year.

Scenario three would award all facilities for a three-year contract. The Civic Centre would have a contract for 2018, as well as a second contract being awarded for 2019/2020. The two contracts would be the lowest bidding prices. The lowest bids would be awarded for all facilities in scenario three.

Planning and Development Executive Committee reviewed the tender document and bids on December 4, 2017. The three scenarios were discussed, and Scenario #3 is the recommendation for awarding the 13-PD-17 tender. All facilities to be awarded for a three year, low bid price.

Council approval of this report will: award the 13-RD-17 Janitorial Tender for three years for the Fort Frances Museum, Children's Complex, Library, Public Works, Sister Kennedy Centre and Civic Centre to RAS Maintenance, Nicolson Janitorial Services, S and A Cleaners and Marianne Hellsoe. The contracts will commence January 1, 2018. The awarded tender will be Scenario #3 as presented in the spread sheet attached to this report.

Respectfully submitted by,

Originally Signed

Tyson Dennis Chief Building Official and Municipal Planner

Facility	Fort Frances Museum	Fort Frances Child Complex	Frances Public Library	Fort Frances Plublic Works	Sister Kennedy	Civic Centre OPP and FFPC	Proposed Tender Totals
Contractor							No HST
RAS Maintenance							
2018	\$ 10,749.00	\$ 44,385.00	\$ 33,963.93	\$ 25,812.80	\$ 13,219.80	\$ 66,529.66	
2019	\$ 11,823.60	\$ 47,445.00	\$ 33,963.93	\$ 27,251.00	\$ 13,880.80	\$ 69,490.33	
2020	\$ 11,823.60	\$ 47,445.00	\$ 35,335.44	\$ 27,521.00	\$ 13,880.80	\$ 70,858.84	
Bee Clean Building Maint.							
2018	\$ 18,810.60	\$ 58,305.96	\$ 39,915.60	\$ 25,922.52	\$ 23,591.88	\$ 89,920.20	
2019	\$ 19,374.92	\$ 60,055.14	\$ 41,113.07	\$ 26,700.20	\$ 24,299.64	\$ 92,617.81	
2020	\$ 19,956.17	\$ 61,856.79	\$ 42,346.46	\$ 27,501.20	\$ 25,028.63	\$ 95,486.35	
Nicolson Janitorial Services							
2018						\$ 64,800.00	
2019							
2020							
S and A Cleaners							
2018			\$ 28,320.00				
2019			\$ 28,320.00				
2020			\$ 28,680.00				
Marianne Hellsoe							
2018				\$ 14,476.68			
2019				\$ 14,476.68			
2020				\$ 14,476.68			
Scenerio #1 Winning Bids							
RAS Maintenance							
2018	\$ 10,749.00	\$ 44,385.00			\$ 13,219.80		\$ 68,353.80
2019	\$ 11,823.60	\$ 47,445.00			\$ 13,880.80		\$ 73,149.40
2020	\$ 11,823.60	\$ 47,445.00			\$ 13,880.80		\$ 73,149.40
Bee Clean Building Maint.							
2018							
2019							
2020							
Nicolson Janitorial Services							
2018						\$ 64,800.00	\$ 64,800.00
2019							
2020							
S and A Cleaners							
2018			\$ 28,320.00				\$ 28,320.00
2019			\$ 28,320.00				\$ 28,320.00
2020			\$ 28,680.00				\$ 28,680.00
Marianne Hellsoe							
2018				\$ 14,476.68			\$ 14,476.68
2019				\$ 14,476.68			\$ 14,476.68
2020				\$ 14,476.68			\$ 14,476.68

Scenerio #2 Winning Bids							
RAS Maintenance							
2018	\$ 10,749.00	\$ 44,385.00			\$ 13,219.80	\$ 66,529.66	\$ 134,883.46
2019	\$ 11,823.60	\$ 47,445.00			\$ 13,880.80	\$ 69,490.33	\$ 142,639.73
2020	\$ 11,823.60	\$ 47,445.00			\$ 13,880.80	\$ 70,858.84	\$ 144,008.24
Bee Clean Building Maint.							
2018							
2019							
2020							
Nicolson Janitorial Services							
2018							
2019							
2020							
S and A Cleaners							
2018			\$ 28,320.00				\$ 28,320.00
2019			\$ 28,320.00				\$ 28,320.00
2020			\$ 28,680.00				\$ 28,680.00
Marianne Hellsoe							
2018				\$ 14,476.68			\$ 14,476.68
2019				\$ 14,476.68			\$ 14,476.68
2020				\$ 14,476.68			\$ 14,476.68
Recommended to be awarded. Scenerio #3 Winning Bids							
RAS Maintenance							
2018	\$ 10,749.00	\$ 44,385.00			\$ 13,219.80		\$ 68,353.80
2019	\$ 11,823.60	\$ 47,445.00			\$ 13,880.80	\$ 69,490.33	\$ 142,639.73
2020	\$ 11,823.60	\$ 47,445.00			\$ 13,880.80	\$ 70,858.84	\$ 144,008.24
Bee Clean Building Maint.							
2018							
2019							
2020							
Nicolson Janitorial Services							
2018						\$ 64,800.00	\$ 64,800.00
2019							
2020							
S and A Cleaners							
2018			\$ 28,320.00				\$ 28,320.00
2019			\$ 28,320.00				\$ 28,320.00
2020			\$ 28,680.00				\$ 28,680.00
Marianne Hellsoe							
2018				\$ 14,476.68			\$ 14,476.68
2019				\$ 14,476.68			\$ 14,476.68
2020				\$ 14,476.68			\$ 14,476.68
Scenario#1 Total							
2018							\$ 175,950.48
2019						No Civic Centre	\$ 115,946.08
2020						No Civic Centre	\$ 116,306.08
Scenario#2 Total							
2018							\$ 177,680.14
2019							\$ 185,436.41
2020							\$ 187,164.92
Scenario#3 Total							
2018							\$ 175,950.48
2019							\$ 185,436.41
2020							\$ 187,164.92



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/121**

TO: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: December 5, 2017

SUBJECT: B93.1 the Border (CFOB Fort Frances) Christmas Advertising Request

BACKGROUND

At the November 27th, 2017 Council Meeting, the request for Christmas radio advertising received from B93.1 the Border (CFOB Fort Frances) was referred to the Administration & Finance Executive Committee for recommendation.

B93.1 the Border (CFOB Fort Frances) advertising request consideration of either 45 - 15 second holiday greetings aired December 17th to December 31st (3 per day) at a cost of \$349 or 26 – 15 second holiday greetings aired December 19th to December 31st (2 per day) at a cost of \$249.

Recommendation

The Administration & Finance Executive Committee recommends that Council approve the purchase of 26 – 15 second Holiday Greeting to be aired on B93.1 The Border from December 19 to 31, 2017 at a cost of \$249.00 plus HST.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the purchase of twenty-six 15 second Holiday Greeting ads to be aired on B93.1 The Border from December 19 to 31, 2017 at a cost of \$249.00 plus HST.

Lisa Slomke

From: Plummer, Darell <plummer.darell@radioabl.ca>
Sent: Monday, November 13, 2017 3:39 PM
To: Lisa Slomke
Subject: Radio Christmas Greeting CRM:0040053
Attachments: CFOB Christmas Greetings 2017.pdf

Hi Lisa,

Hope all is well. Just wondering if the Mayor and Council would like to do a Christmas Greeting on the radio again this year. Details attached on two options: \$249 or \$349

Here's the greeting script from last year:

"The Holiday Season brings friendship, warm feelings and happiness. May you be surrounded by those dear to you during this very special time of year...Have a joyful, festive and safe holiday... and a Very Happy New Year...from the Town of Fort Frances."

Thanks,

Darell Plummer

Station Manager

89.5 the Lake - Kenora, ON

93.1 the Border – Fort Frances, ON

C: 807-466-1246



This communication and its attachments are confidential and may be privileged. If you are not the intended recipient, please immediately notify the sender and then delete this communication and its attachments without reading or forwarding it. Thank You.

THINK GREEN! before printing this email.

CA: 210 Scott St. • Fort Frances, ON • P9A 1G7 t: (807) 274-5341
US: Box 1250 • International Falls, MN • 56649 t: (218) 283-4420

f: (807) 274-2033
www.931theborder.ca

Radio Christmas Cards



SEASON'S GREETINGS AND HAPPY NEW YEAR!!

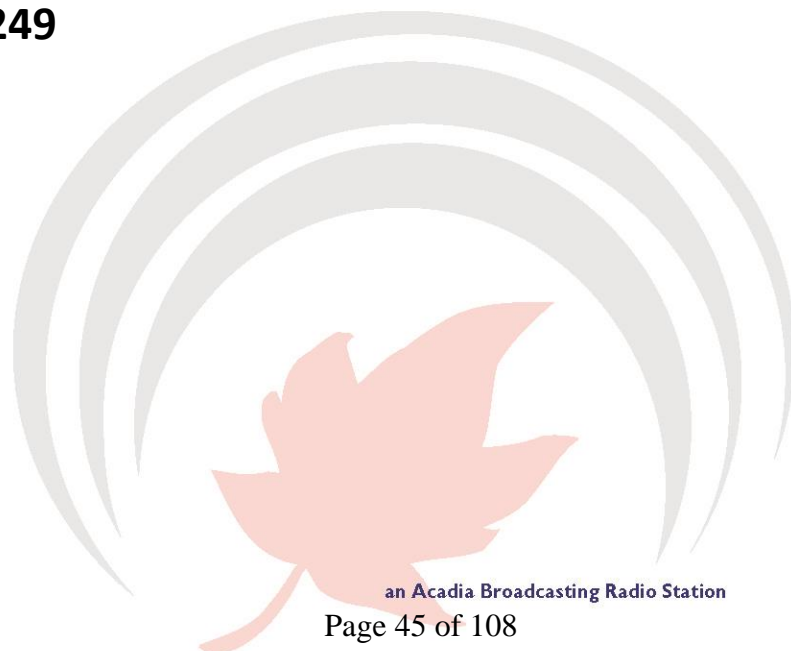
EXTEND WARM HOLIDAY WISHES TO YOUR FAMILY, FRIENDS AND CUSTOMERS.

**45 Customized Holiday Greetings
(3/day Dec 17 to Dec 31)
\$349**

**26 Customized Holiday Greetings
(2/day Dec 19 to Dec 31)
\$249**

HST Extra

**All Holiday greetings are 15 seconds each.
Space is limited!**



an Acadia Broadcasting Radio Station



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/120**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: December 5, 2017
SUBJECT: Volunteer Bureau Community Christmas Dinner Financial Request

BACKGROUND

At the November 27, 2017 Council Meeting the letter received from the Volunteer Bureau requesting financial requesting consideration for the annual Christmas Dinner was referred to the Administration & Finance Executive Committee for recommendation.

The Volunteer Bureau is requesting consideration of a donation for the Christmas dinner being held at the Knox United Church this year. As indicated in their letter, over 200 dinners and 70 meals on wheels are on average served by community volunteers donating their time and energy before and on Christmas Day.

RECOMMENDATION

The Administration & Finance Executive Committee recommend approval of a \$100.00 donation to the Volunteer Bureau for the 2017 Christmas Dinner to be held at the Knox United Church.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$100.00 to the Volunteer Bureau for the 2017 Christmas Dinner to be held at the Knox United Church.


FORT FRANCES VOLUNTEER BUREAU
Your Volunteer Head Quarters

located in the F.F. Train Station
Ph: 807 274 9555
Fx: 807 274 5456
30th ANNUAL COMMUNITY CHRISTMAS DINNER – DECEMBER 25, 2017

Dear Sir/Madam:

November 24, 2017

The Fort Frances Volunteer Bureau will once again be organizing this year's community Christmas dinner. The dinner allows those less fortunate or without family to enjoy a meal, fellowship and comradery in the company of others on Christmas Day. 2017 will mark the thirtieth year that the Fort Frances Volunteer Bureau has hosted this community event. This year's event will once again be held at Knox United Church.

We are now seeking the community's assistance in the donation of much needed supplies in order to continue this tradition. Every year the dinner relies on the support of local community businesses to make this dinner so successful. Each year we serve on average over 200 people in person as well as around 70+ 'meals on wheels' deliveries to homes around the community.

Again, this event would not be possible without the support of the business community. Food donations of items such as turkey, ham and stuffing are always much appreciated. Monetary donations to help purchase perishables and items not donated are also very valuable and much appreciated as well.

Charitable receipts are available upon request. If you would like to make a donation but are not sure what to donate please contact the Volunteer Bureau at 274-9555 and we would be happy to assist you. Finally, volunteers to help make this event a success are always appreciated as well.

Thank you in advance for your consideration of this request as we enter into the Christmas season.

Sincerely,

Matt Soprovich
Director, Fort Frances Volunteer Bureau

December 6, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter Regarding Snow Removal on Scott Street

At the November 27, 2017 meeting of Council, a letter, dated November 22, 2017 from Ms. Carole Mackintosh was referred to the Operations and Facilities Executive Committee. Over the years the snow removal within the Downtown core has been a highly debated topic and the Operations and Facilities Division relies on the Winter Control Policy and Minimum Maintenance Standards for Municipal Highways (Ontario Regulation 239/02) for guidance in snow removal.

Under the Minimum maintenance standards, the removal of snow from the traveled portion of the roadway must be completed within a certain time period depending on the roadway class. For Scott Street, the driving lanes must be cleared within 12 hours of the end of the storm once the accumulation exceeds 8cm (3 inches). There is no requirement to clear the parking lanes or banks under the minimum maintenance standards.

The Town's winter control policy sets out that the downtown area is a priority route and as a result is the first section to be plowed. Under section 4.02 of the policy, the banks downtown will be removed after they have reached a height of 24" and plowing of the remaining sections of Town are completed and resources are available, and that snow removal will take place after regular business hours. During the winter season the regular Public Works work force is split where five employees are pulled from the regular day shift and placed on a rotating night shift for the purpose of snow removal. Per the winter control policy, this shift is implemented at the discretion of the Operations and Facilities Division Manager and Transportation Superintendent when there is sufficient snow to justify taking five employees from day shift and work can progress with the reduced staff. The snow removal night shift is typically instated in the middle of December and runs until the middle to end of March.

