

TOWN OF FORT FRANCES

AGENDA - May 14, 2018

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No.127) 5:30 PM

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1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 A proposed or pending acquisition or disposition of land by the municipality or local board: Portage Avenue
 - 4.2 A proposed or pending acquisition or disposition of land by the municipality or local board: Victoria Avenue
 - 4.3 A proposed or pending acquisition or disposition of land by the municipality or local board: Lot 26, Sixth Street - Industrial Park
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 Automatic Aid Agreement 6 - 11
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to proceed with initiating an Automatic Aid Agreement with the Townships of Alberton, LaVallee, Emo and Chapple.
 - 7.2 Provincial Offences Act Fine Debt Recovery Services 12 - 14
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize that Commercial Credit Adjusters Ltd. provide debt recovery services for the collection of Provincial Offences fines that are due and unpaid and

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that a service agreement be brought forward.	
7.3 2017 Child Care - Audited Statement of Revenue and Expenses	15 - 21
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to authorize the acceptance of the Town of Fort Frances Child Care Programs audited financial for the year ended December 31, 2017 and authorize payment of the BDO Canada LLP invoice in the amount of \$3,234.06.	
7.4 Ontario Regulation 284/09 - Budget Matters	22 - 27
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Ontario Regulation 284/09 disclosure report for the 2018 Operating Budget as presented.	
7.5 Doug Brown, CAO - NOMA Travel & Per Diem Claims	28 - 32
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel Expense Claim in the total amount of \$67.00 as submitted by D. Brown, CAO for his attendance at the NOMA conference in Kenora, ON from May 2-4, 2018.	
7.6 Doug Brown, CAO - Credit Card Expenses	33 - 36
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expense in the total amount of \$72.80 as submitted by D. Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations on April 6, 2018.	
7.7 Amendment to User Fee By-Law	37
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to approve the amendment to User Fee By-law 54/17 and authorize amending by-law be prepared for signing by the Mayor and Clerk.	
7.8 Correspondence from Township of Baldwin re: Cancellation of Bill C71	38
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to refer this item to the Police Services Board for their consideration.	
7.9 Sewer and Water Installation rate for consideration into Community Improvement Plan	39 - 41
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to advertise the	

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	Revitalization Grant in 2018 to include sewer and water installation and list the sewer and water installation as an eligible rebate to the Revitalization Grant.	
7.10	Request from G. Durbin - Use of an Existing Road Allowance for a Driveway - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to deny the request for a private driveway entrance to be located on the closed roadway of 'Balsam Street', further that a private entrance be applied for through Public Works and installed off the fronting roadway (McIrvine Road) if the property owners request an entrance to the property known as RP 48R1346 Part1 PCL 21949.	42 - 43
7.11	Letter from L. Drennan re: Frozen Water Line - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the billing for thawing the frozen water line on February 18, 2018 remain and that no further action be taken.	44 - 51
7.12	St. Francis School - Pollution Created by Plastic Water Bottles (Letter from Ms. Gurski's Grade 5 class) - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the attached letter be sent to Ms. Gurski's grade 5 class from St. Francis in response to their letters to Council and further that an informational sheet produced by the class be inserted into an upcoming water bill.	52 - 54
7.13	Execution of a Funding Agreement - Connecting Link Program Mill Road Overpass Reconstruction - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the Mayor and Clerk execute the MTO Connecting Links funding agreement with the Minister of Transportation for the rehabilitation of the Mill Road Overpass structure and related approach, water and storm sewer works and further that an authorizing by-law be prepared.	55
7.14	Award of RFP 18-OF-05 - Fire Protection and Prevention Services - approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the Town engages Sunset Protection Systems for a term of three years, starting May 18, 2018 with an option to extend for an additional three years for the provision of Fire Protection and Prevention Services and further that the Mayor and Clerk be authorized to execute the agreement on behalf of the Town.	56 - 58

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7.15 Clean Water Wastewater Funding Agreement Amendment - Nelson	59 - 64
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the Town executes the amendment to the transfer payment agreement with the Minister of Infrastructure and further that the Mayor and Clerk be authorized to bind the corporation.	
7.16 Funding Agreement - Canada Summer Jobs Program GIS/Engineering Summer Student	65 - 72
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the Town enter into a funding agreement with the Minister of Employment and Social Development for funding under the Canada Summer Jobs Program and further that the Mayor and Clerk be authorized to bind the corporation.	
7.17 Award of Tender 18-OF-04 - MSHW Services to host Household Hazardous Waste Events in Fort Frances	73 - 74
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to ensure that the Miller Group out of Winnipeg be designated the Town's 2018 MSHW service provider at an estimated cost of \$22,483.04 (includes HST) in accordance with the tender documents and further that the Town's MSHW event day is scheduled for Saturday September 15, 2018 from 9:00 am to 3:00 pm.	
7.18 Award of Tender 18-OF-03 - 2018 Roadworks	75 - 77
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award Tender 18-OF-03 to 1876118 Ontario Limited o/a Makkinga Contracting at an estimated cost of \$3,348,110.90 which includes HST and a contingency allowance of \$150,000.00 as outlined in the report and further that the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.**other supporting documents can be located on the O&F Executive Committee May 9 agenda.	
8. <u>Administration and Finance Division:</u>	
8.1 Councillor Ken Perry - NOMA Executive Meeting Per Diem	78 - 79
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 3 & 4,	

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2018.	
8.2 Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the per diem claim in the amount of \$160.00 as submitted by Councillor Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 4, 2018.	80 - 81
8.3 Councillor Wendy Brunetta - NOMA Conference Travel & Per Diem Claims - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel Expense and Per Diem claims in the total amount of \$577.00 as submitted by Councillor Brunetta for her attendance at the NOMA Conference in Kenora, Ontario from May 1-4, 2018.	82 - 86
8.4 Mayor Roy Avis - NOMA Conference Travel & Per Diem Claims - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the Travel Expense and Per Diem claim in the total amount of \$594.00 as submitted by Mayor Avis for his attendance at the NOMA Conference in Kenora, Ontario from May 2-4, 2018.	87 - 92
9. <u>Information:</u>	
9.1 Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Four Months Ending Monday April 30, 2018.	93
9.2 Town of Fort Frances General Fund (Operating) Summary for the Four Months ending Monday, April 30, 2018.	94 - 95
9.3 Operations & Facilities Division - Environmental Area - Operations Statistics (March 2018)	96 - 98
9.4 Fort Frances Museum & Cultural Centre - May Newsletter	99 - 105
9.5 Complaint Register (March & April 2018)	
10. <u>Non-agenda items:</u>	
11. <u>ADJOURNMENT</u>	

To: Mayor & Council

From: Tyler Moffitt, Fire Chief/CEMC

Date: May 9, 2018

Subject: Automatic Aid Agreement

Background

The Fort Frances Fire & Rescue Service is a member of the Rainy River District Mutual Aid Association. Mutual Aid is an agreement between participating municipalities in the Rainy River District that have established a fire department by-law.

This association is intended to provide voluntary reciprocal fire protection services to each other if the need arises. Presently, we can request Mutual Aid from Albertain, La Vallee, Emo, and Chapple Fire and Emergency Services for extra firefighters and pumper trucks, because we have firefighters and pumper trucks, and vice versa.

However, we cannot request a water tanker truck, which Albertain, La Vallee, Emo, and Chapple has, because Fort Frances does not have one. As well, no Fire and Emergency Service in the Rainy River District Mutual Aid Association can request an Aerial Ladder Truck, because they do not have one.

Going forward, I would like to initiate the signing of an Automatic Aid Agreement with the Townships of Albertain, La Vallee, Emo, and Chapple, which will enable us to request a water tanker truck if the need arises and if at the time one can be provided. As well, it will enable the aforementioned townships the ability to request an Aerial Ladder Truck if the need arises and if at the time Fort Frances can provide one.

As well, the agreement will allow either fire service to return to their community at anytime should the need arise.

Invoicing will be monthly and will be at the current MTO hourly rate per apparatus.

Attached is a Draft of the Automatic Aid Agreement, which needs to be reviewed, as well as necessary additions and/or changes made. The Fire Chief of the aforementioned townships will also be bringing forward the same recommendation to his respected councils.

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 proceed with initiating the future signing of an Automatic Aid Agreement with the Townships of Albertain, La Vallee, Emo, and Chapple.

THIS AGREEMENT made this day of , 2018.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF CHAPPLE,

THE CORPORATION OF THE TOWNSHIP OF EMO,

THE CORPORATION OF THE TOWNSHIP OF LAVALLEE

And THE CORPORATION OF THE TOWNSHIP OF ALBERTON

The CORPORATION OF THE TOWN OF FORT FRANCES

(herein collectively referred to as the "Parties")

WHEREAS Section 2. (6) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, authorizes a municipality to enter into an automatic aid agreement with other municipalities to provide and/or receive fire protection services;

AND WHEREAS the Townships of Chapple, Alberton, Emo, La Vallee & The Town of Fort Frances operate fire protection services and manage assets suitable to meet municipal responsibilities required by the *Fire Protection and Prevention Act, 1997*, through their respective volunteer fire departments;

AND WHEREAS each of The Townships Chapple, Alberton, Emo, La Vallee & The Town of Fort Frances are willing and prepared to make available fire protection services to the municipality nearest it via automatic aid and in coverage situations on certain terms and conditions;

NOW THEREFORE, in consideration of the mutual covenants conditions, considerations and payments herein contained, the respective Councils for the Townships of Chapple, Alberton, Emo, La Vallee & Town of Fort Frances mutually agree as follows:

1. Definitions for the purpose of this Agreement:

- a) **"Designate"** means a person who, in the absence of the Fire Chief, has the same powers and authority as the Fire Chief.
- b) **"Automatic Aid Agreement Services Fees"** means the current MTO provincial rate per apparatus.
- c) **"Emo Fire & Emergency Service"** means the Township of Emo Fire & Emergency Service, herein referred to as EFES. (District Station #7)
- d) **"Chapple Fire & Emergency Service"** means The Township of Chapple Fire & Emergency Service, herein referred to as CFES. (District Station #5 South and #5 North)

AUTOMATIC AID AGREEMENT BETWEEN THE TOWNSHIPS OF CHAPPLE, EMO, LAVALLEE, ALBERTON, AND THE TOWN OF FORT FRANCES (DRAFT VERSION APRIL 23 2018)

- e) **“La Vallee Fire & Emergency Service”** means the Township of La Vallee Fire & Emergency Service, herein referred to as LFES. (District Station #8)
- f) **“Alberton Volunteer Fire Department”** means the Township of Alberton Fire & Emergency Service, herein referred to as AVFD. (District Station #9)
- g) **“Fort Frances Fire & Rescue Service”** means the Town of Fort Frances Fire & Rescue Service, herein referred to as FFRS (District Station #11)
- g) **“Incident Commander”** means the person in command of an incident, also referred to in this Agreement as IC.
- h) **“Fire Protection Services”** means and includes the activities defined in the *Fire Protection and Prevention Act*, more particularly described as including fire suppression, rescue and emergency services, and the delivery of all those services,
- i) **“Sufficient Resources”** means staffing and equipment to provide a response that meets the most current OFM guidelines for the particular emergency type.
- j) **“Limited Services”** refers to a variation of services differentiating from the norm as a result of extenuating circumstances, including but not limited to, levels of training, resources available, environmental variables, obstructions, roads, public highways remote properties, private road ways, lanes, drives, and access.

2. Automatic Aid:

- a) This agreement is intended to be used on a day to day basis in order to meet the following objectives:
 - (i) Ensuring the provision of equipment and personnel, which are neither practical nor reasonable for each Fire Service to provide due to economic and other conditions inherent to their provision.
 - (ii) Provide the Town of Fort Frances assist coverage for areas that are not hydrant protected, as deemed required by the Incident Commander. In the event of a hydrant system failure the coverage would also be provided to those areas.
 - (iii) Provide the Townships of Chapple, Emo, La Vallee & Alberton assist coverage for areas/situations that may require an aerial ladder apparatus, as deemed required by the Incident Commander.

3. Conditions of Response

- a) Each municipality is responsible to its own ratepayers taxpayers first and, as such, may refuse to supply response if its Fire Service personnel, apparatus, and or equipment are required in its own jurisdiction at the time of an incident, or in the event it deems that another Fire Service cannot provide sufficient coverage to its jurisdiction for the duration of the incident response.

AUTOMATIC AID AGREEMENT BETWEEN THE TOWNSHIPS OF CHAPPLE, EMO, LAVALLEE, ALBERTON, AND THE TOWN OF FORT FRANCES (DRAFT VERSION ARPIL_23_2018)

- b) In the event an incident occurs in the jurisdiction of the Fire Service that is assisting another, the applicable Commanding Officer or designate may order the release of any or all personnel, apparatus and/or equipment of their Service.
- c) Conditions a and b above will be decided by the assisting Fire Service as per the chain of command.

6. Conditions of Agreement

- a) This Agreement shall remain in force until any of the Parties provides written notice of termination to all other Parties not less than six months prior to the desired date of termination.
- b) This Agreement may be amended in writing by way of an Addendum to this Agreement or may be repealed and replaced with a revised Agreement at any time with the mutual consent of all Parties.
- c) In the event that there may be any dispute between the Parties to this Agreement, or any of them, with respect to any matter contained in this Agreement, including but not limited to the interpretation of this Agreement, such dispute shall be submitted to arbitration under the provisions of the *Municipal Arbitrations Act*, R.S.O 1990 c. M. 48, and the decision rendered in respect of such proceedings shall be final and binding upon the Parties to this Agreement.
- d) If for any reason the said arbitration cannot be conducted pursuant to the provisions of the *Municipal Arbitrations Act*, then the Parties hereto shall agree to the selection of a single arbitrator, and failing agreement on the selection of an arbitrator, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, S.O. 1991 c. 17, or pursuant to any successor legislation.
- e) Cost for an arbitrator will be split even (50% cost sharing arrangement) between parties.

6. Billing Conditions

- a) Billings under this Agreement will be completed on a monthly basis as required.
- b) The Chief Officer or designate shall notify the applicable Town or Township when any billable service has been provided by its Fire Service under this Agreement. The said Town or Township will, in accordance with its billing policies, prepare and submit a bill for all services provided during the month to each Town or Township which received such service.
- c) Billing shall be at the current MTO provincial rate per apparatus.
- d) The Township or Town receiving a bill for services under this Agreement shall remit payment of same upon receipt.

AUTOMATIC AID AGREEMENT BETWEEN THE TOWNSHIPS OF CHAPPLE, EMO, LAVALLEE, ALBERTON, AND THE TOWN OF FORT FRANCES (DRAFT VERSION ARPIL_23_2018)**7. Legal**

- a) This Agreement shall come into force and effect on the date of passing thereof by the Councils of the Townships of Chapple, Emo, LaVallee, Alberton & Town of Fort Frances.
- b) This Agreement shall be reviewed by the Parties at least once every five years.
- c) If for any reason, any section, clause or provision of this Agreement is declared to be inconsistent or is declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this Agreement as a whole or any part thereof and shall be deemed to be severed by this Agreement.
- d) Due to the reliance of all Parties on volunteer firefighters, the topographic and geographic configuration of the respective jurisdictions, the level of firefighter training in the area on any given day, limited levels of equipment, available resources, and other constraints, the services described in this by-law are provided as “Limited Services” as defined in Section 1 of this Agreement.
- e) The Townships of Chapple, Emo, La Vallee, Alberton, and the Town of Fort Frances shall not accept, sustain or incur liability for the delay or inability of their respective Fire Services to supply any of the services under this Agreement due to the provision of its approved services as Limited Services or due to the existence of unsafe conditions encountered enroute, environmental factors and impeded access.
- f) No liability shall attach or accrue to the Townships of Chapple, Emo, La Vallee, Alberton, and the Town of Fort Frances under this Agreement by reason of any injury or damage sustained by personnel, apparatus, and/or equipment of the Fire Service while engaged in the provision of fire protection services to any area outside of the municipal jurisdictions of the Parties.
- g) That this Agreement may be cited as the “Chapple, Alberton, Emo, La Vallee & Fort Frances Automatic Aid Agreement”.
- h) This Agreement comes into effect on the day it is passed by the respective Councils of all Parties hereto.

AUTOMATIC AID AGREEMENT BETWEEN THE TOWNSHIPS OF CHAPPLE, EMO, LAVALLEE, ALBERTON, AND THE TOWN OF FORT FRANCES (DRAFT VERSION ARPIL_23_2018)

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested by the hands of their authorized signatories.

The Corporation of the Township of Chapple

REEVE (seal)

CAO

WE HAVE AUTHORITY TO BIND THE CORPORATION.

The Corporation of the Township of Emo

MAYOR (seal)

CAO

WE HAVE AUTHORITY TO BIND THE CORPORATION.

The Corporation of the Township of LaVallee

REEVE (seal)

CLERK-TREASURER

WE HAVE AUTHORITY TO BIND THE CORPORATION.

The Corporation of the Township of Alberton

REEVE (seal)

CAO/CLERK-TREASURER

WE HAVE AUTHORITY TO BIND THE CORPORATION.

