

**TOWN OF FORT FRANCES**  
**AGENDA - December 12, 2011**

**COMMITTEE OF THE WHOLE - (Session No. 40)**  
**5:30 p.m. to 6:23 p.m.**

Page

**Call to Order**

**Non-Agenda Council items which, because of urgency, cannot be deferred to a subsequent meeting, identified to be considered later in this meeting, both in-camera and in open meeting.**

**Disclosure of pecuniary interest and the general nature thereof.**

**In-Camera - 5:31 p.m. to 5:45 p.m.**

- 4.1 Verbal Update from Mayor Avis re: OPP Tenancy.
- 4.2 Facilities/Sustainability Coordinator.
- 4.3 Appointments to Boards and Committees - Business Improvement Area Board of Management.

**Non-agenda in-camera items**

**Public Session Resumes in Council Chambers: 5:50 p.m.**

**Consent Agenda - 5:50 p.m. to 6:00 p.m.**

- |     |  |       |
|-----|--|-------|
| 7.1 | Janitorial Tender No. 11-CS-15.  | 3-4   |
| 7.2 | Fort Frances Lakers Request - Operate Ice for Kids Upstairs Canteen.                   | 5-6   |
| 7.3 | Non-Budgeted Capital Purchase - Fort Frances Museum.                                   | 7     |
| 7.4 | Proposed Halloween By-Law.   | 8-10  |
| 7.5 | Designated Parade Routes.  | 11-16 |
| 7.6 | Assisted Living.   | 17-19 |
| 7.7 | Economic Development Advisory Committee - Pricing and Sales Policy - Industrial Lots.  | 20-32 |
| 7.8 | Request from Parks Canada - Install and Maintain Fort St. Pierre Commemorative Plaque. | 33-40 |

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<b>Consent Agenda - 5:50 p.m. to 6:00 p.m.</b>	
7.9 Armit Avenue Sidewalk - Front Street to Church Street.	41-53
7.10 Execution of ESRI - Small Government Enterprise Agreement (GIS Software).	54-57
7.11 1107 Second Street East - Repairs to Water Service Line - Robert and Jean Dakin.	58-73
<b>Community Services Division - 6:00 p.m. to 6:15 p.m.</b>	
8.1 Updated Fort Frances Emergency Plan.	74-103
<b>Information -</b>	
9.1 Fort Frances Wastewater Treatment Facility - October 2011 Monthly Report.	104-109
<b>Non-agenda Committee Items -6:18 p.m.</b>	



December 6, 2011

Report to: Mayor and Council

Re: Janitorial Tender #11-CS-15

The following are the results of the aforementioned tender call to provide janitorial services for the Fort Frances Library and Technology Centre

	Monthly	Annual
J-Scrub Prof. Cleaning Service	2,688/4 wks	\$32,256 plus HST
Note: did not provide bid on required tender forms		
Brad Herman Contracting	4,237.50	\$50,850 includes HST
EnviroClean	2,988	\$35,856 plus HST
S&A Cleaners	2,553.80	\$30645.60 includes HST
Nicolson's Janitorial	2,700	\$32400 plus HST

The lowest bid is S&A Cleaners for \$30,645.60 per annum including HST. They are our current contractor and we recommend that we award the tender to them.

We also have confirmation from the following contractors who are currently cleaning other municipal facilities that they will exercise there option year at current contract amounts.

<u>Museum</u>	Monthly	Annual
Nicholson's Janitorial Services	\$500	\$6,000 + HST
<u>Civic Centre/OPP Offices</u>		
Nicholson Janitorial Services	\$4237.50	50,850 includes HST
<u>Children's Complex</u>		
Pitrowski Cleaning	\$2,640	\$31,680 includes HST
<u>Public Works</u>		
Courtesy Cleaning	\$678	\$8,136 includes HST

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Janitorial Tender No. 11-CS-15.

Date:

Dec 8, 2011

*M. McCaig*  
M. McCaig, Administrator

It is the recommendation of the Community Services Executive that we enter into contracts for janitorial services for 2012 with an option to renew for one year for the following:

Steve Barnard for the Library at \$30,645.60 per annum including HST

That we renew our agreements with:

- Nicolson's Janitorial for the Museum at \$6,000 per annum plus HST
- Nicolson's Janitorial for \$50,850 including HST for the Civic Centre/OPP Offices
- Pitrowski Cleaning at the Children's Complex for \$31,680.00 per annum including HST
- Courtesy Cleaning at the Public Works for \$8,136.00 per annum including HST

Respectfully submitted

  
George A. Bell  
Manager of Community Services

**Council's approval of this report will** award janitorial contract to S&A Cleaners for the Fort Frances Library and Technology Centre and renew contracts with Nicholson's Janitorial Services for Museum and Civic Centre/OPP Office, Pitrowski Cleaning for the Children Complex, and Courtesy Cleaning for the Public Works Office.





December 6, 2011

Report to: Mayor and Council

Re: Fort Frances Lakers Request  
Operate IFK Up Stairs Canteen


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At their regular meeting of November 28, 2011 council referred a request from the Fort Frances Lakers for the opportunity to tender for the Ice For Kids up stairs canteen to the Community Services Executive.

It is important to note that the fundamental principal of the canteen is exclusive food service rights and to introduce a competitor in the upstairs canteen during hockey games and tournaments would contravene this principal.

It is the recommendation of the Community Services Executive that the Manager of Community Services write the Fort Frances Lakers advising them that they are welcome to bid on the complete canteen operation this spring when it will be going out to tender.

Respectfully submitted,



George A. Bell  
Manager of Community Services.

**Council's approval of this report will** authorize the Manager of Community Services to advise the Fort Frances Lakers in writing that they are welcome to bid on the Memorial Sports Centre canteen tender this spring.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

DEC 8, 2011  
Date:



M. McCaig, Administrator

# FORT FRANCES LAKERS

Agenda Item # 7.2 ...

## Request for Tender for Ice for Kids Canteen

Mayor & Council  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9

November/2011

### To Mayor & Council

The Fort Frances Lakers Hockey Association is very interested in applying for the tender for the Ice for Kids upstairs canteen for the 2012/2013 hockey season.

The Fort Frances Lakers Hockey Association has huge operating expenses and an opportunity to operate the Ice for Kids upstairs canteen would be an additional revenue source.

The Lakers Fund Raising Team would bring the same level of volunteerism and 'excellence of execution' to the canteen venue as it has done and continues to do with every fund raising event it is involved in.

Please consider our request with the same 'due diligence' you do with all requests of this nature.

Sincerely,



Bev Kotnik - Chairperson of Fund Raising - FORT FRANCES LAKERS BOARD

Phone: 807-274-2243/Cell 807-275-6076

Milton Strachan - President - FORT FRANCES LAKERS BOARD

Phone: 807-274-8734/Cell 807-275-5255

## FORT FRANCES LAKERS HOCKEY ASSOCIATION STATEMENT OF OPERATIONS

Provided by: Stewart & Sande \* CHARTERED ACCOUNTANTS

### Statement of Operation & Net Assets for year ended 30<sup>th</sup> of April 2011

Revenue	\$189,960
Expenditures	\$205,013
Excess (Deficiency) of Revenues over Expenditures for Period	\$15,053
Net Assets (deficit) beginning of period	\$23,340
Net Assets (deficit) end of period	\$38,393

### Statement of Operation & Net Assets for the 158 day period ending 30<sup>th</sup> of April 2010

Revenue	\$157,713
Expenditures	\$181,053
Excess (Deficiency) of Revenues over Expenditures for Period	\$23,340
Net Assets (deficit) beginning of period	-
Net Assets (deficit) end of period	\$23,340

Fort Frances Lakers Junior A Hockey Team, P.O. Box 76, Fort Frances, ON P9A 3M5

**BELIEVE, ACHIEVE AND SUCCEED  
WITNESS THE POWER**





December 6, 2011

Report to: Mayor and Council  
Re: Non Budgeted Capital Purchase  
Fort Frances Museum

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Over the past year we have received \$2,675 in donations for the museum and would like to make two small capital purchases to assist our youth program and our ability to digitize our collection.

The first purchase would be for a stove that would cost between \$700 and \$800 that would add to our ability to offer youth programs. The second would be to purchase software that would enable us to photograph, edit, and store a digital copy of our collection to an electronic data-base. This will reduce research time and assist in the development of local exhibits. The cost for this software is approximately \$1500.

It is the recommendation of the Community Services Executive that we approve the capital purchase of a stove and software for the museum with the \$2675 in donations to date.

Respectfully submitted,

  
George A. Bell  
Manager of Community Services

**Council approval of this report will** authorize the small capital purchases of a stove and software for the museum using the 2011 donations for fund these purchases.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Dec 8, 2011  
Date:

  
M. McCaig, Administrator

December 6, 2011



Report to: Mayor and Council

Re: Proposed Hallowe'en By-Law

At their regular meeting of November 28 council referred a request from Jackie Lampi-Hughes to look into the merits of implementing a Hallowe'en curfew by-law limiting trick-or-treating to the hours of 6 pm to 8 pm to the Community Services executive with input from the Police Service Board.

After due consideration of the merits of such a by-law and receiving input from the Police Service Board and By-law it is the recommendation of the Community Services Executive that we do not implement such a by-law for a Hallowe'en curfew

Respectfully submitted,

George A. Bell  
Manager of Community Services

**Council's approval of this report will not implement a Hallowe'en curfew by-law.**

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Dec 8, 2011  
Date:

*M. McCaig*  
M. McCaig, Administrator

Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
Fifth Street & Wright Avenue  
Phone: 807-274-9893  
Fax: 807-274-7360

Civic Centre  
320 Portage Avenue  
Phone: 807-274-5323  
Fax: 807-274-8479  
email: town@fort-frances.com



Planning & Development Division  
Civic Centre

Community Services Division  
740 Scott Street P9A 1H8  
Phone: 807-274-4561

Mailing Address:  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

www.fort-frances.com

November 16, 2011

Jackie Lampi-Hughes  
1028 Frenette Avenue  
Fort Frances, Ontario  
P9A 3V5

Dear Ms. Lampi-Hughes:

At the recent meeting of Council held on Monday, November 14, 2011, the following resolution was approved:

"THAT the letter dated November 2, 2011 from Jackie Lampi-Hughes to request implementation of a Town curfew for Hallowe'en activity on October 31<sup>st</sup> annually be received and the matter be referred to Community Services Executive Committee for recommendation with input from Police Services Board."

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Mr. G. Bell, Manager Community Services, at 274-4561.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

G.W. Treftlin, AMCT, Clerk

GWT/kl

c.c. Community Services Executive Committee  
-Attn: G. Bell, Manager Community Services  
Fort Frances Police Services Board  
-Attn: L. Holt, Board Secretary (att'd)

H:\OFFICE\LETTERS AND CORRESPONDENCE\Community Services\2011 Matters and Reports\Lampi-Hughes request - Halloween Curfew.doc





Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
Fifth Street & Wright Avenue  
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320 Portage Avenue  
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P9A 3P9

[www.fort-frances.com](http://www.fort-frances.com)

## **POLICE SERVICES BOARD**

November 25, 2011

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

Attention: Mr. G. Bell, Manager  
Community Services

Dear Sir:

The Police Services Board received the letter referred from the Community Services Executive Committee regarding a Curfew for Halloween.

In consultation with the Detachment Commander there are no concerns from the policing perspective regarding the current hours of "trick or treating" and therefore we have no further recommendation.

Yours truly



John McTaggart  
Chair

/elh



December 8, 2011

REPORT TO: Mayor and Councillors  
FROM: Glenn Treftlin, Clerk  
SUBJECT: Designated Parade Routes

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At their meeting November 28, 2011, Council referred to the Administration and Finance Executive Committee a request from the Fort Frances Police Services Boards for formal designation by Council of official routes to be used for parades in town such as the Fort Frances Canadian Bass Championship Tournament Parade of Boats, Canada Day parade and Christmas parade for recommendation with input from the other Executive Committees.

The Administration and Finance Executive Committee, having received favourable input from the Operations and Facilities, Community Services and Planning and Development Executive Committees, considered this at their meeting December 6, 2011 and recommend the designation of the following two optional routes for parades for significant community events in Town as proposed by the Fort Frances Police Services Board:

Utilizing as a marshalling area, if available, the parking lot at either of the Memorial Sports Centre or the Library and Technology Centre, or Minnie Avenue or Williams Avenue and, proceeding from the marshalling area to Scott Street or Front Street then westerly and dispersing at a point no further west than Mowat Avenue. The parade could then continue to proceed back to the starting point on condition that it does not travel west of Mowat Avenue and remains south of Second Street E.

Requirements for parade organizers to contact the office of the Town Clerk for permission for all parades and processions remains in effect.

/GT

**Council's approval of this report** will designate routes within Town for parades for significant community events as proposed by the Fort Frances Police Services Board.



**Planning & Development Executive Committee**

# Memo

**To:** Administration & Finance Executive Committee  
**From:** Planning & Development Executive Committee  
**CC:** Glenn Treftlin, Clerk  
**Date:** 2011 December 5th  
**Re:** Designation of Official Parade Route

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At their meeting held 2011 November 28<sup>th</sup> Council referred the matter of the creation of an official parade route to AFEC with input and comment from the other executive committees.

During the most recent PDEC meeting staff were directed to convey the following to AFEC for consideration in their recommendation.

- That AFEC consider not naming any specific parades such as "FFCBC Parade of Boats" or "Santa Clause Parade" in the policy but instead consider using the term "Parades for significant community events".
- That both parade routes as suggested appear to work well and that both routes be included in the policy as a choice for the applicants.
- If any other route is desired by an applicant that the applicants be advised that the routes so spoken to in the policy are the preferred routes and that if another route is desired it must be made as a timely request to the Town through the office of the Clerk to allow for sufficient time to review and respond to the request.

Respectfully Submitted  
Planning & Development Executive Committee



R. Hallam, CBCO, CRBO  
Superintendent  
Planning & Development Division



December 1, 2011

Report To: Administration & Finance Executive Committee

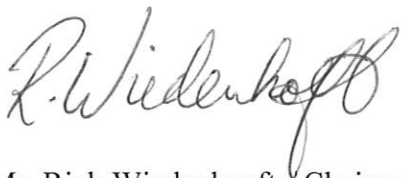
From: Operations & Facilities Executive Committee

**SUBJECT: Establishing a Community Parade Route - Going Forward**

The letter dated November 23, 2011 from the Police Service Board (PSB) in regards to designating a set community parade route was reviewed by the Operations and Facilities Manager and the Transportation Superintendent. See attached copy of the letter. The Operations & Facilities Division is in support of establishing the proposed community parade routes as outlined in the PSB letter as this will ensure that an east to west route or corridor through the community is always maintained and there shouldn't be any adverse impact on the USA border traffic.

The Operations and Facilities Executive Committee supports the establishment of the proposed community parade routes as outlined in the PSB letter as theses routes will ensure that an east to west route or corridor through the community is always maintained and shouldn't adversely impact on the USA border traffic.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "R. Wiedenhoef".

Mr. Rick Wiedenhoef - Chairman  
Operations & Facilities Executive Committee

Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
Fifth Street & Wright Avenue  
Phone: 807-274-9893  
Fax: 807-274-7360

Civic Centre  
320 Portage Avenue  
Phone: 807-274-5323  
Fax: 807-274-8479  
email: town@fort-frances.com

THE TOWN OF FORT FRANCES



FORT FRANCES, ONTARIO  
CANADA

Planning & Development Division  
Civic Centre

Community Services Division  
740 Scott Street P9A 1H8  
Phone: 807-274-4561

Mailing Address:  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

www.fort-frances.com

# POLICE SERVICES BOARD

November 23, 2011



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

Attention: Mayor and Council

Dear Sirs and Madam:

☒ OK *Refer to Administration and Finance Executive Committee*  
☐ Recommended *for recommendation*  
☐ Includes my input *with input from*  
☐ Recommended as amended *with comment*  
☐ Not recommended *Operations and Facilities*  
☐ Will Speak to this *Community Services & Planning & Development*  
☐ Other *Executive Committee*  
 Date: *Nov 24 2011* *M. McCaig, Administrator*

At a recent meeting of the Police Services Board there was an in depth discussion on parades within town limits and the use of limited police resources to manage the parades as they proceed through town. Several options were considered while keeping in mind that one of the objects is to try to eliminate interference with vehicular traffic at major intersections that would require a police presence.

The Police Services Board recommends to council that the town adopt an official parade route within Fort Frances that will limit the interference with motor vehicles at major intersections and therefore limit the need for extra police officers to control those intersections. Council may also wish to designate certain parades as town sanctioned parades that would be a priority for the police. Parades such as July 1, Santa Claus, come to mind with possibly the FFCBC parade of boats being another.