For the removal of the snow banks off of Scott Street to occur concurrently with the plowing operation in a timely manner after business hours would require a grader, loader and two trucks to complete. This would only leave one other grader or plow truck to plow the remaining town as it takes a full shift to get the downtown core cleaned up. This would likely put us in non-compliance as other priority routes would not be able to be cleared in the times stipulated in the Minimum Maintenance Standards. Per the Town's Sidewalk Snow Removal By-Law 181, it is the responsibility of the property owners to remove the snow from their sidewalks, and on Scott Street, that snow is deposited at the curb. Therefore, the following night, the crew would have to return to the downtown to remove the snow deposited at the curb by the store owners shovelling the sidewalks in front of their stores. This would double the time it currently takes us to clean the downtown core after a snow event pulling our crew away from other tasks, such as plowing secondary roads, dead ends cul-du-sacs and lanes unless there was a substantial increase in crew size and additional equipment purchased for snow removal.

At this point, the Town has experienced two winter events in the fall of 2017, one in late October and the other in early November with a slight thaw taking place between the two events with total one-time accumulation at approximately 10". Since the second event we have experienced a continuous thaw and rain events reducing, substantially, the on-ground accumulation.

The Town has been addressing the snow removal on Scott Street in the same manner for many years and at this point it is the recommendation of Administration that no changes be made to the winter

control policy for snow removal in the downtown core. Further that a letter be sent to the property owners in the downtown core reminding them of their responsibilities regarding snow removal and that By-Law 181 being a by law respecting removing snow on sidewalks be reviewed.

Respectfully Submitted

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

Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will agree with the recommendation of Administration that:

- 1. no changes be made to the winter control policy for snow removal in the downtown core.**
- 2. A letter be sent to the downtown property owners reminding them of their responsibilities regarding snow removal**
- 3. That By-Law 181 Respecting Removing Snow on Sidewalks be reviewed.**

2017Dec Scott Street Snow Removal

December 6, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request from Police Service Board RE Staffing at the Point Park

Over the last few years the number of incidents or theft or vandalism occurring at the Point Park seem to be increasing. Over the past few years, when brought forward to the OPP their presence in the park increases and the incidents decrease.

Since approximately 2003 the office at the point has been closed and payment for rental of camping spots is on a honor system with a deposit box. This system works reasonably well for the camper parking spots but collecting for the tenting spots is always a challenge. Over the years since the office has closed, the building has been utilized by the summer programs and minimal maintenance has been completed to the building to maintain the condition.

To open this office again would require some work and expense immediately as well as ongoing investment in years to come. Immediately there would have to be a desk system reinstated in the building as the previous system was removed a number of years ago. Further there would need to be a cash register, point of sale terminal, phone and internet supplied to the site. The cost to this would be approximately \$1800.00. Ongoing, the building would require new windows and doors as well as the roof to be replaced over the coming two to three seasons to maintain the integrity and security of the building.

In addition to the capital cost to get the office back up and running there would be an operating cost to staff the site. There would need to be two additional student labourers hired and dedicated to this site to provide seven day a week coverage and prior to closure in 2003, the hours of operation were 8am to 9pm. For 2018 the staff costs alone would be \$27,942.80 for labour and benefits. Additionally, there would be an increase in electricity and communication costs going forward around \$1500.00 and point of sale costs of \$550.00. This would be a net increase in the operating budget for the Point Park of \$29,992.80. As of today, the forecasted revenue for 2018 in the Point Park is \$15,000 where the total operating cost is forecasted to be \$23,304.26.

In addition to the operating and capital expenditures to staff this office, there is the Health and Safety risk if the police service board is looking to have these students police who is paying for camping, vandalising facilities, partying or using drugs. This is not something that we would ask our students to do, nor do we have our students engage in this at any of our other facilities. All we would ask these individuals to do would be to call the OPP which would not likely result in a reduced call volume to the park.

Some things that compound this issue is that DSSAB has been providing persons with funds to purchase tenting supplies and recommending they use this park as a residence in the summer months. In these cases, they are using the tenting area and facilities most times without paying, however are transient in nature so it is difficult to track them down to secure payment. This summer this also happened with a trailer, in this case DSSAB paid the Town directly for the spot rental, however this is not the intended purpose of those spaces.

There are members of the Parks and Cemeteries Crew that are out at the point every day currently to cut grass, check and clean washrooms and garbage, as well as collect fees from the office drop box. There have been no instances of issues mentioned in the report from the police service board being witnessed when our crews have been on site. Therefore, the question is would staffing the office until 9pm be sufficient to limit these acts, and it is unlikely that it would. Further given the nature of the activities of concern by the Police Service Board and to ensure the health and safety of workers it is unlikely that having staff on site would reduce OPP responses to the park.

It is the recommendation of administration that the Point Park Office not be reopened and staffed through the summer months to monitor the activities of vandalism, drug and alcohol use in the park.

Respectfully Submitted

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

Travis Rob, P.Eng

Council approval of this report will agree with the recommendation of Administration that the Point Park Office not be reopened for the summer months to monitor activities of vandalism, drug and alcohol use in the park.

Manager of Operations and Facilities

2017Dec Point Park Office PSB Request

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

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



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

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

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

POLICE SERVICES BOARD

November 16, 2017

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

Attention: Mayor and Council

Dear Sirs and Madams:

As a result at the recent meeting of the Police Services Board held October 20, 2017, the following resolution was approved:

“That the Police Services Board recommend to the Town of Fort Frances that they staff the Point Park Office and jointly monitor the park with the OPP.”

This recommendation is being made as a direct result of more calls for Police service to the Point Park this past summer, pertaining to the issue of long term transient individuals camping back in the bush causing security issues with partying, drinking and drug use. There also have been reports of the washrooms at the point being abused, and other campers being concerned about their safety. There is in addition the possible loss of revenue to the town for unpaid camping.

Yours truly

John McTaggart
Chair

/elh

December 4, 2017

Report To: Mayor & Council

From: Travis Rob, Manager of Operations & Facilities

SUBJECT: November 2017 Drinking Water Systems Monthly Summary Report

Please find attached the November 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 November 2017 report as presented.

Respectfully submitted,
Operations & Facilities Division

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

Council approval of this report will accept the November 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

November, 2017

**Monthly Summary Report
Water Systems**

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

Dated: December 01, 2017

1) **Introduction:**

This report contains the major maintenance activities and operational events that occurred during the month of November 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.

Airport Groundwater Well – Raw water flow data: **30.1 m3 as of October 31, 2017.**

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

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

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

Water Distribution System: 16 samples taken where 25% of samples were tested for heterotrophic plate count (HPC) - no adverse results.

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

Water distribution samples taken at the following locations:

- | | | | |
|------------------------|-----------------------|----------------------|--------------|
| 1. 1150 Portage Ave. | 2. 901 Wright Ave. | 3. 810 King's Hwy. | 4. W. Tower |
| 5. 740 Scott St. | 6. 1036 Victoria Ave. | 7. 901 Wright Ave. | 8. W. Tower |
| 9. 1104 Church St. | 10. 1111 First St. E. | 11. 800 Fifth St. W. | 12. W. Tower |
| 13. 1036 Victoria Ave. | 14. 122 Scott St. | 15. 810 King's Hwy. | 16. W. Tower |

4) Microbiological (Health Related) Water Analysis - Airport Groundwater Well 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.

Water distribution sample taken October 18, 2017 – no adverse results.

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:

Nov. 02nd - cleaned top and bottom tanks on the poly unit.
- cleaned all four (4) check valves on the poly unit.

Nov. 07th - worked on Soda Ash dust collector motors.

Nov. 10th - installed new soda ash blower motor.
- cleaned soda ash line.

Nov. 14th - repaired on Filter No. 1 Turbidity Meter.

Nov. 15th - repaired Filter No. 1 Turbidity Meter.

Nov. 16th - calibrated the Distribution Chlorine Analyzer.

Nov. 20th - calibrated the Distribution Chlorine Analyzer.

Nov. 27th - Wajax on site completing a load test on the standby generator.

Nov. 29th - topped up fuel tank for standby generator.

Nov. 30th - 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:**

Nov. 02th - took weekly routine micro samples.

Nov. 08th - took DSWP samples at the plant and water tower.

Nov. 14th - took weekly routine micro samples.

Nov. 15th - took groundwater well samples at the Landfill Site.

Nov. 20th - to micro samples at Sunny Cove Camp.
 - took micro samples at 1201 Idylwild Dr. (La Place Rendezvous) - 1st set.

Nov. 21st - took micro samples at 1201 Idylwild Dr. (La Place Rendezvous) – 2nd set.

Nov. 22nd - took weekly routine micro samples.
 - QMS Meeting.

Nov. 23rd - received a load of Liquid Alum.

Nov. 27th - took weekly routine micro samples.

Nov. 28th - water main break repair - in front of 540 Webster Ave. - micro samples -
 1st set.

Nov. 29th - water main break repair - in front of 540 Webster Ave. - micro samples -
 2nd set.

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 November 2017

Town of Fort Frances - Water treatment Plant - Water Works # 220000978
Monitoring Record
November 2017

Operating Data	Units	*MAC	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	Total	Average
		or Range																																
Flow rates																																		
Raw Water	10^3 M^3	17	5.43	5.70	5.58	5.59	5.72	5.63	5.55	5.52	5.55	5.43	5.61	5.51	5.48	5.57	5.27	5.54	5.46	5.57	5.37	5.37	5.42	5.31	5.34	5.17	5.35	5.29	4.93	5.08	4.91	4.76	162.01	5.40
Peak Instantaneous - Raw Water	L/s	n/a	65.16	65.20	65.22	65.09	65.04	65.99	64.98	64.88	64.88	64.76	64.75	64.31	64.36	64.21	63.54	63.50	63.59	63.45	63.40	63.63	63.58	63.58	63.49	64.47	60.46	60.45	60.51	60.52	58.23	55.58	1900.81	63.36
Treated Water	10^3 M^3	17	3.71	3.26	3.35	3.38	3.35	3.32	3.51	3.43	3.13	3.56	3.52	3.66	4.00	3.74	3.18	3.04	3.51	3.38	3.49	3.38	3.29	3.50	3.24	3.33	3.72	3.40	3.41	3.23	3.60	3.23	102.85	3.43
Peak Instantaneous - Treated Water	L/s	n/a	79.92	81.80	79.97	82.52	79.48	80.14	85.97	83.67	99.12	80.85	80.59	81.58	80.44	80.31	78.89	80.65	78.15	82.61	79.85	81.26	81.66	63.34	64.09	65.24	72.25	62.47	63.21	62.85	68.17	63.52	2304.57	76.82
BackWash Water	10^3 M^3	n/a	0.265	0.249	0.278	0.264	0.250	0.278	0.267	0.251	0.278	0.268	0.249			0.280	0.246	0.249	0.278		0.275	0.267	0.248	0.279	0.266		0.249	0.279	0.267	0.250	0.278	0.267	6.875	0.264
Fluoride Information																																		
Fluoride Residual - Treated Water	mg/l	0.5 to 0.8	0.56	0.57	0.57	0.56	0.56	0.57	0.57	0.57	0.56	0.56	0.57	0.55	0.56	0.56	0.56	0.56	0.57	0.55	0.57	0.56	0.56	0.57	0.57	0.55	0.60	0.59	0.55	0.55	0.56	0.55	16.91	0.56
Turbidity Information																																		
Raw Water	NTU	n/a	1.65	1.73	1.69	1.64	1.49	1.53	1.60	1.62	1.58	1.56	1.62	1.67	1.71	1.75	1.56	1.63	1.39	1.37	1.41	1.43	1.64	1.58	1.63	1.65	1.61	1.54	1.56	1.48	1.39	1.43	47.14	1.57
Settled Water	NTU	n/a	0.11	0.12	0.10	0.11	0.10	0.11	0.12	0.11	0.13	0.13	0.14	0.13	0.11	0.13	0.12	0.14	0.14	0.14	0.12	0.13	0.14	0.11	0.14	0.12	0.14	0.13	0.15	0.16	0.15	0.16	3.84	0.13
Treated Water	NTU	1	0.04	0.06	0.05	0.06	0.06	0.06	0.05	0.05	0.06	0.07	0.07	0.05	0.04	0.05	0.06	0.05	0.04	0.09	0.09	0.07	0.08	0.07	0.08	0.09	0.11	0.10	0.10	0.10	0.08	0.08	2.06	0.07
Other Operating Parameters																																		
pH - Treated Water	no units	6.5 to 8.5	7.16	7.25	7.32	7.36	7.36	7.28	7.19	7.31	7.29	7.27	7.25	7.27	7.30	7.28	7.34	7.08	6.97	7.00	7.20	7.19	7.28	7.30	7.29	7.33	7.30	7.31	7.46	7.45	7.54	7.51	218.44	7.28
pH - Settled water	no units	n/a	6.45	6.44	6.36	6.31	6.34	6.38	6.31	6.25	6.30	6.38	6.32	6.36	6.42	6.33	6.37	6.30	6.36	6.45	6.41	6.30	6.27	6.33	6.43	6.40	6.45	6.40	6.29	6.33	6.22	6.28	190.54	6.35
pH - Raw Water	no units	n/a	7.02	7.06	7.11	7.09	7.06	7.03	6.90	6.99	7.01	7.13	7.01	7.03	7.01	7.04	7.06	7.05	7.03	7.10	7.11	7.07	7.05	7.04	7.04	7.11	7.01	7.09	7.16	7.15	7.14	7.11	211.81	7.06
FAC - Treated Water	mg/l	0.2 to 4	2.44	2.36	2.26	2.22	2.16	2.22	2.20	2.17	2.15	2.22	2.30	2.19	2.17	2.20	2.16	2.38	2.60	2.48	2.42	2.24	2.20	2.19	2.00	2.01	2.00	1.95	1.97	1.80	1.85	1.89	65.40	2.18
Total Chlorine Residual Treated	mg/l	0.3 to 7	2.66	2.58	2.42	2.40	2.32	2.48	2.38	2.42	2.50	2.48	2.54	2.48	2.38	2.48	2.40	2.56	2.78	2.68	2.64	2.58	2.40	2.44	2.32	2.20	2.22	2.19	2.20	2.13	2.09	2.18	72.53	2.42
Temperature	C	15	7.0	7.0	7.0	6.0	6.0	6.0	5.0	5.0	4.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	3.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	107.0	3.6
Fluoride used (Total Daily Consumption)	kg	n/a	24.0	26.0	24.0	25.0	25.0	24.0	24.0	23.0	23.0	23.0	22.0	22.0	21.0	22.0	20.0	21.0	20.0	25.0	25.0	24.0	24.0	23.0	24.0	22.0	23.0	22.0	20.0	21.0	19.0	18.0	679.0	22.6
Chlorine used (Total Daily Consumption)	kg	n/a	22.0	26.0	25.0	25.0	25.0	26.0	24.0	25.0	24.0	25.0	25.0	24.0	25.0	25.0	23.0	25.0	25.0	22.0	22.0	22.0	22.0	21.0	21.0	19.0	18.0	19.0	18.0	17.0	17.0	17.0	674.0	22.5
Soda ash (Total Daily Consumption)	kg	n/a	190.1	199.5	195.3	195.7	200.2	197.1	194.3	193.2	194.3	190.1	196.4	192.9	191.8	195.0	184.5	193.9	191.1	195.0	188.0	188.0	189.7	185.9	186.9	181.0	187.3	185.2	172.6	177.8	171.9	166.6	5670.4	189.0
Soda Ash - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1050.0	35.0
Alum residual - (Total Daily Consumption)	kg	n/a	190.1	199.5	195.3	195.7	200.2	197.1	194.3	193.2	194.3	190.1	196.4	192.9	191.8	195.0	184.5	193.9	191.1	195.0	188.0	188.0	189.7	185.9	186.9	181.0	187.3	185.2	172.6	177.8	171.9	166.6	5670.4	189.0
Alum residual - Dosage	mg/l	n/a	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	35.0	1050.0	35.0
Alum residual - Treated Water	mg/l	0.1	0.02	0.02	0.02	0.04	0.02	0.02	0.03	0.03	0.03	0.03	0.04	0.04	0.03	0.01	0.06	0.04	0.04	0.01	0.01	0.04	0.03	0.02	0.03	0.01	0.05	0.05	0.05	0.04	0.06	0.05	0.97	0.03
Poly bags added (25 kg bags)	kg		0.5			0.5			0.5									0.5					0.5							0.5			75.0	

