

# TOWN OF FORT FRANCES

## AGENDA - December 19, 2011

### MEETING

Page

#### **COUNCIL MEETING**

(Session No. 34) 6:15 p.m. to 6:35 p.m.

- 1.1 Call to Order
- 1.2 Prayer
- 1.3 Non-agenda Council items which, because of urgency, cannot be deferred to a subsequent meeting, identified to be considered later in this meeting
- 1.4 Disclosure of pecuniary interest and the general nature thereof.

#### **Delegations/Deputations**

- 2.1 Fort Frances Canadian Bass Championship request re: 2012 Tournament 3-4
- 2.2 Public Meeting re: 357/358 Applications for Tax Adjustment re: 1233 Idylwild Drive (2009 and 2010). 5-11

#### **Consent Agenda**

- 3.1 Summary Report 12
- 3.2 Items Referred from Committee of the Whole
- 3.3 Request from The Salvation Army Citadel and Thrift Store re: Additional Parking Space in front of 316 Victoria Avenue. 13

#### **Approval of Council Minutes \***

- 4.1 Sessions No. 31, 32 and 33 dated November 28; December 5 and 12, 2011\*

#### **Approval of Committee of the Whole Minutes \***

- 5.1 Sessions No. 38, 39 and 40 dated November 28; and December 5 and 12, 2011\*.

#### **Resolutions from tonight's Council Meeting**

##### **By-Laws**

- 7.1 08/98-TT 14-15  
A By-Law to amend Zoning By-Law 08/98 (Lots 26 to 38 on Plan SM-144).
- 7.2 08/98-UU 16-17  
A By-Law to amend Zoning By-Law 08/98 (Lots 12 to 14 and Part of 11 Plan SM-129 and Part of Lane).
- 7.3 68/11 18  
A By-Law to approve a license agreement with Environmental Systems Research Institute Inc. and ESRI Canada for access to web services.

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<b><u>By-Laws</u></b>	
7.4 69/11 A By-Law to approve an agreement with Parks Canada for location of a commemorative plaque re: Fort St. Pierre.	19
7.5 70/11 A By-Law for the purpose of approving the minutes of current Council for the period November 23, 2010 to December 12, 2011.	20
<b><u>New Items -</u></b>	
<b><u>Information Correspondence **</u></b>	
9.1 Correspondence dated December 2, 2011 from Hatch Mott MacDonald re: Project Step-Down Notice - Class Environmental Assessment for Provincial Transportation Facilities Hwy 11, Moosehorn Lake Culvert Replacement West of Hwy 502.	21-22
9.2 Invitation received December 1, 2011 from Ministry of Citizenship and Immigration re: 2012 Volunteer Service Awards (VSA) program*.	23
<b><u>Minutes **</u></b>	
10.1 Operations and Facilities Executive Committee dated December 7, 2011*.	24-27
10.2 Planning and Development Executive Committee dated December 5, 2011*.	28
10.3 Northwestern Health Unit Board of Health Regular Meeting dated October 28, 2011.	29-44
10.4 Northwest Catholic District School Board Regular Meeting dated October 18, 2011.	45-53
10.5 Fort Frances Public Library Board Meeting dated November 23, 2011.	54-56
<b><u>Non-agenda Items - 6:30 p.m.</u></b>	
<b><u>* Previously distributed to Council</u></b>	
<b><u>** Items can be viewed by contacting the Clerk</u></b>	

## Agenda Item # 2.1



December 15, 2011

Mayor and Town Council

Town of Fort Frances

P.O Box 38, Fort Frances, ON

Re: Fort Frances Canadian Bass Championship (July 26 – 28<sup>th</sup>)

Dear Mr. Mayor and Councillors:

Fort Frances Canadian Bass Championship Inc. (FFCBC) wishes to thank the Town of Fort Frances for its continued support. The Town of Fort Frances is a valued sponsor of the FFCBC since its creation in 1995. The FFCBC directors sincerely appreciate your significant contributions.

FFCBC, the signature event of the Fort Frances area, is a strong economic driver that stimulates the local economy and promotes Rainy Lake as a world class fishing destination.

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

- 1) Designate in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant community festival & event and proclaim the period commencing July 23<sup>rd</sup>, 2012 be "Fort Frances Canadian Bass Championship Week".
- 2) The Town of Fort Frances to commit \$5284.01 to the operating budget to be used to offset arena charges.
- 3) Authorize use of town picnic tables on site. FFCBC will arrange for pick-up and return of picnic tables.

## Agenda Item # 2.1

- 4) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 5) Paint lines in the Abitibi Consolidated woodyard to indicate safe parking areas for tournament angler vehicles and trailers.
- 6) Authorize tournament officials to use the Sand Bay dock as the morning start site and as an official check-in station throughout tournament days.
- 7) Waive launch fees for tournament competitors and volunteers from July 26<sup>th</sup> – 28<sup>th</sup>. We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years. They will be removed during the week following the event.
- 9) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

We look forward to discussing our request in greater detail at your convenience.

Respectfully,

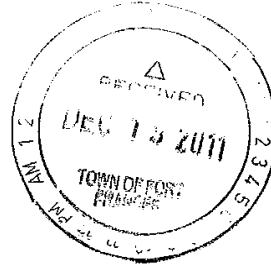
Gord Watson, Chairman



2012 FFCBC Board of Directors

Wayne Allen	Bar Operations
Patricia Armstrong	Bar Operations
Kathy Cuthbertson	Food Court
Jim Cuthbertson	Site & Facilities
Greg Gustafson	Angler Registrations
Paul Jewiss	Anglers' Representative
Caryn Myers	Finance
Robin Reed	Tournament Operations
Gord Watson	Chairman

## Agenda Item # 2.2



### TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2011/150

**TO:** Mayor Avis & Members of Council  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** December 1, 2011  
**SUBJECT:** 357/358 Applications for Tax Adjustment  
Re: 1233 Idylwild Drive (2009 & 2010) Roll # 5912 030 007 17500 0000

#### BACKGROUND

Attached are the 357/358 Applications for reconsideration of assessment and adjustment of 2009 & 2010 taxes for 1233 Idylwild resulting from a gross or manifest clerical/factual error.

The Municipality may object to the application for the above referenced property filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, council shall hold a meeting at which the applicants may make presentations to council.

Section 357 (5) (b) of the *Municipal Act* states that the Municipality must notify the applicants of the meeting by mail sent 14 days before the meeting. Notice of Hearing to consider these Section 357/358 applications were mailed to the applicant on November 30, 2011 indicating that the public hearing is scheduled for Monday, December 19, 2011.

#### RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council approve the adjustment of 2009 & 2010 taxes under Section 357/358 of the *Municipal Act* for 1233 Idylwild Drive property located in Fort Frances.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to approve the adjustment of 2009 & 2010 taxes under Section 357/358 of the *Municipal Act* for 1233 Idylwild Drive property located in Fort Frances.

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

December 14/11  
Date:

M. McCaig, Administrator

## Agenda Item # 2.2

Administration & Finance Division  
Civic Centre

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

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



Planning & Development Division  
Civic Centre

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

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

www.fort-frances.com

November 30, 2011

Edward E. Johnson  
Mary E. Johnson  
Sire 204 Comp 30  
R.R. #2  
Fort Frances, ON  
P9A 3M3

Dear Mr. & Mrs. Johnson:


***Re: Hearing to Consider Section 357/358 Applications***

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, December 19, 2011 in the Council Chambers located at the Civic Centre, 320 Portage Avenue, Fort Frances. The Committee of the Whole begins at 5:30 p.m.

The Council of the Town of Fort Frances will be conducting the hearing to consider Section 357/358 Applications with regard to property located at 1233 Idylwild Drive in Fort Frances for the 2009 and 2010 taxation years.

The hearing will give you the opportunity to speak to the application (copy of applications enclosed) if you should so desire.

Sincerely,

  
Laurie A. Witherspoon, CMO  
Treasurer

Enc.

...

## Application/Appeal #

Taxation Year: 2000

Taxation Year: 2009

Municipality: TOWN OF FORT FRANKLIN Roll Number: 54-12-030-007-175 00  
 Property Address: 1533 181 WILD CR. Applicant Name: MARY JOHNSON  
 Owner Name: E. & MARY JOHNSON Contact Number: 274-0164  
 Mailing Address: SITE 204-30, RR#2 Alternative Num: \_\_\_\_\_  
E.F. ON PG 4 2003

NOV 03 2011  
TOWN OF FUG  
PRINCE

- ☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a)

☐ Became exempt - 357(1)(c)

☐ Razed by fire, demolition or otherwise - 357(1)(d)(i)

☐ Damaged and substantially unusable - 357(1)(d)(ii)

☐ Sickness or extreme poverty - 357(1)(d)(v)

☐ Mobile unit removed - 357(1)(e)

☒ Gross or manifest clerical/factual error - 357(1)(f)

☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Effective from: 01/01/09 to 12/31/09 Applicant Signature: Mary E. Johnson Date: 12/14/11  
(MM/DD/YY) (MM/DD/YY) (MM/DD/YY)

[illegible]

Assessor Name: \_\_\_\_\_ Signature : \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	(Days)/Months	Tax Adjustment	Original Levy
RTP	-6,596	.01863773	365	122.93	2,739.75

Recommended : ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount \$122.93

Comments:

Treasury Position: Treasurer Signature: Adrian A. Witherspoon Date: 1/11/2011

**COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:**

Hearing Date (MM/DD/YY): 12/19/11

- ☐ Approved    ☐ Amended & Approved    ☐ Not Approved    ☐ Applicant Did Not Appear    ☐ Application Abandoned

Reason:

Appeared for Applicant \_\_\_\_\_ Appeared for Municipality \_\_\_\_\_

Signature of Council/ARB Member \_\_\_\_\_ Name/Title \_\_\_\_\_

## Agenda Item # 2.2

2009-0001

### Application made under Sec 357/358/359 of the Municipal Act, 2001 MPAC'S RESPONSE

Mun: **Fort Frances**  
Roll #: **5912 030 007 175 00**  
Address: **1233 Idylwilde Dr.**

Application #: **5377547**  
Application Reason: **Clerical error**  
Tax Year: **2009**  
Claimed Relief Period: **From Jan:1 To Dec:31**

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Property Class	2008 CVA as returned or most recently revised for taxation year noted in application	2009 Phased-In Amount as returned or most recently revised	CVA as revised (Sec 40 or Sec 39.1) if applicable OR after the correction of a factual error	Notional Value of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations	Notional Value of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations	Assessment		
						2005 CVA	2008 CVA	2009 Phased-In Assmt
RT	156,000	147,000		7,000	149,000	144,000	156,000	147,000
TO:								
RT	149,000	140,404				137,538	149,000	140,404

\* This is the CVA and classification, that will be, or would have been, returned for the taxation year following the application year in order to reflect the physical circumstances and use set out in the application provided that those circumstances and use continued to exist in the following year

#### MPAC's Remarks:

MPAC has visited the property and confirmed that there is no attached garage on the property.  
MPAC has removed the garage and the 2009 phase-in amount is \$140,404.