The parade route that the Police Services Board is recommending to council is a marshalling area that could be at the arena parking lot; the library parking lot; the wood yard (with an agreement from the mill); or along Minnie Avenue or Williams Avenue. The two routes that are recommended for the parade to proceed from the marshalling area to either Scott Street or to Front Street and then proceed westerly to a conclusion point no further west than Mowat Avenue where the parade can disperse. There is nothing to prevent the parade from doubling back to the starting point of the parade provided the parade does not proceed west of Mowat Avenue and stays south of Second Street.

THE TOWN OF FORT FRANCES

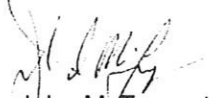
-2-

Parade organizers would, as before, need to provide qualified persons to man any barricades at intersections to allow for the passage of emergency vehicles should the need arise.

We feel this recommendation is a very good solution for security at future parades with in the Town of Fort Frances. Should you have any questions regarding this issue we would be more than pleased to discuss them with you.

Thank you for you consideration of this matter.

Yours truly



John McTaggart, Chair  
Fort Frances Police Services Board

JM/elh  
Attach.

Ontario Police  
Provincial  
Police

Police  
provinciale  
de l'Ontario



Fort Frances Detachment  
320 Portage Avenue  
Fort Frances ON P9A 3P9

Tel: (807) 274-3322  
Fax: (807) 274-7541

November 2, 2011

**MEMORANDUM TO:**

Mr. John McTaggart  
Chairperson Fort Frances Police Services Board

**Re: Parades in the Town of Fort Frances**

The Rainy River District Detachment is currently working with the organizers of the 2011 Fort Frances Christmas parade to resolve/address the following:

- To determine a parade route that will not require on-duty police to conduct traffic control. However, officers can be made available on a paid duty basis if the organizers want to use a route that requires police to control traffic. If a request is received for paid duty officers, the administration fee and police vehicle fees will be waived.
- The responsibility for safety arrangements rests with the organizers of the parade. Police can assist with safety recommendations.
- Organizers should have volunteers (wearing readily identifiable safety attire) in place to erect, staff, and remove barricades that will block the streets that intersect with the parade route. Barricades will have to be moved to allow for emergency vehicles to pass through if necessary. Volunteers do not have the authority to direct traffic where routes remain open to the public.

This year, there will be an OPP cruiser in the parade to promote the "Stuff A Cruiser" initiative. We have also made arrangements in partnership with the Treaty Three Police Service and the OPP Auxiliary Unit, to have at least two persons available to assist the organizers.

With the numerous requests from different organizations and groups to have parades, walks, bike rides and runs in the Town of Fort Frances and the limited availability of on-duty OPP officers to assist, it is my recommendation that a parade route be identified in the Town of Fort Frances that will be used by all groups that want to have a parade. That this route should meet the following criteria:

- A mustering point with sufficient space for participants to gather while not interfering with traffic.
- Intersecting streets that can be made safe by using barricades provided by Public Works to be staffed by volunteers.
- Should not travel through any intersections that would have to remain open to the travelling public and thus require police officers to provide traffic control. Since on-duty officers cannot be committed to parade traffic control and must remain available for calls for service, organizers are free to request the presence of police officers on a paid duty basis. Every effort will be made to fulfill paid duty requests.

Steve Shouldice A/Insp  
Acting Detachment Commander  
Rainy River District Detachment

Memo To: Mayor and Council

From: Administration and Finance Executive Committee

Subject: Assisted Living

Date: December 8, 2011

---

At the Administration and Finance meeting of December 7<sup>th</sup>, 2011, the executive committee reviewed and discussed the November 14<sup>th</sup> letter from the Assisted Living Action Group (ALAG).

Within the letter from ALAG, there were the following requests:

- 1) assign a council member or designate to work with our committee to design a survey in order to assess the needs of seniors and their families; and
- 2) assist us by covering the cost of such data in order to implement the survey.

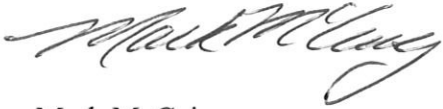
After thorough discussion of the request, the A & F Executive Committee is putting forward the following recommendations for the consideration of Mayor and Council:

- 1) The Town should support in principle the concept of Assisted Living facilities from a district perspective.
- 2) The Town believes the development of an Assisted Living facility should be facilitated through the private sector in conjunction with partners such as the Rainy River District Social Services Administration Board (RRDSSAB), Rainycrest, Riverside Healthcare Facilities and the Local Health Integration Networks (LHIN).
- 3) The Town should support the consultation between ALAG and Rainy River Futures Development to ascertain RRFDC's willingness to develop an appropriate survey for ALAG's purposes.



- 4) The Town should decline the request for financial support of the survey.

Respectfully Submitted,



Mark McCaig  
CAO

Council approval of this report will endorse the following recommendations: 1) support in principle the concept of an Assisted Living Facility from a district perspective, 2) development should be through the private sector with partners (RRDSSAB, Rainycrest, Riverside Healthcare Facilities and LHIN), support consultation between ALAG and RRFDC to develop a survey for ALAG's purposes and 4) decline ALAG's request for financial support of the survey.



Box S c/o FF Times  
116 First St. E.  
Fort Frances, ON P9A 1K2

Monday, November 14, 2011

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

☒ OK *for Council direction*  
☐ Recommended  
☐ Includes my input  
☐ Recommended as amended/with comment  
☐ Not recommended  
☐ Will Speak to this  
☐ Other  
Date: Nov 23 2011 *M. McCaig*  
M. McCaig, Administrator

Dear Mr. Mayor and Members of Council,

It is believed that the development of Assisted Living accommodations and services for seniors and their families in our community would decrease the out migration of seniors and health cost as well as increase healthy lifestyle, employment opportunities and family tourism. Everyone could win.

In order to move forward to accomplish our goals, our Assisted Living Action Group (ALAG) needs data. We are asking to partner with the Town Council as part of a needs assessment strategy to determine the needs of seniors and their families in our community. A fact finding mission would also benefit Town Council's strategic planning process.

We are requesting that Mayor and Council assist with the following:

- 1) assign a council member or designate to work with our committee to design a survey in order to assess the needs of seniors and their families; and
- 2) assist us by covering the cost of implementation of such data in order to implement the survey

Thank you for your ongoing support and consideration.

Regards,

*Robert Schulz*  
Robert Schulz

Chair, Seniors & Law Enforcement Together

*Erma Armit*

Erma Armit

Chair, Assisted Living Action Group



**Planning & Development Executive Committee**

# Report



**Date:** 2011 December 7<sup>th</sup>  
**To:** Mayor & Council  
**From:** Rick Hallam, CBCO, CRBO, Supt. Planning & Development Div.  
**Subject:** Economic Development Advisory Committee re; Pricing & Sales Policy, Industrial Lots

Council will recall that a policy for industrial land sales as recommended by EDAC was referred to PDEC with input from all executive committees. Having received confirmation from all other executive committees of support of the concept of the policy, the Municipal Planner drafted a "Land Sale Policy" using the standard policy format of the Town, see attached.

Although this policy has not been reviewed in totality by PDEC, the near final draft was reviewed at their meeting held 2011 December 5th and found to be in keeping with the concept of the one developed by EDAC. In addition to lands within the Industrial Park, the policy includes schedules that can be completed to accommodate specific issues relative to sale of other town properties (*commercial and residential*).

PDEC recommend that Council approve and implement the Land Sale Policy as developed by the Municipal Planner.

Respectfully Submitted,  
 Planning & Development Executive Committee,

R. Hallam, CBCO, CRBO *R. Hallam*  
 Superintendent  
 Planning & Development Division

**RECOMMENDED**  
 PLANNING & DEVELOPMENT

DATE: *2011 Dec 7*  
 DIV. MNG. *R. Hallam*  
 EXECUTIVE COMM. *R. Hallam*

**Council approval of this report will:** Approve the Land Sale Policy prepared by the municipal planner based on the concept provided by EDAC and authorize the immediate implementation and inclusion in the Town's Policy Manual

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Date: *Dec 8, 2011*

*M. McCaig*  
 M. McCaig, Administrator



Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
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Phone: 807-274-4561

Mailing Address:  
320 Portage Avenue  
Fort Frances, Ontario  
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www.fort-frances.com

November 16, 2011

Economic Development Advisory Committee  
Attn: Gary Rogozinski, Chair  
904 Sixth Street East  
Fort Frances, Ontario  
P9A 1W9

Dear Sir:

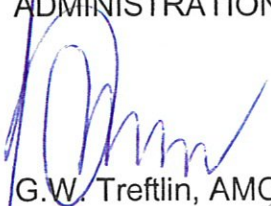
At their meeting November 14, 2011, Council referred the letter dated November 8, 2011 from the Economic Development Advisory Committee re: Pricing and Sales Policy – Fort Frances Industrial Park to the Planning and Development Executive Committee for recommendation with input from the Administration and Finance and Operations and Facilities Executive Committees.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Mr. R. Hallam, Superintendent Planning and Development, at 274-5323, ext 252.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION



G.W. Treftlin, AMCT, Clerk

GWT/kl

-2

- c.c. Planning and Development Executive Committee  
-Attn: R. Hallam, Superintendent Planning & Development  
F. Flatt, Municipal Planner  
Operations and Facilities Executive Committee  
-Attn: D. Brown, Manager Operations and Facilities  
Administration and Finance Executive Committee  
-Attn: L. Witherspoon, Treasurer  
L. Pattison (att'd – for agenda)  
Rainy River Future Development Corporation  
-Attn: G. Gillon, Regional Economic Developer  
L. Pattison, Economic Development Advisory Committee Secretary (att'd)

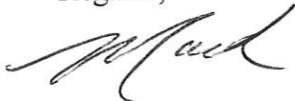
Memo To: Faye Flatt, Municipal Planner  
From: Mark McCaig  
Subject: Industrial Land Sales Policy  
Date: November 23, 2011

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As you are aware, the Administration and Finance Executive Committee endorsed the Industrial Land Sales Policy, as developed by EDAC, at the last regular meeting of November 22, 2011.

The executive supports the policy as drafted and is forwarding their recommendation to the Planning and Development Executive Committee, the designated lead committee regarding this matter.

Regards,



Mark McCaig  
CAO

c.c. Rick Hallam, Superintendent Planning and Development

November 23, 2011

Report To: Planning & Development Executive Committee

From: Operations & Facilities Executive Committee

**SUBJECT: Industrial Lots – Revised Pricing & Sales Policy**



The report dated November 8th, 2011 from the Economic Development Advisory Committee (EDAC) in regards to a proposed pricing and sales policy for the existing industrial lots was reviewed during the November 23<sup>rd</sup> Operations & Facilities Executive Committee meeting. The Operations and Facilities Executive Committee recommends the following:

- 1) That the proposed prices and sales policy for the industrial lots outlined in the EDAC report is supported in principal and should be forwarded to Council for endorsement.
- 2) That on an annual basis the Operations and Facilities Division will provide cost estimates for 2-inch diameter water and 6-inch diameter sanitary sewer service lines for the properties outlined in the report.
- 3) That a 6-inch diameter sanitary sewer service line in most cases will have sufficient capacity to support an industrial type building and not a 8 inch diameter service line as outlined in the November 8<sup>th</sup> EDAC report.

Respectfully submitted,

Mr. Rick Wiedenhoeft - Chairman  
Operations & Facilities Executive Committee



THE TOWN OF FORT FRANCES	SECTION PLANNING AND DEVELOPMENT
<u>SALE OF TOWN LANDS</u>	REVISED November 2011
Resolution No.	Resolution No.
Policy Number	PAGE 1 of 8

## 1. POLICY STATEMENT

The Town will dispose of surplus *Land* in an open and transparent process to ensure that the consideration for such disposal is fair, reasonable and in the best interest of the Town.

## 2. AUTHORITY

Section 270(1) of The Municipal Act, 2001, requires that a municipality adopt and maintain policies with respect to the sale and other disposition of land.

By-Law #23/95 was enacted by Council for the Town of Fort Frances on March 13, 1995 to establish procedures, including the giving of notice governing the sale of real property.

## 3. APPLICATION

This policy applies to the sale or other disposal of land by The Corporation of the Town of Fort Frances and is intended to augment and be read in consultation with By-Law #23/95, as may be amended from time to time.

It is the intent of this policy to focus on the management and dispersal of industrial, commercial and residential land in order to make property readily available for long term economic development, land revitalization and residential development.

This policy and the sale of real property shall be administered through the office of the Municipal Planner.

## 4. DEFINITIONS

In this policy, the following terms shall have the meaning ascribed to them:

- 4.1. **Abutting** means *Land* adjoining another parcel having one (1) or more lot lines in common;
- 4.2. **Applicant** means a person who has enquired or requested to purchase Town *Land*;
- 4.3. **As is** means without regard for state of repair, location of any and all structures, walls, retaining walls or fences (freestanding or otherwise) or encroachments by buildings or fences or otherwise, on the *Land* or *Abutting* properties or streets, and without warranty or representation as to use, environmental contamination, hazards or risks;
- 4.4. **Disposition** shall mean the sale, transfer, conveyance or exchange of the fee simple interest in land or the granting of a lease for a term of twenty-one (21) years or longer, and does not include the granting of an easement or right of way, and "disposal" shall have a similar meaning;
- 4.5. **Industrial Park** means *Land* located in the municipality bounded on the south by the CNR Railway line, on the west by McIrvine Road, on the north by Eighth Street West and on the east by Webster Avenue and zoned Industrial in the Town of Fort Frances Zoning By-Law.

- 4.6. Land means real property and any improvements thereon owned by the Town, including highways which have been or may be stopped up and closed, but does not include any land which Council has otherwise determined by resolution or by-law is not available for sale.
- 4.7. Limited Marketability means *Land* that because of it's size, shape, location, etc. is considered to be of limited interest to potential purchasers.
- 4.8. Non-Serviceable Land means *Land* where major extensions to services will be required to accommodate development.
- 4.9. Person means a legal entity, whether a corporation or individual, capable of purchasing property or otherwise entering into an agreement.
- 4.10. Sale and Sell shall not include:
  - 4.10.1. a lease of less than twenty-one (21) years;
  - 4.10.2. transfers of easement or rights-of-way by the Town;
  - 4.10.3. releases of restrictive covenants by the Town; or
  - 4.10.4. releases of rights of first refusal by the Town.
- 4.11. Services means municipally piped water and sanitary sewer infrastructure.
- 4.12. Serviceable Land means *Land* with immediate development potential because services are either located within the adjacent road allowance or major extensions are not required.
- 4.13. Surplus means property that the Town no longer requires to meet its current or future needs;
- 4.14. Zoning By-Law means a by-law enacted by the Corporation of the Town of Fort Frances in accordance with section 34 of *The Planning Act*.

## 5. ADMINISTRATION

The procedure set out on Schedule "A" has been developed to ensure all departments have the opportunity to conduct an evaluation to identify and/or address any issues relative to the property prior to it being declared surplus as well as to ensure efficient and consistent administration is maintained throughout the process.

## 6. MARKETING

For marketing purposes, *Land* being disposed of will be categorized as either Commercial/Industrial or Residential and will be further classified based on whether it is *serviceable*, *non-serviceable* or considered to have *limited marketability*. Specific policies will be developed for each property class to govern marketing and other components of a property as follows:

Schedule "A" – Initiation Process

Schedule "B" – Industrial/Commercial

Schedule "C" – Residential

SCHEDULE "A"  
Land Sale – Initiation Process

The following is the administrative process to be followed for *Land* that is owned by the Town and that has not yet been declared as surplus:

1. Identification of Property – Property is identified either as a result of an enquiry made to staff of the Town of Fort Frances or of the Rainy River Futures Development Corporation or by Council initiative or by other means.
2. Refer to Process – The Municipal Planner will prepare a memo to the Planning & Development Executive Committee (PDEC) setting out the proposal for the property and why it is being considered.
3. Support in Principal – PDEC will consider the proposal, and if
  - a. Supported in principal – process will continue; or
  - b. Not supported in principal – will forward report to Council to advise of enquiry and recommendation for no further action.
4. Circulation – Property information checklist is circulated to Division Managers/Supervisors for all departments and to Fort Frances Power Corporation for an evaluation.
5. Consolidation of Comments – Report by Municipal Planner to PDEC, identifying
  - a. No issues – the process continues; or
  - b. Issues identified –
    - i. Process continue with conditions, or
    - ii. Process ceases.
6. PDEC – report to Council
  - a. Recommendation to Proceed – to declare surplus and dispose of property including conditions, if any; or
  - b. Advising of enquiry and issues resulting in recommendation for no further action.
7. Council – Referral to declare surplus pursuant to By-Law #23/95
  - a. If Road allowance – to Clerk
  - b. If Other – to Municipal Planner or otherwise

SCHEDULE "B"  
Industrial/Commercial

**A.1 Application**

The policies contained in this Schedule pertain to *Land* within the municipality that has been declared surplus to the needs of the municipality and is zoned either Commercial or Industrial.