Town of Fort Frances - WTP - 220000978
 November 2015/2016 vs. November 2017
 Flow and Operating Data

Flow Data	November	2015		2016		2017	
		Day of the Month		Day of the Month		Day of the Month	
Total Raw Water			159390		165660		162010
Raw Maximum Day		Sunday 01st	5780	Friday 12th	5820	Sunday 05th	5720
Raw Minimum Day		Monday 23rd	4850	Wednesday 17th	5340	Thursday 30th	4760
Raw Average Daily Consumption			5310		5520		5400
Total Treated Water			102560		96940		102850
Treated Water Maximim Day Consumption		Monday 16th	3860	Friday 26th	3520	Monday 13th	4000
Treated Water Minimim Day Consumption		Saturday 14th	3010	Friday 19th	2900	Thursday 16th	3040
Treated Water Average Day Consumption			3420		3230		3430
Daily Average Per Household Consumption Rate			0.904		0.854		0.907
* Daily Average Per Person Consumption Rate			0.428		0.404		0.430
Monthly Averages - Operating Parameters WTP:							
FAC Residual - Treated Water			2.02		2.24		2.18
Total Chlorine Residual - Treated Water			2.23		2.49		2.42
Aluminum Sulphate - Raw Water			35.4		35.0		35.0
Aluminum Sulphate - Treated Water Residual			0.04		0.03		0.03
Fluoride - Treated Water			0.57		0.57		0.56
Soda Ash - Raw Water			35.0		35.0		35.0
PH - Adjusted			7.24		7.18		7.28
Temperature			7.0		6.7		3.6
Quantity of Chemical Used:							
Aluminum Sulphate			5641.6		5798.1		5670.4
Polyelectrolyte			75.0		75.0		75.0
Chlorine Gas			589		711		674
Soda Ash - Used for PH Adjustment			5578.7		5798.1		5670.4
Fluoride			463		545		545

* The Canadian Average is 450 Litres (0.45 m³) per day.

* Population is 7986

* Number of Households is 3783

December 6, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request From the Fort Frances Legion Branch 29 – RE Cross Walk at Church Street and Veteran Avenue

At the September 25, 2017 Meeting of Council a request was received from the Fort Frances Legion Branch 29 regarding the cross walk at Church Street and Veteran Avenue. The matter was referred to the Operations and Facilities Executive Committee with input from the Traffic Safety Committee.

Per the Ontario Traffic Manual Book this style of crossing is labelled a pedestrian crossover where the pedestrian carries the right of way. Additional signage is required as well as additional pavement markings compared to a standard cross walk. The crosswalk across Kings Highway at McDonalds is also a pedestrian crossover, however due to the higher traffic volume and additional lanes, amber signals are required. For the Church Street installation, all of the signage is installed per the OTM guidelines with additional signage overhead. The current on road markings are slightly lagging compared to the standard and will be improved to bring the crossover into compliance with the standard next summer.

Please see attached report from the M. Strachan, secretary of the Traffic Safety Committee outlining their recommendation.

One of the major issues with this crossover is the visibility of the pedestrians to the drivers due to the existence of parked vehicles in the near vicinity of the crossover. Based on the above information, Administration recommends that the pavement markings be updated to meet the Ontario Traffic Manual in summer of 2018 and that no other action be taken.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that the pavement markings are brought into conformance with the Ontario Traffic Manual in the summer of 2018 and that no other action is taken.

Manager of Operations and Facilities

Report To: Travis Rob, Manager Operations and Facilities Manager

From: Milt Strachan, Transportation Superintendent

Re: Crosswalk Between the Municipal Parking Lot and the Fort Frances
Legion Branch 29

The Traffic Safety Committee had a meeting on November 9, 2017 to discuss the complaint forwarded to Mayor and Council in regards to the crosswalk between the Municipal Parking Lot at Veterans Avenue and Church Street and the Fort Frances Legion Branch 29.

Mr. Wiedenhoeft and myself both went to the location of the crosswalk on our own at different times and tried crossing. Mr. Wiedenhoeft crossed 4 times, with traffic approaching and on two of these the vehicles stopped and let him cross before proceeding. The other two times the approaching vehicles just kept going and drove around him. Rick went into the Legion and discussed with some of the patrons and they informed him that they had some close calls at the crossing.

I tried the crossing 4 times as well. The first time was no problem, the vehicle stopped until I was across the street. The second time the approaching vehicle just kept going and drove around me. The next two times I waited for the vehicle to go by and crossed safely.

Mr. Wiedenhoeft and I both agree that repainting the crosswalk symbols and stop bars will help drivers recognize it as a crossing and that the light above should be repaired so that it is lit at night.

In my own opinion I would like to add that the pedestrians using the crossing from the Legion seem to think that it is a controlled crossing. Most drivers don't seem to recognize it as a controlled crossing.

The amount of traffic on this street doesn't demonstrate to me that it can't be a crossing that is used safely by the simple stop, look and listen rule and that allowing traffic to pass before crossing is the logical way to use it. If it is expected to be a controlled crossing then there has to be something to stop traffic.

Sincerely,

Milt Strachan
Transportation Superintendent

Table 13: Components of Level 2 Type D Pedestrian Crossover

Required Components	Desirable Components	Optional Components
<ul style="list-style-type: none"> Side-mounted pedestrian crossover signs, showing a symbol of a person crossing on a road (Ra-5R and Ra-5L), together with their Stop for Pedestrians (Ra-4t) tabs, on both sides of an undivided roadway, mounted back to back (For one-way applications, Stop for Pedestrians tab is only required for the direction of travel) Side-mounted pedestrian crossover signs, showing a symbol of a person crossing on a road (Ra-5R and Ra-5L) for each direction, on the right side and on the median of a four lane roadways with raised refuge, mounted back to back with a Stop for Pedestrians (Ra-4t) tab in the direction of travel Ladder Crosswalk Markings Yield to Pedestrians line markings at 6.0 m from crosswalk Advanced Pedestrian Crossover Ahead sign (Wc-27R/Wc-27L) at 50.0 m upstream of the crosswalk Stopping prohibition for a minimum of 15 m on each approach to the crossing, and 10 m following the crossing Lane change prohibition on multi-lane approaches using solid white lines (not applicable for exiting legs of roundabouts) No Passing Here to Crossing sign (Ra-10) 30 m upstream of the crosswalk 	<ul style="list-style-type: none"> Raised refuge islands and Centre Medians with mandatory: <ul style="list-style-type: none"> Pavement markings on approaches to obstructions Keep Right sign (Rb-25, Rb-125) Object Marker Sign (Wa-33L) Stopping prohibition for a minimum of 30 m on each approach to the crossing, and 15 m following the crossing Passing restrictions on single lane approaches using solid yellow centreline Barricades for pedestrian crossovers for four lane roadways with raised median refuge Staggered design for crossings with raised refuge island 	<ul style="list-style-type: none"> School Crossing Guard Textured Crosswalk Markings Raised Crosswalk Safety elements including Barricades, Pedestrian Fencing, Gates, Walls, Bollards, and Barriers for applications without raised refuge

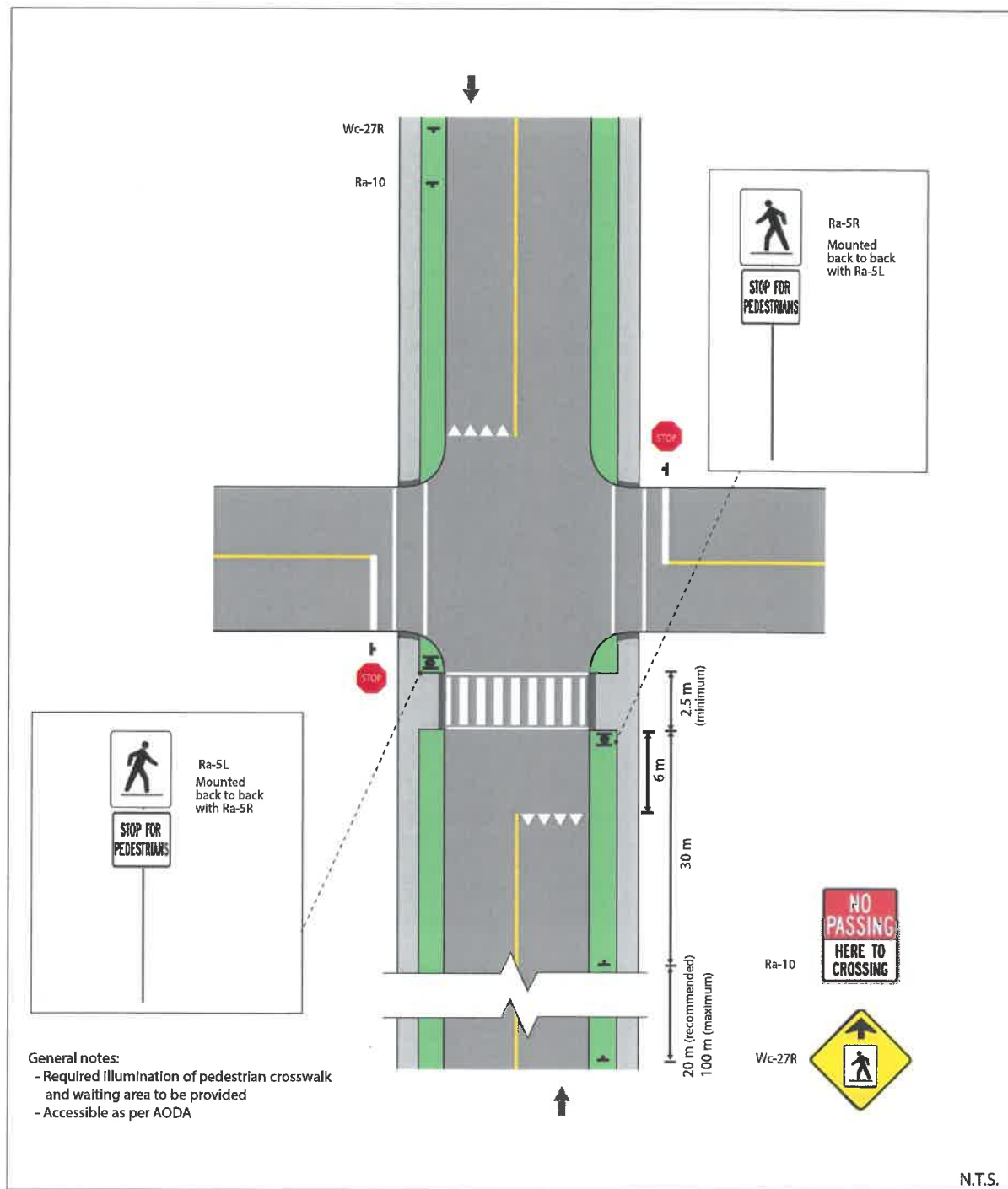


Figure 44: Pedestrian Crossover Level 2 Type D – Intersection (2-way)

December 6, 2017

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request to Utilize the Point Park for a Training Exercise

A request was received from the 116th Independent Field Battery of the Royal Canadian Artillery to utilize the Point Park for a winter training exercise in January of 2018, see attached. The 116th Independent Field Battery wants to setup tents and spend 2 nights tenting and practicing winter survival and other drills as part of their ongoing training program on January 26 through 28th, 2018. Further they want to utilize this event as a recruitment and public information mechanism and will be setting up a display providing information to residents on what they do and what sort of equipment they use.

They will bring all materials needed to be self sufficient during the exercise, however they have asked to utilize the office building to setup their display and public information. In addition to this they have asked to have power for this event for lighting in the office building.