MPAC Representative Name: **Monte Ross**  
MPAC Representative Signature: \_\_\_\_\_  
Date: **November 3, 2011**  
Municipal Approval: \_\_\_\_\_

# Agenda Item # 2.2

SECTION 357/358 APPLICATION TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD						Application/Appeal # <u>52010</u>
Municipality: <u>TOWN OF FORT FRANCES</u>		Roll Number: <u>59-12-030-007-175-00</u>		Taxpayer/Owner: <u>ED &amp; MARY JOHNSON</u>		
Property Address: <u>1833 IDYLWILD DR</u>		Applicant Name: <u>MARY JOHNSON</u>		Contact Number: <u>274-0164</u>		
Owner Name: <u>ED &amp; MARY JOHNSON</u>		Contact Number: <u>274-0164</u>		Alternative Num: _____		
Mailing Address: <u>SITE 204-30 RPA 2</u> <u>E.F. ON PPA 3M3</u>						
Reason for Application: (Check one box only) <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Ceases to be liable for tax at rate it was taxed - 357(1)(a)  <input type="checkbox"/> Became exempt - 357(1)(c)  <input type="checkbox"/> Razed by fire, demolition or otherwise - 357(1)(d)(i)  <input type="checkbox"/> Damaged and substantially unusable - 357(1)(d)(ii)               </div> <div> <input type="checkbox"/> Sickness or extreme poverty - 357(1)(f)  <input type="checkbox"/> Mobile unit removed - 357(1)(e)  <input checked="" type="checkbox"/> Gross or manifest clerical/factual error - 357(1)(g)  <input type="checkbox"/> Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)               </div> </div>						
Details of Reason: _____						
Effective from: <u>01.01.10</u> to <u>12.31.10</u> Applicant Signature: <u>Mary E Johnson</u> Date: <u>12.14.11</u> (MM/DD/YY) (MM/DD/YY)						
ASSESSMENT REPORT: MUNICIPALITY			ASSESSOR			
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/>	Assessment Report School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other			
		Enter Revisions Below	<input type="checkbox"/> No Change in Assessment <input type="checkbox"/> S357 Required for Next Year			
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	
Revised:			Reason for Change (Assessor Comments):			
Reason Original Assessment Revised:						
Assessor Name: _____			Signature: _____ Date: _____			
TREASURER'S REPORT ON TAX LIABILITY						
RTC/RTQ	Taxable Assessment Reduction	Tax Rate	(Days) Months	Tax Adjustment	Original Levy	
<u>RTP</u>	<u>-6,731</u>	<u>0.01879037</u>	<u>365</u>	<u>126.48</u>	<u>2,818.56</u>	
Recommended: <input type="checkbox"/> No Adjustment <input checked="" type="checkbox"/> Adjustment <input type="checkbox"/> Cancellation <input type="checkbox"/> Refund Total Amount <u>\$126.48</u>						
Comments: _____						
Treasury Position: <u>Treasurer</u>			Signature: <u>Laurie A. Witherspoon</u> Date: <u>11.30.11</u>			
COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): <u>12.19.11</u>						
<input type="checkbox"/> Approved <input type="checkbox"/> Amended & Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Applicant Did Not Appear <input type="checkbox"/> Application Abandoned						
Reason: _____						
Appeared for Applicant: _____ Appeared for Municipality: _____						
Signature of Council/ARB Member: _____ Name/Title: _____						

## Agenda Item # 2.2

2010-0000

### Application made under Sec 357/358/359 of the Municipal Act, 2001 MPAC'S RESPONSE

Mun: Fort Frances  
Roll #: 5912 030 007 175 00  
Address: 1233 Idylwilde Dr

Application #: 5377541  
Application Reason: Clerical error  
Tax Year: 2010  
Claimed Relief Period: From Jan 1 To Dec 31

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
Property Class	2008 CVA as returned or most recently revised for taxation year noted in application	2010 Phased-In Amount as returned or most recently revised	CVA as revised (Sec 40 or Sec 49.1) If applicable OR after the correction of a factual error	Notional Value of Structure damaged, demolished, razed or removed OR undergoing repairs or renovations	Notional Value of Property (land and any remaining bldgs.) after damage, demolition, razing or removal OR undergoing repairs or renovations	Assessment		
						2005 CVA	2008 CVA	2010 Phased-In Assmt
RT	156,000	150,000		7,000	149,000	144,000	156,000	150,000
TO:								
RT	149,000	143,269				137,538	149,000	143,269

\* This is the CVA and classification, that will be, or would have been, returned for the taxation year following the application year in order to reflect the physical circumstances and use set out in the application provided that those circumstances and use continued to exist in the following year.

#### MPAC's Remarks:

MPAC visited property and confirmed that there is no attached garage on property.  
MPAC has removed the garage and the phase-in for 2010 is \$143,269.

MPAC Representative Name: Monte Ross  
MPAC Representative Signature: \_\_\_\_\_  
Date: November 3, 2011  
Municipal Approval: \_\_\_\_\_

## Agenda Item # 2.2

### 2011 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	Capping Adjust	Penalty/ Interest	BIA	TOTAL
TX	2009	3.7.175	-6,596	RTEP	0.01611773	0.002520	-106.31	-16.62								-122.93
	2010	3.7.178	-6,731	RTEP	0.01638037	0.002410	-110.26	-16.22								-126.48
	357/358 Application						-216.57	-32.84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-249.41

## ***Agenda Item # 3.1***

### **THE TOWN OF FORT FRANCES**

**REPORT TO:** Mayor and Council  
**FROM:** G. Treftlin  
**SUBJECT:** Town of Fort Frances  
Council Meeting - Monday, December 19, 2011  
Consent Agenda Items

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1. Items referred from Committee of the Whole:  
See individual reports.
2. Request dated December 8, 2011 from The Salvation Army re: Additional  
Parking Space in front of 316 Victoria Avenue.  
- will be referred to Planning and Development Executive Committee  
for recommendation.



GT/kl

**December 15, 2011**



## Agenda Item # 3.3



**Giving  
Hope  
Today**

The Salvation Army  
Rainy River District  
Community Services and Mission

316 Victoria Avenue  
Fort Frances, Ontario P9A 2C2  
Telephone : (807)274-3871  
Fax : (807)274-0761

E-mail : salarmy@jam21.net



December 8, 2011

Mayor Roy Avis and Town Council  
The Town of Fort Frances  
P.O. Box 38  
Fort Frances, Ontario  
P9A 3M5

Dear Mayor Roy Avis and Town Council,

We would like to request an additional parking space in front of The Salvation Army Citadel and Thrift Store. Victoria Avenue is a very busy street and the parking spaces in front of our building are often used by The Fort Frances Clinic's patients and staff. We are requesting an additional parking space to ensure we have adequate parking spaces for our customers and clients.

Thank you for your consideration and we look forward to hearing from you soon.

Committed to the Lord,

  
Captain Angel Sandoval-Silva  
CO Fort Frances Ministries  
The Salvation Army

☒ GK *Refer to Planning + Development*  
☐ Recommended *Executive Committee for recommendation*  
☐ Includes my input  
☐ Recommended as amended/with comment  
☐ Not recommended  
☐ Will Speak to this  
☐ Other  
*Dec 14/11*  
Date: *Mark McCaig*  
M. McCaig, Administrator

## Agenda Item # 7.1

### TOWN OF FORT FRANCES

#### **BY-LAW NO. 8/98-TT**

(Being a By-Law to amend Zoning By-Law #8/98, as amended, *The Planning Act*, Section 34)

**WHEREAS** Council has initiated the rezoning of the lands described as lots 26 to 38 on Plan SM-144 from **Open Space** to **Residential Type Two** to permit residential use for future development.

**AND WHEREAS** in accordance with Section 34(12) of The Planning Act a Public Meeting was held on Monday, December 12, 2011 at 6:45 p.m. to consider the subject Zoning By-Law Amendment, proper notice of which was given in accordance with the requirements of Ontario Regulation 545/06.

**AND WHEREAS** at it's meeting held December 19, 2011, Council approved the Report and recommendation of the Municipal Planner, supported by the Planning and Development Executive Committee, that the application be approved.

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

1. That Schedule A (Zoning Map) of Town of Fort Frances Zoning By-Law #8/98 be amended to rezone the property described as Lots 28 to 36 Plan SM-144 from "**Open Space (OS)**" to "**Residential Type Two (R2)**".
2. That this By-Law shall come into force and take effect upon the final passing thereof and upon certification by the Clerk that no appeal has been filed within twenty (20) days from the date of publication of the Notice of Passing of this By-Law, or if appeals have been received, by the Ontario Municipal Board, or the Lieutenant Governor in Council.

READ THREE TIMES and finally passed in open Council this 19<sup>th</sup> day of December 2011.

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MAYOR

---

CLERK

# **Agenda Item # 7.1**

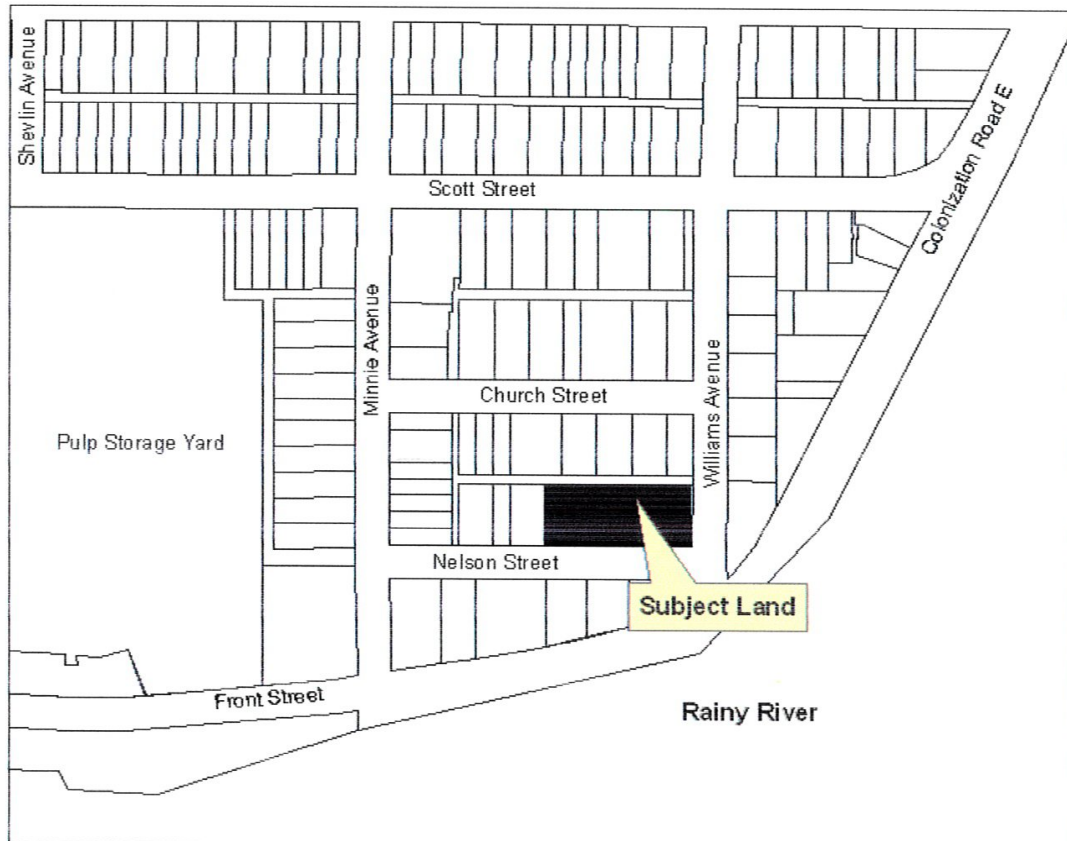
## **TOWN OF FORT FRANCES**

By-Law 8/98-TT

SCHEDULE 'A'

This is Schedule "A" to By-Law 8/98-TT attached to and forming a part of said By-Law enacted by Council for the Town of Fort Frances on the 19<sup>th</sup> day of December 2011.

### **Key Map of Subject Lands:**



## Agenda Item # 7.2

### TOWN OF FORT FRANCES

#### BY-LAW NO. 8/98-UU

(Being a By-Law to amend Zoning By-Law #8/98, as amended, *The Planning Act*, Section 34)

**WHEREAS** Council has initiated the rezoning of the lands described as Lots 12 to 14 & Part of 11 Plan SM-129 & part of Lane from **Tourist Commercial** to **Open Space** to provide public open green space for the area residents.

