

TOWN OF FORT FRANCES

AGENDA -April 9, 2018

COMMITTEE OF THE WHOLE MEETING

Committee Room, Civic Centre

(Session No. 122) 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. **In-Camera:**
 - 4.1 The security of the municipality or local board - 2018 Moffat Family Fund Grant Allocation Recommendations.
 - 4.2 Non agenda items.
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Roy Avis - Verbal Update
Councillor John Albanese - Verbal Update
Councillor Wendy Brunetta - Verbal Update
Councillor June Caul - Verbal Update
7. **Consent Agenda:**
 - 7.1 Rescinding of By-Law 48/99 - (An agreement with the Fort Frances Tribal Area Health Authority for fire protection services). 4 - 10
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the rescinding of By-Law No. 48/99. (an agreement with the Fort Frances Tribal Area Authority for fire protection services).
 - 7.2 District 1A Senior Games Committee Financial Request. 11
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve a donation to the District 1A Senior Games Committee in the amount of \$250.00 for the District 1A Senior Games to be held in Fort Frances on June 5th and 6th, 2018.

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7.3 Fort Frances Canadian Bass Championship Requests.	12 - 21
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee which includes input from all Executive Committees to approve the request from the Fort Frances Canadian Bass Championship Committee as outlined in the report.	
7.4 2017 Contribution to Reserve Funds.	22
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the allocation of 2017 surplus as follows: Corporate Vehicle/Equipment Reserve Fund - \$50,000.00; Corporate Projects Reserve Fund - \$450,000.00; Museum Projects Reserve Fund - \$9,125.00 and Waterworks & Sanitary Sewer Reserve Fund - \$652,955.74.	
7.5 OPP Office Lease Agreement Audited Statements for the year ending December 31, 2017.	23 - 28
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to authorize the acceptance of the OPP Office Lease Agreement audited financials for the year ending December 31, 2017 as prepared by BDO Canada LP and authorize payment for the invoice in the amount of \$1,629.01.	
7.6 Update on Schedule A of By-Law No. 02/10-D.	29 - 32
- approval of this report will agree with the recommendation of the Administration and Finance Executive Committee:	
1) That schedule A of By-law 02/10-D not be revised or updated at this time.	
2) That administration prepare a letter to be forwarded to both to the Northwestern Ontario Municipal Association (NOMA) and Rainy River District Municipal Association (RRDMA) organizations suggesting that consideration should be given to revising their respective constitutions whereby the per diem allowance for any Council member representing NOMA and/or RRDMA organizations be covered by these organizations, instead of the existing practice of the individual Municipalities covering the per diem allowance for council members. This is a similar practice utilized by the Northwestern Public Health Unit.	
7.7 Request from Property Owners at 1212 Olde Shambles Road - Invoice Consideration.	33 - 44
- approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to accept the information as presented herein and that no further action be taken.	

	Page
7.8 Request from Economic Development Advisory Committee - Sewer and Water Installation Rates - Report 3.	45 - 50
- approval of this report will agree with the recommendation of the Operations and Facilities Executive Committee to adopt the Quotation sheet in addition to the existing application form and that the current time and material plus 10% method for the installation of sewer and water services remains.	
7.9 Award of Tender 17-OF-07 Phase 2 - 2018 Third Street Road Reconstruction.	51 - 58
-approval of this report will agree to the recommendation of the Operations and Facilities Executive Committee that:	
1) Tender 17-OF-07 - 2017 Road Reconstruction, Watermain and Sewer Replacement Phase 2 be awarded to Bay City Contractors Inc. at an estimated Phase 1 cost of \$2,183,666.80 which includes HST and a contingency allowance of \$180,000.00;	
2) That in the near future an open house public meeting be scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge on these projects and have the opportunity to ask any questions;	
3) That Mayor and Clerk be authorized to execute the contract documents on behalf of the Town of Fort Frances and a authorizing by-law be prepared.	
8. <u>Operations and Facilities Division:</u>	
8.1 Verbal Update on Capital Projects	
9. <u>Information:</u>	
9.1 High Tonnage Railway Right-of-Way Information.	59 - 60
9.2 Building Department Stats Canada Report for the Month ending March 2018.	61
10. <u>Non-agenda items:</u>	
11. <u>ADJOURNMENT</u>	

To: Mayor & Council
From: Tyler Moffitt, Fire Chief/CEMC
Date: April 4, 2018
Subject: RESCINDING OF BY- LAW NO. 48/99

Background

BY- LAW NO. 48/99 was passed on September 13, 1999 and was for the provision of Fire Protection Services for the Fort Frances Tribal Area Health Authority building; it was for the Gizhewaadizi Access Centre, located at 1460 Idylwild Drive.

On November 24, 2010 the Executive Director of the Gizhewaadiziwin Health Access Centre informed the Town of Fort Frances of notice of termination of the Memorandum of Agreement.

Couchiching First Nation Fire Department currently supplies Fire Protection Services for them.

BY- LAW NO. 48/99 was never rescinded.

The Administration & Finance Executive Committee recommends rescinding **BY-LAW NO. 48/99**.

Respectfully submitted,



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

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the rescinding of **BY-LAW NO. 48/99**.

TOWN OF FORT FRANCESBY-LAW NO.48/99

(Being a by-law to authorize an agreement with the Fort Frances Tribal Area Health Authority for the provision by Fort Frances Fire Department of fire protection services - the Municipal Act, R.S.O. 1990, c.M.45, Section 210, paragraph 31.)

WHEREAS on July 12, 1999, Council authorized the Manager of Community Services to draft an agreement for the provision of fire protection services to the Fort Frances Tribal Area Health Authority;

AND WHEREAS on September 13, 1999 Council approved an agreement as prepared by the Manager of Community Services;

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the agreement with the Fort Frances Tribal Area Health Authority in the form of Schedule "A" attached hereto and forming part of this by-law be approved for the Mayor and Clerk to sign and affix the Corporate Seal of the Municipality thereto.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 13th day of September, 1999



Acting Mayor

Clerk

MEMORANDUM OF AGREEMENT made this *13th* day of *Sept* 1999

BETWEEN:

**Fort Frances Tribal Area Health Authority of
1460 Idylwild Drive, in the district of
Rainy River, Province of Ontario
(hereinafter called the "Party")**

of the First Part

AND

**The Corporation of the Town of Fort Frances
of the Town of Fort Frances, in the District
of Rainy River, Province of Ontario
(hereinafter called the "Corporation")**

of the Second Part

WHEREAS Fort Frances Area Tribal Health Authority has requested Fire Protection for its building, the Gizhewaadizi Access Centre; located at 1460 Idylwild Drive, which lands are not within the Corporate Limits of the Town of Fort Frances;

AND WHEREAS the Municipal Council of the Town of Fort Frances deems it expedient and in the public interest that fire protection by the municipal firefighters and equipment be available on call to the applicant,

AND WHEREAS the Corporation has agreed to supply the said fire protection service under certain terms and conditions hereinafter set out;

NOW THEREFORE this agreement witnesseth that the parties hereto agree each with the other as follows:

1. The Corporation under the authority of Section 352, Sub-Section 1, the Municipal Act, R.S.O. 1970 and subject to conditions beyond its control, will supply on call, fire protection by means of its municipal firefighting equipment and personnel to the said premises occupied by the party of the first part under the following terms and conditions, viz;
 - a) Payment annually by the party of the first part to Corporation the equivalent amount in dollars equal to the total annual appraised value of lands and buildings as multiplied by the mill rate required for firefighting protection plus 10% for administration, all in accordance with the annual estimates of the Town of Fort Frances;
 - b) Payment by the party of the first part to the Corporation of the actual costs for personnel and equipment as called upon in the event of a fire occurring on the said premises.
 - c) For the effective year, *Sept 13/99 to Sept 12/00*, the party of the first shall pay to the Corporation a sum of Five Thousand forty three dollars and forty-two cents (\$5,043.42) plus 10% administration of Five hundred four dollars and thirty-four cents (\$504.34) and GST of Three hundred eighty-eight dollars and thirty-four cents (\$388.34) for a total of Five thousand nine hundred thirty six dollars and ten cents (\$5,936.10) and thereafter paragraph (a) of Clause 1. shall apply.
2. The party of the first part agrees to pay the said charges without dispute within sixty (60) days from the date of billing.

3. The effective date of this agreement shall be Sept 13/07 and the same shall remain in force until Sept 13/07 and shall continue in effect for each twelve month period (i.e. May 1st to April 30th) each year thereafter, until or unless either party gives not less than thirty (30) days notice in writing of intention to terminate this agreement.
4. And, it is hereby declared and agreed that these presents and everything herein contained shall respectively enure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, and assigns, respectively.

SIGNED, SEALED AND DELIVERED

in the presence of:

Per: Jonathan R. BungePer: Buddy Lopez**The Corporation of the Town of Fort Frances**Per: _____
MayorPer: _____
Clerk



Gizhewaadiziwin Health Access Centre

1460 Idylwild Drive
P.O. Box 686
Fort Frances, ON P9A 3M9
Tel: (807) 274-3131
Fax (807) 274-3855



November 24, 2010.

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

Re: Fire Services Agreement for 1460 Idylwild Drive

To Whom It May Concern:

Please accept this letter as notice of termination of the Memorandum of Agreement that exists with the Town of Fort Frances for fire services at the above noted address. The original Memorandum was signed with the Fort Frances Tribal Area Health Authority, then the governing body of the property, in September of 1999. Since that time, the Gizhewaadiziwin Health Access Centre has become an incorporated entity and now owns the building at 1460 Idylwild Drive and as such would be the holder of this agreement.

As per clause #3 of the agreement, we wish to terminate the agreement. In honouring the agreement, we understand that we shall be responsible for a portion of the agreement for 3 months (from September 13 to the termination date). Please send an invoice for amount owing.

Thank you for your past years of service with the organization. If you have any questions, please contact me at the number listed above, or via email at sweir@gizhac.com.

Sincerely,

Shanna Weir
Executive Director

Frank Sheppard/Frances
12/02/2010 11:26 AM

To Gerry Armstrong/Frances
George Bell/Frances@Frances, Glenn
cc Treftlin/Frances@Frances, Laurie
Witherspoon/Frances@Frances, Mark
bcc
Subject Re: health access service contract

Good Morning Chief:

I am not sure of the protocol, or who should provide the notice however, both parties, the purchaser, and the service provider should be notified that the mutual aid plan will not cover a secondary response from us for either party.

I am assuming the new provider is Couchiching FN. What this will mean is if they have a fire or incident at this property, mutual aid will not be available to assist them at the fire, nor will it be available to answer a second call at Couchiching FN. This sort of arrangement would only be available through an automatic aid agreement, and on a charge back basis.

I believe that as a limitation of liability to the Corporation, we should provide both parties with notice. That will establish that there is no misconception of the responsibility that they are assuming.