The Corporation of the Town of Fort Frances

MAYOR (seal)

CLERK

WE HAVE AUTHORITY TO BIND THE CORPORATION.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/63**

TO: Major Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 8, 2018
SUBJECT: Provincial Offences Act Fine Debt Recovery Services

BACKGROUND

On November 26, 2007, Council passed By-Law No. 57/07, being a by-law to establish fees and charges for the costs of collection of Provincial Offences (POA) fines that are due and unpaid. The collection fees were added onto the debt to be recovered and do not have a financial impact on the expenses of the Fort Frances POA Court operations. The original collection agency was with Canadian Bonded Credits Limited (CBCL), transferred to IQOR Canada Ltd in 2008, then a second transfer to Nordia in July of 2017.

On April 24, 2018, the attached letter was received by e-mail notifying that Nordia will be ceasing active collections activities on all accounts effective May 14th, 2018. In accordance with the Procurement Policy, that three (3) quotes are required for purchases over \$5,000 but not exceeding \$35,000, contact has been made to known debt recovery/collection agencies to provide a quote for fee for service as the payable amount is between \$8,000 to \$11,000 on an annual basis. The following suppliers of collection services were contacted to provide a quote: A-1 Credit Recovery & Collection Services Inc., Credit Bureau Collections, Commercial Credit Adjusters Ltd. and Groupe Solution Collect.

We have received the following quotes of which are stated as a percentage of the debt owed/collected:

1. A-1 Credit Recovery & Collection Services Inc., Toronto, ON
 - a. 23% First Assignment
 - b. 40% Second Assignment – accounts dating back from 2001 through to December 2017
 - c. 1st, 2nd and 3rd assignment POA collection experience.
2. Credit Bureau Collections, Barrie, ON
 - a. 30% of all collections
 - b. No direct POA collection experience (some by-law infractions including parking tickets and fire department infractions)
3. Commercial Credit Adjusters Ltd., Winnipeg, MB
 - a. 16% 1st Placement Assignment
 - b. 23% 2nd Placement Assignment (those accounts with prior arrangements)
 - c. POA collection reference 2nd assignment for City of Toronto
4. Groupe Solution Collect, Branch offices in Montreal, Quebec & Pickering
 - a. 15.9% of collections
 - b. No POA collection experience in Ontario and no direct collection staff presently

RECOMMENDATION

That the Administration & Finance Executive Committee recommend that Commercial Credit Adjusters Ltd. to provide debt recovery services for the collection of Provincial Offences fines that are due and unpaid.

Council Approval of This Report Will Authorize that Commercial Credit Adjusters Ltd. provide debt recovery services for the collection of Provincial Offences fines that are due and unpaid and that a service agreement be brought forward.



Nordia Inc
3020 Jacques-Bureau, 2nd Floor
Laval, QC H7P 6G2

April 24th 2018

The Town of Fort Frances
Administration & Finance
320 Portage Avenue
Fort Frances, ON
Attention: Donna Kneisz

Via email
TO: dkneisz@fort-frances.com
CC:

RE: Contract# Collection Agency Services

Good day Donna,

This letter serves as notice, that at this time, and upon careful consideration, Nordia Inc. has decided to discontinue its relationship with The City of Fort Frances as it pertains to the Debt Recovery Program. Nordia will be ceasing active collection activities on all accounts effective May 14th 2018.

We kindly request that you forward to us any specific instructions pertaining to the termination of the services that do not already appear in the original agreement by April 30th 2018.

On behalf of Nordia, I would like to extend my gratitude to the City of Fort Frances team for the continued business over the years and wish you well in your future endeavors.

Best Regards,

A handwritten signature in black ink, appearing to read "R. Giguere", with a long, sweeping horizontal line extending to the right.

Rafael Giguere
Director of Operations
Nordia Inc.
5100 Rue Sherbrooke E,
Montreal, Quebec, H1V 3R9
rgiguere@nordia.ca



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/62**

TO: Major Avis & Members of Council
FROM: Laurie Lindberg. Treasurer
DATE: May 8, 2018
SUBJECT: 2017 Child Care – Audited Statement of Revenue & Expenses

BACKGROUND

Attached is the audited Statement of Revenue and Expenses for the Town of Fort Frances Child Care Programs for the year ended December 31, 2017 as provided by BDO Canada, as well as the invoice for this audit in the amount of \$3,234.06.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council accept the Town of Fort Frances Child Care Programs audited financial statement as prepared by BDO Canada LLP for the fiscal year ending December 31, 2017.

Council Approval of This Report Will Authorize the acceptance of the Town of Fort Frances Child Care Programs audited financials for the year ended December 31, 2017 and authorize payment of the BDO Canada LLP invoice in the amount of \$3,234.06.

Town of Fort Frances
Child Care Department
For the year ended December 31, 2017

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Tel: 807 274 9848
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www.bdo.ca

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

Independent Auditor's Report on Statement of Revenue and Expenses

To the Council of the
Town of Fort Frances

We have audited the accompanying Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2017, and notes, comprising the significant accounting policy and other explanatory information. The Statement of Revenue and Expenses has been prepared by management based on the basis of accounting described in the significant accounting policy attached to the Statement of Revenue and Expenses.

Management's Responsibility for the Statement

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial information in the Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2017, is prepared, in all material respects, in accordance with the basis of accounting described in the significant accounting policy attached to the Statement of Revenue and Expenses.

Basis of Accounting

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

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Fort Frances, Ontario
April 25, 2018

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

For the year ended December 31

2017

Revenue

Government transfers - operating - Fort Frances Children's Complex	
- Core service delivery (Note 2)	\$ 545,791
- Fee subsidy (Note 2)	300,816
- Provincial wage enhancement (Note 2)	43,146
- Best start hub (Note 2)	106,687
- Day care resource teacher (Note 2)	102,297
	<u>1,098,737</u>
User fees	407,992
Other revenue	<u>9,370</u>
Total revenue	<u>1,516,099</u>

Operating Expenses

Fort Frances Children's Complex	
Advertising	548
Audit	2,805
Accounting and bookkeeping	30,300
Buildings and yard - rental costs and utilities	52,339
Buildings and yard - other	6,288
Training and development	7,878
Equipment and leases	1,954
Events and activities	5,573
Food and meals	76,447
Insurance	1,867
Office supplies and expenses	4,726
Telephone and internet	2,335
Repairs and maintenance	13,699
Teaching supplies	17,328
Memberships, licenses and extended school purchases	2,320
Salaries, wages and benefits	1,096,919
Vehicle expenses	587
	<u>\$ 1,323,913</u>

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

For the year ended December 31 **2017**

Operating Expenses (continued)

Carried forward **\$ 1,323,913**

Best Start Hub	
Advertising	152
Accounting and bookkeeping	3,550
Buildings and yard	4,499
Events and activities	1,502
Food and meals	1,457
Insurance	230
Office supplies and expenses	803
Telephone and internet	707
Repairs and maintenance	196
Teaching supplies	2,325
Salaries, wages and benefits	96,048
Vehicle expenses	246

111,715

Day Care Resource Teacher	
Accounting and bookkeeping	2,550
Training and development	3,681
Office supplies and expenses	143
Telephone and internet	1,212
Teaching supplies	2,552
Memberships and licenses	240
Salaries, wages and benefits	103,073

113,451

Total operating expenses **1,549,079**

**Capital expenses capitalized for Town of Fort
Frances accounting purposes**
 Fort Frances Children's Complex

69,560

Total department expenses **1,618,639**

Deficiency of revenue over expenses **\$ (102,540)**

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

December 31, 2017

2. Schedule of Government Transfers

	Core service delivery	Fee subsidy	Provincial wage enhancement	Best start hub	Day care resource teacher
Base funding	\$ 545,791 \$	300,816 \$	45,516 \$	104,212 \$	102,297
Other funding	-	-	-	2,475	-
Estimated recovery	-	-	(2,370)	-	-
Revenue reported on the statement of revenue and expenses	\$ 545,791 \$	300,816 \$	43,146 \$	106,687 \$	102,297



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

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



April 26, 2018

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

Attention: Ms. Laurie Lindberg

Invoice **89362969**

Electronic Banking Account No. 151360322599

HST Registration No. 131585366RT0043

For Professional Services

Preparing and auditing the Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2017, as required by the Rainy River District Social Services Board.

\$2,700.00

Administration, technology and disbursement fee:

162.00

Our Fee	\$2,862.00
HST	372.06
Total	\$3,234.06

Please make cheques payable
To:
BDO Canada LLP

**BDO is pleased to offer you
electronic bill payment**
For more information, visit:
<http://www.bdo.ca/electronic-payment>

Accounts are due when rendered

Interest at 1.00% per month (12.00% per annum) will be charged on accounts over 30 days

1825-KFF3035-4



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/61**

TO: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: May 2, 2018
SUBJECT: Ontario Regulation 284/09 – Budget Matters

BACKGROUND

The Town of Fort Frances is required under the Ontario Regulation 284/09 (O. Reg. 284/09) to report on whether amortization expenses, post employment benefits and solid waste landfill closure and post-closure expenses are included in the budget. The purpose of this report is to explain Ontario Regulation 284/09 and illustrate the impact on the 2018 budget if all these expenses had been included.

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

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

The regulation requires that the report contain information regarding:

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

Financial Impact

The Town of Fort Frances developed its 2018 Operating Budget excluding only amortization. The budget this year includes annual post-employment benefits for fire fighters and solid waste landfill closure and post-closure expenses.

- 1) The 2018 Operating Budget does not include expense for the amortization of its tangible capital assets estimated in the sum of \$4,473,900.00 as shown in ***Schedule 3*** attached to this report. However, the Capital budget includes Contributions from Reserve Funds in the amount of \$2,134,161 (\$2,640,719 less FGT \$506,558) for capital asset replacement as shown in ***Schedule 2*** attached to this report.

- 2) The 2018 Operating Budget includes the estimated cost of the post employment benefit expenses incurred in the current year for any retirees resulting from the 2011 firefighter arbitration award. The Town engages Morneau Shepell to provide a post-retirement non-pension benefits actuary report providing an accounting valuation. The post-retirement liability continues to be an unfunded liability.
- 3) The 2018 Operating budget includes the current year expense for landfill closure and post-closure expense, which is estimated at \$23,360. In 2012 EBA Engineering Consultants Ltd. completed a review of our landfill to determine the remaining life of the permitted landfill footprint and provided an update of the closure and post closure liabilities for the site. The Post Landfill Closure Reserve Fund as at December 31, 2017 was \$641,958.65 and estimated to have a closing balance of \$764,242.91 at December 31, 2018.

Schedule 1 to this report provides an analysis of the impact on the 2018 Budget with the inclusion of the above noted expenses.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Ontario Regulation 284/09 – Budget Matters disclosure report as presented for the 2018 Operating Budget.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Ontario Regulation 284/09 disclosure report for the 2018 Operating Budget as presented.

Schedule 1
2018 BUDGET
PSAB 3150 RECONCILIATION

Revenues

General Operating	\$22,324,295
Water Operating	2,808,219
Sewer Operating	2,579,930
Capital	8,187,424
	<u>35,899,868</u>
Less	
Transfers to Capital from other Funds ¹	(3,547,845)
Transfers to Capital from other Funds ¹	0
Transfers to Operating from other Funds ¹	0
Federal Gas Tax Recognized from Deferred Revenue	579,653
MTO Gas Tax Recognized from Deferred Revenue	0
Prior Year's Surplus	0
Proceeds from Long-Term Debt ²	0
Total Revenues	<u>\$32,931,676</u>

Expenses

General Operating	\$22,324,295
Water Operating	2,808,219
Sewer Operating	2,579,930
Capital	8,187,424
	<u>35,899,868</u>
Less	
Transfers from Operating to other (Reserve) Funds ³	1,517,729
Transfer from Water & Sewer to other Funds ³	616,432
Prior Year's Deficit	
Capital Expenses	(8,187,424)
Debt Principal Repayments ⁴	438,282
Total Expenses	<u>\$30,284,887</u>

Annual Surplus, before exclusion \$2,646,789

Excluded Expenses

Amortization of Tangible Capital Assets	4,473,900
Post Employment Benefits	0
Solid Waste Landfill Closure & Post-closure Expenses	0
Total Excluded exclusions	<u>\$4,473,900</u>

Annual Surplus (Deficit), after excluded Expenses -\$1,827,111

NOTES

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

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

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

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

Schedule 2
2018 Projected Reserve Funds

Account Name	G/L Account #	Reserve Fund Balance as at December 31, 2017	Estimated Interest Earned	Contributions to Reserve Funds	Reserve Fund Contributions to Capital/General	Estimated Reserve Fund Balance as at December 31, 2018
Museum Projects	30-002-0000-0810-20805	60,756.59	1,093.62			61,850.21
Handi-Transit MTO Gas Tax	30-002-0000-0810-20809	14,196.93	255.54			14,452.47
Children's Complex Projects	30-002-0000-0810-20811	65,299.04	1,175.38			66,474.42
Daycare/Toy Library Donations	30-002-0000-0810-20812	2,717.24	48.91			2,766.15
Parks & Cemeteries Projects	30-002-0000-0810-20823	50,402.22	907.24			51,309.46
Public Library & Technology Centre	30-002-0000-0810-20827	211,160.69	3,800.89			214,961.58
Sister Kennedy Centre Projects	30-002-0000-0810-20832	21,617.86	389.12			22,006.98
Post Landfill Closure	30-002-0000-0810-20851	641,958.65	11,555.26	110,729.00		764,242.91
Waterworks & Sanitary Sewer	30-002-0000-0810-20860	4,804,825.43	86,486.86	598,450.00		5,489,762.29
Watermeter Replacement	30-002-0000-0810-20870	95,152.73	1,712.75	17,982.00		114,847.48
Townshend Theatre	30-002-0000-0810-20871	113,264.45	2,038.76	7,000.00	(11,000.00)	111,303.21
Corporate Vehicles/Equipment	30-002-0000-0810-20874	819,668.40	14,754.03	150,000.00	(505,341.00)	479,081.43
Corporate Building	30-002-0000-0810-20875	1,892,156.07	34,058.81	450,000.00	(544,204.00)	1,832,010.88
Corp. Projects Reserve	30-002-0000-0810-20876	2,369,017.51	42,642.32	800,000.00	(1,882,647.00)	1,329,012.83
Corporate Contingency	30-002-0000-0810-20877	1,272,157.14	22,898.83			1,295,055.97
Federal Gas Tax Reserve	30-002-0000-0810-20878	72,160.96	934.45	506,557.59	(579,653.00)	0.00
Tax Rate Stabilization Reserve	30-002-0000-0810-20880	0.00				0.00
		12,506,511.91	224,752.77	2,640,718.59	(3,522,845.00)	11,849,138.27
Library Building	30-002-0000-0811-20828	423,735.79	7,725.00		(25,000.00)	406,460.79
		12,930,247.70	232,477.77	2,640,718.59	(3,547,845.00)	12,255,599.06

Clinic Financing Loan	311,110.56	244,443.84
Solar Panel Project Loan	119,920.97	90,535.29
Federal Gas Tax	72,160.96	-
Corporate Reserve Funds	6,892,180.57	5,694,587.79
Library/Technology Reserve Funds	634,896.48	621,422.37
Waterworks/Sanitary Sewer Reserves	4,899,978.16	5,604,609.77
	<u>12,930,247.70</u>	<u>12,255,599.06</u>

Reserve Funds Allocation

2018	Corporate Vehicles/ Equip	Corporate Buildings	Corporate Projects	Library & Tech Centre	Townshend Theatre	Federal Gas Tax	Total
Gen Government			215,500				215,500
Fire			182,009				182,009
Police Services Board							-
PW Building/General		35,000	8,763			62,250	106,013
PW Lg Equipment	330,000						330,000
Roads			433,134			517,403	950,537
Connecting Link			206,703				206,703
Sidewalks			351,615				351,615
Streetlight Poles			207,000				207,000
Airport	42,000						42,000
Parks/Cemetery	46,750	270,000	22,000				338,750
Waste Management			75,000				75,000
Children's Complex							-
Handi-van							-
Memorial Sports Centre	47,794	128,900	45,000				221,694
Recreation	10,000	56,000	56,000				122,000
Townshend Theatre					11,000		11,000
Sunny Cove							-
Library & Technology				25,000			25,000
Museum		27,405					27,405
Sorting Gap Marina							-
Planning & Development			9,923				9,923
Animal Shelter							-
Civic Centre	28,797	26,899					55,696
Market Square Project			70,000				70,000
Sanitary Sewer Projects							-
Waterworks Projects							-
Totals	505,341	544,204	1,882,647	25,000	11,000	579,653	3,547,845

Schedule 3
Amortization Budget

Department	Budget Distribution 2016 Amortization	Audited Actual 2016 Amortization	Budget Distribution 2017 Amortization	Audited Actual 2017 Amortization	Budget Distribution 2018 Amortization
General Government	125,000	123,676.79	125,000	148,213.58	164,300
Fire	40,000	36,675.10	40,000	71,848.05	86,100
Protective Inspection/Control	10,000	7,812.66	8,000	7,970.95	7,900
PW Admin/Buildings & Yards	12,500	14,990.70	15,000	19,512.02	20,500
Roads - Paved	1,240,000	1,288,546.41	1,300,000	1,326,858.19	1,341,000
Roads - Unpaved	47,000	46,584.56	47,000	42,636.08	42,700
Roads Structures	25,000	22,824.63	25,000	22,022.12	22,100
Roads - Winter Control	30,000	40,199.61	40,500	45,388.27	56,400
Sidewalks	235,000	234,867.42	235,000	245,708.79	256,500
Handi Transit	14,500	11,914.66	15,000	19,163.38	20,500
StreetLighting	107,500	106,426.00	107,500	108,191.75	114,200
Air Transportation	67,000	75,463.39	76,000	77,264.81	79,400
Urban Storm Sewer	165,000	166,911.92	167,000	170,362.03	180,400
Rural Storm Sewer	2,300	2,406.65	2,500	2,601.57	2,600
Waste Diversion (Recycling)	16,000	14,172.85	15,000	15,670.17	15,700
Cemeteries	12,000	8,856.69	9,800	8,445.74	8,500
Social & Family Serv	70,000	70,477.25	71,000	88,067.32	92,000
Parks	48,000	47,235.17	48,000	55,562.42	69,200
Recreation	285,000	294,404.48	300,000	310,060.12	322,900
Library	175,000	160,577.50	162,500	165,552.80	168,700
Cultural Services	82,000	83,657.99	85,000	81,706.76	85,300
Planning & Development	50	-	-	-	-
Building Inspection Services	200	199.32	200	315.63	1,200
Sanitary Sewer Collection	190,000	189,193.83	190,000	177,159.57	184,800
Sanitary Sewer Treatment Plant	281,220	375,626.01	400,000	487,550.19	490,400
Water Treatment Distribution	305,000	318,072.32	325,000	333,233.72	344,300
Water Treatment Plant	274,730	285,699.07	290,000	294,809.26	296,300
	3,860,000	4,027,472.98	4,100,000	4,325,875.29	4,473,900



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/64**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 8, 2018
SUBJECT: Doug Brown, CAO – NOMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$67.00 for attendance at the NOMA Conference held in Kenora, ON from May 2 - 4, 2018, as submitted by Doug Brown, CAO.

