

TOWN OF FORT FRANCES

AGENDA - September 10, 2018

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre

(Session No. 133) 5:30 PM

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof.**
4. **In-Camera:**
 - 4.1 Personal Matters about an identifiable individual, including municipal or local board employees: Governance Matter
 - 4.2 Litigation or Potential Litigation, including matters before administrative tribunals, affecting the municipality or local board: Agency One Matters
5. **Public Session Resumes in Council Chambers:**
6. **Council Reports on Board & Committee Activity:**
 - 6.1 Mayor Avis - Verbal Update
Councillor Kitowski - Verbal Update
Councillor Perry - Verbal Update
Councillor Ryan - Verbal Update
7. **Consent Agenda:**
 - 7.1 Fire Protection Agreements - Nanicost Corporation Ltd. and Rusty Myers Flying Service. 5 - 7
 - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the report as presented, which authorizes utilizing the updated Fire Protection Fees, the new protocols and fee structure as laid out in the report, and further that Mayor and Clerk be authorized to execute an Updated Fire Protection Agreement with Nanicost Corporation Ltd. & Rusty Myers Flying Service.
 - 7.2 Riverside Foundation for Health Care Fundraising Gala Event. 8 - 10
 - approval of this report will agree with the recommendation of the

		Page
	Administration and Finance Executive Committee to approve a "Mild" Sponsorship in the amount of \$600.00 for the Riverside Foundation for Health Care "Fiesta" Annual Fall Gala event taking place on October 20th, 2018.	
7.3	Royal Canadian Legion Community Safety Net Partnership. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to receive the financial partnership opportunity request from the Royal Canadian Legion Branch 29 for the Community Safety Net for their drug safety initiative and that no further action be taken at this time.	11 - 13
7.4	Policy Update - Student Employment. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the updated Student Employment Policy as presented.	14 - 26
7.5	Policy Update - Workplace Incident Reporting. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Workplace Incident Reporting policy as presented.	27 - 31
7.6	Doug Brown, CAO - AMO Conference Travel & Per Diem Claim. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense claim in the total amount of \$277.00 as submitted by Doug Brown, CAO for his attendance at the AMO Conference in Ottawa from August 19th to 22nd, 2018.	32 - 40
7.7	Request for Reconsideration - Minutes of Settlement (MOS) re: 333 Third Street West (2018). - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement (MOS) for property located at 333 Third Street West as received.	41 - 44
7.8	One Fund Investments. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to authorize the \$378,269.19 accumulated surplus as at December 31, 2017 be allocated to the Reserve Fund in the amount of \$310,618.34 and Cemetery Fund in the amount of \$42,989.89 to cover the unrealized change in Money Market and Bond ONE Investment Program redemption and further that the remaining \$24,660.96 accumulated surplus balance be allocated to the Reserve Funds and Cemetery Fund	45 - 46

	Page
proportionally as a partial recoupment of unrealized interest recorded to date for 2018.	
7.9 Northwestern Ontario Sports Hall of Fame and Museum Financial Request. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to congratulate Scott Fawcett in the Northwestern Ontario Sports Hall of Fame and Museum;s 37th Annual Induction Dinner and Souvenir Program in the amount of \$250.00 plus hst.	47 - 50
7.10 OSPCA Request Letter - Animals in Vehicles By-law - approval of this report will agree to the recommendation of the Planning & Development Executive Committee to accept the letter as information and take no further action.	51
7.11 Move a Handicap Parking Stall in the 300 BLK of Scott Street (RBC) - approval of this report will agree to the recommendation of the Planning & Development Executive Committe to authorize an amendment to by-law 21/14 which will be executed by Mayor and Clerk.	52 - 54
7.12 2018 Provincial Child Care Wage Enhancement Agreement (RRDSSAB) - approval of this report will agree to the recommendation of the Community Services Executive Committee to endorse the agreement with the Rainy River District Social Services Administration Board as presented and authorize execution by Mayor & Clerk.	55 - 64
7.13 Active Transportation - Strategic Plan Initiative #26 - approval of this report will agree to the recommendation of the Community Services Executive Committee to explore active transportation possibilities with any new road development done in the Town, seek active transportation opportunities with Resolute property that may become available and set a priority for active transportation with the new Council.	65 - 95
8. <u>Administration and Finance Division:</u>	
8.1 Councillor Wendy Brunetta - AMO Conference Travel and Per Diem. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the total amount of \$1,914.32 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Conference in Ottawa from August 19th to 22nd, 2018.	96 - 110

	Page
8.2 Councillor Ken Perry - AMO Conference Travel and Per Diem Claim. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the total amount of \$2,209.15 as submitted by Councillor Ken Perry for his attendance at the NOMA Conference in Ottawa from August 19th to 22nd, 2018.	111
8.3 Mayor Roy Avis - AMO Conference Travel and Per Diem Claims. - approval of this report will agree with the recommendation of the Administration and Finance Executive Committee to approve the Travel Expense and Per Diem claims in the total amount of \$1,001.05 as submitted by Mayor Roy Avis for his attendance at the NOMA Conference in Ottawa from August 19th to 22nd, 2018.	112 - 120
9. <u>Planning and Development Division:</u>	
9.1 4 High Street (850 Kings Hwy) - Great Canadian Oil Change Site Plan Control - approval of this report will agree to finalize the Site Plan Agreement between 4 High Street and the Town of Fort Frances and further that Mayor & Clerk be authorized to execute said agreement.	121
10. <u>Operations and Facilities Division:</u>	
10.1 Award of Tender 18-OF-10 - Three Year supply & delivery of Granular Materials - approval of this report will agree to award the supply & delivery of Granular 'A' material to George Armstrong Co. for each of the three years as tendered, and to award the supply & delivery of Granular 'B' material to Tom Veert Contracting for each of the three years as tendered.	122 - 123
10.2 Verbal Update on Capital Projects	
11. <u>General:</u>	
12. <u>Information:</u>	
12.1 Fort Frances Fire & Rescue Service - July 2018 Report.	124 - 125
12.2 Complaint Registers - June & July 2018	
13. <u>Non-agenda items:</u>	
14. <u>ADJOURNMENT</u>	

To: Mayor & Council

From: Tyler Moffitt, Fire Chief/CEMC

Date: September 4, 2018

Subject: Fire Protection Agreements: Nanicost Corporation Ltd. & Rusty Myers Flying Service

Background

At the August 7, 2018 Administration & Finance Executive Committee meeting, the committee tabled my report. As well, I was directed to obtain additional information and survey other fire and rescue services on what they currently do and/or what their opinion was regarding Fire Protection Fees.

I have reached out to various Fire Chief's throughout Northwestern Ontario.

In my communications with all the various Fire Chief's ... they all agreed that a reasonable and acceptable practice for billing Fire Protection Fees would be:

- An annual standing fee of 12-hours at the current hourly MTO rate, which increases annually;
- Plus, if we had to respond to an incident ... the hourly MTO rate per apparatus would apply.

The rationale behind this reasoning consists of many factors such as the costs associated with maintaining a Fire & Rescue Service such as:

- Personnel;
- Training and Educating to acquire multiple skills and certifications;
- The Overall Environment we are/may be exposed to throughout the course of the year;
- The Equipment, Materials, Apparatus, and Infrastructure we need to maintain;
- Operational Procedures and Policies we need to develop and adhere to;
- and other Measurable Things.

Referencing back to what we bill now for Fire Protection Fees ... we bill Rusty Myers Flying Service \$221.91 + HST, and Nanicost Corporation Ltd. \$2,671.21 + HST annually for Fire Protection Services.

The fee for Fire Protection has been the same since 1999 for both Rusty Myers Flying Service and Nanicost Corporation Ltd. As well, both facilities are billed annually every September for that specific year.

Going forward, I recommend the following Fire Protection Service Fees be implemented:

2018: 50% of 12-hours @ the current hourly MTO rate + HST, which for this year would be \$3,155.55

2019: 75% of 12-hours @ the current hourly MTO rate + HST

2020: 100% of 12-hours @ the current hourly MTO rate + HST

As well, for 2019, I recommend that 75% of 12-hours @ the current hourly MTO rate + HST for Annual Fire Protection Fees be implemented into the annual SCHEDULE OF FEES for Emergency Services and going forward ... the annual SCHEDULE OF FEES for Emergency Services for 2020 and onward will read: Annual Fire Protection Fees 12-hours @ the current hourly MTO rate + HST.

As well, I am recommending that the additional PROTOCOLS and FEE STRUCTURE be applied, which will be referred to as: **Sections 1-12.**

1. Fire apparatus and personnel that will respond to occurrences in the fire area of Rusty Myers Flying Service and Nanicost Corporation Ltd. will constitute sufficient apparatus and firefighters to accomplish the specific services identified in the agreement.
2. Notwithstanding Section 1 above, the fire chief, or designate, may refuse to supply the described response to occurrences if such response personnel, apparatus, or equipment are required in the Town of Fort Frances, elsewhere, or under the provisions of the Rainy River District Mutual Aid Plan. Similarly, the fire chief, or designate, may order the return of such apparatus, equipment and/or personnel that is responding to or is at the scene of an incident in the fire area of Rusty Myers Flying Service and Nanicost Corporation Ltd., should life and/or property within the Town of Fort Frances be threatened.
3. The current hourly MTO rate + HST per piece of apparatus for the first hour and the current MTO rate + HST per piece of apparatus for every half hour thereafter, for each Fire and Emergency Service Response Call shall apply. This rate shall automatically change to reflect incremental changes to the Ministry of Transportation's rate structure.
4. The sum equal to salary, transportation costs, and any other expense incurred by the Town of Fort Frances Fire and Rescue Services personnel in providing Fire Inspection Services in accordance with this agreement.
5. The Fire Protection Fee will be payable on an annual basis, as it has always been, as well as on a monthly basis if any Fire and Emergency Service Response Calls were actioned.
6. The payments made to the Town of Fort Frances under this Agreement shall be accepted by the Town of Fort Frances as full compensation for all services furnished by it under this Agreement, for all losses, costs, damages, arising out of the performance by the Town of Fort Frances of these services and for all expenses incurred by or in consequence of any delay or suspension or discontinuance of these services.
7. The Town of Fort Frances shall not be held responsible for any failure of the Town of Fort Frances Fire and Rescue Services to furnish the fire protection covered by this Agreement, whether such failure is a result of an Act of God, a strike, a riot, or some other cause where the failure resulted from circumstances which are beyond the control, which the Town of Fort Frances could reasonably be expected to exercise. As well, the Town of Fort Frances shall not be held responsible for any claims, demands, loss, costs, damages, actions, suits or other proceedings by whomsoever made, or sustained, by reason of the Town of Fort Frances or its servants, agents or workmen.
8. Rusty Myers Flying Service and Nanicost Corporation Ltd. shall be responsible to regularly grade and remove the snow on the roads so that the Town of Fort Fire and Rescue Services will have good access to all Buildings and Structures.
9. This Agreement may be terminated:
 - a) by Rusty Myers Flying Service and Nanicost Corporation Ltd in any year, giving not less than 90 days notice in writing to the Town of Fort Frances or
 - b) by the Town of Fort Frances in any year, giving not less than 90 days notice in writing to Rusty Myers Flying Service and Nanicost Corporation Ltd.
 - c) after which time this Agreement shall automatically terminate.
 - d) The FIRE PROTECTION SERVICE FEE (STANDING FEE WOULD NOT BE REIMBURSED).

10. Where no such notice is given, this Agreement shall continue in full force and effect.
11. Notwithstanding anything herein contained, no liability shall attach or accrue to the Town of Fort Frances for failing to supply to Rusty Myers Flying Service and Nanicost Corporation Ltd. on any occasion, or occasions, any fire protection services provided for in this agreement.
12. This Agreement enures to the benefit of and is binding upon Rusty Myers Flying Service and Nanicost Corporation Ltd and its successors, and upon the Town of Fort Frances, its successors and assigns.

The Administration & Finance Executive Committee recommends that Council approve the report as presented and recommends for council to bring forward the resolution to approve utilizing the updated Fire Protection Fees, the new protocols and fee structure as set out in what is referred to as Sections 1-12, as well as to proceed with initiating the future signing of an Updated Fire Protection Agreement with Nanicost Corporation Ltd. & Rusty Myers Flying Service.

Respectfully submitted,



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

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve this report as presented and bring forward the resolution to approve utilizing the updated Fire Protection Fees, the new protocols and fee structure as set out in what is referred to as Sections 1-12, as well as to proceed with initiating the future signing of an Updated Fire Protection Agreement with Nanicost Corporation Ltd. & Rusty Myers Flying Service.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/98**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 4, 2018
SUBJECT: Riverside Foundation for Health Care Fundraising Gala Event

BACKGROUND

At their meeting Monday, August 13, 2018, Council referred the Sponsorship Opportunity request from Riverside Foundation for Health Care Annual Fall Gala 'Fiesta' to the Administration & Finance Executive Committee for recommendation.

This year's Riverside Foundation for Health Care 'Fiesta Like There's no Manana' fundraising event taking place on October 20th, 2018 at the Memorial Sports Centre Auditorium. The fundraising event invitation to purchase tickets at a cost of \$55.00 each or to consider sponsorship of this event, which ranges from \$600.00 to \$2,000.00. All proceeds from this year's Gala will go towards purchasing a Fetal Monitor and a new Operating Room Monitor.

In the past, Council has authorized the purchase of fundraising tickets and/or sponsorships to support the Riverside Foundation for Health Care's fundraising events. Council authorized a Bronze Sponsorship in 2016 and 2017 in the amount of \$600.00.

RECOMMENDATION

The Administration and Finance Executive Committee recommends that Council approve the Mild Sponsorship package for the Riverside Foundation for Health Care 'Fiesta' Annual Fall Gala event taking place on October 20, 2018 in the amount of \$600.00.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve a Mild Sponsorship in the amount of \$600.00 for the Riverside Foundation for Health Care 'Fiesta' Annual Fall Gala event taking place on October 20, 2018.

RIVERSIDE FOUNDATION FOR HEALTH CARE

Hopes to see you at our Annual Fall Gala to



LIKE THERE'S NO MANANA

on **Saturday, October 20th, 2018** at the **Memorial Sports Centre Auditorium**

It's guaranteed to be a '**MEX**'cellent evening featuring a roaming Mariachi Band, live and silent auction, a Mexican feast, and of course cervasa and tequila! All funds raised this year will go towards purchasing a Fetal Monitor which monitors fetal heart rate during late pregnancy and labour, as well as a new Operating Room Monitor that will provide surgeons with an enhanced, better quality image of the surgical area.

This event continues to grow and sell out each year. This year we expect 200 guests to attend. So let's not **burrito** 'round the bush any longer, and **taco** 'bout how you can help support health care to close home through our many sponsorship opportunities!

SPONSORSHIP PACKAGES

	Inferno \$2,000	Hot \$1,500	Medium \$1,000	Mild \$600
Facebook Shout Out				
Thank you ad on radio and newspaper				
Public Recognition in Media				
Recognition on advertising material	LOGO	NAME	NAME	
Premium Seating				
Recognition in Event Program	LARGE LOGO	SMALL LOGO	NAME	NAME
Recognition on Display Board	LARGE LOGO	MEDIUM LOGO	SMALL LOGO	NAME
8 Complimentary Tickets				
Name on Table Thank You cards				

EXCLUSIVE SPONSORSHIP OPPORTUNITIES

ENTERTAINMENT SPONSOR: 2 X \$1,500

SPONSOR OUR ENTERTAINMENT—A LIVE MARIACHI BAND!

FACEBOOK SHOUT OUT • THANK YOU AD ON RADIO AND WEBSITE • PUBLIC RECOGNITION IN MEDIA • LOGO IN EVENT PROGRAM • LARGE LOGO ON EVENT DISPLAY BOARD • NAME FEATURED ON TABLE THANK YOU CARDS • BUSINESS RECOGNITION AT EACH TABLE



WINE SPONSOR: \$1,500

SPONSOR WINE FOR EVERY TABLE

FACEBOOK SHOUT OUT • THANK YOU AD ON RADIO AND WEBSITE • PUBLIC RECOGNITION IN MEDIA • LOGO IN EVENT PROGRAM • LARGE LOGO ON EVENT DISPLAY BOARD • NAME FEATURED ON TABLE THANK YOU CARDS • LOGO ON WINE LABEL



GRAND PRIZE SPONSOR: \$1,000

SPONSOR THE GRAND PRIZE DRAW (TBD)

FACEBOOK SHOUT OUT • THANK YOU AD ON RADIO AND WEBSITE • PUBLIC RECOGNITION IN MEDIA • LOGO IN EVENT PROGRAM • MEDIUM LOGO ON EVENT DISPLAY BOARD • NAME FEATURED ON TABLE THANK YOU CARDS



APPETIZER SPONSOR 3 X \$500

BE ONE OF THREE APPETIZER SPONSORS

NAME IN EVENT PROGRAM • SMALL LOGO ON EVENT DISPLAY BOARD • NAME FEATURED ON TABLE THANK YOU CARDS • BUSINESS CARD DISPLAY AT TACO BAR



PLEASE NOTE:

Advertising receipts will be issued with all sponsorships • Complimentary tickets are NOT included with exclusive sponsorship

Individual tickets will be on sale mid-September for \$55.00

To sponsor or purchase tickets please contact

Allison Cox
Foundation Director
807-274-4803
allison.cox@rhcf.on.ca





**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/99**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 4, 2018
SUBJECT: Royal Canadian Legion Community Safety Net Partnership

BACKGROUND

At their meeting Monday, August 13, 2018, Council referred the financial partnership opportunity request from the Royal Canadian Legion Branch 29 for the Community Safety Net for their drug safety initiative to the Administration & Finance Executive Committee for recommendation.

The Royal Canadian Legion, Fort Frances Branch 29, in partnership with Community Safety Net distributes 'Drug Safety – Smart Choices for Life' family resources to educate and protect young people. Students, ages 11 to 12 years, attending Crossroads, J.W. Walker, Robert Moore, St. Francis and St. Michael's schools will receive their Drug Safety resource in the fall of this year. Partnership of this initiative ranges from Supporting Partner \$84.75 (5 kids) to School Partner \$1,695.00 (100 kids) as listed in the attachment received.

RECOMMENDATION

The Administration and Finance Executive Committee recommends that Council receive the financial partnership opportunity request from the Royal Canadian Legion Branch 29 for the Community Safety Net for their drug safety initiative and that no further action be taken.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the financial partnership opportunity request from the Royal Canadian Legion Branch 29 for the Community Safety Net for their drug safety initiative and that no further action be taken at this time.



FORT FRANCES BRANCH 29, MANITOBA AND NORTHWESTERN
ONTARIO COMMAND

The Royal Canadian Legion

250 Church Street

Fort Frances, ON

P9A 1C8

Office Phone 807-274-0129 Lounge Phone 807-274-5462

Kitchen Phone 807-274-3772 Fax # 807-274-6740

e-mail: rcl29mbnwo@gmail.com

Comrade Ray Watson
PRESIDENT

Veronica Davis
OFFICE MANAGER

July 5, 2018

RE: "Drug Safety" initiative

Dear Community Partner,

Royal Canadian Legion, Fort Frances Branch 29, in partnership with Community Safety Net, distributes the "Drug Safety – Smart Choices for **LIFE**" family resources to educate and protect young people.

Your Legion is finding that the "Drug Safety" resources provide youth in our service area of Fort Frances and Mine Centre with essential knowledge to resist peer pressure and thus avoid drug use. In addition, they guide parents in keeping their homes and children drug-free. For more details, please contact Office Manager Veronica Davis at 807-274-0129.

If you are able to support this initiative, please liaise with Safety Advisor Chuck Venhuizen at 1-855-606-7233.

Sincerely,

Ray Watson
President
Royal Canadian Legion
Branch 29 Fort Frances

~Royal Canadian Legion, Branch 29's DRUG SAFETY Initiative~ AGENDA ITEM #7.3

FACILITATORS

President Ray Watson and other Legion Officers

DELIVERY

Students will receive their 'Drug Safety' resource in the Fall of this year.

BENEFICIARIES

Children ages 11 to 12 years attending the following schools:

Crossroads, JW Walker, Mine Centre, Robert Moore, St. Francis, St. Michael's

FORT FRANCES DISTRICT 'PARTNERS IN SAFETY'

Partners receive: 1) 'WE CARE' Certificate & Poster 2) Recognition on the Fort Frances District Safety App AND in all 120 Fort Frances District books. The community investment is \$15+tax per child.

Categories	# Kids	Investment	¹ Recognition	
SCHOOL PARTNER	100	\$1,695.00	colour page & logo	Name, address and phone #
	80	\$1,356.00	b&w page & logo	
	kids			
MULTI-CLASS PARTNER	60	\$1,017.00	b&w logo + Name, address & phone #	
	kids			
CLASS PARTNER	45	\$762.75	Name, address & phone #	
	30	\$508.50		
	kids			
2/3rd CLASS PARTNER	24	\$400.00	Name, address & phone #	
	20	\$339.00		
	kids			
1/2 CLASS PARTNER	15	\$254.25	Name & phone #	
	kids			
1/3rd CLASS PARTNER	12	\$200.00	Name & phone #	
	10	\$169.50		
	kids			
SUPPORTING PARTNER	6	\$100.00	Name	
	5	\$84.75		

¹You may replace the address or phone # with website or brief safety message.

1) Display a 'WE CARE' Poster



2) Be featured on the Fort Frances District Safety App



To help Royal Canadian Legion, Branch 29 keep children drug-free, please:

contact me, Chuck Venhuizen, at 1-855-606-7233 or chuck@venhuizen.ca,

or complete the box below & email or fax it to me at 1-800-588-3840

~Your Partnership in Safety~

Investment: \$ _____ Company (Org.) Name: _____

Mailing Address: _____ Town, Prov: _____

Contact Person: _____ Tel: _____ Postal Code: _____

Indicate Payment Method (Receipt or Invoice provided): Credit Card: _____ E-Transfer: _____ Cheque: _____

Card Number: _____ Expiry: ____ / ____ Code: ____ (AmEx only)

Cardholder Name: _____

Would you like a free 'WE CARE' poster to display? Page 13 of 125



Administration & Finance Division

To: Administration and Finance Executive Committee

From: Jordan Forbes, Human Resources Coordinator

Date: August 28, 2018

Subject: Policy Update: Student Employment

Attached, for your review, please find a copy of the proposed updates to our Student Employment Policy. The policy has been updated to remove items which were not in compliance with Pay Equity Legislation, and to respond to issues supervisors have had with student attendance, and performance.

