

TOWN OF FORT FRANCES

Community Services Executive Committee

AGENDA - August 8, 2018 10:30 AM

MEETING - Fort Frances Library

	Page
1. <u>CALL TO ORDER (Session #065)</u>	
2. <u>DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF</u>	
3. <u>APPROVAL OF PREVIOUS COMMITTEE MINUTES</u>	
3.1 Community Services Executive Committee - July 3, 2018	2 - 3
4. <u>ITEMS REFERRED FROM COUNCIL</u>	
NIL	
5. <u>NEW BUSINESS</u>	
5.1 Daycare - Provincial Wage Enhancement DSSAB Agreement	4 - 13
5.2 Surplus Assets Sale Items	14 - 15
5.3 Memorial Sports Centre - Fire Alarm Panel	16 - 17
5.4 Museum 40th Anniversary	18
5.5 Museum - Tugboat request	19
6. <u>NON-AGENDA ITEMS</u>	
7. <u>INFORMATION</u>	
7.1 Next meeting date - Tuesday, September 4, 2018 - Memorial Sports Centre	
8. <u>ADJOURNMENT</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #064

July 3, 2018

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Fort Frances Senior Centre on July 3, 2018 from 10:30 a.m. to 10:54 a.m.

PRESENT: Wendy Brunetta - Chairperson, John Albanese - Councillor, Doug Kitowski- Councillor, Doug Brown - CAO, Jason Kabel - Community Services Division Manager

1 CALL TO ORDER (Session #064)

Chairperson W. Brunetta called the meeting to order at 10:35 a.m.

2 APPROVAL OF AGENDA (Call for non-agenda items)

3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

4 APPROVAL OF PREVIOUS COMMITTEE MINUTES

4.1 Community Services Executive Committee - June 18, 2018

5 ITEMS REFERRED FROM COUNCIL

- NIL

6 NEW BUSINESS

6.1 Community Museum Operating Grant 2019 (CMOG) - The committee recommends to Mayor and Council to authorize the submission of the 2018 Community Museum Operating Grant to the Ministry of Tourism, Culture, and Sport by Museum Curator, Sherry George and also to authorize appropriate execution of the grant application on behalf of the Town.

6.2 Student Policy (student 18 years of age) - The committee recommends to Mayor and Council to sanction increasing the wage rate of a 'student' employee when they reach the age of 18 years old to \$14.00/hr to align with the employment standards act.

6.3 Memorial Sports Centre - Hotel Guest Passes - The committee recommends to Mayor and Council to endorse the hotel guest pass program at a rate equivalent to the Adult resident rate in the user fee schedule and will henceforth respect annual changes approved by Council.

- 6.4 Sorting Gap Marina temporary use of Resolute Woodyard for overflow parking - The committee recommends to Mayor and Council to endorse the indemnity agreement with Resolute Forest Products for the Sorting Gap Marina to use the Shevlin Woodyard as overflow parking for boats & trailers during peak demand times.

7 NON-AGENDA ITEMS

- NIL

8 INFORMATION

- 8.1 Next Meeting - Tuesday, August 7, 2018 - Fort Frances Library

9 ADJOURNMENT

There being no further matters before the committee at this time, the meeting was adjourned at 10:54 a.m.

W. Brunetta, Executive Committee Chair

J. Kabel, Community Services Division Manager

REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: August 3, 2018

RE: **2018 Provincial Child Care Wage Enhancement Agreement – RRDSSAB**

Preamble

The Rainy River District Social Services Administration Board (RRDSSAB) has provided one-time funding for the 2018 Provincial Child Care Wage Enhancement Grant (WEG) for eligible staff at the Fort Frances Children's Complex. This one-time funding allocation is based on the information submitted in our Application for Provincial Wage Enhancement Funding. The approved applications for each of the 4 childcare sites are attached, below is a summary:

	# of FTE	Salary	Benefits	Supplemental Grant	Total
Main Site	9.42	24,712.66	4,324.72	1,412.84	\$30,450.21
JW Walker	1.90	4,505.08	788.39	285.72	\$5,579.19
Robert Moore	1.86	5,488.76	960.53	278.46	\$6,727.75
St. Michaels	1.90	6,684.00	1,169.70	285.72	\$8,139.42

Total Allocation

Provincial Child Care Wage Enhancement	\$48,633.84
Supplemental Grant	\$2,262.74
Administration Funding	\$ 87.36

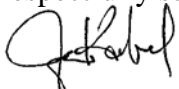
This funding will provide the Children's Complex with the resources to grant eligible program staff a wage enhancement of up to \$2 per hour plus up to 17.5 percent benefits based on actual hours worked. The Ministry has established an hourly wage maximum of \$27.07/hour (as of January 1, 2018) for centre-based staff.