Regards

Frank Sheppard, Chief of Operations & Training
Fort Frances Fire Rescue Service
Gerry Armstrong/Frances



Gerry Armstrong/Frances
02/12/2010 09:23 AM

To George Bell/Frances@Frances
Mark McCaig/Frances@Frances, Laurie
cc Witherspoon/Frances@Frances, Glenn
Treftlin/Frances@Frances
Subject

George

I received a letter this morning from Gizhewaadiziwin Health Access Centre giving notice of termination of the fire protection agreement in the amount of \$5936.10 with the fire department. They have asked for invoicing from September 13, 2010 up to the termination date.

I will provide a copy of the letter for you in your mail box..

Regards

Gerry Armstrong
Fire Chief/CEMC
Fort Frances Fire & Rescue Service



Gerry Armstrong/Frances
12/02/2010 09:23 AM

To George Bell/Frances@Frances
cc Mark McCaig/Frances@Frances, Laurie
Witherspoon/Frances@Frances, Glenn
Treftlin/Frances@Frances, Frank
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Subject

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Regards

Gerry Armstrong
Fire Chief/CEMC
Fort Frances Fire & Rescue Service



ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2018/49

TO: Mayor Avis & Members of Council

FROM: Dawn Galusha, Deputy Treasurer

DATE: April 3, 2018

SUBJECT: District 1A Senior Games Committee Financial Request

BACKGROUND

At the March 26, 2018 Council Meeting, the letter received from Irene Laing of the District 1A Senior Games Committee for financial support of the event in the amount of \$2.00 per participant (\$1.00/ per participant per day) was referred to the Administration & Finance Executive Committee for recommendation.

This year, the District 1A Senior Games are to be held in Fort Frances on June 5 and 6. The committee has anticipated one hundred twenty-five participants. Per Policy 1.16 *"Memberships and Grants"*, this is a one-time request for funding to this organization. In the case of tournaments and similar events where winners will proceed to competitions at a Provincial, National or International level the maximum grant will be \$1.00 per participant per day to a maximum of \$400. The winners of these games will be eligible to compete in the Ontario Senior Games which are held in Mississauga in August of this year. Following Policy, the one-time contribution would be \$250.00 for these Games.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of a donation to the District 1A Senior Games in the amount of \$250.00.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve a donation to the District 1A Senior Games Committee held on June 5 & 6, 2018 in the amount of \$250.00.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/50**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: April 4, 2018
SUBJECT: Fort Frances Canadian Bass Championship Requests

BACKGROUND

At the March 26, 2018 Council Meeting, the attached letter received from Fort Frances Canadian Bass Championship Inc (FFCBC) requesting support of their annual live release tournament was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operations & Facilities and Committee Services Executive Committees.

FFCBC has requested in-kind services for the up coming live release tournament event planned for July 18-21, 2018. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item 1. Designate, in writing, the “Fort Frances Canadian Bass Championship Live Release Tournament” as a significant Community Festival and event, and
- Item 3. Supply the FFCBC with the necessary documents to facilitate closing the road to accommodate the tent for the period July 13th to July 23rd inclusive.

Attached are the reports and/or comments from the Operations & Facilities Executive Committee, Planning & Development Executive Committee and Community Services Executive Committee.

RECOMMENDATION

The Administration & Finance Executive Committee with input from all other divisions recommend that Council agree to Item 1) Designate the Fort Frances Canadian Bass Championship (FFCBC) Live Release Tournament as a significant Community Festival & Event; Co-ordinate through E. Slomke, Clerk and Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, Clerk, and to accept the recommendations and/or comments received from the Community Services Executive Committee, Operations & Facilities Executive Committee and the Planning & Development Executive Committee as attached to this report. Further, that the responsible entity for the Fort Frances Canadian Bass Championship ensure adequate liability insurance for the waterfront event site until the take down of the event tent.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to:

Item 1) Designate the Fort Frances Canadian Bass Championship (FFCBC) Live Release Tournament as a significant Community Festival & Event; Co-ordinate through E. Slomke, Clerk,

Item 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables.

The Town will provide picnic tables where the FFCBC tournament volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event, in a clean manner. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893 or Trevor McKinnon, Parks Working Foreman at 276-5761.

Item 3) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, Clerk,

Item 4) Use of Four Barricades – the Town will deliver 4 barricades to the Sorting Gap Parking lot prior to the event and will pick them up after the event. Co-ordinate through Milt Strachan at 275-5255.

Item 5) Building Permit application (in-kind) for the erection of the tent; Co-ordinate through T.Dennis, CBO. Staff will ensure that standard practice is done relating to tent permits and inspections.

Item 6) Provide FFCBC, early in July, with list of Sorting Gap Marina slip lessees in order to contact the lessees with a formal request for the possible use of their slips during the tournament.

Item 7) Waive launch fees for tournament competitors and volunteers from July 19th to 21st with the list of pertinent participants being provided to Memorial Sports Centre staff.

Item 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.

Item 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event. The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street. Ensure that the same method of attaching the banners, signs & pennants to the streetlight poles as in 2017 is utilized in 2018.

Item 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key; Co-ordinate through J. Kabel, Community Services Manager, and

Item 11) Requesting assistance from the Town of Fort Frances with the setting up of the tent on July 13th and taking down the tent on July 23rd. In past O&F Division Staff have assisted in the set up & take down of the Main Event Tent – 4 PW workers and 4 Parks workers provided assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent. Staff again will be allocated to assist in the setup and takedown of the tent in 2018, Co-ordinate through Milt Strachan at 275-5255.

Further, that the responsible entity for the Fort Frances Canadian Bass Championship Live Release Tournament ensure a minimum of \$5,000,000 commercial general liability insurance, name the Town of Fort Frances as an additional insured, and have Host Liquor Liability coverage if their event sells liquor & that certified Smart Serve bartenders are used for any liquor sales for their event planned to start on July 18th, 2018 through to the date the tent is taken down.



REPORT

TO: Administration & Finance Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: May 12, 2017

RE: Fort Frances Canadian Bass Championship Request

At the regular meeting of Council on March 26, 2018, the attached request from the Fort Frances Canadian Bass Championship Committee was referred to the Administration and Finance Executive Committee for recommendation with input from the all other Executive Committees.

In the attached letter of request there are 11 of items of request, 6 of which pertain to the Community Services Division, as follows:

- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 19th to 21st . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

RECOMMENDATION

The Community Services Executive Committee recommends:

- 2) to authorize use of the rental stage and wooden tables, chairs, and picnic tables that have been used in the past (to be returned after cleaning).
- 6) Memorial Sports Centre staff provide tournament directors with a list of Marina slip lessees when they make contact in the Spring.

- 7)to waive launch fees for tournament competitors and volunteers from July 19th to 21st with the list of pertinent participants being provided to Memorial Sports Centre staff.
- 8)authorize the temporary installation of poles & flags as requested.
- 9) permit tournament committee to attach pennants, signs, and banners as requested.
- 10) Provide two dock keys as requested.

Respectfully Submitted,



Jason Kabel

Kathy Lawson

From: Patrick Briere
Sent: April-02-18 8:32 AM
To: Laurie Lindberg; Dawn Galusha
Cc: Kathy Lawson
Subject: Fort Frances Bass Championships Request - PDEC

Good Morning Laurie & Dawn,

At the meeting of the PDEC this morning, the request from the Fort Frances Canadian Bass Championships Inc. was considered. Items #5,8 & 9 were identified as relevant to the PDEC. The PDEC is recommending to support items #5, 8 & 9 as presented.

#5 – The Building Permit Fees for the erection of the tent will be waived. Staff will ensure that standard practice is done relating to tent permits and inspections.

#8 & #9 – Staff will work with the organizing committee and ensure that standard practice is done relating to the removal of banners after the event is over.

Should AFEC have any other concerns, please let us know.

Best regards,

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

April 4, 2018

Report To: Administration and Finance Executive Committee

From: Operations and Facilities Executive Committee

RE: Request for support – 2018 Fort Frances Canadian Bass Championship

Fort Frances Canadian Bass Championship Inc. wrote a letter to Mayor & Council requesting in-kind services and support for the up-coming Bass Tournament in July of 2018. Please find attached a letter dated March 20, 2018 from FFCBC co- chairmen; Mr. Wayne Allen & Jim Cuthbertson, I have taken the liberty to comment *only* on items related to the Operations & Facilities Division;

Continued Operational Assistance;

Item 2) **Supply of Picnic Tables** - the Town will provide picnic tables where the FFCBC tournament volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893 or Trevor McKinnon, Parks Working Foreman at 276-5761.

Item 4) **Use of Four Barricades** – the Town will deliver 4 barricades to the Sorting Gap Parking lot prior to the event and will pick them up after the event. Co-ordinate through Milt Strachan at 275-5255.

Item 9) **Allow the Tournament to attach pennants, signs & banners to streetlight poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed.** The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street. Ensure that the same method of attaching the banners, signs & pennants to the streetlight poles as in 2017 is utilized in 2018.

Item 11) **Requesting assistance from the Town of Fort Frances with the setting up of the tent on July 13th and taking down the tent on July 23rd.** In past O&F Division Staff have assisted in the set up & take down of the Main Event Tent – 4 PW workers and 4 Parks workers provided assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent. Staff again will be allocated to assist in the setup and takedown of the tent in 2018, Co-ordinate through Milt Strachan at 275-5255

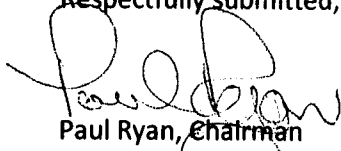
Other divisions within the Town's organization will deal with all other items outlined in the letter dated March 20, 2018.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 2 & 4 as outlined in the March 20, 2018 letter from FFCBC co-chairmen, Wayne Allen & Jim Cuthbertson;
- 2) That permission is granted to the FFCBC organization in regards to item No.9 in accordance with the guidelines listed above.

- 3) Assist in the set up & take down of the Main Event Tent - the O & F division workforce – 4 PW workers and 4 Parks workers will provide assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Paul Ryan", written over the printed name.

Paul Ryan, Chairman

Operations & Facilities Executive Committee

2018 April FFCBC Request for Support

Fort Frances



Canadian
Bass Championship Inc.
P.O. Box 531
Fort Frances, ON
P9A 3M8

March 20, 2018

Mayor and Town Council

Town of Fort Frances
P.O. Box 38
Fort Frances, Ontario
P9A 3M5

Re: Fort Frances Canadian Bass Championships and Teen Dance (July 18th - July 21st, 2018)

Dear Mayor and Councillors:

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2018 event. The Town of Fort Frances is a valued sponsor of the FFCBC since its creation in 1995.

We respectfully request the following support from the Town of Fort Frances:

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant municipal festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent. Requesting road closure at the Sorting Gap Marina for the period of July 13th to July 23rd inclusive.