**A2 Classification**

*Land* within the Commercial/Industrial category will be further defined as being either Commercial or Industrial. Properties will further be classified as follows:

Class 1 – Serviceable, or

Class 2 – Non-Serviceable

Class 3 – Limited Marketability

**A3 – Disposition**

*Land* being disposed of will be governed by specific pricing strategies as set out below:

Appendix "A" – properties zoned Industrial and located in the Industrial Park

Appendix "B" – properties zoned Industrial but not located in the Industrial Park

Appendix "C" – properties zoned Commercial



Sale of Town Lands – Schedule “B”  
“Appendix “A” – Industrial  
Industrial Park  
Class 1 – Serviceable

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**A. Disposition Guidelines:**

Properties within this Class are subject to disposition on the following basis:

1. The basis of land sales is to generate economic development.
2. *Land* will be priced by the acre.
3. Prices established are for the *Land* only. The cost of services connections to the property from the main and culverts, etc. will be priced separately.
4. Land is sold “as is”.
5. Prices for municipal services, culverts, etc. will be reviewed and/or established annually based on a recommendation from the Rainy River Future Development Corporation (RRFDC) in consultation with the Economic Advisory Committee (EDAC) and based on information provided by the Operations & Facilities Division.
6. Notwithstanding costing established in #5 above, servicing costs will be calculated at the time services are requisitioned by the purchaser and/or installed.
7. The purchaser will be responsible for payment of legal fees and disbursements associated with the transaction on behalf of the Town to an upset limit, which has been predetermined by administration based on recent transactions of a similar nature. Every effort will be made to mitigate the costs incurred on behalf of the Town.
8. Conditions may be imposed to ensure development of the property. Conditions, if any are identified in section B below.

**B. Pricing & Development**

9. The price of land is established at \$3,500 per acre.
10. A Development Guarantee in the sum of \$10,000 per acre shall be added to the purchase price as a mechanism to ensure the land being sold is developed.
11. With exception of land purchased for non-taxable purposes, the Development Guarantee will be refunded to the purchaser provided the following conditions have been satisfied within two years of the date of sale:
  - a. The construction, and completion, of a building having a minimum value of \$40,000, based on value calculated building permit purposes; and
  - b. Installation of services to the property.

**C. Properties:**

The following are considered Class 1 properties:

- Sixth Street – Plan 48M-353 lots 26, 27, 28, 29
- Webster Avenue/Wright Avenue – Plan 48M-353 Lots 41, 42, 43 and 44
- Fifth Street lots – Plan 48R-3880, Parts 1, 2, 3, 4, 5 and 10
- Keating Avenue – Plan 48M-357, Lots 22 and 23

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Sale of Town Lands – Schedule “B”  
“Appendix “A” – Industrial  
Industrial Park  
Class 2 – Non-Serviceable

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Sale of Town Lands – Schedule “B”  
“Appendix “A” – Industrial  
Industrial Park  
Class 3 – Limited Marketability

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Sale of Town Lands – Schedule “B”  
Appendix “B” – Industrial  
Class 1 – Serviceable

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Sale of Town Lands – Schedule “B”  
Appendix “B” – Industrial  
Class 2 – Non-Serviceable

---

Sale of Town Lands – Schedule “B”  
Appendix “B” – Industrial  
Class 3 – Limited Marketability

---

Sale of Town Lands – Schedule “B”  
Appendix “C” – Commercial  
Class 1 – Serviceable

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Sale of Town Lands – Schedule “B”  
Appendix “C” – Commercial  
Class 2 – Non-Serviceable

---

Sale of Town Lands – Schedule “B”  
Appendix “C” – Commercial  
Class 3 – Limited Marketability

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Not Yet Developed

SCHEDULE "C"

Residential

A.1 Application

The policies contained in this Schedule pertain to land within the municipality that has been declared surplus to the needs of the municipality and is zoned Residential.

A2 Classification

Lands within the Residential category will be further classified as follows:

Class 1 – Serviceable, or

Class 2 – Non-Serviceable

Class 3 – Limited Marketability

A3 – Disposition

Land being disposed of will be governed by specific pricing strategies as set out in Appendix "A" attached hereto.

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Sale of Town Lands – Schedule “C”  
“Appendix “A” – Residential  
Class 1 – Serviceable

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Sale of Town Lands – Schedule “C”  
“Appendix “A” – Residential  
Class 2 – Non-Serviceable

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Sale of Town Lands – Schedule “C”  
“Appendix “A” – Residential  
Class 3 – Limited Marketability

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Not Yet Developed



December 1, 2011

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Request from Parks Canada to enter into an agreement to install & maintain the Fort St. Pierre Commemorative Plaque**

At the October 11, 2011 Council meeting the letter dated October 3, 2011 from Parks Canada was referred to the Operations & Facilities Executive Committee for review and recommendations. See attached copy of the October 3, 2011 letter.

The Operations & Facilities Division has no concern with the request from Parks Canada to enter into an agreement for the installation and maintenance of the Fort St. Pierre commemorative plaque. The plaque has been in place since the early 1970's with no real concerns. However the letter from Parks Canada was referred to the CAO, Mark McCaig and the Town's lawyer, Wes Derksen for review due to the fact that the existing Fort St. Pierre plaque is located on the Pither's Point Park property. This property is subject to a land ownership dispute. Please find attached a draft copy of a proposed letter to be sent to Parks Canada under the signature of Mark McCaig, CAO.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the request from Parks Canada to enter into an agreement for the installation and maintenance of the Fort St. Pierre commemorative plaque on the Pither's Park property be approved where the Mayor and Clerk are authorized to executed the agreement on behalf of the Corporation of the Town of Fort Frances.
- 2) That the letter prepared by Mark McCaig, CAO will accompany the executed agreement to Parks Canada.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Dec 8, 2011  
Date:

Mark McCaig  
M. McCaig, Administrator

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Operations & Facilities Manager

**Council approval of this report will ensure the following:**

- 1) That the request from Parks Canada to enter into an agreement for the installation and maintenance of the Fort St. Pierre commemorative plaque on the Pither's Park property be approved where the Mayor and Clerk are authorized to executed the agreement on behalf of the Corporation of the Town of Fort Frances.
- 2) That the letter prepared by Mark McCaig, CAO will accompany the executed agreement to Parks Canada.

2011DecParksCanada

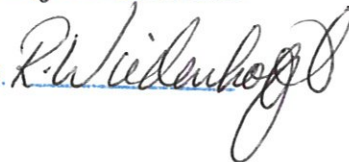
RECOMMENDED

DEC 01 2011

DIV. MNG.



EXECUTIVE COMM.



December 1, 2011

Parks Canada – Northern Ontario  
Attention: Svenja Hansen  
Partnering and Engagement Officer  
33 Court Street South, Suite 105  
Thunder Bay, Ontario  
P7B 2W6

Re: Fort St. Pierre Plaque

Dear Ms. Hansen:

Further to the correspondence received from Parks Canada in respect of this matter, it is important that you are advised that:

1. The park property is the subject of dispute and pursuant to an Order of the Superior Court of April 2010 (the “Court Order”), it has been directed that interim preservation of the park” shall remain with the Town, which property shall continue in the possession of the Town and be maintained as in the past as a public park by the Town, together with all roads therein” until final determination of the litigation or further Order of the Court.
2. Accordingly, the consent of the Town with regard to the installation and presence of the Fort St. Pierre plaque is subject to the court order and is limited to such authority of the Town as exists pursuant to the Court Order in terms of time and otherwise. The installation and presence of the plaque must not affect or detract from the park use, and must be integrated with the surroundings.
3. Installation and presence of the Fort St. Pierre plaque is conditional and upon there being no liability of any kind whatsoever to the Town and on the basis that the Town will be indemnified and saved harmless for all things and anything that might occur as a result of or related to its installation and presence.

The Town believes that the historical plaque would be of interest to people who visit the park. It should be noted, however, that it has come to the Town's attention that the location of Fort St. Pierre may not have been within the park lands, but further south towards the river near the current water treatment plant. Having said this, the Town is not seeking a relocation of the plaque to that area.

Regards,

Mark McCaig  
CAO





Svenja.Hansen@pc.gc.ca  
03/10/2011 09:30 AM

To: gtreflin@fort-frances.com **Agenda Item # 7.8 ...**  
cc  
bcc  
Subject: Fort St. Pierre National Historic Site plaque

Hello Mr. Treflin;

I look after the Historic Sites and Monuments Board of Canada designations in Northern Ontario. Among these designations is the Fort St. Pierre plaque, which stands next to the ball diamond at Pither's Point Park in Fort Frances.

Attached is a letter from Mike Walton, Field Unit Superintendent for Parks Canada - Northern Ontario, asking your Mayor and Council to sign the appended agreement for the Fort St. Pierre National Historic Site plaque. Parks Canada is attempting to put in place agreements for all the existing plaques we manage across Northern Ontario, to establish relationships with the land owners, who have graciously allowed us to place these markers on their properties.

I am also sending along a picture of the plaque in question. Please feel free to correct the contact information on the agreement. Should you have questions, feel free to contact me. I will be your primary contact. Once the agreement is signed, please return two original copies of the signed agreement to my attention. I will return the second original to you for your files once it has been signed at our end.

Thank you for your help in bringing this request to the attention of Mayor and Council. I really appreciate your assistance and look forward to working with you in future!

Respectfully,

Svenja Hansen  
Partnering & Engagement Officer | Agente, Partenariats et engagement  
Parks Canada - Northern Ontario | Parcs Canada - Nord de l'Ontario  
33 Court Street South, Suite 105 | 33, rue Court Sud, bureau 105  
Thunder Bay ON P7B 2W6 | Thunder Bay (Ontario) P7B 2W6  
svenja.hansen@pc.gc.ca  
Telephone | Téléphone: 807-346-2911  
Facsimile | Télécopieur: 807-345-9731  
[www.parkscanada.gc.ca](http://www.parkscanada.gc.ca) | [www.parcscanada.gc.ca](http://www.parcscanada.gc.ca)  
Government of Canada | Gouvernement du Canada



100 years, Come Celebrate! | 100 ans, Soyez de la fête! PlaqueInstallationAgreement\_FortStPierre\_2011-10-03.docx



Fort St Pierre\_Overall Location\_2008-06-06.JPG FortStPierre\_TownOfFortFrances\_LET\_2011-10-03.PDF

- Refer to Operations and Facilities*
- ☒ OK *Executive Committee for*
  - ☐ Recommended *recommendation*
  - ☐ Includes my input
  - ☐ Recommended as amended/with comment
  - ☐ Not recommended
  - ☐ Will Speak to this
  - ☐ Other

Request from Parks Canada - Install and Maintain Fort St. Pierre  
Commemorative Plaque.  
Date: *Oct 11 2011*  
M. McCaig, Administrator





Parks Canada – Northern Ontario  
33 Court Street S, Suite 105  
Thunder Bay ON P7B 2W6

October 3, 2011

Mayor and Council  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances ON P9A 3P9

Dear Mayor and Council;

In 1971, Parks Canada on the recommendation of the Historic Sites and Monuments Board of Canada (HSMBC) installed a plaque at Pither's Point Park in Fort Frances to commemorate *Fort St. Pierre National Historic Site*.

We are in the process of putting in place agreements for all the existing plaques Parks Canada manages across Northern Ontario, to establish relationships with the land owners, who have graciously allowed us to place these markers on their properties.

Attached is a copy of the agreement we are using, as well as a picture of the plaque in question. Feel free to correct the contact information on the agreement.

I look forward to developing a solid working relationship between our two organizations, so that together we may increase awareness of the national historic site located in your wonderful community.

Sincerely,

Mike Walton  
Field Unit Superintendent

Attachments (2)

**AGREEMENT TO INSTALL A COMMEMORATIVE PLAQUE**

*The Town of Fort Frances (hereinafter referred to as "Owner") grants to the Parks Canada Agency permission to install a plaque stand and a bronze plaque commemorating **Fort St. Pierre National Historic Site** at the following location:*

***Calder Drive in Pither's Point Park**  
**GPS Coordinates: NAD 83 (UTM 15: 0473727 / 5384730)***

Unless otherwise indicated, the Owner agrees that:

- the plaque will remain the exclusive property of the Parks Canada Agency;
- the Parks Canada Agency will remain solely responsible for the installation of the plaque;
- the Parks Canada Agency will remain solely responsible for the maintenance of the plaque; and,
- the Parks Canada Agency will in no way be responsible for providing safe access to the plaque.

The Owner also agrees, unless otherwise indicated, to:

- not under any circumstances move, modify or repair the plaque or its stand, but rather notify the Parks Canada Agency of any damage as soon as possible;
- grant Parks Canada Agency employees, agents and representatives reasonable access to the property so that they can maintain the plaque; and,
- allow others reasonable access to the property so that they can read the plaque.

It is understood that the Owner may at any time request, in writing, that the Parks Canada Agency remove the plaque and upon receipt of such notification, Parks Canada will remove the plaque within a reasonable timeframe.

Owner's name and address:  
***Town of Fort Frances**  
**320 Portage Avenue**  
**Fort Frances ON P9A 3P9**  
**Telephone: (807) 274-5323**  
**Fax: (807) 274-8479**  
**Representative: Ray Avis, Mayor***

Parks Canada Representative:  
***Parks Canada - Northern Ontario**  
**105 – 33 Court Street South**  
**Thunder Bay ON P7B 2W6**  
**Telephone: (807) 346-2901**  
**Fax: (807) 345-9731**  
**Mike Walton, Field Unit Superintendent***

Owner's signature:

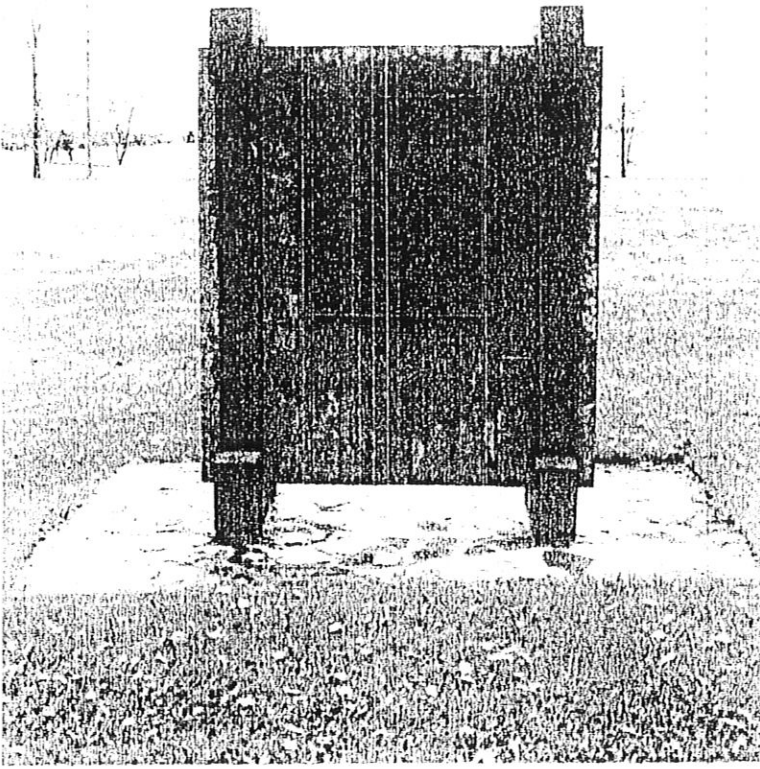
Parks Canada representative's signature:

Signed at \_\_\_\_\_

Signed at \_\_\_\_\_

on the \_\_\_\_ day of \_\_\_\_\_, 2011.

on the \_\_\_\_ day of \_\_\_\_\_, 2011.



November 30, 2011

Report To: Mayor & Council

From: Operations & Facilities Executive Committee

**SUBJECT: Armit Avenue Sidewalk Between Front Street to Church Street**

Please find attached letter dated October 13, 2011 from Barbara Kircher. The Operations & Facilities Executive Committee has been directed to reconsider the previous Council's decision on removing the existing east sidewalk on Armit Avenue between Front Street to Church Street.