I have attached the proposed update, and the previous policy to assist with your review.

Notable changes include:

- Those students working regularly for the Town at any time during the year apart from their vacation period will not be considered a student for the purposes of this policy. Going forward, anyone who fits this definition and is 18 years of age or older will be placed on our internal equity system.
- Updated policy statement outlining key principles of the policy.
- Updated eligibility and rehire requirements.
- Development of performance standards for student employees.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan Forbes", is shown within a rectangular box.

Jordan Forbes
Human Resources Coordinator

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the updated Student Employment Policy as presented.

THE TOWN OF FORT FRANCES

Section: Human Resources

Policy: Student Employment

Creation Date:	2016
Revised Date:	September 2018
Resolution Number:	461
Supersedes Resolution Number:	N/A
Policy Number:	3.28

Post-Secondary student employees are a key component of the workforce for The Corporation of the Town of Fort Frances ("the Town"). In employing students, the Town will ensure that the following conditions are in place:

1. A fair, transparent selection process, that complies with the Town of Fort Frances Personnel Selection Policy shall be used to select candidates for student employment.
2. The Town will provide a safe, fair, and inclusive workplace. The Town of Fort Frances, shall comply with the Employment Standards Act, Occupational Health and Safety Act, and all other relevant legislation in the employment of students. Supervisors are responsible to ensure that this occurs.
3. Those students working regularly for the Town at any time during the year apart from their vacation period shall not be considered a student for the purposes of this policy.
4. From time to time, funding in the form of a grant, or conditional contribution may be provided from another public, or private agency to offset the cost of employing students. In these instances, the candidate(s) for employment must be selected using the process identified by the funding agency, provided that the process complies with the Town of Fort Frances Personnel Selection Policy. If the selection process required by the funding agency does not comply with the Personnel Selection Policy, supervisors shall not proceed with hiring.
5. Students must meet the eligibility criteria defined in this policy in order to be eligible for a student position.
6. Students must meet the performance standards identified in this policy in order to be eligible for rehire in subsequent years.

7. Students will be provided with appropriate training, to ensure that they can perform their job competently, and safely. Supervisors are responsible to ensure that all students receive and complete any required training.
8. Students will treat their supervisors, co-workers and members of the public with respect. Supervisors will treat students with respect.
9. Students shall not be supervised by members of their immediate family. Alternate supervision shall be provided. If alternate supervision is not available, then students may be offered open positions in other departments, if qualified for the position.

2. Scope

The Town employs students on a seasonal basis to complement the services we provide through various departments. This policy applies to all post-secondary student employees of the Town, including non-union positions, and positions represented by a bargaining unit, in all workplaces. Those students working regularly for the Town at any time during the year apart from their vacation period shall not be considered a student for the purposes of this policy.

3. Definitions

For the purposes of this policy, the following definitions shall apply:

Application:

An application is a written expression of interest in response to at least one vacant position. Unsolicited or standalone resumes and/or cover letters are not considered applications, unless supported by an appropriate application form, which shall be publicly available on the Town's Employment Opportunities website and at the Civic Centre during active recruitment.

Job Performance:

Job performance refers to the work-related objectives expected of an employee and the degree to which those objectives were reasonably met.

Student:

A 'student' refers to a full-time student, as defined by the Canada Revenue Agency in its publication *Students and Income Tax [P105]*, which is subject to change from time to time. Those students working regularly for the Town at any time during the year apart from their vacation period shall not be considered a student for the purposes of this policy.

Regular Employee:

A regular employee is an employee of the Town who works in a full-time, part-time, or seasonal capacity. This applies to all levels of staff, including management.

Returning Student Employee:

A returning student employee is a student who has successfully completed at least one (1) summer contract with the Town and has accepted employment with the Town for a subsequent summer contract.

Eligibility for Rehire:

Provided conditions are met as defined herein, the eligibility of a student employee to be rehired to the position in which they successfully completed the prior year's summer contract.

Total Hours Worked:

Total hours worked shall include both regular hours worked and overtime hours worked.

Workplace Behaviour:

Workplace behaviour relates to the standards of conduct and deportment, which include workplace civility and individual contribution to a positive work environment. This applies to on-duty behaviour as well as off-duty behaviour as defined by the Social Media Conduct Policy (3.27).

4. Eligibility Criteria

To be considered for student employment with the Town, an applicant must meet the following conditions ("the eligibility criteria"):

1. The applicant was registered as a full-time student for the two (2) semesters immediately preceding a given seasonal employment contract.
2. The applicant will be registered as a full-time student for the two (2) semesters immediately following a given summer employment contract.
3. The applicant must be legally eligible to work in Canada.
4. The applicant must complete a satisfactory Criminal Background Check, and if applicable to the position, a Vulnerable Sector Screening, and provide it to human resources prior to starting their employment.

The Town requires appropriate documentation from the post secondary institution or institutions that the student has attended and will be attending to demonstrate their eligibility. This documentation must be submitted with the application package, prior to the commencement of a summer contract, and also provided to the supervisor upon the successful completion of a summer contract.

Should a student employee fail to furnish reasonable evidence of having met the eligibility criteria, the Town reserves the right to deny any future employment reference requests on this basis. Please see the Post-Employment Reference Checks section of this policy for further information regarding this outcome. In addition, should a student fail to furnish this information

at the completion of their summer contract, they will not be eligible for rehire, until such time as the documentation has been provided.

5. Eligibility for Rehire

Contingent on satisfying the performance standards identified in this policy, and at the discretion of the applicable supervisor(s), and Human Resources Manager, a returning student employee may be eligible to be rehired to their most recently completed summer position.

Provided that a student employee continues to meet the eligibility criteria, a returning post-secondary student employee may be employed by the Town for a cumulative maximum of five (5) summer contracts. Time employed with the Town prior to entering post-secondary education will not count towards this five (5) year period.

Eligibility requirement for Rehire:

1. The student must receive a satisfactory or better performance appraisal from their supervisor upon completion of their summer contract.
2. The student must have completed all required Health and Safety training prior to the completion of their summer contract.
3. At the discretion of the supervisor, the student must have a satisfactory attendance record.
4. The student must provide proof of eligibility, as identified in this policy.
5. Human Resources will contact potential returning students to determine their interest and will identify a deadline for submission of rehire applications. The student must submit a proper application for the position, using the Town's student application form, to Human Resources.
6. Provided that all required documentation is in place, the student is eligible, and based upon availability of positions, a student may be extended an offer of rehire at the discretion of the supervisor(s), and the Human Resources Manager.
7. Upon receipt of the offer, students must accept, or refuse the offer within a time limit as identified at the time of the offer by the hiring supervisor, or Human Resources.

Returning students have the right to compete for other student positions with the Town. However, the right of rehire does not extend to other student positions with the Town.

Should a student accept an offer of rehire, and wish to compete for another position, they will retain the right of first refusal on the position they have accepted. It should be noted that the right of first refusal is not indefinite. Should the competition for the job a student has accepted rehire for close prior to the competition for another job a student is competing on, they must either accept the rehire offer, or rescind their acceptance of the rehire offer to compete for the other position.

Students may hold more than one job with the Town provided that the responsibilities of the new job don't conflict with the first job they accepted. Furthermore, accepting the additional position, and meeting the work requirements of the new position must comply with all applicable legislation, and conditions of any grants, or funding agencies.

Notwithstanding the provisions of the Ontario Human Rights Code, if a returning student employee voluntarily initiates a break in employment between two consecutive summer contracts for which they would ordinarily be entitled to the right of rehire, they would be considered ineligible for the right of rehire for the summer contract immediately following such a break in employment.

6. Post-Employment Reference Checks

It is the obligation of each student employee to ensure that the Town has current records of their eligibility for student employment. Students who have failed to furnish such proof of eligibility may be denied any subsequent employment reference checks from their supervisor(s) on this basis.

In recognition of changing life circumstances, a student employee who does not return to school for both semesters immediately following their summer employment may still be entitled to a professional reference check from the Town, provided that their communications in this regard have been forthright, and that they have demonstrated honesty in communication regarding their academic plans, in context of their employment with the Town.

7. Limit on Hours Worked:

The Town reserves the right to impose a limit on the maximum hours a student employee may work during a given summer contract. In addition, hours worked will comply with all applicable legislation. It is the responsibility of the supervisor to ensure compliance with legislation and maximum number of work hours.

8. Recruitment and Selection Procedure:

The Town invites applications from all applicants who meet the eligibility criteria for student employment. Hiring shall be completed on the basis of the best eligible candidate for a given position.

Supervisors are obligated to disclose any personal, familial, and social relationships which may exist between themselves and a given candidate for student employment. Such disclosures shall be made to Human Resources.

Under no circumstance shall a supervisor or other selection committee member participate in any component of a selection process involving members of their immediate family, or close personal friends. Should the supervisor or member of the selection committee become aware of this circumstance, they shall immediately recuse themselves from the selection process, and inform Human Resources, with sufficient notice to allow an alternate supervisor to join the selection committee.

Human Resources will initiate and coordinate the student rehire process, which shall remain open for a duration of no less than two (2) weeks. Notices of rehire will be sent to students by email, or if identified, other preferred method of contact at least one (1) week prior to the commencement of the two (2) week rehire process.

The Town shall accept applications for student employment from all eligible student applicants during a predetermined period.

All valid applications will receive a response from Human Resources upon completion of the selection process.

All job external job postings shall be made available to the public on the Human Resources section of the Town's website.

The Town is not permitted to disclose information related to student employment applications to any individual outside of the Corporation of the Town of Fort Frances, other than the applicant, or legal guardian if the applicant is under 18 years of age.

Each division of the Town will conduct a separate competition for student jobs, and at the discretion of Division Managers, individual areas within a division may hold stand alone competitions. Upon the mutual consent of all Division Managers participating, and the Human Resources Manager, joint hiring processes may be utilized.

9. Performance Standards

As employees of the Town of Fort Frances, all students are expected to maintain a professional attitude, maintain excellent attendance records, complete all required training as assigned, accept work assignments with a positive attitude, complete work assignments efficiently, and perform their job to the best of their ability.

The following performance standards apply for students:

Performance Appraisal: Upon the completion of each summer contract, the student employee's supervisor must complete a performance evaluation for each student. The evaluation should identify areas of strength, and areas for improvement. A student must obtain a score of satisfactory or better to be considered for rehire.

Attendance: Summer contracts are for a short duration, and the Town requires additional human resources capacity during the summer. As such, it is expected that students make every effort to attend work and be available to work as required.

Should students require time off for reasons other than illness or personal emergency, sufficient notice is required in order to be able to provide the time away from work. If possible, students are asked to identify required days off from work prior to the start of their contract.

If a student is unable to attend work due to illness, or personal emergency, they must notify their supervisor as soon as possible. Taking time off work without permission, or a valid reason, is grounds for disciplinary action.

Attitude: Students must represent the Town in a professional manner, and maintain a respectful attitude with their supervisors, co-workers, and members of the public.

Students must complete all work assignments in a timely manner, at a level of quality that is acceptable to their supervisor. Students are expected to accept work assignments with a positive attitude and be open to constructive criticism from their supervisor(s).

Safe Work: Students must work safely at all times and wear the required personal protective equipment (PPE) assigned to them. Students must be properly trained in use of all equipment, tools, and required PPE. It is the responsibility of the supervisor to ensure that this training is completed. Student employees who fail to work safely or fail to wear proper PPE will be subject to disciplinary action. Students who have repeatedly violated safety standards will not be rehired.

Training: Supervisors, and Human Resources will assign training to each Student employee. Students must complete all training as identified by their supervisor, and human resources in a timely manner. Failure to comply, especially where the training is a legal requirement, may result in disciplinary action.

Satisfactory Performance: Students will be deemed to have satisfactory performance if they meet the performance expectations defined above, as well as any additional expectations defined by their supervisor(s). Achieving this standard is an expectation for all students, and no student shall be rehired unless they have met this standard.

THE TOWN OF FORT FRANCES

Section: Human Resources

Policy: Student Employment

Creation Date: April 2016

Revised Date: July 2017

Resolution Number: 864

Supersedes Resolution Number: 461

Policy Number: 3.28

1. Intent

To define student employment, and to set forth a fair and equitable procedure regarding the employment of student employees for the Corporation of the Town of Fort Frances ("The Town").

2. Scope

The Town employs students on a seasonal basis to complement the services we provide through various departments. This policy applies to all post-secondary student employees of the Town, including both non-union positions, and positions represented by a bargaining unit.

3. Definitions

For the purposes of this policy, the following definitions shall apply:

Application:

An application is a written expression of interest in response to at least one vacant position. Unsolicited or standalone resumes and/or cover letters are not considered applications, unless supported by an appropriate application form, which shall be publicly available on the Town's Employment Opportunities website and at the Civic Centre during active recruitment.

Job Performance:

Job performance refers to the work-related objectives expected of an employee and the degree to which those objectives were reasonably met.

Student:

A 'student' refers to a full-time student, as defined by the Canada Revenue Agency in its publication *Students and Income Tax [P105]*, which is subject to change from time to time.

Recent Graduate:

University and college graduates who have graduated with a post-secondary degree or diploma within the last three years from an accredited college or university.

Regular Employee:

A regular employee is an employee of the Town who works in a full-time, part-time, or seasonal capacity. This applies to all levels of staff, including management.

Returning Student Employee:

A returning student employee is a student who has successfully completed at least one (1) summer contract with the Town and has accepted employment with the Town for a subsequent summer contract.

Right of Rehire:

The right of a student employee to be rehired to the position in which they successfully completed the prior year's summer contract without the need to compete against other candidates for the position through a selection process.

Total Hours Worked:

Total hours worked shall include both regular hours worked and overtime hours worked.

Workplace Behaviour:

Workplace behaviour relates to the standards of conduct and deportment, which include workplace civility and individual contribution to a positive work environment. This applies to on-duty behaviour as well as off-duty behaviour as defined by the Social Media Conduct Policy (3.27) and the Workplace Harassment and Violence Policy (5.34).

4. Eligibility Criteria

To be considered for student employment with the Town, an applicant must meet two (2) conditions ("the eligibility criteria"):

1. The applicant was registered as a full-time student for the two (2) semesters immediately preceding a given seasonal employment contract.
2. The applicant will be registered as a full-time student for the two (2) semesters immediately following a given summer employment contract.

The Town requires documentation from its student employees to support the eligibility criteria, both prior to the commencement of a summer contract, and also upon the successful completion of a summer contract.

Should a student employee fail to furnish reasonable evidence of having met the eligibility criteria, The Town reserves the right to deny any future employment reference requests on this basis. Please see Section 6 of this policy for further information regarding this outcome.

Subject to employment legislation, the Town may employ recent graduates as certified student lifeguards to maintain a qualified pool of certified student lifeguards. Qualified students will be given first preference for these positions during the hiring process.

5. Right of Rehire

At the discretion of the applicable supervisor(s), a returning student employee may be extended an offer of rehire to their most recently completed summer position. This determination shall be made on the basis of both job performance and workplace behaviour.

Provided that a student employee continues to meet the eligibility criteria, or is a recent graduate being rehired for the position of certified lifeguard, a student may be re-employed by the Town for a cumulative maximum of five (5) summer contracts.

Upon the extension of an offer of rehire, students will be provided a reasonable time frame to secure this option by responding to Human Resources with a written expression of interest. This shall be in the form of a rehire application form, which must be accompanied by proof of having met the eligibility criteria. All other supporting documentation, such as a resume and/or cover letter, are not required to accept an offer of rehire.

If a rehired student wishes to compete for a different student position with the Town, they shall have the right of first refusal on the position for which they were extended an offer of rehire. In such cases, a returning student would be at liberty to compete against the public for an entirely different student position, without consequence in regards to their offer of rehire.

Students are strongly encouraged to declare their intention to compete for other positions on the applicable section of the rehire application form. Failing to indicate this on a rehire application form will not preclude a rehired student from competing for other student positions, but it may limit their options to the extent that human resources planning is facilitated by the completion of this section of the application form.

Notwithstanding the provisions of the Ontario Human Rights Code, if a returning student employee voluntarily initiates a break in employment between two consecutive summer contracts for which they would ordinarily be entitled to the right of rehire, they would be considered ineligible for the right of rehire for the summer contract immediately following such a break in employment.

6. Post-Employment Reference Checks

It is the obligation of each student employee to ensure that the Town has current records of their eligibility for student employment. Students who have failed to furnish such proof of eligibility may be denied any subsequent employment reference checks from their supervisor(s) on this basis.

In recognition of changing life circumstances, a student employee who does not return to school for both semesters immediately following their summer employment may still be entitled to a professional reference check from the Town, provided that their communications in this regard have been forthright, and that they have demonstrated honesty in communication regarding their academic plans, in context of their employment with the Town.

7. Limit on Hours Worked:

The Town reserves the right to impose a limit on the maximum hours a student employee may work during a given summer contract.

8. Recruitment and Selection Procedure:

The Town invites applications from all applicants who meet the educational criteria for student employment. Hiring shall be on the basis of the best eligible candidate for a given position, and preference may be extended to applicants who have demonstrated cogent residential ties to the community and its local tax base.

Supervisors are obligated to disclose any personal, familial, and social relationships which may exist between themselves and a given candidate for student employment. Such disclosures shall be made to Human Resources.

Human Resources will initiate and coordinate the student rehire process, which shall remain open for a duration of two (2) weeks and shall close no later than 4:30pm CST on the Friday of the week of Family Day.

Notices of rehire will be sent to students by email one (1) week prior to the commencement of the two (2) week rehire process, which shall be followed by a hardcopy letter of rehire to the last address listed on the prior year application forms of each student, unless an updated address has been provided to Human Resources.

The Town shall accept applications for student employment from all qualified student applicants during a predetermined period which shall not exceed the Friday subsequent to March 31st of each calendar year.

All valid applications will receive a response from Human Resources by April 15, indicating the status of their employment. During the student hiring process, Human Resources will not respond to individual enquires regarding the status of applications, nor the recruitment and selection process. All information pertaining to the competition for student positions shall be made available to the public on the Human Resources section of the Town's website.

The Town is not permitted to disclose the particulars of student employment applications to any individual other than the applicant, including any members of an applicant's family who are not in a position of legal guardianship over the applicant.

9. Nepotism

The Personnel Selection Policy shall direct the procedures governing student employment in cases where a potential job candidate is closely related to a regular employee of the Town.



Administration & Finance Division

To: Administration and Finance Executive Committee

From: Jordan Forbes, Human Resources Coordinator

Date: August 29, 2018

Subject: Policy Update: Workplace Incident Reporting

Attached, for your review, please find a copy of the proposed updates to our Workplace Incident Reporting Policy. The policy has been updated to provide clarity on when to report incidents to the WSIB with regard to health care treatment.

It should be noted that the update does not create any material change with the policy statement, or how it will be implemented.

I have attached the proposed update to assist with your review.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan S", is enclosed in a thin black rectangular border.

Jordan Forbes
Human Resources Coordinator

Council approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the updated Workplace Incident Reporting Policy as presented.

<i>The Town of Fort Frances</i>	SECTION
	Health and Safety
<u>Workplace Incident Reporting Policy</u>	NEW: December 2004 UPDATED: September 2018
Resolution No. 095	Supercedes Resolution No.
Policy Number 5.20	PAGE 1 of 2

1. PURPOSE:

To outline the reporting requirements for all occupational-related injuries or diseases.

2. RESPONSIBILITY:

1. If you are injured or ill because of work, your first priority is to seek proper medical attention. You must also inform your supervisor.
2. Employees are required to report all workplace incidents to their immediate supervisor and to keep their supervisor apprised of their return to work status.
3. For the purposes of this policy, workplace incidents shall include both medical and non-medical injuries, as well as 'near misses'.
4. The supervisor is responsible for notifying the Human Resources Manager of any workplace incidents in writing using the *Employee Incident Report* (Appendix 'A'). The supervisor is also responsible for providing written updates to Human Resources regarding an employee's return to work status.
5. The Human Resources Manager is responsible for initiating a claim with the WSIB in respect of workplace injury or illness within 3 days of a non-critical workplace incident.
6. The Human Resources Manager is responsible for initiating a claim with the WSIB within 1 day of a critical workplace incident.
7. All reporting requirements pertaining to the Airport as outlined in the Canada Labour Code will be the responsibility of the Airport Supervisor (or designate) with notification sent to the Human Resources Manager.

3. PROCEDURE:

A. Initial Claim:

1. Within 24 hours of an accident / incident, the supervisor shall forward a completed, signed copy of the "**Employee Incident Report**" to the Human Resources Manager.
2. If required, the Human Resources Manager will complete an *Employer's*

Report of Injury/Disease (Form 7) for submission to the WSIB. A copy of the Form 7 will be provided to the employee, with a copy to be retained by Human Resources.

B. Subsequent Claim:

1. If an employee loses time from work, requires modified duties, receives health care treatment, or earns less than regular pay as a result of an occupational injury or illness, the employee must notify their direct supervisor.
2. The direct supervisor is responsible for providing written notification to the Human Resources Manager, who is responsible for providing this updated information to the WSIB.
3. The employee shall provide to their supervisor an updated *Functional Ability Form* following each subsequent instance of health care treatment.
4. The *Functional Ability Form* can be obtained on the Town's Human Resources website under 'Health and Safety', on the WSIB website, or directly from Human Resources. This form must be submitted to the supervisor as soon as possible following any subsequent health care treatment.
5. The supervisor is responsible for forwarding a copy of each Functional Ability Form to the Human Resources Manager in a timely manner.
6. The employee, supervisor, and Human Resources Manager are expected to work together in the development of modified duties and return-to-work planning.