- 4) We submit a request to the Town of Fort Frances for the use of four barricades for the use at the Sorting Gap.
- 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 19th to 21st . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
- 11) Requesting assistance from the Town of Fort Frances with the setting up of the Tent on July 13th and the taking down of the Tent on July 23rd.

We look forward to discussing our request in greater detail at your convenience and invite any Town Councillor to any FFCBC board meeting.

Respectfully,

Wayne Allen, Co-Chairman

Jim Cuthbertson, Co-Chairman

2017 FFCBC Board of Directors

Wayne Allen	Co-Chair/Bar Operations
Wayne Allen	Teen Dance
Kathy Cuthbertson	Food Court
Jim Cuthbertson	Co-Chair/Site & Facilities
Greg Gustafson	Treasurer/Angler Registrations
Paul Jewiss	Anglers' Representative
Kevin Cawston	Fish Care
Eric Kaufman	Weigh Master
Jeanette Cawston	Volunteers Co-ordinator
Robin Reid	Director



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/51**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: April 4, 2018
SUBJECT: 2017 Contributions to Reserve Funds

BACKGROUND

At the March 26, 2018 Council Meeting, Treasury Report 2018/45 setting out the year end Contributions to Reserve Fund percentages for the General Operating, Water & Sewer Funds. In accordance with our Long-Term Capital Financing Plan, Policy No. 1.19, being a plan that supports long-term financial management strategy, and that identifies, with Council approval, the general operating surplus to be transferred to Corporate Reserve Funds and the water & sewer operating surpluses to be transferred to Waterworks & Sanitary Sewer Reserve Fund at year end.

Administration is now bringing forward the contribution to reserve funds amounts that were completed in order to close the year end funds for year end.

The General Operating Fund surplus, before audit, for 2017 was \$411,445.43 and the 2016 accumulated surplus at year end for 2016 was \$171,343.41 for a total Accumulated surplus of \$582,788.84 for the 2017 year end. The general operating surplus included donations for the Museum's Owandem Project in the amount of \$9,125.00. The Water Fund surplus for 2017 was \$263,656.82 and the Sewer Fund Surplus was \$389,298.92.

The Contributions to Reserve Funds for the 2017 year end are as follows:

Corporate Vehicle/Equipment Reserve Fund	-	\$ 50,000.00
Corporate Projects Reserve Fund	-	\$450,000.00
Museum Projects Reserve Fund	-	\$ 9,125.00
Waterworks & Sanitary Sewer Reserve Fund	-	<u>\$652,955.74</u>
Total Contributions to Reserve Funds		\$1,162,080.74

RECOMMENDATION

Administration & Finance Executive Committee recommends approval of the year-end contributions to the Reserve Funds as specified in this report

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the allocation of 2017 surplus as follows: Corporate Vehicle/Equipment Reserve Fund - \$50,000.00, Corporate Projects Reserve Fund - \$450,000.00, Museum Projects Reserve Fund - \$ 9,125.00 and Waterworks & Sanitary Sewer Reserve Fund - \$652,955.74.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/53**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: April 4, 2018
SUBJECT: OPP Office Lease Agreement Audited Statements for the year ending December 31, 2017

BACKGROUND

Attached is the OPP Office Lease Agreement audited financial statement for the year ended December 31, 2017 as provided by BDO Canada LLP, as well as the resulting invoice.

The Auditor's report of Statement of Operating Costs was prepared by BDO Canada management based on Schedules D and F of the Office Lease Agreement – OPP.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council accept the OPP Office Lease Agreement audited financial statement as prepared by BDO Canada LLP for the fiscal year ending December 31, 2017 and authorize payment for the invoice in the amount of \$1,629.01.

<p>Council Approval of This Report Will Authorize the acceptance of the OPP Office Lease Agreement audited financials for the year ended December 31, 2017 and authorize payment for the invoice in the amount of \$1,629.01.</p>

Town of Fort Frances
Office Lease Agreement - OPP
For the year ended December 31, 2017

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Statement of Operating Costs	3
Note to Statement of Operating Costs	4



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

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

Independent Auditor's Report on Statement of Operating Costs

To the Council of the
Town of Fort Frances

We have audited the accompanying Statement of Operating Costs for the Town of Fort Frances for the year ended December 31, 2017, and the significant accounting policy. The Statement of Operating Costs has been prepared by management based on Schedules D and F of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure dated June 5, 2001, and the lease extension and amending agreement dated June 1, 2016, for 320 Portage Avenue, in the Town of Fort Frances.

Management's Responsibility for the Statement

Management is responsible for the preparation of the Statement in accordance with Schedules D and F of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure dated June 5, 2001, and the lease extension and amending agreement dated June 1, 2016, for 320 Portage Avenue, in the Town of Fort Frances, and for such control as management determines is necessary to enable the preparation of the Statement that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial information in the Statement of Operating Costs for the Town of Fort Frances for the year ended December 31, 2017, is prepared, in all material respects, in accordance with Schedules D and F of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure dated June 5, 2001, and the lease extension and amending agreement dated June 1, 2016, for 320 Portage Avenue, in the Town of Fort Frances.

Basis of Accounting and Restriction on Distribution and Use

Without modifying our opinion, we draw attention to the Basis of Accounting note to the financial information, which describes the basis of accounting. The Statement is prepared to assist the Town of Fort Frances to meet the requirements of Schedules D and F of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure dated June 5, 2001, and the lease extension and amending agreement dated June 1, 2016, for 320 Portage Avenue, in the Town of Fort Frances. As a result, the Statement may not be suitable for another purpose. Our report is intended solely for the Council of the Town of Fort Frances and the tenant of 320 Portage Avenue and should not be distributed to or used by parties other than the Council of the Town of Fort Frances and the tenant of 320 Portage Avenue.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Fort Frances, Ontario
March 26, 2018

BDO Canada LLP, a Canadian limited liability partnership, is a member of BDO International Limited, a UK company limited by guarantee, and forms part of the international BDO network of independent member firms.

**Town of Fort Frances
Office Lease Agreement - OPP
Statement of Operating Costs**

For the year ended December 31, 2017	Total Building	Policing 30%	OPP 46%
Cleaning Expenses			
Contract services	\$ 64,719	\$ 32,360	\$ 14,885
Supplies and materials	5,571	1,671	769
Trash removal	915	275	126
Other (O.P.P. janitorial advertising)	1,867	560	258
	73,072	34,866	16,038
Maintenance			
Elevator contracts/materials	2,012	604	278
HVAC contracts/materials	4,281	1,284	591
Electrical contracts/materials	2,758	827	380
Plumbing	4,167	1,250	575
Fire and life safety	1,884	565	260
Other	3,333	1,000	460
	18,435	5,530	2,544
Utilities			
Electricity	49,635	14,891	6,851
Gas	14,554	4,366	2,008
Water and sewer	1,528	458	211
	65,717	19,715	9,070
Roads/Grounds/Security			
R/G payroll benefits	21,186	6,356	2,924
Other	2,588	776	357
	23,774	7,132	3,281
Administrative			
Management fees	9,670	2,901	1,334
Professional fees	1,456	1,456	1,456
	11,126	4,357	2,790
Sub-total	192,124	71,600	33,723
Building Insurance			
Total building insurance	10,956	5,174	2,380
Total	\$ 203,080	\$ 76,774	\$ 36,103

**Town of Fort Frances
Office Lease Agreement - OPP
Note to Statement of Operating Costs**

For the year ended December 31, 2017

Significant Accounting Policy

Basis of Accounting

The Statement of Operating Costs has been prepared on an accrual basis of accounting using the recognition and measurement principles of Canadian public sector accounting standards and only includes those expenses related to 320 Portage Avenue, Fort Frances, Ontario, as permitted under the terms and conditions of the Office Lease Agreement - OPP between the Town of Fort Frances and her Majesty the Queen in Right of Ontario as represented by the Minister of Economic Development, Employment and Infrastructure dated June 5, 2001.



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

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

March 28, 2018

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

Attention: Ms. Laurie Lindberg

Invoice **89298172**
Electronic Banking Account No. 151360322599
HST Registration No. 131585366RT0043

For Professional Services

Preparing and auditing Statement of Operating Costs relating to the lease agreement between the Town of Fort Frances and the Ontario Provincial Police together with any necessary supporting schedules for the year ended December 31, 2017.

\$1,360.00

Administration, technology and disbursement fee:

	81.60
Our Fee	\$1,441.60
HST	187.41
Total	<u>\$1,629.01</u>

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

1825-KFF3035-3

April 3rd, 2018

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Update on Schedule A of By-law No. 02/10-D


As a result of the recent discussions regarding the procedure for a member of Council to obtain approval from Council to attend other special function events not listed in schedule "A" in order that attendance and per diem are authorized some procedural revisions are necessary at this time. Administration is recommending for clarification purposes to amend schedule A of By-law No. 02/10-D. See attached proposed revisions to Schedule A of By-law 02/10-D for your review.

It was suggested at the March 20th A & F executive committee meeting that the Clerk could poll all members of Council for unofficial approval in these situations. This suggested procedure is not in accordance with the Municipal Act. See attached page 17 of "The Sunshine Law Handbook" for a simple explanation for your review. In accordance with our existing procedural by-law the Mayor or any 4 members of the Council can request a special meeting of Council at any time. However public notice must be provided.

After a lengthy discussions at the April 3rd A & F executive committee meeting, the committee recommends the following;

- 1) That schedule A of By-law 02/10-D **not** be revised or updated at this time.
- 2) That administration prepare a letter to be forwarded to both to the Northwestern Ontario Municipal Association (NOMA) and Rainy River District Municipal Association (RRDMA) organizations suggesting that consideration should be given to revising their respective constitutions whereby the per diem allowance for any Council member representing NOMA and/or RRDMA organizations be covered by these organizations, instead of the existing practice of the individual Municipalities covering the per diem allowance for their council members. This is a similar practice utilized by the Northwestern Public Health Unit.

Respectfully Submitted



Doug Brown, P. Eng., CAO

Council approval of this report will agree with the recommendation of the Administration and Finance Executive Committee:

- That schedule A of By-law 02/10-D **not** be revised or updated at this time.
- That administration prepare a letter to be forwarded to both to the Northwestern Ontario Municipal Association (NOMA) and Rainy River District Municipal Association (RRDMA) organizations suggesting that consideration should be given to revising their respective constitutions whereby the per diem allowance for any Council member representing NOMA and/or RRDMA organizations be covered by these organizations, instead of the existing practice of the individual Municipalities covering the per diem allowance for council members. This is a similar practice utilized by the Northwestern Public Health Unit.

THE SUNSHINE LAW HANDBOOK

Based on the principles of accountability, transparency and openness underscoring the Sunshine Law and reflected in relevant court cases, the Ombudsman developed the following working definition to describe those gatherings subject to the open meeting requirements:

A meeting occurs when members of a council, local board or committee come together for the purpose of exercising their power or authority, or for the purpose of doing the groundwork necessary to exercise that power or authority.⁹

What is a quorum?