**AND WHEREAS** in accordance with Section 34(12) of The Planning Act a Public Meeting was held on Monday, December 12, 2011 at 6:45 p.m. to consider the subject Zoning By-Law Amendment, proper notice of which was given in accordance with the requirements of Ontario Regulation 545/06.

**AND WHEREAS** at it's meeting held December 19, 2011, Council approved the Report and recommendation of the Municipal Planner, supported by the Planning and Development Executive Committee, that the application be approved.

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

1. That Schedule A (Zoning Map) of Town of Fort Frances Zoning By-Law #8/98 be amended to rezone the property described as Lots 12 to 14 & Part of 11 Plan SM-129 & part of Lane from "**Open Space (OS)**" to "**Residential Type Two (R2)**".
2. That this By-Law shall come into force and take effect upon the final passing thereof and upon certification by the Clerk that no appeal has been filed within twenty (20) days from the date of publication of the Notice of Passing of this By-Law, or if appeals have been received, by the Ontario Municipal Board, or the Lieutenant Governor in Council.

READ A FIRST AND SECOND TIME in open Council this 19<sup>th</sup> day of December 2011.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

READ A THIRD TIME and finally passed in open Council this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

## Agenda Item # 7.2

### TOWN OF FORT FRANCES

By-Law 8/98-UU

SCHEDULE 'A'

This is Schedule "A" to By-Law 8/98-UU attached to and forming a part of said By-Law enacted by Council for the Town of Fort Frances on the 19<sup>th</sup> day of December 2011.

#### Key Map of Subject Lands:



## Agenda Item # 7.3

### TOWN OF FORT FRANCES

#### BY-LAW NO. 68/11

(Being a by-law to approve a license agreement with Environmental Systems Research Institute Inc. and ESRI Canada for access to web services - the *Municipal Act, 2001*, S.O. 2001, c. 25.)

WHEREAS on December 12<sup>th</sup>, 2011 Council approved a recommendation from the Operations and Facilities Executive Committee to enter into renewal of a Small Local Government Enterprise License Agreement with Environmental Systems Research Institute Inc. and ESRI Canada to provide for access to web services.

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

1. That the license proposal and agreement with Environmental Systems Research Institute Inc. and ESRI Canada in the form of Schedule "A" attached hereto and forming part of this by-law be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto.

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

READ THREE TIMES and finally passed in open Council this 19<sup>th</sup> day of December 2011.

THE FULL TEXT OF THIS  
DOCUMENT IS AVAILABLE  
FOR VIEWING BY CON-  
TACTING ME  
G. TREFTLIN

\_\_\_\_\_  
R. Avis, Mayor

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

\_\_\_\_\_  
K. Lawson, Deputy Clerk

Dec 14<sup>th</sup>, 2011  
Date:

Mark McCaig  
M. McCaig, Administrator

## Agenda Item # 7.4

### TOWN OF FORT FRANCES

#### BY-LAW NO. 69/11

(Being a by-law to approve an agreement with Parks Canada for location of a commemorative plaque re Fort St. Pierre - the *Municipal Act, 2001*, S.O. 2001, c. 25.)

WHEREAS on December 12<sup>th</sup>, 2011 Council approved a recommendation from the Operations and Facilities Executive Committee to enter into an agreement with Parks Canada to provide for the location of a plaque to commemorate Fort St. Pierre.

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

1. That the agreement to install a commemorative plaque with Parks Canada in the form of Schedule "A" attached hereto and forming part of this by-law be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto.

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

READ THREE TIMES and finally passed in open Council this 19<sup>th</sup> day of December 2011.

THE FULL TEXT OF THIS  
DOCUMENT IS AVAILABLE  
FOR VIEWING BY CON-  
TACTING ME  
G. TREFTLIN

\_\_\_\_\_  
R. Avis, Mayor

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

\_\_\_\_\_  
K. Lawson, Deputy Clerk

Date: Dec 14 / 11

M. McCaig  
M. McCaig, Administrator

## ***Agenda Item # 7.5***

### TOWN OF FORT FRANCES

#### BY-LAW NO. 70/11

(Being a by-law for the purpose of approving the minutes of current Council - the *Municipal Act, 2001*, S.O. 2001, c.25.)

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

1. That all the minutes of meetings of Council for the period November 23, 2010 to December 12, 2011 be and the same are hereby approved.
2. That all actions, deeds and things approved by resolution of Council within such minutes are hereby confirmed and ratified by this by-law.

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

READ THREE TIMES and finally passed in open Council this 19th day of December 2011.

\_\_\_\_\_  
R. Avis, Mayor

\_\_\_\_\_  
K. Lawson, Deputy Clerk

## Agenda Item # 9.1



**Hatch Mott  
MacDonald**

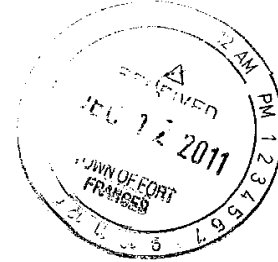
**Hatch Mott MacDonald**  
2800 Speakman Drive  
Mississauga, ON L5K 2R7  
www.hatchmott.com

December 2, 2011

Mr. Mark McCaig  
Administrator  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

Dear Mr. McCaig:

RE: Project Step-Down Notice  
Class Environmental Assessment for Provincial Transportation Facilities  
Hwy 11, Moosehorn Lake Culvert Replacement west of Hwy 502  
MTO File: GWP 6931-10-00



The Ministry of Transportation (MTO) has completed a study for the replacement of the Moosehorn Lake culvert. The existing creosoted timber culvert will be replaced with a wide span, open bottom culvert structure utilizing sheet pile abutments. It has been determined that the projects will not result in any significant environmental effects. MTO is proposing to complete the study according to MTO's Class EA process for Group C projects.

A location map and additional information about the study and MTO's Class Environmental Assessment process are included in the attached Project Step-Down notice.

We welcome your input on projects of this type and thank you for your time and effort. If you have any questions, please contact Hatch Mott MacDonald Ltd. as indicated in the notice.

Sincerely yours,

Philip D. Murray, M. Eng., P. Eng.  
Manager Bridges and Roads  
T 905-403-4265 F 905-855-2607  
philip.murray@hatchmott.com

PM:bw

Enclosure

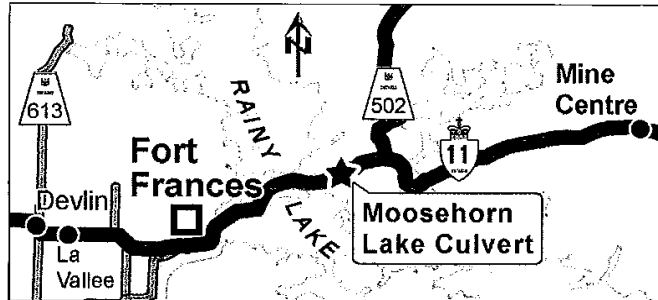
c: R. Kriscuinas, MTO  
P. DeCal, MTO  
D. Wiersema, ENL

## REPLACEMENT OF MOOSEHORN LAKE CULVERT

### Highway 11 Project Step-Down

#### THE PROJECT

The Ontario Ministry of Transportation (MTO) has completed a study for the replacement of the Moosehorn Lake tributary culvert, located on Highway 11, approximately 6.7 km west of the junction of Highways 11 and 502.



The existing 2.6 metre wide, creosoted timber culvert will be replaced with a 9.1 metre wide open bottom sheet pile culvert structure.

The new culvert will now span the natural channel width of the watercourse and will allow for the restoration of the crossing to a more natural channel design.

The culvert will be replaced at the existing location with no change to the alignment of the highway. Prefabricated components will be utilized to reduce construction time and minimize disruption. A single lane will remain open to signalized traffic throughout the duration of the work. Additional information about this culvert replacement is available at: [www.enl-tbay.com/moosehorn.html](http://www.enl-tbay.com/moosehorn.html)

#### THE PROCESS

This project has followed the Class Environmental Assessment for Provincial Transportation Facilities (2000) process for a Group B project. Based on the information collected during the study process, it has been determined that this project will not result in any significant environmental effects. Accordingly, MTO is proposing to step-down this project from a Group B to a Group C project. If this project is stepped down to a Group C project, a Transportation Environmental Study Report will not be prepared and no future public notices will be provided for this project.

You have a right to request that this project remain a Group B project. Should you wish to make this request, please contact the representative below by **January 6, 2012**. If no objections are received by this date, the project will be stepped down to a Group C project.

#### COMMENTS

To obtain additional information or to provide comments, please contact:

Philip Murray, M. Eng., P. Eng.  
Manager Bridges  
Hatch Mott MacDonald  
2800 Speakman Drive  
Mississauga, ON L5K 2R7  
tel: 905-403-4265 (call collect)  
fax: 905-855-2607  
e-mail: [philip.murray@hatchmott.com](mailto:philip.murray@hatchmott.com)

Information will be collected in accordance with the Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.



## Agenda Item # 9.2

*Copies for attached.*

Ministry of Citizenship  
and Immigration

Minister

6<sup>th</sup> Floor  
400 University Avenue  
Toronto ON M7A 2R9  
Tel.: (416) 325-6200  
Fax: (416) 325-6195

Ministère des Affaires civiques  
et de l'Immigration

Ministre

6<sup>e</sup> étage  
400, avenue University  
Toronto ON M7A 2R9  
Tél. : (416) 325-6200  
Télec. : (416) 325-6195



November, 2011

Dear friends,

As the new Ontario Minister of Citizenship and Immigration, I am very pleased to invite you to participate in the 2012 Volunteer Service Awards (VSA) program.

Many of you know the VSA ceremonies are a long-standing Ontario tradition.

Volunteers are a vital resource to our communities and organizations. They are critical to the strength and resilience of our province. They give back in so many ways that help hold our communities together. The Ontario government recognizes volunteers from all sectors and for continuous years of service with a community organization. The VSA program provides an opportunity to thank them in a significant way.

I ask you to consider your volunteers – not just today's volunteers and their commitment but the potential and energy of tomorrow's volunteers – our youth. They are vital to the future of volunteerism.

Please take this opportunity to nominate volunteers from your organization, and feel free to share this letter with other organizations that would be interested in participating in this very worthwhile program. Nomination forms and additional information are available on the Ministry of Citizenship and Immigration website at [www.ontario.ca/honoursandawards](http://www.ontario.ca/honoursandawards)

You can also contact the Ontario Honours and Awards Secretariat by phone at: 416-314-7526 or 1-877-832-8622, by TTY 416-327-2391 or by fax at: 416-314-7743.

Remember, you can submit nomination forms at any time during the year. The deadline date is **January 25** of each year. All nominations received after the deadline date are considered for the following year.

By submitting a nomination you can help ensure that volunteers receive the recognition they deserve from all of us. I look forward to celebrating with you, the achievements of the very dynamic volunteers of Ontario.

Sincerely,

Charles Sousa  
Minister

## **Agenda Item # 10.1**



**OF # 22 - Minutes**

### **OPERATIONS & FACILITIES EXECUTIVE COMMITTEE**

#### **REPORT**

**DECEMBER 7, 2011**

A meeting of the Operations & Facilities Executive Committee was held on Wednesday, December 7<sup>th</sup>, 2011 at 7:30 a.m.

**PRESENT:** Rick Wiedenhoeft  
Paul Ryan  
Ken Perry  
Roy Avis  
Mark McCaig  
Doug Brown

#### **REGRETS:**

**GUESTS:** Barb Kircher @ 8:00 a.m. to 8:30 a.m. – (Armit Avenue Sidewalk)  
Robert Dakin @ 8:30 a.m. to 9:00 a.m. – (1107 Second Street East)  
Douglas Herr @ 8:30 a.m. to 9:00 a.m. – (1107 Second Street East)

1. Called to order at 7:31 a.m.
2. Non-agenda items which, because of urgency, cannot be referred to subsequent meeting, identified to be considered later in the meeting – none.