In order for the military to utilize privately owned property for the purposes of an exercise, they must enter into a land use agreement for the duration of the exercise. Attached to this report you will find copies of the request from Major Jon Baker, a map of the exercise area and a breakdown

It is the recommendation of Administration that

1. the use of the Point Park be granted for the purpose of a training exercise by the 116th Independent Field Battery January 26 to January 28, 2018,
2. that the office building be made available for a public display and information including power.
3. That the Mayor and Clerk be authorized to enter into a land use agreement for the purposes of this exercise on behalf of the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that:

1. the use of the Point Park be granted for the purpose of a training exercise by the 116th Independent Field Battery January 26 to January 28, 2018,
2. that the office building be made available for a public display and information including power.
3. That the Mayor and Clerk be authorized to enter into a land use agreement for the purposes of this exercise on behalf of the corporation.

Manager of Operations and Facilities

2017Dec Point Park Use Exercise Frosty Gunner



Regional Map

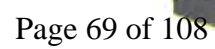


UNCLASSIFIED



Training Area





ω



116th Independent Field Battery
 Royal Canadian Artillery
 116 Artillery Way
 Kenora, Ontario P9N 4G2

4500-1 (Ops WO)

Nov 2017

USE OF NON DND PROPERTIES REQUEST
EX FROSTY GUNNER – 26-28 JANUARY 2018

1. Unit Requesting: 38 Artillery Tactical Group
2. Location of Training: Point Park, Fort Frances, Ontario.

Cardinal Points	Decimal Latitude/Longitude or UTM	MGRS (include Grid Zone and Band designators)
Biv Site	Decimal 48.61769, -93.35913 N48° 37"0617', W093° 21"5477'	15U VP 73532 85020
Vehicle Park	Decimal 48.61795, -93.35823 N48° 37"0770', W093° 21"4941'	15U VP 73598 85048
NE Corner trg area	Decimal 48.62050, -93.35116 N48° 37"2303', W093° 21"0694'	15U VP 74121 85330
SE Corner trg area	Decimal 48.61144, -93.35512 N48° 36"6865', W093° 21"3074'	15U VP 73824 84324
SW Corner trg area	Decimal 48.61563, -93.36617 N48° 36"9376', W093° 21"9702'	15U VP 73012 84793
NW Corner trg area	Decimal 48.62046, -93.36406 N48° 37"2279', W093° 21"8436'	15U VP 73170 85330

3. POC Exercise: WO R.J. Everett

4. Exercise Name: Ex FROSTY GUNNER (116 BTY)

5. Type of Training/Activities to be Conducted:

- Tent routine;
- Navigation;
- Improvised shelters;
- Improvised fires; and
- Recruiting display

6. Number of Personnel: 20 Pers

7. Type/Number of Vehicles/Equipment:

Type	Number
Blue Fleet	2
MILCOTS	3
MSVS	1
3k Generator (portable)	1
5K Generator (portable)	1

8. Environmental: POL usage

Activity	Location	Risk reduction method
Vehicle Fueling	Parking Area 15U VP 73598 85048	Vehicle drip pans & POL Equipment
Generator fueling	POL Point 15U VP 73572 85035	Spill Mat & Equipment
Stove fueling	POL Point 15U VP 73572 85035	Spill Mat & Equipment

9. Ammunition being used: Nil

10. Waste Plan:

- a. Pers waste/greywater capture and disposal plan:
Portable toilets to be rented in location. Grey water to be deposited in designated jerry cans and disposed of post-ex at the Kenora Armoury.
- b. Garbage capture and disposal plan:
Garbage to be collected and moved to Kenora Armoury for dumpster disposal via integral assets.
- c. POL spill/clean-up plan:
Contaminated soil to be removed, bagged, and disposed of through 17 Wing Hazmat.

11. Property Owner POC #1. Point Park

- a. Name: Travis Rob
- b. Position: Operations & Facilities Manager
- c. Department/Organization: Town of Fort Frances
- d. Address: 320 Portage Avenue, Fort Frances, ON, P9A 3P9
- e. Telephone: 807-274-9893
- f. E-Mail: trob@fortfrances.ca

12. Property Owner POC #2. Rainy Lake (Crown Land – Ontario Ministry of Natural Resources)

- a. Name: Sydney Chalifoux
- b. Position: Lands and Water Technical Specialist
- c. Department/Organization: OMNRF
- d. Address: 922 Scott St, Fort Frances, ON, P9A 1J4
- e. Telephone: 807-274-8606
- f. E-Mail: sydney.chalifoux@ontario.ca

Travis Rob

From: Jon.Baker@forces.gc.ca
Sent: Thursday, November 30, 2017 3:03 PM
To: Travis Rob
Cc: ROBIN.EVERETT@forces.gc.ca; Jonathan.Coher@forces.gc.ca; William.Huculak@forces.gc.ca
Subject: Exercise FROSTY GUNNER (26-28 Jan 2018)
Attachments: Maps - Ex FROSTY GUNNER (116 Bty).pptx; Land Agreement - Ex FROSTY GUNNER (116 Bty) - Town of Fort Frances.doc; Non DND Land Request - Ex FROSTY GUNNER (116 Bty).docx

Good day Mr. Rob,

As requested during our phone conversation, below and attached is some information about our proposed training exercise.

Name of Training Event. Exercise FROSTY GUNNER

Dates. 26-28 January 2018

Location. Point Part, Fort Frances

Participants. Army reservists from 116 Independent Field Battery (Royal Canadian Artillery) in Kenora, Ontario.

Intent. Establish a bivouac in an urban park in Fort Frances to conduct winter training (tent routine, navigation, improvised shelters), practice convoy drills, and attract potential new recruits through static and dynamic public displays.

Scheme of Manoeuvre. Deploy to Point Park on 26 Jan (recruiting event #1), conduct winter training on 27 Jan (recruiting event #2), practice convoy drills during redeployment to Kenora on 28 Jan.

Main Effort. Safe conduct of blended training while also maximizing opportunities for community relations and recruiting.

End State. Mandated winter refresher training is completed and the unit profile is enhanced in Fort Frances.

We expect to arrive in at the park around 1200 hrs on 26 Jan and depart no later than 1200 hrs on 28 Jan. We'll spend two nights sleeping in our military tents in the park.

We come completely self-sufficient, but will contract portable toilets from the local area for the weekend, both for our use and use by anyone from the public who comes to observe our training.

Although we will come prepared to operate completely austere for the weekend, if it is possible to arrange for use of the camp's main office and to have the power turned on, our recruiting representative may set up a table inside to meet with members of the public in a slightly more comfortable climate. Day use only – no one would be permitted to sleep in there.

Our recruiting display will include some of the weapons we typically train with (e.g. service rifle, mortar tube), but there will be no ammunition brought on this exercise and the weapons will remain in the care of our personnel 24/7.

As part of our winter survival training, we would like to have our soldiers build some small fires near our bivouac site. We intend to apply for a fire permit through your fire chief and will provide all of the fire starting materials ourselves. As part of the same training, our soldiers will construct improvised shelters (e.g. quinzees), but will not cut any of the trees in the park in the process.

We have contacted MNR separately about doing snowshoe marches on Rainy Lake close to Point Park wherever ice thickness permits.

I hope this gives you enough information to begin discussions with the applicable town officials. In the coming days/weeks, there will be a properties officer from the Dept of National Defence who will officially contact about a land use agreement for this exercise. In the meantime, you can contact Warrant Officer Robin Everett (carbon copied) if you have any questions.

Respectfully,

Major Jon Baker

Deputy Commanding Officer, Queens Own Cameron Highlanders of Canada (Brigade Troops)
Canadian Armed Forces

jon.baker@forces.gc.ca / Tel: 204-833-2500 ext TBC / CSN: 257-XXXX / Cell: 204-295-2281

Commandant adjoint, Queen's Own Cameron Highlanders of Canada (Troupes de brigade)
Forces armées canadiennes

jon.baker@forces.gc.ca / Tél. : 204-833-2500 ext TBC / RCCC : 257-XXXX / Tél. cell. : 204-295-2281



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: November 30, 2017

RE: **Sister Kennedy Centre Name Change**

At the regular meeting of the Sister Kennedy Centre Board of Management on November 14, 2017, there was a resolution passed as follows:

Moved by June Caul,

Seconded by Dalton Taylor

To change the name of the Sister Kennedy Centre to the Fort Frances Senior Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour. CARRIED.

There was good discussion on the matter by the Board and included public participation from a couple in attendance for the meeting.

History

1978 – Sister Betty Kennedy along with a few Seniors created the first Seniors (55+) drop-in Centre in Fort Frances, known as the Pleasant Past Times Place. It was located in the back of the Pentecostal Church next door to the Royal Canadian Legion.

1981 – July – Bylaw established by Mayor & Council to set up a committee for the purpose of constructing a Senior Citizen's drop-in centre on the old St. Mary's School property. This marked the commencement of much community fundraising.

1983 – April – Tenders were opened and the contract to construct the new building was awarded to Tom Jones & Sons General Contractors from Thunder Bay.

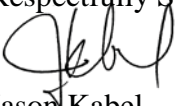
1983 – October 22 – Grand Opening took place & the Centre was renamed Sister Kennedy Centre.

1987 – April – The Fix-it Shop was opened on the same grounds.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to change the name of the Sister Kennedy Centre to the Fort Frances Seniors Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour.

Respectfully Submitted,



Jason Kabel

Council approval of this report will endorse the name change of the Sister Kennedy Centre to the Fort Frances Seniors Centre and to recognize the contributions of Sister Betty Kennedy inside the facility through a dedicated memory wall named in her honour.



REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: November 30, 2017

RE: Student Wages – Community Services Division

Preamble

In preparation for the imminent change to the student minimum wage it is necessary to update our student policy to acknowledge the alteration as appropriate. The passing of Bill 148, Fairer Workplaces, Better Jobs Act, 2017 stipulates that students under the age of 18, who work part time during the school year (up to 28hrs/week) and on school breaks, would see an increase from \$10.90 per hour to:

\$13.15 per hour on January 1, 2018, \$14.10 per hour on January 1, 2019

Below is a table that summarizes the existing student wage rates and new proposed rates:

<u>Student Position</u>	<u>Existing Wage Rate</u>	<u>Proposed New Rate 2018</u> (\$0.25 reduction to existing)
1. Student Arena Attendant	Minimum wage +\$0.50/hour = \$11.90/hour Year 1 = \$12.40/hour Year 2 = \$12.90/hour Year 3	Student Minimum wage +\$0.25/hour = \$13.40/hour No progression in 2 nd or 3 rd year
2. Summer Program Leader & Student Library/Museum/Marina Attendant	Minimum wage +\$1.00/hour = \$12.40/hour Year 1 = \$12.90/hour Year 2 = \$13.40/hour Year 3	Student Minimum wage +\$0.75/hour = \$13.90/hour No progression in 2 nd or 3 rd year
3. Lifeguard - Bronze Cross certified	Minimum wage +\$1.35/hour = \$12.75/hour Year 1 = \$13.25/hour Year 2 = \$13.40/hour Year 3	Student Minimum wage +\$1.10/hour = \$14.25/hour No progression in 2 nd or 3 rd year
4. Lifeguard - NLS certified	Minimum wage +\$2.60/hour = \$14.00/hour Year 1 = \$14.50/hour Year 2 = \$15.00/hour Year 3	DELETE RATE no longer needed * see below (+\$2.35/hour= \$15.50/hour)
5. Lifeguard – Instructor	Minimum wage +\$3.20/hour = \$14.60/hour Year 1 = \$15.10/hour Year 2 = \$15.60/hour Year 3	DELETE RATE no longer needed * see below (+\$2.95/hour= \$16.10/hour)
6. Lifeguard - Instructor, NLS certified	Minimum wage +\$3.30/hour = \$14.70/hour Year 1 = \$15.20/hour Year 2 = \$15.70/hour Year 3	Student Minimum wage +\$3.05/hour = \$16.20/hour No progression in 2 nd or 3 rd year
7. Lifeguard - Senior Guard	Minimum wage +\$3.90/hour = \$15.30/hour Year 1 = \$15.80/hour Year 2 = \$16.30/hour Year 3	Student Minimum wage +\$3.65/hour = \$16.80/hour No progression in 2 nd or 3 rd year

High School Students

Wage rates of high school positions will be anchored to the **student** minimum wage as opposed to the previous policy of the general minimum wage. These rates shall increase naturally in equal proportion to future increases to the student minimum wage rate.

Post-Secondary Students

Wage rates of post-secondary positions have traditionally been anchored to the Operations & Facilities division's Student Labourer rate (negotiated by CUPE Local 65), with additional premiums per the following groupings:

1. Summer Program Leader & Student Library/Museum/Marina Assistant/ Lifeguard
 $\$16.73 + \$0.00/\text{hour} = \$16.73/\text{hours Jan 1/2018}$
2. Senior Guard & Summer Program Supervisor (uncertified)
 $\$16.73 + \$0.50/\text{hour} = \$17.23/\text{hour Jan 1/2018}$
3. Student Marina Operator & Summer Program Supervisor (certified)
 $\$16.73 + \$1.00/\text{hour} = \$17.73/\text{hour Jan 1/2018}$

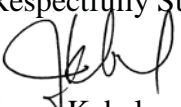
High school student employees would transition to the post-secondary student wage schedule, if they resume student employment with the Town after completing one year of post-secondary studies.

*Note: these 2 intermediate wage rates previously served as an incentive for students to progress with their certification once reaching the age of 16. Late in 2016, students are now able to start their NLS & Instructor training before the age of 16 and simply take the exam once turning 16. Due to the change, students are now typically skipping the 2 intermediate wage steps and progressing directly to level 6 (Lifeguard - Instructor, NLS certified).

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse the revised 2018 student wage rates as presented.

Respectfully Submitted,



Jason Kabel

Council approval of this report will endorse the revised 2018 Community Services student wage rates as outlined in the report.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: December 1, 2017

RE: Museum Intern Funding Agreement - NOHFC

Museum intern position

On Monday, November 27, 2017, Museum Curator, Sherry George received notification that the application to the Northern Ontario Heritage Fund Corporation for an intern position was approved as noted below (In 2016, grant approval was received in September).

Budget for intern

The Northern Ontario Heritage Fund Corporation (NOHFC) pays 90% funding up to a maximum of \$31,449.60.

Similar to what was paid to the 2016-17 intern, we are suggesting that wages be set at \$20.50 per hour for the position to attract the best candidate possible.