In order to make an informed decision I have taken the liberty to attach the following information;

- a) Administration report dated October 3, 2011 in regards to Wayne Lundstrom wanting increase snow removal services on the sidewalk on Victoria Avenue. As this report contained several facts in regards to sidewalks within the community.
- b) Administration report dated September 7, 2011 in regards to removing the sidewalk in question, which was eventually approved by Council at the September 13, 2011 Council meeting.
- c) Pertinent sections of the new Official Plan document prepared by Hynde Paul Planner in regards to pedestrians and sidewalks within the community.

It should be noted that there are three (3) classifications of municipal highways in our community in regards to Minimum Maintenance Standards based on traffic volume and posted speed. They as follows;

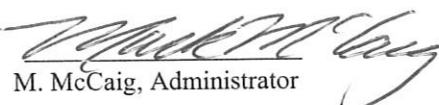
Class 3 - 50 km/hr AADT – 14999 to 4000

Class 4 - 50 km/hr AADT – 3999 to 500

Class 5 - 50 km/hr AADT – 499 to 50

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Dec 8, 2011  
Date:

  
M. McCaig, Administrator

I will bring a copy of the map, which was approved by Council back in December of 2009 when adopting the Minimum Maintenance Standards for the roadways within our community. Armit Avenue between Front Street to Church Street is classified as a Class 5 roadway thus it is considered a low volume roadway.

The Operations & Facilities Executive Committee recommends the following;

1) That the previous decision of Council at the September 12, 2011 meeting in regards to the East Side Sidewalk along Armit Avenue between Front Street to Church Street, will remain.

Respectfully submitted,  
Operations & Facilities Division

*Doug Brown P. Eng.*

Doug Brown, P Eng.  
Operations & Facilities Manager

**Council approval of this report will ensure the following:**

- 1) That the letter dated October 13, 2011 from Barbara Kircher was addressed by the Operations & Facilities Executive Committee.
- 2) That the previous decision of Council at the September 12, 2011 meeting in regards to the East Side Sidewalk along Armit Avenue between Front Street to Church Street, will remain.

2011NovsidewalkArmit AvenuerreportNo2.doc

**RECOMMENDED**

DEC 07 2011

DIV. MNG.

*Doug Brown*

EXECUTIVE COMM.

*R. Wickenhauff*

October 13, 2011

Re: Town's decision to remove the sidewalks along the east side of Armit Avenue from Front Street to Church Street.

Dear Mr. Treflin:

It has come to my attention that a written letter of request was submitted to reconsider the above decision at the October 11 council meeting and subsequently denied. I respectfully submit this letter in support of maintaining the sidewalks along this walkway as a homeowner, community resident, and health oriented citizen. In addition, I formally request this decision be reconsidered and/or placed on the November council meeting for further discussion based on the information below.

- a) The criteria used to remove the sidewalks may be unsubstantiated and inconclusive (i.e. route cited to be a "low volume" area). If the assumption refers to the amount of sidewalk usage, I disagree with your findings. I personally have lived at my residence, 216 Armit Avenue for 22 years and have monitored the increased traffic along the east sidewalks (sunny side of the street) over the past 5 years. This walkway is very well utilized by all residents, accesses the parkway directly, and provides a continuous boulevard through to the River Walkway. Walkers, runners, bikers, baby strollers, scooters, wheelchairs, and dog walkers utilize it frequently on a daily basis. Residents of the many multi-dwelling homes along the east side of the block as well as those residing at the Riverview condo and Front Street Manor. The residents utilize this walkway to access services at Safeway, and the downtown area. It is interesting to note that most walkers do prefer the "sunny side" (warmer temperature) of the street with the boulevard (for pets) instead of the west side.
- b) Armit Avenue is frequently utilized as an Emergency Route. By maintaining the sidewalk on both sides of the street, it will ensure that the road way will remain free of traffic and maintain safety for all residents.
- c) My residence, 216 Armit Avenue is a designated heritage house as identified on the printed material (map) provided by the Town's walking tour. It is listed as a point of interest on the Walking Tour and is promoted and encouraged by the Town for visitors and residents alike. It was the residence of a previous mayor and councilor and without sidewalks bordering the property, walking access is limited. On occasion, visitors have requested tours of my home and appreciate its contribution as a historic home to the area. For many years the landscaping (hedges, entranceway) has been maintained to reflect its' Armit Avenue address and access to the home would be greatly impacted with the sidewalk removal. It also may have future impact on the property value of the home.
- d) As a health oriented community member, I promote active lifestyles for all ages and applaud those who utilize this sidewalk to access the downtown area and Safeway. As an aging community, I have also noted an increase in the number of persons with assistive mobile equipment who access this route. Our waterfront

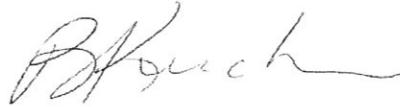


area and support active lifestyles for all community residents and enjoyed by many walkers who are residents and visitors.

- e) Residents living within the 200 block of Armit access Riverside as employees and may require access to the street in emergency situations. Consistent with rental properties and the Town's efforts to encourage new health care personnel (and students) to our Town, it would greatly assist to support residency and promote a walk friendly, safe route to all health care facilities, the riverfront and support residency in this historic area of Fort Frances.
- f) Access to homes for mail delivery and emergency services will be affected for residents. Without sidewalks, service delivery will utilize the boulevards and lawns, thereby creating additional expenses for maintenance.

I would also like to request an explanation and review of the decision making process, criteria used and the lack of providing notice to residents affected. To date, I have not been informed of this decision and therefore was unable to provide input prior the decision made. Although I did express my concerns to the Administrator and was informed of the process to reconsider, I was not aware that it was on the agenda at the Town meeting held on October 11, 2011. The financial impact on residential property values and landscaping are significant, as should its impact on taxes collected. Thank you for considering my request. Should additional information be requested, please contact me at (807) 274-2609

Respectfully,  
Barbara A. Kircher  
216 Armit Avenue



*I would appreciate the opportunity to speak to this matter at the next council meeting to present additional information and response to the criteria discussed after the Oct. council meeting  
Thankyou Barb Kircher*



October 3, 2011

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Public Input into 2012 Budget - Sidewalk - Snow Removal Priority –  
Mr. Wayne Lundstrom – 809 Victoria Avenue**

As a result of the presentation by Mr. Wayne Lundstrom at the September 26, 2011 Council meeting, his request was referred to the Operations & Facilities Executive Committee for review and recommendations. Mr. Lundstrom's request is operational in nature in regards to what priority the snow should be cleared from the sidewalks in the community. It is my understanding from his presentation that he wants Victoria Avenue just north of Third Street East to Scott Street made a higher priority route.

I have taken the liberty to attach some information on sidewalks and the Town's procedure in regards to clearing snow from the sidewalks in the wintertime.

**1) Sidewalk facts:**

- i. Total length of sidewalks – 51.96 kms (16.42 kms with one sidewalk and 35.54 kms with two sidewalks)
- ii. Total length of roadways 84.27 kms
- iii. No sidewalks along roadways – 32.31 kms or 38.34%
- iv. Only one sidewalk along roadways – 16.42 kms or 19.48%
- v. Two sidewalks along roadways- 35.54 kms or 42.16%
- vi. 2011 proposed operating budget is \$ 89,038 or \$ 1714 per km. The total budget for winter control is \$ 37,738 or \$726 per km
- vii. The Town only has one-sidewalk machine c/w two snow blower attachments and one plow attachment.

**2) Winter Control Policy in regards to Sidewalk Maintenance** –Please find attached the appropriate sections of the Winter Control Policy and Appendix J (Map) outlining the priority routes for the Town's sidewalk machine. In general terms the first priority is to try to ensure the kids have a cleared sidewalk to get to school and then the main streets where there are higher volumes of vehicular traffic.

The sidewalk outlined in Mr. Lundstrom's request is part of Priority Area No. 1 and No. 2 East, thus already receiving a higher level of service.

The Operations & Facilities Executive Committee recommends the following;

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Manager of Operations & Facilities

**Council approval of this report will** ensure the following;

2011OctoberWLundstorm809 Victoria

Grader #207 would go west and plow the highway to the west town limits back to Central Avenue and then Highway 602 to Oakwood Road as outlined in Appendix "G".

Both graders would then complete the Downtown area.

When the Downtown area is complete Grader #207 will go west and Grader #205 will go east to their next respective priority.

The Cat IT38B loader (317) will plow the lanes and parking lots in the Downtown area as outlined in Appendix "F".

The Cat 930H loader (318) will do cul-de-sacs and dead-ends according to priority list as outlined in Appendix "E". We will alternate between the east list and west list on a monthly basis, as to which gets done first.

October -	East
November -	West
December -	East
January -	West
February -	East
March -	West

Plowing of the roads should be completed in 24 hours. Some Class 6 roads may have a longer completion time.

Once the snow plows have advanced far enough ahead, send sander and sidewalk plows out. Sidewalk plowing is to be done on a priority basis as shown in Appendix "J". The first priority will ensure sidewalks are plowed on both sides of the Underpass and then Portage Avenue to the Civic Centre, then Church Street to Victoria Avenue and Victoria Avenue to Scott Street.

The sidewalk plow will then plow the north side of Scott Street to Colonization Road East and then the north side of Second Street East to Central Avenue continue plowing on Third Street West to King's Highway out to Wal Mart. Then plow the south side of Highway 602 from Biddeson Avenue to Keating Avenue and then proceed to the Downtown Priority #1 area and plow until completed and continue with priority list.

Loaders will plow lanes from the Downtown area outwards when their priority lists are done.

All lanes and designated sidewalks will be plowed in 48 – 60 hours.

In the case of a "winter snow event" on a weekend or holiday it is the responsibility of the on call person to call in a crew to plow the roads according to the priorities set out in the policy.

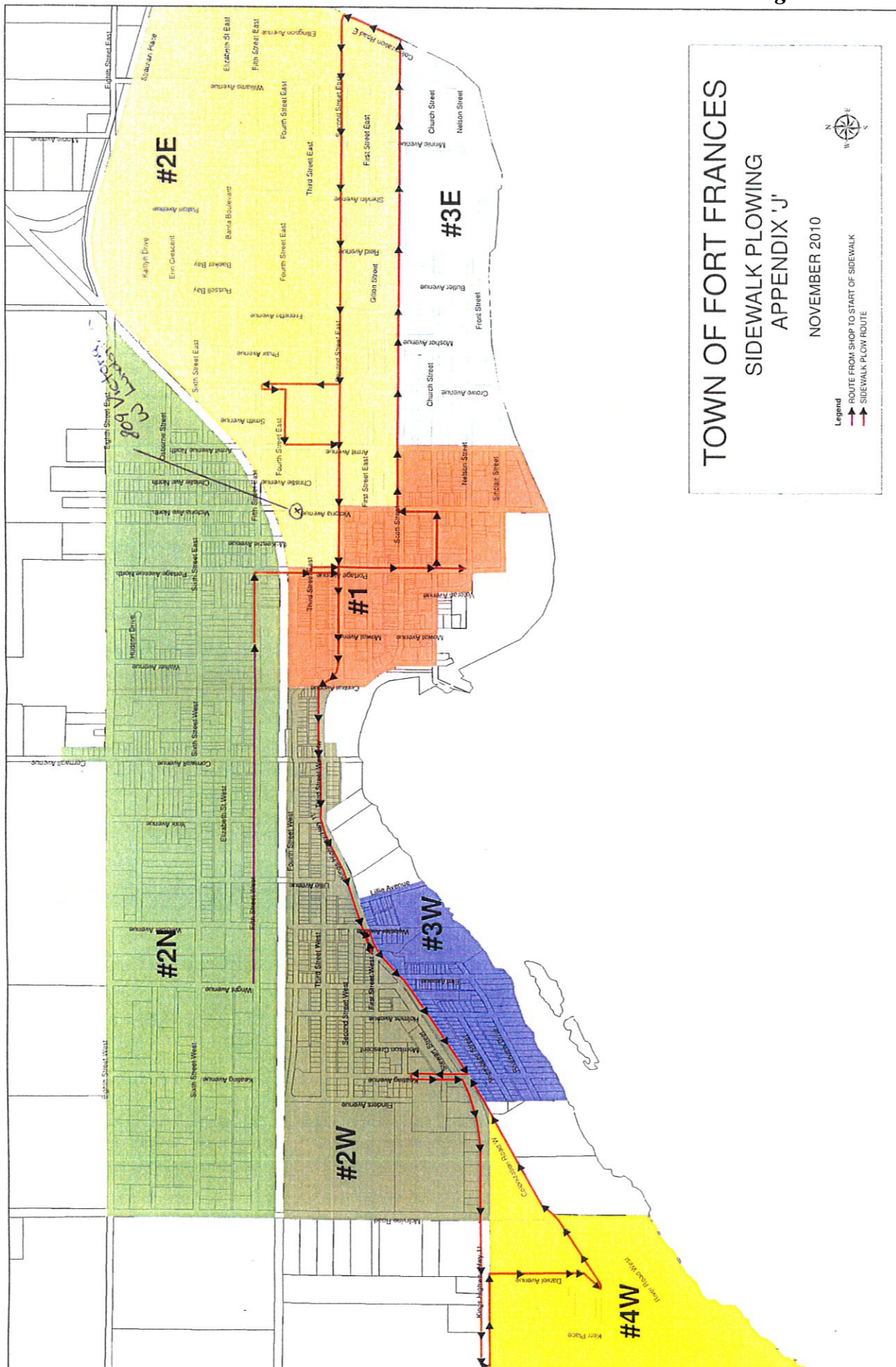
As there is no standard for sidewalks in the "Minimum Maintenance Standards", they will not normally be plowed on weekends or holidays.



**Appendix J**

**SIDEWALK PLOW (UNIT #305)  
SNOW PLOWING PRIORITY LIST**

1. Leave Shop and go east on Fifth Street. Plow sidewalk on Fifth Street to Portage then through the Underpass on the west side of Portage Avenue up to Second Street East and then plow the east side of Portage Avenue from Third Street East to the Civic Centre, then plow the north side of Church to Victoria Avenue and the west side of Victoria Avenue back to Scott Street.
2. Plow the north side of Scott Street from Victoria Avenue to Colonization Road East. Then do north side of Second Street from Colonization Road East to Crowe Avenue and plow the east side of Crowe Avenue from Second Street to Fifth Street and then the west side of Crowe Avenue from Fifth Street to Fourth Street, then go to Armit Avenue and plow the east side from Fourth Street to Second Street. Return to Crowe Avenue and plow the north side of Second Street from Crowe Avenue to Central Avenue.
3. Plow south side of Highway 602 from Biddeson Avenue to Keating Avenue.
4. Plow the Downtown Priority #1 area.
5. Plow area #2 East, #2 West, #3 West, #3 East and #2 North in that order.
6. There is no standard for sidewalks in the Minimum Maintenance Standards and therefore plowing of sidewalks on weekends will not normally occur. The exception to this will be when plowing of sidewalks has fallen behind due to equipment repairs or in the case of a large accumulation of snow 15 cm (6 inches) or greater.







New on-street cycling routes on arterial or collector roads will be designed to buffer the effect of high traffic volumes through wide cycling lane widths, paving materials, special demarcation, etc.

#### Cycling Considerations at Bridge Crossings

The Town will consider and accommodate, as much as possible, the needs of cyclists on bridge crossings.

#### Cycling Considered during Development

Development applications shall be reviewed to ensure that cycling linkages are incorporated into the design of the development in a safe and efficient manner, wherever warranted. In all new development and redevelopment, consideration shall be given to safe and secure bicycle movements and bicycle parking facilities.

#### Zoning Requirements for Cycling

The Zoning By-law may require development in certain zones to provide a minimum number of bicycle parking facilities and may specify whether these facilities are required to be weather-protected.

#### Cycling Advisory Committee

The Town may establish an Advisory Committee to seek advice and input on issues related to cycling, from time-to-time.

#### Funding Support for Cycling Trails

The Town may provide funding for implementing a cycling trails system by allocating a portion of the Town's budget on an annual basis for this purpose.

### **Pedestrians**

#### A Safe, Convenient and Attractive System

Transportation facilities, including the construction of new roads and reconstruction of roads, shall include safe, convenient and attractive pedestrian systems such as sidewalks, corner ramps, pedestrian signals and appropriate lighting. A continuous sidewalk/walkway system providing accessible, safe, convenient and enjoyable walking for all users shall be developed and maintained.