A quorum is the minimum number of members of a body required to be present at a meeting in order for a body to exercise its power or authority. The presence of a quorum is an important indicator of whether a "meeting" has occurred, since a body can take official action when it has a quorum.

Does the term "meeting" include such things as informal gatherings, informal discussions and attendance at social functions?

Informal gatherings for social purposes are not considered to be "meetings." However, where the purpose of the gathering is to discuss business of the council, local board or committee and/or to make decisions, a gathering is more likely to be deemed a "meeting" that is subject to the open meeting requirements.

OPEN MUNICIPAL MEETINGS IN ONTARIO



Are meetings conducted over the phone or by email subject to the open meeting requirements?

A "meeting" is not limited to a physical gathering. A teleconference, sequential telephone or email conversation conducted for the purpose of exercising the power or authority of a council, local board or one of their committees or for the purpose of doing the groundwork necessary to exercise that power or authority may constitute a "meeting" subject to the open meeting requirements.¹⁰ Serial telephone calls or emails are, by their nature, closed to the public.

What is a municipality required to address in its procedure by-law?

Every municipality and local board is required to pass a procedure by-law governing the calling, place and proceedings of meetings. The procedure by-law must also provide for public notice of meetings.

How does a procedure by-law affect the ability of a municipality to close a meeting?

When a municipality decides to close a meeting or part of a meeting, it has to comply not only with the requirements of the *Municipal Act, 2001*, but also with any additional requirements of its procedure by-law.

⁹ Ombudsman Report: *Don't Let the Sun Go Down on Me*: Investigation into the City of Greater Sudbury meeting of February 20, 2008 (April 25 2008).

¹⁰ Ombudsman Report: Investigation into the Township of Nipissing April 25, 2008 meeting (February 6, 2009)

TOWN OF FORT FRANCES BY-LAW NO. 02/10-D SCHEDULE 'A'

It is recognized that becoming a member of council requires dedication and a significant time commitment in order to fulfill the role. It is this time commitment that may be a deterrent to attracting members of the community who are employed and who may have to take time off of work in order to fulfill their commitment as an elected official. Below is an outline of the terms and conditions regarding Councilor Remuneration.

1. REMUNERATION

Starting **January 1, 2017** members of Council shall receive the following annual remuneration:

Mayor:	$\$23,000 + 1.5\% = \$23,345.00$
Councilor:	$\$12,000 + 1.5\% = \$12,180.00$
Deputy Mayor	$\$13,500 + 1.5\% = \$13,702.50$

Council will receive additional increases that match the Management/Non-Union Salary Administration Policy.

Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of council.

Pursuant to Section 255(2) of the Municipal Act as amended, one-third (1/3) of the monthly remuneration of Council members as authorized during each term of Council shall be deemed as expenses incident to the discharge of their duties as members of Council.

2. BENEFITS

The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.

In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

By-Law No. 53/86 authorizes participation in the Ontario Municipal Employees Retirement System by Members of Council.

3. TRAVEL ALLOWANCE

Members of Council will follow the Corporate Travel Policy and the meal allowance rates as outlined within. Under the policy, the meal allowance is payable without receipts. However, there may be circumstances where costs exceed the daily rate. Therefore, members of council (and Administration if traveling with members of Council) may claim additional reimbursement. If more than the *daily rate* is claimed by members of Council attending a full day of Municipal business, then receipts for the entire day must be submitted.

4. PER DIEM ALLOWANCE

Time spent as an appointed member of a Board / Committee / or for Council meetings is within the scope of duties of a member of Council and therefore the per diem is not applicable. In order to clarify and ensure consistency, the per diem will be allocated as stipulated below:

1. Attendance at meetings, conferences, conventions, training courses, school or seminars, including travel time to / from destination (if applicable) for which attendance has been duly authorized, or;
2. Additional time spent in the performance of Council business outside the regular duties of a member of Council (regular duties also include those duties as an appointed member of a Board / Committee / and Council meetings) and that attendance and per diem has been duly authorized by resolution of Council or Board;

3. The per diem payment is to be made in the amount of \$160 for a full day (5 hours or greater) or \$80 for a half day (1 hour or more but less than 5 hours).

Individuals appointed, elected, or otherwise, who are serving on District Boards or similar organizations and whom the Town has sanctioned, shall utilize the policy of such organizations.

For clarification, below is a list of boards and committees and whether or not the Town's per diem allowance would apply to members of Council attending such meetings.

APPLICATION OF PER DIEMS FOR ATTENDANCE AT MEETINGS		
	YES	NO
REGULAR COUNCIL and SPECIAL COUNCIL		X
SPECIAL COUNCIL – BY RESOLUTION	X	
REGULAR COMMITTEE OF THE WHOLE and SPECIAL COMMITTEE OF THE WHOLE		X
SPECIAL COMMITTEE OF THE WHOLE – BY RESOLUTION	X	
EXECUTIVE COMMITTEES		X
BIA BOARD OF MANAGEMENT		X
CITIZEN OF THE YEAR		X
COMMUNITIES IN BLOOM		X
COURT OF REVISION		X
CUPE NEGOTIATING COMMITTEE		X
ECONOMIC DEVELOPMENT ADVISORY		X
DOWNTOWN CORE COMMITTEE		X
REGIONAL VALUE ADDED FORESTRY		X
CHAMBER OF COMMERCE BOARD OF DIRECTORS		X
PUBLIC LIBRARY BOARD		X
FORT FRANCES MUNICIPAL NON PROFIT HOUSING		X
FORT FRANCES POLICE SERVICES BOARD		X
FIRE FIGHTERS ASSOCIATION NEGOTIATION COMMITTEE		X
FORT FRANCES VOLUNTEER BUREAU		X
HIRING COMMITTEE		X
MOFFAT FAMILY TRUST STEERING		X
MUNICIPAL CONTROL GROUP		X
MUSEUM & CULTURAL CENTRE ADVISORY		X
NOMA CROWN LAND DEVELOPMENT		X
NORTHWESTERN HEALTH UNIT		X
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BD.		X
SALARY STRUCTURE & ADMINISTRATION PRACTICES CMT.		X
SISTER KENNEDY CENTRE BOARD OF MANAGEMENT		X
ST FRANCIS SPORTS FIELD MANAGEMENT		X
SUGGESTIONS AWARDS		X
THEATRE MANAGEMENT ADVISORY		X
FIRST NATIONS RELATIONS ADVISORY		X
FORT FRANCES POWER CORPORATION		X
RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (AGM & EXECUTIVE MTGS ONLY)	X	
KIWANIS SUNNY COVE CAMP ADVISORY		X
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE	X	
DOCTOR RECRUITMENT		X
FORT FRANCES COMMUNITY CLINIC INC.		X
NOMA (ANNUAL MEETING, EXECUTIVE MEETING, REGIONAL FALL CONFERENCE)	X	
OTHER SPECIAL FUNCTIONS AS APPROVED BY RESOLUTION	X	

April 4, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request from Property Owners 1212 Olde Shambles Road – Invoice Consideration

At the March 26, 2018 meeting of Council, a request for consideration of an invoice from the owners of 1212 Olde Shambles was referred to the Operations and Facilities Executive Committee. A point of clarification that needs to be made is that the letter references that the Town's water distribution operator, Jay Bruyere attended the site. This is not correct. Greg Wiedenhoeft and Curtis Wickstrom attended the site on Saturday and Linda Carmody and Travis George attended the site on Monday.

I was on-call the day that the initial call came in. At the time of the call I was enroute from west of Alberton. I explained to Mrs. Coish the process that we had to go through with obtaining Union Gas clearance and the possible costs associated with this work as the issue was likely on private property. Ms. Coish expressed no concern with the cost and just wanted to get their service working. After speaking to her I called in clearance for gas and called her back to ensure that she knew the gas company was coming and to make sure someone was home to receive the clearance certificate. Upon receiving clearance, I called out Greg Wiedenhoeft and Curtis Wickstrom to attend the site.


Mr. Coish took out a permit on June 15, 2016 to install a larger concrete holding tank with grinder pump outside the residence as the sanitary sewer service in this area is very shallow and the standard pump out system installed during original construction was proving to be problematic. At the time of installation, I was the Chief Building Official for the corporation and the work was completed in accordance with the Ontario Building Code. There were clean outs installed for access and were installed for easy access from a deck to be constructed. The clean outs were installed inside an existing concrete foundation. Upon my final inspection the plumbing had been completed and some backfill was completed to hold pipes and tanks in place with the understanding that the remaining backfill, and deck construction would be forth coming. The crew that attended the site on the weekend in question took some pictures of the plumbing and tank still as it had been at the final inspection, partially covered with the clean outs inaccessible as the deck had not been constructed. These pictures are attached to this report. There had been fiberglass insulation installed over the piping which had been soaked and was frozen solid at the time the line froze and had clearly been exposed for some time.

I was informed that the clean out was unsafe for the crew to access and complete work on the weekend and this was explained to the property owners and that they would require someone to steam their line as it was frozen, and the Town does not steam private lines. The crew on the weekend did inform the property owners of who they can call to steam a private line. And that if there was still a blockage they could call the Town and we could come back to clear the thawed line if access was improved to be safe. The clean out at property line was checked on the weekend and the line was flowing freely from there to the main. Upon returning on Monday, nothing had changed to improve the access to the clean out making it safe for our workers. The crew went into the house, upon receiving permission, to look at the other available clean out to determine if that clean out could be utilized to unblock the line, trying our best to help rectify the problem. Our crews leave their boots on as a matter of health and safety at all times, when entering a dwelling they take care to clean their boots off as best as possible. The interior clean out is located in the ceiling of the basement and therefore could not be utilized to clear the line.

Attached to this report is additional information from Mr. Doug Herr as well as information from Greg Wiedenhoeft and Travis George, the operators that attended the site.

Given the above and presented information it can be seen that the Operations and Facilities staff did everything they could to try to assist Mr. and Mrs Coish with their sewer issue and therefore It is the recommendation of the Operations and Facilities Executive Committee that the information presented be accepted and that not further action be taken.

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 the Operations and Facilities Executive Committee that the information presented be accepted and that not further action be taken.

Manager of Operations and Facilities

2018April Olde Shambles invoice

April 02, 2018

Re: 1123 Scott Street – Tess Coish

I, Douglas Herr, Environmental & Facilities Superintendent talked with Tess Coish on or about February 12, 2018 regarding a frozen water at the above said property. The conversation was about the Town not being able to thaw the service line due to no access (crawl space covered over) to connect to the service line within the house. She was asked to provide access so that the Town could connect and thaw the service line. As far as I know no access was obtained as the service line was left, still frozen. I received no telephone calls/messages with regards to this after I talked with her.