	2016-17	2018
Wages (35 hours/week)	\$37,310	\$37,310
Benefits	\$4,710	\$4,710
Total Expenses	\$42,020	\$42,020
NOHFC Contribution (approved amount)	\$31,449.60	\$31,449.60
Amount Outstanding	\$10,520	\$10,520
Approximate TOFF Contribution 2016	(2016 Oct-Dec) \$2,643	-
Approximate TOFF Contribution 2017	(2017 Jan-Sep) \$7,927	-
Approximate TOFF Contribution 2018	-	(2018 Jan-Dec) \$10,520

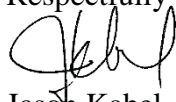
As this is a one-year position, the Town of Fort Frances contributions have historically been budgeted over two years with an earlier notification. With the later announcement in 2017, if approved, the entire budgeted amount will be realized in 2018.

The Museum is requesting permission to proceed with the hiring to capitalize on the NOHFC program at \$20.50/hr to attract the best candidate possible to the Museum. The required Town contribution in 2018 would be approximately \$10,520.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to authorize the Museum to proceed with the Northern Ontario Heritage Fund Corporation (NOHFC) agreement to hire a Museum intern for one-year that will be funded 90% up to a maximum of \$31,449.60. The cost to the Museum in 2018 is estimated to be \$10,520.

Respectfully Submitted,


Jason Kabel

Council approval of this report will authorize the Museum to proceed with the Northern Ontario Heritage Fund Corporation (NOHFC) agreement to hire a Museum intern for one-year that will be funded 90% up to a maximum of \$31,449.60. The cost to the Museum in 2018 is estimated to be \$10,520.

Checklist

Project #: _____

The following information is required when a potential candidate has been identified:

- ☐ Signed Verification Report
- ☐ Post-Secondary Institute diploma or degree
- ☐ Candidate's Resume
- ☐ Copy/Proof of Job Posting
- ☐ Insurance Certificate as per the insurance clause

NOHFC Insurance Clauses:

The Employer shall arrange for and keep current during the Work Term or the term of this Agreement, whichever is longer, the following insurance policies with insurers acceptable to NOHFC:

A commercial general liability insurance policy on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$2,000,000 per occurrence, \$2,000,000 products and completed operations aggregate.

The Certificate of Insurance MUST include the following:

- (a) **NOHFC and its officers, directors, employees and agents** as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
- (b) Cross-liability clause;
- (c) Thirty (30) days written notice of cancellation, termination or material change;
- (d) Contractual liability coverage;

Please note that **all** of the insurance requirements must be identified on the certificate. If they are not identified the Insurance Certificate will be returned for revision.

The name of the applicant must appear **exactly** as shown on the NOHFC Legal Agreement.

NOHFC Insurance Clauses:

The Employer shall arrange for and keep current during the Work Term or the term of this Agreement, whichever is longer, the following insurance policies with insurers acceptable to NOHFC:

A commercial general liability insurance policy on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than \$5,000,000 per occurrence, \$5,000,000 products and completed operations aggregate. (**Note**: The minimum allowable amount is \$2 million in general liability insurance).

The Certificate of Insurance MUST include the following:

- (a) NOHFC and its officers, directors, employees and agents as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
- (b) Cross-liability clause;
- (c) Thirty (30) days written notice of cancellation, termination or material change;
- (d) Contractual liability coverage;

NOHFC *Northern Ontario Internship Program* Advertising Template

The advertisement template below is to serve as a guideline for all Northern Ontario Internship job placement ads. Although the content necessary for each position may vary, *all advertisements must include the text shown in blue and feature the NOHFC logo and support tagline.*



Internship Job Title

location

Job Description:

Qualifications: {enumerate job responsibilities and required skills}
University or college graduate who has graduated within the last three years from an accredited college or university. The candidate must be a graduate of a post-secondary degree or diploma program. The position will be a first full-time employment in the candidate's field of study.

Application Deadline: {Time} and/or {Date}

Please mail applications to: {Address of organization}

THIS OPPORTUNITY IS
PROUDLY SUPPORTED BY:



Ontario
Northern Ontario Heritage
Fund Corporation
Société de gestion du Fonds
du patrimoine du Nord
de l'Ontario

Verification Report

Northern Ontario Internship Program

General Information			
Employer's Legal Name:		NOHFC Number:	
Job Title:		Placement location (address):	
Expected Start Date:	Expected End Date:	<i>Note: The candidate selected for this internship placement must not be hired until a confirmation of eligibility has been provided by the MNM Project Officer.</i>	
Please confirm the intern wages (requires approval): Hourly rate: Weekly rate:			
Candidate Profile			
Name: (Print)	Permanent Address:	City or Town:	Postal Code:
Post-secondary Institution Attended:		Field of Study:	
NOTICE TO CANDIDATE: <i>Personal information that is contained in this form is collected pursuant to s. 39(1) of the Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, and will be disclosed to and used by the Employer, the Ministry of Northern Development and Mines and Northern Ontario Heritage Fund Corporation to administer the Northern Ontario Youth Internship and Co-op Program. Questions about the collection of this personal information may be addressed to the Executive Director, Northern Ontario Heritage Fund Corporation, Suite 200, Roberta Bondar Place, 70 Foster Drive, Sault Ste. Marie ON P6A 6V8 tel: 1-800-461-8329 or (705) 945-6700 fax: (705) 945-6701.</i>			
Internship (complete if this is for an internship)			
<i>I certify that the information regarding me in this form is correct, the training plan outlined for this position is relevant to my educational background and this is my first full-time job related to my field of study. I hereby consent to the collection and use of my personal information by the Employer, the Ministry of Northern Development and Mines and Northern Ontario Heritage Fund Corporation for the purposes set out in the above Notice to Candidate.</i>			
Candidate's Signature		Date	
Declaration			
<i>I declare that this verification form is true and complete in all respects and that the candidate named above is not a relative of the Employer. In this declaration, "a relative of the Employer" means a person who is a child, sibling or spouse of, or living with, the Employer. If the Employer is not an individual, "a relative of the Employer" means a person who is a child, sibling or spouse of, or living with, anyone who is involved in the Employer's hiring procedures and decisions or who has a controlling interest in the Employer.</i>			
Authorized Signature (Training Supervisor)		Date	Telephone number
Name (Print)		Title	

NOHFC Number:		<i>Note: The candidate selected for this internship placement must not be hired until a confirmation of eligibility has been provided by the MNDM Project Officer.</i>		
Candidate Profile		Yes	No	N/A
Is the candidate a relative of the employer? If Yes (relationship):		<input type="checkbox"/>	<input type="checkbox"/>	
Is the candidate a recent graduate (within 3 years) of an accredited post-secondary institution? If No, (rationale and must be approved by REDB Manager)		<input type="checkbox"/>	<input type="checkbox"/>	
Was a copy of the candidate's certificate/diploma/degree provided?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the job placement in the candidate's career-related field?		<input type="checkbox"/>	<input type="checkbox"/>	
Did the candidate sign the Verification Report?		<input type="checkbox"/>	<input type="checkbox"/>	
Did the employer's authorized officer (Training Supervisor) sign the Verification Report?		<input type="checkbox"/>	<input type="checkbox"/>	
Have you submitted an insurance certificate that complies with all the requirements of the NOHFC contract, including coverage for the required \$2 million (or amount required in clause 9.2 of the legal agreement) in comprehensive general liability insurance coverage? (Note: NOHFC contract requires the client to submit this prior to the candidate starting the position).		<input type="checkbox"/>	<input type="checkbox"/>	
This section is to be filled out by the MNDM Project Officer only.				
In-person Site Visit recommended?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Area Team:	
Issues/Comments:				
Verified by:		Date:		
Eligibility confirmed <input type="checkbox"/>		Eligibility declined <input type="checkbox"/>		

February 2017



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: November 30, 2017

RE: **2017 Provincial Child Care Wage Enhancement Agreement - RRDSSAB**

Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) has provided one-time funding for the 2017 Provincial Child Care Wage Enhancement Grant (WEG) for eligible staff at the Fort Frances Children's Complex. This one-time funding allocation is based on the information submitted in our Application for Provincial Wage Enhancement Funding. The approved applications for each of the 4 childcare sites are attached, below is a summary:

	# of FTE	Salary	Benefit	Supplemental Grant	Total
Main Site	9.26	22,670.20	3967.29	1388.43	\$28,025.91
JW Walker	1.65	3871.77	677.56	247.76	\$4797.09
Robert Moore	1.65	4833.89	845.93	247.76	\$5927.57
St. Michaels	1.65	5196.00	1014.30	247.76	\$7058.06

Total Allocation

Provincial Child Care Wage Enhancement	\$43,676.93
Supplemental Grant	\$2,131.71
Administration Funding	\$ 87.36

This funding will provide the Children's Complex with the resources to grant eligible program staff a wage enhancement of up to \$2 per hour plus up to 17.5 percent benefits based on actual hours worked. Once again, Resource Teachers (RT's) are not eligible for the provincially funded WEG, which places our 2 RT's at a lower hourly rate than our registered early childhood educators (RECE's).

Recommendation

The Community Services Division recommends to Mayor & Council to endorse the agreement with the Rainy River District Social Services Administration Board (RRDSSAB) as presented.

Respectfully submitted,

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

Jason Kabel

Council approval of this report will endorse the 2017 Provincial Child Care Wage Enhancement Agreement with the Rainy River District Social Services Administration Board (RRDSSAB) as presented and authorize execution by the Mayor & Clerk.

Rainy River District Social Services Administration Board

450 Street
Fort Frances, ON
P9A 1H2

Ph: (807) 274-5349
Fax: (807) 274-0678
Toll Free: 1-800-265-5349

• Children's Services • Land Ambulance • Ontario Works • Social Housing

November 20, 2017

Jason Kabel
Manager of Community Services
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON P9A 3P9

Dear Jason Kabel

RE: 2017 Provincial Child Care Wage Enhancement Agreement

The Rainy River District Social Services Administration Board (RRDSSAB) is pleased to provide one-time funding for the 2017 Provincial Child Care Wage Enhancement for eligible staff at Fort Frances Day Care. This allocation is based on the information submitted in your Application for Provincial Wage Enhancement Funding – Child Care Centres & Home Visitors (2017). Your approved application is attached.

This funding will provide your centre with the resources to grant eligible program staff a wage enhancement of up to \$2 per hour plus up to 17.5 percent benefits based on hours worked in 2016.

<i>Funding Type</i>	<i>2017 Allocation</i>
Provincial Child Care Wage Enhancement	\$ 43,676.93
Supplemental Grant	\$ 2,131.71
Administration Funding	\$ 87.36

If the Town of Fort Frances is in agreement with the terms as set out in this letter, please return **two signed hard copies or one signed scanned copy** of this letter to my attention at the Rainy River DSSAB by **December 8, 2017**.

TERMS OF THE AGREEMENT

1) Purpose

On January 19, 2015 the Premier announced that the Ministry of Education has committed \$269 million over three years to support a wage enhancement in the licensed child care sector. The wage enhancement initiative is intended to be an ongoing investment.

The wage enhancement objectives are:

- To help close the wage gap between RECEs working in the publicly funded education system and those in the licensed child care sector;
- To help stabilize child care operators by supporting their ability to retain RECEs and non-RECE program staff; and
- To support greater employment and income security.

The ministry has established an hourly wage maximum of \$26.68/hour (as of January 1, 2017) for centre-based staff.

2) Eligibility

RECEs and other child care program staff are eligible for the 2017 wage enhancement if they:

- Are employed in a licensed child care centre or home child care agency;
- Have a wage of less than \$26.68 per hour excluding the prior year's wage enhancement; and
- Are categorized as a child care supervisor, RECE, or can be otherwise counted toward adult to child ratios under the *Child Care and Early Years Act, 2014 (CCEYA)*.

Supplementary program staff positions that are in place to maintain lower adult-child ratios than required under the CCEYA are also eligible for wage enhancement.

Ineligible Positions (Non-Program Staff)

- Cook, custodial and other non-program staff positions are not eligible for wage enhancement funding.
- SNR-funded resource teachers/consultants and supplemental staff are not eligible for wage enhancement funding.
- The only exception to this provision is if at least 25% of the non-program staff position is used to support CCEYA ratio requirements. In these instances, the enhancement will be provided for the time in program.

3) Payments to Staff

The Operator is required to pay the wage enhancement to qualifying staff during 2017 retroactive to January 1, 2017. Discretion is allowed for wage enhancement payments to staff in 2017. The Operator can provide wage enhancement payments to staff as follows:

- Through staff's regular paycheques; or
- Through quarterly lump sum payments in the funding year ending December 31, 2017.

With either of the above payment options the child care operator is required to clearly label the funding provided for wage enhancement on staff pay cheques as "Provincial child care wage enhancement". A separate code may also be used on the pay cheques (if text is not feasible) as long as clear communication has been provided to staff defining the code as "Provincial child care wage enhancement".

If a separate line or code on pay cheques is not feasible due to payroll restrictions, the Operator may provide the funding to staff through a separate payment. These payments must be clearly tied to the number of hours worked.

The 17.5% maximum in mandatory benefits is used for employer costs for the statutory contributions. This includes 4.00% in vacation pay and 3.59% in public holiday pay that will be provided to employees.

More Working Hours

If a centre has more working hours than in the previous year, the Operator will run out of wage enhancement funding prior to the end of 2017. The supplemental grant may be used to top up wage enhancement salary shortfalls.

The Operator is not required to absorb the additional cost to continue funding the enhancement until the end of 2017. The Operator can stop paying wage enhancement once the allocation for the centre has been depleted. There is no obligation for the Operator to pay the balance.

The Operator may choose to address wage enhancement for staff positions that are ineligible for the provincial child care wage enhancement or top up shortfalls in provincial wage enhancement for eligible positions through other funding sources.

Fewer Working Hours

If a position has fewer working hours than in the previous year (or as determined by the wage enhancement application) the Operator will only distribute wage enhancement for the actual hours worked in 2017. All surplus funds are to be returned to the RRDSSAB in the reconciliation process at year-end.