#### Pedestrian-Friendly Streets

The development of pedestrian-scale streets and streetscapes which are safe, convenient and attractive will be supported through measures such as providing wide sidewalks, sheltered transit stops, street furniture, canopies on buildings, landscaping, locating retail and personal service uses at street level, and supporting building design which provides shelter and other amenities.

#### Required New Sidewalks and Walkways

The Town will require that new subdivisions provide sidewalks and walkways, as per the Town's municipal standards manual, as deemed appropriate. Pedestrian crossing signals will be required at all signalized intersections.



Transition between Sidewalks and Walkways

There should be a smooth transition between sidewalks and pedestrian walkways, with appropriate signage provided for pedestrian walkways.

Reducing Walking Distances

Sidewalks, walkways and trails shall be designed in a manner to reduce the walking distances between residential development and recreational/community facilities, schools and commercial facilities. This requirement shall be evaluated at a variety of scales.

Sidewalk Requirements within the Right of Way

For new or reconstruction, sidewalks shall be provided as follows:

On at least one side of all local roads (except cul-de-sacs, unless the cul-de-sac can connect to a destination such as a school, park, etc., in which case the sidewalk will be required on the side of the street which provides the most direct pedestrian route to the destination.).

Sidewalks Serving Certain Land Uses

Sidewalks are considered essential near schools, community facilities and institutions, and should be provided on both sides of the street.

Extension of Sidewalks

As a condition of approval, a sidewalk shall be required beyond the limits of a proposed subdivision to complete connection to the following:

- I. An existing sidewalk;
- II. Isolated sections of sidewalk created by development; and
- III. An intersection, walkway or logical ending point where the length of the sidewalk is reasonable.

Upgrading Pedestrian Facilities

The Town will undertake a program of sidewalk reconstruction to upgrade existing walkways and to provide new walkways in established areas. Upgrades to existing walkways and the construction of new walkways shall be safe, accessible, well-lighted and have a relative degree of visibility. Priority will be given to those areas adjacent to schools, community centres and commercial areas.

**Railways**

Rail to Support Industry

The Town shall support the location of rail service to meet the needs of industrial uses within the Town. It will further encourage multi-modal connections to rail as a means of supporting economic development.

Surplus Railway Lands

The Town, together with the railway authority, will identify potential reuse of railway lands which becomes surplus to the railway's needs. Where appropriate, the Town will consider the use of surplus railway lands for new trails and open space uses.

THE TOWN OF FORT FRANCES

September 7, 2011

Report To: Mayor & Council

SEP 07 2011

From: Operations & Facilities Executive Committee

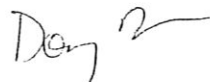
**SUBJECT: Armit Avenue Sidewalk between Front Street & Church Street**

The Operations & Facilities Executive Committee completed a site inspection of the sidewalks along this section of Armit Avenue on September 7, 2011. One issue which was raised is in regards to phase two of the Active Transportation Study it has been proposed that two 1.5 meter wide bike lanes be installed on each side of asphalt surface along Armit Avenue from Third to Front Street, thus doesn't affect the removal or reconstruction of the existing sidewalks along this section of Armit Avenue.

As a result of being a low volume residential street the Operations & Facilities Executive Committee recommends the following;

- 1) That the sidewalk on the east side of Armit Avenue from Front Street to Church Street be eliminated re-landscaped and sodded.
- 2) That the west sidewalk along Armit Avenue between Church Street and Nelson Street be removed and replaced.
- 3) That this work be completed in the fall of 2011.

Respectfully submitted,  
Operations & Facilities Division

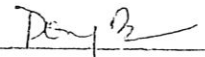


Doug Brown, P Eng.  
Operations & Facilities Manager

RECOMMENDED


SEP 07 2011

DIV. MNG.



EXECUTIVE COMM.

Vice Chair



**Council approval of this report will ensure the following:**

- 1) That the sidewalk on the east side of Armit Avenue from Front Street to Church Street be eliminated re-landscaped and sodded.
- 2) That the west sidewalk along Armit Avenue between Church Street and Nelson Street be removed and replaced.
- 3) That this work be completed in the fall of 2011.

Armit Avenue Sidewalk - Front Street to Church Street.





November 29, 2011

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: Execution of ESRI – Small Government Enterprise Agreement (GIS Software)**

Please find attached report prepared, Trisha Law, GIS Expert outlining the pertinent details as to why it would be beneficial for Town to renew the Small Local Government Enterprise Licence agreement with Environmental Systems Research Institute (ESRI) for an additional 3-year term.

Town has been using ERSI software for the GIS system since 1996. Presently the existing Small Local Government Enterprise Licence agreement with ERSI expires on January 31, 2012. From an financial point of view the Town has paid ERSI \$ 15,000 per year over the last three (3) years where for the next three (3) years the Town will pay \$ 15,500 per year or an additional \$ 500 per year (3.33% increase). These costs are included in the first draft of the 2012-operating budget.

The Operations and Facilities Executive Committee recommends the Mayor and Clerk be authorized to execute the 3-year Small Local Government Enterprise Licence agreement with Environmental Systems Research Institute (ESRI) on behalf of the Corporation of the Town of Fort Frances.

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Dec 8, 2011  
Date:

  
M. McCaig, Administrator

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Operations & Facilities Manager

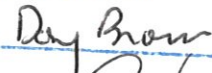
**Council approval of this report will** ensure that the Town enters into a 3-year Small Local Government Enterprise Licence agreement with ERSI and that the Mayor and Clerk be authorized to execute this agreement on behalf of the Corporation.

2011NovESRIagreement

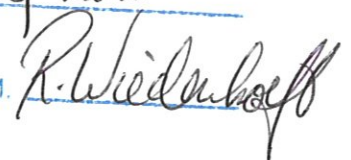
RECOMMENDED

NOV 29 2011

DIV. MNG.



EXECUTIVE COMM.





Administration & Finance Division  
Civic Centre

Operations & Facilities Division  
Fifth Street & Wright Avenue  
Phone: 807-274-9893  
Fax: 807-274-7360

Civic Centre  
320 Portage Avenue  
Phone: 807-274-5323  
Fax: 807-274-8479  
email: town@fort-frances.com



Planning & Development Division  
Civic Centre

Community Services Division  
740 Scott Street P9A 1H8  
Phone: 807-274-4561

Mailing Address:  
320 Portage Avenue  
Fort Frances, Ontario  
P9A 3P9

www.fort-frances.com

November 21, 2011.

REPORT TO: Doug Brown  
Manager of Operations and Facilities

FROM: Trisha Law  
GIS Expert

SUBJECT: Renewal of ESRI Enterprise Licence Agreement (ELA)

In 2008, the Town entered into a three-year Enterprise Licence Agreement (ELA) with Environmental Systems Research Institute (ESRI) to provide unlimited access and licences to GIS software. By-Law 64/08 was passed December 8, 2008. January 31, 2012 will see the end of this Agreement and as such, the Town is required to resign a new ELA with ESRI for continued services.

The ELA is a firm three-year contract under which the Town will be required to pay \$15, 500 per year for each of the three (3) years for a total of \$46, 500. Under this agreement, the Town is granted access to all ESRI software set forth under the agreement on an unlimited basis, that is, the Town will receive as many licences as required for use by Town employees in all Departments. The ELA includes all platforms of ArcGIS, ArcGIS Extensions, ArcGIS Server, ArcServer Extensions and the ESRI Developer Network. It also includes maintenance, technical support services and ESRI Campus online training.

Currently, we have ESRI software running on 18 computers throughout the Organization: 2 in the Planning Department, 3 at FFPC, 2 at the Fire Department and 11 at Public Works. This also includes the web-GIS software running on the GIS server housed at Public Works. Without the ELA, each of the stand alone desktop licences would cost approximately \$4, 000 with an additional \$4, 000 to \$4, 500 per extension. The cost of the ArcGIS Server software for the web-GIS mapping would be additional to this.

After reviewing all of the documentation sent by ESRI, it is my recommendation that the Town resign the ESRI ELA as it would continue to be a cost savings with respect to GIS software upgrades and purchases, as well as continuing to support the Departments currently utilizing the GIS

software on a daily basis and providing the software required for the external web-GIS mapping.

Respectively submitted,



Trisha Law  
GIS Expert

November 29, 2011

Report To: Mayor & Council

From: Doug Brown, Manager of Operations & Facilities

**SUBJECT: 1107 Second Street East – Repairs to Water Service Line –  
Letters from Robert & Jean Dakin – November 10, 2011**

Jean & Robert Dakin, property owners of 1107 Second Street East are requesting to waive the costs to repair the water service line which was damaged by their building contractor where at the same time, at the Town's initiative the curb stop valve for this property was relocated to the property line in accordance with the Town's Water System Management By-law No 16/06.

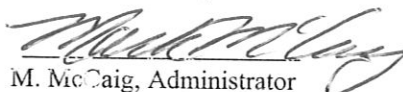
Please find attached a copy of an Administration report prepared by Doug Herr, Environmental and Facilities Superintendent outlining all the pertinent information in regards to work performed by the Town as a result of the 1107 Second Street East property owner's building contractor pulling the water service line out the curb stop valve connection.

The facts are as follows;

- 1) The cost of removal, supply and installing private concrete driveway approaches and sidewalk slabs is established under By-law No. 61/10 at \$16.68 (HST extra) per square foot or \$179.56 per square meter. It should be noted that under the contract with Wagner Construction Canada ULC in 2011 the Town paid \$ 200 per square meter, which is approximately 11.4% higher than the Town's by-law rate.
- 2) It was the Town's intention to complete the concrete work in front of 1107 Second Street East this fall once the Link Line concrete work was completed. However due to unforeseen circumstances the work has been rescheduled to the spring of 2012 once the frost is out of the ground.

☒ OK  
☐ Recommended  
☐ Includes my input  
☐ Recommended as amended/with comment  
☐ Not recommended  
☐ Will Speak to this  
☐ Other

Dec 9 2011  
Date:

  
M. McCaig, Administrator

- 3) The by-law rate for installing concrete work has been suggested to go up by 3% for 2012 where the new rate will be \$ 17.18 per square foot or 184.94 per square meter.
- 4) The Dakin's building contractor removed the old concrete sidewalk which was included in the \$ 16.68 unit price. Under the User Fee By-law No. 61/10 there is a fee for just removing concrete private crossing or sidewalk slabs at \$ 5.50 per square foot or \$ 59.21 per square meter. I am of the opinion that Dakin's should only pay \$11.18 (\$16.68-\$ 5.50) per square foot \$ 120.35 per square meter and should not be charged until in 2012 when the work is completed.
- 5) The installation or replacement of concrete driveway crossing or approaches is controlled under By-law No. 32/82. If a property wants to upgrade their granular private driveway approach or crossing to a concrete driveway on the Town's ROW the property owner is responsible for these costs. However when a major municipal infrastructure rehabilitation project takes place where the Town alters the longitudinal grade of the roadway to ensure storm sewer catch basins can be installed at mid block. The Town at its cost will replace the existing private concrete approaches at no cost to the property owners. If the property owner wants a new driveway crossing installed at the same time when a major municipal infrastructure rehabilitation project is being completed the property owner will be responsible for the costs of the concrete driveway slab. This summer along Third Street East between Portage and Mowat, Mr. Boyd Anderson of 220 Third Street East had a new driveway installed for a cost of \$ 942.42 including HST.
- 6) The existing curb stop valve was not located on the property line between the Town's Right-of-way (ROW) and 1107 Second Street East property. Thus it is standard practice to relocated the curb stop valve to the property line where the property owner is responsible for these costs accordance with the Water System Management By-law 16/06 when houses are demolished and new ones are built on the same property. A similar situation occurred with Rick Bliss at 1114 Nelson Street only ½ inch diameter water service line on his property had to be replaced with ¾ inch diameter.
- 7) Back in 2004 along the 600 and 1000 Blocks of Second Street East the water main, sanitary sewer main and service lines were replaced within the Town's ROW. The Town's project administrator, Engineering Northwest Ltd. (ENL) was directed to ensure curb stop valves are installed on the property lines during this rehabilitation project.



- 8) The 1100 Block of Second Street East has not been rehabilitated for a while. The sanitary sewer service line for 1107 Second Street East was replaced on August 11, 1993 approximately 18 years ago based on existing records. See attached sewer connections record form.
- 9) In regards to paragraph No. 4 of Jean Dakin's letter, I am having some difficulty trying to understand the points she is trying to make. I can't remember having any conversation with Mr. Dakin over the location of his curb stop or his concrete driveway crossing in regards to his property at 1107 Second Street East. In 2004 the Town rehabilitated only the 600 and 1000 blocks of Second Street East. I would like Jean and Robert Dakin to explain their position at the Operations & Facilities Executive meeting on December 7<sup>th</sup>, 2011. As it appears someone is making statements that are not true or there is a communication problem.

The Operations & Facilities Executive committee recommends the following;

- 1) That Jean Dakin, property owner of 1107 2<sup>nd</sup> Street East will be responsible for all costs associated in relocating the water service curb stop valve to the property line where a new invoice will be prepared in 2011.
- 2) That the cost of replacing the sidewalk is the responsibility of the Jean Dakin, property owner of 1107 2<sup>nd</sup> Street East where the Town will invoice for this concrete work in 2012 in accordance to the 2012 by-laws rates.
- 3) The Town will not charge Jean Dakin, property owner of 1107 2<sup>nd</sup> Street East for the cost to remove the existing sidewalk as her building contractor perform this activity.
- 4) That the existing invoice to Jean Dakin, property owner of 1107 2<sup>nd</sup> Street East complete with service charges will be cancelled where a new invoice will be prepared for the work that took place in 2011 (relocating the curbstop and inspection services).

Respectfully submitted,  
Operations & Facilities Division



Doug Brown, P. Eng.  
Operations & Facilities Manager



**Council approval of this report will**

- 1) That Jean Dakin, property owner of 1107 2<sup>nd</sup> Street East will be responsible for all costs associated in relocating the water service curb stop valve to the property line where a new invoice will be prepared in 2011.
- 2) That the cost of replacing the sidewalk is the responsibility of the Jean Dakin, property owner of 1107 2<sup>nd</sup> Street East where the Town will invoice for this concrete work in 2012 in accordance to the 2012 by-laws rates.
- 3) The Town will not charge Jean Dakin, property owner of 1107 2<sup>nd</sup> Street East for the cost to remove the existing sidewalk as her building contractor perform this activity.
- 4) That the existing invoice to Jean Dakin, property owner of 1107 2<sup>nd</sup> Street East complete with service charges will be cancelled where a new invoice will be prepared for the work that took place in 2011 (relocating the curbstop and inspection services).

2011Nov11072ndStreetDakin

RECOMMENDED

DEC 07 2011

DIV. MNG.

EXECUTIVE COMM.

November 14, 2011

Report To: Doug Brown, Manager of Operations & Facilities

From: Douglas Herr, Environmental & Facilities Superintendent

**SUBJECT: Jean Dakin – 1107 Second Street East  
Letters Dated November 10, 2011 – Invoice**

On August 22, 2011 a crew went to this location to repair a damaged water service line. The Owner's contractor had snagged and pulled the existing water line out of the curb stop with their backhoe. Since the existing curb stop was located in the concrete driveway apron some concrete sidewalk had to be removed to get access to it. The crew with assistance of the Owner's contractor removed fifteen (15) feet of sidewalk and excavated down to the water line at the edge of the driveway apron. The Town then hand excavated and exposed the water line and curb stop thus undermining the apron 12 – 18 inches. The existing curb stop was inspected and found to be undamaged. The water service pipe had pulled out from the threaded flared nut of the curb stop.

A new water service line was then connected to the existing curb stop and ran to the property line, west of the existing location to avoid being in the driveway. A new curb stop, complete with a curb box was installed at this location (See picture attached). The existing curb stop box was cut off beneath the concrete driveway apron and the box and spindle removed. The existing curb stop was then turned on, checked for leaks, bedded and backfilled. The concrete sidewalk was not replaced at this time due to the construction activity at this location.

An invoice was later sent to the Owner of the property, Jean Dakin for all of the work performed by the Town including the concrete sidewalk. Since the cost for concrete sidewalk replacement for private crossings is set by by-law, price per square foot its cost was included. The replacement was to have been completed in the fall 2011 but due to all of the other concrete work commitments it wasn't completed, but will be in the spring 2012. The Town deems the Owner of the property under the current *Water System Management By-law 16/06, Part 12.2 Penalty – for contravention – property owner* as being liable to any contravention to the by-law.