Conference Expenses

1. Meals	\$ 52.00
2. Per Diem (1 1/2 days)	<u>15.00</u>
Total Travel Expense Claims	<u>\$ 67.00</u>

The travel expense claim is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$67.00 as submitted by Doug Brown, CAO for his attendance at the NOMA Conference held in Kenora, Ontario from May 2 - 4, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$67.00 as submitted by Doug Brown, CAO for his attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	NOMA - KENORA (Spring Conference)							
	Location (Facility and City)	Clarion Lakeside Kenora, Ontario							
	Dates	May 2, 3 & 4, 2018							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	LISO's Kathy's Visa			131.65	131.65			263.30
	Transportation								
	Breakfast					/	/		
	Lunch				17.00	/	/		17.00
	Dinner				35.00	/	/		35.00
	Per Diem				5.00	10.00			15.00
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason	39.53 litres Kenora (to/from)				Total
	Mileage Claimed	KM x CRA rate =							n. a.
6.	Approved					Total Expenses		680.30	
						Advance Received		0	
						Balance Claimed		67.00	
						Balance Refunded		67.00	

330.30
350.00
680.30

The agenda must be attached to process payment

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

Date May 4/18

Doug Brown
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

		10-020-0262-150071531	
Date	Treasurer	A / P	Cashier


**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327459

Date: 5/4/18

Room: 304 GROUP~

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 6:20 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: jouel

Total Balance Due: 0.00

Brown, Doug

NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#304 Brown, Doug	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#304 Brown, Doug	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Visa Payment		(263.30)
		XXXXXXXXXXXX1403	

Folio Summary 5/2/18 - 5/4/18

Room Charge	230.00
Destination Marketing Fee	3.00
HARMONIZED SALES TAX	30.30
Visa Payment	(263.30)
Balance Due:	0.00

This rate is not eligible for partner rewards.

GST824199590

x



10.020 0262 1500 71531

NOMA Annual General Meeting 2018

MAY 02 ^{WED} 2018 @ 2:00 PM - MAY 04 ^{FRI} 2018 @ 12:00 PM

Wendy Brunetta
klawson@fortfrances.ca

Clarion Lakeside Inn &
Conference Centre

470 1st Avenue
Kenora, ON P9N 1W5

Event Host
Kristen Oliver, Executive Director
NOMA
807 683 6662

Payment Status
PayPal - PAID

Order Total: \$2,450.00

We'll scan this when you check in!



EJ867U94T

Payment Summary

Fee	1 Wendy Brunetta - Full Conference- Member/Ministry	\$350.00
Fee	1 Roy Avis - Full Conference- Member/Ministry	\$350.00
Fee	1 Ken Perry - Full Conference- Member/Ministry	\$350.00
Fee	1 Doug Kitowski - Full Conference- Member/Ministry	\$350.00
Fee	1 June Caul - Full Conference- Member/Ministry	\$350.00
Fee	1 Paul Ryan - Full Conference- Member/Ministry	\$350.00
Fee	1 Doug Brown - Full Conference- Member/Ministry	\$350.00

**Total \$2,450.00
CAD**

10-020 0262 1500 71531
D. Brown \$350.00

EJ867U94T

KEY TO THE HIGHWAY
NETWORK
IMPERIAL OIL

FORT FRANCES CARDLOC
505 MCIRVINE RD.
FORT FRANCES ON
P9A 3X7 CAN
UOL CORRECTED TO 15C

ATE: 05-04-18 12:32

ITE: 55340 - 519411

EV TO THE HIGHWAY
ARD#: XXXXXXXXXXXXXXX617317
UJH #: 044588
RANS #: 7554

OPT: 1 HOSE#:
RODUCT: ETHANOL REG 5
TRACTOR
ITRES: 39.53

THANK YOU

10.020 0262 1500.
71531



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/67**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 8, 2018
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Card expenses related to a luncheon meeting with M. Martel, Resolute Vice-President Operations on April 6, 2018 as submitted by Doug Brown, CAO.

The Entertainment Expense is in compliance with Town of Fort Frances Travel Policy Number 3.11.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Purchase Card expense claim in the total amount of \$72.80 as submitted by Doug Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations on April 6, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee to approve the purchase card expense claim in the total amount of \$72.80 as submitted by Doug Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations on April 6, 2018.

April 6/18 to May 7/18

Due to A/P on May 22, 2018

Transaction Date	Posting Date	Reference Number	Merchant Name	Merchant City	Prov/St	Amount
2018/04/06	2018/04/09	74064498097820131500430	LA PLACE RENDEZ-VOUS	FORT FRANCES	ON	\$72.80
DOUG BROWN Total						\$72.80

TOWN OF FORT FRANCES - SCHEDULE "C"
TRAVEL ADVANCE REQUEST

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

TOWN OF FORT FRANCES - SCHEDULE "D"
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM

Name DOUG BROWN	Date APRIL 6, 2019
Names, Position, and Organization of Individuals Being Entertained	
1. ROY AVIS - MAYOR	
2. TANNIS DRYSDALE - RRFOC	
3. MICHAEL MARTEL - RESOLUTE VICE PRESIDENT OPERATIONS	
4.	
Purpose of Entertainment UPDATE FROM RESOLUTE ON THE CURRENT STRATEGIES BEING EMPLOYED TO ADDRESS THE EXISTING PULP & PAPER ASSETS & ASSOCIATED PROPERTIES LOCATED WITHIN OUR COMMUNITY.	
Amount Claimed \$72.80	G/L # 10-020-0240-1500-71532
Treasurer Signature	Date APRIL 6, 2018

An itemized receipt must be attached to process payment

~~G/L #~~ 10-020-0240-1500
-71532

AGENDA ITEM #7.6



La Place

RENDEZ-VOUS

DINING. LOUNGE. PATIO.

1201 Idylwild Drive
Fort Frances, ON P9A 3M3
Phone: (807) 274-9811
rendezvoushotel.com
GST # R10447667

Server: Andrew
Table 15/1
Guests: 4

04/06/2018
1:11 PM
30005

CUP OF SOUP	5.25
1/2 CAESAR	7.00
CLASSIC	12.00
wild rice	1.00
wild rice	1.00
Add Cheese	1.25
EXPRESS LUNCH	12.00
Full Sandwich	
Add guacamole	1.00
Add guacamole	1.00
EXPRESS LUNCH	12.00
Full Sandwich	
Add guacamole	1.00
2 COFFEE (@2.75)	5.50
Subtotal	60.00
HST Tax	7.80
Total	67.80
Balance Due	\$67.80
U.S. U.S1.2	56.50

ROOM# _____

Tip : _____

TOTAL : _____

SIGNATURE : _____

NAME: _____

Please Pay Server at Table

Date: May 7th, 2018

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Amendment to User Fee By-Law #54/17.

The By-Law Enforcement Department has found that a fee is missing in the User Fee By-Law #57/14. The fee that is missing is the impoundment daily fee that is used for vehicle, trailers and boats. This fee is from the Traffic Control By-Law #21/14 and is use within the contract for users of the Sorting Gap Marina.

This fee is used when By-Law Enforcement Officers have to tow a vehicle. The vehicle is towed and placed at Public Works in an area designated as our impound lot. The vehicle stays in our impound lot until it is claimed by the owner, or until such a time as the Repair and Storage Liens Act timelines expire. The current rate that is supposed to be in effect is \$100.00/day fee that is applied as long as the vehicle is in our impoundment lot. This is similar to the towing and impoundment rates that are used at the Sorting Gap Marina for boats illegally parked at our docks.

The Proposed User Fee By-Law Amendment would read as follows:

2.18 Impoundment Fee – Vehicle, Trailer or Boat \$100.00/day.

The Planning & Development Executive Committee is recommending that Council approve the amendment to the User Fee By-Law #54/17 and authorize an amendment by-law be prepared for signing by Mayor and Clerk.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: approve the amendment to the User Fee By-Law #54/17 and authorize an amendment by-law be prepared for signing by Mayor and Clerk.

Date: May 7th, 2018

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Correspondence dated April 9, 2018 from the Township of Baldwin to Members of Parliament, House of Commons re; Cancellation of Bill C71.

At their regularly scheduled meeting on Monday May 7th, 2018, the Planning & Development Executive Committee was referred correspondence dated April 9, 2018 from the Township of Baldwin to Members of Parliament, House of Commons re; Cancellation of Bill C71.

The Planning & Development Executive Committee reviewed the letter and has determined that this matter does not pertain to Planning & Development and that the matter is best suited for consideration by the Police Services Board, as this Board has the jurisdiction in regards to firearms legislation within the Municipality.

Therefore, with this stated, The Planning & Development Executive Committee is recommending that Council refer this item to the Police Service Board for their consideration.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

<p>Council approval of this report will: refer this item to the Police Service Board for their consideration.</p>
--

Date: May 9, 2018

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: Sewer and Water installation rate for consideration into Community Improvement Plan

At the April 23rd, 2018 Council meeting a resolution was passed for Report No. 4 from T. Rob, Manager of Operations and Facilities to approve the recommendation of Administration that the Operations and Facilities Division continue to charge time and materials for the installation of sewer and water services. That being the most fair and equitable method and refer the matter of installation to the Planning and Development Executive Committee for a program to be considered of inclusion for sewer and water rate into the Community Improvement Plan.

When considering the installation of sewer and water for a replacement into a property, the Planning and Development division considers the Residential Renovation and Rebuild Grant a great opportunity for the public to receive rebates for improvement to property value. The Revitalization Grant has certain criteria to be met to allow for application. The criteria needed to apply includes:

PROGRAM REQUIREMENTS:

- The full property must be residential
- The property must be located on existing water and sewer services.
- Landfill cost rebates are eligible for the demolition on a residential property if the intent is to rebuild within two years, the application can be approved at the time that a building permit is issued.

The Revitalization Grant has a listing of Services Eligible for Rebate which are listed but not limited to:

Services Eligible for Rebate:

- Tipping fees
- Grade set fee
- Fees for services connect
- Driveway crossing approach/entrance fees
- Printing of maps as may be required
- Some application fees for a:
 - Minor Variance
 - Consent
 - Agreements such as
 - Easement
 - Encroachment
 - Other as may be required

- Building Permit Fees:
 - Construction
 - Renovation
 - Alteration
 - Repair
 - Demolition
 - Plumbing

An area for improvement for the Revitalization Grant would be to list the installation of water and sewer as an eligible rebate for the program. It is now accepted as a rebate option but not listed in the application.

The Revitalization Grant has been available for residents of Fort Frances since 2012. The average applications received per year has been *six* applications. The average completion of those accepted applications is only *three per year*. In early 2018, Economic Development Executive Committee and the Planning and Development Division reviewed the Revitalization Grant and made slight changes making the application shorter and easier to apply for. The brochure was updated, and the hope was for a better number of applicants and completed grants. With the 2018 building season now underway, more applications have been given out, but it is still too early in the year to determine if grants will be completed.

The Community Improvement Plan was last modified and adopted in 2008 by the Town of Fort Frances Council. The Revitalization Grant is part of the Town's CIP and with some additional information provided in the application, may increase the number of grant applications if sewer and water installation is listed as a potential rebate.

Administration recommends revising the Residential Revitalization Grant application list sewer and water installation to be included in the rebate eligibility, for part of the \$2000.00 rebate. Residence of the Town must complete an application for the grant and obtain a building permit for the sewer and water installation.

At the May 7, 2018 Planning and Development Executive Meeting, the committee's recommendation was to advertise the Revitalization Grant in 2018 to include sewer and water installation and list the sewer and water installation as an eligible rebate to the Revitalization Grant. The Town's Community Improvement Plan already includes the Revitalization Grant which benefits residence of the Town. By advertising and listing the sewer and water installation fees as an eligible rebate, will benefit the Town as a whole.

Respectfully submitted,

Original Signed By

Tyson Dennis
Chief Building Official/Municipal Planner

Council approval of this report will: approve to advertise the Revitalization Grant in 2018 to include sewer and water installation and list the sewer and water installation as an eligible rebate to the Revitalization Grant.

Date: May 8, 2018

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: Durbin Property McIrvine Road Driveway Access

Planning and Development department had a letter submitted and referred from Council regarding property owned by the Durbin's on McIrvine Road. I have provided a map to this report showing the property. The Durbin's have requested to have a private driveway entrance to be placed off the old road allowance known as "Balsam Street". The entrance has been requested to be roughly 350 feet off McIrvine Road. The Durbin's wish to have the access off Balsam Street to allow a quieter access point to their property where they plan to build a single-family dwelling in the future.

There is a road closure gate installed roughly 75 feet down "Balsam Street" from McIrvine Road, restricting this area to Town employees only and in winter months access to Ontario Federation of Snowmobile Club. The road is not maintained to any standard at this time. Operations and Facilities department does not agree with a private entrance being granted from a closed road allowance.

The matter was discussed at the Planning and Development Executive Committee meeting on May 7, 2018. The Committee agreed property entrances should remain on designated roadways and should not be on the closed road allowances. Balsam Street is not a maintained roadway and has a gate stopping vehicular traffic other than Town employees checking Town's infrastructure.

Respectfully submitted,

Original Signed By

Tyson Dennis
Chief Building Official/Municipal Planner

Council approval of this report will: deny the request of a private driveway entrance to be located on the closed roadway of "Balsam Street". A private entrance shall be applied for through Public Works and be installed off the fronting roadway "McIrvine Road" if the property owners request an entrance to the property known as RP 48R1346 PART 1 PCL 21949.



Durbin Property

Dump Road

Driveway Request

McIrvine

May 9, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letter from Lori Drennan RE Frozen Water Line

At the April 23, 2018 meeting of Council, a letter from Ms. Lori Drennan regarding billing for frozen water line from February was referred to the Operations and Facilities Executive Committee. Attached to this report is a summary of the work completed and forms making up the work requisition process.

It has been the practice for numerous years that the first time, annually, that a water service freezes the Town will thaw it at no cost to the property owner, the second or subsequent time the line freezes, it is the property owner's responsibility to pay for the thawing. This instance both times that the Town was called to thaw the water was on a weekend which results in a higher than normal rate for billing. Per the Town collective agreement any call out of staff is a minimum of four hours with two staff. The Town user Fee By-Law outlines our call out rates for all staff and vehicles and equipment.

All of our staff, particularly those on the on-call rotation, are well versed at making sure that property owners are aware of the costs associated with our staff coming to undertake work after hours. As noted in Doug Herr's report, it is impossible to know if the water was turned off in the home which lead to the second frozen service.

It is the recommendation of the Operations and Facilities Executive Committee that the billing for thawing the frozen water line on February 18, 2018 remain and that no further action be taken.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that the billing for thawing the frozen water line on February 18, 2018 remain and that no further action be taken.

Manager of Operations and Facilities

2018May Drennan Frozen Water Letter

833 Armit Avenue

Lori Drennan

Re: Frozen Water Service

In receipt of a letter addressed to Council from Lori Drennan regarding thawing of a frozen water service line above the above residence.

First, the information within the letter is accurate, except for turning on their tap to allow the water to flow. There is no way for Town to verify if this happened or not.

The first time the Town thawed the water service, Sunday February 11, 2018 it was determined that the water line was froze within the street which resulted in no charges to the property owner. Since the work of thawing the water service, the second time was also done on Sunday, February 18, 2018 the owner was charged \$426.45, as indicated on the form.

She did sign the Work Requisition form authorizing work to thaw the water service line. This form explains the charges and procedures for thawing water service lines. Also, on the second page of the Work Requisition there is a statement in bold print that clearly states **"**If during the same winter season, the property owner requires the Town to repeat thawing of their water service line, all costs will be paid 100% by the property owner."** This was the case here. See attached Work Requisition (Frozen Waterlines), signed by Owner.