C. Accidents Requiring Health Care

7. In deciding whether an accident should be reported to the WSIB because "care" has been provided to the worker, the employer should consider the type of care provided, rather than the professional qualifications of the provider giving the care, or where the care was provided.
8. The employer must report the accident to the WSIB when a worker is injured and the required treatment for the injury is such that it is necessary that a health care practitioner provide it. Therefore, the injury must be reported if treatment was provided, and it could not have been performed by a lay person.
9. An employer is not required to report the accident to the WSIB if first aid is provided to a worker by a co-worker, manager, or lay person. In instances where a health care practitioner provides first aid, it is not required to report the accident to the WSIB if the first aid did not require the professional skills of that practitioner. Therefore, it is not required to report the injury to the WSIB if treatment was performed by, or could have been performed by, a lay person.



APPENDIX 'A' – EMPLOYEE INCIDENT REPORT

This report must be completed in full and forwarded to the Human Resources Manager within 24 hours of a workplace injury or illness.

- ***The worker must complete 'Employee Information' and 'Details of Injury'***
- ***The supervisor must complete 'Health Care', 'Other', and 'Claim Information'***

Employee Information

Last Name	Telephone Number
First Name	Department
Address	Job Title

Details of Injury

Date of Injury (D/M/Y)	Time of Injury (AM/PM)	Date and Hour Reported To Employer
Where did the accident occur?		
Who was the injury / accident reported to?		
What happened to cause the injury?		
Explain what the worker was doing and the effort involved.		
Identify the size, weight and type of equipment or materials involved.		
Describe the injury, part of body involved and specify left or right side.		
Names of witnesses or persons having knowledge of the injury / incident.		

Health Care

Did the Worker receive health care?	Yes ()	No ()	Don't Know ()
Name and Address of Attending Physician			
Lost Time?	Yes ()	No ()	Don't Know ()

Other

Was the site of the accident visited?	By whom?
Conditions contributed to accident and the steps taken to prevent recurrence:	
Person insuring that the above steps are taken:	
When will this action be done?	

Claim Information

To your knowledge, has the employee had a previous or similar disability? Yes () No ()	
Comments:	
Supervisor's Signature:	Date
Employee Signature:	Date



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/97**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 4, 2018
SUBJECT: Doug Brown, CAO – AMO Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$277.00 for attendance at the AMO Conference held in Ottawa, ON from August 19 – 22, 2018, as submitted by Doug Brown, CAO.

Conference Expenses

1. Meals	\$237.00
2. Per Diem (4 days)	<u>40.00</u>
Total Travel Expense Claims	<u>\$277.00</u>

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense claim in the total amount of \$277.00 as submitted by Doug Brown, CAO for his attendance at the AMO Conference held in Ottawa, Ontario from August 19 - 23, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense claim in the total amount of \$277.00 as submitted by Doug Brown, CAO for his attendance at the AMO Conference in Ottawa, Ontario from August 19 to 23, 2018.

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

1. Attendee	Doug Brown							
2. Conference/Seminar Attended	2018 Amo Conference							
Location (Facility and City)	Ottawa - Westin Center							
Dates	Sunday Aug 19 to Aug 23, 2018							
	19	20	21	22				
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation	294.98	294.98	294.98	/	/			884.94 Visa
Transportation	40.00 TAXI			40.00	TAXI			80.00 Visa
Breakfast	0	20.00	0	0				20.00 ✓
Lunch	17.00	25.00	25.00	25.00				92.00 ✓
Dinner	45.00	45.00	0	35.00				125.00 ✓
Per Diem	10.00	10.00	10.00	10.00				40.00 ✓
Other			Parking → 55.00					55.00 Visa
	Airport Transportation 9.44							
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
	884.40		1785.05				2669.45	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x \$0.47 =							
6. Approved								
	Total Expenses							3963.39
	Advance Received							0
	Balance Claimed							277.01
	Balance Refunded							277.01

The agenda must be attached to process payment

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

Date Aug 24/18

Employee Signature Doug Brown

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

Date	Treasurer	A / P	Cashier

RPUSM
YAMCM

	AMOUNT	TAX	TOTAL
FIRST BAGGAGE FEE	25.00	03.25RC	28.25

GRAND TOTAL	25.00	03.25	28.25
-------------	-------	-------	-------

FORM OF PAYMENT: IN CANADIAN DOLLARS YI*****4124
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE

*** ELECTRONIC TICKET ***
2164629919
PASSENGER RECEIPT 1 OF 1

AVIS/ROY MR
YOT EEW
/THUNDER BAY ON

NOT VALID FORRETAIN THIS RECEIPT***
 TRANSPORTATIONTHROUGHOUT YOUR JOURNEY**

YQT JV YAM Q15.00Q3.00Q14.50 505 T0CAD638.20END

AVLJGG/JY

CAD	538.20	V1XXXXXXXXXXXX4124 XXXX 060510
-----	--------	--------------------------------

CA	7.12	***
RC	83.89	***

[illegible]

THUNDER BAY ON
JV 384 V 19AUG
SAULTSTEMARIE ON
V/CD10
NOT VALID FOR TRAVEL
632 2164629919 5

AIRPORT FEE RECEIPT
TICKET NO: 0142199292091
NAME: BROWN/DOUGHR
DATE OF ISSUE: 19AUG2018

PNR RECLOC:
ISSUED BY :

RPUSM
YAMCM

AMOUNT	TAX	TOTAL
SECOND BAGGAGE FEE	35.00 04.55RC	39.55

GRAND TOTAL 35.00 04.55 39.55

FORM OF PAYMENT: IN CANADIAN DOLLARS
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE

VI*****4124

AIRPORT FEE RECEIPT
TICKET NO: 0142199178824
NAME: ROY/JOEYHR
DATE OF ISSUE: 19AUG2018

PNR RECLOC:
ISSUED BY :

Q7XJPR
YAMCM

AMOUNT	TAX	TOTAL
FIRST BAGGAGE FEE	25.00 03.25RC	28.25

GRAND TOTAL 25.00 03.25 28.25

FORM OF PAYMENT: IN CANADIAN DOLLARS
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE

VI*****4124

*** ELECTRONIC TICKET ***

2164629918 3
PASSENGER RECEIPT 1 OF 1
19AUG18 63210092 CA

BROWN/DOUG MR

VQT EEW

/THUNDER BAY ON

BROWN/DOUG MR

NOT VALID FOR**RETAIN THIS RECEIPT***
TRANSPORTATIONTHROUGHOUT YOUR JOURNEY**

6

THUNDER BAY ON

JV 384 V 19AUG V/CD10

SAULTSTEMARIE ON

AVLCGG/JV

VQT JV VAM Q15.00Q3.00Q14.50 505.70CAD638.20END

CAD 638.20

CA 7.12

PC 83.89

CAD 729.21

YIXXXXXXXXXXXXX4124 XXXX 060510

632 2164629918 4

NOT VALID FOR TRAVEL

632 2164629918 4

THUNDER BAY
INTERNATIONAL AIRPORT
www.tbairport.on.ca

**** TICKET ****
LANE/VOIE: West 1 Pay Station
Entered/Arrivee:
2018/08/19 09:40

Ticket/Billet#: 53461277
Dur/Duree: 84:13:54
Paid On/Paye Le:
2018/08/22 21:56

Paid/Paye: \$ 55.00
Original Fee: \$ 55.00
HST: \$ 6.33

Change: \$ 0.00
VISA
SC: \$ 0.00

Merchant ID: 00351395
*****4124

Visa Credit
VISA
Seq# 0013230490 66263254 C
Purchase/Sale 18/08/22 21:56:16
Auth# 009137

00000000031010
TUR: 0080000000 TSI: F800

VERIFIED BY PIN

01 APPROVED - THANK YOU 027

--IMPORTANT--
Retain this copy for your records

CUSTOMER COPY



CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI.TAB.COM
TAXI.TAB
PASSENGER COPY
APPROVAL NUMBER :
VISA SALE :
TOTAL :
FARE AMOUNT:
START: 13:15
END: 13:16
TRIP NUMBER:
PASSENGERS:
VEHICLE ID:
MERCHANT ID:
TERMINAL ID:

BLUE LINE TAXI
(613) 298-1111



CUSTOMER SERVICE 1-800-443-2812
INQUIRY@TAXI.TAB.COM
TAXI.TAB
PASSENGER COPY
APPROVAL NUMBER :
VISA SALE :
TOTAL :
FARE AMOUNT:
START: 23:21
END: 23:21
TRIP NUMBER:
PASSENGERS:
VEHICLE ID:
MERCHANT ID:
TERMINAL ID:

BLUE LINE TAXI
(613) 298-1111

The Westin Ottawa
 11 Colonel By Drive
 Ottawa, ON K1N 9H4
 Canada
 Tel: 613-560-7000 Fax: 613-234-5396

WESTIN®

HOTELS & RESORTS

Mr. Doug Brown
 320 Portage Avenue
 Fort Frances, ON, P9A 3P9
 Canada
 2H12AA - AMO 2018 Annual General Meetin

Page Number	:	1	Invoice Nbr	:	419852
Guest Number	:	1371209			
Folio ID	:	E			
Arrive Date	:	19-AUG-18	23:26		
Depart Date	:	22-AUG-18	07:36		
No. Of Guest	:	1			
Room Number	:	1128			
Club Account	:				

Tax Invoice

Tax ID : 811719848RT0001

The Westin Ottawa AUG-22-2018 07:36 SKASE170

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-AUG-18	DEPOSIT	Deposit-VI-4697		-884.93
19-AUG-18	RT1128	Room	251.00	
19-AUG-18	RT1128	Tax-HST Rooms	32.63	
19-AUG-18	RT1128	Municipal Accomodation Tax	10.04	
19-AUG-18	RT1128	Municipal Accomodation Tax HST	1.31	
20-AUG-18	RT1128	Room	251.00	
20-AUG-18	RT1128	Tax-HST Rooms	32.63	
20-AUG-18	RT1128	Municipal Accomodation Tax	10.04	
20-AUG-18	RT1128	Municipal Accomodation Tax HST	1.31	
21-AUG-18	RT1128	Room	251.00	
21-AUG-18	RT1128	Tax-HST Rooms	32.63	
21-AUG-18	RT1128	Municipal Accomodation Tax	10.04	
21-AUG-18	RT1128	Municipal Accomodation Tax HST	1.31	
22-AUG-18	VI	Visa-4124		-0.01
** Total			884.94	-884.94
*** Balance			-0.00	

Continued on the next page

Kathy Lawson

From: INTERNATIONAL TRAVEL <PHERR@SHAW.CA>
Sent: Wednesday, July 25, 2018 3:24 PM
To: Kathy Lawson
Subject: Electronic ticket receipt, August 19 for MR ROY AVIS

INTERNATIONAL TRAVEL
 807-274-9895
 PHERR@SHAW.CA

eTicket

Add to Calendar **Itinerary & Documents**

Reservation code:	ZLXENK	Issuing agent:	INTERNATIONAL TRAVEL/A66
Ticket Number:	4512840805468	Issuing agent location:	FORT FRANCES ON
Issuing airline:	PORTER AIRLINES	IATA number:	67708686
Date issued:	25 Jul 2018		
Customer number:	000171		
Passenger:	AVIS/ROY MR		



PORTER AIRLINES PD 233
 Airline Confirmation: F7KCUJ

Sunday, 19 August
 Not valid before: 19 Aug
 Not valid after: 19 Aug

Departure: THUNDER BAY ON, CANADA
 11:35AM

Class: Economy
 Status: Confirmed
 Fare basis: N14FIR
 Seat: Check-in Required
 Bags: NIL

Arrival: OTTAWA ON, CANADA
 3:04PM



PORTER AIRLINES PD 238
 Airline Confirmation: F7KCUJ

Wednesday, 22 August
 Not valid before: 22 Aug
 Not valid after: 22 Aug

Departure: OTTAWA ON, CANADA
 4:45PM

Class: Economy
 Status: Confirmed
 Fare basis: A14FIR
 Seat: Check-in Required
 Bags: NIL

Arrival: THUNDER BAY ON, CANADA
 8:29PM

Allowances:

KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THERE OF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.

Disclosure:

DATA PROTECTION NOTICE: YOUR PERSONAL DATA WILL BE PROCESSED IN ACCORDANCE WITH THE APPLICABLE CARRIER'S PRIVACY POLICY AND, IF YOUR BOOKING IS MADE VIA A RESERVATION SYSTEM PROVIDER ("GDS"), WITH ITS PRIVACY POLICY. THESE ARE AVAILABLE AT <http://www.iatatravelcenter.com/privacy> OR FROM THE CARRIER OR GDS DIRECTLY. YOU SHOULD READ THIS DOCUMENTATION, WHICH APPLIES TO YOUR BOOKING AND SPECIFIES, FOR EXAMPLE, HOW YOUR PERSONAL DATA IS COLLECTED, STORED, USED, DISCLOSED AND TRANSFERRED.

Important legal notices

Reservation code:	ZLXENK	Issuing agent:	INTERNATIONAL TRAVEL/A66
Ticket Number:	4512840805469	Issuing agent location:	FORT FRANCES ON
Issuing airline:	PORTER AIRLINES	IATA number:	67708686
Date issued:	25 Jul 2018		
Customer number:	000171		
Passenger:	BROWN/DOUGLAS MR		



PORTER AIRLINES PD 233

Airline Confirmation: F7KCUJ

Sunday, 19 August

Not valid before: 19 Aug

Not valid after: 19 Aug

Departure: THUNDER BAY ON, CANADA
11:35AM

Class: Economy
Status: Confirmed

Fare basis: N14FIR

Arrival: OTTAWA ON, CANADA
3:04PM

Seat: Check-in Required
Bags: NIL



PORTER AIRLINES PD 238

Airline Confirmation: F7KCUJ

Wednesday, 22 August

Not valid before: 22 Aug

Not valid after: 22 Aug

Departure: OTTAWA ON, CANADA
4:45PM

Class: Economy
Status: Confirmed

Positive identification required for airport check in

Notice: CARRIAGE AND OTHER SERVICES PROVIDED BY THE CARRIER ARE SUBJECT TO CONDITIONS OF CARRIAGE, WHICH ARE HEREBY INCORPORATED BY REFERENCE. THESE CONDITIONS MAY BE OBTAINED FROM THE ISSUING CARRIER. PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THERE OF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER. CHECK WITH YOUR CARRIER FOR MORE INFORMATION.

Disclosure:

DATA PROTECTION NOTICE: YOUR PERSONAL DATA WILL BE PROCESSED IN ACCORDANCE WITH THE APPLICABLE CARRIER'S PRIVACY POLICY AND, IF YOUR BOOKING IS MADE VIA A RESERVATION SYSTEM PROVIDER ("GDS"), WITH ITS PRIVACY POLICY. THESE ARE AVAILABLE AT <http://www.iatatravelcenter.com/privacy> OR FROM THE CARRIER OR GDS DIRECTLY. YOU SHOULD READ THIS DOCUMENTATION, WHICH APPLIES TO YOUR BOOKING AND SPECIFIES, FOR EXAMPLE, HOW YOUR PERSONAL DATA IS COLLECTED, STORED, USED, DISCLOSED AND TRANSFERRED.

Important legal notices

If you no longer wish to receive these emails please contact: PHERR@SHAW.CA.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/100**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 4, 2018
SUBJECT: Request for Reconsideration M.O.S.
RE: 333 Third Street W. (2018) Roll#5912-010-001-02200-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2018 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 333 Third St W – Residential (RT) CVA of 18,600 reduced to CVA of 2,300 for 2018 taxation year resulting from adjustment due to a consolidation.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Municipal appeal date for property located at 333 Third St W. is November 13, 2018.

That total financial impact of the Minutes of Settlement is \$297.14 consisting of a reduction of municipal revenue of \$269.43 and education revenue of \$27.71 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council process the Minutes of Settlement for properties located at 333 Third Street W. as received.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to process the Minutes of Settlement for property located at 333 Third Street W. as received.

2018 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	B/A	TOTAL
Minutes of Settlement - M.O.S.	2018	1.1.022	-16,300	RTEP	0.01652955	0.00170000	-269.43	-27.71						-297.14
							-269.43	-27.71	0.00	0.00	0.00	0.00	0.00	-297.14

**Minutes of Settlement
2018 Tax Year
Results of Request for Reconsideration
Property Assessment Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

DAVID WADE PETSNIK
ANGELA HELENE PETSNIK
1345 EMO RD SUITE A
FORT FRANCES ON P9A 2V6

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

If you have any accessibility
needs, please contact MPAC
for assistance.

**MPAC
RECEIVED**

AUG 07 2018

FORT FRANCES

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	DAVID WADE PETSNIK ANGELA HELENE PETSNIK
Roll number	59-12-010-001-02200-0000
Property location and description	333 THIRD ST W PLAN SM29 E25FT LOT 62 PCL 62-2 SAE & EXCEPT PT 4 48R3794
Municipality/Local taxing Authority	Town of Fort Frances

CURRENT Property Assessment

**Property
Classification**

Current Value Assessed

	2012	2016
Residential (RT)	\$33,600	\$18,600
Total	\$33,600	\$18,600

**Property
Classification**

Effective date: January 01, 2018
Phase-in Assessment for Taxation Years

	2018	2019	2020
Residential (RT)	\$18,600	\$18,600	\$18,600
Total	\$18,600	\$18,600	\$18,600

RECOMMENDED Property Assessment

**Property
Classification**

Current Value Assessed

	2012	2016
Residential (RT)	\$33,600	\$2,300
Total	\$33,600	\$2,300

**Property
Classification**

Effective date: January 01, 2018
Phase-in Assessment for Taxation Years

	2018	2019	2020
Residential (RT)	\$2,300	\$2,300	\$2,300
Total	\$2,300	\$2,300	\$2,300

Why your property assessment changed

- Adjustment due to a consolidation

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2017 to 2020 property taxes. MPAC will introduce any increase in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make any decrease in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I accept my recommended assessment

I understand that if I accept the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment

I understand that if I reject the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by September 17, 2018.

To complete your Request for Reconsideration, please check one of the above boxes, and sign and send a copy of the entire document to MPAC in one of the following ways:

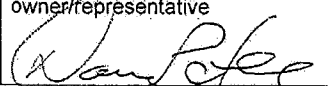



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

We must receive your response no later than August 03, 2018. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name DAVID PETRUCCI	Date (yyyy/mm/dd) 2018/08/07
---	------------------------------	---------------------------------

Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2018/06/19
---	--	---------------------------------

Objection by Municipality or Local Taxing Authority		
Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: November 13, 2018

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

MPAC
RECEIVED

AUG 8 / 2018

FORT FRANCES

Tax Year: 2018 Roll Number: 59-12-010-001-02200-0000



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/104**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 4, 2018
SUBJECT: ONE Investment Program

BACKGROUND

At the June 25, 2018 Council Meeting, the BDO Canada LLP auditors, Jeff Savage and Jon Evans made note that the ONE Fund Investments had severely declined and the change in market value was more than the interest earned for 2017.

Administration, as a follow-up has looked into what our options are to minimize further investment value decline and to reinvest into interest yielding accounts that are not tied to Money Market and Bond Fund investments as we cannot forecast a return for these type of investment markets. At the present time, CIBC Variable Rate GIC's are yielding 2.05% and the High Interest Savings Accounts (HISA) through ONE Investment Program are at 2.165%.

We were unable to transfer our investments directly from ONE Investment Program Money Market and Bond Fund. We first had to redeem our investment funds, set up High Interest Savings Accounts and then transfer the value of the Money Market/Bond Fund received into the new HISA accounts. This leaves us with the change in market value loss on investments to consider for this year.

One consideration is to transfer the accumulated surplus to up to December 31, 2017 of \$378,269.19 to cover the Reserve Fund \$310,618.34 and Cemetery Fund \$42,989.89, which represents the decrease in investments from the December general ledger balance and the actual value of the investments received on redemption. The balance of accumulated surplus of \$24,660.96 could then be allocated to the Reserve Funds and Cemetery Fund proportionally as a partial recoupment of unrealized interest recorded to date.

RECOMMENDATION

The Administration & Finance Executive Committee recommend that Council authorize the \$378,269.19 accumulated surplus as at December 31, 2017 be allocated to the Reserve Fund in the amount of \$310,618.34 and Cemetery Fund in the amount of \$42,989.89 to cover the unrealized change in Money Market and Bond ONE Investment Program redemption. Further that the remaining \$24,660.96 accumulated surplus balance be allocated to the Reserve Funds and Cemetery Fund proportionally as a partial recoupment of unrealized interest recorded to date for 2018.

Council Approval of This Report Will approve the Administration & Finance Executive Committee recommendation to authorize the \$378,269.19 accumulated surplus as at December 31, 2017 be allocated to the Reserve Fund in the amount of \$310,618.34 and Cemetery Fund in the amount of \$42,989.89 to cover the unrealized change in Money Market and Bond ONE Investment Program redemption. Further that the remaining \$24,660.96 accumulated surplus balance be allocated to the Reserve Funds and Cemetery Fund proportionally as a partial recoupment of unrealized interest recorded to date for 2018.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/96**

TO: Mayor Avis & Members of Council

FROM: Laurie Lindberg, Treasurer

DATE: September 4, 2018

SUBJECT: Northwestern Ontario Sports Hall of Fame and Museum Financial Request

BACKGROUND

The request received from the Northwestern Ontario Sports Hall of Fame and Museum on August 21, 2018, requesting advertising consideration for the 2018 inductees is attached for your consideration.

On September 29, 2018, the Northwestern Ontario Sports Hall of Fame will be inducting its newest Honoured Members at the Valhalla Inn in Thunder Bay and are in the process of putting together their commemorative 37th Annual Induction Dinner Souvenir Program.

In prior years, the Town has placed ½ page advertisements for congratulatory messages in the souvenir programs for the Northwestern Ontario Sports Hall of Fame and Museum for inductees that were Fort Frances natives. This year Scott Fawcett will be inducted into the Hall of Fame.