## ***Agenda Item # 10.1***

3. Disclosure of pecuniary interest and general nature thereof – none.
4. Approve Minutes from November 23<sup>rd</sup>, 2011 Operations & Facilities Executive Committee Meeting. The minutes were approved as circulated.
5. TENDERS/CAPITAL/DEVELOPMENT/ENGINEERING SERVICES
- Execution of ESRI – Small Government Enterprise Agreement (GIS Software) – the report was reviewed and will be forwarded to Council for approval.
  - Armit Avenue Sidewalk Between Front Street to Church Street – Barb Kircher arrived at the meeting at 8:00 a.m. and gave a brief presentation on the reasons why there should be two (2) sidewalks along Armit Avenue between Front Street to Church Street. Also she was given an opportunity to ask questions and receive clarification. Barb Kircher left the meeting at 8:30 a.m. The Administration report prepared will be revised to include the following recommendation that the previous decision of Council on September 12, 2011 in regards to the above mentioned sidewalk would remain. The report will be forwarded to Council for approval.
6. WATER
- Water Treatment Plant
- Water Distribution System
- 1107 Second Street East – Repairs to Water Service Line – Letters from Robert & Jean Dakin – November 10, 2011 – Doug Herr and Robert Dakin arrived at the meeting at 8:30 a.m. Both Doug and Robert were given an opportunity to present their case in regards to inspecting a water service and relocating a curb stop valve to the property line at 1107 Second Street East. Robert and Doug left the meeting at 9:00 a.m. The Administration report prepared will be revised to include the following recommendations;
    - 1) That Jean Dakin, property owner of 1107 Second Street East will be responsible for all costs associated in relocating the water service curb stop valve to the property line where a new invoice will be prepared in 2011.
    - 2) That the cost of replacing the sidewalk is the responsibility of the Jean Dakin, property owner of 1107 Second Street East where the Town will invoice for this concrete work in 2012 in accordance to the 2012 by-laws rates.

## ***Agenda Item # 10.1***

- 3) The Town will not charge Jean Dakin, property owner of 1107 Second Street East for the cost to remove the existing sidewalk as her building contractor performed this activity.
- 4) That the existing invoice to Jean Dakin, property owner of 1107 Second Street East complete with service charges will be cancelled where a new invoice will be prepared for the work that took place in 2011 (relocating the curb stop and inspection services).

The report will be forward to Council for approval.

### **7. SEWER**

#### **Sewage Treatment Plant**

- Wastewater Treatment Facility October 2011 Monthly Report – the report was reviewed and will be forwarded to Council as information only.

### **8. TRANSPORTATION**

- Establishing a Community Parade Route – Going Forward – the prepared report was endorsed by the Operations & Facilities Executive Committee and will be forwarded to Administration & Finance Executive Committee.

#### **Traffic Safety Advisory Committee**

### **9. WASTE MANAGEMENT**

### **10. AIRPORT**

### **11. PARKS & CEMETERIES**


- Request from Parks Canada to enter into an agreement to install & maintain the Fort St. Pierre Commemorative Plaque – the report was reviewed and will be forwarded to Council for approval.

### **12. INFORMATION REPORTS**

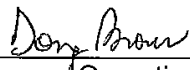
## ***Agenda Item # 10.1***

### 13. NON-AGENDA ITEMS

There being no further matters before this committee at this time; this meeting was adjourned at 9:02 a.m.

  
Chairman  
Operations & Facilities Executive  
Committee

Dec 7th O&F Exec.doc

  
Manager Operations & Facilities

## Agenda Item # 10.2

### PLANNING & DEVELOPMENT EXECUTIVE COMMITTEE MINUTES OF MEETING

**Place:** Civic Centre Committee Room

**Date:** 2011 December 5th

**Time:** 0830 hours

**Meeting Session No.** 13

**Present:**

**PDEC;** J. Albanese, R. Wiedenhoeft, S. Tibbs, R. Hallam

**Delegations;**

**Others;** M. McCaig,



**Disclosure of pecuniary interest;**

- No disclosure of pecuniary interest expressed.

**Items discussed & disposition thereof;**

- Moved & Seconded (Wiedenhoeft/Tibbs) that the minutes of the meeting held 2011 November 21st be accepted as circulated.
- Fort Frances Police Services Board re; Designation of Official Parade Route.
  - Memorandum forwarded to AFEC recommending that;
    - The policy refer to “parades for significant community events”.
    - Both routes as suggested be included in the policy.
    - All requests for other routes be by timely request through the Clerk.
- Appointments to Boards & Committees re; BIA Board of Management
  - Resolution 2011-005 (Tibbs Wiedenhoeft) at 0854 hours to move “In Camera” to speak to the issue
  - Recommendation to appoint the applicant, Ms. Shelley Rae Wepruck, to the BIA Board of Management forwarded to Council.
- Economic Development Advisory Committee re Pricing & Sales Policy – Industrial Lots
  - Recommendation to approve the Land Sales Policy prepared by the Municipal Planner based on the concept provided by EDAC forwarded to Council.