As mention earlier, there is no way for the Town to determine if the water was turned off, by mistake or otherwise prior to the service line freezing the second time.

In view of the information above, she was or should have been aware of the charges for the Town to thaw the water service. Therefore, I am not in favour of having the charges reversed.

Prepared By: Douglas Herr
Environmental & Facilities Superintendent



To Fort Frances Town Council,

On Feb. 11 2018 our waterline at 833 Armit Ave. froze, we called Public Works and the crew came and thawed the line. It was determined at that time that the line was frozen on town property. The crew left instructions that a tap should be left running at about a pencil stream. We were also informed that if the line froze again there would be a charge to thaw it. We set a tap at the recommended flow and exactly one week later on Feb. 18 the line froze again on town property, we explained to the crew that we had a tap running and it froze again, the crew recommended increasing the flow, we now have two taps running and have not had any further issues. We have received a bill in the amount of \$426.45 we find it difficult to understand why such an extraordinary amount has been billed to us for an issue that clearly is not on my property but is on town property. We do understand that there are costs involved to the town to have crews on call as well as equipment costs, but to bill such a large amount for the time involved and again the issue is on town property not ours is wrong and uncalled for, as tax paying citizens we have contributed to payment of these services through taxes. We believe this charge should be reversed, thank you for your consideration of this issue.

Lori Drennan

Tyler Reinson

TOWN OF FORT FRANCES

**WORK REQUISITION
(FROZEN WATERLINES)**

DATE Feb 18/18

TIME 7:44 AM

PHONE # 274-6246

NAME OF PERSON REQUESTING WORK TYLER REINSON

NAME OF OWNER SAME

ADDRESS 833 ARMIT AVE

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:

THAW FROZEN WATERLINE 166.95

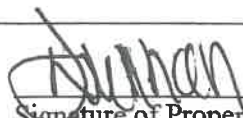
cell @ 275-6300

50-080-0832-0430-40595

~~no bid~~

4 hour call out @ 426.45 no hist.

Date


Signature of Property Owner or Authorized Rep.

Print Name of Owner or Authorized Representative

Work Order Prepared By: T. LAW

Work Carried Out By: GEORGE BRUYERE

TOWN OF FORT FRANCES WATER SERVICE MAINTENANCE AUTHORIZATION

It is understood that the property owner is responsible for that portion of the line, which is on private property.

CHARGES:

1. The standard charges for work performed during regular working hours:
 - a) **\$166.95/hr** (includes 2 employees @ \$43.25/hour each, DBH thawing machine with ¾ ton truck @ \$80.45/hour).
2. Minimum charges for one (1) hour overtime:
 - a) **\$210.15/hr** (includes 2 employees @ \$64.85/hour each, DBH thawing machine with ¾ ton truck @ \$80.45/hour).
3. Minimum charges for any callout after regular working hours or on weekends:
 - a) **\$426.45** - Four (4) hours labour for each of two (2) employees (4 x 2 x \$43.25 = \$346.00), equipment, (DBH thawing machine with ¾ ton truck) @ \$80.45/hour.
4. Minimum charges on a statutory holiday:
 - a) **\$ 772.45** - Eight (8) hours labour for each of two (2) employees (8 x 2 x \$43.25 = \$692.00), equipment, (DBH thawing machine with ¾ ton truck) @ \$80.45/hour.

****If during the same winter season, the property owner requires the Town to repeat thawing of their water service line, all costs will be paid 100% by the property owner.**

PROCEDURES:

The following procedures are to be followed for thawing frozen waterlines;

- a) That the Town first try thawing from the house to curb stop at the property line. If successful the property owner or tenant would pay 100% of all costs.
- b) If the Town was unable to make a proper current flow connection at the curb stop or if the Town was unable to locate the curb stop, the Town would then try thawing from the house to the watermain. If successful the property owner would pay 50% of all costs.
- c) If the Town make proper current flow connections between the house and the curb stop and are unable to thaw the line, the Town would then try thawing from the house to the watermain. If successful the Town would absorb all the cost with no costs going to the property owner or tenant.
- d) If it is determined that the problem is correctable, the service will be scheduled for remedial work the following summer.

TOWN OF FORT FRANCES

PRIVATE WORK REPORT FORM

DATE Feb 19 2019 TIME 9:00 am -

Explain in detail (identify procedures followed to resolve frozen water line):

Thread from CB at 933 to the wire at 837
two cables
20 min.

If callout - Received by:

Irish

- Work done by:

Jay & Travis

To be filled out by Superintendent:

Bill to be issued: Yes ☒ No ☐Remarks of Foreman or Superintendent BILL OWNER - 4HR CALLOUT- SECOND TIME - DBH MACHINEJ.H.

TOWN OF FORT FRANCES

PRIVATE WORK REPORT FORM

DATE Feb 11/18 TIME 3:30 PM - 5:30 PM

Explain in detail (identify procedures followed to resolve frozen water line):

Thawed Frozen Water - 2 cables from
C/s at 833 to Thaw Wire at 837.
Good connection, thawed in 25 min.

If callout - Received by: G. Wiedenhoeff
- Work done by: G. Wiedenhoeff / J. Bruyen

To be filled out by Superintendent:

Bill to be issued: Yes _____ No ✓Remarks of Foreman or Superintendent J.H.

May 14, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Letters from Ms. Gurski's Grade 5 Class Referred to the Operations and Facilities Executive Committee

At the April 23 meeting of Council, letters from Ms. Artina Gurski's grade 5 class from St. Francis were referred to the Operations and Facilities Executive Committee. At the May 9, 2018 meeting of the Operations and Facilities Executive Committee the matter was discussed whereby it was recommended that the Operations and Facilities Executive Committee would write a letter to the class outlining our current recycle programs, our inability to prohibit the sale and use of plastic water bottles within the Town of Fort Frances and further asking that the members of the class put together an informational brochure to be inserted into a run of the water bills to spread awareness to the Town of Fort Frances Residents.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will ensure that the attached letter be sent to Ms. Artina Gurski's grade 5 class from St. Francis in response to their letters to Council and further that an informational sheet produced by the class be inserted into an upcoming water billing.

2018May Plastic Water Bottles Letter Report to Council

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

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

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

Community Service Division
Phone: (807)274-4561
Fax: (807)274-3799

Email: town@fortfrances.ca
www.fortfrances.ca



May 15, 2018

Ms. Artina Gurski
Grade 5 Class
St. Francis School
675 Flinders Avenue
Fort Frances, ON

Dear Ms. Gurski

On May 9, 2018 the Town of Fort Frances Operations and Facilities Executive Committee considered the letter that were written to Council from your class. The committee wanted to take a moment to outline the recycle programs that the Town of Fort Frances offers to help collect and process recyclable materials such as plastic including water bottles.

The Town of Fort Frances operates both a curbside blue box collection program where we pick up mixed recycling, referred to as co-mingled, at each residence throughout the Town on a bi-weekly schedule. This material is hauled to our recycle transfer station where it is loaded into a compactor. This compacted co-mingled material is then trucked to Winnipeg where it is separated and sent out for further recycle by Emterra Environmental. In addition to the curbside collection the Town operates a public recycle depot where any town resident can, at any time, drop off co-mingled recycling at another compactor which too is sent to Emterra for processing. On average the curbside and depot operations in the Town of Fort Frances collect 419.16 tonnes of material annually which is equivalent to about the weight of 70 elephants.

The Town of Fort Frances, in an effort to reduce the use of single use water bottles, has drinking water fountains where you can fill a reusable bottle at the Lion's park, Legion Park as well as at the Rainy Lake Square. The Memorial Sports Centre, in partnership with the Northwestern Health Unit installed 2 bottle filling stations within that facility in 2017.

Unfortunately, the Town of Fort Frances Mayor and Council can not prohibit the use or sale of bottled water within the Town, however we share in your commitment to ensuring that these materials are properly handled and recycled. We are asking you to put together an informational sheet for the residents of the Town that we can put into every water bill that we send out to spread the word about plastics and recycling within the Town of Fort Frances.

Please contact the Operations and Facilities Division Manager, Travis Rob to coordinate this at 274-9893 or trob@fortfrances.ca

Sincerely,

Paul Ryan, Chairman
Operations and Facilities Executive Committee
Town of Fort Frances

May 9, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Execution of a Funding Agreement – Connecting Link Program Mill Road Overpass Reconstruction

On October 30, 2017 the Town submitted an application for funding under the MTO Connecting Links Program for the reconstruction of the Mill Road Overpass Structure, approaches and related water and storm sewer works. On March 14, 2018 the Town was notified that the project was approved under the MTO Connecting Links Program.

This work was tendered in April of 2018 with tenders closing on May 1, 2018 with construction set to happen through the summer of 2018.

The overpass structure was initially constructed in 1982 where it is common that the 1st rehabilitation work takes place around the 35 year mark, thus this structure is within these timelines.

At this time Council is required to execute the funding agreements

The Operations & Facilities Executive Committee recommends that Mayor and Clerk be authorized to execute the MTO Connecting Links Program funding agreements with the Minister of Transportation for the rehabilitation of the Mill Road Overpass structure and related approach, water and storm sewer works and further that an authorizing by-law be prepared.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that Mayor and Clerk be authorized to execute the MTO Connecting Links Program funding agreements with the Minister of Transportation for the rehabilitation of the Mill Road Overpass structure and related approach, water and storm sewer works and further that an authorizing by-law be prepared.

Manager of Operations and Facilities

2018May Connecting Link Overpass Funding Agreement

May 9, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of RFP 18-OF-05 – Fire Protection and Prevention Services

The Town undertook to retain certified fire alarm and extinguisher service providers to undertake annual fire alarm monitoring and inspection, fire extinguisher checks, and kitchen suppression systems as well as annual inspection of sprinkler systems.

One tender was received from Sunset Protection Systems who has been the Town's contractor for the past four years and has provided good service to the Town through that time. Attached you will find a report from Crystal Tan, Asset Management Plan Coordinator outlining the proposal costs.

It is the recommendation of the Operations and Facilities Executive Committee that:

1. the Town engage Sunset Protection Systems for a term of three years, starting May 18, 2018 with an option to extend for an additional three years for the provision of Fire Protection and Prevention Services.
2. That the Mayor and Clerk be authorized to execute the agreement on behalf of the Town.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that:

- 1. the Town engage Sunset Protection Systems for a term of three years, starting May 18, 2018 with an option to extend for an additional three years for the provision of Fire Protection and Prevention Services.**
- 2. That the Mayor and Clerk be authorized to execute the agreement on behalf of the Town.**

Manager of Operations and Facilities

Date: 2018 May 7th

Report to: Travis Rob, Manager of Operations and Facilities

From: Crystal Tan, Asset Management Plan Coordinator

Subject: R.F.P 18-OF-05, Fire Protection & Prevention Services

The R.F.P for the provision of Fire Protection & Prevention Services to town owned buildings was posted on April 6th, 2018. This service would include for: the monitoring of fire alarms, annual testing and inspection of fire alarms, inspection and maintenances as required for fire extinguishers, inspection and testing of emergency lights and exit signage, bi-annual inspections of kitchen fume hoods and fire suppression systems, and annual inspection of sprinkler systems.

To that end an R.F.P was issued with a view to consolidate all these functions into a three-year agreement will be effective May 15th, 2018. Sunset Protection Systems, Fort Frances responded and submitted a fully completed proposal on May 1st, 2018. Sunset Protection Systems employs fully qualified and Canadian Fire Alarm Association certified employees which include the principle of the company. Due to the nature of the service provided, the R.F.P was structured to allow for a combination of fixed annual pricing and fixed per unit basis pricing. Fixed annual pricing was sought for the monitoring and testing of fire alarms, kitchen equipment and sprinkler systems. Unit pricing was sought for maintenance and testing of emergency lights, exit signages and fire extinguishers. In addition, the RFP sought a fixed hourly labour fee for emergency and non-emergency call out services. The received pricing from Sunset Protection Systems is listed below:

Fire Alarm Monitoring

- 24/7 Annual Fire Alarm Monitoring Fee (Per Building): \$216.00

Fire Alarm Annual Inspection & Testing

- Town of Fort Frances Civic Administration Building (Civic Centre): \$389.00
- Memorial Sports Centre: \$589.00
- Fort Frances Children's Complex: \$229.00
- Operations & Facilities Public Works Building: \$249.00
- Fort Frances Water Treatment Plant: \$289.00
- Fort Frances Library Technology Centre: \$289.00
- Fort Frances Museum: \$239.00

Bi-Annual Kitchen Suppression System Inspection (Per Inspection)

- Children's Complex: \$115.00
- Memorial Sports Centre Auditorium: \$115.00
- Memorial Sports Centre Snack Bar/Canteen: \$115.00
- Sister Kennedy Seniors Centre: \$115.00

- Sunny Cove Camp, Russell Hall: \$115.00

Annual Sprinkler System Inspection(In Partnership with Vipond)

- Memorial Sport Centre: \$1254.00

Unit price for annual inspection of Emergency Lights, Exit Signages and Fire Extinguishers per device

- Unit pricing for Emergency Lights inspection per device: \$4.00
- Unit pricing for Exit Signages inspection per device: \$4.00
- Unit pricing for Fire Extinguishers per device: \$5.00

Unit price for six-year maintenance of common fire extinguishers per device

- 5lb ABC Dry Chemical Fire Extinguisher: \$ 18.95
- 10lb ABC Dry Chemical Fire Extinguisher: \$28.95

Unit price for twelve-year hydrostatic testing of common fire extinguishers per device

- 5lb ABC Dry Chemical Fire Extinguisher: \$15.95 + Recharge \$15.95
- 10lb ABC Dry Chemical Fire Extinguisher: \$15.95+ Recharge \$25.95

Hourly rate for Non-Emergency Service: \$70.00

Hourly rate for Emergency Service: \$70.00

All dollar values shown above are subject to the addition of HST.

All service, inspections tests or repairs completed by Sunset Protection Systems are provided with detailed reports as required by NFPA and the Authority Having Jurisdiction.

It is the recommendation of this office that in keeping with the preferences stated in the Town of Fort Frances Procurement Policy the contract be award to Sunset Protection Systems of Fort Frances.

Respectfully Submitted

Crystal Tan

Asset Management Plan Coordinator

May 9, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Clean Water Wastewater Funding Agreement Amendment – Nelson

In January 2018 a scope change was proposed to the Town's Clean Water Wastewater Funding being utilized for the 2017 Second Street Reconstruction. Due to the costs coming in well under budget the Town was utilizing only a portion of the available funding. The scope change was to account for surface coarse paving to be completed on Second Street in 2019 as well as to reallocate the \$222,636.09 in unutilized funding to the 2017 Nelson Street Reconstruction project. The Town was successful in securing the scope change.

Attached to this report you will find an amended transfer payment agreement including the Nelson Street Project. A claim for incurred expenses was filed in March 2018.

It is the recommendation of the Operations and Facilities Executive Committee that the Town execute the amendment to the transfer payment agreement with the Minister of Infrastructure and further that the Mayor and Clerk be authorized to bind the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that the Town execute the amendment to the transfer payment agreement with the Minister of Infrastructure and further that the Mayor and Clerk be authorized to bind the corporation.

Manager of Operations and Facilities

2018May CWWF Amendming Agreement - Nelson Street

**CLEAN WATER AND WASTEWATER FUND (ONTARIO)
TRANSFER PAYMENT AGREEMENT AMENDMENT No. 2**

BETWEEN :

Her Majesty the Queen in right of Ontario
as represented by the Minister of Infrastructure

(the "Province")

- and -

the Recipient

BACKGROUND

The Government of Canada has approved the requested Scope Change(s) under the Clean Water and Wastewater Fund program. In order to implement this change the Province and Recipient have agreed to amend the Agreement.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Parties agree as follows:

1. Capitalized terms used but not defined in this Amending Agreement No.2 have the meanings ascribed to them in the Agreement.
2. Pursuant to section 3.0 of the Agreement, the Agreement is amended as follows:
 - (a) **SUB-SCHEDULE "C.1" PROJECT DESCRIPTION, BUDGET AND TIMELINES** is amending by replacing the project description, budget and timelines with the federally approved scope change(s).
 - (b) **SUB-SCHEDULE "C.2" SUB-PROJECT COST BREAKDOWN:** is amended by replacing the cost break down with the federally approved scope change(s), as per amended Sub-schedule "C.1".
3. All other terms, conditions and provisions shall remain as provided for in the Agreement.

The Parties have executed the Amending Agreement No. 2 on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO as represented by the Minister of Infrastructure

Apr 25/18



Date

Name:

Title:

ADAM REDISH

Assistant Deputy Minister

Infrastructure Policy Division

Ministry of Infrastructure



On behalf of **RECIPIENT**, the undersigned agrees to and accepts the within terms, conditions and provisions for the amendment of the Agreement.

Recipient Full Legal Name: _____
(Municipality/ LSB/ First Nation)

Signature: _____

Name: _____

Title: _____

I have authority to bind the Recipient.