RECOMMENDATION

The Administration and Finance Executive Committee recommend that Council authorize a ½ page advertisement to congratulate Scott Fawcett at the Northwestern Ontario Sports Hall of Fame and Museum's 37th Annual Induction Dinner Souvenir Program in the amount of \$250.00 plus HST.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to authorize a ½ page advertisement to congratulate Scott Fawcett in the Northwestern Ontario Sports Hall of Fame and Museum's 37th Annual Induction Dinner Souvenir Program in the amount t of \$250.00 plus HST.



Northwestern Ontario Sports Hall of Fame and Museum

219 May Street South Thunder Bay Ontario P7E 1B5

Telephone (807) 622-2852 Fax (807) 622-2736

e-mail: nwosport@tbaytel.net www.nwosportshalloffame.com

August 16, 2018



Mayor Roy Avis
Town of Fort Frances
320 Portage Ave
Fort Frances ON P9A 3P9

Dear Mayor Avis & Council,

On Saturday September 29th, 2018, at the Valhalla Inn Ballroom, the Northwestern Ontario Sports Hall of Fame will be inducting it's newest Honoured Members. We have enclosed a listing of our 2018 Inductees for your review. We are in the process of putting together our commemorative **37th Annual Induction Dinner Souvenir Program** and are contacting the **Town of Fort Frances** to invite you to again be a part of it. The Souvenir Program is a keepsake for the Inductees, their families and friends and those patrons who attend the dinner.

Part of the Souvenir Program is used for congratulatory messages in the form of advertisements. You will note that Fort Frances's **Scott Fawcett** is among those being honoured, we thought you might be particularly interested in acknowledging Scott by congratulating him upon his induction into the Hall of Fame. We currently have the following formats available and have enclosed samples of each for your review.

Full Page Advertisement - \$500

- *opportunity to congratulate the 2018 Inductees with a full page advertisement
- *acknowledgement of your support on the Induction Dinner Video

½ Page Advertisement - \$250

- *opportunity to congratulate the 2018 Inductees with a ½ page advertisement
- *acknowledgement of your support on the Induction Dinner Video

Don't miss this opportunity to congratulate Scott and the 2018 Inductees and show your support of our region's proud sports heritage. Reserve your spot by filling in the enclosed program advertisement form and returning it to our office. Thank you in advance for your consideration and support.

Sincerely,

Diane Imrie
Executive Director

Pride... Moments in Time... Memories...

Northwestern Ontario Sports Hall of Fame 37th Annual Induction Dinner & Ceremonies

"An evening in honour of sports excellence"

Saturday, September 29th, 2018 ~ Valhalla Inn Ballroom

Doors Open : 5:30 p.m.

Dinner : 6:30 p.m.

Athletes

Lynda Devine Starczewski - Golf

Dave Gatherum - Hockey

Dennis Olson - Hockey

Janet Sillman - All-Round

Builders

Scott Fawcett - Football

Richard 'Dick' Hill - Baseball

Share in a celebration of our region's proud sports heritage. Reserve your tickets today ~ seating is limited.

Number of tickets required _____ @\$100 (includes \$50 tax receipt)

Amount enclosed \$ _____

Name: _____

Address: _____ Postal Code: _____

Phone: _____ E-mail: _____

Seating Request: _____
(Seating is pre-arranged, so please indicate your request and we will accommodate you as best we can.)

☐ Cheque ☐ MasterCard ☐ Visa ☐ Cash

Card Number _____ Card Expiry Date _____

Authorized Signature _____

Send orders to: Northwestern Ontario Sports Hall of Fame 219 May St S Thunder Bay ON P7E 1B5
Phone (807) 622-2852 / Fax (807) 622-2736 / e-mail: nwosport@tbaytel.net
www.nwosportshalloffame.com



Northwestern Ontario Sports Hall of Fame
 37th Annual Induction Dinner
 Saturday, September 29th, 2018

37th Annual Induction Dinner ~ Program Advertising

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

Phone: _____

Fax: _____

Email: _____

Contact Person: _____

We have a variety of ways for you to congratulate the 2018 Hall of Fame Inductees, and show your support of our region's proud sports heritage....

Advertisement Options: please indicate your selection:

	INDUCTEE PAGE	HALF PAGE	FULL PAGE
A		B	C
	<i>n/a ~ Inductee Page (\$150)</i>	<i>___ ~ 1/2 Page (\$250)</i>	<i>___ ~ Full Page (\$500)</i>

_____ *Please Invoice me at the address above*

_____ *Payment enclosed*

_____ *Logo and/or ad copy enclosed*

Please fill in and return to: Northwestern Ontario Sports Hall of Fame
 219 May St S
 Thunder Bay ON P7E 1B5

phone: (807) 622-2852 fax: (807) 622-2736 email: nwosport@tbaytel.net

Thank you for your support!

Date: September 4th, 2018

Report To: Mayor & Council.

From: Patrick Briere, By-Law Enforcement Officer

Re: OSPCA Request Letter – Animals in Vehicles By-Law.

Mayor & Council will recall that at the regular meeting of Council held on July 9th, 2018, a request letter for the Town to adopt a By-Law in regards to Animals in Vehicles from the OSPCA was received by Council and referred to the Planning & Development Executive Committee for recommendation.

This office has conducted a review of these types of issues in our community and has found the following stats in regards to calls received in regards to cruelty to animal calls:

2017 – 2 calls received by the OPP – both calls were unfounded.

2018 – 1 call to date received by the OPP – Call was founded. OSPCA Officers dealing with incident.

Cruelty to animals complaints are currently handled by the OSPCA and OPP. As these charges are both criminal and provincial offences in nature this office has no authority within the current legislation to deal with these types of complaints. The only involvement that By-Law Enforcement has with these situations, is that we use our pound facility to house the animals for the OSPCA or OPP if required.

With this stated, the Planning & Development Executive Committee at their meeting on September 4th, 2018 reviewed this item and is recommending that Council accept the letter as information and take no further action.

Respectfully submitted,

Original Signed By
Patrick Briere
By-Law Enforcement Officer

Council approval of this report will: accept the letter as information and take no further action.

Date: September 4th, 2018

Report To: Mayor & Council

From: Patrick Briere, By-Law Enforcement Officer

Re: Traffic Control By-Law #21/14 Amendment G.

The By-Law Enforcement Department has received a few requests for removal of Private Parking Spaces and Church Loading Zones from businesses/churches who currently have stalls designated. The attached Draft By-Law Amendment G is attached for your reference.

As this is a housekeeping item and normal practice for this department. The signage for these locations has already been removed and the parking spaces have resorted back to the necessary traffic controls currently in place in the area and are back open for public use. (For instance, the stalls located within the BIA Area have resorted back to 2 Hour Parking).

The Planning & Development Executive Committee is recommending that Council approve the report as presented and direct Administration to have the By-Law Amendment prepared for signing by Mayor and Clerk.

Respectfully submitted,

Original Signed By

Patrick Briere
By-Law Enforcement Officer

<p>Council approval of this report will: approve the recommendations as presented and authorize that an amendment by-law be prepared for signing by Mayor & Clerk.</p>

TOWN OF FORT FRANCES

BY-LAW NO. 21/14 - G

(Being a by-law to amend by-law 21/14, being a by-law for the regulation of traffic on the highways and regulating the use of highways by pedestrians or vehicles within the Municipality. The *Municipal Act, 2001*, S.O. 2001, c. 25 and the *Highway Traffic Act*, R.S.O. 1990, CH.8.)

WHEREAS the Corporation of the Town of Fort Frances is authorized to regulate traffic on the highways and to regulate the use of highways by pedestrians or vehicles within the Municipality,

AND WHEREAS on Septemberth, 2018, Council approved a report from the Planning & Development Executive Committee recommending an amendment to the Traffic Control By-law regarding the **removal of** private parking stalls, loading zones and church loading zones from the Traffic Control By-Law #21/14.

NOW THEREFORE the Municipal Council of the Corporation of the Town of Fort Frances **HEREBY ENACTS** the **removal of** the following:

TOWN OF FORT FRANCES

BY-LAW NO. 21/14

PRIVATE PARKING SPACES (RENTED)

SCHEDULE I-1

<u>NO.</u>	<u>LOCATION OF PARKING SPOT</u>	<u>NAME and/or ADDRESS Of Business and/or Person</u>
1.	A single parking space of the North Side of the 300 BLK Scott Street, adjacent to 310 Scott Street.	Fort Floral
9.	East Side of the 500 BLK Portage Avenue Commencing from a point 8m North of Scott Street, continuing Northerly on Portage Avenue for a distance of 6.75m.	H&R Block

TOWN OF FORT FRANCES

BY-LAW NO. 21/14

Church Loading Zones

SCHEDULE AA-1

<u>NO.</u>	<u>STREET</u>	<u>SIDE</u>	<u>LOCATION</u>	<u>RESPECTIVE CHURCH</u>
4.	Victoria Ave	East	Commencing from a Point 46.0 m South of Church Street, southerly For a distance of 6.7m.	Salvation Army
5.	Victoria Ave	East	Commencing from a Point 52.7 m South of Church Street, southerly For a distance of 6.7m.	Salvation Army

READ THREE TIMES and finally passed in open Council this **th day of September 2018.**

R. Avis, Mayor

E. Slomke, Clerk



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,

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

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

Fort Frances Children's Complex
 Fort Frances Children's Complex-Robert Moor
 0005768
 Non-Profit Operation
 1150 Portage Avenue
 Fort Frances Ontario
 P9A 2B1

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

CONTACT INFORMATION

Neva Carlson
 (807) 274-5457
 ne Carlson@fort-frances.com

Name:
 Phone Number:
 Email Address:

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)

52
 24
 28
 30

SERVICE DATA

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

0
 0
 0
 0

EMPLOYEE / POSITION INFORMATION					WAGE ENHANCEMENT DETERMINATION						
Position Description	New Position created during Jan 1 - Dec 31, 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	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 School Age Teacher 1	NO	RECE	\$ 25.83	1,349.00	100%	Partial	\$ 1.24	0.77	\$ 1,672.76	\$ 292.73	\$ 1,965.49
2 School Age Teacher 2	NO	Non-RECE	\$ 20.54	1,433.00	100%	Full	\$ 2.00	0.82	\$ 2,866.00	\$ 501.55	\$ 3,367.55
3 Interim Replacement 5	NO	Non-RECE	\$ 20.54	475.00	100%	Full	\$ 2.00	0.27	\$ 950.00	\$ 166.25	\$ 1,116.25
SUMMARY											
Fully Eligible Positions											
RECE											
Non-RECE											
Supervisor											
Home Visitor											
SUB-TOTAL											
Partially Eligible Positions											
RECE											
Non-RECE											
Supervisor											
Home Visitor											
SUB-TOTAL											
TOTAL											
SUPPLEMENTAL GRANT											
GRAND TOTAL											

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/MDSSAB only)

APPROVAL

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

of FTE 1.86 Salary 5,488.76 Benefit 960.53 Supplemental Grant 278.46 Total 6,727.75

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

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	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 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												
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												
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

CHILD CARE CENTRE / AGENCY INFORMATION

Fort Frances Children's Complex
Fort Frances Children's Complex-St. Michaels :
0005768
Non-Profit Operation
1150 Portage Avenue
Fort Frances Ontario
PSA 2B1

CONTACT INFORMATION

Neva Carlson
(807) 274-5457
ncarlson@fort-frances.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)

52
24
27
30

SERVICE DATA

0	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	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 School Age Teacher 1	NO	Non-RECE	\$ 20.54	1,433.50	100%	Full	\$ 2.00	0.82	\$ 2,867.00	\$ 501.73	\$ 3,368.73	
2 School Age Teacher 2	NO	Non-RECE	\$ 20.54	1,433.50	100%	Full	\$ 2.00	0.82	\$ 2,867.00	\$ 501.73	\$ 3,368.73	
3 Interim Replacement 3	NO	Non-RECE	\$ 20.54	475.00	100%	Full	\$ 2.00	0.27	\$ 950.00	\$ 166.25	\$ 1,116.25	
SUMMARY												
Fully Eligible Positions												
Non-RECE								-	\$	0.00	\$ 0.00	\$ 0.00
Supervisor								-	\$	0.00	\$ 0.00	\$ 0.00
Home Visitor								-	\$	0.00	\$ 0.00	\$ 0.00
SUB-TOTAL								1.90	\$	6,684.00	\$ 1,169.70	\$ 7,853.70
Partially Eligible Positions												
Non-RECE								-	\$	0.00	\$ 0.00	\$ 0.00
Supervisor								-	\$	0.00	\$ 0.00	\$ 0.00
Home Visitor								-	\$	0.00	\$ 0.00	\$ 0.00
SUB-TOTAL								-	\$	0.00	\$ 0.00	\$ 0.00
TOTAL								1.90	\$	6,684.00	\$ 1,169.70	\$ 7,853.70
SUPPLEMENTAL GRANT											\$	285.72
GRAND TOTAL											\$	8,139.42

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	Salary	Benefit	Supplemental Grant	Total
19	6,684.00	1,169.70	285.72	8,139.42

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

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)

52
 37.5
 32
 44

SERVICE DATA

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

2
 0
 0
 0

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	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	1,561.00	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	1,961.50	100%	Full		\$ 2.00	1.12	\$ 3,923.00	\$ 686.53	\$ 4,609.53
10) Interim Replacement 2	NO	Non-RECE	\$ 20.54	1,961.50	100%	Full		\$ 2.00	1.12	\$ 3,923.00	\$ 686.53	\$ 4,609.53
SUMMARY												
						FTE		Salary Component		Statutory Benefit Component (17.5%)		Total Compensation
Fully Eligible Positions						RECE		-		\$ 0.00		\$ 0.00
						Non-RECE		3.17		\$ 11,109.00		\$ 1,943.90
						Supervisor		-		\$ 0.00		\$ 0.00
						Home Visitor		-		\$ 0.00		\$ 0.00
SUB-TOTAL						RECE		3.17		\$ 11,108.00		\$ 1,943.90
Partially Eligible Positions						RECE		6.25		\$ 13,604.66		\$ 2,380.82
						Non-RECE		-		\$ 0.00		\$ 0.00
						Supervisor		-		\$ 0.00		\$ 0.00
						Home Visitor		-		\$ 0.00		\$ 0.00
SUB-TOTAL						RECE		6.25		\$ 13,604.66		\$ 2,380.82
TOTAL						SUB-TOTAL		9.42		\$ 24,712.66		\$ 4,324.72
SUPPLEMENTAL GRANT						TOTAL				\$ 29,037.38		\$ 15,985.48
GRAND TOTAL						SUB-TOTAL				\$ 30,450.21		\$ 30,450.21

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: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: August 31, 2018

RE: Active Transportation – Strategic Plan Initiative #26

Preface

In the 2015 Strategic Plan, Mayor & Council included Active Transportation as an item for consideration in the current term of Council as follows:

‘The Town will present the recommendations of Phase II of the Active Transportation Plan to Council and implement any direction received in this regard.’

In a press release issued in 2012 by Rick Wiedenhoeft & Elaine Fischer, the last two members of the Active Transportation Committee, was a summary of the Active Transportation Committee’s concept of the next step for Fort Frances from an active transportation perspective.

‘Starting back in 2009, the Active Transportation committee of Fort Frances started down the path of creating a network of on-road and off-road biking, inline skating, and walking paths. The goal was to connect all areas of the town, parks, and schools with one another to create a safe, non-motorized active means of transportation.’

In Phase One, a feasibility study was undertaken to lay out all possible routes with priorities given to a strategic development throughout the community. The concept of Active Transportation was also built into the Town’s official plan that was just recently passed by council.

In Phase Two, the routes were modified, prioritized again, and cost analyzed to give the committee some idea of the financial implications and the knowledge to pursue grants.

From a community perspective, the Active Transportation plan encourages individual and community health through the facilitation of a more active lifestyle while connecting and bringing the community closer together. More and more people realize and understand the critical nature of becoming and staying fit. Our children need more rather than less opportunity to stay active but without safe and marked bicycle routes, parents are reluctant to turn their kids loose.

*To the largest extent possible, the active transportation plan will be implemented synergistically with ongoing improvements within the town. **When road improvements take place, the inclusion of the aspects of Active Transportation framework such as painting bike lanes on new roads will minimize capital costs while managing ongoing infrastructure development.***

*With the completion of Third Street from Mowat to Victoria, the timing is right to develop one of our priority routes linking all local schools. **This will involve a series of off-road paths and dedicated on-road lanes along 3rd and 4th streets. The long-term plan also includes an off-road path to link with McIrvine Rd.** Visit fort-frances.com to view the proposed infrastructure of on and off-road bicycle lanes and pathways so all residents can walk and bike safely throughout the Town.*

Because the Highway Traffic Act prohibits 2 – way bike travel on just one side of the road, it becomes necessary to put a dedicated 1.5 metre wide bike lane on each side of the road. The downside of this safe passage for bikers (primarily our kids) will be the elimination of parking from 8:00 am to 8:00 pm along Fourth Street West and Third Street East from Wright Avenue to Armit Avenue on both sides of the road from May First to November First. These streets were chosen because they are wide, relatively new, have a low traffic pattern and see very little on street parking at any time and they initiate the connectivity from east to west, school to school.

This is a very small, inexpensive start to a community wide project that will require resident buy-in, driver education and significant funds from Provincial and Federal Grant Programs.'

Attached is further information and maps that are part of the Active Transportation Plan completed in 2007 by Marr Consulting Services in conjunction with Hilderman Thomas Frank Cram Architects.


Recommendation

Determine the feasibility of Active Transportation initiatives as stand-alone developments or future capital projects.

Specific short-term opportunities include:

- painting bike lanes on new roads
- a series of off-road paths and dedicated on-road lanes along 3rd and 4th Street on the attached map
- off-road path to McIrvine Road

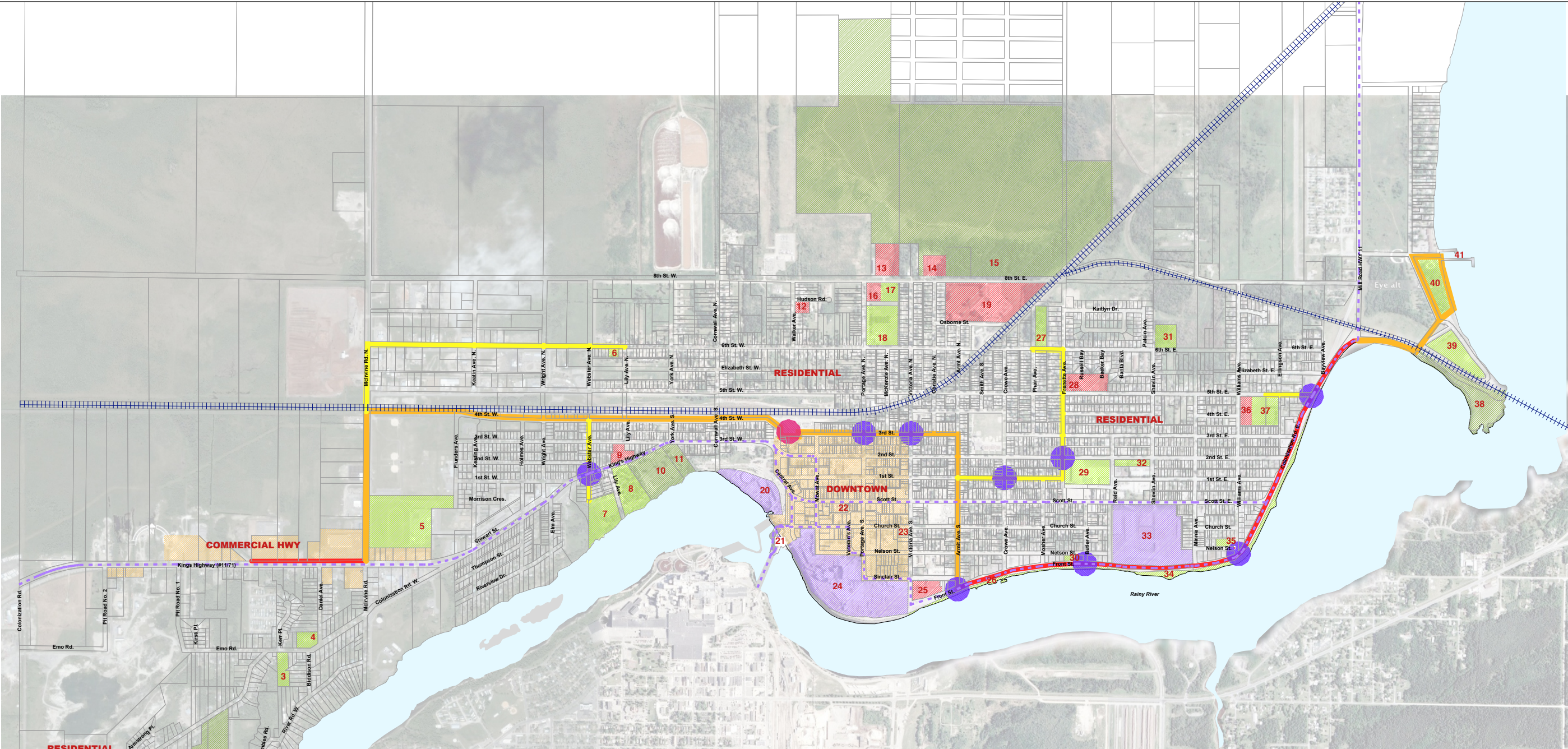
Respectfully Submitted,



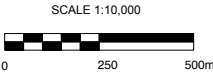
Jason Kabel

Council approval of this report will agree with the recommendation of the Community Services Executive Committee to:

- 1) explore active transportation possibilities with any new road development done in the Town.
- 2) seek active transportation opportunities with Resolute property that may become available.
- 3) set a priority for active transportation with the new Council.