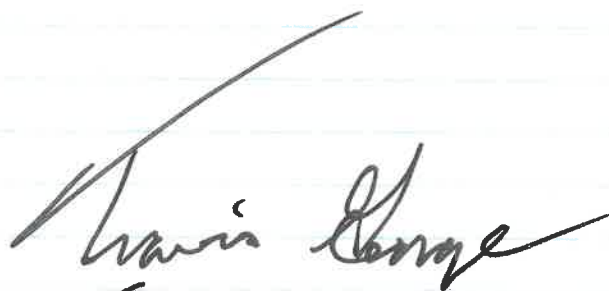


Douglas Herr
Environmental & Facilities Supt.

1212 Old Shambles RD. Dec. 11 2017

On Dec. 11 I "Travis George" received a work request for a "plugged sewer" at 1212 Old Shambles. The work was scheduled for 12:15 pm. Before leaving the office with Linda Cormody I talked to Greg Wiedenhoft. Greg informed me that he and "Curtis Wichstrom" had been to the same address on Saturday and had found the sewer to be frozen on the owners property. When Linda and I arrived to the home the owner was not present. Before Tess arrived home Linda and I had the time to open the manhole at the street to make sure there was no backup as well the Clean out at the property line. When Tess arrived home she showed us the Clean out on the side of the house. After looking at this Clean out informed her that there was no way Linda and I could safely access that clean out.

Tess told us that her husband had cleared the sewer line on their property and that the line was blocked on our side. I then removed the clean out cap at the property line and showed her that it was clear on the Towns side. I then asked her if there was a clean out inside the house. She then let us in the house to check. We found a clean out down stairs, but again there was no access. I then informed Tess that she would have to provide access before the Town would be able to help with the plugged sewer.


Travis George

On December 9 2017, I went on a callout with C. Wickstrom for a plugged sewer at 1212 Olde Shambles Rd. Upon arrival we talked to the homeowner to find out what the issue with his sewer was. Robert Coish informed us that the line was plugged and proceeded to show us where the only cleanout we could use was. I opened the cleanout that was on the outside of the house and approximately 1.2 meters above the ground, to find it was full of ice. I also let him know his sewer service was wrapped with fiberglass insulation that had been saturated with water and became one big solid piece of ice. I let him know the Roto Rooter could not go through ice and we would not be able to unplug his sewer service.

Mar 28 2018



**TOWN OF FORT FRANCES
WORK REQUISITION
(PLUGGED SEWER)**

DATE Dec 9, 2017.

TIME 12:45 pm

PHONE # 274-0787

NAME OF PERSON REQUESTING WORK Tess Caish

NAME OF OWNER SAME

ADDRESS 1212 OLDE SHAMBLES ROAD

BILLING ADDRESS (if different from above) _____

The undersigned has read the attached forms and accepts the conditions and all charges incurred and by signing, hereby authorizes the Town of Fort Frances, Operations & Facilities Division to carry out the following work, namely:

PLUGGED SEWER
40 080 0811 0430 40595 - \$ 366.48 (NO HST)

TICKET # 20174912031 - clearance received PAS

Dec 9/17
Date

[Signature]
Signature of Property Owner or Authorized Rep.
Robert Caish
Print Name of Owner or Authorized Representative

Work Order Prepared By: T. Rob

Work Carried Out By: G. Wredenhult / C. Wredenhult

Revised December 28, 2016

TOWN OF FORT FRANCES

PRIVATE WORK REPORT FORM

DATE Dec 9/17 TIME 2:00pm 3:00pm

Location of Blockage _____

Distance from Clean Out in House _____

Distance from Clean Out at Property Line _____

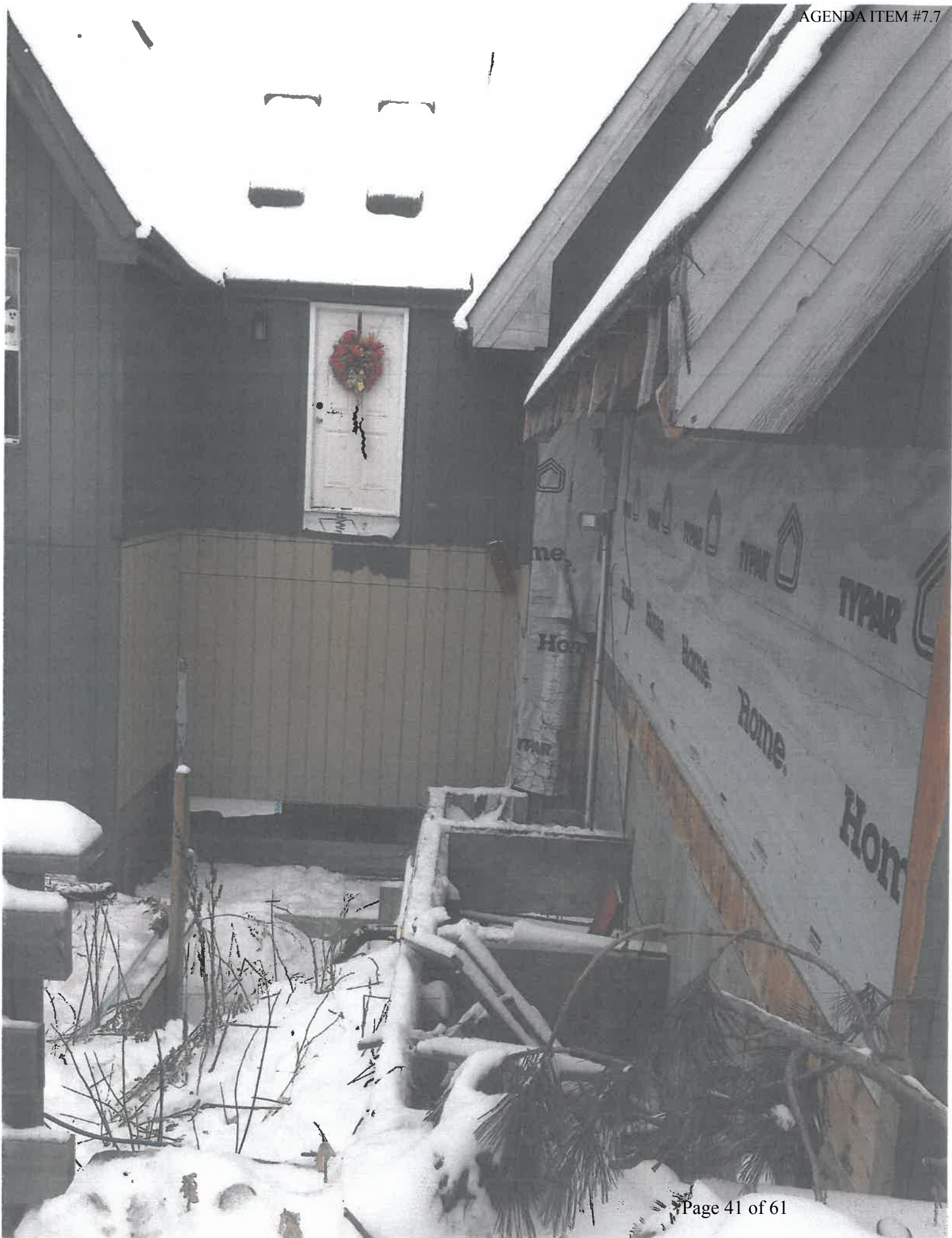
Explain in detail Sewer Service is frozen out side house.
Pipes are exposed & frozen.Plugged on Town Property _____ Plugged on Owners Property X

If callout - Received by: _____

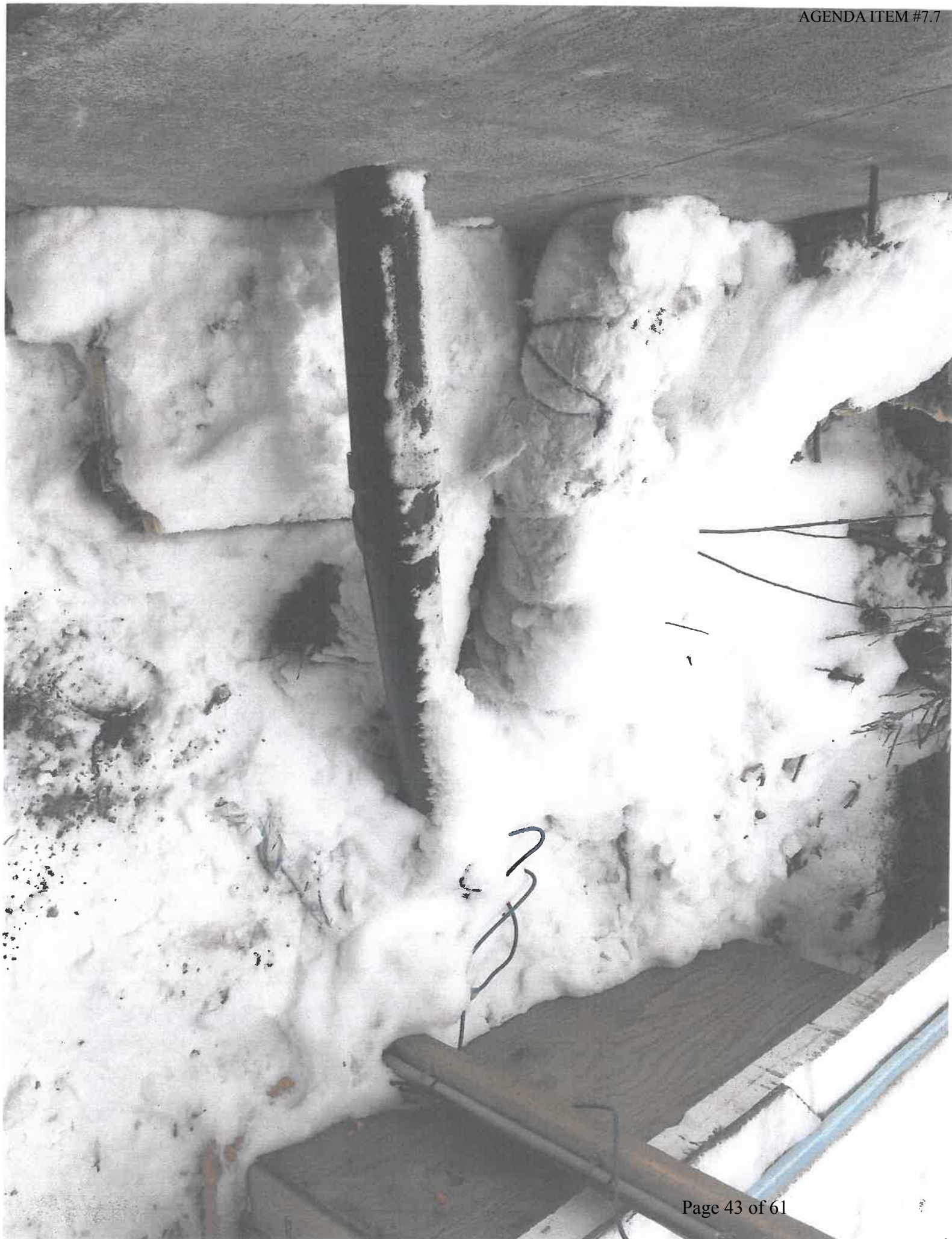
- Work done by: G. Wiedenhoeft / C. Wickstrom

To be filled out by Superintendent:

Bill to be issued: Yes ✓ No _____Remarks of Superintendent BILL OWNER - 4HR CALL OUTJA







1210

1212

1214

200

Olde Shambles Rd

March 21, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Request from EDAC – Sewer and Water Installation Rates – Report 3

This matter was referred to the Operations and Facilities Executive Committee from the Economic Development Advisory Committee on December 4, 2017 where historical costs for sewer and water installations were presented as well as a description on the current costing method. The Operations and Facilities Executive Committee recommended to maintain the current cost-plus method for sewer and water installation to Council twice and it was defeated both times. At the March 7 meeting of the Operations and Facilities Executive Committee direction was sought so that Administration could prepare suitable information to satisfy council in relation to this matter. The direction received both in Council and at the executive was as follows: What are other municipalities using for this type of work, there should be a formal quotation form required prior to any work starting, and there should be a flat rate. Each of these will be addressed through this report.