Date:

SUB-SCHEDULE "C.1"
PROJECT DESCRIPTION, BUDGET AND TIMELINES

Unique Project ID	Project Location	Project Title	Project Description	Forecasted Start Date	Forecasted End Date	Total Eligible Cost	Program Contribution (Eligible Expenditures)	Other Federal Contributions (Eligible Expenditures)	Provincial Contribution (Eligible Expenditures)	Municipal Contribution (Eligible Expenditures)	Other Contribution (Eligible Expenditures)
FF-001	Fort Frances, Town of	Replacement of water main, sanitary sewer mains and associated service lines along 2nd Street East from Mowat Avenue to Portage Avenue	Total reconstruction of the roadway where the water main, sanitary sewer main and storm sewer infrastructure are removed and replaced. The existing 179 meters of 6 inch diameter casted iron water main originally installed in 1903 will be replaced with a new C900 class 150 6 inch diameter Polyvinyl Chloride (PVC) water main. The 169 meters clay tile 9.5 inch diameter sanitary sewer main c/w all infrastructure will be replaced with new SDR 28 10 inch diameter PVC sanitary sewer. Also the existing 16- 3/4 inch water service lines and the 6 inch sanitary sewer service lines will be removed and replaced. New storm sewer infrastructure will be installed to the midblock of 2nd Street. In order to install these new water mains , sanitary sewer mains and storm sewer mains, and the existing surface infrastructure (asphalt driving surface, curb & gutter and sidewalks) must be removed and replaced.	April 12, 2017	June 30, 2018	\$980,163.88	\$490,081.94	\$0.00	\$245,040.97	\$245,040.97	\$0.00

FF-002	Fort Frances, Town of	Reconstruction of Nelson Street from Mosher Avenue to 90m West	Total reconstruction of the roadway where the water main, sanitary sewer main and storm sewer infrastructure are removed and replaced. The existing 110 meters of 6 inch diameter cast iron water main originally installed in 1916 will be replaced with a new C900 class 150 6 inch diameter PVC water main. The 110 meters of clay tile 12 inch diameter sanitary sewer main originally installed in 1913 c/w all infrastructure will be replaced with new SDR 28 10 inch diameter PVC sanitary sewer. Also the existing residential 3/4 inch water service lines and the 6 inch sanitary sewer service lines will be removed and replaced. New storm sewer infrastructure will be installed through the intersection of Nelson Street and Mosher Avenue. In order to install these new water mains , sanitary sewer mains and storm sewer mains the existing surface infrastructure (asphalt curb& gutter and sidewalks) must be removed and replaced. Extension Rationale: We experienced an onset of winter much sooner than typical in 2017 therefore we were not able to complete the installation of the surface course of	May 15, 2017	June 30, 2018	\$723,349.44	\$148,424.06	\$0.00	\$74,212.03	\$284,650.35	\$216,063.00
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[illegible]

May 9, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Funding Agreement – Canada Summer Jobs Program GIS/Engineering Summer Student

The Operations and Facilities Division was successful in securing grant funding through the Canada Summer Jobs Program for the GIS/Engineering Summer Student position. Through this program the Town will receive \$1680.00 to offset the cost of having this summer student on board. As with any grant funding the Town is required to enter into a funding agreement to receive the funds.

It is the recommendation of the Operations and Facilities Executive Committee that the Town enter into a funding agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Employment and Social Development for funding under the Canada Summer Jobs Program and further that the Mayor and Clerk be authorized to bind the corporation.

Respectfully Submitted



Travis Rob, P.Eng

Council approval of this report will ensure that the Town enter into a funding agreement with Her Majesty the Queen in Right of Canada as represented by the Minister of Employment and Social Development for funding under the Canada Summer Jobs Program and further that the Mayor and Clerk be authorized to bind the corporation.

Manager of Operations and Facilities

2018May Canada Summer Jobs Grant - GIS Student Funding Agreement



CANADA SUMMER JOBS

ARTICLES OF AGREEMENT

BETWEEN

HER MAJESTY THE QUEEN IN RIGHT OF CANADA, as represented by the Minister of Employment and Social Development
(hereinafter referred to as "Canada")

AND

The Employer identified as the "Legal Name of Employer" on the attached "Canada Summer Jobs - Application/Agreement"
(hereinafter referred to as the "Employer")

Hereinafter collectively referred to as "the Parties"

WHEREAS Canada has established the Canada Summer Jobs, a component of the Youth Employment Strategy, under which financial assistance may be provided to Employers to encourage these Employers to hire students to help them in acquiring employment and/or career related skills;

WHEREAS the Employer proposes to hire participant(s) for the Job(s) listed in the "Canada Summer Jobs Application";

AND WHEREAS Canada wishes to make a contribution towards the costs of the Job(s) under the Canada Summer Jobs;

Now, therefore, Canada and the Employer agree as follows:

1.0 AGREEMENT

1.1 The following documents and any amendments relating thereto form the Agreement between Canada and the Employer:

- (a) the document hereto entitled "Canada Summer Jobs - Application/Agreement";
- (b) the document hereto entitled "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

2.0 INTERPRETATION

2.1 In this Agreement,

"Funding Period" means the period during which the Job is taking place as indicated in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Job" means a job referred to in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document;

"Project" means the hiring and Job activities as described in the Application/Agreement;

"Mandatory Employment Related Costs" means payments that the Employer is required by law to make in respect of participants including, but not restricted to, those required for employment insurance, Quebec Parental Insurance Plan, Canada Pension Plan, Quebec Pension Plan, vacation pay, workers' compensation, health insurance in Quebec and Ontario (if applicable), Newfoundland and Labrador Health and Post-Secondary Education Tax in Newfoundland and Labrador, and the Manitoba Health and Education Levy in Manitoba;

"Overhead Costs" means such costs, other than wages and Mandatory Employment Related Costs, incurred by the Employer, which are in compliance with the conditions governing eligible costs set out in this Agreement;

"Participant" means an individual who is hired by the Employer for a Job during the period set out in the "Calculation of Approved Canada Summer Jobs Contribution Amount" document and who:

- (a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) was registered as a full-time student during the preceding academic year;
- (c) intends to return to school on a full-time basis during the next academic year;
- (d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- (e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act** and;
- (f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations

*Foreign students are not eligible.

Words imparting the singular include the plural and vice versa.

3.0 EFFECTIVE DATE AND DURATION

3.1 This Agreement shall come into effect on the signature date specified in the document Calculation of Approved Canada Summer Jobs Contribution Amount and, subject to section 3.2, shall expire when Canada issues the final payment unless the Agreement is terminated on a prior date in accordance with the terms of this Agreement.

3.2 All obligations of the Employer shall expressly or by their nature survive termination or expiry of this Agreement and shall continue in full force subsequent to and notwithstanding such termination or expiry until and unless they are satisfied or by their nature expire.

4.0 CANADA'S CONTRIBUTION

4.1 Subject to the terms and conditions of this Agreement, Canada will make a contribution to the Employer towards the costs incurred by the Employer as a result of the provision of the Job(s) to the participant(s) of an amount not exceeding the amount indicated in Box 31 of the "Calculation of Approved Canada Summer Jobs Contribution Amount" document.

4.2 Costs are eligible costs only if they are, in the opinion of Canada, reasonable and directly related to the provisions of the Job(s). Only those costs incurred during the Funding Period are eligible costs. No costs incurred prior to or following the Funding Period are eligible costs.

4.3 When hiring a participant with a disability, the Employer agrees that Canada's contribution towards special equipment facilities and support necessary for the participation shall not exceed the actual costs.

4.4 The amount of Canada's contribution in respect of Mandatory Employment Related Costs incurred in respect of each participant shall not exceed the amount that would be payable if the participant's wages were paid at the provincial or territorial adult minimum wage rate.

4.5 In the event that the hourly wage rate paid by the Employer is less than the hourly wage rate shown in Box 24(g) of the Application/



Agreement, Canada may, in its discretion, reduce the amount of its contribution in respect of those eligible costs.

5.0 APPROPRIATION

5.1 Any payment under this Agreement is subject to the appropriation of funds by Parliament for the Fiscal Year in which the payment is to be made.

6.0 TERMS OF PAYMENT

6.1 (1) Subject to paragraph (2), Canada's contribution shall be payable upon receipt and verification of a claim made by the Employer in a form prescribed by Canada, such claim to be submitted by the Employer within 30 days following the termination of the Job(s) covered by the Agreement.

(2) Where the Employer is a not-for-profit employer, payment of Canada's contribution may be made as follows:

Where the total value of the contribution is up to \$100,000

- (a) an initial advance payment not exceeding 75% of the estimated total contribution payable under the Agreement; and
- (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

Where the total value of the contribution is from \$100,001 up to \$500,000

- (a) an initial advance payment not exceeding 50% of the estimated total contribution payable under the Agreement; and
- (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

Where the total value of the contribution is more than \$500,000

- (a) following receipt of a cash flow forecast, monthly advances covering the Employer's estimated monthly financial requirements payable under the Agreement; and
- (b) upon receipt and verification of a claim made in a form prescribed by Canada and submitted within 30 days from the termination of the Job(s) covered by the Agreement, the balance, if any, of the contribution owing to the Employer.

7.0 REDUCTION OR TERMINATION OF FUNDING

7.1 Canada may, upon not less than fifteen (15) days' notice, reduce its funding under this Agreement or terminate the Agreement if:

- (a) The level of funding for the Program named in this Agreement for Fiscal Year in which payment is to be made under the Agreement is reduced as a result of a governmental or departmental spending decision, or
- (b) Parliament reduces the appropriation of funds for grants under the Program named in this Agreement.

7.2 Where, Canada gives notice of its intention to reduce its funding pursuant to section 7.1, and the Employer is of the opinion that it will be unable to complete the Project in the manner desired by the Employer, the Employer may terminate the Agreement upon not less than fifteen (15) days written notice to Canada.

8.0 OTHER SOURCES OF FUNDING

Sections 8.2 and 8.3 only apply where the contribution is in excess of \$100,000.

[Option 1 - where the funding from Canada is the only source of financial assistance- Cross out if not applicable]

8.1 The Employer declares that the contribution provided under this Agreement is the only financial assistance for the Job(s) it has received or expects to receive from any level of government (federal, provincial or municipal) or from any other source.

[Option 2 - where there are other sources of financial assistance - Cross out if not applicable]

8.1 The Employer declares that it has received or is entitled to receive the following financial assistance for the Job(s) from other sources:

1. \$ 2336 from Organization / Recipient

8.2 The Employer will inform Canada promptly in writing of any additional financial assistance to be received for the Job(s) other than that referred to in section 8.1.

8.3 Where the Employer receives any additional financial assistance for the Job(s) other than the financial assistance referred to in section 8.1, Canada may, in its discretion, reduce its contribution by such amount as it considers appropriate, up to the amount of the additional assistance received, or if Canada's contribution has already been paid, require repayment of such amount. Upon receipt of notice to repay under this section, the Employer agrees to repay the amount as a debt due to Canada.

9.0 MANAGEMENT OF PROJECT

9.1 The Employer shall:

- (a) provide the participant(s) with the necessary supervision, learning and work experience;
- (b) ensure that the Job(s) are carried out in a safe environment;
- (c) provide the participant(s) with all the information concerning health and safety standards and regulations regarding their work environment and, if necessary, inform them about the safety equipment required to accomplish their tasks;
- (d) remit Mandatory Employment Related Costs on behalf of the participant(s); and
- (e) inform Canada promptly in writing forthwith of any injury suffered by the participant(s) while carrying out the Job(s).

9.2 The management, supervision and control of the Job(s) are the sole and absolute responsibility of the Employer.

9.3 The Employer shall not, without the prior written consent of Canada, alter the nature of the Job(s) that are described in the Application/Agreement.

10.0 COLLECTION AND PROTECTION OF PARTICIPANT INFORMATION



10.1 The Employer shall complete form EMP5397 for each participant's and forward to Canada within seven (7) days following each participant's first day of work.

10.2 Prior to collecting or compiling the information in form EMP5397, the Employer shall

(a) inform the Participant that funding for the Project is provided by Canada. Canada needs the information referred in the form EMP5397 to:

- (i) validate the eligibility of each participant;
- (ii) measure the results and assess the success of the Project;

(b) obtain the written consent of each Participant for the collection, uses and disclosure of the information in form EMP5397.

10.3 All Participant information referred to in section 10.1 collected or compiled by the Employer shall be treated as confidential and the Employer shall take all security measures reasonably necessary for the protection of any unauthorized release or disclosure, including those set out in any instructions issued by Canada.

10.4 During the course of this Agreement and for a period of six years thereafter, the Employer shall not release or disclose information referred to in section 10.1 about a Participant to any other person or body for any purpose unless the Participant consents to the release or disclosure or unless the person or body is authorized by law to require the Employer to provide information to the person or body.

10.5 Representatives of Canada shall be entitled to verify the Employer's premises at all reasonable times to ensure compliance with the information security requirements of section 10.3.

10.6 Upon expiry of a period of six years after the Project Period, the Employer shall destroy the information referred to in section 10.1 in accordance with instructions issued by Canada.

11.0 ACCESS TO INFORMATION AND PROACTIVE DISCLOSURE

11.1 The Employer acknowledges that Canada is subject to the Access to Information Act (R.S.C., 1985, c. A-1), and information obtained by Canada pertaining to this Agreement may be disclosed by Canada to the public upon request under the aforementioned act.

11.2 The Employer acknowledges that the name of the Employer, the amount of Canada's funding and the general nature of the Training may be made publicly available by Canada in accordance with the Government of Canada's commitment to proactively disclose the awarding of grants and contributions.

12.0 EMPLOYER DECLARATIONS

12.1 The Employer declares, represents, attests and warrants that:

- (a) no participant will displace or replace existing employees or volunteers, employees that have been laid-off and are awaiting recall, employees absent due to an industrial dispute, employees on vacation, or employees on maternity or paternity leave;
- (b) except where the participant is a person with disabilities or has legitimate barriers to availability, participant(s) will work a minimum of 30 hours per week for a period of six to sixteen weeks. The hours of work will not exceed 40 hours per week;
- (c) no other contribution will be received or claimed for the same portion of a Job and for the same period unless such contribution is provided pursuant to an agreement between the Government of Canada and a Provincial/Territorial government, or with the approval of Canada;
- (d) the Organization "Employer" and any person lobbying on its behalf is in compliance with the Lobbying Act, R.S.C., 1985, c. 44 (4th Supp.) and that no commissions or contingency fees have or will be paid directly or indirectly to any person for negotiating or securing this request for funding;
- (e) that it has provided Canada with a true and accurate list of all amounts owing to the federal government which are past due and in default or arrears as of the time of the Employer's application for funding. The Employer recognizes that any such amounts owing to the federal government may be deducted from, or set-off against, amounts payable to it under this Agreement.
- (f) the Job(s) will not provide personal services to Employer;
- (g) the Job(s) would not be created without the financial assistance provided under this Agreement; and
- (h) an employer/employee relationship will be established with the participants.
- (i) both the job and the organization's core mandate respect individual human rights in Canada, including the values underlying the Canadian *Charter of Rights and Freedoms* as well as other rights. These include reproductive rights and the right to be free from discrimination on the basis of sex, religion, race, national or ethnic origin, colour, mental or physical disability or sexual orientation, or gender identity or expression.

13.0 RELATIONSHIP BETWEEN THE PARTIES AND NON-LIABILITY OF CANADA

13.1 The management and supervision of the Project are the sole and absolute responsibility of the Employer. The Employer is not in any way authorized to make a promise, agreement or contract on behalf of Canada. This Agreement is a funding agreement only, not a contract for services or a contract of service or employment. Canada's responsibility is limited to providing financial assistance to the Employer towards the Eligible Expenditures. The parties hereto declare that nothing in this Agreement shall be construed as creating a partnership, an employer-employee, or agency relationship between them. The Employer shall not represent itself as an agent, employee or partner of Canada.

13.2 Nothing in this Agreement creates any undertaking, commitment or obligation by Canada respecting additional or future funding of the Project beyond the Project Period, or that exceeds the maximum contribution specified in the document "Calculation of Approved Canada Summer Jobs Contribution Amount". Canada shall not be liable for any loan, capital lease or other long-term obligation which the Employer may enter into in relation to carrying out its responsibilities under this Agreement or for any obligation incurred by the Employer toward another party in relation to the Project.

14.0 INDEMNIFICATION

14.1 The Employer shall, both during and following the funding Period, indemnify and save Canada harmless from and against all claims, losses, damages, costs, expenses and other actions made, sustained, brought, threatened to be brought or prosecuted, in any manner based upon, occasioned by or attributable to any injury or death of a person, or loss or damage to property caused or alleged to be caused by any wilful or negligent act, omission or delay on the part of the Employer or its employees or agents in connection with anything purported to be or required to be provided by or done by the Employer pursuant to this Agreement or done otherwise in connection with the implementation of the Project. It is understood that Canada cannot claim compensation under this section in case of accident, loss or damage caused by him or his employees.

15.0 CONFLICT OF INTEREST



15.1 No current or former public servant or public office holder to whom the *Conflict of Interest Act* [S.C. 2006, c. 9, s. 2], the *Conflict of Interest and Post-Employment Code for Public Office Holders* or the *Values and Ethics Code for the Public Service* applies shall derive a direct benefit from the Agreement unless the provision or receipt of such benefit is in compliance with the said legislation or codes.

15.2 No member of the Senate or the House of Commons shall be admitted to any share or part of the Agreement or to any benefit arising from it that is not otherwise available to the general public.