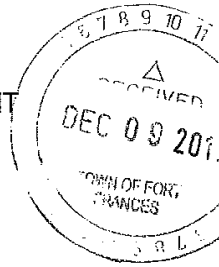
John Albanese  
**Chairperson**

R. Hallam  
**Committee Administrator**



**BOARD OF HEALTH FOR THE  
NORTHWESTERN HEALTH UNIT**

**MEETING MINUTES**  
Regular Board of Health Meeting  
Friday, October 28, 2011  
Kenora Best Western Lakeside Inn



~~~~~  
**MEMBERS PRESENT:** John Albanese – Chair  
Jim Belluz, Dennis Brown, Dave Canfield, Mel Fisher, Russ Fortier, Margaret Harland,  
Julie Roy, Paul Ryan, Bill Thompson

**PARTICIPATING:**  
Dr. Jim Arthurs, Medical Officer of Health (MOH)  
Mark Perrault, Chief Executive Officer (CEO)  
Lois Bailey, Chief Financial Officer  
Dorothy Strain, Executive Assistant (Recording Secretary)

**REGRETS:**  
Doug Squires

**1. CALL TO ORDER**

Chair John Albanese called the meeting to order at 8:30 a.m.

**2. APPROVAL OF AGENDA**

**2.1 Additions to Agenda:**

- Agenda Item #7, Non Agenda Items:
  - 7.1 Bedbugs Presentation: 10:00 a.m.
  - 7.2 Arena Inspections

**No. 98-2011. Moved by J. Roy, Seconded by M. Harland and Carried:**  
*THAT the Agenda for the Board of Health meeting dated October 28, 2011, be approved as amended.*

**3. DECLARATIONS OF PECUNIARY INTEREST & GENERAL NATURE THEREOF**

None was declared.

**4. MINUTES OF BOARD OF HEALTH MEETING, September 16, 2011**

**No. 99-2011. Moved by R. Fortier, Seconded by D. Brown and Carried:**  
*THAT the Minutes of the Board of Health meeting held September 16, 2011, be approved as written.*

### 5. SENIOR MANAGEMENT REPORTS

#### Medical Officer of Health Report

*Dr. Jim Arthurs, Medical Officer of Health, was on vacation during this report period. He will present a verbal report to the Board of Health meeting, October 28, 2011.*

[See Board of Health Meeting Minutes, Agenda 5.1, Report of Medical Officer of Health: page 13]

#### Epidemiology Report

*Submitted by Lee-Ann Nalezty, Epidemiologist*

##### Student Drug Use Survey Update

I am pleased to report that Alina Cameron, epidemiologist, has been awarded the contract to complete the mental health and well-being component of the Northwestern Ontario Student Drug Use Survey.

##### Infectious Diseases Report

I had the opportunity to write a review on the report, "Ontario Burden of Infectious Diseases Study" (ONBOIDS) prepared by Public Health Ontario and Institute for Clinical and Evaluative Studies. In general, the report of infectious diseases for the province was very thorough. The use of health-adjusted life year (HALY) to estimate the burden of disease was helpful in appreciating the extent of sickness and its ramifications in the population. The HALY is a measure that incorporates premature death and the reduced functioning or state of health associated with diseases or injuries. HALYs quantify the amount of "healthy" life lost. HALYs are an umbrella term for other measures, including disability-adjusted life years (DALYs) and quality-adjusted life years (QALYs).

The report identified the 10 most burdensome infectious agents in Ontario. They were: hepatitis C virus (HCV), *Streptococcus pneumoniae*, human papillomavirus (HPV), hepatitis B virus (HBV), *Escherichia coli*, human immunodeficiency virus (HIV/AIDS), *Staphylococcus aureus*, influenza, *Clostridium difficile* and rhinovirus; however, among selected infectious syndromes, the five most burdensome were pneumonia, septicemia, urinary tract infections, acute bronchitis and endocarditis.

Gaps were identified in the report. One gap was that the report was only at the provincial level. Health units benefit from data at their own local level. Aggregating data from health units in the north up to the LHIN level might be worthwhile when local data is too small to report. A second gap was the omission of data from health units when their boundary is next to another province. It is important for health units to know the actual number of infections that are in their area. Also, the issue of having to be accountable for the number of cases of infections in First Nation communities was raised where health units do not provide investigation or follow-up.

The Social Determinants of Health were identified as essential information to have in the prevention of infectious disease. We find that many of our infectious diseases are found in overcrowded, deteriorating homes that lack a basic safe water supply and are without a

## Agenda Item # 10.3

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sewage system. Some families do not have access to proper nutrition or basic household materials like soap and towels to use to prevent the spread of disease.

### Data Sharing Agreement

Public Health Ontario indicated that only 15 health units have signed their Data Sharing Agreement. (The Northwestern Health Unit was among the signing health units.) The other 21 health units refused to sign the agreement for various reasons. Associated with the Data Sharing Agreement is the issue of informing people that their information is shared with Public Health Ontario. At the next Managers meeting we will be discussing what changes to our forms will be necessary to meet the requirements of the *Freedom of Information and Protection of Privacy Act*.

### Data Access Issue

I participated in the Better Outcomes Registry and Network (BORN) webinar this month.

We were notified that they have been granted status as a Prescribed Registry under Ontario's *Personal Health Information Protection Act* under its former name of the Ontario Perinatal Surveillance System (OPSS). This registry status allows BORN to collect, use and disclose personal health information for purposes of facilitating or improving the provision of health care to maternal-fetal and child populations in Ontario. At present health units have direct access to aggregated data that BORN collects. However, this may not be the case in the future. The health unit may have to apply for data as it is required. This process will slow down our access to mother and child hospital information and may even prevent us from actually getting any data. The Association of Public Health Epidemiologists in Ontario is working with BORN to ensure continued access to the data.

### Northwestern Health Unit Projects

Data analysis continues on the Youth Action on Drugs Project survey and the dental study.

### **Infectious Disease Control**

*Submitted by Donna Stanley, Manager, Infectious Diseases*

#### Seasonal Influenza

Attached is a detailed report on the influenza vaccine supply and communications plan for the 2011-2012 influenza immunization season.

Advertising has begun, and high risk clients will be cared for during October, with general clinics beginning mainly in the month of November.

#### School-Based Immunization Programs

All Vaccine Preventable Disease (VPD) staff are busy attending schools to administer the first round of school-based immunization programs, which continue into May of 2012.

#### Infection Control for Emergency Services Workers

The Control of Infectious Disease team's first community conference took place on September 22. A good representation of Emergency Services Workers from across our

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region attended, and feedback showed that the training day was well received. The team is ready to build on these partnerships, which increase community capacity to prevent and control exposure to communicable disease on the job and in home life.

### Infection Control Week

October 17-23 is Infection Control Week. Our team has developed a kit, based upon need and utilizing stakeholder input, which will be used to co-facilitate teaching Long-Term Care facilities visitors and family members about basic infection control and their role in protecting residents' health. Our goal is that Long-Term Care facilities will gain the capacity to continue working with visitors and families in the future, using the teaching package. During outbreaks we often find that visitors and families are an ongoing source of infection for residents, and it is difficult to teach people during an outbreak when emotional responses are elevated. Since the visitors and families connected with Long-Term Care facilities are a fairly consistent group over time, we want to promote a sense of teamwork in preventing infection at all times.

### Disease Watch

This is our second year of utilizing a link on the Northwestern Health Unit's website, called "Disease Watch". We have enhanced the site a bit this year. We receive reports of either respiratory or gastrointestinal disease from many sources, including schools, daycares, emergency rooms (directly and via electronic systems) and Telehealth clusters of increased calls. These reports are not data we can follow up directly; but we use them internally to recognize trends and identify where increased vigilance or intervention may be useful (e.g., going to a facility and auditing cleaning and hygiene practices to see how prevention can be enhanced).

By showing heightened activity levels on Disease Watch and engaging community partners in checking the website, we hope to influence them to make preventive changes spontaneously as well. For example, we provide schools with Communicable Disease Guidelines binders annually. These binders can be a reference for schools, with information on various communicable diseases; this year, we have also included a recommended daily routine cleaning schedule as well as an enhanced cleaning schedule. On Disease Watch, we encourage schools to consult the binder and utilize the enhanced cleaning schedule when there is increased disease activity anywhere in the region.

### **Sexual Health, STI/BBI, Early Detection of Cancer**

*Submitted by Gillian Lunny, Manager, Sexual Health*

### Knowledge Transfer and Exchange

The Opening Doors Conference is an annual conference held in Thunder Bay that focuses on HIV and counselling. Katy Esselink, Public Health Nurse (PHN), Fort Frances office, is on the planning committee. This involves many teleconferences with the team, which includes staff from AIDS Thunder Bay. This year's conference, October 6-7, included topics such as HIV disclosure and the law; talking openly about sex; and supports for people living with HIV/AIDS.

Our two Community Outreach PHNs, Britt Komish and Jeanna Faykes and Sexual Health PHN Angie Royal attended the Fabric of Diversity Conference that was held in Kenora in

## Agenda Item # 10.3

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September. This conference was organized and sponsored by the Kenora District Human Services and Justice Coordinating Committee and the Canadian Mental Health Association Kenora Branch. The conference addressed all aspects of diversity awareness and creating safe spaces.

### Community Outreach Public Health Nurses

Britt Komish and Jeanna Faykes have been on quite the road trip since the beginning of September. As part of their orientation to the programs and services offered by the Northwestern Health Unit, they have visited several offices and met with staff to discuss the programs they deliver, who their priority populations are, and to learn about each community and its unique opportunities and challenges. They have been to Fort Frances, Atikokan, Dryden, Sioux Lookout and Kenora. Britt will also be spending time in Ear Falls and Jeanna in Rainy River and Emo. They will be using the information they collect as a tool to develop their 2012 program plans.

Jeanna, Britt and Gillian Lunny attended the Ontario Public Health Association and Public Health Ontario Fall Forum conference in Toronto, October 5-6, titled "Engaging Priority Populations". This conference provided an opportunity to share and learn effective approaches to engage priority populations, in order to facilitate better program and service delivery and create more equitable health outcomes. Britt and Jeanna had the chance to meet other Outreach PHNs from across the province in order to develop a support network for this new role.

### HIV Point of Care/Anonymous Testing

Training for the remaining sexual health clinics is taking place October 14 in Dryden. Public health nurses Kim Elke, Kenora office, and Shelly McLarty, Sioux Lookout office, will be providing this to the public health nurses from Red Lake, Fort Frances and Dryden offices. Our goal is to have all sexual health clinic sites performing Point of Care and Anonymous Testing by HIV/AIDS Awareness Week, November 24-December 1, 2011.

### E-Charting

Andrea Perchuk, Program Assistant, Kenora office, is finishing e-charting training in Fort Frances office on October 13. This will be the final sexual health clinic site to receive orientation. So far, the program is being very well received. We will be planning orientation for the non-clinic sites in the near future.

### Enforcement

*Submitted by Jennifer McKibbin, Manager, Enforcement*

### Safe Water Program

The Ministry of Health and Long-Term Care ('Ministry') has recently allowed for private water sample results to come directly to the public health unit from the public health lab via an encrypted email, making the communication of adverse water results a more direct and timelier process. (Water test results were previously sent first to the Ministry in Toronto, and they forwarded results for each region to the public health unit on a dedicated water computer.) Local public health inspectors (PHIs) call a water system owner the same day the results

## Agenda Item # 10.3

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arrive if there is evidence of E.coli in the lab result, and this phone call often arrives at least a few days ahead of when the owner receives their results from the lab in the mail. The PHI can give immediate advice over the phone about how to check the well or water source for potential contamination and how to make the water source safer for their family.

### Small Drinking Water Systems Program

The PHI team and support staff continue to strive for 100% completion of small drinking water system assessments. Some assessments will be carried out via a telephone conversation with the operator (e.g., remote one-cabin outposts), and all known small drinking water systems in our region should be entered into the RCat system prior to the Ministry deadline of December 31, 2011. One result of our work is that many of the system operators in the region are now submitting regular water samples. These samples go to a private lab and results are reported back to us, albeit with a long lag time, via an on-line system created by the Ministry. As with private water samples we do get immediate and direct report of any adverse results, and we follow the same process as private water results – calling the operator and giving direction and advice for making the water safer for the consumers.

### Health Hazards

The bedbug surveillance and public education project continues to receive responses to our anonymous on-line survey questionnaire regarding bedbug infestations in our region. Reports of bedbugs tend to be concentrated in communities within the Kenora District and have been reported in multi-unit dwellings, hotel/motels and private homes. Participation in our on-line survey does not confirm the identification of the bugs but we have had a number of samples brought into our Kenora and Dryden offices where a positive bedbug ID has been made. The survey remains on-line until mid-November, when we will begin the compilation of results for submission to the Ministry. We are holding bedbug information sessions in Dryden and Sioux Lookout in October to share bedbug facts with the public.

In response to requests, a Fort Frances-based PHI made presentations regarding Lyme Disease to the Atikokan Council and two community-based groups.

### Part 8 Program

As of September 30 the Part 8 program had a total of 170 sewage applications, compared with 167 in 2010. Permits numbers are down slightly in Kenora and up in Red Lake. Normally the season for septic system installation begins to slow down after Labour Day weekend, but the warm weather has meant that septic system installations are continuing. We are still receiving permit applications although applications received after the winter weather sets in usually get installed the following spring.