Fort Frances Active Transportation Plan Existing Base Plan



LEGEND

- EXISTING PEDESTRIAN ROUTE
- TRUCK ROUTE
- TOWN FORT FRANCES TRAIL - PHASE 1
- TOWN FORT FRANCES TRAIL - PHASE 2
- COMMERCIAL
- UNIQUE PARK
- PARK/RECREATION FIELD
- INDUSTRIAL
- INSTITUTION

- 1 Holy Cross Cemetery
- 2 Riverview Cemetery
- 3 McIrvine Park
- 4 McIrvine Rink
- 5 Fort Frances & District High School, Confederation College, Townshed Theatre and J.W. Walker School
- 6 Elks Lillie Avenue Park
- 7 West End Sports Field
- 8 Legion West End Park
- 9 Alexander McKenzie School
- 10 Fort Frances Cemetery
- 11 St. Mary's Cemetery
- 12 Alternative Ed.
- 13 Curling Club
- 14 Snowmobile Club
- 15 Trails
- 16 Child Day Care Centre
- 17 Rotary North End Park
- 18 Sixth Street School
- 19 Rainycrest
- 20 Paper Mill

- 21 Customs (Border Crossing)
- 22 Fort Frances Museum
- 23 Library
- 24 Kraft Mill
- 25 La Verendrye Hospital
- 26 La Verendrye Parkway
- 27 Phair Avenue Park
- 28 St. Michael's School
- 29 Memorial Sports Centre & Arena Park
- 30 Royal Purple Park
- 31 Knights of Columbus Playground
- 32 Lions Second Street Park
- 33 Shevlin Yard, Abitibi
- 34 Sorting Gap Marina
- 35 Nelson Street Park
- 36 F.H. Huffman School
- 37 East End Community Centre and Park
- 38 Koochiching Land
- 39 Vanjura Stadium
- 40 Pither's Point Park
- 41 Point Park Docks

Source:
Town of Fort Frances Map, Town of Fort Frances, ND.
Parks & Cemeteries, Town of Fort Frances, 2006.
Truck Routes - Re-Inventing Fort Frances Transportation Review,
ND Lea Engineers and Planners, 2002.



TOWN OF FORT FRANCES ACTIVE TRANSPORTATION PLAN

Final Report
December 2007

Prepared for:
The Town of Fort Frances

Consulting Team:

HILDERMAN
THOMAS
FRANK
CRAM

Landscape Architecture • Planning
500-115 Bannatyne Avenue East, Winnipeg, Manitoba R3B 0R3
Telephone 204-944-9907 Facsimile 204-957-1467

Hilderman Thomas Frank Cram
500 – 115 Bannatyne Avenue East
Winnipeg, MB R3B 0R3
TEL: 204-944-9907



Marr Consulting Services
8th Floor, 44 Princess Street
Winnipeg, MB R3B 1K2
TEL: 204-927-3456

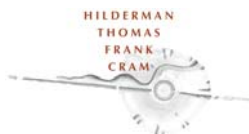
TOWN OF FORT FRANCES ACTIVE TRANSPORTATION PLAN

Report

December 2007

Prepared for:
The Town of Fort Frances

Consulting Team:



Hilderman Thomas Frank Cram
500 – 115 Bannatyne Avenue East
Winnipeg, MB R3B 0R3
TEL: 944-9907



Marr Consulting Services
8th Floor, 44 Princess Street
Winnipeg, MB R3B 1K2
TEL: 927-3456

ACKNOWLEDGEMENTS

The Town of Fort Frances Community Trail Network Committee

Rick Weidenhoeft	Committee Chair, Councilor, Town of Fort Frances
George Bell	Committee Secretary, Manager of Community Services, Town of Fort Frances
Jim Cumming	Chair of the Recreation Advisory Committee
Bill Caul	Airport and Parks Manager, Parks Department, Town of Fort Frances
Faye Flatt	Municipal Planner, Town of Fort Frances
Elaine Fischer	North Western Health Unit
Lisa Moncrief	Citizenship, Culture, Sport and Recreation

Consultants

Heather Cram	Hilderman Thomas Frank Cram
Lindsay Lagman	Hilderman Thomas Frank Cram
Ruth Marr	Marr Consulting Services
Beth McKechnie	Marr Consulting Services
Terry Zeitlhofer	Local resource consultant

TABLE OF CONTENTS

Introduction	4
Active Transportation Defined	
Project Objectives and Scope	
An Active Transportation Plan for Fort Frances	
 Existing Conditions	 6
Existing Conditions	
Mapped Routes, Photographic Survey Key & Typical Street Widths	
Photographic Survey	
Trail Classification Matrix	
SWOT Analysis	
Barriers and Potential Problem Areas	
 Future Needs Analysis	 16
Fort Frances Demographics	
Fort Frances Visitor Profile	
Parks, Greenspaces, Recreation Facilities – Future Needs and Linkages	
Current Active Transportation Activity	
 Fort Frances Active Transportation Plan Vision	 24
A Vision for Fort Frances' Active Transportation Plan	
Creating The Reality	
Building What We Have	
Active Transportation Network	
Infrastructure	
Amenities	
Legislation - Policies	
Education and Marketing	
Funding	
 Next Steps	 39

Appendices

- A. Glossary of Active Transportation Facility Terms
Source: City of Winnipeg Active Transportation Study
- B. Regional Map
- C. Related Reports and Background Information
 - a. Reinventing Fort Frances - 2002 - Excerpts
 - b. Fort Frances Heritage Tourism Plan - 2003 - Excerpts
 - c. Rainy Lake Conservancy Plan
 - d. Eighth Street Walking and Ski Trails
- D. Resource Information
 - a. Go for Green
 - b. Bikeability Checklist
 - c. Walkability Checklist
 - d. Bikeability Toolkit
 - e. Curb Ramp Details - The City of Winnipeg Public Works Department
 - f. World Wide Web Resource List
 - g. Figures List

INTRODUCTION

Active Transportation Defined

“Active Living and Active Transportation helps protect, enhance or restore the environment.”

*Go for Green
The Active Living & Environment Program*

Active Transportation (AT) is a sustainable form of transportation and is defined as any human-powered mode of transportation, such as cycling, walking, jogging, in-line skating, skateboarding, ice-skating or cross-country skiing.

In North America, the main interest in active modes of transportation has been restricted to recreation and leisure. However, there has been a rising interest in using AT to commute to work, school or shopping. Additionally, modes that have been previously considered exclusively recreational, such as skateboarding and in-line skating, are growing in popularity as a form of transportation.

An Active Transportation Plan must emphasize facilities, but programming, policy and other non-facility based initiatives form important elements of a plan, and may be particularly important in encouraging the use of the facilities. Education, encouragement and enforcement elements in an Active Transportation Plan offer cost-effective means to achieve the broader goals of reduced use of motor vehicles for recreation and transportation. Even within the facility category, the range of possible options is extensive, and could include signage, bike-parking facilities, changing lane stripings on roads as well as bike lanes and multi-use paths. In an environment of reducing funding for major infrastructure projects, creative solutions are possible to encourage and support AT.

The undertaking of an Active Transportation plan is compatible with other efforts Fort Frances is making, downtown and along the waterfront, in creating interpretive routes and spaces that are pedestrian friendly, celebrate its heritage and provide points of interest throughout Fort Frances.

Active Transportation represents a significant opportunity for the Town of Fort Francis to simultaneously improve the health of its residents, increase quality of life, enhance the tourism experience, and achieve other environmental and socio-economic benefits.

Figure 1: Examples of Active Transportation



Project Objectives and Scope

To develop a plan for a continuous parkland and trail system throughout the community

To provide linkages between the waterfront park and the community's west end and north end residential areas.

To identify needs for parkland development and identify redundant parks.

An Active Transportation Plan for Fort Frances

A well conceived Active Transportation Plan should suit the needs of its community. In developing an ATP for Fort Frances, the community must be involved in determining what will work best for Fort Frances. The plan outlined within this report has taken into consideration the demographics of the community, the geography and infrastructure, and the unique constraints and opportunities.

There are, however, common elements that must be inherent in all Active Transportation initiatives. These are:

Bicycle/Walking Network

The bicycle/walking network consists of arterial and connector routes that may be comprised of roadways and trails. The routes should connect people from all areas of the community to recreation and park facilities, to the downtown and to work places.

Education and Marketing

An education program teaches all members of the community how to use, share and understand the route network effectively and safely. It is important that automobile and truck drivers be educated as well. They must understand how to share the roadways and treat cyclists and pedestrians with respect.

Informing and advertising Active Transportation promotes the principles and benefits of this movement and allows the general community to become informed.

Associated Infrastructure

Route signs, road signs, bike racks, benches should be part of the program to facilitate active transportation

The vision and implementation plan will outline the process for Fort Frances' adoption of it's own Active Transportation Plan.



Figure 2: La Verendrye Parkway
- Fort Frances



Figure 3: Scott Street

EXISTING CONDITIONS

Existing Conditions Map

Mapped Routes, Photographic Survey Key and Typical Street Widths

Photographic Survey

Trail Classification Matrix

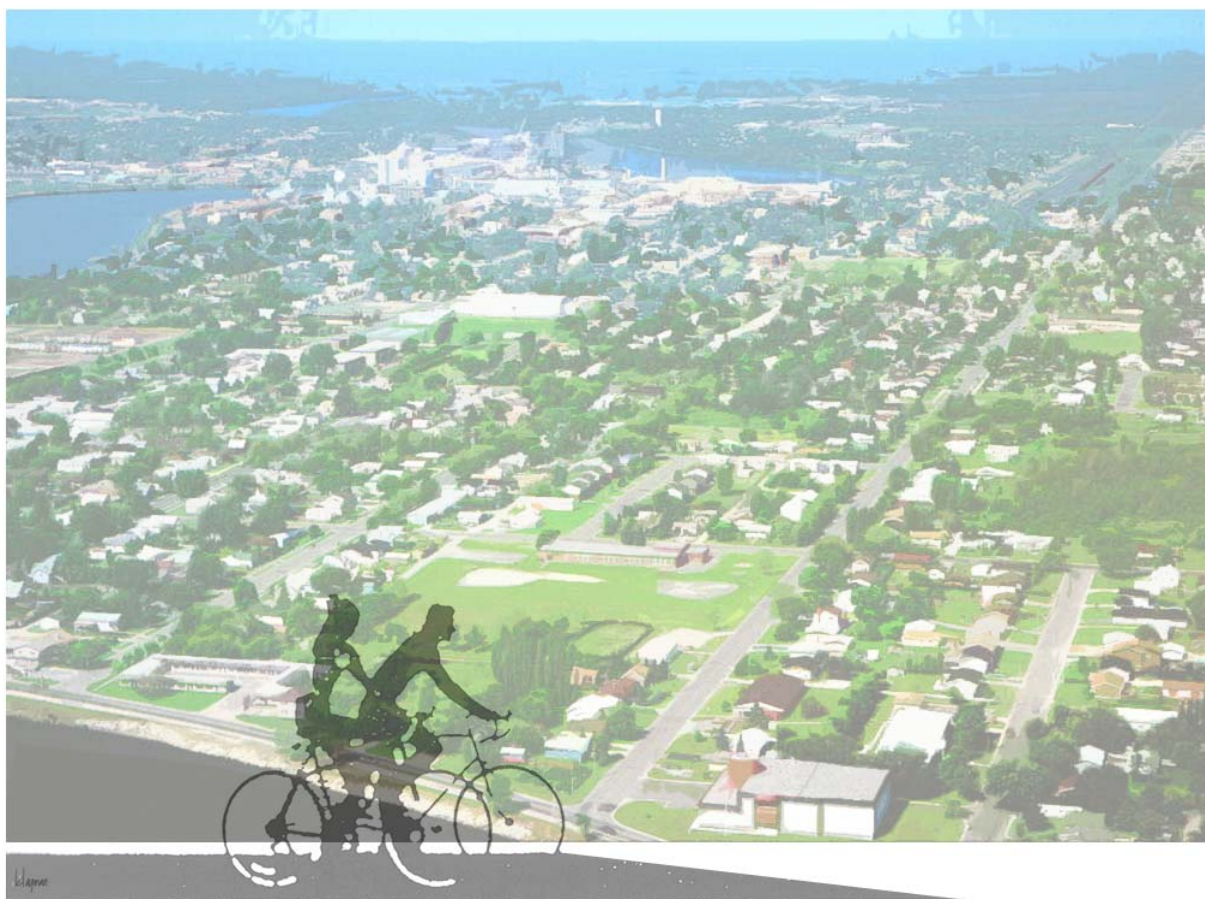
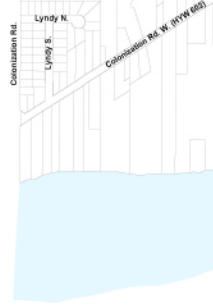
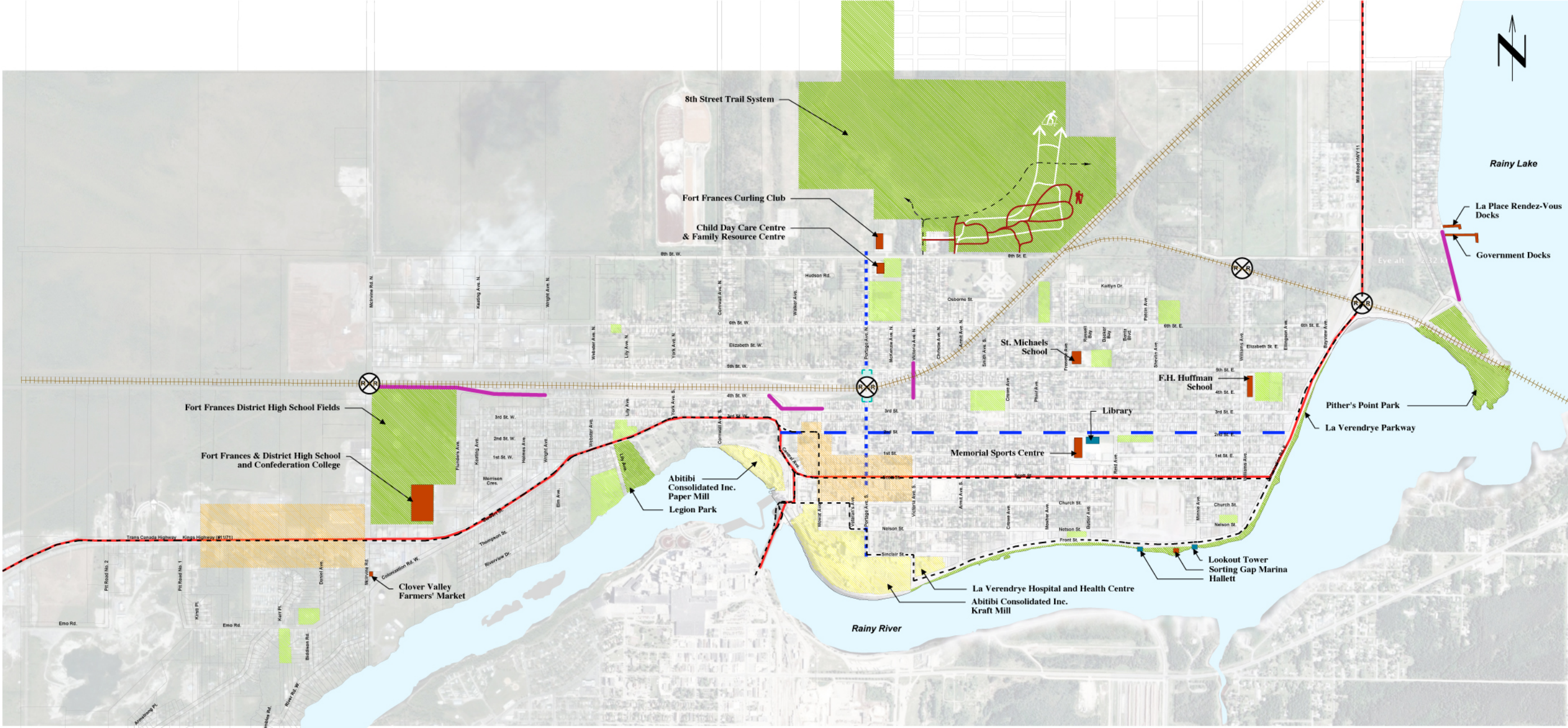


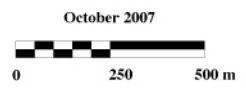
Figure 4: View of Fort Frances, Ontario



Legend

- Trans Canada/ Kings Highway (#11/71)
- Existing Monkey Trail
- Primary North/South Connection
- Primary East/West Connection
- Large Truck Route
- Subway/Rail Road Underpass
- Controlled Railway Crossing

- Commercial Retail
- Major Employers
- Primary Green Space
- Secondary Green Space
- Major Destinations
- Future Development
- Walking Trail
- Ski Trail



**Fort Frances Active Transportation Plan
Existing Conditions**

Source:
Town of Fort Frances Map, Town of Fort Frances, ND.
Parks & Cemeteries, Town of Fort Frances, 2006.
Truck Routes - Re-Inventing Fort Frances Transportation Review,
ND Lea Engineers and Planners, 2002.





A diagram of a race track. It consists of a long horizontal rectangle. The first 250 meters of the track is marked with alternating black and white squares. Below the track, there are three labels: '0' at the start, '250' at the end of the marked section, and '500 m' at the end of the track.





Route 1: <1 Fifth St. East looking east



Route 2: < 7 - Corner of Calder Dr. and Calder Dr. East



Route 3: < 13 Colonization Rd. East and Minnie Ave.



Route 4: < 19 Looking north on Frenette Ave. from Third St. East



Route 5: < 25 Looking west on Third St. East from Mowat Ave.



Route 5: < 31 Fourth St. West ends at Wright Ave.



Route 7: < 37 Looking west on Kings Hwy. from McIrvine Rd.



Route 10: < 43 Eighth St. Trailhead



Route 1: < 2 Fifth St. E looking west



Route 2: < 8 Monkey trail along Rainy Lake



Route 3: < 14 Sorting Gap Marina



Route 4: < 20 Looking east on First St. East



Route 5: < 26 Corner of Mowat Ave. and Second St. East



Route 5: < 32 Monkey trail connecting Fourth St. to McIrvine Rd.



Route 8: < 38 McIrvine Rd. from Sixth St. West



Route 10: < 44 Eighth St. Trailhead, looking west



Route 1: < 3 Corner of Colonization Rd. East and Fifth St. East



Route 2: < 9 Beach south of monkey trail



Route 3: < 15 Looking west from Sorting Gap Marina



Route 5: < 21 Armit Ave. at Nelson St. looking south



Route 5: < 27 Field on corner of Second St. East and Central Ave.



Route 5: < 33 Railroad crossing on McIrvine Rd.



Route 8: < 39 Sixth St. W from McIrvine Rd.



Route 10: < 45 Looking south on Portage Ave. from Eighth St. West



Route 2: < 4 Calder Dr.



Route 2: < 10 Lake Rd.



Route 3: < 16 Front St. at Armit Ave. South looking west



Route 5: < 22 Armit Ave. at Nelson St. looking north



Route 5: < 28 Monkey trail connecting Third St. East and Central Ave.



Route 5: < 34 McIrvine Rd. by school entrance



Route 9: < 40 Walking path on Colonization Rd. West, looking east



Route 10: < 46 Underpass at Portage Ave. from Fifth St. West



Route 2: < 5 Rough pavement on Calder Dr.



Route 3: < 11 Colonization Rd. East and Third St. East looking east



Route 4: < 17 Looking west on Sixth St. East from Frenette Ave.



Route 5: < 23 Looking south on Armit Ave. from Third St. East



Route 5: < 29 Trail connecting to Central Ave. and Fourth St. West



Route 5: < 35 McIrvine Rd. looking north



Route 9: < 41 Walking path on Colonization Rd. West, looking west



Route 2: < 6 Railroad crossing on Calder Dr.



Route 3: < 12 Colonization Rd. East and Scott St.



Route 4: < 18 Looking south on Frenette Ave. from Sixth St. East



Route 5: < 24 Looking west on Third St. East



Route 5: < 30 Fourth St. West



Route 6: < 36 Webster Ave. from Fourth St. West, looking south



Route 9: < 42 Colonization Rd. West after Biddison Rd.

Fort Frances Active Transportation Plan Photographic Survey

Trail Classification Matrix

		Route Assignment					Surface Type				Surface Condition			Details		Connectivity			Lighting		Bicycle Route		Notes								
No.	Route	Route Description	Vehicular	Large Truck Traffic	Walking Path	Bicycle Route	Informal Trail		Asphalt	Gravel	Dirt	Interlock Paving		Good	Fair	Poor		Width (m)	Sidewalk		Railway Crossing	Identified Crosswalk	Accessible Walkway		Street Light	Pedestrian Light		Bicycle Route	Width (m)		
1.	Fifth Street East																														
	A Fifth St. East to Colonization Rd. East	East End Hall to Parkway	•						•					•				11							•						Potential: Bike storage at East End Hall
2.	Pithers Park Loop																														
	A Calder Dr. (West)	End of parkway into Pithers Point Park	•		•				•						•			5.5			•				•						Repair; asphalt roadway is in bad condition.
	B Calder Dr.	From railway crossing to beach parking	•							•					•			6			•				•						
	C Monkey trail	Along the lake from Calder to Lake Rd.					•				•							>.5													Potential: Bike storage at Pithers Point Park
	D Calder Dr. (East)	Calder Dr. to Lake Rd.	•						•							•		7.5							•						
	E Lake Rd.	Calder Dr. E. to Rainy Lake	•						•						•			9							•						
3.	Parkway	Pither's Point to Armit Ave.	•	•		•			•			•		•				13.5				•	•		•			•	2		
		Parkway Pedestrian Walkway			•				•					•				2.5	•				•			•					Potential: Bike Storage at Sorting Gap
																															Potential: Bike Storage at shelters
4.	Frenette Ave.																														No dropped curb at Butler Ave. + Colonization.
	A Sixth St. East	Sixth St. E. 1 block from Phair to Frenette	•						•						•			7.5							•						Colonization and 2nd, 3rd + 5th St - no lined crosswalk
	B Frenette Ave.	Frenette between Sixth St. E & Fifth St. E.	•						•					•				11							•						
	C Frenette Ave.	Frenette between Fifth St. E & First St. E.	•						•					•				11	•						•						
	D First St. East	First St. East - Frenette Ave. to Armit Ave.	•						•					•				11	•						•						
																															NE corner at Armit not dropped.
5.	Armit Ave. to Mclrvine Rd.																														
	A Armit Ave.	Armit Ave. from Parkway to 3rd. St. E.	•						•					•				11	•			•	•		•						
	B Third St. East	Third St. East to Mowat Ave.	•						•					•				11	•				•		•						
	C Mowat Ave. to Fourth St. West	Mowat Ave. to Central Ave. Second St. E. and/or monkey trail	•				•		•		•			•				11	•				•		•						3rd + Victoria; SW corner not dropped.
	D Fourth St. West	Fourth St. W. from Central to Wright Ave.	•						•					•				11	•				•		•						Monkey trail used frequently to cross from Third St. E. to Central Ave.
	E Fourth St. West	Holmes Ave. to Mclrvine Rd.	•				•		•							•								•							Barely a path through field/bush.
	F Mclrvine Rd.	Monkey trail to Kings Highway	•				•		•		•			•				7.5							•						This is town property. No lighting.
6.	Webster Ave.	Fourth St. W. to West End Sports Field	•						•					•				11							•						
7.	Kings Highway	Mclrvine Rd. to Walmart	•						•					•				13.5	•			•	•		•						
8.	Mclrvine Rd.																														
	A Mclrvine Rd.	Fourth St. W (monkey trail) to Sixth St. E.	•						•		•			•				7.5			•				•						
	B Sixth St. W.	Mclrvine Rd. to Lily Ave. N.	•						•						•			7.5							•						
9.	Colonization Rd. West																														
	A Colonization Rd. West	Kings Highway to Biddeson Rd.	•						•					•				7.5	•			•			•						
	B Colonization Rd. West	Biddeson Rd. to Oakwood	•						•					•				7.5							•						
		*Part of this may be out of town limits.																													
10.	Eighth Street Trails																														
	A Eighth St. Trails	Eighth St -. Trails to Portage Ave.	•						•							•		6							•						
	B Portage Ave.	Eight St. Sixth St.	•						•					•				11	•			•			•						
	C Portage Ave.	Sixth St. Rail Way Underpass	•						•					•				11	•						•						

SWOT Analysis

The purpose of this SWOT Analysis is to help evaluate the existing conditions against the criteria for a good Active Transportation Plan.