After the February 26 meeting of Council direction was received to reach out to other municipalities to see what they do for rates to complete this type of work. Below you will find a spreadsheet outlining 11 neighboring municipalities and their rates.

Municipality	Rate	Comments
Kapuskasing	Time and Materials	Materials + 15%
Hearst	Time and Materials	
Greenstone	Cost Recovery + \$300.00 application fee	
Kenora	Do not do this work	Property owner contract work out City Inspect
Dryden	Time and Materials	Time + 70% materials + 30%
Red Lake	Time and Materials	Cost + 15%
Sioux Lookout	Time and Materials	
Thunder Bay	Time and Materials	
Nipigon	Time and Materials	Cost + 10%
Marathon	Time and Materials	
Atikokan	Cost per meter	Sewer or water \$275/m combined \$300/m plus boulevard restoration. Rates have not been reviewed since 2014.

Overwhelmingly those who undertake this work do so at a similar time and materials rate, the mark-up on these rates however vary from municipality to municipality. Municipalities in our area, who had similar ground constraints, weather constraints and are of similar size utilize the same cost-plus model as the Town. The City of Kenora had so many issues with completing this work, they no longer do. It is the responsibility of the property owner to engage a sewer and water contractor to do the work and the City inspects the work. In addition, the City completes the live tap of the water main when the property owner is ready as they must by law, and all of this work is billed at cost recovery per hour.

Currently the Town process, when a property owner must replace the water and sewer services to their property, is that the property owner fills out an application (form attached) and is given an estimate for that work, usually verbally but can be written. The estimate may or may not be detailed depending on the information available to the Town about the site and other underground services in the vicinity and usually is on the high side of typical. Attached to this report is a draft connection quotation sheet. Given the variable nature of digging in the ground it is proposed that the quotation is given an allowance of 25% plus or minus to cover unknowns. In addition, the Town would not be in a position to complete a formal binding quotation until all locates have been received, usually taking 7 days, meaning that the property owner would be waiting in excess of 2 weeks before the Town could start work. This method is not really any better than the current system because the quotation will always be set based on worse case and if we limit our lower value then we stand to profit from a dig that goes better than expected. Further if there is a major complication that is unforeseen or if there are delays caused by the property owner, the Town stands to lose. So, the question is do we estimate the job and bill extra for any unforeseen circumstances or delays or hold to a set value and again have inequalities in the billing. Typically, when billing jobs of this nature our discretion is used, and the bill sent out may not be the full cost of the work to be as fair as possible to the property owner.

The inherent issue with a fixed price for sewer and water installation is that those properties who have shallow sewer and water mains or no sidewalk curb and gutter will pay a higher cost for their services thereby subsidizing those services that are very deep, are in proximity to other underground infrastructure or have sidewalk, curb and gutter. Further the Town is holding the loss until enough 'simple' installations are completed to offset the 'complex' installations. This means that property owners are not truly 'getting what they pay for'. That being said, if Council chooses to adopt a fixed rate model the rates are proposed as follows:

Sewer and water: \$19,000.00

Water only: \$14,000.00

Sewer only: \$14,000.00

*All rates would be plus applicable taxes.

Overwhelmingly the concern brought forward through this discussion has been that one rate payer should not be subsidizing the installation of another rate payer's installation. These rates are then established high enough so that all installations stand alone, and inequalities will be covered. The down side to this, much the same as with the formalized quotation, the Town will make a profit from most installations.

At the March 21, 2018 meeting of the Operations and Facilities Executive Committee the above situations were discussed with the quotation sheet being the most favourable. There was, however a great deal of discussion surrounding the format of the form. It was suggested that the variance be removed, and a disclaimer be added stating that this is an estimate only.

Based on the above information and direction received, the recommendation of the Operations and Facilities Executive Committee to adopt the Quotation sheet in addition to the existing application form and that the current time and material plus 10% method for the installation of sewer and water services remains.

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 the Operations and Facilities Executive Committee to adopt the Quotation sheet in addition to the existing application form and that the current time and material plus 10% method for the installation of sewer and water services remains.

2018Mar Sewer and Water Installation Report 2

TOWN OF FORT FRANCES
OPERATIONS & FACILITIES DIVISION

Public Works Department
PRIVATE WORK- SANITARY SEWER, STORM SEWER & WATER INSTALLATION
APPLICATION & COST ESTIMATE

DATE: _____	APPLICATION FOR SANITARY SEWER SERVICE	<input type="checkbox"/>
COMMENTS: _____	APPLICATION FOR WATER SERVICE	<input type="checkbox"/>
_____	APPLICATION FOR STORM SEWER SERVICE	<input type="checkbox"/>
<hr/>		
TYPE OF PROJECT	DEVELOPMENT	<input type="checkbox"/>
RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/>	ENGINEERED	<input type="checkbox"/>
IF YES, ENGINEERING COMPANY: _____		
IF YES, HAVE DRAWINGS BEEN RECEIVED: _____		
<hr/>		
NAME OF APPLICANT: _____	PHONE: _____	
ADDRESS: _____		
LOCATION OF INSTALLATION: _____		
LOT NO: _____	PLAN NO: _____	BUILDING PERMIT NO: _____
<hr/>		
TYPE OF CONNECTION: _____	SIZE _____	ESTIMATED PRICE: \$ _____
		\$ _____
		\$ _____
WATER METER _____		\$ _____
ROAD RESTORATION: _____		\$ _____
TOTAL ESTIMATE: \$ _____		

THIS IS AN ESTIMATE ONLY

LOT SERVICING INFORMATION

ROAD TYPE: _____ ASPHALT DEPTH: _____ CURB & GUTTER: _____ SIDEWALK: _____

EXISTING SERVICES TO CROSS: WATER ☐ SANITARY ☐ STORM ☐ GAS ☐ BELL ☐ PUC ☐ TV ☐ OTHER _____

EXISTING WATERMAIN SIZE: _____ DEPTH: _____ MATERIAL: _____

EXISTING SANITARY SEWER MAIN SIZE: _____ DEPTH: _____ MATERIAL: _____

EXISTING STORM SEWERMAIN SIZE: _____ DEPTH: _____ MATERIAL: _____

In the event pavement, curb & gutter, sidewalks, yards or driveways have to be broken and repaired to provide a connection, the applicant will be invoiced on actual time and material costs formulated from the current user fees and service charges by-law.

The undersigned hereby makes application to the Town of Fort Frances for the connection(s) of the above noted services(s) at the location stated. The Owner must give ten (10) working days to investigate and prepare an "estimate". Said service(s) to be installed by the Town of Fort Frances, Public Works Department, as soon as possible, at a mutually agreed upon date.

The Owner agrees to pay all costs incurred through the installation of services(s), including special conditions as noted and any damages, direct or consequential, arising from any work authorized by this permit application. It is also agreed that if the account is not paid in full, or alternate arrangements made for payment, within thirty (30) days of invoice, the applicant authorizes the Town of Fort Frances to charge the remaining cost of the installation against the property tax roll and collect the costs in the same manner as taxes.

OWNER/APPLICANT: _____ TOWN REPRESENTATIVE: _____

DEPOSIT AMOUNT: \$ _____ AGREE/UNDERSTAND THE "DEPOSIT"

OWNER'S SIGNATURE

I, _____ hereby authorize the Town of Fort Frances to construct service connections as describe in the above application and agree to pay, before the commencement of work, the deposit based on the flat rates as stated on page 2. of the application and further agrees to make additional payment for the full cost, as determined by the Town, upon the completion of the work.

The final invoice will include all unforeseen charges encountered during the course of the work.

The deposit amount is a flat rate based on an "estimate" using the current prices available to the Engineering Department. An Invoice will be issued upon the completion of actual work for the difference in the final cost and the deposit amount.

PUBLIC WORKS DEPARTMENT USE ONLY

INVOICE DATE: _____	INVOICE #: _____	CUSTOMER #: _____	
DATE INSTALLATION COMPLETED: _____			FINAL COST: \$ _____
EXTRA COSTS: Details - _____			\$ _____
_____			\$ _____
_____			\$ _____
_____			\$ _____
			LESS DEPOSIT: \$ _____
			GST: \$ _____
			PST: \$ _____
			TOTAL DUE: \$ _____

FLAT RATE SERVICE INSTALLATION DEPOSITS

DEPOSIT AMOUNTS

The following are only DEPOSIT amounts for residential homes and small commercial properties.

*****REMEMBER – THESE ARE DEPOSITS – NOT AN ESTIMATE OR QUOTE*****

	Services to Property Line	
	Residential	Commercial
<u>Urban Streets with curb & gutter and sidewalks</u>		
Sewer & Water	\$3,000.00	\$4,000.00
Water only <u>OR</u> Sewer only	\$2,500.00	\$3,500.00
<u>Urban Streets with curb & gutter OR sidewalks</u>		
Sewer & Water	\$2,500.00	\$3,500.00
Water only <u>OR</u> Sewer only	\$2,000.00	\$3,000.00
<u>Urban Streets with NO curb & gutter or sidewalks</u>		
Sewer & Water	\$2,000.00	\$3,000.00
Water <u>OR</u> Sewer only	\$1,500.00	\$2,000.00

- ❖ An extra \$1,000.00 will be added to any deposit for the installation of a Storm Sewer Connection in conjunction with any other work applied for.
- ❖ Commercial Connection deposit fees may be adjusted (increased) depending on the size of the project (ie: manhole, catch basin, hydrant or directional drilling required). Generally, a deposit of \$10,000.00 is acceptable in such cases.