Once again, Resource Teachers (RT's) are deemed ineligible for the provincially funded WEG, which places our 2 RT's at a lower hourly rate than our registered early childhood educators (RECE's) despite more education required for the position.

Recommendation

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

Respectfully submitted,



Jason Kabel

Rainy River District Social Services Administration Board

450 Street
Fort Frances, ON
P9A 1H2

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

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

July 26, 2018

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

Dear Jason Kabel

RE: 2018 Provincial Child Care Wage Enhancement Agreement

The Rainy River District Social Services Administration Board (RRDSSAB) is pleased to provide one-time funding for the 2018 Provincial Child Care Wage Enhancement for eligible staff at Fort Frances Day Care. This allocation is based on the information submitted in your Application for Provincial Wage Enhancement Funding – Child Care Centres & Home Visitors (2018). Your approved application is attached.

This funding will provide your centre with the resources to grant eligible program staff a wage enhancement of up to \$2 per hour plus up to 17.5 percent benefits based on hours worked in 2017.

<i>Funding Type</i>	<i>Allocation</i>
Provincial Child Care Wage Enhancement	\$ 48,633.84
Supplemental Grant	\$ 2,262.74
Administration Funding	\$ 87.36

If the licensee is in agreement with the terms as set out in this letter, please return **two signed hard copies or one signed scanned copy** of this letter to my attention at the Rainy River DSSAB by **August 24, 2018**.

TERMS OF THE AGREEMENT

1) Purpose

The wage enhancement objectives are:

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

The ministry has established an hourly wage maximum of \$27.07/hour (as of January 1, 2018) for centre-based staff.

2) Eligibility

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

- Are employed in a licensed child care centre or home child care agency;
- Have a wage of less than \$27.07 per hour excluding the prior year's wage enhancement; and
- Are categorized as a child care supervisor, RECE, or can be otherwise counted toward adult to child ratios under the *Child Care and Early Years Act, 2014 (CCEYA)*.

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

Ineligible Positions (Non-Program Staff)

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

3) Payments to Staff

The licensee is required to pay the wage enhancement to qualifying staff during the current year retroactive to January 1, 2018. Discretion is allowed for wage enhancement payments to staff. The licensee can provide wage enhancement payments to staff as follows:

- Through staff's regular paycheques; or
- Through quarterly lump sum payments in the funding year ending December 31, 2018.

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

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

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

More Working Hours

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

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

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

Fewer Working Hours

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

4) Use of Wage Enhancement

The licensee is required to provide 100% of wage enhancement funds to eligible staff. Wage enhancement funding must be paid to child care staff in addition to their standard wage rate as of January 1, 2018. Wage enhancement funding may be used to fund overtime hours worked in the current year but not exceeding \$2.00 per hour. In addition, it may only be provided to staff whose positions were approved as part of the current wage enhancement application process.

The funding cannot be:

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

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

Benefits Funding and Flexibility

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

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

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

Supplemental Grant

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

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

Administration Funding

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

5) Payment Schedule

Wage enhancement funding has been included with the licensee's monthly electronic funds transfer (EFT) this year based on last year's allocation. Any necessary adjustments based on this year's wage enhancement grant approval will be made on the August EFT.

6) Reporting Requirements

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

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

Rather than subtracting sick hours and adding in supply hours the licensee may have chosen to include the total hours worked for a position on its application and then pay whichever staff worked the hours this year. Where the licensee has chosen to combine staff positions on its wage enhancement application the licensee must ensure that records are kept on file for actual hours worked for each position from January 1, 2018 to December 31, 2018 and be prepared to present these upon request to the RRDSSAB.