16.0 NEPOTISM

16.1 No cost incurred by the Employer in relation to a participant who is a member of the Immediate Family of the Employer or, if the Employer, who is a member of the Immediate Family of an officer or a director of the Employer, is eligible for reimbursement under the Agreement unless Canada is satisfied, and agrees in writing before the commencement of the Job, that the hiring of the participant was not the result of favouritism by reason of membership in the Immediate Family of the Employer, officer or director, as the case may be.

16.2 For purposes of section 16.1, "Immediate Family" means father, mother, step-father, step-mother, foster parent, brother, sister, spouse or common-law partner, child (including child of common-law partner), step-child, ward, father-in-law, mother-in-law, or any relative permanently residing with the Employer, officer or director, as the case may be.

16.3 For the purpose of section 16.2, "Common-law partner" means a person who is cohabiting with the Employer, officer or director, as the case may be, in a conjugal relationship, having so cohabited with the Employer, officer or director, for a period of at least one year.

17.0 FINANCIAL RECORDS AND AUDIT REQUIREMENTS

17.1 The Employer shall keep proper books of account and records, in accordance with generally accepted business and accounting practices, of the financial management of this Agreement. The books of account and records shall include all invoices, receipts and vouchers relating to the expenditures incurred and revenues made in relation to this Agreement, including funding for the Job(s) received from other sources.

17.2 During the course of this Agreement and for a period of six years thereafter, the Employer shall make the books of accounts and records available at all reasonable times for inspection and audit by representatives of Canada to ensure compliance with the terms and conditions of this Agreement and verify costs claimed by the Employer under this Agreement. The Employer shall permit representatives of Canada to take copies and extracts from such books and records and shall furnish them with such additional information as they may require with reference to them.

18.0 INQUIRY BY THE AUDITOR GENERAL OF CANADA

18.1 If, during the Funding Period or within a period of six years thereafter, the Auditor General of Canada, in relation to an inquiry conducted under subsection 7.1(1) of the *Auditor General Act* [R.S.C., 1985, c. A-17], requests that the Employer provide him or her with any records, documents or other information pertaining to the utilization of the funding provided under this Agreement, the Employer shall provide the records, documents or other information within such period of time as may be reasonably requested in writing by the Auditor General of Canada.

19.0 EVALUATION

19.1 The Employer agrees to cooperate with Canada in the conduct of any evaluation of the Project and/or the Program named in this Agreement that Canada may carry out during the Funding Period or within a period of three years thereafter. Without limiting the generality of the foregoing, if requested by Canada to do so for the purpose of conducting an evaluation, the Employer agrees to:

- (a) participate in any survey, interview, case study or other data collection exercise initiated by Canada; and
- (b) subject to section 19.2 provide Canada with contact information of the Project partner organizations, if any, who participated in the Project, and of the members of the board of directors of the Employer.

19.2 The Employer shall provide Canada with the contact information of a person (name, address, phone number and e-mail address) referred to in section 19.1 only if the person has given their written consent to the release of the information to Canada. The Employer agrees to make all reasonable efforts to secure such consent during the Funding Period. When providing a person's contact information to Canada, the Employer shall provide Canada with an accompanying written statement certifying that the person has given their consent to the sharing of their contact information with Canada.

20.0 DISPOSITION OF ASSETS

20.1 The Employer shall preserve any assets acquired with the contribution and use them for the purposes of carrying out the Job(s) outlined in the Application/Agreement, unless Canada authorizes their disposition.

20.2 At the end of the Funding Period, or upon termination of this Agreement, if earlier, and if directed to do so by Canada, any assets referred to in section 20.1 costing \$1000 (before taxes) or more that have been preserved by the Employer shall be:

- (a) sold at fair market value and that the funds realized from such sale be applied to the eligible costs under this Agreement to offset Canada's contribution;
- (b) turned over to another person or organization designated or approved by Canada; or
- (c) disposed of in such other manner as may be determined by Canada.

21.0 TERMINATION OF AGREEMENT

Termination for Default

21.1 (1) The following constitute Events of Default:

- (a) the Employer becomes bankrupt, has a receiving order made against it, makes an assignment for the benefit of creditors, takes the benefit of a statute relating to bankrupt or insolvent debtors or an order is made or resolution passed for the winding up of the Employer;
- (b) the Employer ceases to operate;
- (c) the Employer is in breach of the performance of, or compliance with, any provision of this Agreement;
- (d) the Employer, in support of its application for Canada's contribution or in connection with this Agreement, has made materially false or misleading representations, statements or declarations, or provided materially false or misleading information to Canada;
- (e) the Employer has changed the tasks and responsibilities of the participant(s), as described on the Application/Agreement, without Canada's prior approval; or
- (f) the Employer is in breach of the attestation.

(2) If

- (a) an Event of Default specified in paragraph (1)(a), (b) or (f) occurs; or
- (b) an Event of Default specified in paragraphs (1)(c), (d) or (e) occurs and has not been remedied within fifteen (15) days of receipt by the Employer of written notice of default, or a plan satisfactory to Canada to remedy such Event of Default has not been put into place within such time period, Canada may, in addition to any remedies otherwise available, immediately terminate the Agreement by written notice. Upon providing such notice of termination, Canada shall have no obligation to make any further contribution to the Employer.



(3) In the event Canada gives the Employer written notice of default pursuant to paragraph (2)(b), Canada may suspend any further payment under this Agreement until the end of the period given to the Employer to remedy the Event of Default.

(4) The fact that Canada refrains from exercising a remedy it is entitled to exercise under this Agreement shall not be considered to be a waiver of such right and, furthermore, partial or limited exercise of a right conferred upon Canada shall not prevent Canada in any way from later exercising any other right or remedy under this Agreement or other applicable law.

Termination for Convenience

21.2 Canada may also terminate this Agreement at any time without cause upon not less than fifteen (15) days written notice of intention to terminate.

Obligations Relating to Termination and Minimizing Cancellation Costs

21.3 In the event of a termination notice being given by Canada

- a) the Employer shall make no further commitments in relation to the Project and shall cancel or otherwise reduce, to the extent possible, the amount of any outstanding commitments in relation thereto; and
- b) all eligible costs incurred by the Employer up to the date of termination will be paid by Canada, including the Employer's costs of, and incidental to, the cancellation of obligations incurred by it as a consequence of the termination of the Agreement; provided always that payment and reimbursement under this paragraph shall only be made to the extent that it is established to the satisfaction of Canada that the costs mentioned herein were actually incurred by the Employer and the same are reasonable and properly attributable to the termination of the Agreement.

21.4 The Employer shall negotiate all contracts related to the Project, including employment contracts with staff, on terms that will enable the Employer to cancel same upon conditions and terms that will minimize to the extent possible their cancellation costs in the event of a termination of this Agreement. The Employer shall cooperate with Canada and do everything reasonably within its power at all times to minimize and reduce the amount of Canada's obligations under section 21 in the event of a termination of this Agreement.

22.0 INTEREST EARNED ON ADVANCES OF THE CONTRIBUTION

22.1 Any interest earned on advances of Canada's contribution shall be accounted for by the Employer. Such interest shall be deemed to be part payment of the contribution and shall be used or applied to offset Canada's contribution in respect of the eligible costs under this Agreement.

23.0 REPAYMENT REQUIREMENTS

23.1 Upon expiry or termination of this Agreement, if earlier, the Employer shall immediately repay to Canada any amount by which the contribution paid to the Employer, together with any interest earned thereon, exceeds the amount to which the Employer is entitled under the Agreement. Without limiting the generality of the foregoing, amounts to which the Employer is not entitled include

- (a) the amount of any unspent advance payments of the contribution in the hands of the Employer;
- (b) amounts paid in error or in excess of the amount of costs actually incurred; and
- (c) amounts paid in respect of costs which are determined by Canada to be ineligible.

Such amounts are debts due to Canada.

23.2 Interest shall be charged on overdue debts in accordance with the *Interest and Administrative Charges Regulations* made pursuant to Canada's *Financial Administration Act*.

24.0 REPORTS AND MONITORING OF PROJECT

24.1 The Employer shall provide Canada with such reports concerning the progress of the participants and particulars of the participants as may be requested by Canada. The progress reports shall be in such form and contain such information as may be specified by Canada.

24.2 The Employer shall, upon request, permit representatives of Canada to have access to the site or sites where the Job(s) are carried out to monitor such Job(s).

25.0 ACCESS TO INFORMATION

25.1 Subject to the *Access to Information Act* R.S.C. 1985, c. A-1, all information pertaining to this Agreement is public information and may be disclosed to third parties upon request under the Act.

26.0 INSURANCE

26.1 The Employer shall ensure that it has Workers' Compensation coverage or similar insurance, in accordance with provincial/territorial regulations, in place for the participants for the duration of their Job(s) pursuant to this Agreement.

27.0 INFORMING CANADIANS OF THE GOVERNMENT OF CANADA'S FUNDING

27.1 The Recipient shall allow Canada sixty (60) days from the date of signature of the Agreement to announce the Project. The parties will collaborate for the first public announcement of the project, including all communication, event or ceremony used to promote the project. The time, place and agenda for such communication activities must be appropriate for Canada.

27.2 To enable Canada's participation in any subsequent communications activities about the project; The recipient will inform Canada no later than twenty (20) calendar days preceding such communication activities.

27.3 The Recipient shall ensure that in all communication activities, publications, advertising (including on social media or websites) include the recognition of Canada's - financial assistance to the project - in a form satisfactory to Canada

28.0 COMPLIANCE WITH LAWS

28.1 The Employer shall carry out the Project in compliance with all applicable laws, by-laws and regulations, including labour regulations in the province or territory where the employment is located; any environmental legislation; and, any legislation regarding protection of information and privacy. The Employer shall obtain, prior to the commencement of the Project, all permits, licenses, consents and other authorizations that are necessary to the carrying out of the Project.

**29.0 AMENDMENT**

29.1 This Agreement may be amended by mutual consent of the parties. To be valid, any amendment to this Agreement shall be in writing and signed by both parties.

30.0 NON-ASSIGNMENT OF AGREEMENT

30.1 The Employer shall not assign this Agreement or any part thereof without the prior written consent of Canada.

31.0 WARRANTY OF AUTHORITY

31.1 The Employer warrants that its representative(s) identified in this application/agreement has (have) the authority to enter into an agreement on its behalf and agrees to provide Canada with such evidence of that authorization as Canada may reasonably require.



Calculation of Approved Canada Summer Jobs Contribution Amount

NOTE: Each approved job can only be filled by one student.

Project Number	015433519
Business Number	106984586RT0001
Common Name	Town of Fort Frances
Legal Name	The Corporation of the Town of Fort

Job title	No. of jobs	Start Date	No. of weeks per job	Hrs. per week per job	Total hours	Hourly rate paid to student	ESDC hourly rate contribution	MERCs*	Overhead costs	Approved ESDC contribution
GIS/Engineering Summer Student	1	2018/04/30	8	30	240	\$ 16.73	\$ 7.00	0	\$ 0.00	\$ 1,680.00
Total	1	N/A	N/A	N/A	240	N/A	N/A	N/A	N/A	\$ 1,680.00

* MERCs = Mandatory Employment Related Costs

Period during which the job is taking place: 2018/04/30 - 2018/09/01

32. Approved ESDC contribution \$ 1,680.00	33. Signature on behalf of ESDC _____	34. Position Title _____	35. Date _____
36. Amendment number: 0	37. Signature on behalf of the organization* (may be required) _____	38. Position Title _____	39. Date _____

*I certify that I am authorized to sign on behalf of the employer.

May 9, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 18-OF-04 for MSHW Services to Host Household Hazardous Waste Events in Fort Frances

The Town has tendered with the community of Dryden for a common Municipal Special or Hazardous Waste (MSHW) service provider to host a one-day household hazardous waste drop-off event in each community in 2018. In 2018 the Town of Fort Frances was, responsible for preparing the tender documents and specifications and this year the Municipality of Chapple joined in the tender process for their first Household Hazardous and Special Waste event in that community.

The Town's MSHW event day is scheduled for Saturday, September 15, 2018 starting at 9:00 am and ending at 3:00 pm. All citizens living in the Rainy River District will be allowed to drop off household hazardous waste at the Public Works Yard located at 900 Wright Avenue.

For the tender this year, there was one tender submitted; The Miller Group, out of Winnipeg was the

MSHW Service Provider	Mob/Demobilization	MSHW Recycle Costs	HST	Total Price
Miller Environmental Corporation	\$10,549.50	\$9,347.00	\$2,586.54	\$22,483.04

only tender submitted. Below is a breakdown of Miller Environmental tender prices

Each community will authorize The Miller Group to be their 2018 MSHW service provider. The 2018 total estimated cost to the Town of Fort Frances without any reimbursement from Stewardship Ontario is \$20,246.68 (Town's portion of HST included) based on the quantity of MSHW materials collected in 2017. The 2018 approved operating budget has a net operating cost of \$5,000 where the total operating expenditure is estimated at \$22,000 and the revenue received is \$17,000. The exact net cost is very dependent on the amount and types of MSHW materials dropped off on the event day.

The Operations & Facilities Executive Committee recommends the following:

- 1) That the Miller Group out of Winnipeg be designated the Town 's 2018 MSHW service provider at an estimated cost of \$22,483.04 (includes HST) in accordance with the tender documents.
- 2) That the Town 's MSHW event day is scheduled on Saturday September 15, 2018 from 9:00 am to 3:00 pm.

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 ensure:

- 1) That the Miller Group out of Winnipeg be designated the Town 's 2018 MSHW service provider at an estimated cost of \$22,483.04 (includes HST) in accordance with the tender documents.**
- 2) That the Town 's MSHW event day is scheduled on Saturday September 15, 2018 from 9:00 am to 3:00 pm.**

Manager of Operations and Facilities

2018 May MHSW Day Tender Award 18-OF-04

May 9, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 18-OF-03 – 2018 Roadworks

During the week of March 31, 2018, the Town advertised for a Tender Call for the reconstruction of the Mill Road Overpass and various sanitary and water works with the tender closing on Tuesday, May 1, 2018. 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 three (3) Contractors submitting tender bids;

Contractor	Price (HST Included plus \$150,000.00 Contingency Allowance)
Tom Veert Contracting Ltd.	\$3,532,350.61
Bay City Contractors Inc.	\$3,425,924.96
Makkinga Contracting & Equipment Rentals	\$3,406,305.90

The works tendered consisted of six (6) individual projects to be completed in 2018 and 2019. Of those six, two were service installations for private new development. The projects are as follows:

2018 Construction Program

1. Reconstruction of the Mill Road Overpass

Full recondition of the Mill Road Overpass Structure including the replacement of expansion joints, asphalt surface, storm sewer and concrete repairs. Full replacement of watermain, storm sewer, landscaping, road surface for the approaches from Elizabeth Street to Lake Road.

2. Watermain Looping on Frenette Avenue from First Street to Second Street

Installation of a new water main along Frenette Avenue between First Street and Second Street to address a long dead end main and improve water quality and fire flows in this area.

3. Sanitary Sewer Improvements – Church Street and Minnie Avenue Area

Installation of new manholes and sanitary valves in the Church Street and Minnie Avenue area to improve the operations of the sanitary system in this area as a result of the 2018 Sanitary Sewer System Investigation.

4. Fire Hydrant and Valve Replacement (Various Locations)

Replacement of non-operational hydrant and valve sets in various locations around town.

5. Water and Sewer Service Installations (Kings Highway and Minnie Avenue)

Installation of new sewer and water services for a new development on both Minnie Avenue and a water service installation on Kings Highway by directional drill, both are at the developers cost.

2019 Construction Program

6. Surface Coarse paving of Mill Road

Installation of the Surface Coarse paving on the Mill Road Overpass and approaches from Elizabeth Street to Lake Road including line painting.

The 2018 work is scheduled to begin ASAP in May and to be completed by October 19, 2018 with the 2019 work to be completed by July 2019.

In accordance with the Town's procurement policy, Administration has an obligation to point out to Council any tender irregularities. There were no mathematical errors in the tender submissions. **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 "green" indicates the lowest unit bid price and "red" indicates the highest unit bid price. The private works are highlighted in "purple" and the 2019 works are shown in "blue" text.

The low tender bid was Makkinga Contracting and Equipment Rentals with a total cost of \$3,406,305.90 which includes a \$150,000 contingency allowance and HST. Please review the attached **Spreadsheet No. 2** - outlining the Council approved 2018 capital budget for each project vs. the lowest tender bid from Bay City Contractors plus Hatch engineering costs (10%). Some provisional items were removed from the contract due to budget shortfalls or a change in scope, namely a reduction in hydrant and valve replacements to four (4) each and a removal of private storm sewer service installations.

It is estimated the capital budget surplus is \$43,663.55 for 2018. It should be clearly stated that the \$150,000 contingency allowance for the 2018 portion of the work has **NOT** been factored into the calculations for the projected budget deficit, however the private works portions and associated allocations have been removed.

Please find attached a letter report from Hatch recommending that Makkinga Contracting and Equipment Rentals be awarded this tender as they are the low tender and, in the past, have performed well on similar projects in our community.