### Food Safety

Regular second round food safety inspections of year-round restaurants are being carried out this fall. A number of Small Drinking Water System inspections done this summer included food safety inspections of kitchens supplied by the water system.

With the retirement in September of Claudia Westland, Enforcement Health Promoter in the Kenora office, the Safe Food Handlers Training that is offered by the Northwestern Health Unit to food servers around the region will now be done by the School Nutrition Program

## Agenda Item # 10.3

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health promoter in the Atikokan office. This change is another opportunity for cross-program collaboration between the food safety program and the school nutrition/Chronic Disease and Injury Prevention (CDIP) programs

### Tobacco Control

Our staff will be working with the Centre for Addiction and Mental Health to bring another series of STOP Study workshops to Kenora, Fort Frances and Dryden to provide free NRT (Nicotine Replacement Therapies) to smokers who attend the evening workshop. Dates for the evening workshops will be sometime in January 2012.

The tobacco control staff are attending the biennial (every second year) National Tobacco or Health Conference in Toronto the first week of November, where they are leading a Flavour....GONE advocacy event with youth from various parts of Canada.

### **Dental Health**

*Submitted by Dawn Sauve, Manager, Dental Health*

### Funding Received/ Collaboration with Other Agencies

Dental screening has begun in all areas with preventive clinics to commence after the screening process.

We have completed a number of weeks of treatment on the mobile dental van and it has been very well received in the Fort Frances area. The first trip for the mobile in Fort Frances has had great success as clients have been very compliant with appointments, treatment, etc. The presence of the mobile has heightened awareness of the Healthy Smiles Ontario (HSO) program; with this, expectations of increased enrollment should occur. We will continue to work with the province to see if we can accommodate the request we have received to see adults on the mobile.

We anticipate the mobile to visit areas where dental access is an issue. Unfortunately, Fort Frances was the most urgent area in need of treatment as it was the one area where dentists had completely withdrawn services from our programs. An arrangement between the Northwestern Health Unit and the Kenora Rainy River Dental Society (KRRDS) allowed us to maintain good working relationships with dental offices throughout the area. It is crucial that a good working relationship be maintained between the Health Unit and KRRDS even though some of their dentists have broken ranks with the society.

We also held two very successful days of dental treatment in Rainy River's newly renovated dental suite prior to the arrival of the mobile.

### Feedback on the Quality of Service

At the annual dental meeting in September a very successful adult/child CPR and AED training course took place. The new screening protocol was further discussed and it was agreed that this new protocol had allowed the Health Unit to provide far more preventive services than in the past. We will continue to monitor program statistics to determine if this approach helps to reduce the very high decay levels in northwestern Ontario. It was also

## Agenda Item # 10.3

BOARD OF HEALTH MEETING MINUTES    October 28, 2011    8

agreed that increased oral health promotion and disease prevention would be delivered to preschool and kindergarten children and their parents.

Good public health discussions took place and it was agreed that the standards seen now in the Northwestern Health Unit dental programs are very high. This is evident in the recognition that we have received provincially, where the Northwestern Health Unit is considered a model for interjurisdictional program delivery. Dr. Arthurs and Dr. Arlene King, Ontario's Chief Medical Officer of Health, will continue their work in this area.

### **Chronic Disease and Injuries**

*Submitted by Tanis Fretter, Manager, Chronic Disease & Injuries*

#### Youth Action on Drugs (YAD) Project

*Submitted by Saralyn Semeniuk, Health Promoter, Dryden*

With the support of Youth Advisor Kristin Bulmer, the Kenora YAD youth group provided a deputation to the Kenora City Council on September 19 requesting the formation of a municipal youth council. On October 6, the CAO for the city provided a report to Mayor and Council with the recommendation that Council direct administration to develop a terms of reference for a Youth Council. And on October 11, the youth provided another deputation at the Committee of the Whole meeting and are looking forward to hearing council's decision on their request.

The YAD youth have also received local newspaper and television coverage of their activities and have gained the attention and support of Irwin Elman, the Provincial Advocate for Children and Youth, after talking with him during his recent visit to Kenora. Mr. Elman was quoted by the local media as saying, "I believe the step of establishing a youth advisory council for any municipal council is a useful and excellent step in creating better services for children and youth. After meeting the young people... I cannot imagine how their talent and commitment would not be met with open arms." He continues to support the youth by "tweeting" on their activities as well.

### **Family Health**

*Submitted by Kim Gardiman, Manager, Family Health*

#### Healthy Babies, Healthy Children (HBHC) Program Updates

HBHC program public health nurses (PHNs) will begin to implement a new tool for planning with families. Staff received training on the Family Friendly Service Plan (FFSP) and Home Visiting Reminder during our annual team meeting on September 28, 2011. The FFSP complements the current Family Service Plan in the Integrated Services for Children Information System (ISCIS). It is a tool that will support HBHC nurses in engaging and working with families to discuss their desires and areas of strength; to help come to an agreement on the goals that the family would like to pursue as part of the HBHC program; to identify goals for home visiting; and then follow-up on the progress of the family in achieving their goals. As such, the FFSP serves to maintain itself as a living document that the HBHC nurse uses to develop a plan of action with families. I am currently developing a procedure for the use of the FFSP and Home Visiting Reminder to be included in the HBHC Procedure Manual.

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I recently attended the Ministry of Children and Youth Services' HBHC Education Workgroup teleconference. The mandate for this group is to provide health units, front-line HBHC staff, and Ministry program staff with information and guidance on mechanisms to support implementation of best practice guidelines, education and training. At our most recent teleconference in October it was announced that all education champions participating in training from 11 selected health units were successful in receiving their designation as Master Trainers. Congratulations go out to Donna Mior, PHN, Kenora office, who in her role as a Master Trainer will train our HBHC PHNs and all the HBHC PHNs from our sister health unit, Thunder Bay District Health Unit.

Donna and Miranda Sigurdson, PHN, Fort Frances office, will continue their education for the implementation of the Parent-Child Interaction (PCI) Feeding and Teaching Scales. In September the Ministry of Children and Youth Services notified us that our request for one-time funding had been approved, for the purchase and shipping of the PCI Feeding and Teaching Scales kits that will support our training workshops for Northwestern Health Unit and Thunder Bay District Health Unit PHNs.

### Speech, Hearing and Vision

*Submitted by Debbie Cousineau, Manager, Speech, Hearing and Vision*

In September 2011, the new program providing speech/language services for JK/SK children attending school in the Rainy River District School Board was implemented. This program is a component of the Rainy River district's demonstration site project to integrate speech and language services for children from birth through grade 12.

The new JK/SK program is being provided by Lonna Oster, Speech Language Pathologist, as part of a one-year partnership contract between the Northwestern Health Unit and Rainy River District School Board. Lonna will be providing support to classroom staff, students and families. She will continue to collaborate with the preschool services to ensure seamless transitions for children entering the school system. Further services she will provide include speech/language/literacy screens, parent education, education staff training, and classroom-based activities. The goal of this program will be to ensure that all children entering grade one will have achieved their optimal speech, language and literacy skills.

Joelle Labute has accepted the term position as the Speech Language Pathologist in the Northwestern Health Unit's Fort Frances office. Joelle, along with our Communication Assistant Ellie Grant, will continue to provide speech and language services to children throughout the Rainy River district.

As the majority of JK/SK children are now able to receive school-based speech and language services, the North Words program will focus upon providing services to the birth to three years population. Services will continue to be provided in a block system; however, to increase the opportunity for public awareness and promotion, a different schedule will be implemented during this service year. A ten-week therapy block will be offered, followed by a four-week community block. The community block will allow staff to provide community education, health promotion and awareness activities, prevention activities, and parent training. The goal of the community block is to increase awareness regarding early identification, and to empower parents and caregivers to support children's speech,

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language and literacy development. Staff will be providing these services in a variety of locations throughout the district. The exact block schedule will be as follows:

|                                   |   |                    |
|-----------------------------------|---|--------------------|
| September 12 to November 18, 2011 | - | Therapy Block #1   |
| November 21 to December 16, 2011  | - | Community Block #1 |
| January 9 to March 16, 2012       | - | Therapy Block #2   |
| March 19 to April 13, 2012        | - | Community Block #2 |
| April 16 to June 22, 2012         | - | Therapy Block #3   |
| July and August 2012              | - | Summer Block       |

### Chief Executive Officer Report

*Submitted by Mark Perrault, Chief Executive Officer*

#### Chief Nursing Officer Position

With the Ontario elections over (congratulations to Sarah Campbell, Kenora-Rainy River, and Bill Mauro, Thunder Bay-Atikokan) and no change in government we are safe to presume that the direction that public health has taken will continue for the foreseeable future. One of the initiatives involves the provincial funding of a Chief Nursing Officer (CNO) position in every health unit, which is also a requirement of the new Ontario Public Health Organizational Standards. As we have two managers who are nurses, by mutual agreement one of them will be designated Chief Nursing Officer. This will have minimal impact on their workload, as most of the functions of the CNO are already being performed.

#### Projects Update

As we enter the last quarter of the fiscal year we have a number of substantial projects which we are aiming to have completed by year-end. These include:

- Ergonomic assessments in all offices (with the exception of the Kenora Wolsley Street office). The Ministry of Labour has issued an order to have ergonomic assessments done for all staff workstations by year-end. As we are moving the Wolsley office in July 2012 we have requested a deferment for that office. These assessments are performed by our Human Resources Officer, Marilyn Herbacz. A result of the assessments will be purchases of some new equipment such as chairs and keyboard trays.
- Sioux Lookout office renovations. A finalized floor plan has been developed and we are currently in the process of hiring contractor(s) to complete the work by year-end.
- Voice over IP (Internet Phone System). We are in the process of procuring the equipment for the internet phone system and expect that implementation of the system will begin in December.
- Job analysis. Starting in November we will be conducting a job analysis of most of our positions, with the goal of developing updated job descriptions by year-end. This was one of the recommendations arising from the accreditation report. In addition, we will be using the data collected to redesign our performance evaluation system.
- Procurement of a van/cargo van. An analysis of the travel out of the Kenora office to provide computer and human resource support, and vaccine and resource centre delivery supports the purchase of a van. The estimated cost would be about \$30,000 and the payback period would be less than two years.
- SharePoint. On November 1 our internal communication system, SharePoint, will go live in all of our offices. Starting that day staff will be able to:

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- Post announcements and read announcements posted by others
- View and make entries on the staff Travel Calendar
- View, download, and print policies and forms
- Participate in IT surplus equipment auction
- Use the staff Wiki site
- List or view items on the staff market page (for staff selling or looking to buy personal items)

The list of functions available to staff will quickly expand with the introduction of on-line purchasing, resource library, and collaboration sites for teams and committees in the very near future.

### Partnerships and Collaboration

After several discussions with Dr. Michael Wu over the past month, I am happy to report that Doctors Mary Kennedy and Michael Wu in Fort Frances have agreed to participate in the Healthy Smiles Ontario (HSO) Northern Pilot program. Starting in January they will provide one full day per month dental services to our HSO program (based upon demand).

During the past month I have been involved with the Dryden Age Friendly System Integration group, which is a multi-agency partnership developed to provide a coordinated approach to the health implications of our aging population. Most of the agencies participating provide regional services, so this initiative can be applied to other municipalities if it proves to be effective. As part of the Health Unit's contribution to the group, Alex Berry, our CQI coordinator, will be attending the next meeting to help facilitate the development of an action plan.

### Public Health Report Card Evaluation

The Northwestern Health Unit's first Public Health Report Card was published in June. An evaluation of the Report was subsequently conducted among individuals and agencies that were sent copies of the Report, by Alex Berry, CQI Coordinator. His summary of the evaluation results is provided in an attachment to this Management Report.

### **Finance Report**

*Submitted by Lois Bailey, Chief Financial Officer*

Total revenues for the eight months ending August 31, 2011, are \$10,016,230 and total expenditures \$9,426,504 resulting in an excess of revenues over expenditures of \$589,726. The cost shared programs (not including Healthy Babies, Healthy Children) are reporting a surplus of \$425,782; whereas the 100% funded and other programs are contributing \$163,943.

### Cost Shared Programs

As per the attached report titled "Cost Shared & Unorganized", total revenue for the reporting period exceeds budget by \$21,324 (actual of \$7,429,035 compared to \$7,407,711 budget).

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Actual cost shared and unorganized territories expenditures are \$7,003,253 compared to budget of \$7,434,337. Salaries, wages and benefits are underspent by \$117,519 (net) to date. Other expense lines that are significantly underspent include equipment, software and leaseholds (\$101,386), purchased service (\$108,836) and program supplies and services (\$43,171). The equipment budget will be spent on Voice over Internet Protocol (VoIP) equipment in the latter part of the fiscal year. Please refer to additional reports for an in-depth analysis of purchased service and salaries, wages and benefits.