SANITARY SEWER AND WATER SERVICE INSTALLATION QUOTATION

NAME _____ DATE _____

LOCATION _____

APPLICANT _____ TYPE OF SERVICE _____

QUOTATION BY _____

☐ APPLICATION RECEIVED ☐ APPLICATION APPROVED

Excavation:

Labour: _____ hr at \$ _____ per hour = \$ _____

Equipment:

1/2 Ton Trucks: _____ hr at \$ _____ per hour = \$ _____

Excavator: _____ hr at \$ _____ per hour = \$ _____

Tandem Trucks: _____ hr at \$ _____ per hour = \$ _____

Loader: _____ hr at \$ _____ per hour = \$ _____

Hydrovac: _____ hr at \$ _____ per hour = \$ _____

Materials: \$ _____

Total Excavation \$ _____

Sanitary Sewer:

____" PVC SDR Pipe _____ m at \$ _____ per meter = \$ _____

Sanitary Sewer Saddle: \$ _____

Sanitary 90°: _____ at \$ _____ each = \$ _____

Sanitary 45°: _____ at \$ _____ each = \$ _____

Sanitary 22.5°: _____ at \$ _____ each = \$ _____

Total Sanitary Materials (tax inclusive): \$ _____

Water:

Saddle: \$ _____

Corporate Stop: \$ _____

3/4" Copper Pipe: _____ m at \$ _____ per meter = \$ _____

Curb Stop: \$ _____

Curb Stop Box: \$ _____

Curb Stop Rod: \$ _____

Total Water Materials (tax inclusive): \$ _____

Service Installation Labour: _____ hr at \$ _____ per hr = \$ _____

Asphalt Patch: _____ m x _____ m = _____ m²

Asphalt Cost: \$ _____ per m²

Patch Cost (tax Inclusive): \$ _____

Concrete Curb and Gutter: _____ m

Concrete Curb and Gutter Cost: \$ _____ per m

Total Concrete Curb and Gutter Cost (tax Inclusive): \$ _____

Boulevard Restoration Labour: _____ hr at \$ _____ per hour = \$ _____

Materials: \$ _____

Total Boulevard Restoration (tax inclusive): \$ _____

TOTAL QUOTATION PRICE*: \$ _____

*This quoted price should be taken as an estimate only. Given the variability with working in the ground additional work or materials may be required. All time and materials will be billed at cost plus a 10% administration fee. Quoted price good for 30 days.

Signed: _____ Date: _____

April 4, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 17-OF-07 Phase 2 – 2018 Third Street Road Reconstruction

During the week of April 6, 2017, the Town advertised for a Tender Call for the above stated work with the tender closing on Thursday, May 11, 2017. Advertisements were placed in the Fort Frances Times, Chronicle Journal, Thunder Bay Construction Association, Winnipeg Construction Association and on the Town of Fort Frances website.

Four (4) tender packages were distributed to construction contractors and/or suppliers with two (2) Contractors submitting tender bids;

Contractor	Price (HST Included plus \$350,000.00 Contingency Allowance)
Tom Veert Contracting Ltd.	\$5,107,200.88
Bay City Contractors Inc.	\$4,347,677.54

The works tendered consisted of six (6) individual projects to be completed in two phases, one in 2017 and the second in 2018. The 2017 works have been substantially completed and at the March 19, 2018 Budget meeting the awarding of the reconstruction of Third Street between Williams Avenue and Colonization Road East was approved.

PHASE II – 2018 Construction Program

1. Reconstruction of Third Street East from Williams Avenue to Colonization Road East

Full road reconstruction including the replacement of watermain, sanitary sewer, storm sewer, landscaping, road surface. This is a provisional item to be considered in the 2018 Capital Budget for award and completion in the 2018 construction season.

The 2018 work is scheduled to begin as soon as the frost is out of the ground and to be completed by August 31, 2018.

See Spreadsheet No. 1, which outlines details on the two (2) tender bids received and the associated costs for each individual project. Also, highlighted in “yellow” indicates the lowest unit bid price and “red” indicates the highest unit bid price.

The low tender bid was Bay City Contractors with a total cost of \$2,183,666.80 which includes a \$180,000 contingency allowance and HST. Please review the attached **Spreadsheet No. 2** - outlining the Council approved 2018 capital budget for this project vs. the lowest tender bid from Bay City Contractors plus Hatch engineering costs (10%).

It is estimated the capital budget surplus is \$195,889.25 for 2018. It should be clearly stated that the \$180,000 contingency allowance for the 2018 portion of the work has **NOT** been factored into the calculations for the projected budget surplus.

It is recommended by Administration that the following be approved:

- That Tender 17-OF-07 – 2017 - Road Reconstruction, Watermain and Sewer Replacement Phase 2 be awarded to Bay City Contractors Inc. at an estimated phase 1 cost of \$2,183,666.80 which includes HST and a contingency allowance of \$180,000.00.
- That in the near future an open house public meeting is scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge on these projects and have the opportunity to ask any questions. The exact date of the meeting is unknown at the time of writing this report.
- That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will ensure:

- **That Tender 17-OF-07 – 2017 - Road Reconstruction, Watermain and Sewer Replacement Phase 2 be awarded to Bay City Contractors Inc. at an estimated phase 1 cost of \$2,183,666.80 which includes HST and a contingency allowance of \$180,000.00.**
- **That in the near future an open house public meeting is scheduled to ensure all property owners abutting the construction projects obtain first-hand knowledge on these projects and have the opportunity to ask any questions. The exact date of the meeting is unknown at the time of writing this report.**
- **That the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.**

Spreadsheet #1

1.8 SCHEDULE OF TENDER PRICES

					Veert Bid		Bay City Bid	
ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
PHASE TWO 2018								
THIRD STREET EAST (Williams Av. to Colonization Rd East) - Drawing A1-352276-P5								
Section A - Grading								
A.001	206, SP	Earth Excavation (Grading)	2,365	m ³ (P)	\$ 15.00	\$ 35,475.00	\$ 16.00	\$ 37,840.00
A.002	310, SP	Hot Mix HL4 Asphalt	405	t	\$ 272.00	\$ 110,160.00	\$ 247.00	\$ 100,035.00
A.003	314, SP	Granular 'A'	1,500	t	\$ 23.00	\$ 34,500.00	\$ 24.00	\$ 36,000.00
A.004	314, SP	Granular 'B' (Type 1)	3,850	t	\$ 18.00	\$ 69,300.00	\$ 18.00	\$ 69,300.00
A.005	510, SP	Removal of Asphalt Pavement (Full Depth)	2,981	m ² (P)	\$ 6.00	\$ 17,886.00	\$ 4.00	\$ 11,924.00
A.006	510, SP	Removal of Curb and Gutter	529	m (P)	\$ 12.00	\$ 6,348.00	\$ 10.00	\$ 5,290.00
A.007	510, SP	Removal of Concrete Sidewalk	758	m ² (P)	\$ 25.00	\$ 18,950.00	\$ 20.00	\$ 15,160.00
A.008	351, SP	Concrete Sidewalk	410	m ²	\$ 170.00	\$ 69,700.00	\$ 105.00	\$ 43,050.00
A.009	510, SP	Remove Concrete Driveways	165	m ²	\$ 30.00	\$ 4,950.00	\$ 20.00	\$ 3,300.00
A.010	351, SP	Concrete Driveway	235	m ²	\$ 170.00	\$ 39,950.00	\$ 105.00	\$ 24,675.00
A.011	353, SP	Concrete Curb and Gutter	525	m	\$ 170.00	\$ 89,250.00	\$ 110.00	\$ 57,750.00
A.012	Section 02930	100 mm Topsoil and Sod	1,370	m ²	\$ 15.00	\$ 20,550.00	\$ 16.25	\$ 22,262.50
A.013	510, SP	Boulevard Works Stripping and Removal	1	LS	\$ 9,200.00	\$ 9,200.00	\$ 16,000.00	\$ 16,000.00
A.014	SP	Boulevard Tree Removal	1	LS	\$ 2,800.00	\$ 2,800.00	\$ 1,650.00	\$ 1,650.00
A.015	710, SP	Pavement Markings - Stop Block	2	ea	\$ 2,700.00	\$ 5,400.00	\$ 440.00	\$ 880.00
A.016	SP	Tactile Strips (OSPD 310.039)	1	LS	\$ 5,400.00	\$ 5,400.00	\$ 1,826.00	\$ 1,826.00
Total Section A - Grading						\$ 539,819.00		\$ 446,942.50

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
THIRD STREET EAST (Williams Av. to Colonization Rd East) - Drawing A1-352276-P5								
Section B - Storm Sewers								
B.001	510, SP	Remove Existing Catchbasins and Manholes	8	ea (P)	\$ 900.00	\$ 7,200.00	\$ 1,000.00	\$ 8,000.00
B.002	510, SP	Remove Existing Catchbasin Leads	58	m (P)	\$ 17.00	\$ 986.00	\$ 25.00	\$ 1,450.00
B.003	510, SP	Remove Existing 375 mm Storm Sewer	11	m	\$ 35.00	\$ 385.00	\$ 30.00	\$ 330.00
B.004	510, SP	Remove Existing 525 mm Storm Sewer	16	m	\$ 52.00	\$ 832.00	\$ 40.00	\$ 640.00
B.005	510, SP	Remove Existing 1200 mm Storm Sewer	16	m	\$ 95.00	\$ 1,520.00	\$ 80.00	\$ 1,280.00
B.006	510, SP	Remove Existing 1350 mm Storm Sewer	254	m	\$ 160.00	\$ 40,640.00	\$ 100.00	\$ 25,400.00
B.007	410, SP	250 mm Storm Sewer	99	m	\$ 270.00	\$ 26,730.00	\$ 245.00	\$ 24,255.00
B.008	410, SP	375 mm Storm Sewer	11	m	\$ 300.00	\$ 3,300.00	\$ 260.00	\$ 2,860.00
B.009	410, SP	525 mm Storm Sewer	16	m	\$ 400.00	\$ 6,400.00	\$ 315.00	\$ 5,040.00
B.010	410, SP	1200 mm Storm Sewer	16	m	\$ 1,500.00	\$ 24,000.00	\$ 1,264.00	\$ 20,224.00
B.011	410, SP	1350 mm Storm Sewer	254	m	\$ 1,700.00	\$ 431,800.00	\$ 1,600.00	\$ 406,400.00
B.012	410, SP	250 mm PVC SDR 35 Catchbasin Leads	34	m	\$ 270.00	\$ 9,180.00	\$ 220.00	\$ 7,480.00
B.013	407, SP	100 mm PVC SDR 28 Swale Inlet	94	m	\$ 51.00	\$ 4,794.00	\$ 200.00	\$ 18,800.00
B.014	407, SP	Storm Manholes (OPSD 705.010)	2	ea	\$ 23,000.00	\$ 46,000.00	\$ 18,800.00	\$ 37,600.00
B.015	407, SP	Catchbasin Manholes	2	ea	\$ 15,000.00	\$ 30,000.00	\$ 10,500.00	\$ 21,000.00
Total Section B - Storm Sewers						\$ 633,767.00		\$ 580,759.00