It is recommended by Administration that the following be approved:

- That Tender 18-OF-03 – 2018 - Road Reconstruction, Watermain and Sewer Replacement be awarded to 1876118 Ontario Limited operating as Makkinga Contracting and Equipment Rentals, at an estimated cost of \$3,348,110.90 which includes HST and a contingency allowance of \$150,000.00.
- That Letters of undertaking be signed by the property owners requesting private works tendered prior to undertaking any of the works.
- 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 18-OF-03 – 2018 - Road Reconstruction, Watermain and Sewer Replacement be awarded to 1876118 Ontario Limited operating as Makkinga Contracting and Equipment Rentals, at an estimated cost of \$3,348,110.90 which includes HST and a contingency allowance of \$150,000.00.**
- **That Letters of undertaking be signed by the property owners requesting private works tendered prior to undertaking any of the works.**
- **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.**

2018May Award Tender 18-OF-03 - Mill Road Overpass Reconstruction



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/59**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 8, 2018
SUBJECT: Councillor Ken Perry NOMA Executive Meeting Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 3 & 4, 2018 as submitted by Councillor Ken Perry.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 3 & 4, 2018.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 3 & 4, 2018.

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

Attendee	Kew Perry
Conference / Seminar Attended	NOMA Board Meeting
Location	Thunder Bay Victoria Inn
Dates	Apr 3/4

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Apr 3	Apr 4					
Amount		80. ⁰⁰	160. ⁰⁰					240. ⁰⁰

Name (Please Print)	Signature
Kew Perry	Kew Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/58**

TO: Mayor Avis & Members of Council

FROM: Laurie Lindberg, Treasurer

DATE: May 8, 2018

SUBJECT: Councillor Wendy Brunetta NOMA Executive Meeting Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 4, 2018 as submitted by Councillor Wendy Brunetta.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the per diem claim in the amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 4, 2018.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the per diem claim in the amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 4, 2018.

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

Attendee <i>Wendy Brunetta</i>	
Conference / Seminar Attended	<i>NOMA EXEC</i>
Location	<i>Thunder Bay</i>
Dates	<i>April 4 / 18</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Amount			<i>\$160⁰⁰</i>					

Name (Please Print) <i>Wendy Brunetta</i>	Signature <i>Wendy Brunetta</i>
Approved	Date <i>April 9 / 18</i>

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/66**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 8, 2018
SUBJECT: Councillor Wendy Brunetta – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$17.00 and Schedule “F” – Mayor/Council Honorarium in the amount of \$560.00 for attendance at the NOMA Conference held in Kenora, ON from May 1 - 4, 2018, as submitted by Councillor Wendy Brunetta.

Conference Expenses

1. Meals	\$ 17.00
2. Per Diem (3 ½ days)	<u>560.00</u>
Total Per Diem & Travel Claims	<u>\$577.00</u>

The registration fee of \$350.00 and \$263.30 hotel accommodations were paid by the Town resulting in the total cost of \$1,190.30 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$577.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Conference in Kenora, Ontario from May 1 - 4, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$577.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Conference in Kenora, Ontario from May 1 - 4, 2018.

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

1. Attendee	Wendy Brunetta							
2. Conference/Seminar Attended	NOMA Conference							
Location (Facility and City)	Kenora							
Dates	May 1-4, 2018							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch						17.00		
Dinner						14.29		
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
	<input checked="" type="checkbox"/>							
5. Town Used Vehicle	Yes	No	Reason	Total				
Mileage Claimed	KM x CRA rate =							
6. Approved				Total Expenses	17.00	14.29		
				Advance Received				
				Balance Claimed	17.00	14.29		
				Balance Refunded				

The agenda must be attached to process payment

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

May 8, 2018
 Date

Wendy Brunetta
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

KENORA TRAVELODGE
800 HIGHWAY 17 E
KENORA ON

CARD *****2474
CARD TYPE INTERAC
ACCOUNT TYPE CHEQUING
DATE 2018/05/04
TIME 7771 12:26:35
INVOICE # 3
RECEIPT NUMBER
C82038570-001-039-022-0

PURCHASE
AMOUNT \$12.43
TIP \$1.86
TOTAL

\$14.29

Interac
A0000002771010
D9AB321751F06DD3
0280008000-E800
CE35E7B3898D4EB9
0280008000-F800

APPROVED

AUTH# 135499 00-001
THANK YOU

CARDHOLDER COPY

W Restaurant Service w/RPE
www.PCA.com
1-800-722-6374

TABLE # 18
SPLIT 2
CHECK# 125940

DATE/TIME: 5/4/2018 11:58:27 AM
SERVER: Diane
STATION: 01
PARTY SIZE: 1

Item Count: 3

=====

1.000 HOMEMADE SOUP*	\$4.25
1.000 CHICKEN SALAD SANDWIC*	\$6.75
Brown Bread	

=====

Subtotal	\$11.00
HST	\$1.43
GRAND TOTAL	\$12.43

Opened: 5/4/2018 11:58:27 AM
x
w
P


**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327446

Date: 5/4/18

Room: 504 GROUP~

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 9:57 AM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: shew

Total Balance Due: 0.00

Brunetta, Wendy

NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#504 Brunetta, Wendy	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#504 Brunetta, Wendy	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Visa Payment		(263.30)
		XXXXXXXXXXXX1403	

Folio Summary 5/2/18 - 5/4/18

	230.00
Room Charge	3.00
Destination Marketing Fee	30.30
HARMONIZED SALES TAX	(263.30)
Visa Payment	
Balance Due:	0.00

This rate is not eligible for partner rewards.

GST824199590



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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Conference
Location	Kinora
Dates	May 1- 4 , 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		May 1	May 2	May 3	May 4			
Amount		80.00	160.00	160.00	160.00			560.00

Name (Please Print)	Signature
Wendy Brunetta	Wendy Brunetta
Approved	Date
	May 8, 2018

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/65**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: May 8, 2018
SUBJECT: Mayor Roy Avis – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$114.00 and Schedule “F” – Mayor/Council Honorarium in the amount of \$480.00 for attendance at the NOMA Conference held in Kenora, ON from May 2 - 4, 2018, as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$ 34.00
2. Own Auto Gas	80.00
3. Per Diem (3 days)	<u>480.00</u>
Total Per Diem & Travel Claims	<u>\$594.00</u>

The registration fee of \$350.00 and \$263.30 hotel accommodations were paid by the Town resulting in the total cost of \$1,207.30 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$594.00 as submitted by Mayor Roy Avis for his attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$594.00 as submitted by Mayor Roy Avis for his attendance at the NOMA Conference in Kenora, Ontario from May 2 - 4, 2018.


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

1.	Attendee	Roy Avis							
2.	Conference/Seminar Attended	N.O.M.A.							
	Location (Facility and City)	KENORA ONT. (CLARION INN)							
	Dates	MAY 2, 3, 4 2018							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation FUEL				PAID BY CREDIT CARD				
	Breakfast						80.00		80.00
	Lunch				17.00		17.00		34.00
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No <input checked="" type="checkbox"/>	Reason BEING USED					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved								
		Total Expenses							114.00
		Advance Received							
		Balance Claimed							
		Balance Refunded							

The agenda must be attached to process payment

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

Date May 7 2018


Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A / P	Cashier

COPY

HuskyWant great rewards? Visit myHuskyRewards.ca**Fort Frances Husky**

500 Kings Highway

Fort Frances ON P9A 3P8

(807) 274-7680

GST# 804707339 Merchant ID: 4976296

Receipt 71717099

Type: SALE

Qty Name	Price	Total
1 87 GAS	\$ 1.399	\$ 80.00
Pump:	7	
Litres:	57.184	
Price / Litre:	\$ 1.399	
Subtotal		\$ 80.00
GST / HST Fuel		\$ 9.20
Total		\$ 80.00
Pre Auth Completion	\$	80.00

#*****9367 Exp **/** C

VISA CREDIT

05/05/2018 11:12:28

722071EK 71 RESP:000 ISO:00

Ref:208001001021 Auth:078486

AID: A0000000031010

TVR: 8080208010 TSI: 7C00

Approved

5/5/18 11:12:29 AM

Pos:71 Cashier:31 Store:7220


Earn FREE fuel faster.
Register today at myHuskyRewards.ca

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <i>Roy Avis</i>	Signature 
Approved	Date <i>MAY 2 2018</i>


**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327436

Date: 5/8/18

Room: 302 GROUP~

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 5:22 PM

Check Out Time: 5/4/18 11:12 AM

Rewards Program ID:

You were checked out by: Is

You were checked in by: jouel

Total Balance Due: 0.00

Avis, Roy

NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#302 Avis, Roy	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#302 Avis, Roy	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Visa Payment		(263.30)
		XXXXXXXXXXXX1403	

Folio Summary 5/2/18 - 5/4/18

Room Charge	230.00
Destination Marketing Fee	3.00
HARMONIZED SALES TAX	30.30
Visa Payment	(263.30)
Balance Due:	0.00

This rate is not eligible for partner rewards.

GST824199590

x



COPY

10-020-0240-1500-71531
Council - Conf/Courses

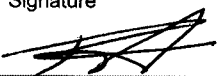
sl

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

Attendee	<i>Roy Aris</i>
Conference / Seminar Attended	<i>NOMA.</i>
Location	<i>KENORA ONTARIO</i>
Dates	<i>MAY 2, 3, 4 2018</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>MAY 2/18</i>	<i>MAY 3/18</i>	<i>MAY 4/18</i>			
Amount			<i>160.00</i>	<i>160.00</i>	<i>160.00</i>			<i>480.00</i>

Name (Please Print) <i>Roy Aris</i>	Signature 
Approved	Date <i>MAY 7 2018</i>

To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES
Water and Sewer Fund (Operating) Summary
For the Four Months Ending Monday, April 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$274,926.28)		\$274,926.28	0.00%
Water Treatment Plant	176,820.62		(176,820.62)	0.00%
Water Storage Facility	13,773.67		(13,773.67)	0.00%
	<u>(84,331.99)</u>	<u></u>	<u>84,331.99</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(338,888.02)		338,888.02	0.00%
Sewage Treatment Plant	217,655.58		(217,655.58)	0.00%
	<u>(121,232.44)</u>	<u></u>	<u>121,232.44</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Four Months Ending Monday, April 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
CORPORATE				
Municipal Tax Levy	(\$5,296,186.86)	-	\$5,296,186.86	0.00%
Education Tax Levy	(796,255.16)	-	796,255.16	0.00%
W/O Municipal	22,864.97	-	(22,864.97)	0.00%
W/O Education	28,251.30	-	(28,251.30)	0.00%
OMPF	(1,671,050.00)	-	1,671,050.00	0.00%
Payments-in-Lieu	(18,167.12)	-	18,167.12	0.00%
Sale of Land	(3,500.00)	-	3,500.00	0.00%
Mayor & Council	88,376.87	-	(88,376.87)	0.00%
Long Term Debt	162,669.25	-	(162,669.25)	0.00%
Election	3,001.38	-	(3,001.38)	0.00%
Riverside Health Care/Dr Recruitment	68,000.00	-	(68,000.00)	0.00%
RR DSSAB	650,238.39	-	(650,238.39)	0.00%
Northwestern Health Unit	153,672.25	-	(153,672.25)	0.00%
Economic Development	59,151.96	-	(59,151.96)	0.00%
Travel Information Centre	2,356.42	-	(2,356.42)	0.00%
Solar Panel Project	(1,360.17)	-	1,360.17	0.00%
English Public School Board	331,569.00	-	(331,569.00)	0.00%
English Separate School Board	67,351.47	-	(67,351.47)	0.00%
French Public School Board	330.51	-	(330.51)	0.00%
French Separate School Board	711.64	-	(711.64)	0.00%
Total Corporate	<u>(6,147,973.90)</u>	<u>-</u>	<u>6,147,973.90</u>	<u>0.00%</u>
ADMINISTRATION AND FINANCE				
Other Unassigned Revenue	(81,895.88)	-	81,895.88	0.00%
Administration	107,334.26	-	(107,334.26)	0.00%
Admin Vehicle	1,365.52	-	(1,365.52)	0.00%
Municipal Buildings	2,430.89	-	(2,430.89)	0.00%
HR Department	14,005.35	-	(14,005.35)	0.00%
Clerk	70,983.28	-	(70,983.28)	0.00%
Treasury	254,594.90	-	(254,594.90)	0.00%
FFPC Administration	39,859.55	-	(39,859.55)	0.00%
Total Administration and Finance	<u>408,677.87</u>	<u>-</u>	<u>(408,677.87)</u>	<u>0.00%</u>
EMERGENCY SERVICES				
Emergency Services	287,542.62	-	(287,542.62)	0.00%
Emergency Measures	5,150.57	-	(5,150.57)	0.00%
911 Service	11,366.60	-	(11,366.60)	0.00%
Police Revenue	(13,759.31)	-	13,759.31	0.00%
Police Services Board	2,326.54	-	(2,326.54)	0.00%
Police Administration	688,534.25	-	(688,534.25)	0.00%
Total Emergency Services	<u>981,161.27</u>	<u>-</u>	<u>(981,161.27)</u>	<u>0.00%</u>
COMMUNITY SERVICES				
Sister Kennedy Centre	18,338.71	-	(18,338.71)	0.00%
Fort Frances Children's Complex	59,311.65	-	(59,311.65)	0.00%
Best Start Hub	(19,500.87)	-	19,500.87	0.00%
Day Care Resource Teachers	(11,557.44)	-	11,557.44	0.00%
Handi-Transit System	7,137.80	-	(7,137.80)	0.00%
Townshend Theatre	(2,473.00)	-	2,473.00	0.00%

TOWN OF FORT FRANCES
General Fund (Operating) Summary
For the Four Months Ending Monday, April 30, 2018

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Recreation Facilities	179,053.09	-	(179,053.09)	0.00%
Recreation Programs	7,425.94	-	(7,425.94)	0.00%
Community Services	42,182.52	-	(42,182.52)	0.00%
Sunny Cove Camp	(7,935.59)	-	7,935.59	0.00%
Fort Frances Public Library	167,482.03	-	(167,482.03)	0.00%
Museum	60,472.04	-	(60,472.04)	0.00%
Waterfront Development/Marina	(1,109.79)	-	1,109.79	0.00%
Total Community Services	<u>498,827.09</u>	<u>-</u>	<u>(498,827.09)</u>	<u>0.00%</u>

OPERATIONS AND FACILITIES

PW Administration	(110,605.52)	-	110,605.52	0.00%
PW Buildings & Yards	30,493.53	-	(30,493.53)	0.00%
Municipal Roads	400,434.59	-	(400,434.59)	0.00%
Public Parking Lots	937.30	-	(937.30)	0.00%
Sidewalks	42,374.69	-	(42,374.69)	0.00%
Private Works Charges	1,145.13	-	(1,145.13)	0.00%
Private Crossing Charges	251.08	-	(251.08)	0.00%
PW Vehicles	80,714.97	-	(80,714.97)	0.00%
PW Equipment	67,535.27	-	(67,535.27)	0.00%
PW Stores	25,571.25	-	(25,571.25)	0.00%
Traffic Signal Maintenance	1,624.21	-	(1,624.21)	0.00%
Streetlight Maintenance	14,610.83	-	(14,610.83)	0.00%
Garbage Collection	(21,318.91)	-	21,318.91	0.00%
Recycling Services	35,398.24	-	(35,398.24)	0.00%
Sanitary Landfill	(43,180.68)	-	43,180.68	0.00%
Engineering	10,548.74	-	(10,548.74)	0.00%
Airport	32,321.84	-	(32,321.84)	0.00%
Airport Building Maintenance	13,181.26	-	(13,181.26)	0.00%
Airport Grounds Maintenance	7,439.03	-	(7,439.03)	0.00%
Parks & Cemeteries Maintenance	21,933.35	-	(21,933.35)	0.00%
Fort Frances Cemetery	4,612.37	-	(4,612.37)	0.00%
Riverview Cemetery	10,771.52	-	(10,771.52)	0.00%
Point Park	312.51	-	(312.51)	0.00%
Parks - Outdoor Facilities	32,786.15	-	(32,786.15)	0.00%
RLSquare	1,068.38	-	(1,068.38)	0.00%
Lions Millennium Park	1,090.99	-	(1,090.99)	0.00%
Total Operations and Facilities	<u>662,052.12</u>	<u>-</u>	<u>(662,052.12)</u>	<u>0.00%</u>

PLANNING AND DEVELOPMENT

Civic Centre	26,254.29	-	(26,254.29)	0.00%
By-Law Enforcement	49,495.89	-	(49,495.89)	0.00%
Animal Shelter	1,007.79	-	(1,007.79)	0.00%
Building Official	15,945.87	-	(15,945.87)	0.00%
Planning & Zoning	10,613.50	-	(10,613.50)	0.00%
Total Planning and Development	<u>103,317.34</u>	<u>-</u>	<u>(103,317.34)</u>	<u>0.00%</u>

Sub-Total General Fund (Operating)	<u>(3,493,938.21)</u>	<u>-</u>	<u>3,493,938.21</u>	<u>0.00%</u>
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TOTAL BUDGET- Revenue	(9,374,531.66)	-	9,374,531.66	0.00%
TOTAL BUDGET- Expenditures	<u>5,880,593.45</u>	<u>-</u>	<u>(5,880,593.45)</u>	<u>0.00%</u>
	<u>(3,493,938.21)</u>	<u>-</u>	<u>3,493,938.21</u>	<u>0.00%</u>

TOWN OF FORT FRANCES
Operations and Facilities Division - Environmental Area - Operations Statistics
(March 2018)

STAFFING:

See Operations Statistics (March) 2018 prepared by M. Strachan, Superintendent of Transportation

OVERTIME HOURS - Equivalent Straight Time Hours

See Operations Statistics (March) 2018 prepared by M. Strachan, Superintendent of Transportation

WATER DISTRIBUTION:Water Main Breaks:

- Number of water main breaks: None

Hydrant Repairs:

- Number of hydrant repairs: None

Hydrant Replacements:

- Number of hydrant replacements: None

Hydrant Installations (NEW):

- Number of new hydrant installations: None

Main Valve Repairs:

- Number of water main valve repairs: None

Water Service Breaks:

- Number of water service breaks: Three (3)
- 615 Second St. E., 618 Second St. E. and (375 Daniel Ave.