ON-ROAD BIKE PATH

Criteria for a good on-road bicycle path

- Ample space for cyclists to ride alongside traffic.
- Paved smooth lane.
- Appropriate and clear signage, painted lane.
- Direct route to destination.
- Vehicular speed to suit road sharing.

Existing Conditions - Fort Frances Infrastructure

Strengths

- Roads are wide enough to be reconfigured.

Weaknesses

- No dedicated on-road bike lanes.
- Limited space for cyclists to ride in downtown commercial district due to on street parking.

Opportunities

- 11m (36') wide streets can accommodate bike lanes.
- Reduce vehicular speed limit where appropriate.
- Reconfigure on-street parking to accommodate bicycle lane.

Threats

- Cyclist's use of uses sidewalk if there is no on-road bike path.
- Cyclists must contend with traffic.
- *Logging truck route is along main roadways.

OFF-ROAD PATHS

Criteria for a good off-road bicycle/small wheels & pedestrian path

- Separate cycling, in-line skating and walking paths.
- Wide sidewalks and paths.
- Room for two way traffic.
- Continuous barrier free route.
- Comfortable slope.
- Interesting or stimulating aesthetic.
- Destination points on route.
- Rest stops with benches & trash receptacles.
- Well-lit sidewalks and trails.
- Adequate way finding signage.
- Parking lots at primary trails access points.
- Identification and way finding signage.
- Good connections between neighbourhoods.

Existing Conditions - Fort Frances Infrastructure

Strengths

- Excellent off-road dedicated path along waterfront.
- 8th Street Trails.

Weaknesses

- Linkages – in all directions.
- Safe bicycle parking.



Figure 5: Wide streets in Fort Frances, Frenette Avenue



Figure 6: Existing Off-Road Bicycle Path, Colonization Road

- Lack of public washrooms.

Opportunities

- Improve linkages between off-road and on-road routes.
- Improve signage.
- Improve amenities along all routes.
- Safety education at school and recreation centres.

Threats

- CNR Railway Tracks – very few crossing opportunities.
- *Logging truck route is along main roadways.

LINKAGES

Criteria for good linkages

- Direct route from origin to destination.
- Safe crossings.
- Clear signage.
- Route information available so people may plan their course.

Existing Conditions - Fort Frances Infrastructure

Strengths

- Roads are wide enough to be reconfigured.

Weaknesses

- No direct linkage from east to west.
- One main artery from north to south.
- Railway track crossings from north to south.
- Must cross truck route to get to La Verendrye Parkway.

Opportunities

- Improve linkages across major roadways and truck routes.
- Plan routes from origin to destination.
- Reduce vehicular speed limit where appropriate.
- Safety education at school and recreation centres.

Threats

- CNR Railway Tracks
- *Logging truck route is along main roadways.



Figure 7: Existing monkey trail connecting Central Avenue and Fourth Street West

CROSSWALKS

Criteria for good crosswalks

- Have clearly marked & safe (walk signals, painted lines and signage).
- Have traffic signals that allow for enough time to cross the street safely.
- Do not make a person wait too long to cross the intersection.

Existing Conditions - Fort Frances Infrastructure

Strengths

- Wide, painted, dropped curb crossings along Scott St.

Weaknesses

- Very limited controlled crosswalk with lights and painted lines.
- Pedestrian traffic signals exist crossing north and south, but not crossing east and west in the Downtown.
- Some painted crosswalks have been covered by asphalt repair.
- No pedestrian crossings at railroad track other than Portage subway.



Figure 8: Crossing at the corner of Mowatt Avenue and Second Street East

Opportunities

- Safe pedestrian crossings at railways tracks.
- Improve signage.
- Reduce vehicular speed limit where appropriate.
- Safety education at school and recreation centres.

Threats

- CNR Railway Tracks
- *Logging truck route is along main roadways.

BIKE STORAGE OR PARKING**Criteria for good bike storage and parking**

- Provide a safe or secure place to park bike at destination.

Existing Conditions - Fort Frances Infrastructure**Strengths**

- Public amenities & destinations points can accommodate bike storage.
- Weaknesses
- Lack of lockable bike storage.

Opportunities

- Provide well-lit and highly visible bike parking at destination points.
- Provide employees with well-lit and monitored lockable bike storage at work (Mill, Hospital)

Threats

- Theft if no lockable storage/parking is available.

SIGNAGE**Criteria for good signage**

- Clear and legible – universal symbols.
- On route signage.
- Road markings.
- Trail and route maps.

Existing Conditions - Fort Frances Infrastructure**Strengths**

- Roads are wide enough incorporate road markings.

Weaknesses

- Lack of road markings.

Opportunities

- Improve signage along routes.

Threats

- Conflict between vehicular traffic, pedestrians and cyclists if route designation is not clear.
- CNR Railway Tracks
- *Logging truck route is along main roadways



Figure 9: La Verendrye Parkway Signage

EDUCATION

Criteria for good education

- Bicycle and small wheels safety courses.
- Road sharing information.
- Promote health, wellness and environmental benefits.

Existing Conditions - Fort Frances

Strengths

- 7.5% population bike or walk to work (2001 Census, Statistics Canada)
- Established and informal groups exist: Borderland Bicycle Club, Rendezvous Yacht Club, running group.

Weaknesses

- Lack of active transportation routes.

Opportunities

- Early education curriculum.
- Safety education at school and recreation centres.
- Public campaign.

Threats

- Lack of funding.



Figure 10: Tricycle Race

Barriers and Potential Problem Areas

The main barriers to implementation of the Active Transportation Plan are:

- The logging truck route along the La Verendrye Parkway and other main roadways
 - The Abitibi Consolidated Pulp and Paper Mill is located just north of the customs crossing and west of the business district. The Shevlin Wood Yards are located on the waterfront, north of the Sorting Gap Marina. Both industries are located in the centre of Fort Frances, adjacent to major roadways and visitor routes. Logging truck traffic is frequent and constant along roadways that are prime locations for active transportation routes.
- Limited crossings of the rail line, which divides the north and south sides of Fort Frances
 - There are only 4 rail line crossings to access north or south Fort Frances. Three of the crossings are east of the main Portage underpass and the fourth crossing is at the west end of town. There are a number of locations where pedestrians or cyclists can cross but these crossings are potentially very dangerous.
- Habitual behavior with regard to daily activities such as, going to and from work, grocery shopping, visiting family and friends
 - Fort Frances residents, like most Canadians, are reliant on the car as a means of everyday transportation. We drive to most of the places we have to get to on a daily basis. Changing those habitual activities is a barrier to Active Transportation and a challenge to meet. The benefits of better health and more respectful use of the environment are both compelling reasons to change these habits.



Figure 11: Logging truck leaving Shevlin Wood Yard



Figure 12: Monkey Trail crossing CNR rail line at Victoria Avenue

FUTURE NEEDS ANALYSIS

Fort Frances Demographics

Town of Fort Frances Demographic Makeup

Source:

2001 Statistics Canada Census

Town of Fort Frances - 2001

Statistics Canada. 2007. Fort Frances, Ontario (table). 2006 Community Profiles.

2006 Census. Statistics Canada Catalogue no. 92-591-XWE.

Ottawa. Released March 13, 2007. <http://www12.statcan.ca/english/census06/data/profilcommunity/Index.cfm?Lang=E> (accessed July 24, 2007).

Note:

Highlighted items to be released December 4, 2007

	Topic	2001 Census		2006 Census	
A	Population Total				
	2006			8103	
	2001	8315			
	1996	8790			
	% Pop. Change 2001-1996	-5.40%			
	% Pop. Change 2006-2001			-2.50%	
B	Age		% of population		% of population
	0-4	465	5.6	430	5.31
	5-14	1115	13.4	1030	12.7
	15-19	545	6.6	550	6.8
	20-24	450	5.4	465	5.7
	25-44	2255	27.1	1905	23.5
	45-54	1170	14.1	1280	15.8
	55-64	790	9.5	915	11.3
	65-74	720	8.7	660	8.1
	75-84	590	7.1	610	7.5
	85+	220	5.3	260	3.2
	Median Age	40.2		42.3	
C	Language		% of population		
	Total	8155			
	English only	7325	89.8		
	French only	145	1.8		
	English and French	20	0.2		
	Other Languages	370	4.5		
	• English used most often at work				

	Topic	2001 Census		2006 Census	
D	Immigration Characteristics				
	Total	8155	% of population		
	Canadian-born population	7715	94.6		
	Foreign-born population	440	5.7		
	• Immigrated before 1991	400			
	• Immigrated between 1991-2001	40			
E	Visible Minority Population				
	Aboriginal	1085			
	Chinese	30			
	South Asian	15			
	Black	15			
	Arab	10			
	Multiple visible minorities	15			
	All others	8075			
F	Ethnic Groups				
	English	34%			
	Scottish	27%			
	Canadian	25%			
G	Income				
	Median individual income	\$30,820			
	Median family income - Couple families	\$63,441			
	Median family income - Lone parent families	\$25,936			
H	Unemployment Rate	7.1%			
I	Place of Work Status		% of population		
	Abitibi Consolidated Inc.	800	9.6		
	Rainy River District School Board	450	5.4		
	Riverside Health Care	240	2.9		
	Town of Fort Frances	160	1.9		
	Canada Safeway	140	1.7		
J	Modes of Transportation to Work		% of population		
	Total - All modes	3625	43.6		
	Car, truck, van - As driver	2640	31.7		
	Car, truck, van - As passenger	310	3.7		
	Public transit	10	0.1		
	Walked or bicycled	620	7.5		
	Other method	45	0.5		

	Topic	2001 Census		2006 Census	
K	Labour Force by Industry				
	Health/Social Science	18%			
	Manufacturing	16%			
	Trade	15%			
	Tourism	8%			
	Education	7%			
	Construction	6%			
	Government	6%			
	Finance/Insurance	4%			
	Communication	3%			
	Transportation	3%			
	Agriculture	1%			
	Finance/Insurance	4%			
L	Town Revenue and Expenditures				
	Net Required Taxation	38.1%			
	Community Services	25.2%			
	Operations and Facilities	17.7%			
	Corporate	10.9%			
	Administration and Finance	6.6%			
	Planning and Development	1.5%			

Fort Frances Visitor Profile

The following describes Fort Frances Visitor activity, as reported in Reinventing Fort Frances Report, 2002:

- Fort Frances is the gateway to Sunset Country
- The United States is the most significant market area for Fort Frances to consider in its pursuit to expand its role in tourism.
- About 420,000 American visitors cross the border each year (another 100,000 cross at Rainy River)
- About 240,000 American visitors stay overnight or longer in Canada
- Most of the American visitors to Sunset Country enter Canada at Fort Frances. Most visitors to Sunset Country are American.
- Most of these visitors do not contribute a lot to Fort Frances (other than traffic congestion). Their destination is elsewhere in Sunset Country.
- About 170,000 Americans cross for same day trips...over 400 people every day during the winter and over 500 people every day during the summer...what do these people do?
- The tourism industry in Northwestern Minnesota is at least twice as large as Sunset Country. These people are recreating within 2 hours of Fort Frances.
- International Falls, Minnesota shares many of the same issues as Fort Frances

The following describes Ontario's current and future visitor activity according to statistics and projections researched by the following sources:

Province of Ontario, Ministry of Tourism. Ontario Tourism Outlook 2007-2011 – Forecasted in June 2007.

On line: <http://www.tourism.gov.on.ca> (accessed 15 October 2007).

Government of Canada, Canada Border Services Agency. Travel Documents for Crossing the Border. On line:

<http://www.cbsa.gc.ca/agency/whti-ivho/menu-e.html> (accessed 15 October 2007).

- A strong Canadian dollar has increased outbound travel from Ontario to the U.S. while inbound U.S. visits have decreased. The ongoing strength of Canadian dollar will contribute to a continuation of these trends over the next few years.
- Ontario inbound visits rose 1.4% in 2006 to 114.8 million visits. Inbound visits are expected to grow in 2007 and 2008, up 2.3% and 1.8% respectively. Growth over the five years to 2011 will be weaker, averaging 1.2% per year, mainly due to the impact of The Western Hemisphere Travel Initiative (WHTI) on U.S. visits to Ontario.
- WHTI is a U.S. law that will require all travellers, to present a valid passport or other secure document when travelling to the United States from within the western hemisphere.



Figure 13: Canada Customs - Fort Frances

- Until the summer 2008 at the earliest, Canadian citizens driving or boating to the United States do not need a passport to cross the Canada-U.S. border.
- At this point in time there are no provisions for U.S. travelers to present a valid passport when traveling to Canada.
- Future trends that may inhibit U.S. travelers from visiting Canada are new passport regulations, high fuel prices and the strong Canadian dollar.
- The number of total visits by intra-provincial travellers is expected to grow to 98.3 million in 2011, reflecting an average annual compound rate of 1.6%.
- Visits from U.S. travelers to Canada from 2006 through 2011 has been projected to decline by 1.7% per year on average with same day and leisure travel experiencing the largest declines.
- Travel from overseas origins is expected to increase in the coming five years as strong economic fundamentals support average annual growth of about 4.9% per year through 2011.
- It is predicted that the number of visitors from other provinces to Ontario will be decline at an annual average of 0.2% per year through 2011. Part of this sluggish growth relates to the stronger Canadian dollar that will favour Canadian travel to the U.S. and overseas countries and reduce the growth of travel within Canada.

Considering these projections, the most significant market area for Fort Frances to consider in its pursuit to expand its role in tourism is intra-provincial, or Ontario, tourists.



Figure 14: Tourism in Fort Frances

Parks, Greenspaces, Recreation Facilities – Future Needs and Linkages

Fort Frances has a number of parks, playing fields and green walkways. Its location, on the Rainy River, is an obvious asset to the town. All of these green amenities can contribute to development of a strong Active Transportation network. The following improvements will reinforce the uses of green spaces and their roles in improving the AT network in Fort Frances.

- Currently, there is only one public washroom in Legion Park. More public washroom facilities in major green spaces are required.
- Facilities to safely store bicycles, etc. are lacking throughout Fort Frances greenspaces, parks and along the waterfront.
- There are gaps in linkages between greenspaces. The development of a continuous pathway system, linking parks and greenspaces throughout Fort Frances will help to encourage cycling, walking and other means of active transportation on a daily basis.



8th Street Walking Trails



Lions Memorial Park



Pither's Point Park



Royal Canadian Legion Park

Figure 15 - Parks in Fort Frances

Current Active Transportation Activity

Fort Frances citizens are currently involved in recreational, health conscious activities as evident in the following list of clubs that regularly host events directly related to Active Transportation. The implementation of an Active Transportation Plan will lead to improved trail systems and venues and will encourage more activities of this nature.

1. Rendez-Vous Yacht Club
 - Sails from the Rendez-Vous Docks
 - Participates in community sailing and racing
2. Fit For Life Kids Running Club "A great way for kids to get in shape or stay in shape for other sports/activities. This running club provides a positive focus, builds self-esteem and encourages healthy lifestyles." Program at Memorial Sports Centre
3. The WoodSPORT International Marathon is a unique running event, spanning two countries, three communities and miles of scenic terrain. Runners travel along beautiful Rainy Lake and Rainy River through Ranier, International Falls USA, then travel across an international border and Fort Frances, Canada, ending at the waterfront. After the race, participants are ferried a short way back to the USA, via a "Boat Parade" through international waters. Currently, people of all ages and abilities are welcome to participate in the half-marathon or 10K run/walk. It is the hope of organizers that the WoodSPORT International Marathon will continue to grow into a world-class event featuring a full marathon.
4. Borderland Bicycle Club, Fort Frances, Ontario / International Falls, Minnesota
 - a. Easy Wheeler (Casual)

Members enjoy a 15-20 km ride at speeds between 12-18 km/h. This is a relaxed pace that makes it easy to catch up with friends and for younger members to keep up with the adults.
 - b. Rockin' & Rollin' (MTB)

Members enjoy a challenging 7 km loop of pure NW Ontario Mountain biking single-track. A loop takes 45-60 minutes at an average speed of 7-10 km/h. Two loops or more in one day earns you hardcore status!
 - c. River Road Ramble - This recreational, family-friendly ride starts at the Public Landing below the water tower at the bottom of McIrvine Road and travels west for 10 to 50 km along beautiful Highway 602. (annual)



Figure 16: Rendez-Vous Yacht Club



Figure 17: Memorial Sports Centre



Figure 18: WoodSPORT International Marathon



Figure 19: Borderland Bicycle Club

- d. **The Run For Recovery**
In partnership with Parents Against Illicit Narcotics (PAIN), the Borderland Bicycle Club hosts the Run for Recovery. It is held at the Reef Point/Hopkins Bay Multi Use Trail. Participants choose between a 7 km trail run or a 3.5 km walk. The emphasis is on hiking for health.
- e. **Purina Walk for Guide Dogs**
This is a community walk, hosted by the Leo's Club.
- f. **Rainy River Nordic Ski Club** has a membership of 40 and is a member of Cross Country Canada, the national sport governing body for cross-country skiing in Canada.
- g. **Borderland Bicycle Club** has expressed interest in improved routes outside of Fort Frances. The following routes have been noted as desirable for multi-use trails:
 - Link to multi-use trail along Highway 11 in the US
 - Route along Reef Point to Kouchiching
 - River Road, going west
 - Route to Devlin / Emo / Stanjikoming



Figure 20: Purina Walk for Guide Dogs



Figure 21: Cross Country Canada

FORT FRANCES ACTIVE TRANSPORTATION PLAN VISION

Vision for Fort Frances' Active Transportation Plan

A vision for Active Transportation in Fort Frances can be captured in a minds-eye image of the future. Picture town residents and tourists of all ages and different abilities cycling, walking, in-line skating, skateboarding and using other active modes for simple pleasure or to travel to their destination. Perhaps they are out for an evening walk to the park, or cycling to work or the grocery store. In that picture, you can see young children pedaling to the playground and seniors walking to meet friends at the coffee shop. You note that some of the people in this image are cycling on the road and walking on the sidewalk while others are sharing a pathway with multiple types of Active Transportation users.

Note how the surface conditions of these roads, sidewalks and pathways are well maintained and suit a variety of travel modes. The various routes blend both on-road and off-road sections to create a network that leads to popular destinations, including major workplaces, schools, community centres, parks, restaurants, shopping areas and more. The routes are well marked, with both way finding signage as well as signs that direct visitors and residents alike to cultural and heritage points of interest.

Bike racks are available at multiple locations throughout the community and residents know where to find them. Washrooms and rest areas are provided at key spots. Safety courses are available to residents of all ages to increase their skill and confidence on the road or trail, and an educational campaign has increased motorists' awareness of how to safely share the road with cyclists. Active users on the road are segregated from heavy truck traffic and all routes are accessible year-round, with snow clearing in winter and cleaning of debris in spring.

In this picture, the residents of Fort Frances are aware of the various Active Transportation options available to them and many are participating. This increased physical activity has resulted in a healthier population overall and played a role in reducing obesity levels, improving heart health, and generally reducing risk factors for a range of diseases including type 2 diabetes, arthritis and cancer. The health of the environment has also improved with fewer vehicles on the road, resulting in reduced greenhouse gas emissions, smog and particulate matter from personal transportation. Visitors are pleasantly surprised to discover they can easily walk or cycle to get around in the community, and choose to stay an extra day or return for another holiday. Fort Frances is recognized as a forward-thinking community and quality of life is enhanced, with more opportunities for residents to be active, healthy and environmentally responsible. This becomes one



Figure 22: Multi-Use Path Way

of the reasons young people choose to find work and raise their families in Fort Frances. And as an added benefit, the Active Transportation network has created a stronger sense of community through increased opportunities for residents to intermingle.

That is the picture. The VISION.

Creating The Reality

Turning this vision into action will require a phased approach over time. It will need to build upon existing infrastructure and programs, and ensure policies that support and integrate Active Transportation into all capital projects. It will need to engage decision-makers from a wide variety of fields: public works, transportation, education, community development, recreation, health, environment, and tourism among others.