7) Reconciliation

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

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

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

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

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

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

Sincerely,



Tanis Fretter
Integrated Services Manager

Attachment

cc: Neva Carlson, Child Care Manager, Fort Frances Day Care
Dawn Galusha, Deputy Treasurer, Town of Fort Frances
Wendy Tilbury, Finance Supervisor, Rainy River DSSAB

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

Signature

Date

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

Signature

Date

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

Signature

Date

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

Signature

Date

Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2018)

CHILD CARE CENTRE / AGENCY INFORMATION

Child Care Centre / Agency Name: Fort Frances Children's Complex
 Operator Name: Fort Frances Children's Complex JW Walker
 Licence Number: 0006668
 Auspice Type: Non-Profit Operation
 Centre / Agency Mailing Address: 1150 Portage Avenue
 Fort Frances Ontario
 P9A 2B1

CONTACT INFORMATION

Name: Neva Carlson
 Phone Number: (807) 274-5457
 Email Address: ncarlson@fort-frances.com

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2017: 52
 Standard work week (hours): 24
 Total Operating Capacity (N/A for Home Child Care Provider agencies): 13
 Total Licensed Capacity (N/A for Home Child Care Provider agencies): 30

SERVICE DATA

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

EMPLOYEE / POSITION INFORMATION					WAGE ENHANCEMENT DETERMINATION							
Position Description	New Position created during Jan 1 - Dec 31, 2017? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	Category (excluding prior year wage enhancement)	Base Hourly Wage	# of Hours Worked (Jan 1- Dec 31, 2017)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation	
1 School Age Teacher 1	NO	RECE	\$ 25.83	1,433.50	100%	Partial	\$ 1.24	0.82	\$ 1,777.54	\$ 311.07	\$ 2,088.61	
2 School Age Teacher 2	NO	RECE	\$ 25.83	1,433.50	100%	Partial	\$ 1.24	0.82	\$ 1,777.54	\$ 311.07	\$ 2,088.61	
3 Interim Replacement 4	NO	Non-RECE	\$ 20.54	475.00	100%	Full	\$ 2.00	0.27	\$ 950.00	\$ 166.25	\$ 1,116.25	
SUMMARY									FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
Fully Eligible Positions									RECE	\$ 0.00	\$ 0.00	\$ 0.00
Non-RECE									0.27	\$ 950.00	\$ 166.25	\$ 1,116.25
Supervisor									-	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor									-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL									0.27	\$ 950.00	\$ 166.25	\$ 1,116.25
Partially Eligible Positions									RECE	\$ 3,555.08	\$ 622.14	\$ 4,177.22
Non-RECE									1.63	\$ 0.00	\$ 0.00	\$ 0.00
Supervisor									-	\$ 0.00	\$ 0.00	\$ 0.00
Home Visitor									-	\$ 0.00	\$ 0.00	\$ 0.00
SUB-TOTAL									1.63	\$ 3,555.08	\$ 622.14	\$ 4,177.22
TOTAL									1.90	\$ 4,505.08	\$ 788.39	\$ 5,293.47
SUPPLEMENTAL GRANT												\$ 285.72
GRAND TOTAL												\$ 5,579.19

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2017.

Name of Signing Authority: _____
 Title: _____
 Date: _____

(To be completed by CMSM/DSSAB only)

APPROVAL

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

of FTE: 1.9 Salary: 4,505.08 Benefit: 788.39 Supplemental Grant: 285.72 Total: 5,579.19

APPLICATION DEADLINE IS FEBRUARY 9, 2018 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2018

Please click and select:

Application for Provincial Wage Enhancement Funding - Child Care Centres & Home Visitors (2018)

CHILD CARE CENTRE / AGENCY INFORMATION

Child Care Centre / Agency Name: Fort Francois Children's Complex
 Operator Name: Fort Francois Day Care
 Licence Number: 08903
 Auspice Type: Non-Profit Operation
 Centre / Agency Mailing Address: 1150 Portage Avenue
 Fort Francois Ontario
 P9A 2B1

CONTACT INFORMATION

Name: Neva Carlson
 Phone Number: (807) 274-5457
 Email Address: neva@fort-francois.com