Water Service Repairs:

- Number of water service repairs: None

Water Service Turn "Off/On":

- Number of water service turn "Off/On": Sixteen (16)
- 912 Sixth St. E., 1242 Colonization Rd. W., 1733 King's Hwy., 1208 Fifth St. E. (2), 920 Second St. E.
- 809 Christie Ave., 426 Third St. W. (2), 1016 Cornwall Ave. N., 551 Webster Ave., 919 Frenette Ave.,
- 634 Second St. W., 941 Phair Ave. (2), 1022 Williams Ave., 928 Frenette Ave., 713 Third St. W.
- and 638 First St. W.

Frozen Water Services:

- Number of frozen water services: Four (4)
- 429 Third St. W., 809 Christie Ave., 925 Crowe Ave. and 411 King's Hwy.

Water Meter Installations/Replacements:

- Number of water meter installations/replacements: None

Backflow Preventer Installations/Replacements:

- Number of backflow preventer installations/replacements: None

Backflow Prevention - Testing:

- Number of backflow preventers tested: Two (2)
- 1533 King's Hwy. and 511 Holmes Ave.

Other Information:

- Summarized final costs for invoicing of private works associated with private works
- Installed/replaced hydrant markers on several fire hydrants throughout the Town
- March 8, 2018 - WHMIS training for the water/sewer operators at Public Works
- March 19 - 23, 2018 - G. Wiedenhoeft and J. Bruyere attended a course "O & M of Water Distribution Systems" at the Nanicost Building in Fort Frances.
- March 19 - 23, 2018 - T. George and L. Carmody attended a Wastewater Collection course (Class 2 and Class 1, respectively) at the Keewaytinook Centre in Dryden.

WATER TREATMENT PLANT:

- March, 2018 - In receipt of the Water Treatment Plant Monthly Report.
- March 01, 2018 - P. Lemesurier attended the mandatory water operator course "Safe Drinking Water Operators Essentials" held at the Airline Hotel in Thunder Bay.
- March 8, 2018 - WHMIS training for the staff at the water treatment plant
- March 19 - 23, 2018 - R. White, B. Webb and P. Lemesurier attended a course "O & M of Water Distribution Systems" at the Nanicost Building in Fort Frances.
- March 26, 2018 - Commenced the Municipal Lead Testing Program.

SEWERAGE COLLECTION:**Wastewater Main Backups:**

- Number of wastewater main backup: None

Wastewater Manhole Repairs:

- Number of wastewater manhole repairs: None

Sewer Service Repairs:

- Number of sewer service repairs: None

Other Information:

- Cleaned Ten (10) plugged sewer services at the following locations:
 - 620 Scott St., 1221 Third St. E., 1147 Portage Ave. N., 1000 Victoria Ave. N., 504 Second St. E.,
 - 514 Central Ave, 710 Armit Ave., 819 Victoria Ave., 920 Smith Ave. and 521 Second St. E.
- Commenced flushing/cleaning of the sanitary sewer mains (dead ends and trouble areas)
- March, 2018 - Televised sanitary sewer service at 418 Second St. E., 911 Christie Ave., Airport
- and 525 Portage Ave.
- March 28, 2018 - Performed connection inspection at 941 Phair Ave.

WASTE-WATER TREATMENT FACILITY:

- In receipt of the Wastewater Treatment Facility Monthly Report for March 2018.

WASTE MANAGEMENT:Garbage Collection:

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

Sanitary Landfill (Waste Disposal Site):

Landfill Scales not functioning properly during this period.

- Amount of residential waste delivered to the landfill:
 - 153,370 kgs (153.37 tonnes)
- Amount of ICI waste delivered to the landfill:
 - 297,910 kgs (297.91 tonnes)

Recycling:

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

Prepared By: _____



Environmental & Facilities Superintendent

Date: _____

17-04-2018



Fort Frances Museum & Cultural Centre

259 Scott Street
Fort Frances, ON P9A 1G8
P: 807 274-7891 F: 807 274-4103
www.fortfrances.ca/museum
sgeorge@fortfrances.ca

Find us on Instagram & Facebook!

Winter & Spring Classes Wrap Up



We've had an amazing series of classes this winter and spring! Thank you to all the people who were able to teach the classes, and an even bigger thank you to all those who participated. We wouldn't have been able to run the classes without you! Let us know what classes were your favorite, and what you would like to see for classes in the fall!

Baking Scones is to the left, and silk tie painting is below.



Issue 26
May 2018

Inside this issue:

Upcoming Exhibit	2
Museum Updates	3
Children & Youth Summer Programs	3
Calendar of Events	4
Notes From The Curator's Desk ...	5
Indian Horse	5
Staff Updates	6
Volunteer News	7

Special Dates of Interest

- International Museum Day is May 18th! Come out and support your local museum!
- Opening Night Reception for our new exhibit: We Were Taught Differently is May 23rd from 3 p.m. to 7 p.m. All are welcome to join.
- National Indigenous Peoples Day is June 21st!

New 'Friends of the Museum' Swag

We've got new 'Friends of the Museum' merchandise! Come on by the museum and get your own Campfire Mug — it's big enough to fit a cup of soup! It will be perfect for your home for any purpose — tea, coffee, ice cream, or as a decoration! It can be yours for only \$20!



bakaan nake'ii
ngii-izhi-gakinoo'amaagoomin:

we were
taught
differently

the indian
residential
school
experience



EXHIBITS OPENING RECEPTION

May 23rd, 2018
3 p.m.—7 p.m.

Evening Schedule:
3:00 p.m. - Browse
Exhibits

3:30 p.m. - Traditional
Drumming followed by
Opening Remarks

Refreshments Served
Following Opening
Speakers

EXHIBITS DISPLAYED MAY TO AUGUST 2018

Exhibit is on loan from
Lake of the Woods
Museum in Kenora,
located in the Main Floor
Gallery

Plus a special exhibition
of St. Marguerite's
Indian Residential School
in Fort Frances by Glenn
Jourdain of Couchiching
First Nation, located in
the Upstairs Gallery

Museum Updates & Renovations

We joined Instagram! Come and give us a follow at [fortfrances.museum](https://www.instagram.com/fortfrancesmuseum/) ! We've also been trying to be more active on our Facebook — let us know what kind of content you would like to see for future posts.

In regards to renovations, Ed Halvorsen and his team have put in a new door frame, and finished the bathroom on the main floor. Thanks! Come check out their awesome work!

We still have plans to complete the ramp that was part of the Canada 150 upgrades to our facility. These will bypass the front steps. Once again we thank FedNor and Trillium for the federal and provincial funding that allows us to grow as a community museum.

The town's 2018 capital budget includes repairs to the Hallett this summer — woohoo! This means that some windows and doors will be replaced, and the engine room will receive a little TLC. By the end of the summer the Hallett should be ship-shape! Anyone feel like a tour to kick off their summer??



Ontario
Trillium
Foundation



Fondation
Trillium
de l'Ontario

SnOasis 6 Fun



The Tugboat Owandem

Although fundraising for the Owandem has taken a short recess, work continues. If you would like to contribute to this cause, Owandem supporters say thank you! With still roughly \$13,000 to be raised (painting and building a berth), we are still accepting contributions to the fund.



Tuesdays at the Rainy Lake

Program will be held Tues afternoons, from 1-3 p.m. for 6-10 year olds.

There will be a variety of activities that will change weekly. Overseen by Museum staff, children will use the museum facility as an alternate location should weather interfere.

Price: \$5 per child or \$12 per family for each 2-hour session. Pre-register to hold your spot. Maximum class size: 25 children.

Calendar of Events

Summer Exhibits

We shall be hosting two exhibits from May through August. **Opening reception: May 23rd from 3 to 7 p.m.** Everyone welcome.

The exhibits are: *Bakaan Nake'ii Ngii-izhi-gakinoo'amaagoomin: We Were Taught Differently, The Indian Residential School Experience* on loan from Kenora's Lake of the Woods Museum; and the work of Glenn Jourdain of Couchiching First Nation which focuses on St. Marguerite's Indian Residential School here in Fort Frances.

Join us as we share this difficult, but very important story.

Spring Classes

Spring classes are now wrapping up and will be on a hiatus for the summer. Check our August newsletter or follow on Facebook for updates for Fall Classes.

Summer Events

There will be a couple speakers but times have not been locked down yet! Follow us on Facebook for upcoming events, programs, and speakers!

Summer Programs

We have some new children and youth programs! They will be running several times during the week. Check out details on page 3.

Tea & Scones are back every market **Thursday from June 28th until August 30th** from 11 a.m. until 4 p.m. Smashing teas and home-made scones are baked fresh each day. Back elevator entrance will be open. Only \$5!

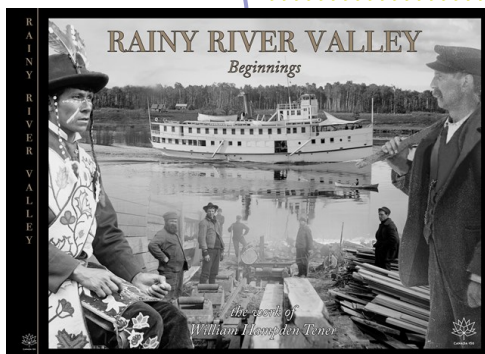


Newspaper Digitization

Work continues. With financial assistance that came through an estate settlement, Chris Silver is nearing completion of our weekly papers. With the inclusion of recent Fort Frances Times — already digitized — we will soon have all weekly newspapers readily accessible to the public.

Upcoming Exhibits

September - October 2018: The Museum's 40th Anniversary
November - December 2018: Indigenous Veterans
January - March 2019: Fibre Arts Festival



William Hampden Tener (Tenner)

We still have photo books for sale! It will look great displayed on your coffee table at home for only \$25.

Tener's photographs are fantastic as he recorded the 'everyday' of the late 1800s and early 1900s. During this period it was difficult to get a camera or a photographer, due to expense and lack of access in Northwestern Ontario! His photos present a glimpse into a remote, but growing community.

Notes from the Curator's Desk...

The museum remains very busy.

You will have noticed on page 6 that we have a new intern, Laura Gosse, who started March 5. She will be with us for one year through the Northern Ontario Heritage Fund Corporation. We are very grateful for this program which continues to give us a much needed pair of hands for museum initiatives. Laura's primary function this year will be to reach out to our community as we tell our local history from a First Nations perspective, a project where we'll be partnering with a number of other community groups.

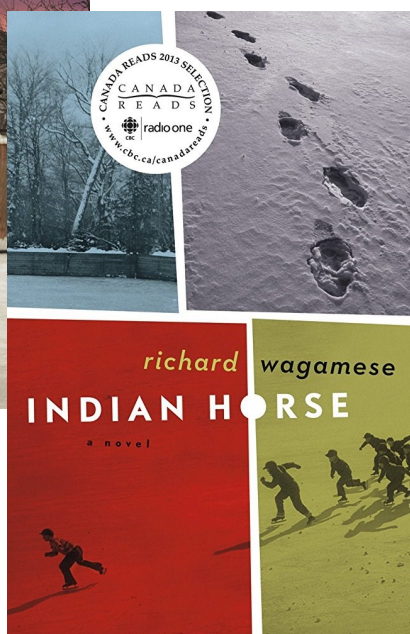
In addition, Laura has put together this newsletter. Thank you, Laura, and welcome to our community!

We ran workshops most Saturdays during the off-season. These often have waiting lists, which indicates to us that there is a need. Adults in our community are looking for things to do where they can get out and socialize. If you are a frequent user of the these programs, do make suggestions as to what more you would like to see offered. In future we would also like to offer evening speakers, so if you've an idea, please forward.

Students are back and will be helping with our expanding summer programming, not only a weekly session for the 6-10 age group, but also drama for our youth. This latter group is often left with little to do over the summer, so we're hoping they take advantage of a great opportunity to create and act in their own play. We have kept costs down to bare bones to keep it affordable, and is only available through a partnership with Friends of the Museum and Friends of the Library, a fantastic group effort from an even more fantastic group of volunteers who continue to do amazing things for our community!

We have another wonderful season lined up. Do visit our very important exhibit, on loan to us from the Lake of the Woods Museum in Kenora. As we've come to expect, they've handled a very difficult subject with respect and sensitivity. Please take some time to stop by and see it. Opening is May 23, from 3-7 p.m.

Thank you for your ongoing support!



Indian Horse Showing in Fort Frances

In the late 1950s Ontario, 7 year old Saul Indian Horse is torn away from his Ojibway family and is sent to a Catholic Residential School. He isn't allowed to speak his language or embrace his indigenous culture, while witnessing all kinds of abuse at the school. Despite this, he finds freedom as he plays hockey. He secretly teaches himself how to play, and he becomes exceptionally talented at the sport. This then allows him to leave the residential school and play pro — although he is still faced with the exceptional challenges of racism and assimilation. He embraces his heritage and draws upon the strength of his ancestors and his friends to heal and to persevere against all of the obstacles in his way to succeed.

This book was written by Richard Wagamese and was produced by Clint Eastwood in 2017. It has won several awards in Canada.

The Fort Frances High School will be hosting two public showings at the Townshend Theatre: May 23rd and 24th at 6:30 p.m. Admission is \$10.

Staff Updates: New Summer Students!

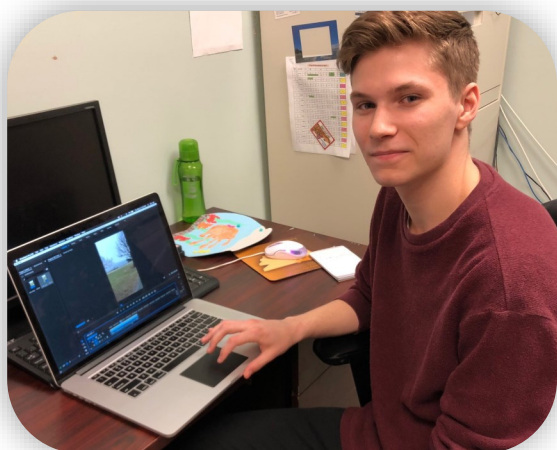


Savannah Woods

I am excited to be back at the museum for my third summer! Since I have been gone, I have graduated from university with a Psychology degree and have started Teacher's College. I am looking forward to being back working with the community and our area's tourists! Savannah's position is funded through the Ontario Summer Experience program.

Naomi McManaman

I am so excited to be back working at the museum this summer. Currently I am a student at the University of Ottawa, pursuing a Honours BA in Psychology. This year I am really looking forward to all of our summer programming and reopening the Hallett back up for tours! Naomi returns through the funding of Canada Summer Jobs program.



Cameron Cawston

This is my third year working at the museum for the summer. I am looking forward to working with our community on various projects and lending my technical skills where ever I can. Cameron has one year left at OCAD University where he is pursuing a Bachelor of Fine Arts in Integrated Media. Cameron's position is funded through Canada's Summer Jobs program.

Alyssa Armstrong

I am coming back for my second year working at the museum. I have just finished my second year of school at Queen's University in Kingston, where I am pursuing an undergraduate degree in biology. This summer, I'm most excited to be involved in the kids programming events again!

Alyssa returns to the museum through federal grant funding: the Young Canada Works program.



Laura Gosse

I have just completed my BSc in Archaeology & Geography from the University of Lethbridge. I am thrilled to be the new intern at the Fort Frances Museum thanks to the Northern Ontario Heritage Fund Corporation. My role as the community engagement coordinator will be doing outreach with indigenous communities in our surrounding area in order to develop programming that tells local history from a First Nations Perspective.



Volunteer News



Nell Laur has bravely undertaken the daunting task of accessioning the backlog of artifacts in our basement! With not enough man power in the museum, the accessions log has fallen to the wayside. However, with Nell's help we should be able to start going through the room! She's currently accessioning clothing from the Fashion 150 Exhibit from the winter that was donated by June Smith.

Some of our summer students will learn accessioning skills this summer from Nell. If you'd like to offer your assistance on this project we will be looking for additional volunteers in the fall!

Maxine (aka Max) Hayes and Darlene Mitchell have been busy organizing and cataloguing files in our library! Thanks ladies for cleaning it up for us and making it easier to find files for us and the community!

Max has been working on a special project for a client — prohibition and bootlegging in the Rainy River District! She is enjoying finding all sorts of tidbits about former members of our community and how some government agencies were in on the illegal activities...



Sandra Brunetta is currently interviewing members of our community and getting their personal histories and their memories about the town. Great job Sandra! Since she has started this, the list of people we need to interview has grown long. When one considers our many elders that are living in towns, in the country, and in our First Nations communities there is much to be done!

Anyone who would like to volunteer please contact the museum.

Image to the left is of Fort Frances High School in 1914.

We are ALWAYS looking for new faces from the community to join our volunteer team. It doesn't matter what age you are or what you do — if you need school credit, need something to do, or just a general interest, come to the museum and volunteer — I guarantee you'll learn something if you do!