

# TOWN OF FORT FRANCES

## Administration and Finance Executive Committee

### AGENDA - September 3, 2019 - NOON

#### MEETING - Committee Room, Civic Centre

#### Session # 16

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1. <b><u>Call to Order</u></b>	
2. <b><u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u></b>	
3. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
4. <b><u>Approval of Previous Committee Minutes</u></b>	
4.1 Session No. 15 dated August 6, 2019.	3 - 5
5. <b><u>In-Camera</u></b>	
6. <b><u>Items Referred from Council</u></b>	
6.1 Northwest Ontario's Sunset Country Travel Association - Annual Marketing Contribution.	6 - 7
6.2 Waiving of Sunny Cove Camp Rental Fees - Watten Fire Department.	8 - 9
6.3 Request for Community Improvement Incentives (Belluz Concrete).	10 - 11
7. <b><u>New Business</u></b>	
7.1 Additional Equipment for Triple Combination Custom Pumper Fire Truck.	12 - 16
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7.3 Collections (Accounts Receivable, Taxation and Water & Sewer) Policy Update.	18 - 45
7.4 D. Brown, CAO - AMO Conference Travel Expense and Per Diem Claim.	46 - 50
7.5 Mayor June Caul - AMO Conference Travel Expense and Per Diem Claim.	51 - 57
7.6 Councillor Douglas Judson - AMO Conference Travel Expense and Per Diem.	58 - 70

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<b>8.     <u>Non-agenda Items</u></b>	
<b>9.     <u>Information</u></b>	
9.1     Fire & Rescue Service - July 2019 Report.	71 - 72
9.2     Town of Fort Frances (General Fund) Operating Summary for the Seven Months Ending Wednesday, July 31, 2019.	73 - 74
9.3     Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Seven Months Ending Wednesday, July 31, 2019.	75
<b>10.    <u>Adjourn / Next Meeting Date - September 17, 2019</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 15

August 6, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on August 6, 2019 from 12:02 p.m. to 12:28 p.m.

PRESENT: Chairperson W. Brunetta, Councillors A. Hallikas, Mayor J. Caul

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC (12:02 p.m. to 12:14 p.m.), K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

**1. Call to Order 12:02 p.m.**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting, - none identified**

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

- 3.1 Councillor W. Brunetta disclosed an interest in agenda item 7.1 stating that the NOMA Executive Meeting per diem was hers. She turned over the chair to Councillor Andrew Hallikas and did not participate in any discussion of this matter.

**4. Approval of Previous Committee Minutes**

- 4.1 Session No. 14 dated July 2nd, 2019.

Caul-Hallikas: Approved as presented.

CARRIED

**5. In-Camera - no items identified**

**6. Items Referred from Council - no items identified**

**7. New Business**

- 7.1 Councillor Brunetta - NOMA Executive Meeting.  
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Executive Meeting and Conference in Thunder Bay on July 16-17, 2019.

- 7.2 357/358 Application for Tax Adjustment (319 Victoria Avenue)  
- committee recommended approval of the adjustment of the 2018 taxes for October 15th to December 31st, 2018 and for 2019 taxes under Section 357/358 of the ***Municipal Act*** for property located at 319 Victoria Avenue resulting from the purchase of the property by the Town of Fort Frances, which is exempt from paying taxes.
- 7.3 357/358 Application for Tax Adjustment (420 Mowat Avenue).  
- committee recommended approval of the adjustment of 2019 taxes under Section 357/358 of the ***Municipal Act*** for property located at 420 Mowat Avenue resulting from the purchase of the property by the Town of Fort Frances, which is exempt from paying taxes.
- 7.4 357/358 Application for Tax Adjustment (Front Street).  
- committee recommended approval of the adjustment of 2019 taxes under Section 357/358 of the ***Municipal Act*** for property located at Front Street resulting from the purchase of the property by the Town of Fort Frances, which is exempt from paying taxes.
- 7.5 357/358 Application for Tax Adjustment (335 Scott Street).  
- committee recommended approval of the adjustment of 2019 taxes under Section 357/358 of the ***Municipal Act*** for property located at 335 Scott Street resulting from the demolition of a building for the land to be used as a parking lot.
- 7.6 357/358 Application for Tax Adjustment (737 Scott Street).  
- committee recommended approval of the adjustment of 2019 taxes under Section 357/358 of the ***Municipal Act*** for property located at 737 Scott Street resulting from the change in classification of the property.