CHILD CARE CENTRE / AGENCY OPERATING INFORMATION

How many weeks was your centre open during 2017
 Standard work week (hours)
 Total Operating Capacity (N/A for Home Child Care Provider agencies)
 Total Licensed Capacity (N/A for Home Child Care Provider agencies)

SERVICE DATA

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

Position Description	New Position created during Jan 1 - Dec 31, 2017? (Y/N) (If Yes, provide an estimate for the number of hours that the position would work during the year in Column J)	EMPLOYEE / POSITION INFORMATION			WAGE ENHANCEMENT DETERMINATION						
		Category	Base Hourly Wage (excluding prior year wage enhancement)	# of Hours Worked (Jan 1- Dec 31, 2017)	% of Time in Eligible Position	Eligibility Status	Eligibility Rate per Hour (\$)	FTE	Salary Component	Statutory Benefit Component (17.5%)	Total Compensation
1 Toddler Room 1 A	NO	RECE	\$ 25.83	1,561.00	100%	Partial	\$ 1.24	0.89	\$ 1,935.64	\$ 338.74	\$ 2,274.38
2 Toddler Room 1 B	NO	RECE	\$ 25.83	1,631.00	100%	Partial	\$ 1.24	0.93	\$ 2,022.44	\$ 353.93	\$ 2,376.37
3 Toddler Room 2 A	NO	RECE	\$ 25.83	1,631.00	100%	Partial	\$ 1.24	0.93	\$ 2,022.44	\$ 353.93	\$ 2,376.37
4 Toddler Room 2 B	NO	RECE	\$ 25.83	1,631.00	100%	Partial	\$ 1.24	0.89	\$ 1,935.64	\$ 338.74	\$ 2,274.38
5 Preschool A	NO	RECE	\$ 25.83	1,491.00	100%	Partial	\$ 1.24	0.85	\$ 1,848.84	\$ 323.55	\$ 2,172.39
6 Preschool B	NO	RECE	\$ 25.83	1,561.00	100%	Partial	\$ 1.24	0.89	\$ 1,935.64	\$ 338.74	\$ 2,274.38
7 Preschool C	NO	RECE	\$ 25.83	1,535.50	100%	Partial	\$ 1.24	0.88	\$ 1,904.02	\$ 333.20	\$ 2,237.22
8 Float Staff	NO	Non-RECE	\$ 20.54	1,631.00	100%	Full	\$ 2.00	0.93	\$ 3,262.00	\$ 570.85	\$ 3,832.85
9 Interim Replacement 1	NO	Non-RECE	\$ 20.54	1,991.50	100%	Full	\$ 2.00	1.12	\$ 3,923.00	\$ 686.53	\$ 4,609.53
10 Interim Replacement 2	NO	Non-RECE	\$ 20.54	1,991.50	100%	Full	\$ 2.00	1.12	\$ 3,923.00	\$ 686.53	\$ 4,609.53
SUMMARY											
						Fully Eligible Positions	RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
						Non-RECE	Supervisor	3.17	\$ 11,108.00	\$ 1,943.90	\$ 13,051.90
						Home Visitor	Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
						SUB-TOTAL	RECE	3.17	\$ 11,108.00	\$ 1,943.90	\$ 13,051.90
						Partially Eligible Positions	RECE	6.25	\$ 13,604.66	\$ 2,380.82	\$ 15,985.48
						Non-RECE	Supervisor	-	\$ 0.00	\$ 0.00	\$ 0.00
						Home Visitor	Non-RECE	-	\$ 0.00	\$ 0.00	\$ 0.00
						SUB-TOTAL	RECE	6.25	\$ 13,604.66	\$ 2,380.82	\$ 15,985.48
						TOTAL SUPPLEMENTAL GRANT	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
						GRAND TOTAL	RECE	9.42	\$ 24,712.66	\$ 4,324.72	\$ 29,037.38
</											

CERTIFICATION

As a signing authority for this organization, I certify that the information included in this application is accurate to the best of my knowledge and represents the positions that can be counted toward adult to child ratios under the Child Care and Early Years Act (CCEYA) as of December 31, 2017.