Further to Jean Dakin's letter she states that I said the Town would cover the relocation of the curb stop. If her statement means cover the cost of the relocation this is not the case. As described under the current *Water System Management By-law 16/06, Part 6.8 Terminated service – reconnection – inspection* upon application of the Owner/Applicant to have the services reconnected, the services are to be exposed by the Owner/Applicant at the property line and inspected by the Town. If the service line is acceptable, meets present standards and by-law requirements then the Owner may proceed with the installation. If not the service will have to be brought up to present standards. All costs in doing so are the responsibility of the Owner/Applicant.

Since it was the Owner's contractor that damaged the water service the cost of the repair increased as it now involved the removal and replacement of the sidewalk. Otherwise there would have only been the cost of the supply and installation of a new curb stop, complete, a cost of approximately \$500.00.

Finally this is a dispute between the Owner and the Owner's contractor as to who is responsible to pay for the repair, not the Town.

Respectfully submitted,



Doug Herr  
Environmental & Facilities Supt.





RECEIVED  
NOV 14 2011

NO. 568 P. 1

Agenda Item # 7.11...



To: Mayor Roy Avis  
and Members of Fort Frances Town Council

November 10, 2011

Dear Mr Mayor and members of Council,

Recently my daughter received a bill for work done at the site of her new home construction at 1107 Second Street East.

Because she disputes the bill, a letter was written to the Town's Accounts Department offering an argument against it. A copy of the letter is attached for your information. Foolishly, we expected a response in a reasonable time but when we were at the Public Works Office during the week of Oct 31 - Nov 4 we were informed by Mr. Herr that a reply was still being formulated. Subsequently she received a bill with additional interest added.

I went to the Public Works Office earlier this week seeking an explanation for; why a proper reply wasn't produced and why a charge was being made for a job not done and why the cost of the job not done was so exorbitant. I was told that I had not received a reply because I had followed proper protocol instead of writing to your office first. The town often charges for work not yet done i.e. concrete work. In this case, even though the destruction took place in August, the repairs probably won't be done until spring of 2012 but we should pay it now because if we don't the cost is going to rise substantially in 2012. As to why the cost for approximately 0.9 cu. yd. was greater than 6.0 cu. yd. delivered for a drive way, I was told that the cost was covered by a bi-law. I was offered the option of paying for everything but the concrete but to accept that option would be to admit that we agreed that the work performed was necessary.

I intend to attend the next Council Meeting and I would be happy to address the members of Council if you so wish.

Sincerely yours

  
Robert Dakin

Town of Fort Frances  
Accounts  
Operations and Facilities Division/Public Works

Re: Invoice No. 0014599  
To Whom it may concern.

I am in receipt of an invoice for work carried out on the water service to my property at 1107 Second Street East on August 22, 2011.

While I do not argue that the work was not done, except that the town has not seen fit to actually replace the sidewalk you wrecked, I take great issue with being charged for it. I take particular issue with the fact that you have seen fit to bill me when you have not completed the job. That section of the project that I object to the greatest is the most exorbitantly expensive and the only part not done.

The contractor's backhoe encountered the water supply line at a depth of five feet and pulled the end out of the curb stop. The connection was a fitting, which according to a town employee was not to code. When the contractor realized what had happened, all work with the backhoe ceased and the contractor, using a shovel, exposed the curb stop fitting and indicated that it could be re connected and the line could be then run over to the house. Doug Herr arrived on the scene and advised that since the curb stop was improperly imbedded in the driveway apron the town would cover the relocation of the curb stop to a more appropriate location on the property. Mr. Herr repeated this statement twice, the second time when asked for clarification by my father. As a result, the town removed 15 feet of sidewalk, connected a length of line at a point adjacent to the base of the still imbedded curb stop, if not actually to the curb stop itself, and then ran a length of line to a new curb stop in the lawn. From the new curb stop, the line was then run to the house. It should be noted, that the curb stop in the driveway had been there, unmolested and undamaged for a number of years and I was satisfied with its location. Also, please note that the town made use of a backhoe that I was paying for, to destroy a section of sidewalk which did not need to be taken apart. I recently inquired about the cost of concrete for a driveway. Based on the quote, you are charging me approximately the same amount as they quoted for six yards of 32 MPA concrete for a driveway, and this is for 0.9 cu. yd.

There is a second reason why I consider this bill as being ill-advised. A number of years ago, the Town of Fort Frances carried out a major resurfacing of parts of Second Street East including the eleven hundred block. This work included rebuilding the surface and the base of the street as well as rebuilding the sidewalks and driveway aprons as required. The driveway apron at 1107 had been worked on previous to this job and it had not been covered/filled with concrete. The only work evident was the placement of a curb stop in the middle of the apron. My father was constantly filling in the depression that was the apron area with gravel for a number of years until the major work was carried out. When the street work was carried out he was given two options. In addition to paying for half of the cost of the sidewalk he had to pay for the apron. According to Mr. Doug Brown this was because we didn't have a concrete apron when the new work was carried out. The fact that it had been destroyed by the town and not fixed seemingly had no bearing on the discussion. If my father had refused to pay for the apron, the curb would have been filled in and we would have been denied access to Second Street. At this time, the Town of Fort Frances could have moved the curb stop but the manager involved did not see fit to do so. Some time later, a section of the main line required replacement and a section of the same block had to be excavated. The portion of waste line from the property line to the main was replaced

and a section of sidewalk was replaced. Again there was an opportunity for the town to move the curb stop and again the manager did not see fit to do so. It should be noted that after the sidewalk replacement and especially after the second sidewalk replacement, that section subsided. After a heavy rain there is an accumulation of rainwater to several centimetres and every spring there is an accumulation of ice. This situation was not the norm before the work was carried out in spite of the age of the original sidewalk.

I do not, therefore, feel that I should be obliged to pay for a job that should not have been required in the first place due to negligence on the part of the manager involved, not once but twice. His decision not to move the curb stop was made in spite of the fact that those located at adjacent houses were located on the property owners' side of the sidewalk, not between the sidewalk and the curb.

I trust that you will agree that I should not be charged for this work and cancel this invoice immediately.

Sincerely yours,

Jean A.H. Dakin







**4.0 Operations & Facilities - (Plus Applicable Taxes)**

**4.1 Private Work - Effective January 1, 2011**

		Resident	Non-Resident
<b>4.1.1</b>	<b>Labour</b>		
4.1.1.1	Regular Hourly Rate	38.47	48.09
4.1.1.2	Overtime Labour Rate	57.71	72.14
4.1.1.3	Double Overtime Labour Rate	76.94	96.18
<b>4.1.2</b>	<b>Vehicle Rates</b>		
4.1.2.1	All 1/2 tons, 3/4 tons, crew cabs, compacts & vans	20.00	25.00
4.1.2.2	V109 - Sand Truck	74.72	93.40
4.1.2.3	V110 - Dump/Plow Truck	34.44	43.05
4.1.2.4	V115 - Sander/Plow Truck	83.43	104.29
4.1.2.5	V122 - Tandem Truck	74.72	93.40
4.1.2.6	V120 - Tandem Truck	74.72	93.40
<b>4.1.3</b>	<b>Equipment Rates - includes labour</b>		
4.1.3.1	E205 & E207 Graders	101.65	127.06
4.1.3.2	E206 - Vacuum/Pressure Truck	215.79	269.74
4.1.3.3	E305 - Sidewalk Machine c/w any attachment	94.48	118.10
4.1.3.4	E309 - Hyundai Backhoe	115.95	144.94
4.1.3.5	E313 - Large Snow Blower & Loader	118.78	148.48
4.1.3.6	E318 - Cat 930H Loader	86.47	108.09
4.1.3.7	E315 - Loader Bobcat	82.39	102.99
4.1.3.8	E317 - Cat Loader	86.47	108.09
4.1.3.9	E320 - 426B Loader/Backhoe	79.46	99.33
4.1.3.10	E597 - Ingersoll Rand Packer	105.25	131.56
4.1.3.11	E713 - Low Pressure Steamer w half ton truck	125.61	157.01
4.1.3.12	E726 - Rigid Drain Cleaning Machine w half ton truck	100.00	125.00
4.1.3.13	E816 - Street Sweeper	118.47	148.09
4.1.3.14	E830 - DBH Thawing Machine w 3/4 ton truck	147.79	184.74
4.1.3.15	E831 - Pulse De-Icer (Thawing Machine)	110.83	138.54
4.1.3.16	E838 - Air Compressor w 3/4 ton truck	86.24	107.80
<b>4.1.4</b>	<b>Private Concrete Crossing or Sidewalk Replacement for Private Crossing</b>		
4.1.4.1	Removal, Supply and Installation of Concrete Driveway per square ft.	16.68	per sq. ft.
4.1.4.2	Culvert	Cost Plus - Max \$148.85 per foot	
4.1.4.3	Removal of Concrete Driveway Crossing Only - per square ft.	5.50	per sq. ft.
4.1.4.4	Removal of High-back Concrete Curb & Gutter and Replace with Low-back Concrete Curb & Gutter for New Driveway Crossing Installation - per linear ft.	34.96	per linear ft.
4.1.4.5	Removal of Low-back Driveway Concrete Curb & Gutter and Replace with High-back Concrete Curb & Gutter when Removing Driveway Crossing - per linear ft.	34.96	per linear ft.
<b>4.1.5</b>	<b>Engineering Services - Minimum One Hour - by Customer Request</b>		
4.1.5.1	Televising Sewer - Regular Hourly Rate	171.75	
4.1.5.2	Televising Sewer - Overtime Hourly Rate	343.49	
4.1.5.3	Tracing Water/Sewer - Regular Hourly Rate	114.50	
4.1.5.4	Tracing Water/Sewer - Overtime Hourly Rate	228.99	
4.1.5.5	Setting Lot Grade Only - Regular Hourly Rate (Per Lot Grade)	103.27	
4.1.5.6	Copying Blue prints (Each)	12.35	

A/R # 4653  
S-410-0430-0595  
W-961-0430-0595

THE TOWN OF FORT FRANCES

RECORDED  
20/SEPT/11  
Agenda Item # 7.11 ...

TOWN OF FORT FRANCES

BY-LAW NO. 6/92-A

SCHEDULE "C1"

Page 2 of 2

NAME OF OWNER: JEAN DAKIN

ADDRESS OF OWNER: 498 FLINDERS AVE.

NAME OF APPLICANT: RHEAL DEGAINE

ADDRESS OF APPLICANT: 237 ELIZABETH W

ADDRESS OF SERVICE: 1107 SECOND ST. E.

FEES:

TERMINATION:

PUBLIC WORKS  
COMPLETED BY DATE

Water Turn Off \$ 40.41 \_\_\_\_\_

Inspection \$ 40.41 \_\_\_\_\_

SERVICE CONNECTION:

PUBLIC WORKS  
COMPLETED BY DATE

Initial Inspection CCTV \$171.75 \_\_\_\_\_

Connection Inspection \$ 40.41 (2) - WATER - SAIL SEWER DOUGLAS HERR AUG. 22, 2011

Turn Water On \$ 40.41 \_\_\_\_\_

TOTAL FEES PAID: \_\_\_\_\_

Above fees apply during regular working hours only – overtime rates shall apply.

I agree to abide by all laws, By-laws, rules and regulations governing the termination and service connections in the said Town of Fort Frances and to give proper notice for inspections.

INVOICED

Dated the 22 day of Aug - 20 11

Date Aug 31/11

By JR

Inv. # 00 14568

Amt. 1680.00

OWNER

APPLICANT

Failure to follow these procedures or abide by said By-laws, rules and regulations could result in a fine of up to \$500.00, which will be assessed against the property.

- a) Where the water service pipe is to be permanently terminated the service pipe, at the discretion of the Engineer is to be disconnected at the water main, the water main plugged, and the curb box and rod removed at the owner's expense.
- b) Where the water service pipe is to be temporarily terminated, the Town shall turn off the shut-off valve (curb stop), at the owner's expense.

**6.8 Terminated of service – reconnection – inspection**

Where a water service connection is required to be reconnected to a premises, such service shall be dug by the Owner/Applicant at the property line, water service expose and inspected by the Town to ensure that such service meets present standards.

If existing service is acceptable the Owner may proceed with its installation. Connections to existing services are to be inspected by the Town prior to backfilling at the inspection rate as set within this by-law.

If existing service does not meet present standards or by-law requirements the Owner shall make application for new service as described in Section 2.1 of this by-law.

The Owner/Applicant shall be liable for the cost of locating water service connections upon application for reconnection.

**6.9 Maintenance of service stub – Town**

The Town of Fort Frances at its expense shall maintain the water service stub.

**6.10 Maintenance of service extension and private main – Owner**

Any and all defects to the water service extension and private main shall be repaired by the owner of the property being serviced. Should the Town become aware of any such defect, and upon written notification to the owner, the said defect is not repaired, within seven (7) days of the date of the notification or within such time as the Engineer may deem necessary, then the Town may turn off the water supply to the property. Once the owner has repaired the water service extension the Town will restore the water supply to the premises. The owner shall be charged for the turn "off"/"on" of the water supply in accordance with the Town's User Fee By-law.

**6.11 Access to shut-off valves**

All shut-off valves must be left clear and accessible at all times so that the water in the water service pipe and private mains may be turned off or on as may be found necessary by the Engineer.

**6.12 Responsibility for protection, water loss, damage**

All water service extensions to and including the meter shall be properly protected from frost and any other damage at the expense and risk of the owner of the property being serviced. The owner shall be responsible for the water loss occasioned by a leak in the water service extension and/or private main and the charge for such water loss shall be determined by the Engineer, shall be paid by the owner upon demand by the Town, and the Town shall not be held responsible for any damages arising from such leakage.

**6.13 Responsibility - vacant and unheated premises**

When any premises is left vacant or without heat, it is the owner's responsibility to shut off the water supply from within the premises and to drain the piping therein. The owner may apply in writing to the Town to have the shut-off valve turned off to stop water supply. The valve will be turned on only at the owner's request and in the owner's presence. The owner shall pay for this service at the rate shown in accordance with the Town's User Fee By-law.

**6.14 Responsibility - water damage**

When any premises left vacant, unattended or without heat, where the water supply has not been shut off, suffers damage to it and its contents from a leaking or burst water pipe, the owner or the occupant shall have no claim against the Town. Should the Engineer become aware of such leaking or burst pipes, the Engineer shall turn off the shut-off valve, and the water supply shall not be turned on until the Engineer, in his/her discretion, shall consider it advisable.

**6.15 Responsibility for frozen pipes - Town - Owner**

Thawing out frozen water service stubs shall be the Town's responsibility. Thawing out frozen service extensions and private mains shall be the owner's responsibility. Where any employee of the Town assists the owner in the thawing of frozen pipes on the owner's property, all such work will be the owner's expense as outlined in this by-law. The owner shall have no claim against the Town by reason of such work.

**6.16 Responsibility for Hydrant Maintenance – Town – Private**

Any hydrant situated within the road allowance is the property of the Town and shall be maintained by it. Hydrants privately owned and paid for by any persons, other than the Town shall be maintained by qualified persons or the Town through a written agreement. All hydrants are to be maintained as per the *Ontario Fire Code*.

**Part 12  
PENALTIES**

**12.1 Penalty - for contravention**

Any person who contravenes any provision of this by-law is, upon conviction, guilty of an offence and is liable to a penalty as stated within the *Provincial Offences Act*.

Fines levied for offences under this by-law are as follows:

**First Offence** to pay a fine, in favour of the Town of Fort Frances a sum of Three Hundred Dollars (\$300.00).

**Second Offence** to pay a fine, in favour of the Town of Fort Frances a sum of One Thousand Dollars (\$1,000.00).

In addition to any fine levied above, the person is also liable for any repair or replacement expenses and double the value of the surplus water so consumed and/or wasted.

**Third Offence** to pay a fine, in favour of the Town of Fort Frances a minimum sum of Five Thousand Dollars (\$5,000.00) and is also liable for all damages occasioned thereby, which are recoverable under the *Provincial Offences Act*

**12.2 Penalty – for contravention – property owner**

Any Person, Owner, or Occupant who contravenes any provision of this by-law, which may benefit the property owner directly or indirectly, regardless of who contravened the by-law, the property owner shall be deemed liable, guilty of an offence under the by-law and be liable as provided in the *Provincial Offences Act*.

**Part 13  
EXEMPTION FOR MUNICIPAL AUTHORITIES**

**13.1 Penalties not to apply**

The penalty provisions of this by-law shall not apply to employees, officers or agents of the Corporation of the Town of Fort Frances arising from their actions or failure to act during the reasonable performance of their duties or reasonable provision of their services while under contract with the Town.