## **8. Outstanding Items**

- 8.1 Request for Reconsideration - Minutes of Settlement (M.O.S.) re: 306 Kerr Place (2019) Roll # 5912-010-006-00504-0000.  
- committee recommended processing the Minutes of Settlement (M.O.S.) for the property located at 306 Kerr Place as received.
- 8.2 Rainy River Vet Services Committee.  
- Ms. Kim Jo Bliss was in attendance to provide committee with additional information regarding the request. Committee recommended approval of a contribution to the Rainy River Vet Services Committee in the amount of \$650.00 in support of the district initiative.

**9. Information**

- 9.1 Fort Frances Fire & Rescue - June 2019 Report. - received as information.
- 9.2 General Fund (Operating) Summary for the six months ending June 30, 2019. - received as information.
- 9.3 Water and Sewer Fund (Operating) Summary for the six months ending June 30, 2019. - received as information.
- 9.4 2019 Reserve Fund (to June 30, 2019). - received as information.
- 9.5 Capital Budget to Actuals (to June 30, 2019). - received as information.

**10. Non-agenda Items - no items identified**

**11. Adjourn 12:28 p.m. / Next Meeting Date - September 3rd, 2019**

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Executive Committee Chair

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D. Brown, CAO

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: August 27, 2019**  
**SUBJECT: Northwest Ontario's Sunset Country Travel Association**

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### **BACKGROUND**

At the August 12, 2019 Council Meeting, the annual per capita marketing contribution request received from Northwest Ontario's Sunset Country Travel Association was referred to the Administration & Finance Executive Committee for their recommendation.

The Northwest Ontario's Sunset Country Travel Association annual membership supports tourism marketing and promotional advertising activities funded through per capita membership contributions. The Town of Fort Frances has supported their marketing activities through per capita membership contributions since 2005. The 2018/19 membership request is for \$0.275 per capita for a total of \$2,187.63 plus HST based on the 2018 Ontario Municipal Directory population of 7,955.

# SUNSET COUNTRY

Ontario, Canada

Box 647, Kenora, ON P9N 3X6 ☎ 800-665-7567 ☎ 807-468-5853 ✉

July 2, 2019

Mayor June Caul and Council  
Town of Fort Frances  
Box 38, Fort Frances, ON P9A 3M5

Dear Mayor Caul & Council:



**Re: Annual Per Capita Marketing Contribution – Sunset Country T.A.**

Sunset Country Travel Association is the organization in NW Ontario that promotes travel & tourism to the region. Each year, we embark on an annual membership drive. During this drive we request a contribution from towns and cities in the region. This contribution is used by the Association to promote tourism opportunities in Northwestern Ontario's Sunset Country including those in the Fort Frances area. Public sector support of regional tourism marketing is critical to the region's tourism industry. The request is for 27.5 cents per capita.

I want to highlight some improvements we have made this year specific to promoting towns and cities in Sunset Country. These include:

- Introduction of a Lead Management System to assist regional tourism accommodations manage and respond to the many travel inquiries we receive.
- In 2019, Fort Frances received a student funded through Sunset Country for its travel info centre.
- We are continuing extensive work identifying "points of interest" in each community including local attractions such as museums, beaches, parks and other community assets. These points of interest also receive a photo, description and map showing their location on the website. Please assist us by identifying ones in your community that we may have missed.
- We maintain over 7 social media pages on Facebook, Instagram, Twitter etc. and have the largest social media network and following of any organization in the region. We use this platform to promote events and attractions in your community.

Our per capita request is simply asking for a show of support by your municipality for the regional tourism marketing that we undertake. Over the last two years, we have made many improvements in the marketing programs we implement. We also produce our annual Travel Guide and Map and we attend 5 consumer sport shows in key travel markets. We expend most of our resources on promotional activities so there is a direct benefit to the region and the communities in it as a result of these efforts.

Enclosed is a copy of our 2019 Travel Guide. This is one example of what we do but there are many more. Through your contribution, Fort Frances is supporting a marketing plan that last year, reached over 12 million people.

Respectfully yours,

Gerry Cariou  
Executive Director

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: August 27, 2019**  
**SUBJECT: Watten Volunteer Fire Department**

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**BACKGROUND**

At the August 12, 2019 Council Meeting, the attached request received from Brian Angus, Watten Fire Department was referred to the Administration & Finance Executive Committee for recommendation with input from Community Services Executive Committee.

The Watten Fire Department, as part of their fundraising campaign, hosted a fish fry at Sunny Cove on August 23<sup>rd</sup>, 2019. The Fire Department raises funds annually for their operating and maintenance expenses for its fire hall and support fire service vehicles and has requested that the Town consider donating the rental fee Sunny Cove, or lieu of this, a monetary donation. In prior years, being 2013-2018, Council approved a donation of \$300.00 for this event.