Name of Signing Authority: _____
 Title: _____
 Date: _____

(To be completed by CMS/DSSAB only)

APPROVAL

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

of FTE 9.42 Salary 24,712.66 Benefit 4,324.72 Supplemental Grant 1,412.84 Total 30,450.21

APPLICATION DEADLINE IS FEBRUARY 9, 2018 - ANY APPLICATIONS RECEIVED AFTER THIS DATE WILL NOT BE ELIGIBLE FOR FUNDING IN 2018

REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: August 3, 2018

RE: **Town of Fort Frances Surplus Assets Sale Items**

The Community Services Division is coordinating the disposal of obsolete materials, equipment and vehicles for the organization in 2018. All Town departments were contacted to provide a list of redundant items to be included in the sale.

The process is for Council to declare surplus all items that are deemed redundant by each department. On the table below, please find the 14 items to be declared surplus by Council.


Once declared surplus, the following procedure will be utilized to dispose of the items:

- 1) Advertise in the Fort Frances Times - sale of surplus materials, equipment and vehicles.
- 2) All items will be posted on the Town's website for the public to view.
- 3) Interested parties can visit a specified location for a closer inspection of the item.
- 4) Individuals can submit bids on any or all items. Forms will be available at the Civic Centre and Memorial Sports Centre in advance of the sale.
- 5) The bids will be publicly opened in the committee room.
- 6) Payment will be due prior to removing any items from the Town's property.
- 7) Successful bidders will have two weeks to pick up their items.
- 8) Where no bids are received for a certain item, if possible these items will be recycled. If not recyclable, the items will be disposed at the Town's landfill site.

Recommendation

The Community Services Executive Committee recommends to Mayor and Council to endorse that: 1) The 14 items outlined on the attached spreadsheet be declared surplus to organizational needs, 2) The above-mentioned procedure will be used to dispose of these surplus materials, equipment and vehicles.

Respectfully Submitted,



Jason Kabel

2018 - Town of Fort Frances Surplus Assets Sale Items

ITEM #	NAME/DESCRIPTION	LOCATION	CONTACT	PHONE #
1	Abdominal Crunch Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
2	Back Extension Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
3	Bicep Curl Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
4	Spin Bike - Broken	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
5	Decline Bench	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
6	Leg Press Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
7	Seated Military Press	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
8	Treadmill	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
9	Dip Machine	Memorial Sports Centre	Maintenance Staff	274-4561 x-1722
10	Foam Boss with pump and tank	Public Works	Travis Rob	274-5323 x-1316
11	15 Aluminum Air Cylinders 2216 PSI (Age:1980s&90s) Need Hydrostatic Testing	Fort Frances Fire Hall	Tyler Moffitt	274-9841 x-3
12	1999 Ford Handivan Bus	Public Works Yard	Lori Pattison	274-9893
13	2007 GMC Handivan Bus	Public Works Yard	Lori Pattison	274-9893
14	3 office desks	Public Works	Milt Strachan	274-9893

REPORT

TO: Community Services Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: August 3, 2018

RE: **Memorial Sports Centre Fire Alarm Panel**

Background

For the past while the Memorial Sports Centre has been struggling with the fire alarm panel that monitors the facility. It has frequently been going into 'trouble' mode with various monitoring devices throughout the building. Due to the age of the panel (installed 2000 – 18 years old), to rectify any issues it requires management to procure qualified personnel from Thunder Bay to correct the trouble to return to a normal state.

On July 13, 2018, the Fort Frances Fire Department invoked a mandatory fire watch of the facility due to the alarm panel being in a trouble state. This requires an inspection of every part of the building every hour and documentation thereof. On July 19, 2018 the panel was returned to a normal state by Troy Life & Fire Safety from Thunder Bay. This 2nd service call of the year was about \$2,500.


On Monday, July 30th, after a service call the previous week, the panel erratically sounded the alarm in the entire facility that enacts the fire emergency plan, elicits evacuation of the building, and dispatching of the fire department. There was no apparent reason for the sounding of the alarm that was discovered.

Unfortunately, the fire alarm panel seems to have come to the end of life and is in need of replacement. Attached is a copy of one quotation to replace the fire alarm panel. The Community Services Division is attempting to get 2 additional quotations as per procurement policy requirements. Local proprietors are not able to replace this type of panel.

RECOMMENDATION

The Community Services Executive Committee recommends to Mayor & Council to endorse replacement of the Memorial Sports Centre Fire Alarm Panel as an unbudgeted capital item for the lowest available quotation price.