4) Use of Wage Enhancement

The Operator is required to provide 100% of wage enhancement funds to eligible staff. Wage enhancement funding must be paid to child care staff in addition to their standard wage rate as of January 1, 2017. Wage enhancement funding may be used to fund overtime hours worked in 2017 but not exceeding \$2.00 per hour. In addition, it may only be provided to staff whose positions were approved as part of the 2017 wage enhancement application process.

The funding cannot be:

- spent on any other child care program expenses;
- used to offset or replace a wage increase;
- used to replace other funding that the operator receives from the RRDSSAB (i.e. general operating funding).

The Operator is not permitted to substitute payments previously provided to staff with wage enhancement funding. Wage enhancement funding must be provided in addition to any pay equity payments agreed to under the pay equity memorandum of settlement. Wage enhancement funding that is not used for its intended purpose will be recovered by the RRDSSAB.

Benefits Funding and Flexibility

Benefits of 17.5 per cent support operators in meeting their statutory benefit requirements. Once all statutory benefits requirements are met (including up to 2 weeks of vacation and 9 statutory days), any remaining funding within 17.5 per cent can be used to fund other benefit expenses paid by the employer on behalf of the employee.

Operators may use any residual benefits funding for wage enhancement salaries. The flexibility is only one way; therefore, salary funding cannot be used for benefits.

Operators may exceed 17.5% for benefits if the supplemental grant is used to support additional benefit expenses.

Supplemental Grant

In addition to the wage enhancement funds, operators will also receive a supplemental grant of \$150 for each eligible centre based FTE. The supplemental grant provides operators with flexibility to cover salary shortfalls due to increased hours or staffing, and/or additional benefits (e.g. additional time in program, new staff, vacation days, sick days or PD days and/or other benefits) once mandatory benefits are covered. Any funding that is not used for these purposes will be recovered.

DSSAB staff is available to support operators in setting priorities for how to allocate the supplemental grant.

Administration Funding

To support operators with the implementation of the wage enhancement initiative, each operator will receive one-time funding for administration as part of its funding agreement. Unused administration funds will be recovered by the DSSAB.

5) Payment Schedule

Wage enhancement funding retroactive to January 1, 2017 will be included with the Operator's October 2017 electronic funds transfer (EFT). The remaining funds will be provided as equal installments in the monthly EFTs through to the end of 2017.

6) Reporting Requirements

The Operator is required to provide the RRDSSAB with the following information using forms to be supplied by the RRDSSAB:

- A statement which attests that 100% of wage enhancement funding was provided directly to eligible child care staff with up to \$2.00 per hour provided for wage plus up to 17.5 percent provided for benefits.
- Service and financial data required by the Ministry including:
 - Number of RECE FTEs receiving a full wage enhancement;
 - Number of Supervisor FTEs receiving a full wage enhancement;
 - Number of other program FTEs receiving a full wage enhancement;
 - Number of RECE FTEs receiving a partial wage enhancement;
 - Number of Supervisor FTEs receiving a partial wage enhancement;
 - Number of other program FTEs receiving a partial wage enhancement.

Rather than subtracting sick hours and adding in supply hours the Operator may have chosen to include the total hours worked for a position on its application and then pay whichever staff worked the hours in 2017. Where the Operator has chosen to combine staff positions on its wage enhancement application the Operator must ensure that records are kept on file for actual hours worked for each position from January 1, 2017 to December 31, 2017 and be prepared to present these upon request to the RRDSSAB.

7) Reconciliation

Reconciliation of wage enhancement funding will be completed on the total number of FTEs funded by the Operator. In instances where the wage enhancement allocation for a position exceeds the actual hours worked in 2017 the RRDSSAB will recover unused funds from the Operator.

To support the reconciliation of wage enhancement funding the Operator agrees to:

- Participate in a wage enhancement reconciliation and compliance audit to confirm adherence with this Agreement. Operators selected for a wage enhancement audit will be notified in advance and provided with further information to prepare for the audit.
- Retain records pertinent to the information provided in the wage enhancement application.
- Track salaries and benefits payments separately.
- Permit RRDSSAB staff to enter, at reasonable times, any premises used by the Operator in connection with the provision of wage enhancement and retention of records to inspect all records relating to the delivery of wage enhancement.
- Provide quarterly year-to-date reports that include actual and projected wage enhancement expenditures, revenue and all other service data information – "Schedule 3".
- Include a separate line within its audited financial statements for each wage enhancement revenue and wage enhancement operating expenses.

In the event that the RRDSSAB determines that the Operator has failed to meet the funding conditions

outlined in their agreement for the provision of wage enhancement funding, the RRDSSAB will recover all misused funds. Additionally, non-compliant operators may be deemed ineligible to receive future wage enhancement funding.

Thank you for your continued commitment to your staff, and the children and families in your community. If you have any questions regarding this agreement please contact me at tfretter@rrdssab.on.ca or (807) 274-5349 ext. 241.

Sincerely,



Tanis Fretter
Integrated Services Manager

Attachment

cc: Shawna McRitchie, Superintendent, Fort Frances Children's Complex
Dawn Galusha, Deputy Treasurer, Town of Fort Frances
Reta Dykstra, Finance Supervisor, Rainy River DSSAB

I, _____ have the authority to bind the **Town of Fort Frances** and accept the terms contained in this letter.

Signature

Date

I, _____ have the authority to bind the **Town of Fort Frances** and accept the terms contained in this letter.

Signature

Date

I, _____ have the authority to bind the **Rainy River District Social Services Administration Board** and accept the terms contained in this letter.

Signature

Date

I, _____ have the authority to bind the **Rainy River District Social Services Administration Board** and accept the terms contained in this letter.

Signature

Date

Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2017)**CHILD CARE CENTRE / AGENCY INFORMATION**

Child Care Centre / Agency Name:	Town of Fort Frances
Operator Name:	Fort Frances Children's Complex- Main Site
Licence Number:	0008668
Auspice Type:	Non-Profit Operation
Centre / Agency Mailing Address:	1150 Portage Avenue Fort Frances, ON, P9A 2B1

CONTACT INFORMATION

Name:	Shawna McRitchie
Phone Number:	274-5457
Email Address:	smcrichtie@fortfrances.ca

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2016	52
Standard work week (hours)	37.5
Total Operating Capacity (N/A for Home Child Care Provider agencies)	44
Total Licensed Capacity (N/A for Home Child Care Provider agencies)	44

SERVICE DATA

Number of ineligible* RECEs	0
Number of ineligible* Non-RECEs	0
Number of ineligible* Supervisors	2
Number of ineligible* Home Visitors	0

*Hourly rate exceeds cap

EMPLOYEE / POSITION INFORMATION						WAGE ENHANCEMENT DETERMINATION					
Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column j)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1 - Dec 31, 2016)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1 Toddler Teacher 1	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
2 Toddler Teacher 2	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
3 Toddler Teacher 3	YES	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
4 Toddler Teacher 4	YES	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
5 Preschool Teacher 1	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
6 Preschool Teacher 2	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
7 Preschool Teacher 3	NO	RECE	\$ 25.45	1,820.00	100%	Partial	\$ 1.23	1.04	\$ 2,238.60	\$ 391.76	\$ 2,630.36
8 Float	NO	Non-RECE	\$ 20.23	1,820.00	100%	Full	\$ 2.00	1.04	\$ 3,640.00	\$ 637.00	\$ 4,277.00
9 Interim Replacement Staff	NO	Non-RECE	\$ 20.23	1,680.00	100%	Full	\$ 2.00	0.96	\$ 3,360.00	\$ 588.00	\$ 3,948.00

SUMMARY			FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation	
Fully Eligible Positions			RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
			Non-RECE	1.99	\$ 7,000.00	\$ 1,225.00	\$ 8,225.00
			Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
			Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL			1.99	\$ 7,000.00	\$ 1,225.00	\$ 8,225.00	
Partially Eligible Positions			RECE	7.26	\$ 15,670.20	\$ 2,742.29	\$ 18,412.49
			Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
			Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
			Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL			7.26	\$ 15,670.20	\$ 2,742.29	\$ 18,412.49	
TOTAL			9.26	\$ 22,670.20	\$ 3,967.29	\$ 26,637.49	
SUPPLEMENTAL GRANT						\$ 1,388.43	
GRAND TOTAL						\$ 28,025.91	

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority:	Laurie Lindberg
Title:	Treasurer
Date:	3-Feb-17

Please click and select:

(To be completed by CMSM/DSSAB only)

APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total
9.26	22670.2	3967.29	1388.43	28025.91

APPLICATION DEADLINE IS FEBRUARY 3, 2017 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2017

Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2017)**CHILD CARE CENTRE / AGENCY INFORMATION**

Child Care Centre / Agency Name:
Operator Name:
Licence Number:
Auspice Type:
Centre / Agency Mailing Address:

Town of Fort Frances
Fort Frances Children's Complex- JW Walker
0006668
Non-Profit Operation
1150 Portage Avenue
Fort Frances, ON, P9A 2B1

CONTACT INFORMATION

Name:
Phone Number:
Email Address:

Shawna McRitchie
274-5457
smcrichtie@fortfrances.ca

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2016
Standard work week (hours)
Total Operating Capacity (N/A for Home Child Care Provider agencies)
Total Licensed Capacity (N/A for Home Child Care Provider agencies)

52
24
21
30

SERVICE DATA

Number of ineligible* RECEs
Number of ineligible* Non-RECEs
Number of ineligible* Supervisors
Number of ineligible* Home Visitors
*Hourly rate exceeds cap

0
0
0
0

EMPLOYEE / POSITION INFORMATION						WAGE ENHANCEMENT DETERMINATION					
Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1 - Dec 31, 2016)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1 School Age Teacher 1	NO	RECE	\$ 25.45	1,249.50	100%	Partial	\$ 1.23	0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
2 School Age Teacher 2	NO	RECE	\$ 25.45	1,249.50	100%	Partial	\$ 1.23	0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
3 Interim Replacement	NO	Non-RECE	\$ 20.23	399.00	100%	Full	\$ 2.00	0.23	\$ 798.00	\$ 139.65	\$ 937.65
SUMMARY								FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions								RECE	-	\$ 0.00	\$ 0.00
Non-RECE								0.23	\$ 798.00	\$ 139.65	\$ 937.65
Supervisor								-	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor								-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL								0.23	\$ 798.00	\$ 139.65	\$ 937.65
Partially Eligible Positions								RECE	1.42	\$ 3,073.77	\$ 537.91
Non-RECE								-	\$ 0.00	\$ 0.00	\$ 0.00
Supervisor								-	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor								-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL								1.42	\$ 3,073.77	\$ 537.91	\$ 3,611.68
TOTAL								1.65	\$ 3,871.77	\$ 677.56	\$ 4,549.33
SUPPLEMENTAL GRANT											\$ 247.76
GRAND TOTAL											\$ 4,797.09

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority:
Title:
Date:

Laurie Lindberg
Treasurer
February 3/17

Please click and select:

(To be completed by CMSM/DSSAB only)

APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total
1.65	3871.77	677.56	247.76	4797.09

APPLICATION DEADLINE IS FEBRUARY 3, 2017 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2017

Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2017)**CHILD CARE CENTRE / AGENCY INFORMATION**

Child Care Centre / Agency Name: Town of Fort Frances
 Operator Name: Fort Frances Children's Complex- Robert Moor
 Licence Number: 0005768
 Auspice Type: Non-Profit Operation
 Centre / Agency Mailing Address: 1150 Portage Avenue
 Fort Frances, ON, P9A 2B1

CONTACT INFORMATION

Name: Shawna McRitchie
 Phone Number: 274-5457
 Email Address: smcrichtie@fortfrances.ca

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2016: 52
 Standard work week (hours): 24
 Total Operating Capacity (N/A for Home Child Care Provider agencies): 28
 Total Licensed Capacity (N/A for Home Child Care Provider agencies): 30

SERVICE DATA

Number of ineligible* RECEs: 0
 Number of ineligible* Non-RECEs: 0
 Number of ineligible* Supervisors: 0
 Number of ineligible* Home Visitors: 0
 *Hourly rate exceeds cap

EMPLOYEE / POSITION INFORMATION						WAGE ENHANCEMENT DETERMINATION					
Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1 - Dec 31, 2016)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1 School Age Teacher 1	NO	RECE	\$ 25.45	1,249.50	100%	Partial	\$ 1.23	0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
2 School Age Teacher 2	NO	Non-RECE	\$ 20.23	1,249.50	100%	Full	\$ 2.00	0.71	\$ 2,499.00	\$ 437.33	\$ 2,936.33
3 Interim Replacement	NO	Non-RECE	\$ 20.23	399.00	100%	Full	\$ 2.00	0.23	\$ 798.00	\$ 139.65	\$ 937.65

SUMMARY						FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions									
RECE						-	\$ 0.00	\$ 0.00	\$ 0.00
Non-RECE						0.94	\$ 3,297.00	\$ 576.96	\$ 3,873.96
Supervisor						-	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor						-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL						0.94	\$ 3,297.00	\$ 576.96	\$ 3,873.96
Partially Eligible Positions									
RECE						0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
Non-RECE						-	\$ 0.00	\$ 0.00	\$ 0.00
Supervisor						-	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor						-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL						0.71	\$ 1,536.89	\$ 268.95	\$ 1,805.84
TOTAL						1.65	\$ 4,833.89	\$ 845.93	\$ 5,679.81
SUPPLEMENTAL GRANT									\$ 247.76
GRAND TOTAL									\$ 5,927.58

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority: Laurie Lindberg
 Title: Treasurer
 Date: 3-Feb-17

Please click and select:

(To be completed by CMSM/DSSAB only)

APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total
1.65	4833.89	845.93	247.76	5927.58

APPLICATION DEADLINE IS FEBRUARY 3, 2017 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2017

Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2017)**CHILD CARE CENTRE / AGENCY INFORMATION**

Child Care Centre / Agency Name: Town of Fort Frances
 Operator Name: Fort Frances Children's Complex- St. Michael's
 Licence Number: 0005769
 Auspice Type: Non-Profit Operation
 Centre / Agency Mailing Address: 1150 Portage Avenue
 Fort Frances, ON, P9A 2B1

CONTACT INFORMATION

Name: Shawna McRitchie
 Phone Number: 274-5457
 Email Address: smcritchie@fortfrances.ca

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2016: 52
 Standard work week (hours): 24
 Total Operating Capacity (N/A for Home Child Care Provider agencies): 28
 Total Licensed Capacity (N/A for Home Child Care Provider agencies): 30

SERVICE DATA

Number of ineligible* RECEs: 0
 Number of ineligible* Non-RECEs: 0
 Number of ineligible* Supervisors: 0
 Number of ineligible* Home Visitors: 0
 *Hourly rate exceeds cap

EMPLOYEE / POSITION INFORMATION						WAGE ENHANCEMENT DETERMINATION					
Position Description	New Position created during Jan 1 - Dec 31, 2016? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2016)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1 School Age Teacher 1	NO	Non-RECE	\$ 20.23	1,249.50	100%	Full	\$ 2.00	0.71	\$ 2,499.00	\$ 437.33	\$ 2,936.33
2 School Age Teacher 2	NO	Non-RECE	\$ 20.23	1,249.50	100%	Full	\$ 2.00	0.71	\$ 2,499.00	\$ 437.33	\$ 2,936.33
3 Interim Replacement	NO	Non-RECE	\$ 20.23	399.00	100%	Full	\$ 2.00	0.23	\$ 798.00	\$ 139.65	\$ 937.65

SUMMARY		FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions					
RECE	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Non-RECE	1.65	\$ 5,796.00	\$ 1,014.30	\$ 6,810.30	\$ 6,810.30
Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL	1.65	\$ 5,796.00	\$ 1,014.30	\$ 6,810.30	\$ 6,810.30
Partially Eligible Positions					
RECE	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL	-	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL	1.65	\$ 5,796.00	\$ 1,014.30	\$ 6,810.30	\$ 6,810.30
SUPPLEMENTAL GRANT					
				\$ 247.76	\$ 247.76
GRAND TOTAL					\$ 7,058.06

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2016.