As indicated in the attached report, the Community Services Executive Committee recommends that a similar contribution of \$300.00 that has been done in the past to the Watten Volunteer Fire Department.

At the present time, the Watten Fire Department owes \$450.61 for 2018-911 and Dispatch Fees which were billed March 12, 2019.





July 22, 2019  
Mayor and Council  
Town of Fort Frances

RE: Sunny Cove Camp

The Watten Volunteer Fire Department will be hosting its annual fish fry at Sunny Cove Camp on Friday August 23<sup>rd</sup>.

Watten Fire fundraises every year to cover operating and maintenance expenses for its fire hall and support fire services vehicle. One of these fundraising activities is our annual fish fry at Sunny Cove Camp, which this year will be held on Friday August 23<sup>rd</sup>. As part of this campaign we are respectfully requesting the town donate the rental fee for Sunny Cove, or in lieu of this, a monetary donation. In past years the Town of Fort Frances has donated \$300.00 to the Watten Fire Department, and this support has been sincerely appreciated.

If you would like further information about the activities of our organization or this request please contact Chad Buist at 274-9000 or Brian Angus at 274-6057.

We appreciate your consideration and assistance.

Thank you.

Brian Angus  
Administrative Board, Watten Fire Department

**TO:** Administration and Finance Executive Committee  
**FROM:** Dawn Galusha, Treasurer  
**DATE:** August 29, 2019  
**SUBJECT:** Belluz Concrete Request for Financial Incentives

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## **BACKGROUND**

At the August 12, 2019 Council Meeting, the Report from T. Drysdale, RRFDC, Economic Development Consultant requesting Community Improvement Incentives for Belluz Concrete for constructing a new building at 1530 Kings Highway was referred to Administration and Finance and Planning and Development Executive Committees for recommendation. This report provides direction regarding the phased in municipal taxes.

Under the Financial Incentive Programs in the Community Improvement Plan (Modified: December 22, 2018, By-Law 02/03-B), the Diversification Development Program appears to be applicable. This program is designed to encourage growth and stabilization in both jobs and municipal taxation revenue for the community. Development or redevelopments for properties for commercial/industrial uses in sectors such as manufacturing, processing, machining, environmental or technology related businesses such as call centers and non-competitive professional services are eligible. Applicants must demonstrate that the proposed development will result in both job growth and/or retention and assessment increases.

Work undertaken should be estimated to result in at least \$25,000 in increased value to the property. Municipal tax grants will be calculated using the value indicated on the MPAC supplemental assessment. If the property is reassessed for any reason, the grant will be changed to reflect the amount indicated on the minutes of settlement. The grant in lieu will be awarded after the MPAC adjustment is made and taxes are paid in full for the year immediately following the completion of construction.

Belluz Concrete has requested a tax incremental finance grant over a period of 2 years (increased value portion only). The amount of the grant shall be 2/3 of the realty tax increase during the first year, and 1/3 in year two. The Grant amounts apply to the municipal tax portion only.

Belluz Concrete will be asked to complete an application form in order to proceed with the Grant.

Further information will come from PDEC in regard to the paving and building permit fees.



## **Report to Council**

From: Tannis Drysdale RRFDC, Economic Development Consultant

Date: June 9, 2018

Regarding: Request for Community Improvement Incentives

### **Background**

Belluz Concrete started as a home-based business in Fort Frances more than 30 years ago. Belluz Concrete operates a rental business and sells direct to consumer various concrete landscaping products. Additionally, they have developed markets for larger concrete products. These include septic tanks, well casings, v-blocks (deck component) and concrete. It is in the manufacturing of these larger more technically complex products that Belluz Concrete intends to expand.

The company will build a new building is approximately 50 x 100 with 20 x 40 annex at it's 1530 Kings Hwy property. It will have approximately 5800 sq ft of floor space. The first few years the building will be used for storage and pouring our concrete products. There will be power to the building and heat will not be connected to municipal water or sewer service. The company will consider adding water service to the building when the Town repaves the Highway in front of the plant.

Requested Community Improvement Incentives:

1. Waiver of lot paving requirement.
2. Phased in municipal taxes (1/3 year one and 2/3 year two)
3. Reduction in building permit fees.

### **Value to the Town of Fort Frances of the proposed project**

- This project would create two full time jobs.
- Construction will also create economic activity with the building to be valued at \$400,000. (To be self built for a cost of \$250,000)
- Remove commercial activity from a residential zone on Walker.
- Generate about \$12,140 annually in **new** municipal assessment.