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
THIRD STREET EAST (Williams Av. to Colonization Rd East) - Drawing A1-352276-P5								
Section C - Watermain								
C.001	510,441, SP	Remove and Replace Existing 150 mm Watermain with New 150 mm PVC DR 18 Class 150 Watermain	7	m	\$ 300.00	\$ 2,100.00	\$ 536.00	\$ 3,752.00
C.002	510, 441, SP	Remove and Replace Existing 300 Watermain with New 300 mm PVC DR 18 Class 150 Watermain	270	m	\$ 695.00	\$ 187,650.00	\$ 521.00	\$ 140,670.00
C.003	441, SP	300 mm Water Valve and Box	1	ea	\$ 15,000.00	\$ 15,000.00	\$ 6,000.00	\$ 6,000.00
C.004	441, SP	Remove and Replace 19 mm Copper Water Service and Curb Stops	30	ea	\$ 4,300.00	\$ 129,000.00	\$ 2,615.00	\$ 78,450.00
C.005	510, 441, SP	Remove and Replace Hydrant Set	1	ea	\$ 15,000.00	\$ 15,000.00	\$ 12,235.00	\$ 12,235.00
C.006	441, SP	Hydrant Set	1	ea	\$ 14,700.00	\$ 14,700.00	\$ 12,235.00	\$ 12,235.00
C.007	441, SP	Watermain Lowering As Per W-115	1	ea	\$ 12,950.00	\$ 12,950.00	\$ 14,300.00	\$ 14,300.00
C.008	441, SP	Temporary Water Service	1	LS	\$ 13,000.00	\$ 13,000.00	\$ 13,500.00	\$ 13,500.00
Total Section C - Watermain						\$ 389,400.00		\$ 281,142.00

ITEM NO.	OPS SPEC.	DESCRIPTION	EST. QTY	UNIT	UNIT BID PRICE	TOTAL BID PRICE	UNIT BID PRICE	TOTAL BID PRICE
THIRD STREET EAST (Williams Av. to Colonization Rd East) - Drawing A1-352276-P5								
Section D - Sanitary								
D.001	510, SP	Remove Existing 300 mm Sanitary Sewer	233	m (P)	\$ 100.00	\$ 23,300.00	\$ 30.00	\$ 6,990.00
D.002	510, SP	Remove Existing Sanitary Manholes	3	ea	\$ 3,900.00	\$ 11,700.00	\$ 1,000.00	\$ 3,000.00
D.003	410, SP	250 mm PVC SDR Sanitary Sewer	248	m	\$ 515.00	\$ 127,720.00	\$ 655.00	\$ 162,440.00
D.004	704, SP	Sanitary Manholes	3	ea	\$ 16,000.00	\$ 48,000.00	\$ 18,665.00	\$ 55,995.00
D.005	410, SP	Remove and Replace Existing 150 mm Sanitary Services	30	ea	\$ 4,600.00	\$ 138,000.00	\$ 2,300.00	\$ 69,000.00
D.006	410, SP	Temporary Sewer Service	1	LS	\$ 15,200.00	\$ 15,200.00	\$ 12,500.00	\$ 12,500.00
D.007	409, SP	Closed Circuit Television Inspection of 300 m Sanitary Sewer Mainline	248	m	\$ 8.95	\$ 2,219.60	\$ 20.00	\$ 4,960.00
D.008	SP	Sanitary Sewer Bedding Upgrade (Crushed Stone) *	248	m	\$ 30.00	\$ 7,440.00	\$ 15.00	\$ 3,720.00
Total Section D - Sanitary						\$ 373,579.60		\$ 318,605.00
TOTAL THIRD STREET EAST (Williams Av. To Colonization Rd East)						\$ 1,936,565.60		\$ 1,627,448.50
GENERAL (PHASE TWO 2018)								
G.001		Bonds & Insurance	1	LS	\$ 70,000.00	\$ 70,000.00	\$ 35,000.00	\$ 35,000.00
G.002		Mobilization & Demobilization	1	LS	\$ 40,000.00	\$ 40,000.00	\$ 90,000.00	\$ 90,000.00
G.004		Contingency Allowance	1	LS	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00	\$ 180,000.00
TOTAL GENERAL						\$ 290,000.00		\$ 305,000.00

Spreadsheet #1		Bay City Contractors Bid		Engineering
SUMMARY OF TENDER PRICES				10%
PHASE TWO 2018				
THIRD STREET (From Williams to Colonization Road East)				
Section A - Grading		\$446,942.50		\$ 44,694.25
Section B - Storm Sewers		\$580,759.00		\$ 58,075.90
Section C - Watermain		\$281,142.00		\$ 28,114.20
Section D - Sanitary		\$318,605.00		\$ 31,860.50
TOTAL THIRD STREET			\$1,627,448.50	
TOTAL GENERAL (PHASE TWO 2018)			\$ 305,000.00	\$ 162,744.85
TOTAL TENDER PRICE (PHASE TWO 2018)				\$ 1,932,448.50

Engineering \$162,744.85
 Subtotal \$2,095,193.35
 HST \$272,375.14
 TOTAL \$2,530,313.34

Spreadsheet #2

2018 - 3rd Street Project

Description	Approved Capital	Bay City Low bid*	Portion of Bonds & Insurance	10% Engineering	Total + Town's portion HST	Approved Actual Budget	Grant Funds (OCIF/FGT)	Town's Portion	Town %	Grant %	Budget Surplus
Grading	\$1,277,678.00	\$446,942.50	\$34,328.47	\$44,694.25	\$535,222.21	\$337,998.00	\$517,403.00	\$17,819.21	3.33%	96.67%	
Storm Sewer		\$580,759.00	\$44,606.56	\$58,075.90	\$695,470.03		\$422,277.00	\$273,193.03	39.28%	60.72%	
Sidewalk	\$76,714.00					\$76,714.00					
SUBTOTAL	\$1,354,392.00	\$1,027,701.50	\$78,935.02	\$102,770.15	\$1,230,692.23	\$414,712.00	\$939,680.00	\$291,012.23	23.65%	76.35%	\$123,699.77
Sanitary Sewer	\$419,885.00	\$318,605.00	\$24,471.20	\$31,860.50	\$381,535.59	\$419,885.00	\$0.00	\$381,535.59	100%	0%	\$38,349.41
Water	\$370,513.00	\$281,142.00	\$21,593.77	\$28,114.20	\$336,672.93	\$370,513.00	\$0.00	\$336,672.93	100%	0%	\$33,840.07
TOTAL	\$2,144,790.00	\$1,627,448.50	\$125,000.00	\$162,744.85	\$1,948,900.75	\$1,205,110.00	\$939,680.00	\$1,009,220.75	52%	48%	\$195,889.25

*Bid as represented does not include \$180,000.00 in contingency allowance.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/52**

To: Mayor Avis & Members of Council
From: Laurie Lindberg, Treasurer
Date: April 4, 2018
Subject: High Tonnage Railway Right-of-Way Information

BACKGROUND

In response to municipal requests, the Province initiated a review of the property taxation of railway rights-of-way property taxation in 2016. As part of the review, the Province held consultations with municipalities (working group) and representatives of the railway industry and of which the Town of Fort Frances has been an active participant.

In the announcement on March 28th, the Province will further reduce rate inequities by increasing the lowest property tax rates on mainline railway rights-of-way to a minimum of \$110.00 per acre for 2018. In 2016 the municipal rate was \$35 per acre and increased to \$80 per acre for 2017. The additional revenue will be reflected in the 2018 General operating budget.

In addition, the Province has announced that municipalities will have the option to increase rates per acre on high-tonnage rail lines based on a new adjusted tax rate schedule. Details of the tax rate schedule will be communicated to municipalities and the rail industry in the spring.



Town of Atikokan

Box 1330, 120 Marks Street
Atikokan, Ontario P0T 1C0

AGENDA ITEM #9.1
Office of the Mayor
807-597-1234 x235
Administration/Accounting
807-597-1234
Community Services
807-597-1234 x232 or x229
Director of Public Works
807-597-1234 x231
Fire/Building
807-597-1234 x228
Office Fax: 807-597-6186
www.atikokan.ca

April 3, 2018

Mayor Roy Avis
320 Portage Ave.
Fort Frances, ON P9A 3P9

Dear Roy

On behalf of Atikokan Town Council, I am pleased to sincerely thank Fort Frances Town Councillor Ken Perry for all the magnificent work he has done the past number of years advocating to have the taxation of railway rights of way increased more for the province of Ontario. I have heard Councillor Perry speak about the need for this to happen many times as most municipal representatives have and now with the provincial budget announced on March 28, 2018 it appears as though municipalities in Ontario who have railway lines in their community will see an increase in 2018.

This is great news for Atikokan and no doubt Fort Frances and other communities in Ontario as well.

Please pass on our appreciation to Councillor Perry for leading this initiative for the province of Ontario. His interest and work in doing this is greatly appreciated by Atikokan Town Council and staff.

It certainly helps our town. Many thanks!

Yours truly

Dennis Brown
Mayor

cc: Fort Frances Town Council
Atikokan Town Council
Bill Mauro, MPP Thunder Bay - Atikokan

Stats Canada Report -TOWN OF FORT FRANCES 2018-MARCH

Permit #	Roll #	Applicant	Contractor	Contractor Address	Property Address	Work Description	Building Code	Work Code	Units/Area	Value
2018-0007	591203000412032	TAYLOR CATHERINE FRANCES			909 BANTA BV, FORT FRANCES	Building an addition to single detached dwelling. Sunroom and entry from rear of building.	110	3	200.00 Sq. Ft	\$25,000.00
2018-0008	591201000409100	TAYLOR CATHERINE FRANCES	TAYLOR CATHERINE	610 THIRD ST W	610 THIRD ST W, FORT FRANCES	Install temporary ramp from rear deck to front of single detached dwelling.	110, 130, 115	02, 03, 01	120.00 Sq. Ft	\$2,000.00
2018-0009	591201000409100	TAYLOR CATHERINE FRANCES	TAYLOR CATHERINE	610 THIRD ST W	610 THIRD ST W, FORT FRANCES	Construct new ramp from rear of dwelling to front of dwelling. Roughly 36" in height.	110	3	120.00 Sq. Ft	\$2,000.00
2018-0010	591201000411901	MANITOBA LTD MANITOBA LTD	70798 MANITOBA LTD, 71045 MANITOBA LTD	600 WALL ST	740 SIXTH ST W, FORT FRANCES	Reconstruct buildings on existing foundation/floating slab. Wood frame with gable roof.	110	2	5,973.97 Sq. Ft	\$445,000.00