**Part 14  
REPEALING**

**14.1 Previous by-laws repealed**

Town of Fort Frances By-Law No.10/92 and any and all by-laws or those provisions in by-laws previously enacted by Council that have regard to the same subject matter as this by-law are hereby repealed. That in all situations where provisions in by-laws previously enacted by Council are determined to be inconsistent with or in conflict with the provisions of this by-law, the provisions of this by-law shall prevail.

**Part 15  
EFFECTIVE DATE**

**15.1 By-law Effective date**

This by-law shall come into force and take effect on (date).

READ THREE TIMES and finally passed in open Council this 14<sup>th</sup> day of August 2006.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



**1107 SECOND STREET EAST**  
**WATER SERVICE REPAIRS**  
**COST SUMMARY**

OWNER: DAKIN, JEAN - FORT FRANCES  
 CONTRACTOR: DEGAGNE, RHEAL - FORT FRANCES

MONDAY AUGUST 22, 2011:

NOTE: The contractor caught the existing water service line with the backhoe and pulled it from the existing curb stop.  
 (Water Service Repairs): Terminated the existing curb stop box and install a new curb stop, complete at the property line.

Labour	Hours Worked			Vehicle/Equipment		
	Reg.	Rate	Total Reg.	Name	Reg.	Rate
T. Pollard	2	\$38.47	\$76.94	V184	2	\$20.00
G. Wiedenhoeft	2	\$38.47	\$76.94			
J. Gillon	2	\$38.47	\$76.94			
			<b>\$230.82</b>			<b>\$40.00</b>

Sidewalk Replacement (Driveway):				Total Cost
Length (ft.)	Width (ft.)	Area (sq. ft.)	Price per sq. ft.	
15	5	75	\$16.68	<b>\$1,251.00</b>

(Materials):

Material Item (Water Service)	Unit Price	Req'd.	Total Price
3/4" Curb Stop - Compression	\$74.27	1	\$74.27
Service Box , complete	\$60.72	1	\$60.72
Service Box Rods	\$35.02	1	\$35.02
3/4" Type K Copper Pipe	\$4.34	9	\$39.06
			<b>\$209.07</b>

MATERIAL: INVENTORY (PW) **\$229.98** (Inventory plus 10%)

TOTALS:	
Labour (Reg.)	\$230.82
Equip. (Reg.)	\$40.00
Material	\$229.98
Sidewalk Replacement	\$1,251.00
<b>SUBTOTAL</b>	<b>\$1,751.80</b>
HST	\$227.73
<b>TOTAL</b>	<b>\$1,979.53</b>

## SEWER CONNECTIONS RECORD

(NAME AND ADDRESS)	(LOT NO.)	(ZONE)
BARB DAWSON 1107 SECOND STREET EAST		

Date Installed	by Town	Date of Connection	by Owner
4"		August 11, 1993	
Size		Depth	Type
		8' @ MAIN	PVC

LENGTH: \_\_\_\_\_ Feet

Property Line to Main \_\_\_\_\_ Feet

Property Line to House Cleanout \_\_\_\_\_ Feet

LOCATION: Distance (Parallel to Main) from First Manhole - Downstream

1. TO PROPERTY LINK CROSSING ..... 15 ..... Feet. WEST OF CURB STOP IN DRIVEWAY PAD

2. TO SADDLE ON MAIN ..... FEET.

## SEWER MAINTENANCE RECORD

[illegible]



December 6, 2011

Report to: Mayor and Council

Re: Updated Fort Frances Emergency Plan

Attached is an updated Emergency Plan for council approval. It is the recommendation of the Community Services Executive that the Emergency Plan be approved.

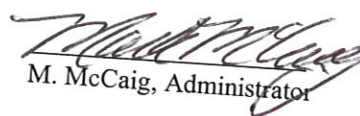
Respectfully submitted,

  
George A. Bell  
Manager of Community Services

**Council's approval of this report will approve the updated Emergency Plan**

- ☒ OK
- ☐ Recommended
- ☐ Includes my input
- ☐ Recommended as amended/with comment
- ☐ Not recommended
- ☐ Will Speak to this
- ☐ Other

Date: Dec 8, 2011

  
M. McCaig, Administrator

## 1.0 INTRODUCTION

### 1.1 Preamble

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

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

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

### 1.2 Title

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

### 1.3 Aim

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

### 1.4 Amending Formula

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

## 1.5 Emergency – Defined

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

## 1.6 Definitions

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

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

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

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

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

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

**“Incident Commander”** is the individual responsible for directing and coordinating at the emergency site the actions of all the responding agencies. Statutory interest, or the municipal emergency control group in circumstance will establish the incident command position where the emergency is diffuse in nature. The position may change due to the evolution of the incident. The



incident commander will report to the Municipal Emergency Control Group information relevant to the safety and security of the community

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

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

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

## 2.0 **AUTHORITY**

### 2.1 **The Emergency Management Act & Civil Protection Act**

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

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

## **2.2 Protection from Liability for Implementation of the Plan**

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

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

## **2.3 Public Accessibility to the Plan**

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

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

## **2.4 Freedom of Information and Protection of Privacy**

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

## **3.0 DECLARATION OF AN EMERGENCY**

### **3.1 Authority to Declare**

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

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

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

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

Emergency Management Ontario                      1-866-314-0472

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

Upon declaring an emergency, the Mayor will further notify:

1. Town council Members
2. Public
3. Neighbouring community officials, as required
4. Local members of Federal and Provincial Parliaments

## **PLAN IMPLEMENTATION**

### **4.1 Assembling the Municipal Emergency Control Group**

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

Fort Frances Fire and Rescue Service    911

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

### **4.2 Activation of the Plan**

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

and for establishing a communication plan for notification of the public and the media.

**4.3 Action Prior to Activation**

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Fort Frances.

**4.4 Actions of Emergency Response Agencies**

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

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

**4.5 Chain of Command**

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

**4.6 Emergency Operations Centre**

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

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

**4.7 Media Centre**

The media centre will be established in the council chambers or other location as deemed necessary by size or type of incident.

The Emergency Information Officer is responsible for setting up and maintaining the media centre.

#### **4.8 Communications**

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

#### **4.9 Emergency Operations Centre Message Traffic**

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

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

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

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

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

#### **4.10 Command Post**

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



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

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

**4.12 Evacuation**

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

**4.13 Request for Assistance**

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

**4.14 Termination of a State of Emergency**

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

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

**5.0 MUNICIPAL EMERGENCY CONTROL GROUP**

**5.1 Composition of the Municipal Emergency Control Group**

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

- Mayor
- Town Administrator
- Scribe
- OPP Detachment Commander
- Fire Chief, Community Emergency Management Coordinator
- Manager of Operations and Facilities
- Emergency Information Officer
- Superintendent of Power Corporation

Not all members of the Municipal Emergency Control Group have to be present for the EOC to function and it therefore may function with only a

limited number of persons depending upon the emergency. In addition an emergency does not have to be declared to have the group meet.

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

The following are members of the Community Emergency Management Program Committee

- Emergency management co-coordinator as appointed by Council.
- Senior municipal official as appointed by Council.
- Members of the council, as appointed by Council.
- Municipal employees responsible for emergency functions appointed by Council.
- Northwestern Health Unit representative as appointed by Council.
- Rainy River District Social Services Board rep. appointed by Council.
- Abitibi representative as appointed by Council.
- Hospital representative as appointed by Council.
- Ambulance manager as appointed by Council.
- MNR representative as appointed by Council.
- Rainycrest Administrator as appointed by Council.
- CISM representative as appointed by Council.
- Union Gas representative as appointed by Council.

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

### **Planning (Operating/Business) Cycle**

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

The incident commander shall schedule regular briefings with sector officers.

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

The responsibilities of the Municipal Emergency Control Group are to:

- (1) advise the Mayor as to whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;
- (2) ensuring that Emergency Management Ontario has been notified of declared or impending emergencies;
- (3) ensuring an incident commander has been appointed;
- (4) activating the Town of Fort Frances emergency response plan;
- (5) authorizing the expenditure of money;
- (6) managing information, including maintenance and retention of events log and records pertaining to expenditures;
- (7) maintaining a log outlining decisions made and actions taken;
- (8) managing emergency information;
- (9) directing the movement of equipment and resources beyond the immediate emergency site(s);
- (10) ordering evacuations as necessary based on site requirements of the incident commander;
- (11) discontinuing utilities or services on a wide scale;
- (12) directing the use of municipal resources;
- (13) arranging extra resources (human and material);
- (14) liaising with other municipalities and other levels of government, including the activation of mutual aid agreements;
- (15) recommending the termination of the state of emergency, when appropriate;
- (16) implementing a recovery strategy; and
- (17) participating in post-emergency debriefings.

**5.3 Mayor**

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

The Mayor or alternate shall:

- (1) declare an emergency to exist. Complete the "Declaration of an Emergency" form (**see Appendix F**);
- (2) notify the Minister of Community Safety and Correctional Services of the declaration of an emergency and of the termination of an emergency;
- (3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town;
- (4) participate in decision making, determining priorities, and issuing strategic directives through the Town Administrator for the resolution of the emergency;
- (5) request assistance from senior levels of government, when required;
- (6) in consultation with the Town Administrator, approve news releases and public announcements;
- (7) as the Town of Fort Frances's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;
- (8) keep Council updated regarding the situation and actions being taken to resolve the emergency;
- (9) terminate the emergency at the appropriate time and ensure all concerned have been notified.



#### **5.4 Town Administrator – EOC Manager**

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

The Town Administrator or alternate shall:

- (1) chair the meetings of the Municipal Emergency Control Group;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) organize and supervise all activities within the Emergency Operations Centre;
- (4) advise the Municipal Emergency Control Group on administrative matters including Corporate Policies and Procedures;
- (5) conduct planning Cycle meetings on a scheduled basis;
- (6) disseminate decisions or directions to all response agencies made by the Municipal Emergency Control Group;
- (7) in conjunction with the Municipal Emergency Control Group direct the appointment of an liaison officer.
- (8) in the Mayor's or designates absence, or at the request of the Mayor or designate, assume the Mayor's responsibilities in the Emergency Operations Centre;
- (9) approve news releases and public service announcements from the EOC prior to their release;
- (10) liaise with town managers or chief administrative officers of neighbouring municipalities affected by the emergency or providing assistance to Town of Fort Frances emergency operations;
- (11) maintain a detailed log of all actions taken by the Town Administrator;
- (12) coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;
- (13) prepare a post-emergency report for submission to Town Council.

**5.5    Emergency Information Officer**

The Emergency Information Officer or alternate shall:

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

**5.6    Scribe**

The scribe or alternate will:

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

**5.7 OPP Detachment Commander**

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

The Detachment Commander or alternate shall:

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



## **5.8 Fire Chief**

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

The Fire Chief or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on fire service matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) establish a communications link with the onsite fire officer;
- (5) if required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;
- (6) arrange for additional equipment and materials as required;
- (7) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;
- (8) maintain a detailed log of all actions taken by the Fort Frances Fire and Rescue Service;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

## **5.9 Community Emergency Management Coordinator**

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

The CEMC shall:

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

## **5.10 Manager of Operations and Facilities**

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

The Manager of Operations and Facilities or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on engineering and transit matters;
- (2) participate in decision making, determining priorities, and issuing operational directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Municipal Emergency Control Group;
- (5) maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- (6) provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;
- (7) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;
- (8) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;
- (9) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- (10) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;
- (11) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services

- (12) coordinate efforts to re-establish essential services;
- (13) coordinate debris removal activities;
- (14) coordinate demolition or securing of all "unsafe" buildings as directed by the Chief Building Official;
- (15) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;
- (16) maintain a detailed log of all actions taken by the Public Works Department;
- (17) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

#### **5.11 Superintendent of the Power Corporation**

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

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

## **6.0 SUPPORT GROUPS**

### **6.1 Introduction**

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

### **6.2 Incident Commander**

The incident commander shall:

- (1) organize and coordinate the response at the emergency site(s) with all sector officers;
- (2) assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- (3) coordinate with the Municipal Emergency Control Group and sector officers to ensure that the necessary equipment, supplies, and personnel are available;
- (4) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;
- (5) schedule briefings with individual and collective sector officers as to agency response status;
- (6) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions,
- (6) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the Municipal Emergency Control Group;
- (7) establish an on-site command post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;
- (8) brief sector officer regarding the situation as they become involved;

- (9) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;
- (10) develop an emergency site organization plan/layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);
- (11) coordinate the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;
- (12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment
- (14) In consultation with sector officers, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;
- (15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);
- (16) maintain a detailed log of all actions taken
- (17) participate in a post-emergency debriefing and provide such reports as requested by the Administrator.

### **6.3 Northwestern Health Unit Representative**

The Medical Officer of Health or Health Unit Representative shall:

- (1) provide the Municipal Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;
- (2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Municipal Emergency Control Group;
- (3) receive and distribute vaccine in the event of a pandemic;
- (4) liaise with the Ministry of Health, Public Health branch;



- (5) provide recommendations regarding the evacuation of buildings or areas for reasons of health;
- (8) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (9) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;
- (8) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;
- (9) maintain detailed log of actions taken by the Northwestern Health Unit;
- (10) participate in a post-emergency debriefing and provide reports as requested by the Administrator;
- (11) coordinate with the Community Care Access Centre for appropriate home care for any early discharge of patients.

**6.4 Rainy River District Social Services Board Representative**

- (1) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies; Control community service agencies to assist at reception, and other tasks as directed by group
- (2) maintain a detailed log of all actions taken by the Community Services Division;
- (3) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

**6.5 Media Communications**

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

**6.6 Hospital Official**

- (1) provide the Community Control Group with information and advice;

- (2) implement the hospital emergency plan;
- (3) coordinate with ambulance services the transportation and delivery of casualties to hospital and/or treatment centres.

**6.7 Ambulance Service Representative**

The ambulance service representative or alternate shall:

- (1) provide the Community Control Group with information and advice on health service matters;
- (2) participate in decision making, determining priorities, and issuing operational directives to support the resolution of the emergency
- (3) activate the appropriate emergency call out procedures;
- (4) coordinate the acquisition of ambulance resources as required by the incident commander or sector officer;
- (5) coordinate with senior police officials the movement of ambulances to and from the emergency site(s);
- (6) coordinate with other emergency services and duty officer for the provision of triage and treatment at the emergency site(s), casualty collection posts, and the distribution of casualties in accordance with the plan and directions issued by the Community Control Group;
- (7) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);
- (8) coordinate with the MOH in time of epidemics for the provision of triage and emergency treatment at the emergency site(s), casualty collection posts and the distribution of casualties.
- (9) provide the main radio communication link among health services and RRDSSAB Health Services Manager for notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services;
- (10) liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;
- (11) maintain a detailed log of all actions taken by the ambulance service;

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

**6.8 Red Cross, if requested:**

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

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

1. Team leaders that will dispatch the correct number of RRDVSP volunteers as requested RRDSSAB or CRCS
2. Volunteers will take direction from a RRDVSP team leader, liaise with the RRDSSAB and CRCS staff/ volunteers on –scene, and follow their own protocols within their mandate.

3. Provide victims with emotional support, practical assistances and referral information in keeping with the policies.
4. Follow-up services with victims with regard to emotional, practical and referral support in the days following the event, if victims have consented. If at any time, a further need is identified that can be met by CRC or RRDSSAB, victims will be referred to their services for additional assistance
5. Volunteers with proper identification and emergency vests
6. Personal services (if applicable) for referrals to, hospital, clinics, veterinarians, pet shelters, clergy, spiritual advisors, access to counseling services, local transportation, etc.
7. Provide (dependant on numbers) emergency, one- time personal hygiene supplies for all adults, diapers etc.

**6.10 Amateur Radio Operators**

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

**6.11 Ministry of Natural Resources**

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

**6.12 Chief Building Official**

- 1, If requested, the chief building official shall coordinate with the manager of operations and facilities the securing unsafe buildings, or demolition of structures found to be unsafe. The CBO shall also maintain a detailed log of all actions taken and if requested participate in a post-emergency debriefing.

**6.13 Critical Incident Stress Management Team**

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

## **7.0 TRAINING AND EVALUATION**

### **7.1 Introduction**

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

The Plan must provide for:

- (1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;
- (2) individual and collective training to ensure personnel are prepared to implement the Plan; and
- (3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

### **7.2 Definitions**

#### **Simulated Exercises:**

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

#### **Specialty Exercises:**

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

#### **Communication Exercises:**

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

#### **Emergency Operations Centre Exercises:**

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



## **7.2 Definitions - continued**

### **Major Exercise:**

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

### **Mass Exercise:**

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

## **7.3 Training**

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

## **7.4 Exercises**

The purposes of exercises are:

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

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

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

## **7.5 Evaluation**

Each department or agency is responsible for the evaluation of its emergency response procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the plan must be reported to the fire chief.