### **Recommendation to Council**

We recommend that council approval the requested incentives as the project will provide long term income and employment in the Town of Fort Frances.

**To:** Administration & Finance Executive Committee  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** August 12, 2019  
**Subject:** Additional Equipment for Triple Combination Custom Pumper Fire Truck

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## **Background**

The Town of Fort Frances advertised a tender for a Triple Combination Custom Pumper Fire Truck.

Tenders closed on Tuesday, March 5, 2019 at 2:00 PM CST with two tenderers' submitting a bid before the deadline.

The lowest bid was Fort Garry Fire Trucks from Winnipeg, MB; their bid was compliant to all the tender specifications and came in at **\$590,429.00**; the total net tender cost to the town would be **\$600,820.55**.

As well, the delivery of a Triple Combination Custom Pumper Fire Truck from Fort Garry Fire Trucks would be in **2020**.

I have included the **March 19, 2019** report to the Mayor and Council, which shows the Administration & Finance Executive Committee recommended to Council to approve the report as presented and recommended for council to bring forward the resolution to approve with proceeding to award **Tender 19-AF-02** to Fort Garry Fire Trucks for a total net tender cost of **\$600,820.55**; the report was approved by Council.

## **Additional Equipment Requested**

On May 27<sup>th</sup>, 2019 the Captain of Apparatus and Equipment and myself attended Fort Garry Fire Trucks manufacturing facility in the City of Winnipeg for our pre-build meeting.

As well, we already confirmed before travelling to Winnipeg ... we were missing some additional equipment items on our community's new pumper fire truck.

Meanwhile, after going through our tender document with the staff of Fort Garry Fire Trucks to confirm what we specific, we toured the manufacturing facility.

It was determined that we needed some additional equipment, which is as follows:

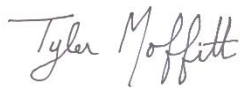
<b>Equipment Item</b>	<b>Price</b>
Inverter to truck: This will allow for charging of equipment such as radios, air monitors, thermal imaging camera, etc. when on scene of an incident.	\$1,930.00
Power Switching Relay.	\$770.00
Receptacle to L1 Compartment.	\$320.00
Two Receptacles to rear of truck.	\$640.00
LED Beacons to Truck: Amber beacon required to be compliant at Airport.	\$1,225.00
Generator Package: Minus Generator; we have a generator already. (Includes Breaker Box and Pre-wire)	\$2,200.00
<b>Total</b>	<b>\$7,085</b>

The additional equipment added to the original cost will be as follows:  
**\$590,429.00** plus **\$7,085** = **\$597,514**; the total net tender cost to the town would be **\$608,030.25**.

### **Recommendation**

That the Administration & Finance Executive Committee approves this report and directs Council to bring forward the resolution to approve with proceeding with purchasing the additional equipment for the new Triple Combination Custom Pumper Fire Truck at a cost of **\$7,085**, which will be a total net tender cost of **\$608,030.25**.

Respectfully submitted,



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

**To:** Mayor and Council  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** March 19, 2019  
**Subject:** Tender 19-AF-02 Triple Combination Custom Pumper Fire Truck

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## Background

The Town of Fort Frances advertised a tender for a Triple Combination Custom Pumper Fire Truck. Tenders closed on Tuesday, March 5, 2019 at 2:00 PM CST with two tenderers' submitting a bid before the deadline. **Note:** These two tenderers are two of the major manufacturers of fire apparatus in North America.

The lowest bid was Fort Garry Fire Trucks from Winnipeg, MB; their bid was compliant to all the tender specifications.

Fort Garry Fire Trucks bid came in at **\$590,429.00**; the total net tender cost to the town would be **\$600,820.55**.

The other tenderer bid came in at **\$682,427.20**; the total net tender cost to the town would be **\$694,437.92**. This tenderer's bid was not compliant to all the tender specifications; they could not match the BODY WARRANTY OF 20-YEARS.

Meanwhile, the Fort Garry Fire Trucks bid was without trade-in of our 11-2 2008 Pumper Fire Truck; they did provide a trade-in value of **\$3,000** on our 11-1 1995 Pumper Fire Truck.

As stated in Fort Garry Fire Trucks bid, they did not feel they would be able to make an adequate offer on the 11-2 2008 Pumper Fire Truck. They have multiple similar units in stock that have been in stock for a few years without any interest of anyone wanting them.