Name of Signing Authority: Laurie Lindberg
 Title: Treasurer
 Date: 3-Feb-17

Please click and select:

(To be completed by CMSMDSSAB only)

APPROVAL

The child care centre / agency is approved for the following:

# of FTE	Salary	Benefit	Supplemental Grant	Total
1.65	5796	1014.3	247.76	7058.06

APPLICATION DEADLINE IS FEBRUARY 3, 2017 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2017

Aircraft Landings 2017
As of December 4, 2017 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017-2016
January	76	70	76	308	261	256	0	1	6	2	3	6	42	30	43	4	3	4	48	36	42	172	143	177	29
February	80	69	67	334	233	241	1	1	2	1	1	7	32	35	36	0	1	3	39	49	40	153	156	155	-3
March	90	69	78	336	199	341	10	0	5	4	17	30	50	34	36	14	3	5	51	55	38	219	178	192	41
1/4 Total	246	208	221	978	693	838	11	2	13	7	21	43	124	99	115	18	7	12	138	140	120	544	477	524	67
April	67	81	81	289	288	330	0	7	1	18	8	23	40	47	41	3	3	2	41	40	53	169	186	201	-17
May	87	88	82	389	309	365	8	4	1	8	9	28	50	37	37	33	32	34	54	59	77	240	229	259	11
June	82	76	80	324	273	322	10	0	11	16	30	36	38	38	31	87	77	74	63	52	96	296	273	328	23
1/2 Total	482	453	464	1980	1563	1855	29	13	26	49	68	130	252	221	224	141	119	122	296	291	346	1249	1165	1312	84
July	70	72	81	224	221	297	3	2	8	26	48	40	52	51	35	76	66	83	54	47	77	281	286	324	-5
August	82	84	79	292	256	297	4	6	4	27	42	39	46	66	31	80	71	73	50	53	87	289	322	313	-33
September	79	78	76	267	277	328	7	1	0	14	15	17	40	40	36	42	45	44	39	51	76	221	230	249	-9
3/4 Total	713	687	700	2763	2317	2777	43	22	38	116	173	226	390	378	326	339	301	322	439	442	586	2040	2003	2198	37
October	72	85	83	255	357	309	6	2	4	16	10	20	44	41	47	18	18	9	42	47	51	198	203	214	-5
November	71	72	68	281	328	260	0	3	0	2	20	9	28	28	30	0	7	1	40	38	38	141	168	146	-27
December		64	68		231	200		0	0		0	4		29	31		0	2		29	34	0	122	139	-122
Total	856	908	919	3299	3233	3546	49	27	42	134	203	259	462	476	434	357	326	334	521	556	709	2379	2496	2697	-117

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

Aircraft Landings 2017
As of December 4, 2017 Statistics - Page 1/2

Month	Bearskin Flights			Bearskin- Passengers			Government			Private			Med-I-vacs			International			Commercial			Totals			Variance
	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017	2016	2015	2017-2016
January	76	70	76	308	261	256	0	1	6	2	3	6	42	30	43	4	3	4	48	36	42	172	143	177	29
February	80	69	67	334	233	241	1	1	2	1	1	7	32	35	36	0	1	3	39	49	40	153	156	155	-3
March	90	69	78	336	199	341	10	0	5	4	17	30	50	34	36	14	3	5	51	55	38	219	178	192	41
1/4 Total	246	208	221	978	693	838	11	2	13	7	21	43	124	99	115	18	7	12	138	140	120	544	477	524	67
April	67	81	81	289	288	330	0	7	1	18	8	23	40	47	41	3	3	2	41	40	53	169	186	201	-17
May	87	88	82	389	309	365	8	4	1	8	9	28	50	37	37	33	32	34	54	59	77	240	229	259	11
June	82	76	80	324	273	322	10	0	11	16	30	36	38	38	31	87	77	74	63	52	96	296	273	328	23
1/2 Total	482	453	464	1980	1563	1855	29	13	26	49	68	130	252	221	224	141	119	122	296	291	346	1249	1165	1312	84
July	70	72	81	224	221	297	3	2	8	26	48	40	52	51	35	76	66	83	54	47	77	281	286	324	-5
August	82	84	79	292	256	297	4	6	4	27	42	39	46	66	31	80	71	73	50	53	87	289	322	313	-33
September	79	78	76	267	277	328	7	1	0	14	15	17	40	40	36	42	45	44	39	51	76	221	230	249	-9
3/4 Total	713	687	700	2763	2317	2777	43	22	38	116	173	226	390	378	326	339	301	322	439	442	586	2040	2003	2198	37
October	72	85	83	255	357	309	6	2	4	16	10	20	44	41	47	18	18	9	42	47	51	198	203	214	-5
November	71	72	68	281	328	260	0	3	0	2	20	9	28	28	30	0	7	1	40	38	38	141	168	146	-27
December		64	68		231	200		0	0		0	4		29	31		0	2		29	34	0	122	139	-122
Total	856	908	919	3299	3233	3546	49	27	42	134	203	259	462	476	434	357	326	334	521	556	709	2379	2496	2697	-117

Fort Frances Airport- Page 2/2 - Fuel Sales - As of December 4, 2017																				
Fuel Sales Recap - 2017									2016	2015	2014	2013	2012	2011	2010	2009	2008	2007	9 year	Variance 2017-2016
Month	100LL		Jet Trk		Jet Cab		Month	Year	per	per	per	per	per	per	per	per	per	per	Average	per month
	Liters	Total	Liters	Total	Liters	Total	Total	Total	month	month	month	month	month	month	month	month	month	month	2015 to 2007	month
January	8,175	8,175	17,500	17,500	0	0	25,675	25,675	7,528	8,692	11,543	7,216	10,252	7,308	10,971	15,989	29,926	16,283	13,002	18,147
February	8,377	16,552	4,126	21,626	0	0	12,503	38,178	11,904	11,231	12,304	6,197	6,918	3,687	5,782	13,135	21,134	11,782	10,316	599
March	4,574	21,126	16,954	38,580	200	200	21,728	59,906	13,255	17,795	10,508	12,077	9,329	10,390	15,539	9,612	27,435	19,969	14,235	8,473
April	4,322	25,448	8,780	47,360	0	200	13,102	73,008	8,592	13,219	8,377	4,453	8,251	5,294	24,825	10,676	22,466	28,609	13,505	4,510
May	3,044	28,492	18,318	65,678	0	200	21,362	94,370	24,681	16,161	29,753	18,350	21,891	19,790	25,375	24,033	30,287	47,258	26,824	-3,319
June	6,882	35,374	20,498	86,176	0	200	27,380	121,750	26,015	45,698	30,789	22,786	23,537	25,723	27,768	22,395	35,995	40,736	28,416	1,365
July	4,236	39,610	20,406	106,582	0	200	24,642	146,392	29,002	28,150	14,441	19,232	32,650	19,124	30,455	24,925	33,390	44,875	27,566	-4,360
August	5,171	44,781	17,858	124,440	0	200	23,029	169,421	21,119	36,638	20,450	20,075	30,783	21,467	33,139	28,250	40,177	41,630	28,566	1,910
September	2,215	46,996	11,274	135,714	0	200	13,489	182,910	21,325	24,238	21,837	18,005	19,431	22,511	23,363	18,937	28,822	30,341	22,730	-7,836
October	814	47,810	15,790	151,504	0	200	16,604	199,514	30,655	8,216	15,472	13,109	11,325	13,677	15,033	21,304	16,631	28,020	18,358	-14,051
November	214	48,024	9,710	161,214	0	200	9,924	209,438	22,349	11,616	7,238	6,398	8,170	6,785	17,747	10,754	16,951	16,842	12,582	-12,425
December		48,024		161,214		200	0	209,438	13,797	7,592	6,849	2,028	8,179	2,446	7,641	7,596	13,083	14,733	8,484	-13,797
Total	48,024		161,214		200		209,438		230,222	229,246	189,561	149,926	190,716	158,202	237,638	207,606	316,297	341,078	224,583	-20,784
							Jan to Nov		216,425	221,654	182,712	147,898	182,537	155,756	229,997	200,010	303,214	326,345	216,099	6,987

Lowest month in last 9 years

Highest month in last 9 years

Highest month

lowest month

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

STAFFING:

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

OVERTIME HOURS - Equivalent Straight Time Hours

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

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: One (1)
- In front of 440 Nelson St.

Hydrant Repairs:

- Number of hydrant repairs: One (1)
- In front of 611 Victoria Ave. (HYD185)

Hydrant Replacements:

- Number of hydrant replacements: One (1)
- In front of 800 Sixth St. E. (HYD252)

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: One (1)
- Erin Cresc. at Kaitlyn Dr. (E. Valve - VAL578)

Main Valve Replacements:

- Number of water main valve replacements: None

Water Service Breaks:

- Number of water service breaks: None

Water Service Repairs:

- Number of water service repairs: Two (2)
- 515 Nelson St. and 1201 Idylwild Dr.

Water Service Installations (NEW):

- Number of water service installations: One (1)
- 650 Sixth St. W.

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": Eight (8)
 - 237 Fifth St. E., 920 Armit Ave., 235 Scott St., 650 Sixth St. W., 812 Nelson St.
 - 1028 Scott St. (2) and 1271 Idylwild Dr.

Frozen Water Services:

- Number of frozen water services: None

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: Two (2)
 - 650 Sixth St. W. and 235 Scott St.

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: Two (2)
 - 650 Sixth St. W. and 235 Scott St.

Backflow Preventer Annual Testing:

- Number of backflow preventer tested: Twelve (12)
 - 650 Sixth St. W., 353 Church St., 922 Scott St. (3), 283 Church St., 333 Church St., 310 Nelson St.
 - 520 Eighth St. E. (2), 235 Scott St. and 310 Nelson St.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Worked in conjunction with Bay City Contracting to disinfect and test water quality after replacing the fire hydrants in front of 800 Sixth St. E. and 1004 Second St. E.
- September, 2017 - completed the valve turning program (Area 1) and hydrant valve exercising.
- Completed a connection inspection of the water services at 820 Huffman Ct. and 1702 Colonization Rd. W.
- Completed locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Recorded locations of curb stops at various locations.
- Commenced winterizing fire hydrants

WATER TREATMENT PLANT:

- September, 2017 - In receipt of the Water Treatment Plant Monthly Report

SEWERAGE COLLECTION:Wastewater Main Backups:

- Number of wastewater main backup: None

Wastewater Main Repairs:

- Number of wastewater main repairs: None

Sewer Manhole Repairs:

- Number of sewer manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: Two (2)
- 752 Riverview Dr. and 1718 Lyndy Pl. N.

Sewer Service Breaks:

- Number of sewer service breaks: None

Sewer Service Installations (NEW):

- Number of sewer service installations: None

Sewer Service Replacements:

- Number of sewer service replacements: None

Other Information:

- Cleaned Seventeen (17) plugged sewer services at the following locations:
 - 752 Riverview Dr., 1232 Emo Rd., 929 Third St. E., 924 Frenette Ave., 440 Nelson St., 615 Crowe Ave.
 - 904 Third St. E., 613 Third St. W. and 710 Scott St.
 - 301 Kirsti Pl., 710 Scott St., 564 Church St., 509 Victoria Ave. 1104 Second St. E. and 1131 Second St. E.
- CCTV inspected various building sewer services; 1702 Colonization Rd. W. and 360 Scott St.
- Traced sanitary sewer services
- September 25 -27, 2017 - G. Wiedenheoft and J. Bruyere attended the following course in Red Gut (Band Office) put on by Keewaytinook Centre of Excellence, Dryden - Math for Water and Wastewater Operators.
- Completed locates (as required) of the Town's infrastructure for various Contractors/Utility Companies.
- Completed a connection inspection of the water services at 820 Huffman Ct. and 1702 Colonization Rd. W.
- Recorded locations of cleanouts at various locations.

WASTE-WATER TREATMENT FACILITY:

- September, 2017 - In receipt of the Wastewater Treatment Facility Monthly Report
- September 6 & 7, 2017 - B. Webb & P. Lemesurier attended the following courses in Kenora put on by WCWC. Best Practices for Small Systems and Water Treatment & Troubleshooting Techniques.
- September 25 -27, 2017 - R. White attended the following course in Red Gut (Band Office) put on by Keewaytinook Centre of Excellence, Dryden - Math for Water and Wastewater Operators.