It will require a range of infrastructure and programming solutions, such as on-road bike lanes, reduced vehicular speed limits where appropriate, repaving and maintaining surfaces, traffic signals adequately timed to allow safe crossing for pedestrians of all ages, safe railway crossings, new trail development to link routes and destinations, addition of sidewalks and controlled intersections, signage and road markings, route maps, bike racks, and safety courses and share-the-road or -path education, and a public awareness campaign among other options.

Building on What We Have

Fort Frances is well positioned to embark upon an Active Transportation Plan. The infrastructure already in place along the La Verendrye Parkway, along with the work in progress for the Heritage Tourism Plan, will contribute greatly to the development of the ATP.

As demonstrated earlier in the report, there are a number of regular activities and events that meet the goals of AT. This planning process recognizes the benefits of building upon the work that has been done and on being able to draw from the citizens who are currently active proponents and who recognize the value of Active Transportation.

The following plan is built upon this strong foundation.



Figure 23: Off-Road Trail



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/101**

TO: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 4, 2018
SUBJECT: Councillor Wendy Brunetta – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$1,034.32 and Schedule “F” – Mayor/Council Honorarium in the amount of \$880.00 for attendance at the AMO Conference held in Ottawa, ON from August 19 - 22, 2018, as submitted by Councillor Wendy Brunetta.

Conference Expenses

1.	Meals	\$ 360.00
2.	Accommodations	128.10
3.	Ground Transportation (Gas & Taxi expenses)	159.47
4.	Airfare (Porter flight)	<u>386.75</u>
		\$1,034.32
5.	Per Diem (5 ½ days)	<u>880.00</u>
	Total Per Diem & Travel Claims	<u>\$1,914.32</u>

The registration fee of \$881.40 and \$884.94 hotel accommodations was paid by the Town resulting in the total cost of \$3,680.66 to attend the AMO Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$1,914.32 as submitted by Councillor Wendy Brunetta for her attendance at the AMO Conference in Ottawa, Ontario from August 19 - 22, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$1,914.32 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Conference in Ottawa, Ontario from August 19 - 22, 2018.

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

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	AMO Conference							
	Location (Facility and City)	Ottawa							
	Dates	Apr 18-23, 2018							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								128.10
	Transportation								386.75
	Breakfast	20.00	20.00	20.00		13.00			562.73
	Lunch	25.00	25.00	25.00	25.00			17.00	73.00
	Dinner	45.00	45.00		35.00			45.00	117.00
	Per Diem	160.00	160.00	160.00	160.00	80.00		160.00	360.00
	Other Taxi	35.00							35.00
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
	Mileage Claimed	625	KM x CRA rate =					124.47	
6.	Approved								Total Expenses
									Advance Received
									Balance Claimed
									Balance Refunded

The agenda must be attached to process payment

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

Aug. 24, 2018
 Date

Wendy Brunetta
 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Canadian Tire #1391
943 Fort William Rd.
Thunder Bay, Ont.
P7B 3A6

807-346-8070

2018-08-17 18:44:58 TRANS #: 353532
HST: R100773019
Paypoint : 01K

FUEL	(L)	(\$/L)	(\$)
Pump 11			
Regular	49.325	1.449	71.47

HST INCLUDED IN FUEL \$ 8.22

TOTAL \$ 71.47

Purchase
MasterCard *****4158
Reference #: 66026432 0010010011 C
Authorization # 03690Z
Invoice #: 195077
Sequence #: 0269

MasterCard
A0000000041010
0000008000
E800

01/027 APPROVED - THANK YOU

Become a member of the Triangle
Rewards program today at
www.triangle.com. Collect CT Money
to redeem at Canadian Tire.

Save 10 cents a
litre. ASK us HOW!

TELL US HOW WE DID
TELLCDNTIREGAS.COM
THANK YOU FOR YOUR
BUSINESS

-- IMPORTANT --

Retain This Copy For Your Records

--- Customer's Copy ---

Safeway
417 Scott Street
Fort Frances, ON P9A1H3

STORE NO: 4809
GST/HST#: 831536503

Inv#: 9058571
Trans: Pre-Auth
Completion
*****4158
/ C
MasterCard
AID: A0000000041010
Seq#: 098001001009
Terminal ID: S4809C04
Auth No: 07661Z
ACI/ISO: 001/00
Date: 24/08/2018
Time: 3:39:23 PM

TVR 0080008000
TSI E800
APPROVED

VERIFIED BY PIN

Pump # : 4-Regular
Vol : 39.292 L
Price/L: \$1.349
Total: \$53.00

Fuel Includes:
GST/HST(13%): \$6.10

You Saved
5 Cents/L
Total Savings: \$1.96





GROCERY COUPON

Save \$1.38 on your
next grocery purchase
at Safeway!
Offer valid until
10/23/2018.

Coupon cannot be
exchanged for cash.

Some exclusions
apply.

See Customer Service
for full details.

BLUELINE		Job #
RECEIPT FOR CAB FARE		
Amount	\$35.00	Date Aug 19/18
From	Adams's Inn	
To	Westin	
Cab No.	409	Driver
H.S.T. Included in meter fare		   

porter

Booking Receipt

Thank you for booking with Porter.
Your payment has been received.

Booking date
Jul 12, 2018

Confirmation number
BBI9JK

Kenneth Elias Perry 4660011443 \$324.59 CAD

Flights \$324.59

PD 235 Thunder Bay (YQT) to Ottawa (YOW) Aug 18, 2018 at 12:50 PM \$109.00
Standard Fare

Taxes, Fees and Charges \$45.95

Air Traveller Security Charge \$7.12

NAV and Surcharges \$21.00

Harmonized Sales Tax (HST) \$17.83

PD 238 Ottawa (YOW) to Thunder Bay (YQT) Aug 22, 2018 at 4:45 PM \$99.00
Standard Fare

Taxes, Fees and Charges \$70.64

Air Traveller Security Charge \$7.12

NAV and Surcharges \$21.00

Airport Improvement Fee \$23.00

Harmonized Sales Tax (HST) \$19.52

Laurel Ann Perry \$386.75 CAD

Flights \$324.59

PD 235 Thunder Bay (YQT) to Ottawa (YOW) Aug 18, 2018 at 12:50 PM \$109.00
Standard Fare

Taxes, Fees and Charges \$45.95

Air Traveller Security Charge \$7.12

NAV and Surcharges \$21.00

Harmonized Sales Tax (HST) \$17.83

PD 238 Ottawa (YOW) to Thunder Bay (YQT) Aug 22, 2018 at 4:45 PM \$99.00
Standard Fare

Taxes, Fees and Charges		\$70.64
Air Traveller Security Charge		\$7.12
NAV and Surcharges		\$21.00
Airport Improvement Fee		\$23.00
Harmonized Sales Tax (HST)		\$19.52
Baggage		\$62.16
Thunder Bay (YQT) to Ottawa (YOW)	First Checked Bag	\$27.50
	HST	\$3.58
Ottawa (YOW) to Thunder Bay (YQT)	First Checked Bag	\$27.50
	HST	\$3.58
Wendy Jeanne Brunetta		\$386.75 CAD
Flights		\$324.59
PD 235 Thunder Bay (YQT) to Ottawa (YOW)	Aug 18, 2018 at 12:50 PM	\$109.00
Standard Fare		
Taxes, Fees and Charges		\$45.95
Air Traveller Security Charge		\$7.12
NAV and Surcharges		\$21.00
Harmonized Sales Tax (HST)		\$17.83
PD 238 Ottawa (YOW) to Thunder Bay (YQT)	Aug 22, 2018 at 4:45 PM	\$99.00
Standard Fare		
Taxes, Fees and Charges		\$70.64
Air Traveller Security Charge		\$7.12
NAV and Surcharges		\$21.00
Airport Improvement Fee		\$23.00
Harmonized Sales Tax (HST)		\$19.52
Baggage		\$62.16
Thunder Bay (YQT) to Ottawa (YOW)	First Checked Bag	\$27.50
	HST	\$3.58
Ottawa (YOW) to Thunder Bay (YQT)	First Checked Bag	\$27.50

HST

\$3.58

Total cost \$1,098.09 CAD

Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
Jul 12, 2018	Visa xxxx-xxxx-xxxx-3306	Approved 052105	\$1,098.09
Total paid			\$1,098.09 CAD
Total owing			\$0.00 CAD

GST/HST Number

841583271

QST Number

1212573775

Wendy Brunetta

From: "Ken Perry" <lakracer@yahoo.ca>
Date: July 12, 2018 2:33 PM
To: <laurelp@hotmail.ca>; <wendyb7@shaw.ca>
Subject: Fwd: Porter Airlines Itinerary - Thunder Bay - Ottawa - Sat 18 Aug 2018

Sent from my iPhone

Begin forwarded message:

From: Porter Airlines <PorterAirlines@flyporter.com>
Date: July 11, 2018 at 11:41:16 PM CDT
To: lakracer@yahoo.ca
Subject: Porter Airlines Itinerary - Thunder Bay - Ottawa - Sat 18 Aug 2018

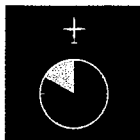
porter

Thank you for flying Porter

Booking status: **Confirmed**
Porter confirmation number: **BB19JK**

Check In Online

within 24 hours of departure



Boarding closes 10 minutes prior to departure so we can all depart on time.

SAT 18 AUG 2018
THUNDER BAY, CA (YQT) TO OTTAWA, CA (YOW)

PD 235



12:50 PM

Thunder Bay, CA (YQT)

Arrive at airport by 11:50 AM



4:24 PM

Ottawa, CA (YOW)

Duration: 3hr 34min

1 stops: Toronto

Seats not assigned

WED 22 AUG 2018
OTTAWA, CA (YOW) TO THUNDER BAY, CA (YQT)

PD 238



4:45 PM

Ottawa, CA (YOW)

Arrive at airport by 3:45 PM



8:29 PM

Thunder Bay, CA (YQT)

Duration: 3hr 44min

1 stops: Toronto

Seats not assigned

[Modify Your Booking](#)

PASSENGERS

Kenneth Elias Perry

[Join VIPorter](#)

[Log In](#)

Laurel Ann Perry

[Join VIPorter](#)

[Log In](#)

Wendy Jeanne Brunetta

[Join VIPorter](#)

[Log In](#)

BAGGAGE POLICY



Checked baggage policy

	1st bag		2nd bag		Weight fee per bag above 23kg
	Pay in advance	Pay at airport	Pay in advance	Pay at airport	
Thunder Bay - Ottawa Standard fare	\$27.50 - \$31.62	\$37.50 - \$43.13	\$37.50 - \$43.13	\$47.50 - \$54.63	\$77.50 - \$89.13
Ottawa - Thunder Bay Standard fare	\$27.50 - \$31.62	\$37.50 - \$43.13	\$37.50 - \$43.13	\$47.50 - \$54.63	\$77.50 - \$89.13

If you have prepaid for your checked baggage and are traveling with a partner airline, please be prepared to present your itinerary at the airline check-in counter.

[See full checked baggage rules](#)



Carry-on allowance

Your carry-on allowance is based on the fare you've purchased.

	Standard carry-on article	Personal item
	Size: 40 x 23 x 55 cm (16 x 9 x 22 in) Weight: 9 kg (20 lb)	Size: 43 x 16 x 33 cm (17 x 6 x 13 in) Examples: purse or laptop bag
Thunder Bay - Ottawa Standard fare	✓	✓
Ottawa - Thunder Bay Standard fare	✓	✓

If you exceed your carry-on allowance or if your carry-on is overweight or oversized, it will need to be checked in for a fee.

[See all carry-on baggage rules](#)

Ticket Information

Ticket Number: PD 2840805468	Passenger: AVIS ROY MR	CAD	417.25
	V.A.T./G.S.T./H.S.T.	CAD	54.24
Ticket Number: PD 2840805469	Passenger: BROWN DOUGLAS MR	CAD	417.25
	V.A.T./G.S.T./H.S.T.	CAD	54.24

SubTotal:	CAD	994.12
------------------	-----	---------------

Total V.A.T./G.S.T./H.S.T.:	CAD	131.36
------------------------------------	-----	---------------

TOTAL AMOUNT DUE:	CAD	1125.48
--------------------------	-----	----------------

 $\frac{1}{2}$

562.73

If you no longer wish to receive these emails please contact: PHERR@SHAW.CA



From: Events@amo.on.ca
To: Town
Cc: events@amo.on.ca
Subject: Your registration details for 2018 AMO AGM & Annual Conference
Date: Thursday, July 26, 2018 6:35:12 AM



Association of Municipalities of Ontario
200 University Ave., Suite 801, Toronto, Ontario M5H 3C6

Meeting Confirmation

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

You have been registered for **2018 AMO AGM & Annual Conference**
 8/19/2018 through 8/22/2018
 Hosted By the City of Ottawa
 Ottawa

Coordinators:

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344
 All other inquiries: Nav Dhaliwal - ndhaliwal@amo.on.ca | 416-971-9856 x330

You are registered for the following:

Function	Quantity	Unit Price
Regular - Package B	1.00	\$780.00
Northern Caucus Voting	1.00	\$0.00

Subtotal	\$780.00
Tax	\$101.40
Total	\$881.40
Payments	\$881.40
Balance	\$0.00

Total HST: \$101.40
 HST Remittance Number: 106732944RT0001

We can also confirm:

Your dietary requirements as:

The Westin Ottawa
 11 Colonel By Drive
 Ottawa, ON K1N 9H4
 Canada
 Tel: 613-560-7000 Fax: 613-234-5396

WESTIN®

HOTELS & RESORTS

Mr. Wendy Brunetta
 916 PORTAGE AVE N
 FORT FRANCES, ON, P9A 2A8
 2H12AA - AMO 2018 Annual General Meetin

Page Number	:	1	Invoice Nbr	:	420041
Guest Number	:	1371186			
Folio ID	:	E			
Arrive Date	:	19-AUG-18	10:17		
Depart Date	:	22-AUG-18	10:37		
No. Of Guest	:	1			
Room Number	:	621			
Club Account	:	SPG - A1122			

Copy

Tax ID : 811719848RT0001

The Westin Ottawa AUG-22-2018 12:38 CPROV571

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-AUG-18	DEPOSIT	Deposit-VI-4697		-884.93
19-AUG-18	RT621	Room	251.00	
19-AUG-18	RT621	Tax-HST Rooms	32.63	
19-AUG-18	RT621	Municipal Accomodation Tax	10.04	
19-AUG-18	RT621	Municipal Accomodation Tax HST	1.31	
20-AUG-18	RT621	Room	251.00	
20-AUG-18	RT621	Tax-HST Rooms	32.63	
20-AUG-18	RT621	Municipal Accomodation Tax	10.04	
20-AUG-18	RT621	Municipal Accomodation Tax HST	1.31	
21-AUG-18	RT621	Room	251.00	
21-AUG-18	RT621	Tax-HST Rooms	32.63	
21-AUG-18	RT621	Municipal Accomodation Tax	10.04	
21-AUG-18	RT621	Municipal Accomodation Tax HST	1.31	
22-AUG-18	rounding	ADJ CASH ROUNDING		-0.01
** Total			884.94	-884.94
*** Balance			-0.00	

Continued on the next page

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	AMO Conference
Location	Ottawa, ON.
Dates	Apr 18-23, 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug 20	Aug 21	Aug 22	Aug 23		Aug 18	Aug 19	
Amount	160.00	160.00	160.00	80.00		160.00	160.00	880.00

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Apr. 24, 2018

To be submitted to Payroll for processing when approved by Council

Ministers' Forum

Participant list is accurate as of 14 August, 2018. Ministers are listed alphabetically by ministry.

- **Hon. Ernie Hardeman**, Minister, Agriculture, Food and Rural Affairs
- **Hon. Caroline Mulroney**, Minister, Attorney General
- **Hon. Lisa MacLeod**, Minister, Children, Community and Social Services
- **Hon. Michael Tibollo**, Minister, Community Safety and Correctional Services
- **Hon. Jim Wilson**, Minister, Economic Development, Job Creation and Trade
- **Hon. Lisa Thompson**, Minister, Education
- **Hon. Greg Rickford**, Minister, Energy, Northern Development and Mines
- **Hon. Rod Phillips**, Minister, Environment, Conservation and Parks
- **Hon. Victor Fedeli**, Minister, Finance
- **Hon. Todd Smith**, Minister, Government and Consumer Services
- **Hon. Christine Elliott**, Minister, Health and Long-Term Care
- **Hon. Greg Rickford**, Minister, Indigenous Affairs
- **Hon. Monte McNaughton**, Minister, Infrastructure
- **Hon. Laurie Scott**, Minister, Labour
- **Hon. Steve Clark**, Minister, Municipal Affairs and Housing
- **Hon. Jeff Yurek**, Minister, Natural Resources and Forestry
- **Hon. Raymond Cho**, Minister, Seniors and Accessibility
- **Hon. Sylvia Jones**, Minister, Tourism, Culture and Sport
- **Hon. Merrilee Fullerton**, Minister, Training, Colleges and Universities
- **Hon. John Yakabuski**, Minister, Transportation
- **Hon. Peter Bethlenfalvy**, Minister, Treasury Board

Mobile Event App

Sponsored by AirBnb.

Enhance your experience by downloading **onAMO** the official AMOMobile app available for iOS, Android, and Blackberry. Download it today at <http://amo.quickmobile.mobi>

AMO Conference Fundraising

Location: Parliament Foyer, SCC

For \$20 enter to win - one ticket is all you need to win. Visit the Fundraising Station and support AMO's new Youth Engagement Initiative and buy your ticket early on Sunday and be entered to win at both trade show receptions!

Prizes include:

- 2019 AMO AGM and Conference Package, includes Package A registration and a guestroom at the Westin Hotel
- A Dahon SUV D6 foldable bike
- Getaway in the Sault package including flight and hotel
- Electronic Prizes: Instant Pot; Wi-Fi Doorbell; Star Trek Communicator and more...
- Gift Baskets
- Vote Here flags for your upcoming election and more...



2018 AMO AGM & Annual Conference:

Program Guide

Sunday, August 19

10:00 am to 12:00 pm Quebec, WH
Social Media Clinic

4:00 to 5:00 pm Governor General 2, WH
Will Autonomous Vehicles Change the Rules of the Road?

2:00 to 7:30 pm Canada Hall 2/3, SCC
AMO Trade Show

2:00 to 7:30 pm Booth 104, Canada Hall 2/3, SCC
Learning Lounge Sessions: Drop in moments to learn about AMO and LAS programs, projects and services.

- 2:00 pm: AMO Open Data Portal
- 2:45 pm: LAS solutions for Asset Management
- 3:15 pm: LAS solutions for Asset Management
- 4:15 pm: 2018 Municipal Election
- 5:45 pm: 99 Problems and Waste Is One. Bring Us Your Questions
- 6:30 pm: Meet and Greet the AMO Policy Staff

4:30 to 5:00 pm 202, SCC
Conference Orientation

5:30 to 7:30 pm Canada Hall 2/3, SCC
AMO Welcome Reception. Fundraising Draws starting at 6:15 pm.

8:00 to 10:00 pm Buses depart from Daly Street at 7:30
City of Ottawa Host Reception

Monday, August 20

7:30 am to 6:00 pm Canada Hall 2/3, SCC
AMO Trade Show

7:30 to 8:00 am Canada Hall 2/3, SCC
Jump Start with Java in the Trade Show

8:00 to 8:10 am Canada Hall 1, SCC
Opening Ceremonies

8:10 to 9:00 am Canada Hall 1, SCC
We Are On The Brink of A Revolution: The Future of Government

9:00 to 9:35 am Canada Hall 1, SCC
AMO Reports Out

- Message from the AMO President, Lynn Dollin
 - Report from AMO's Secretary Treasurer, Trevor Wilcox
- 9:35 to 10:00 am Canada Hall 1, SCC
Andrea Horwath, Leader, Ontario NDP and Official Opposition
- 10:00 to 10:30 am Canada Hall 2/3, SCC
Break with the Exhibitors

10:30 to 11:20 am Canada Hall 1, SCC
Citizens Perspectives for Municipal Election 2018

11:20 to 11:40 am Canada Hall 1, SCC
The Honourable Doug Ford, Premier of Ontario

12:00 to 5:30 pm Parliament Foyer, SCC
AMO Board Elections

12:00 to 1:15 pm Various
Caucus Lunches: Your badge indicates your lunch choice.