As well, the other tenderer that came in at **\$694,437.92** also stated in an email prior to submitting a bid... they were unable to bid due to the restrictive descriptions contained within the tender documents ... referring to the statement that bidders **SHALL** include a trade-in value for the two pumper fire trucks.

On Friday, March 1, 2019 I contacted the two bidders via email and informed them of the following addendum:

## ***ADDENDUM #1***

*The requirement contained within **Tender 19-AF-02 TRIPLE COMBINATION CUSTOM PUMPER FIRE TRUCK**), which reads:*

*Supply the Town of Fort Frances with one (1) **Triple Combination Custom Pumper Fire Truck**.*

*a) All bid submission **shall** include a trade-in value of the following two separate pieces fire apparatus:*

**NOTE: THE REQUIREMENT THAT ALL BID SUBMISSIONS SHALL INCLUDE A TRADE-IN VALUE OF THE FOLLOWING TWO SEPARATE PIECES FIRE APPARATUS IS NO LONGER A REQUIREMENT AND IS THEREFORE REMOVED.**

As well, this **ADDENDUM #1** was placed with our advertised tender on our town's website by our clerk.

The delivery of a Triple Combination Custom Pumper Fire Truck from Fort Garry Fire Trucks would be in **2020**.

This new Pumper Fire Truck would be a **2020 Capital item**, which would have to be approved within the first week of this coming **April ...** to guarantee the pricing.

As well, Fort Garry Fire Trucks does offer a **Pre-Payment Discount Plan**, which is as follows:

<b>Fort Garry Fire Trucks Pre-Payment Discount Plan Options</b>			
25% Pre-Payment	50% Pre-Payment	75% Pre-Payment	100% Pre-Payment
\$1,500 off Total Price	\$3,000 off Total Price	\$4,500 off Total Price	\$6,000 off Total Price

Meanwhile, having this modern NFPA (National Fire Protection Association) compliant and essential Pumper Fire Truck in place will ensure our teams capability to continue onward with protecting our people, the property, the environment, and the economy of the Town of Fort Frances.

### **Additional Information**

In 2020, our 11-1 Pumper Fire Truck will be 25-years-old, our 11-3 Aerial Ladder Truck will be 32-years-old, and our 11-2 Pumper Fire Truck will be 12-years-old. The Town of Fort Frances Fire Apparatus is aging.

In fact, Fire Underwriters Survey classifies our 11-1 Pumper Fire as **Reserve Status** and it receives **no credit** with regards to insurance grading purposes.

Our 11-3 Aerial Ladder Truck because of its age ... receives **No Status** and receives **no credit** with regards to insurance grading purposes.

As well, in 2020 our 11-2 2008 Pumper Fire Truck will be 4-years away from being classified as **2<sup>nd</sup> Line Duty Status**.

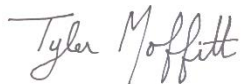
According to NFPA (National Fire Protection Association) 1911 "Standard for Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus 2012 Edition" Annex "D" states: "Any apparatus over 25 years of age should be retired from service.

Meanwhile, 11-1 Pumper Fire Truck could potentially be relocated to the old ambulance garage north of the hospital. It would be a valuable water-tender for non-fire-hydrant areas, as well as training purposes etc. as our Airport Training Grounds has no fire hydrants.

In closing, I highly recommending we award **Tender 19-AF-02** to Fort Garry Fire Trucks.

The Administration & Finance Executive Committee recommends that Council approve the report as presented and recommends for council to bring forward the resolution to approve with proceeding to award **Tender 19-AF-02** to Fort Garry Fire Trucks for a total net tender cost of **\$600,820.55**.

Respectfully submitted,



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

**Council approval of this report** will agree to the recommendation of the Administration & Finance Executive Committee to approve this report as presented and bring forward the resolution to approve with proceeding to award **Tender 19-AF-02** to Fort Garry Fire Trucks for a total net tender cost of **\$600,820.55**.



**To:** Administration & Finance Executive Committee  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** August 12, 2019  
**Subject:** **Information Report:** Failed High-Volume Fire Hose

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## **Background**

On July 29, 2019 at Fire Practice, our personnel were testing our high-volume fire hose, which supplies water from the fire hydrants; 7 lengths failed when tested with our fire hose tester machine.

These 7 lengths of failed high-volume fire hose are classified as scrap now; I have ordered 4 lengths of high-volume fire hose, which will be an adequate amount for this year.

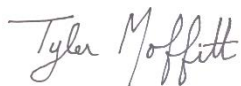
Please see the following below regarding our town's procurement policy:

### **Procurement Policy 1.12, 4.0 PROCUREMENT PROCEDURES**

#### **E. Emergency Purchases**

i) Where an emergency exists requiring the immediate procurement of goods, services or construction, a Division Manager may purchase the required goods, services or construction by the most expedient and economical means notwithstanding any other provision of this policy.