**8.0 PLAN MAINTENANCE AND REVISION**

**8.1 Plan Maintenance and Revision**

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

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

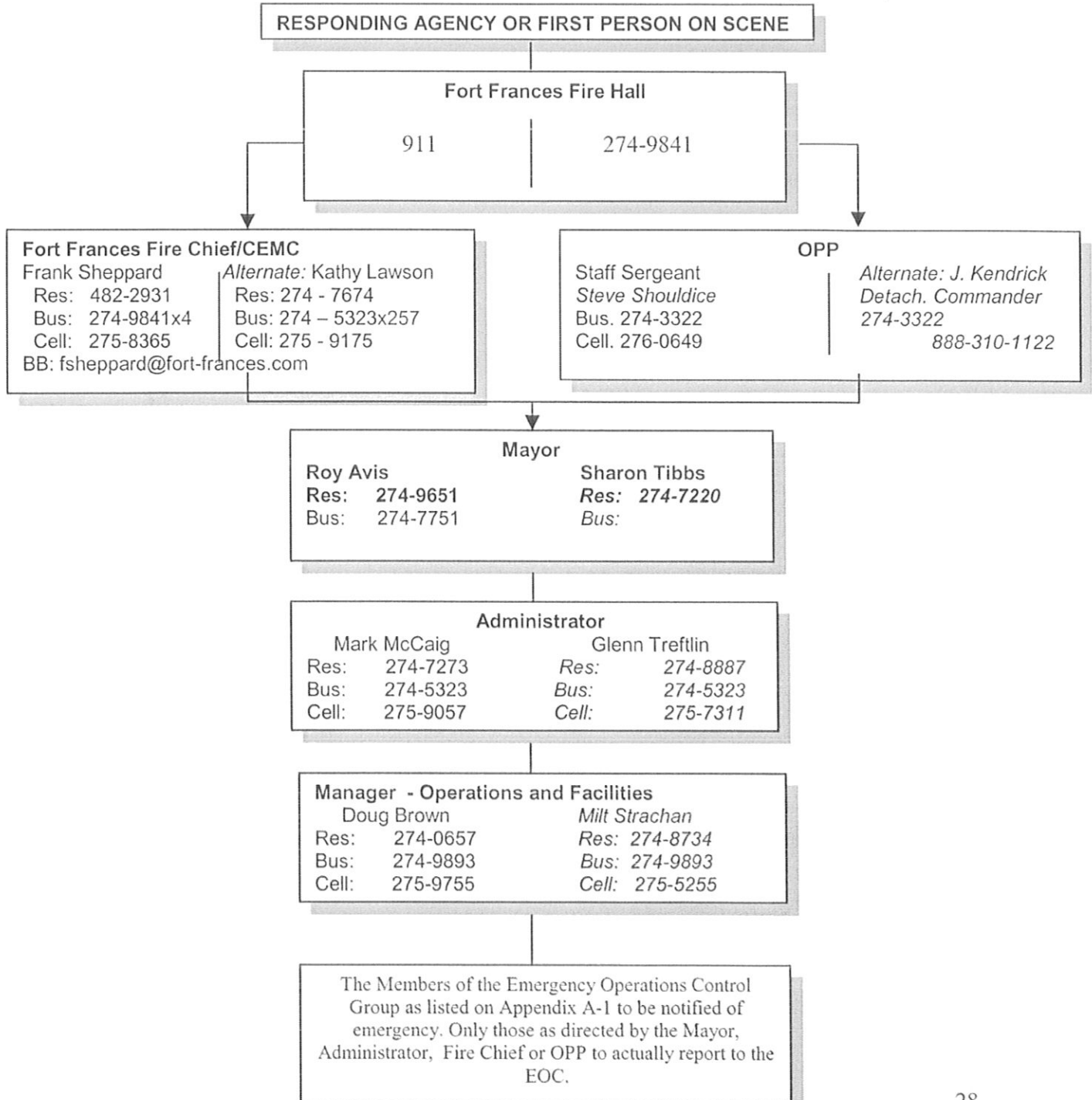
The Emergency Planning & Evaluation Committee will review and revise the Plan in January of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see **Appendix I**, Distribution List).

**Appendix "A"**

**Emergency Plan – Notification Procedure**

\* Alternates are listed in italics \*

*PROTOCOL: Call everyone in the order shown on the chart and note the times. Call the alternate if the primary contact is not available. If neither the primary nor the alternate are available, call the next person on the list. Once the first round of calls have been made, call those who were not available on original attempt.*





Town of Fort Frances  
Municipal Emergency Control Group Members

Appendix A1

(Revised June 3, 2010)

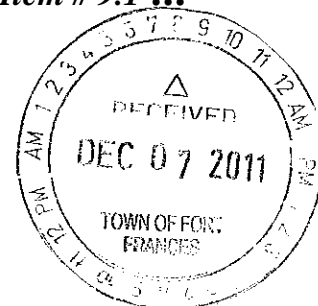
Title	Member	Home Ph.	Work Ph.	Cell Ph.
<b>Mayor</b>	Roy Avis	274-9651	274-7751	
	<i>Alternate</i> Sharon Tibbs	274-5622		275-6906
<b>Administrator</b>	Mark McCaig	274-7273	274-5323x233	275-9057
	<i>Alternate</i> Glenn Treftlin	274-8777	274-5323x236	275-7311
<b>Fire Chief/CEMC</b>	Frank Sheppard	482-2931	274-9841	275-8365
	<i>Alternate</i> Kathy Lawson	274-7674	274-5323x257	275-9175
<b>OPP Commander</b>	Steve Shouldice	274-2846	274-3322	276-0649
	<i>Alternate</i> John Kendrick		274-3322	
<b>Manager - Ops/Facilities</b>	Doug Brown	274-0657	274-9893x306	275-9755
	<i>Alternate</i> Milt Strachan	274-8734	274-9893x302	275-5255
<b>Scribe</b>				
<i>Alternate</i>				
<b>Emergency Information Officer</b>	Patrick Briere	276-2293	274-5323x255	276-2293
	<i>Alternate</i> Darryl Allan	274-7535	274-5323x247	275-9668
<b>FFPC</b>	Brian Mueller	274-5148	274-9291x217	275-9292
	<i>Alternate</i> Joerg Ruppenstein	274-8467	274-9291x232	275-9291
<b>Riverside Health Care</b>	Ed Cousineau	486-1204	274-3261x4820	275-9538
	<i>Alternate</i>			
<b>R.R.D.S.S.A.B.</b>	Shelly Shute	274-3643	274-5349x306	
	<i>Alternate</i> Marie Howells	274-2876	274-5349x309	
<b>Health Unit</b>	Brian Norris	274-3025	274-9827	275-9480
	<i>Alternate</i> Dave Coats	274-6487	274-9827	275-9481
<b>CISM TEAM</b>	Jon Thompson	274-1189	274-4807	275-9187
	<i>Alternate</i> John Beaton	274-2618	274-6952x22	275-9396
<b>Ambulance</b>	Dan McCormick	274-1770	274-6952x33	275-6452
	<i>Alternate</i> Ed Carlson	482-1480	482-6952x25	275-9545
	<i>2<sup>nd</sup> Alternate</i> Trevor Johnson	597-5295	597-5885	597-8315
<b>Abitibi/Bowater</b>	Kristi Steele		274-5311x1828	276-0338
	<i>Alternate</i>			
<b>MNR</b>	Jeff Wiume	274-2660	274-8617	275-9987
	<i>Alternate</i> Darryl McLeod	274-2161	274-8606	275-6783
<b>B93 After Hours</b>	Leo Melanson	486-1392	274-5341	276-0832
	<i>Alternate</i> Randy Thoms		274-5341	
<b>Victim Services</b>	Peggy Loyie	274-5079	274-5687	276-0026
	Mary-Jane Allan	481-9703	274-5689	276-0027
	<b>24/7 Phone Line</b>		<b>Emergency</b>	<b>274-4447</b>



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

*Agenda Item # 9.1 ...*

Fort Frances WPCP  
200 McIrvine Rd  
PO Box 712  
Fort Frances, Ontario  
P9A 3N1  
Tel: 807-274-3121  
Fax: 807-274-8381



November 9, 2011

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

Attention: Mr. Doug Herr  
Environmental and Facilities Superintendent

Dear Doug:

**Re: Fort Frances Wastewater Treatment Facility**  
**October 2011 Monthly Report**

As per the operating agreement, the attached document is the October 2011 monthly report for the Fort Frances Wastewater Treatment Facility.

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

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

Yours truly,

Kelly Cunningham  
Senior Operator

For Larry Wachter  
Cluster Manager



**The Corporation of the Town of Fort Frances  
Wastewater Treatment Plant  
(Sewage Plant)  
October 2011 Monthly Operations Report**

## INTRODUCTION

In accordance with the Agreement between the Ontario Clean Water Agency (Operating Authority) and the Town of Fort Frances, the Fort Frances Sewage Treatment Plant is required to prepare a monthly report. This document covers the reporting month of October 2011; the facility performance report summarizes important information regarding the quality of the effluent, wastewater, analytical test results, maintenance operations, and relevant activities of the WWTP.

## DESCRIPTION OF WORKS

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

The Fort Frances Sewage Treatment Plant received and operates its operation under *Certificate of Approval Number 3-0049-96-006*, in accordance with Section 53 of the Ontario Water Resources Act. The Certificate of Approval outlines the terms and conditions and the report captures these terms and conditions in the following sections.

## LABORATORY

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

# **OCTOBER 2011 EFFLUENT QUALITY**

<i>Parameters</i>	<i>Monthly Actual Concentration mg/L</i>	<i>Compliance Criteria Concentration mg/L</i>	<i>Performance Objective Concentration mg/L</i>	<i>Monthly Actual Loading, kg/d</i>	<i>Compliance Criteria Loading kg/d</i>	<i>Performan Objective Loading kg/d</i>
CBOD <sub>5</sub>	2.0 mg/L	25 mg/L	15 mg/L	10.6 kg/d	225 kg/d	135 kg/d
Suspended Solids	4.7 mg/L	25 mg/L	15 mg/L	24.9 kg/d	225 kg/d	135 kg/d
Total Phosphorus	0.32 mg/L	1.0 mg/L	1.0 mg/L	1.7 kg/d	9 kg/d	9 kg/d
Ammonia as N	0.09 mg/L					
Nitrite as N	0.11 mg/L					
Nitrate as N	6.47 mg/L					
Total Cl <sub>2</sub> Residual		<0.01 mg/L (when in use)				
E-Coli		9.5 count/100 ml (geometric mean )		200 cnt/100ml (geometric mean )	E-coli not to exceed 150 organisms/100ml (monthly geometric mean density)	
pH			pH range 6.8 to 7.4; average pH was 7.1			
Temperature degrees C			Temperatures ranged from 16.5-18.0; average temperature of effluent at 17.3			

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

## **WASTEWATER LIQUID PROCESS**

The average daily flow for October was 5,246.6 m<sup>3</sup>/day; representing 58% of the design average flow. Total treated flow for the month was 162,645 m<sup>3</sup>. The Fort Frances WWTP met all effluent compliance criteria for the parameters listed above and additionally was well within the recommended more stringent monthly performance objective levels as outlined in the Certificate of Approval.

## **INVENTORY**

<b>Chemical</b>	<b>End of Month Status</b>	<b>Units</b>
Hypochlorite	500 +/- @ 8.5% + 410 @ 12%	Litres
Alum	11.5 +/- @ 55 %	Cubic meters
Polymer	40 Bags (1000 kg)	Bags (25 kg/bag)

## **MAINTENANCE**

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

### **Treatment Plant:**

- Alternated lead/lag pumps
- Adjusted fluidizing water to headcell and grit snail as needed
- Greased GBT, mechanical bar screen and grit snail. Lubricated drive chain on grit snail and bar screen
- Hot water flushed alum lines
- Regular cleaning of head works EW basket strainer
- Exercised portable generators
- Replaced belt and filter ASU-101
- The Apex panel battery was replaced
- New blower 4 motor was installed
- Installed new long collector 1 drive unit
- Adjusted packing TFP 9-5
- Filters were replaced on blowers 1,2 and 3
- FFPC repaired 2 street lights
- Belts were replaced on head works exhaust fans EF 02 and EF 03
- The cooling fans in both RAS pump VFD panels were replaced

### **Pump Stations:**

- Ran all gensets
- Changed all seal water strainers
- Regular cleaning of bar screens
- Installed new batteries in the UPS at White Pine lift station

## **OPERATIONAL ISSUES**

The facility met all operational requirements for the month.

## **SLUDGE SUMMARY**

The volume directed to the gravity belt thickener totaled 612.6 m<sup>3</sup> for the month. Hammond Landscaping (Certificate of Approval Hauler # 11000025801) hauled/transported 163.9 m<sup>3</sup> (average 10.9 m<sup>3</sup>/load) to the agricultural drying bed. The Organic Soil Conditioning site has a valid Certificate of Approval - number S-71048-31.

## **COMPLAINTS**

## **BY-PASS REPORT(S)**

There were no by-pass events during the report period.

## **COMMENTS**

## **REPORTS**

ALS – Environmental Analytical Reports (on-file at plant)  
Fort Frances WPCP Equipment Run Time Report (on-file at plant)  
Bypass Report (on-file at plant as per occurrence)

Month	Sewage Flows Year 2011					Usage	Sludge	Removal Efficiency	
	Avg. Day Flow	Max Day Flow	Total Treated	Total ByPass	Total Volume			CBOD5	
	m3	m3	Volume ML	Volume ML	ML	% Plant Capacity	Volume Hauled	Suspended Solids	Total Phosphorus
January	5937	6235	184061		184061	66%	254.5		
February	5779	6102	161806		161806	64%	218.7		
March	6715	8935	208166		208166	75%	241.7		
April	12186	18288	365584	3965	369549	135%	220.7		
May	9347	14172	289752		289752	104%	234.5		
June	7890	10991	236686		236686	88%	223.6		
July	7091	8918	219835		219835	79%	221.0		
August	6225	7305	192974		192974	69%	154.3		
September	5701	7200	171040		171040	63%	164.6		
October	5247	6038	162645		162645	58%	163.9		
November						0%			
December						0%			
Sum			2192549	3965	2196514		2097.5		
Average	7212		219255		219651	80%			
Max		18288	365584		369549				
C of A	9000	18000							

Month	CBOD5			Suspended Solids			Total Phosphorus			E. Coli		pH	
	Avg Raw CBOD (mg/L)	Avg Eff. CBOD (mg/L)	Avg Load CBOD (kg/day)	Avg Raw S.S (mg/L)	Avg Eff. S.S (mg/L)	Avg Load S.S (kg/day)	Avg Raw T.P (mg/L)	Avg Eff. T.P (mg/L)	Avg Load T.P (kg/day)	Geo Mean Counts /100ml	Monthly Minimum	Monthly Maximum	
January	91.7	2.3	13.8	116	4.0	23.9	2.66	0.15	0.9	37.3	7.3	7.7	
February	77.8	2.0	11.7	116	4.8	27.8	2.44	0.16	0.9	30.4	6.8	7.5	
March	76.5	4.6	31.5	117	9.5	65.4	2.42	0.29	2.0	17.2	6.5	7.2	
April	36.7	3.9	52.3	74	13.3	168.9	1.27	0.35	4.3	27.0	7.1	7.7	
May	59.3	3.6	34.5	86	7.8	72.4	1.72	0.26	2.4	15.7	7.5	8.0	
June	66.7	2.9	24.2	107	6.3	50.7	1.77	0.22	1.8	6.6	7.2	7.8	
July	57.4	2.2	16.1	112	3.8	27.4	2.20	0.18	1.3	3.3	6.8	7.6	
August	74.8	2.0	12.2	156	3.0	18.6	2.50	0.16	1.0	2.2	6.8	7.6	
September	64.4	2.1	11.6	138	4.9	29.3	2.66	0.20	1.1	8.4	6.7	7.6	
October	59.8	2.0	10.6	143	4.7	24.9	2.41	0.32	1.7	9.5	6.8	7.4	
November													
December													
Average	66.5	2.8	21.9	116.5	6.2	50.9	2.2	0.2	1.7	15.8	7.0	7.6	
Max	91.7	4.6	52.3	156	13.3	168.9	2.66	0.35	4.3	37.3	7.5	8	
C of A		25	225		25	225		1	9	150	6	9.5	