### 100% Funded Programs

As per the report titled "100% Funded Programs", total revenues for the seven months are \$2,587,195 compared to the budget of \$2,620,167. The \$44,765 due back to the Ministry represents a settlement amount for the Diabetes program for the 2010-2011 fiscal year.

Actual expenditures are \$2,423,252 compared to budget of \$2,624,428; a difference of \$201,176.

Expenditure lines related to the 100% funded programs that are underspent include purchased service (\$66,317), salaries, wages and benefits (\$31,946 net), program supplies and services (\$79,361) and travel (\$40,122).

It is noted that the reported variances are comparable to the last report issued for July 2011 and it is anticipated that most of the variances, with the exception of some gapped salaries, wages and benefits, will level out throughout the course of the programs' fiscal year.

**Submitted by Dr. James Arthurs, Medical Officer of Health, and Mark Perrault, Chief Executive Officer**

### **5.1 Report of Medical Officer of Health**

#### Verbal Report - Provided by Dr. Arthurs, Medical Officer of Health

As Dr. Arthurs was on vacation during the writing of the management report, he provided a verbal report to the meeting.

Dr. Arthurs provided a short description of his vacation throughout the Mediterranean area.

Partnerships and Collaborations: On October 17 Dr. Arthurs attended, via teleconference, the first meeting of the Public Health Working Group, one of four working groups established by the Tri-Partite Initiative for First Nations Health. The meeting participants considered a special federal funding initiative for First Nations health.

Healthy Communities Initiative: Program funding was never flowed to health units. To date the future of the initiative remains uncertain with the absorption of the Ministry of Health Promotion and Sport by the Ministry of Health and Long-Term Care, following the provincial election.

Healthy Smiles Ontario Program: The dental van is currently operating in Fort Frances. It will be moved to Rainy River in early November for operation there until end of December. It will then winter in Fort Frances until spring.

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### Questions, Comments:

Water sampling: The Health Unit's service of forwarding private water samples to provincial labs for testing is considered to be a proactive measure, to encourage and facilitate testing of water facilities. The service is not a requirement of the Health Unit. The \$2.00 fee helps to offset shipping costs.

Bedbugs: Dr. Arthurs will follow up with staff regarding communications with Minnesota about bedbug infestations. Mark Perrault reported that he and staff have surveyed legislation across North America. There is no uniform legislation or regulations of municipal and/or provincial/state bodies in the US and Canada.

Management Report Attachment, 2011-2012 Seasonal Influenza Plan: Radio spots conveying vaccination clinic information, or changes to information, can be made at 'last minute', contrasted with week-before timelines for newspapers. This fall the Ministry of Health and Long-Term Care is not providing influenza vaccine as in past years. Health units will not be receiving their full allotment 'up front'. The Ministry is shipping vaccine amounts based upon previous years' uptake, not upon population counts, in order to reduce vaccine wastage at the end of influenza season. Dr. Arthurs will follow up with staff regarding immunization clinics in the west Rainy River district.

Mark Perrault noted that the '800' number being advertised to provide information on immunization clinics, is being established as a permanent '800' information number for all public health situations.

**No. 100-2011. Moved by J. Belluz, Seconded by P. Ryan and Carried:**  
*THAT the Report of the Medical Officer of Health be accepted as written.*

### **5.2 Report of Chief Executive Officer**

#### Additional Verbal Report - Provided by Mark Perrault, Chief Executive Officer

Chief Nursing Officer (CNO) Position: As the Health Unit's nursing staff complement is relatively small, it was decided that a separate full-time CNO position is not needed. Gillian Lunny, Manager, Sexual Health Program, will assume this position while retaining her Manager position. Full provincial funding for the CNO position will be utilized to establish a public health nurse position for provision of program and health promotion activities.

Office Upgrades: Negotiations are continuing with Sioux Narrows-Nestor Falls municipality regarding a new office site. The process is underway to obtain a contractor for upgrades to Sioux Lookout office. Repairs to the Fort Frances office roof are also being organized.

Ergonomic Assessments: The Health Unit is complying with an Order by the Ministry of Labour. Assessments are being conducted on staff in all offices.

Voice Over IP (Internet Phone Service): The Kenora office switchover is scheduled for December.

Cargo Van: After a survey of costs associated with travel from Kenora office for IT and HR staff, it was decided that it is more cost-effective to purchase a corporate cargo van. The van will be utilized for transporting equipment, vaccines, etc. Quotes from area dealers are being obtained.

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Partnerships and Collaborations: Mark Perrault will be meeting with Fort Frances dentists regarding clients of the dental programs. Mr. Perrault is also involved with the Dryden Age Friendly Network 's discussions with MP Greg Rickford's (Dryden) office regarding funding opportunities.

### Questions:

Job Analysis: This project was identified as a priority by the accreditation surveys. Current job descriptions will be reviewed and updated. The process will not affect pay equity.

At 10:00 a.m. consideration of Senior Management Reports was suspended in order to receive a presentation on Bed Bugs, Non Agenda Item #7.1.

### **7. NON AGENDA ITEM:**

#### **7.1 Presentation on Bed Bugs – *Provided by Jennifer McKibbon, Manager, Enforcement***

An informational video and information hand-outs were provided. Ms. McKibbon noted that bed bug infestations are not reportable and they are not considered to be a health hazard by provincial officials. The Health Unit received one-time provincial funding designated to address the infestation problem in local communities. A contract health promoter has been hired to survey the region for reports of infestations and to create an education program for preventing infestations. The program involves partnerships with local agencies to address local situations and provide appropriate information campaigns. The Health Unit is also providing information sessions in communities where infestations have been reported.

Health Unit staff are researching provincial legislation and municipal by-laws for wording for bed bug control. The findings will be shared with Board of Health members and municipalities, as well as suggestions for proactive activities to prevent infestations.

Chair John Albanese thanked Ms. McKibbon for her presentation on a timely issue.

Ms. McKibbon left the meeting at 10:50 a.m.  
Board of Health members recessed at 10:50 a.m.  
Mr. Albanese called the meeting to order at 11:15 a.m.

#### **5.2 Chief Executive Officer Report (con't)**

##### Finance Report –*Provided by Lois Bailey, Chief Financial Officer*

Finance reports to August 31, 2011, were reviewed. Revenues are flowing as projected. Focus variance reports for salaries and purchased services were reviewed. Gapped salaries funds have enabled the Health Unit to extend the contract for the bedbug project coordinator position, and also to fund a contract hire for IT to assist with special projects.

The reported surplus to August 31, 2011, is expected to significantly diminish over the fourth quarter from program campaigns and special projects scheduled for this period (e.g., Internet Phone system).

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### 5.2.1 Current Fund and 2010 Reserves Update – Lois Bailey

Lois Bailey noted that proposed rebates to municipalities of municipal levy payments are in accordance with direction of Northwestern Health Unit Policy, Accumulated Surplus – Current and Reserve Funds.

**No.101-2011. Moved by J. Roy, Seconded by D. Canfield and Carried:**

*THAT, following a risk assessment of the 2010 audited financial statements according to Policy, Accumulated Surplus – Current and Reserve Funds, the Board of Health has identified a surplus of municipal levy funds in the amount of \$47,950.33; and approves a reallocation of same funds to its obligated municipalities, according to the same municipal per capita funding formula under which they were levied in 2010.*

**No.102-2011. Moved by B. Thompson, Seconded by M. Fisher and Carried:**

*THAT the Report of the Chief Executive Officer be accepted as presented.*

### 6. REPORTS OF aIPHa FALL EVENT

John Albanese, Mel Fisher and Mark Perrault reported on their attendance at the Association of Local Public Health Agencies (aIPHa) Fall Event, October 21-22 in Toronto. On October 20 an overview of the Ontario public health labs and tour of the Toronto Public Health lab facility were provided. On October 21 aIPHa's Boards of Health section meeting was held.

Highlights of the Boards of Health Section meeting held October 21 included:

- Update on the resumption of the Panorama information database project. The new database will replace existing systems for infectious diseases reporting and immunization records. It will eventually link provincial and territorial systems across Canada to enhance reporting and tracking.
- A discussion for delegates regarding health unit composition: autonomous boards vs. non-autonomous?
- Description of the Ministry of Children and Youth Service's pilot projects across province for delivery of speech language services

Ministry representatives to the meeting included Dr. Arlene King, Chief Medical Officer of Health; and Darryl Sturtevant, Assistant Deputy Minister, Ministry of Children and Youth Services. Although no commitments for 2012 budgets were provided, Dr. King reminded delegates of the government's priorities as identified in the legislative throne speech.

Mel Fisher expressed disappointment at the poor attendance of aIPHa delegates to the meeting.

The next aIPHa event will be held February 9-10, 2012, in Toronto.

### 7. Non Agenda Items

**7.1 Bed Bug Presentation:** *This presentation was provided at 10:00 a.m.*

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### 7.2 Arena Inspections

Margaret Harland inquired about the inspection program for air quality in municipal arenas that was begun in 2010. Inquiries concerning air quality in Red Lake arena have been made. Dr. Arthurs will follow up with program staff.

### 8. NEXT MEETING DATE

#### 8.1 Board of Health Meeting

Date: Friday, December 2, 2011

Location: Kenora Lakeside Inn, Heritage Board Room

Start Time: 8:30 a.m.

#### 8.2 Executive Committee Meeting

Date: Thursday, November 17, 2011

Location: Kenora Wolsley office

Start Time: 10:30 a.m.

### 9. ADJOURNMENT

John Albanese adjourned the meeting at 12:30 p.m.

BOARD OF HEALTH FOR THE NORTHWESTERN HEALTH UNIT:

CONFIRMED AS WRITTEN

THIS .....<sup>2<sup>ND</sup></sup> DAY OF December 2011

  
\_\_\_\_\_  
CHAIR, BOARD OF HEALTH

  
\_\_\_\_\_  
RECORDING SECRETARY



**THE NORTHWEST CATHOLIC  
DISTRICT SCHOOL BOARD**

**REGULAR MEETING OF THE BOARD**



The minutes of the Regular Meeting of the Northwest Catholic District School Board held on October 18, 2011 in the Dryden Board Office, Dryden, Ontario, St. Francis School, Fort Frances, Ontario, Sacred Heart School Library, Sioux Lookout, Ontario and St. Patrick's School, Atikokan, Ontario.

Call to Order

The meeting was called to order at 6:40 p.m. with Board Chair A.-M. Fitzgerald in the Chair.

Opening Prayer

A.-M. Fitzgerald led the Board in prayer. Prayers were offered for the special intentions of Trustees and staff.

Roll Call

|                  |              |
|------------------|--------------|
| A.-M. Fitzgerald | J. Kulchyski |
| C. Bowen         | T. Larson    |
| K. Bryck         | R. van Oort  |
| H. Huntley       |              |

Absent with regrets

M. Chojko-Bolec  
D. Mainville

Officials

M.C. Kelly, Director of Education  
A. Cesiuinas, Superintendent of Education  
C. Howarth, Superintendent of Business  
D. Gardiman, Human Resources Administrator  
C. Wilson, Executive Assistant

Visitors

Sandra Poulin

Declarations of Conflict  
Of Interest

Pursuant to the Municipal Conflict of Interest Act, 1990, none of the Trustees declared a conflict of interest.

Consideration and  
Approval of Agenda

Addition of agenda item 11.4, Sacred Heart School Fuel Tanks.

Moved by: J. Kulchyski  
Seconded by: H. Huntley

Motion 11-102

THAT the agenda of the Regular Meeting of the Northwest Catholic District School Board dated October 18, 2011, be approved as amended.

CARRIED.

## **Agenda Item # 10.4**

Regular Board Meeting, October 18, 2011

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Confirmation of Minutes of the Regular Meeting      Moved by: H. Huntley  
Seconded by: K. Bryck

Motion 11-103      THAT the Minutes of the Regular Meeting of the Northwest Catholic District School Board dated September 17, 2011, be approved as circulated.

CARRIED.

### **Recognition of Excellence**

St. Joseph's School      Principal Mark Lugli was pleased to introduce teachers Mme Natalie Blackmon and Mlle Rhiannon Aaviku and recognize them for their efforts in organizing this year's Terry Fox run. These teachers went above and beyond the call of duty to organize an event that included the whole school community. The teachers shared with Trustees the events they generated as incentives to motivate students to get involved, such as a pie throwing contest and chicken dance activity. The school exceeded all expectations in raising a record amount of proceeds in the amount of \$8,458.08. Vice Chair C. Bowen thanked the teachers for their creativity and hard work with a token of the Board's appreciation.

### **Delegations/Presentation**

Rachel's Challenge      Director Kelly informed Trustees that Grade 7 and 8 students from Our Lady of the Way, St. Francis and St. Patrick's schools attended the community sponsored presentation "Rachel's Challenge" on September 28<sup>th</sup> and 30<sup>th</sup>. The purpose of this event was to support safe and caring environments in our diverse communities.

### **Business Arising Out of Minutes**

None

### **Policy Governance**

Special Education Advisory Committee      Trustees H. Huntley noted that the committee is still actively looking for committee members to represent the North end of the Board.

First Nations, Métis and Inuit Advisory Committee      Director Kelly informed Trustees that the Greater Toronto Equity and Inclusive Team members visited Fort Frances & Stratton on October 3, 2011. She had the opportunity to join them at the local Fall Harvest and to celebrate the good works being done in the North. The group was extremely impressed with the accomplishments in the area of Native studies for our Board with EQAO scores higher than the Provincial Standard.

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Regular Board Meeting, October 18, 2011

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|                                                      |                                                                                                                                                           |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Thunder Bay Diocesan Trustees' Association Executive | Trustee R. van Oort noted that the Thunder Bay Diocesan Trustees' Association Executive is actively planning the 50 <sup>th</sup> Anniversary Conference. |
| Transportation Committee                             | No Report                                                                                                                                                 |