Respectfully submitted,



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

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Treasurer  
**DATE:** August 29, 2019  
**SUBJECT:** Collections (Accounts Receivable, Taxation and Water & Sewer) Policy Update

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### **BACKGROUND**

Collection Policy Number 1.9 for procedure and collection of Accounts Receivable, Taxation and Water & Sewer was first created in 2006. This is the third review of this policy since that time.

The purpose of this change is to outline how to deal with membership defaults at the Memorial Sports Centre. Currently, the memberships are purchased on a separate system called ActiveNet. We have monthly, three-month, six-month and annual memberships where each membership structure is a different monthly rate and we allow monthly preauthorized payments for all membership tiers. At times customers will purchase an annual membership, then and at some point throughout the year have a failed payment and not pay to bring their membership to active status. This means they have essentially used the gym for a discounted rate. In order to tighten up the procedures with failed payments the following has been added to the Collections Policy within the Accounts Receivable section:

***ActiveNet- Memorial Sports Centre:***

“As memberships are currently through the ActiveNet system, failed payments will be charged an NSF fee and must be brought up to date by the 30<sup>th</sup> of the month at the MSC or online, otherwise, the membership will be recalculated at the next lowest membership term(s) based on the number of months used, and then sent to the Treasury Department for invoicing. Further, the collection procedures within this policy will be followed.”

No other changes to the policy are required at this time, except for updating dates.

# THE TOWN OF FORT FRANCES

## Section: Administration & Finance

### Policy: Collections (Accounts Receivable, Taxation and Water & Sewer)

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Creation Date:	October 2006
Revised Date:	November 2010, June 2018
Review by Date:	
Resolution Number:	326
Supersedes Resolution Number:	329
Policy Number:	1.9

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#### **ACCOUNTS RECEIVABLE CREDIT AND COLLECTION**

##### **1. POLICY STATEMENT**

This policy applies to the procedures and collection of accounts receivables.

##### **2. EFFECTIVE DATE**

This policy comes into effect on ~~June 25, 2018~~ September 10, 2019 and cancels and supersedes all former policies.

##### **3. CREDIT PRIVILEGES TO CUSTOMERS**

The extension of credit is a privilege for customers and prospective customers.

##### **Extension of Credit to New Customers**

All new customers requesting credit privileges will be required to complete an Application for Credit form (see Page 5). The originating department will ensure that the customer completes the Application for Credit and submits it for approval prior to opening an account.

Exceptions to this policy are when invoicing is required for unforeseen events rather than the provision of goods or services.

## **Application for Credit**

The Division Manager or designate must approve the completed Application for Credit. All credit applications will be forwarded to and kept on file in the Treasury Department, whether approved or denied. The originating department will be responsible for notifying the customer as to the status of their credit application.

## **Credit Privileges to Existing Customers**

Customers with accounts created prior to this policy will not be requested to complete the Application for Credit as long as their account is not over 90 days past due.

## **4. METHOD OF PAYMENT**

Payment may be made at a financial institution, on-line banking/payment, by mail or in person at the Town of Fort Frances Civic Centre. Payment at the Civic Centre will be in the form of cash, cheques, money order, debit card, or preauthorized direct debit. If a customer submits two N.S.F. cheques within a twelve-month period, personal cheques will no longer be accepted unless they are "certified". If a preauthorized payment plan customer has two N.S.F. payments returned within a twelve-month period, they will no longer be eligible for the plan and personal cheques must be "certified".

## **5. PAYMENTS AND LATE PAYMENTS**

The Town of Fort Frances credits a payment to accounts on the day it is received by our office (over-the-counter, drop box, mail or deposited into our bank account) by the end of the business day being 4:30 p.m. during the months of January to June and September to December and 4:00 p.m. during the summer months of July and August. A charge will be applied for all payments and/or cheques made to the Town of Fort Frances that cannot be cleared by a financial institution in accordance with the Town's schedule of fees by-law. A late charge of 1.25% per month (15% per annum) is applied to all accounts which have unpaid balances on the 1<sup>st</sup> working day of the month past the due date.