WASTE MANAGEMENT:Garbage Collection:

- Number of complaints regarding garbage collection:
 - Town - 0 complaint, Asselin's - 7 complaints

Sanitary Landfill (Waste Disposal Site):

Landfill Scales functioning properly during the period.

- Amount of residential waste delivered to the landfill:
 - 220,150 kgs (220.15 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 406,930 kgs (406.93 tonnes)

- September 16, 2017 - Household Hazardous Waste Day held by Miller Environmental.

Recycling:

- Number of complaints regarding recycled materials:
 - Town - 0 complaints, Asselin's - 0 complaints
- Amount of recycled waste diverted from the landfill:
 - Emterra: August - 52.73 tonnes & September 29.02 tonnes

Prepared By: _____

Environmental & Facilities Superintendent

Date: _____

Statistics Canada Report - TOWN OF FORT FRANCES

Statistics Canada Report - TOWN OF FORT FRANCES Reporting Period: 11-01-2017 - 11-30-2017

Municipality		Fort Frances				
Permit RollNo	Applicant	Contractors	Property Address	Work Description	Units / Area	Value
2017116	[REDACTED]	Chuck Arpin Construction (807) 275 5443	646 SECOND ST W	New 38x24 accessory building		\$40,000.00
59-12-010-004-06600-0000			Legal Description: RP RR198 PART 5 PCL 18861	Star's Canada Codes Building: 450 Work: 01	1 96	
2017117	[REDACTED]	Gary Durban (807) 275 9414	1375 COLONIZATION RD W	Construct New Accessory Building 40x30		\$40,000.00
59-12-010-005-07600-0000			Legal Description: PT RIV R LOT 45 RP 48R2262;PARTS 1 PCL 7238	Star's Canada Codes Building: 450 Work: 01	1 111	
2017118	[REDACTED]	Green Pro Solar Solutions	912 PORTAGE AVE N	Replace existing shingles with tin. Ice blocks and pipe protection.		\$2,000.00
59-12-020-006-01600-0000			Legal Description: PLAN SM58 LOT 11 TO 12;PCL11094	Star's Canada Codes Building: 110 Work: 03	1 190	
Sum			Summary (3 detail records)		3	\$82,000.00
Grand Total			Summary (3 detail records)		3	\$82,000.00



BRIEFING NOTE

TO: Community Services Executive Committee

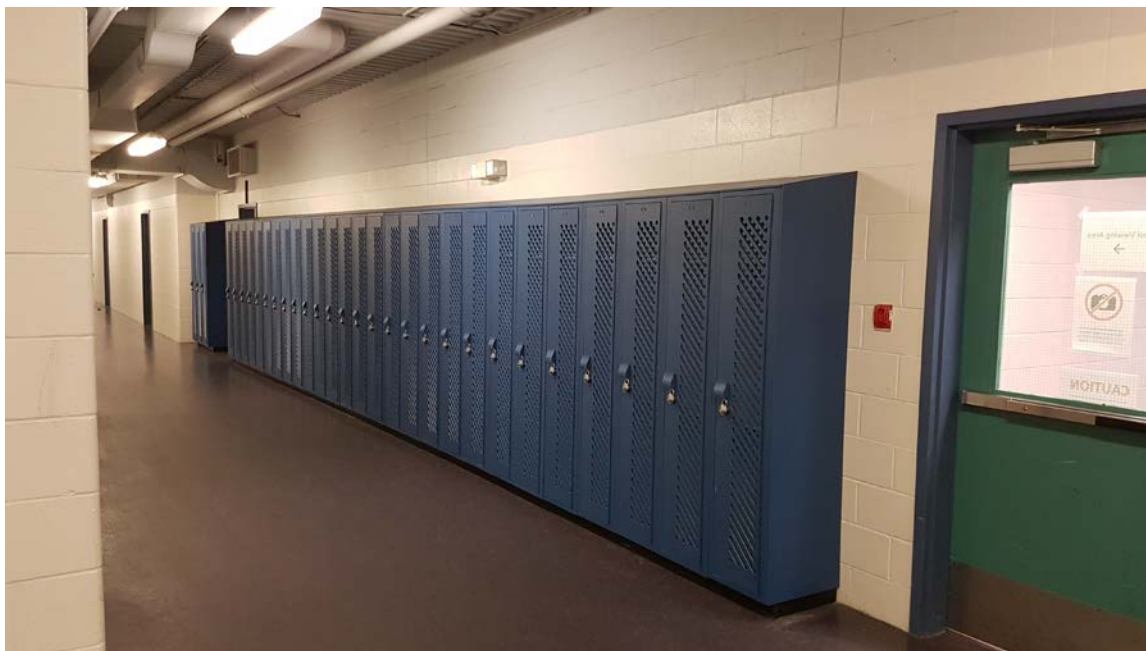
FROM: Jason Kabel, Community Services Division Manager

DATE: November 30, 2017

RE: Fort Frances High School Hockey Academy - Lockers in IFK

Background

At the regular meeting of Council on September 11, 2017, Council approved the placement of lockers by the Fort Frances High School Hockey Academy in the Memorial Sports Centre.



Recommendation

None at this time. This briefing note is being provided as an update to a previous decision.

Respectfully Submitted,

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

Jason Kabel

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Eleven Months Ending Thursday, November 30, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
CORPORATE				
Municipal Tax Levy	(\$127,143,972.60)	(\$127,143,996.00)	(\$23.40)	100.00%
Education Tax Levy	(19,188,829.20)	(19,198,164.00)	(9,334.80)	99.95%
Supp/Omit Municipal Tax Levy	(787,220.16)	-	787,220.16	0.00%
Supp/Omit Education Tax Levy	(147,154.32)	-	147,154.32	0.00%
W/O Municipal	439,032.96	2,713,680.00	2,274,647.04	16.18%
W/O Education	1,016,536.20	252,084.00	(764,452.20)	403.25%
OMPF	(37,278,000.00)	(37,278,000.00)	-	100.00%
Payments-in-Lieu	(9,270,017.28)	(9,478,848.00)	(208,830.72)	97.80%
Sale of Land	(2,434,200.00)	-	2,434,200.00	0.00%
Mayor & Council	5,545,121.88	8,635,200.00	3,090,078.12	64.22%
Contribution to Reserves & Reserve Funds	-	16,500,000.00	16,500,000.00	0.00%
Long Term Debt	5,273,725.92	7,598,736.00	2,325,010.08	69.40%
Riverside Health Care/Dr Recruitment	68,000.00	68,000.00	-	100.00%
Clinic Financing Interest	-	7,000.00	7,000.00	0.00%
RR DSSAB	1,759,340.60	1,991,502.00	232,161.40	88.34%
Northwestern Health Unit	338,078.95	368,814.00	30,735.05	91.67%
Economic Development	107,792.07	167,768.00	59,975.93	64.25%
Travel Information Centre	23,911.28	19,000.00	(4,911.28)	125.85%
Solar Panel Project	(15,089.77)	(25,625.00)	(10,535.23)	58.89%
English Public School Board	994,544.41	1,308,908.00	314,363.59	75.98%
English Separate School Board	202,020.34	265,764.00	63,743.66	76.01%
French Public School Board	991.51	1,322.00	330.49	75.00%
French Separate School Board	2,134.93	2,846.00	711.07	75.02%
Total Corporate	<u>(180,493,252.28)</u>	<u>(153,224,009.00)</u>	<u>27,269,243.28</u>	<u>117.80%</u>
ADMINISTRATION AND FINANCE				
Other Unassigned Revenue	1,979,638.66	(319,195.00)	(2,298,833.66)	(620.20%)
Administration	332,405.39	382,295.00	49,889.61	86.95%
Admin Vehicle	5,592.33	3,330.00	(2,262.33)	167.94%
Municipal Buildings	10,669.90	11,830.00	1,160.10	90.19%
HR Department	58,312.25	58,500.00	187.75	99.68%
Clerk	216,997.79	198,660.00	(18,337.79)	109.23%
Treasury	288,105.90	397,297.00	109,191.10	72.52%
FFPC Administration	<u>129,960.38</u>	<u>108,000.00</u>	<u>(21,960.38)</u>	<u>120.33%</u>
Total Administration and Finance	<u>3,021,682.60</u>	<u>840,717.00</u>	<u>(2,180,965.60)</u>	<u>359.42%</u>
EMERGENCY SERVICES				
Emergency Services	835,290.58	963,438.00	128,147.42	86.70%
Emergency Measures	4,690.35	14,107.00	9,416.65	33.25%
911 Service	19,535.82	11,800.00	(7,735.82)	165.56%
Police Revenue	(251,921.76)	(288,000.00)	(36,078.24)	87.47%
Police Services Board	10,254.36	17,670.00	7,415.64	58.03%
Police Administration	<u>22,193,307.24</u>	<u>24,360,060.00</u>	<u>2,166,752.76</u>	<u>91.11%</u>
Total Emergency Services	<u>22,811,156.59</u>	<u>25,079,075.00</u>	<u>2,267,918.41</u>	<u>90.96%</u>
COMMUNITY SERVICES				
Sister Kennedy Centre	29,897.73	43,053.00	13,155.27	69.44%
Fort Frances Children's Complex	92,014.38	51,358.00	(40,656.38)	179.16%
Best Start Hub	(27,933.30)	-	27,933.30	0.00%
Day Care Resource Teachers	(25,426.88)	-	25,426.88	0.00%
Handi-Transit System	94,316.09	103,377.00	9,060.91	91.24%
Townshend Theatre	(11,528.88)	-	11,528.88	0.00%
Recreation Facilities	551,181.91	602,187.00	51,005.09	91.53%
Recreation Programs	20,909.56	138,656.00	117,746.44	15.08%
Community Services	113,039.95	133,742.00	20,702.05	84.52%

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Eleven Months Ending Thursday, November 30, 2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Sunny Cove Camp	(1,684.81)	23,705.00	25,389.81	(7.11%)
Fort Frances Public Library	457,014.10	480,749.00	23,734.90	95.06%
Museum	114,769.45	144,027.00	29,257.55	79.69%
Waterfront Development/Marina	28,048.41	38,056.00	10,007.59	73.70%
Total Community Services	<u>1,434,617.71</u>	<u>1,758,910.00</u>	<u>324,292.29</u>	<u>81.56%</u>

OPERATIONS AND FACILITIES

PW Administration	(134,750.87)	(198,059.00)	(63,308.13)	68.04%
PW Buildings & Yards	109,087.13	119,380.00	10,292.87	91.38%
Municipal Roads	1,142,424.99	1,382,899.00	240,474.01	82.61%
Public Parking Lots	4,451.75	16,994.00	12,542.25	26.20%
Sidewalks	52,978.32	101,671.00	48,692.68	52.11%
Private Works Charges	18,927.22	47,060.00	28,132.78	40.22%
Private Crossing Charges	37,858.49	16,678.00	(21,180.49)	227.00%
PW Vehicles	156,727.38	230,462.00	73,734.62	68.01%
PW Equipment	191,084.66	264,141.00	73,056.34	72.34%
PW Stores	81,327.02	72,336.00	(8,991.02)	112.43%
Traffic Signal Maintenance	14,053.60	8,735.00	(5,318.60)	160.89%
Streetlight Maintenance	70,789.25	75,496.00	4,706.75	93.77%
Garbage Collection	(144,620.39)	(208,376.00)	(63,755.61)	69.40%
Recycling Services	205,495.13	213,649.00	8,153.87	96.18%
Sanitary Landfill	(139,671.78)	(5,273.00)	134,398.78	2648.81%
Engineering	34,930.96	33,795.00	(1,135.96)	103.36%
Airport	(62,535.41)	(28,880.00)	33,655.41	216.54%
Airport Building Maintenance	32,394.10	46,625.00	14,230.90	69.48%
Airport Grounds Maintenance	45,016.59	63,704.00	18,687.41	70.67%
Parks & Cemeteries Maintenance	193,671.69	163,466.00	(30,205.69)	118.48%
Fort Frances Cemetery	114,012.04	78,580.00	(35,432.04)	145.09%
Riverview Cemetery	176,999.80	186,636.00	9,636.20	94.84%
Point Park	(99.69)	30,111.00	30,210.69	(0.33%)
Parks - Outdoor Facilities	267,121.40	266,840.00	(281.40)	100.11%
Lions Millennium Park	9,447.48	9,634.00	186.52	98.06%
Total Operations and Facilities	<u>2,477,120.86</u>	<u>2,988,304.00</u>	<u>511,183.14</u>	<u>82.89%</u>

PLANNING AND DEVELOPMENT

Civic Centre	85,856.27	114,718.00	28,861.73	74.84%
By-Law Enforcement	128,764.47	146,640.00	17,875.53	87.81%
Animal Shelter	5,020.35	9,105.00	4,084.65	55.14%
Building Official	(18,589.43)	21,776.00	40,365.43	(85.37%)
Planning & Zoning	40,058.13	48,120.00	8,061.87	83.25%
Total Planning and Development	<u>241,109.79</u>	<u>340,359.00</u>	<u>99,249.21</u>	<u>70.84%</u>

Sub-Total General Fund (Operating)	<u>(150,507,564.73)</u>	<u>(122,216,644.00)</u>	<u>28,290,920.73</u>	<u>123.15%</u>
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TOTAL BUDGET- Revenue	(21,566,737.48)	(21,959,787.00)	(393,049.52)	98.21%
TOTAL BUDGET- Expenditures	<u>17,359,309.83</u>	<u>21,959,787.00</u>	<u>4,600,477.17</u>	<u>79.05%</u>
	<u>(4,207,427.65)</u>	<u>-</u>	<u>4,207,427.65</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Water and Sewer Fund (Operating) Summary
For the Eleven Months Ending Thursday, November 30,
2017

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$1,509,826.66)	(\$680,548.00)	\$829,278.66	221.85%
Water Treatment Plant	598,937.24	556,442.00	(42,495.24)	107.64%
Water Storage Facility	113,839.74	124,106.00	10,266.26	91.73%
	<u>(797,049.68)</u>		<u>797,049.68</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(1,564,105.05)	(756,652.00)	807,453.05	206.71%
Sewage Treatment Plant	660,222.29	756,652.00	96,429.71	87.26%
	<u>(903,882.76)</u>		<u>903,882.76</u>	<u>0.00%</u>