- County Governor General 3, WH
- Large Urban Nova Scotia/Newfoundland, WH
- Northern Les Saisons, WH
- Regional & Single Tier Governor General 1, WH
- Rural Confederation 2, WH
- Small Urban Provinces Ballroom, WH
- Non-Voting Confederation 1, WH
- Exhibitor Trillium Ballroom, SCC

1:15 to 1:45 pm Canada Hall 2/3, SCC
Dessert with Exhibitors

1:45 to 2:05 pm Canada Hall 1, SCC
John Fraser, Interim Leader, Ontario Liberal Party

2:05 to 2:55 pm Canada Hall 1, SCC
International Trade Agreements and Municipal Government

2:55 to 3:15 pm Canada Hall 1, SCC
Mike Schreiner, Leader, Green Party of Ontario

3:30 to 4:45 pm Various
Concurrent Sessions

- Home Grown Hydro - Turning Existing Infrastructure into Local Jobs and Energy..... 204, SCC
- Municipal Fiscal Health - What We Know..... 202, SCC
- Right-of-Way: Active Transportation and Health Promotion..... Confederation 3, WH
- Building Campuses: Enhancing Long-Term Cares and Services for Seniors..... Confederation 2, WH
- Modern Treaty-Making: The Algonquin Land Claim Governor General 3, WH
- Reliable, Electronic Municipal Records? Easy When Using Electronic and Digital Signatures..... Confederation 1, WH

4:45 to 6:00 pm Canada Hall 2/3, SCC
Power Down Reception. Fundraising Draws starting at 5:15 pm

Tuesday, August 21

8:00 am to 12:00 pm.....Parliament Foyer, SCC
AMO Board Elections

8:00 to 8:45 am Various
Insight Breakfasts

- Strategic Objectives for Smart Cities & Others.. Les Saisons, WH
- Providing Peace of Mind, One Warranty at a Time..... Nova Scotia/Newfoundland, WH
- Measuring and Sharing Progress on Infrastructure Investment Governor General 1, WH
- Talking Policy and Platforms in Municipal Election CampaignsConfederation 2, WH
- Municipal Infrastructure - The Dawn of a New Era..... Provinces 2, WH
- Digital Disruption and the Future of Payments ..Provinces 1, WH

9:00 to 10:15 am..... Various

Concurrent Sessions

- From Board to Tribunal: LPAT Helps and Hints..... Governor General 3, WH
- Adaptation in Our Communities: Storm Water Management and Flood Response..... Confederation 1, WH
- Human Resources Law Update Confederation 3, WH
- Spurring Rural Economic Activity: Challenges and Opportunities Governor General 2, WH
- A Check-Up on The Municipal Role on Health ...Ontario, WH
- Buckle Up! Big Changes are Coming to Recycling... 202, SCC
- What You Need to Know About Municipal Asset Management: Perspectives and Progress 204, SCC

10:15 to 10:40 am 4th Floor, WH/2nd Floor, SCC
Break

10:40 to 11:55 am.....Various

Concurrent Sessions

- Achieving GHG Reductions: The Smart Path..... Governor General 3, WH
- Supporting our Youth - Community Programs and Legal Non-Medical Cannabis..... Confederation 1, WH
- Hubs Coming to a Community Near You.....Ontario, WH
- On the Way to Inclusive Community Building..... 202, SCC
- Ambulance Dispatch - on the Cusp of Change-Perhaps . 204, SCC
- Innovative Solutions for Small Town Ontario..... Governor General 2, WH
- Enhancing MPAC's Municipal Partnerships Confederation 3, WH

11:55 am to 1:15 pm Various
Tuesday Learning Lunch: Your badge indicates your lunch choice.

- T1: Main Street Ontario: Heritage Meets Accessibility Provinces 1/2, WH
- T2: Protecting Motorists and Tow Operators through Regulation Governor General 1, WH
- T3: Fuelling Change: A Panel Session on Municipal Fleets.....Confederation 2, WH
- T4: Municipal Investment Income Potential with Prudent Investor Les Saisons, WH
- T6: Chronic Mental Stress . Nova Scotia/Newfoundland, WH

1:25 to 2:00 pm Canada Hall 1, SCC
Assessing the OMERS Plan Today to Meet the Future

2:00 to 2:10 pm Canada Hall 1, SCC
Vicki May Hamm, President, FCM

2:10 to 2:15 pm Canada Hall 1, SCC
AMO Board Election Results

2:15 pm Canada Hall 1, SCC
Final Fundraising Draw for Win Your Way to Ottawa Package.

2:15 to 2:20 pm..... Canada Hall 1, SCC
A Message from the Cement Association

2:20 to 2:35 pm Canada Hall 1, SCC
Remarks by Ontario Grand Chief RoseAnne Archibald, Chiefs of Ontario

2:35 to 2:50 pm Canada Hall 1, SCC
Presentation of

- AMO Honours; and
- AMO's Federal Gas Tax Awards

2:50 to 3:15 pm.....Parliament Foyer, SCC
Break

3:15 to 3:20 pm..... Canada Hall 1, SCC
P.J. Marshall Awards

3:30 to 3:45 pm..... Canada Hall 1, SCC
Honourable Steve Clark, Minister of Municipal Affairs and Housing

3:45 to 4:45 pm..... Canada Hall 1, SCC
Ministers' Forum

4:45 to 5:45 pm.....Parliament Foyer, SCC
Provincial Government Reception

6:30 to 8:30 pm Buses depart from Daly Street at 6:15
An Evening at the Canadian War Museum

Wednesday, August 22

8:00 to 8:45 am Various

Insight Breakfasts

- The Road Travelled: Managing Roads & Sidewalk Assets..... Governor General 2, WH
- Vision 100% Plastics Recovery through the 4Rs..... Governor General 1, WH
- Taking Greater Control of Your Energy Use: A Municipal Energy Profile..... Governor General 3, WH
- Partnerships: Beginning the Conversation . Provinces 2, WH
- Municipalities for Climate Innovation Program: Enabling Municipalities to Address Climate Change..... Nova Scotia/Newfoundland, WH

8:55 to 9:00 am Confederation Ballroom, WH
Incoming AMO President, Jamie McGarvey, Mayor, Town of Parry Sound

9:00 to 10:45 am Confederation Ballroom, WH
Cannabis and Communities - The Here and Now

10:45 to 11:00 am Confederation Ballroom, WH
Closing Remarks and Wrap Up Prize Draw



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/102**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 4, 2018
SUBJECT: Councillor Ken Perry – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$1,329.15 and Schedule “F” – Mayor/Council Honorarium in the amount of \$880.00 for attendance at the AMO Conference held in Ottawa, ON from August 19 - 22, 2018, as submitted by Councillor Ken Perry.

Conference Expenses

1.	Meals	\$ 360.00
2.	Hotel Accommodations (Ottawa & Thunder Bay)	336.59
3.	Ground Transportation (Gas & Taxi expenses)	179.06
4.	Airport Parking	66.75
4.	Airfare (Porter flight)	<u>386.75</u>
		\$1,329.15
5.	Per Diem (5 ½ days)	<u>880.00</u>
	Total Per Diem & Travel Claims	<u>\$2,209.15</u>

The registration fee of \$881.40 and \$884.94 hotel accommodations was paid by the Town resulting in the total cost of \$3,975.49 to attend the AMO Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$2,209.15 as submitted by Councillor Ken Perry for his attendance at the AMO Conference in Ottawa, Ontario from August 19 - 22, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$2,209.15 as submitted by Councillor Ken Perry for his attendance at the NOMA Conference in Ottawa, Ontario from August 19 - 22, 2018.



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/103**

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: September 4, 2018
SUBJECT: Mayor Roy Avis – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$361.05 and Schedule “F” – Mayor/Council Honorarium in the amount of \$640.00 for attendance at the AMO Conference held in Ottawa, ON from August 19 - 22, 2018, as submitted by Mayor Roy Avis.

Conference Expenses

1. Meals	\$ 237.00
2. Ground Transportation (Gas)	<u>124.05</u>
	361.05
3. Per Diem (4 days)	<u>640.00</u>
Total Per Diem & Travel Claims	<u>\$1,001.05</u>

The registration fee of \$881.40, hotel accommodations of \$1,865.04 and Air flight of \$562.74 was paid by the Town resulting in the total cost of \$4,310.23 to attend the AMO Conference as authorized by Council.

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

RECOMMENDATION

The Administration & Finance Executive Committee recommends approval of the Travel Expense and Per Diem claims in the total amount of \$1,001.05 as submitted by Mayor Roy Avis for his attendance at the AMO Conference in Ottawa, Ontario from August 19 - 22, 2018.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the Travel Expense and Per Diem claims in the total amount of \$1,001.05 as submitted by Mayor Roy Avis for his attendance at the NOMA Conference in Ottawa, Ontario from August 19 - 22, 2018.


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

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	AMO 2018 CONFERENCE							
Location (Facility and City)	OTTAWA WESTIN INN & CONFERENCE CENTRE							
Dates	SUNDAY AUGUST 19 TO AUGUST 23							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation		KATHY'S CREDIT CARD						
Transportation Fuel								124.05
Breakfast		20.00						20.00
Lunch	17.00	25.00	25.00	25.00				92.00
Dinner	45.00	45.00	0	35.00				125.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
	KATHY AND		DOUG'S CREDIT CARD				—	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason					Total
Mileage Claimed	KM x CRA rate =							—
6. Approved	Total Expenses							361.05
	Advance Received							
	Balance Claimed							
	Balance Refunded							

The agenda must be attached to process payment

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

August 24 2018
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Safeway
417 Scott Street
Fort Frances, ON P9A1H3

STORE NO: 4809
GST/HST#: 831536503

Inv#: 9058507
Trans: Pre-Auth
Completion
*****8498
/ C
VISA CREDIT
AID: A0000000031010
Seq#: 097001001021
Terminal ID: S4809C04
Auth No: 056031
ACI/ISO: 001/00
Date: 23/08/2018
Time: 5:28:55 PM

TVR 8080008000
TSI 7800
APPROVED

VERIFIED BY PIN

Pump # : 4-Regular
Vol : 91.955 L
Price/L: \$1.349
Total: \$124.05

Fuel Includes:
GST/HST(13%): \$14.27

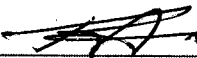
You Saved
5 Cents/L
Total Savings: \$4.60

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <i>Roy Avis</i>	Signature 
Approved	Date <i>AUGUST 19/18</i>

From: Events@amo.on.ca
To: Roy Avis
Cc: events@amo.on.ca
Subject: Your registration details for 2018 AMO AGM & Annual Conference
Date: Thursday, July 26, 2018 6:35:11 AM



Association of Municipalities of Ontario
 200 University Ave., Suite 801, Toronto, Ontario M5H 3C6

Meeting Confirmation

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

You have been registered for **2018 AMO AGM & Annual Conference**
 8/19/2018 through 8/22/2018
 Hosted By the City of Ottawa
 Ottawa

Coordinators:

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344
 All other inquiries: Nav Dhaliwal - ndhaliwal@amo.on.ca | 416-971-9856 x330

You are registered for the following:

Function	Quantity	Unit Price
Regular - Package B	1.00	\$780.00
Northern Caucus Voting	1.00	\$0.00

Subtotal	\$780.00
Tax	\$101.40
Total	\$881.40
Payments	\$881.40
Balance	\$0.00

Total HST: \$101.40
 HST Remittance Number: 106732944RT0001

We can also confirm:

Your dietary requirements as:
 No Seafood

The Westin Ottawa
 11 Colonel By Drive
 Ottawa, ON K1N 9H4
 Canada
 Tel: 613-560-7000 Fax: 613-234-5396

WESTIN®

HOTELS & RESORTS

Roy Avis
 320 Portage Ave
 Wetaskiwin, AB, T9A 3P9

Page Number : 1 Invoice Nbr : 419839
 Guest Number : 1427507
 Folio ID : E
 Arrive Date : 19-AUG-18 23:25
 Depart Date : 22-AUG-18 11:04
 No. Of Guest : 1
 Room Number : 2016
 Club Account :

Copy

Tax ID : 811719848RT0001

The Westin Ottawa AUG-29-2018 16:21 JROBI070

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-AUG-18	DEPOSIT	Deposit-VI-8250		-1865.04
19-AUG-18	RT2016	Room	529.00	
19-AUG-18	RT2016	Tax-HST Rooms	68.77	
19-AUG-18	RT2016	Municipal Accomodation Tax	21.16	
19-AUG-18	RT2016	Municipal Accomodation Tax HST	2.75	
20-AUG-18	RT2016	Room	529.00	
20-AUG-18	RT2016	Tax-HST Rooms	68.77	
20-AUG-18	RT2016	Municipal Accomodation Tax	21.16	
20-AUG-18	RT2016	Municipal Accomodation Tax HST	2.75	
21-AUG-18	RT2016	Room	529.00	
21-AUG-18	RT2016	Tax-HST Rooms	68.77	
21-AUG-18	RT2016	Municipal Accomodation Tax	21.16	
21-AUG-18	RT2016	Municipal Accomodation Tax HST	2.75	
** Total			1865.04	-1865.04
*** Balance			0.00	

Continued on the next page

From: INTERNATIONAL TRAVEL
To: Kathy Lawson
Subject: eInvoice, August 19 for MR ROY AVIS
Date: Wednesday, July 25, 2018 3:24:57 PM

INTERNATIONAL TRAVEL
 807-274-9895
 PHERR@SHAW.CA

eInvoice

Add to Calendar

Itinerary & Documents

Sales Person:	66	Invoice Issue Date:	25 Jul 2018
Invoice Number:	0052113	Record Locator:	ZLXENK



PORTER AIRLINES PD 233

Sunday, 19 August

From: THUNDER BAY ON, CANADA
 11:35am

To: OTTAWA ON, CANADA
 3:04pm

Class: Economy	Duration: 3hr(s) 29min(s)
Meal:	Stop(s): 1 Stop(s)
Type: DEHAVILLAND DASH 8-400 TURBOPROP	Stop over city: TORONTO B BISHOP



PORTER AIRLINES PD 238

Wednesday, 22 August

From: OTTAWA ON, CANADA
 4:45pm

To: THUNDER BAY ON, CANADA
 8:29pm

Class: Economy	Duration: 3hr(s) 44min(s)
Meal:	Stop(s): 1 Stop(s)
Type: DEHAVILLAND DASH 8-400 TURBOPROP	Stop over city: TORONTO B BISHOP



OTHERS

Wednesday, 22 August 2018

THUNDER BAY ON
 PORTER/F7KCUJ/NON REFUNDABLE/SI-CHANGE FEE S APPLY/SI-BAGGAGE
 INCLUDED

Final Payment CH7		CAD 109.62
	V.A.T./G.S.T./H.S.T.	CAD 16.38
Serv Chgs 012		CAD 50.00
	V.A.T./G.S.T./H.S.T.	CAD 6.50

Ticket Information

Ticket Number: PD 2840805468 Passenger: AVIS ROY MR CAD 417.25
V.A.T./G.S.T./H.S.T. CAD 54.24

Ticket Number: PD 2840805469 Passenger: BROWN DOUGLAS MR CAD 417.25
V.A.T./G.S.T./H.S.T. CAD 54.24

SubTotal: CAD 994.12

Total V.A.T./G.S.T./H.S.T.: CAD 131.36

TOTAL AMOUNT DUE: CAD 1125.48

$\frac{1}{2}$ 562.74

If you no longer wish to receive these emails please contact: PHERR@SHAW.CA.

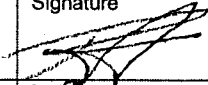


TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Roy Avis
Conference / Seminar Attended	AMO Conference
Location	Ottawa, ON
Dates	August 19 - 22/18

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug 20	Aug 21	Aug 22				Aug 19	
Amount	160.00	160.00	160.00				160.00	\$640.00

Name (Please Print) Roy Avis	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council

Date: September 5, 2019

Report To: Mayor & Council

From: Tyson Dennis, Chief Building Official/Municipal Planner

Re: **4 High Street INC 002309510, Ontario 850 Kings HWY Great Canadian Oil Change Site Plan Control Agreement**

Council will recall at the regular Council meeting July 5, 2017, a report was given by the Planning and Development Department with an application for Site Plan Agreement at 850 King's Hwy for a new Great Canadian Oil Change Franchise. Council accepted the Site Plan Control Agreement Application and allowed for the agreement to be drafted and final By-Law be brought forward to Council to accept.

Attached is a By-Law for Council to review and accept. The adoption of this By-Law will complete the Site Plan Agreement for the development of this property.

Respectfully submitted,

Original Signed By

Tyson Dennis

Chief Building Official/Municipal Planner

<p>Council approval of this report will: allow 4 High Street INC 002309510, to finalize the Site Plan Agreement with The Town of Fort Frances and further that the Mayor and Clerk be authorized to execute said agreement.</p>
--

September 10, 2018

Report To: Mayor and Council

From: Travis Rob, Manager of Operations and Facilities

RE: Award of Tender 18-OF-10 – Three (3) Year supply and delivery of Granular Materials

The tender for the supply and delivery of granular materials closed on August 21, 2018. Please find attached spreadsheet outlining pertinent information in regard to the tender bids received.

The highlighted 'green' items on the spreadsheet are the lowest unit price received for each of the granular products tendered in each of the three years and the highlighted 'orange' items are the highest unit prices for each of the granular products tendered in each of the three years. Both tenders were checked and mathematically accurate and compliant.

Administration recommends the following;

1. That the supply and delivery of Granular "A", Rock for Shoreline Protection and Cobble Stone be awarded to George Armstrong Company for each of the three years as tendered.
2. That the supply and delivery of Granular "B" Type 1, Screened Winter Sand, Crusher Screenings and 19mm Clear Stone Type 1 be awarded to Tom Veert Contracting for each of the three years as tendered.

Respectfully Submitted



Travis Rob, P.Eng
Manager of Operations and Facilities

Council approval of this report will ensure the following

1. That the supply and delivery of Granular "A", Rock for Shoreline Protection and Cobble Stone be awarded to George Armstrong Company for each of the three years as tendered.
2. That the supply and delivery of Granular "B" Type 1, Screened Winter Sand, Crusher Screenings and 19mm Clear Stone Type 1 be awarded to Tom Veert Contracting for each of the three years as tendered.

		2015 Unit	George Armstron Company		Tom Veert Contracting		% Difference from
2018	Units (t)	Price	Unit Price	Total Price	Unit Price	Total Price	Low Bid
Granular A	2000	\$ 11.40	\$ 13.28	\$ 26,560.00	\$ 13.28	\$ 26,560.00	16.49%
Granular B - Type 1	3000	\$ 8.10	\$ 9.49	\$ 28,470.00	\$ 9.04	\$ 27,120.00	11.60%
Screened Winter Sand	3000	\$ 11.25	\$ 13.33	\$ 39,990.00	\$ 12.38	\$ 37,140.00	10.04%
Crusher Screenings	2000	\$ 13.95	\$ 16.39	\$ 32,780.00	\$ 12.38	\$ 24,760.00	-11.25%
19mm Clear Stone Type 1	500	\$ 19.95	\$ 23.17	\$ 11,585.00	\$ 22.15	\$ 11,075.00	11.03%
Rock for Shoreline Protection	500	\$ 30.00	\$ 35.03	\$ 17,515.00	\$ 39.55	\$ 19,775.00	16.77%
Cobble Stone	500	\$ 19.91	\$ 22.00	\$ 11,000.00	\$ 24.30	\$ 12,150.00	10.50%
TOTAL				\$ 167,900.00		\$ 158,580.00	

		2016 Unit	George Armstron Company		Tom Veert Contracting		% Difference from
2019	Units (t)	Price	Unit Price	Total Price	Unit Price	Total Price	Low Bid
Granular A	2000	\$ 11.63	\$ 13.47	\$ 26,940.00	\$ 13.55	\$ 27,100.00	16.51%
Granular B - Type 1	3000	\$ 8.27	\$ 9.61	\$ 28,830.00	\$ 9.22	\$ 27,660.00	11.49%
Screened Winter Sand	3000	\$ 11.48	\$ 13.53	\$ 40,590.00	\$ 12.63	\$ 37,890.00	10.02%
Crusher Screenings	2000	\$ 14.23	\$ 16.67	\$ 33,340.00	\$ 12.63	\$ 25,260.00	-11.24%
19mm Clear Stone Type 1	500	\$ 20.35	\$ 23.50	\$ 11,750.00	\$ 22.60	\$ 11,300.00	11.06%
Rock for Shoreline Protection	500	\$ 30.60	\$ 35.60	\$ 17,800.00	\$ 40.35	\$ 20,175.00	16.34%
Cobble Stone	500	\$ 20.31	\$ 22.94	\$ 11,470.00	\$ 24.78	\$ 12,390.00	12.95%
TOTAL				\$ 170,720.00		\$ 161,775.00	

		2017 Unit	George Armstron Company		Tom Veert Contracting		% Difference from
2020	Units (t)	Price	Unit Price	Total Price	Unit Price	Total Price	Low Bid
Granular A	2000	\$ 11.87	\$ 13.67	\$ 27,340.00	\$ 13.82	\$ 27,640.00	16.43%
Granular B - Type 1	3000	\$ 8.44	\$ 9.72	\$ 29,160.00	\$ 9.42	\$ 28,260.00	11.61%
Screened Winter Sand	3000	\$ 11.71	\$ 13.73	\$ 41,190.00	\$ 12.89	\$ 38,670.00	10.08%
Crusher Screenings	2000	\$ 14.52	\$ 16.92	\$ 33,840.00	\$ 12.89	\$ 25,780.00	-11.23%
19mm Clear Stone Type 1	500	\$ 20.76	\$ 23.84	\$ 11,920.00	\$ 23.06	\$ 11,530.00	11.08%
Rock for Shoreline Protection	500	\$ 31.22	\$ 36.13	\$ 18,065.00	\$ 41.16	\$ 20,580.00	15.73%
Cobble Stone	500	\$ 20.72	\$ 23.28	\$ 11,640.00	\$ 25.28	\$ 12,640.00	12.36%
TOTAL				\$ 173,155.00		\$ 165,100.00	



FIRE & RESCUE SERVICE

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



JULY 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
23.9	3	2	6	0	4	1	\$ 0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
6	4	0	0	0	0	1	0

TEAM MEMBERS RESPONDED TO 16 EMERGENCY RESPONSE CALLS DURING JULY 2018.

Total Hours:

A total of **6.9 Hours** was spent on responding to emergency incidents, **2.5 Hours** was spent providing public service, and a total of **14.5 Hours** was spent on training.

Time of Day:

During this month, **87.5%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **12.5%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

6 (six) inspections / re-inspections were completed in July, which brings our total to **141** inspections / re-inspections completed since January 1st, of this year. **Note:** July is the month where our fulltime personnel schedule most of their vacation.

Emergency Medicals Service (EMS) Response Calls:

There were **4 (four)** Emergency Medical Service (EMS) requests.

Fire Response Calls:

There was **1 (one)** Fire Response Call, which was a small smoldering fire involving cedar mulch.

Fire Alarms:

There were **6 (six)** False Fire Alarm calls this month.

MVC (Motor Vehicle Crashes):

There were **4 (four)** MVC Calls.



FIRE & RESCUE SERVICE

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



JULY 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Other Call (Unknown inhalation Hazard):

There was **1 (one)** call this month that may have been made being expelled in a building.

Public Fire Safety Education / Public Events / Public Service / Highlights:

Weekly Fire Safety Tips continues in the Thursday edition of the Fort Frances Bulletin. As well, Fire & Life Safety Tips on our town's official Facebook Page continues onward.

July 1st, 2018 Parade:

Team Members attended the annual July 1st Parade. Our 1988 Ladder Truck 11-3 displayed our country's flag.