## COLLECTION ACTIONS ON ACCOUNTS RECEIVABLE

<b>Invoices</b>	The Treasury Department generates invoices with the amount due within 30 days. The exception is invoices for Daycare services, which are due within 15 days.
<b><u>ActiveNet- Memorial Sports Centre</u></b>	<u>As memberships are currently through the ActiveNet system, failed payments will be charged an NSF fee and must be brought up to date by the 30<sup>th</sup> of the month at the MSC or online, otherwise, the membership will be recalculated at the next lowest membership term(s) based on the number of months used, and then sent to the Treasury Department for invoicing. Further, the collection procedures within this policy will be followed.</u>
<b>Interest</b>	On the first day of every month following the invoice due date, 1.25% interest per month shall be added to the account.
<b>Application of Payment</b>	Payments shall be applied first to interest (finance charges) owing on account then secondly to the oldest invoice(s) amount owing unless the invoice is otherwise specified by customer.
<b>Monthly Statement</b>	The Treasury Department issues monthly statements. A statement is generated to advise customers of the balance on their account at the date of the statement. The statements include information as to invoices and interest outstanding.
<b><u>Deposits</u></b>	<p><u>Deposits may be required at the discretion of the Town of Fort Frances. In the case of Daycare Services, the following shall apply:</u></p> <p><u>Parents or guardians who fail to provide acceptable credit references will be required to pay a one-month deposit. The deposit will be calculated as follows:</u></p> <ul style="list-style-type: none"> <li><u>a) Full time enrolment-daily daycare fee for each child enrolled multiplied by 22 days.</u></li> <li><u>b) Part time enrolment-daily daycare fee for each child enrolled multiplied by the number of days the child(ren) is (are) enrolled for a month</u></li> <li><u>c) Parents or guardians who are subsidized will be required to pay a deposit based on their subsidized rate. A minimum of \$200.00 is required for subsidized parents or guardians.</u></li> <li><u>d) Any parent or guardian re-enrolling in either program who has past due or outstanding daycare accounts will be required to pay the account in full prior to being placed on the waiting list for daycare services. In addition, a deposit must be paid prior to enrolling in the daycare services. The deposit shall equal the amount as calculated in the above (a, b, c) multiplied by 2 (two).</u></li> </ul>

## **Deposits**

~~Deposits may be required at the discretion of the Town of Fort Frances. In the case of Daycare Services, the following shall apply:~~

~~Parents or guardians who fail to provide acceptable credit references will be required to pay a one-month deposit. The deposit will be calculated as follows:~~

- ~~a) Full time enrolment daily daycare fee for each child enrolled multiplied by 22 days.~~
- ~~b) Part time enrolment daily daycare fee for each child enrolled multiplied by the number of days the child(ren) is (are) enrolled for a month~~

~~— Parents or guardians who are subsidized will be required to pay a deposit based on their subsidized rate. A minimum of \$200.00 is required for subsidized parents or guardians.~~

- ~~c) Any parent or guardian re-enrolling in either program who has past due or outstanding daycare accounts will be required to pay the account in full prior to being placed on the waiting list for daycare services. In addition, a deposit must be paid prior to enrolling in the daycare services. The deposit shall equal the amount as calculated in the above (a, b, c) multiplied by 2 (two).~~

~~Deposits are returned after a full year of consecutive on-time payments are made, or in the event of a child leaving daycare services, the deposit shall be applied to any outstanding invoices. Accounts Payable will refund any balance due to the parent/guardian. The Daycare Supervisor will monitor the monthly deposit reconciliation for accounts that may be eligible for refund and notify the Treasury Department as such. In the event an outside agency has paid the deposit for the parent/guardian, all reasonable attempts to collect an outstanding invoice will be made. If, however, the account has not been paid at the time an account is eligible for Small Claims or a collection agency, the deposit on hand shall first be applied.~~