| Audit Committee                                      | No Report                                                                                                                                                 |

### **Reports – Items for Decisions: Action Required**

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transportation Policy, Rainy River Consortia | Superintendent of Business, C. Howarth, informed Trustees that it would be good practise to see the Northwest Catholic and Rainy River District School Boards enter into a Transportation Consortia to manage school bussing in the Rainy River District. The Rainy River District School Board has met to discuss this option, and both Boards would like to strike a joint committee to explore the possibility of creating a Transportation Consortia. The formation of a Consortia would ensure financial processes are in line with the Ministry mandate. Trustees support the formation of a Transportation Committee with one Trustee and one Administrative representative from both Boards. |
| St. Joseph's School – Portable Addition      | <p>Superintendent of Business, C. Howarth, noted that this motion has been brought to the Board to formally record the motion passed by Trustees in July. The building has arrived on the property at St. Joseph's School and the company is currently completing the installation.</p> <p>Moved by: R. van Oort<br/>Seconded by: C. Bowen</p>                                                                                                                                                                                                                                                                                                                                                       |
| Motion 11-104                                | <p>THAT the Board formally approve the bid from NRB of \$256,572 for the supply of a 2 classroom addition to the portable classroom addition at St. Joseph's School.</p> <p>CARRIED</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Smart Board Request for Proposal             | <p>Superintendent of Business, C. Howarth, noted that this motion has been brought to the Board to formally record the motion passed by Trustees in July.</p> <p>Moved by: T. Larson<br/>Seconded by: J. Kulchyski</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Motion 11-105                                | <p>THAT the Board formally approve the bid from Advanced Education of \$117,260 plus taxes for the supply of Smart Board equipment.</p> <p>CARRIED</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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Regular Board Meeting, October 18, 2011

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Sacred Heart School Fuel Tanks

Superintendent of Business, C. Howarth, informed Trustees that underground fuel oil tanks located at Sacred Heart School are subject to rigorous inspections and compliance procedures. There are risks with the management of underground tanks and he was unable to find a company willing to inspect the tanks over the summer. The Board received two bids on the removal of the tanks. The committee met twice, considering criteria such as cost, experience and ability to complete the project on time, before deciding which company to choose.

Moved by: T. Larson  
Seconded by: J. Kulchyski

Motion 11-106

THAT the Board approve the proposal of LTL Contracting Ltd. to complete the Sacred Heart School fuel oil tank system replacement at a before tax cost of \$268,900.

CARRIED

### **Reports – Items for Monitoring: Action Required**

Director's Report

DRAFT Director's Annual Report:  
Director Kelly highlighted all the items the Board accomplished in the 2010/2011 school year. She is very proud of the work that this Board has done in achieving many initiatives over that time.

DRAFT Strategic Plan & Board Operational Review Update:  
Director Kelly reviewed the Draft Strategic Plan & Board Operational Review Update with Trustees. All the Board's system goals are aligned in all department areas. The document is now updated with the current information for the 2011-2012 and 2012-2013 school years. Superintendent of Education, A. Cesiunas, reviewed the Program section with Trustees. He highlighted success criteria for students, teaching strategies and the continuation of district school reviews. He noted that by the end of October the Board will have completed a three year plan to implement Smart Boards in all classes. The Board has recently implemented a pilot project for iPads in the classroom. Director Kelly reviewed the Human Resources section noting labour relations as an important issue over the next year. Superintendent of Finance, C. Howarth, reviewed the Financial and Facility sections stating the Board is contemplating implementation of a pilot project for cashless schools at St. Joseph's School. He also noted that Novell GroupWise will be phased out over the next year. Director Kelly reviewed the Board Improvement and Board Succession Plans with Trustees. The Board will need to look at options for upgrading the Board Office located in Fort Frances. Superintendent of Business, C. Howarth, noted that funds have been allocated in this year's budget for upgrades to this office.

CCSTA National Conference, Ottawa 2011:  
Director Kelly noted that the speakers for the CCSTA National Conference were excellent. Trustee Huntley noted that there were

## Agenda Item # 10.4

Regular Board Meeting, October 18, 2011

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Boards from across the country in attendance. The western Boards were seeing the FACE presentations for the first time. They were very interested to learn about the Ontario experience and this information will help all Catholic Boards across the county.

49<sup>th</sup> Annual Conference - Catholic Education "Celebrating our Successes":

Director Kelly noted that this was a well attended conference.

OCSTA Trustee Strategic Role in Multi-Year Planning:

Director Kelly informed Trustees that the Board has been acknowledged as a role model in Policy Governance at the Diocesan Conference and the Board was complimented on the way we implemented the amalgamation with the Atikokan Separate School Board.

OCSTA Regional Meeting in Thunder Bay, October 1, 2011:

Trustees received this information as presented.

OCSTA Regional Meeting in Thunder Bay, President's Report:

Trustees received this information as presented.

Health & Safety Report

Trustees received the Health & Safety Report as presented.

Accidental Death &  
Dismemberment  
Insurance Policy for  
Trustees and Named  
Positions

Trustees received the Accidental Death & Dismemberment Insurance Policy for Trustees and Named Positions report as presented.

2011-2012 Board  
Implementation Plan  
eLearning Project

Trustees received the 2011-2012 Board Implementation Plan eLearning Project Report as presented. Superintendent of Education, A. Cesiunas, informed Trustees that the implementation of the eLearning project has been a cooperative effort with staff members. Dick Botsford is the lead implementation coordinator.

2010-2011 EQAO Results

Superintendent of Education, A. Cesiunas, reviewed the 2010-2011 EQAO results with Trustees. He noted that Northwest Catholic School Board's aboriginal students scored higher than the Provincial average for aboriginal students.

Parent Newsletter

Trustees received the Parent Newsletter as presented.

Rachel's Challenge

Director Kelly informed Trustees that Rachel's Challenge was an initiative brought to the Rainy River District by Steve Latimer as a means to educate students on the importance of anti-bullying.

Administrative

C-08, Board Purchase Card Procedure (revised)

## Agenda Item # 10.4

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### Procedures

This procedure has been revised to stipulate the card holder review their monthly statement in a timely manner (14 days) even if they are not the person who regularly reconciles the statement.

E-01, Transportation, Rainy River District (revised)

This procedure has been revised to remove "the North end of the Board" as they now operate under a Transportation Consortia and to change the name of the policy to E-01, Transportation – Rainy River District.

Moved by: C. Bowen

Seconded by: R. van Oort

### Motion 11-107

THAT the Reports "Items for Monitoring" presented at the Regular Meeting of the Northwest Catholic District School Board dated October 18, 2011, be confirmed as presented.

CARRIED

### **School Council Meeting Minutes/Reports: Action Required**

#### School Council Minutes

Trustees received Sacred Heart School's May 9, 2011 Minutes and 2011/2012 Pamphlet as presented.

Moved by: T. Larson

Seconded by: J. Kulchyski

### Motion 11-108

THAT the School Council Meeting Minutes presented at the Regular Meeting of the Northwest Catholic District School Board dated October 18, 2011, be confirmed as presented.

CARRIED

### **Chairperson Report**

Board Chair, A.-M. Fitzgerald informed Trustees that there have been discussions with Kenora Catholic with regards to having the Trustee Training sessions brought to the North rather than Trustees traveling to Toronto in January to attend training as a means to cut costs. Trustees discussed possible options.

### **Correspondence – Action**

#### Availability of Surplus Property, Pinewood School

Superintendent of Business, Chris Howarth, stated that administration is recommending that, due to the fact the Pinewood School is a very old building and St. Joseph's School has alleviated enrolment pressures with the addition of a portable classroom, it would not be financially responsible to purchase the Pinewood School.

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Moved by: H. Huntley

Seconded by: C. Bowen

Motion 11-109

THAT The Northwest Catholic District School Board does not have any interest in purchasing the property of Pinewood School in Dryden from the Keewatin Patricia District School Board.

Excuse Absences of  
Trustee D. Mainville

Board Chair, A.-M. Fitzgerald informed Trustees that she has received a letter from D. Mainville stating that his absence from the June 18 and September 17, 2011 Board meetings were for legitimate reasons and he realizes the significance of his attendance at Board meetings.

Moved by: H. Huntley

Seconded by: J. Kulchyski

Motion 11-110

THAT The Northwest Catholic District School Board excuse the absences of Trustee Dan Mainville for the Board Meetings held June 18, 2011 and September 17, 2011.

CARRIED

### **Other Motions**

### **New Business And Notices Of Motion**

### **Future Meetings**

- OCSTA Labour Relations Seminar – November 17 & 18, 2011, Toronto
- OCSTA Trustee Professional Development Seminar, January 13-14, 2012
- OCSTA AGM & Conference – April 26 to 28, 2012, Kingston
- CCSTA AGM – June 7 - 9, 2012, Sudbury, Ontario

### **Reports - Information Only**

### **Correspondence – Information Only**

The Board received the following correspondence for information.

- Letter to Herman Rodrigues, Grand Knight
- Kevin Costante, Deputy Minister re: Update on Composition & Timelines related to the Task Force Review
- Leona Dombrowsky, Minister of Education re: OCSTA Resolution#9-11
- OCSTA Trustee Professional Development Seminar, January 13-14, 2012
- OCSTA 2012 AGM & Conference Resolutions



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The Board's Self Evaluation form was completed by all Trustees and collected. Atikokan Trustee T. Larson will mail her evaluation form to the Director.

Adjournment

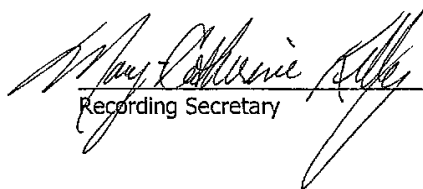
Moved by: H. Huntley  
Seconded by: C. Bowen

Motion 11-114

THAT the Northwest Catholic District School Board adjourn at 10:58 p.m.

CARRIED.

  
Board Chair

  
Recording Secretary

## Agenda Item # 10.5

November 2011

The November meeting of the Fort Frances Public Library Board was held in the Library on Wednesday, November 23, 2011 at 3:00 p.m. In attendance were: Chair J. Cunningham, A. Georgeson, R. Wiedenhoeft, R. Schulz, S. Tibbs, A. Zucchiatti, Manager of Community Services, G. Bell and Secretary-Treasurer M. Sedgwick.

Absent: T. Drysdale

1. Conflict of Interest      There were no declarations of conflict of interest at this time.

2. Non-agenda Items      6k Electrical Meter  
                                    6l Resignation  
                                    6m IT Co-ordinator introduction

3. Minutes      MOTION #82: A. Zucchiatti moved to accept the minutes of the meeting of October 26, 2011 as presented. Seconded by R. Wiedenhoeft. Carried.

The following items were tabled for a future meeting:

Memorandum of Understanding and Town Treasurer as Board Treasurer  
Ministry of Tourism and Culture requirements for Public Library Operating grants

A radiant heater has been purchased for the Librarian's office.

R. Schulz received the OLBA's Superconference Bursary but will decline for personal reasons.

The amended budget draft 2012 was distributed.

Fundraising was discussed. A listing of donors will be included in the Annual Report and posted on the digital announcement board. Future donations will be reported to the Board as information items.

Joyce Cunningham responded to the Federation of Public Libraries' request for feedback on the Drummond Report.

4. Board Development      J. Cunningham, R. Schulz and M. Sedgwick reported on the Meeting with Our Peers Workshop in Dryden on October 29. Fort Frances will host a Spring meeting.

Jane Hilton's Governance 101 document was discussed.

**Board members were encouraged to look at the Alberta Trustees' Association link: [www.librarytrustees.ab.ca/trustee-learning/branching-out](http://www.librarytrustees.ab.ca/trustee-learning/branching-out) for discussion at the December meeting.**

## Agenda Item # 10.5

5. Finances MOTION # 83: R. Schulz moved to accept the financial report for October. Seconded by S Tibbs. Carried.
6. Policies MOTION #84: A. Georgeson moved to approve the Procurement Policy as amended. Seconded by R. Wiedenhoeft. Carried.
7. OLA Conference MOTION #85: R. Schulz moved that Margaret Sedgwick attend the OLA Superconference 2012. Seconded by S. Tibbs. Carried.
8. Memberships MOTION #86: A. Georgeson moved to renew the FOPL Membership (\$100.00). Seconded by A. Zucchiatti. Carried.

MOTION #87: A. Zucchiatti moved to renew the OLA (\$140) and OLBA (\$125) memberships. Seconded by R. Wiedenhoeft. Carried.

9. Fees & Fines MOTION #88: R. Schulz moved to accept the Fees & Fines 2012 as amended. Seconded by R. Wiedenhoeft.

A recorded vote was requested:

|                |     |
|----------------|-----|
| R. Schulz      | Yes |
| S. Tibbs       | No  |
| R. Wiedenhoeft | Yes |
| J. Cunningham  | Yes |
| A. Georgeson   | Yes |
| A. Zucchiatti  | Yes |

Carried.

The procedure for a recorded vote was discussed. A recorded vote can be requested at any time by any Board member.

10. Photocopier MOTION #89: R. Schulz moved to lease the Sharp MX2310N from Wilson's in the amount of \$102/month. Seconded by A. Zucchiatti. Carried.
11. Next Meeting The next meeting will be held on December 14 at 3 p.m. Packages will be distributed on December 12.  
**Action: A. Zucchiatti's request for a 3 month Leave of Absence will be included on the December agenda.**
12. Electrical Meter Currently, the electrical meter is combined with the meter for the Fort Frances Memorial Sports Centre.  
**Action: G. Bell will contact the Power Corporation to install a separate electrical meter for the library.**
13. Resignation Tannis Drysdale's resignation from the Board was received with regret.

## ***Agenda Item # 10.5***

**Action: M. Sedgwick will inform Council of the resignation and request that procedures for replacement be initiated.**

14. IT Co-ordinator Charlotte Anderson, IT Co-ordinator was introduced.

15. Information Items: The following Information Items were received:

CEO Performance Evaluation Policy  
Health & Safety Policy  
Workplace Harassment & Violence Policy  
Library Assets Register  
October Activity Report

**Action: M. Sedgwick will include all Shaw Room counts on future reports, including in-house use.**

16. Adjournment MOTION #91: A. Zucchiatti moved to adjourn at 4:50 p.m.