Respectfully Submitted,



Jason Kabel

**Vulcan Fire & Safety Systems Ltd**

495 Industrial Park Cres
Sault Ste Marie, Ontario P6B 0A1
Canada

(705) 450-5137

QUOTE

Quote No.: 2130
Date: 08-02-2018
Page: 1
Ship Date:

Customer:

New Customer

Sault Ste. Marie, Ontario
Canada

Location:

**Memorial Sports Centre
740 Scott St.
Fort Frances, Ontario P9A 1H8
Canada**

Description	QTY	Price	Tax	Amount
*QUOTATION FOR EXISTING EST2 FIRE ALARM PANEL UPGRADE TO A NEW EST3X CONTROL PANEL				
EST3X FIRE ALARM CONTROL PANEL,ENG LCD, 1 LOOP, 4 NACS, 10A POWER SUPPLY	1			
WALL BOX, BLACK, 24" H x 22" W X 6" D	1			
24 RED LED DISPLAY MODULE	1			
12 RED, 12 YELLOW LED DISPLAY MODULE	1			
12 SWITCH, 12 GREEN, 12 YELLOW CONTOL DISPLAY MODULE	1			
DISPLAY SUPPORT MODULE	3			
12V 18AH BATTERY	2			
MATERIALS REQUIRED	1	5,743.62	H	5,743.62
LABOUR / HOURLY - PROGRAMMING AND SYSTEM VERIFICATION	1	1,350.00	H	1,350.00
ACCOMMODATIONS/MEALS (\$180/day)	2	180.00	H	360.00
*WORK TO BE COMPLETED DURING REGULAR WORKDAY HOURS				
*WORK TO BE COMPLETED WHEN IN AREA TO SAVE TRAVEL COSTS				
*CUSTOMER TO ARRANGE FOR AN ELECTRICIAN TO PERFORM REQUIRED ELECTRICAL WORK				
*CUSTOMER TO OBTAIN ANY REQUIRED PERMITS ASSOCIATED WITH CONTROL PANEL UPGRADE				
*THIS QUOTATION DOES NOT INCLUDE REPLACEMENT OF ANY FAULTY EXISTING FIELD DEVICES				
Subtotal:				7,453.62
H - HST 13%				
GST/HST				968.97
Quote is Valid for 30 Days	Total Amount			8,422.59

Report

To: Mayor & Council

From: Museum Advisory Committee

Date: August 2, 2018

Re: Opening reception for Fort Frances Museum 40th Anniversary – Wednesday, Sept 19th

The Museum will celebrate its 40th Anniversary with an exhibit that runs September and October this fall. As the Museum's capital project – the building of the roof, accessible washroom and ramp – will also be complete, we would like to celebrate with a wine and cheese public event. Representatives from Trillium, FedNor and all levels of government will be invited.

Please accept this request to declare the exhibit opening, Wed Sept 19th, as a municipally significant event (for purposes of liquor licensing).

Sincerely,

A handwritten signature in black ink, appearing to read 'Sherry George', written in a cursive style.

Sherry George, Museum Curator

Report

To: Executive & Council

From: Museum Advisory Committee

Date: August 2, 2018

Re: Approval for funding Russel Bros tugboat upgrades

In December 2016, council agreed to accept the donation of a Russel Bros tugboat to the museum. Although in reasonable condition, the boat required sandblasting and painting. In addition, a berth would need to be built so that the tug could have a land-locked resting place near the Hallett. The plan was to allow visitors to mount steps to see into the boat, but not allow them to tour through it.

To assist with costs of refurbishment, the museum and the Friends of the Museum have fundraised over \$12,000. In addition, the George Armstrong Co Ltd has agreed to move the Hallett when required at no charge.

Work is now complete. A final bill from Body Works (Mark Faragher) is pending; should be around \$19,600 minus \$4000 down-payment. We are requesting \$8000 from council to pay for these expenses now, and an additional sum in the new year to pay for the building of a berth at the waterfront.



FYI: We have received permission from the Bank of Canada to use the image on the back of the Canadian \$1 bill on a plaque or related signage for the tug.

Sincerely,

Sherry George, Museum Curator