<b><u>Deposits Continued</u></b>	<u>Deposits are returned after a full year of consecutive on-time payments are made, or in the event of a child leaving daycare services, the deposit shall be applied to any outstanding invoices. Accounts Payable will refund any balance due to the parent/guardian. The Daycare Supervisor will monitor the monthly deposit reconciliation for accounts that may be eligible for refund and notify the Treasury Department as such. In the event an outside agency has paid the deposit for the parent/guardian, all reasonable attempts to collect an outstanding invoice will be made. If, however, the account has not been paid at the time an account is eligible for Small Claims or a collection agency, the deposit on hand shall first be applied.</u>
<b>Daycare Services</b>	Unpaid Daycare services after due date may result in termination of services until the account is paid in full.
<b>Written Follow Up</b>	The Treasury Department will mail out account statements monthly. Statements with account balances in arrears of over 30 days will be stamped with a notification that "ACCOUNTS NOT PAID PROMPTLY WILL RESULT IN COLLECTION ACTION". Accounts over 60 days past due will receive a written letter (see Pages 6 & 7) and a copy(s) of the outstanding invoice advising the customer of the next step(s) to be taken. Before further action ensues, there will be confirmation with the originating department that there are no disputes with the invoice(s) in arrears.
<b>Recovery of Arrears through Letters of Credit, Performance Guarantees, Monies Owed to Customer</b>	If the Town of Fort Frances is holding any Letters of Credit, Performance Guarantees or has monies owing to the customers, such as accounts payable cheques, these amounts may be applied to the customer's general accounts receivable arrears, with notification to the customer.
<b>Collector's Roll Additions</b>	After ninety days past due, with approval from the Treasurer or designate, and in accordance with The Municipal Act, any eligible charges made against property may be added to the Collector's Roll and collected in a like manner as taxes, with notification to the property owner and the Mortgage Company, if applicable. The 90-day period may be waived if the subject property is under ownership change.
<b>Small Claims and Collection Agencies</b>	Accounts ninety days past due may be forwarded to Small Claims Court or to a Collection Agency. All costs attributable to collection will be added to the customer's account.
<b>Arrangement for Payment</b>	Acceptable arrangement for payment may be made with the Treasurer of the Town of Fort Frances, or their designate.
<b>Denial of Further Credit and/or Service</b>	A customer credit status will be undertaken for accounts over 90 days past due. The decision to deny further credit and/or services, or request of deposit for further services, will be made in consultation with the Division Manager.

### **Application for Credit**

Name: \_\_\_\_\_

Contact Person (if different from above) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Reference #1**    **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Reference #2**    **Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

The UNDERSIGNED, herein called the Customer, requests that the Town of Fort Frances, herein called the Town, invoice for goods and/or services to be billed per service or on a biweekly/monthly basis at the Town's discretion.

- A. The Customer shall pay the rates and charges in accordance with Town by-laws and policy.
- B. All accounts must be paid within thirty days or fifteen days if Daycare services, per Town policy. The Town reserves the right to suspend credit privileges, charge interest, pursue collection procedures and recover collection costs, if accounts are not paid in accordance with Town policy.
- C. If credit privileges are suspended, the Customer is liable for the money owed, and consideration for reinstatement of credit privileges will not be given until such time as all outstanding accounts are paid.
- D. Deposits may be required at the discretion of the Town.
- E. If the Customer is owed money by the Town (letter of credit, performance guarantees, supply of goods/services, etc.) the Town may, at it's discretion, deduct any balance owing to the Town prior to making payment to the Customer.
- F. The Customer authorizes the Town to contact the references named above during their investigation of this credit application.



This application, when signed by the Customer and executed by an authorized representative of the Town of Fort Frances shall form a legal and binding agreement between the parties.

The Customer agrees to comply with the terms and conditions noted above and agree that said conditions are a part of this contract.

Date of Application \_\_\_\_\_ Deposit if required \_\_\_\_\_

Customer Signature \_\_\_\_\_

ACCEPTED BY:	DATE:
Administration & Finance Division Planning & Development Division Phone: 807-274-5323 Fax: 807-274-8479  Mailing Address for All Divisions Civic Centre 320 Portage Ave. Fort Frances, ON P9A 3P9	 <b>FORTFRANCES</b> BOUNDLESS  Operations & Facilities Division Phone: 807-274-9893 Fax: 807-274-7360  Community Services Division Phone: 807-274-4561 Fax: 807-274-3799  email: town@fortfrances.ca www.fort-frances.com

**FINAL ATTEMPT**

Date:

John Doe  
XXXXXXXXXX  
Fort Frances, ON  
P9A XXX

**RE: OUTSTANDING ACCOUNT A/R #DOEJO0001 INVOICE #xxxx - AMOUNT \$xxx.xx**

Please note that as of the above date, our records indicate your account is over sixty days past due. This is our final attempt to resolve this matter prior to commencing additional collection procedures.

It is the policy of the Municipality to discontinue services and/or deny further credit when the account is ninety days past due.

It is also the policy of the Municipality to refer accounts, which are ninety days past due, to Small Claims Court or a Collection Agency for satisfaction. If judgement is obtained, we may use it to garnishee future income and/or seize clear assets. A judgement will appear on your credit file with the Credit Bureau for a minimum of six years, affecting all future credit inquiries. As well, all costs attributable to collection will be added to your account.

To avoid this expensive procedure, please pay the attached account immediately.

If you have any questions concerning this account, please call me at the Town of Fort Frances at (807) 274-5323 or by email at \_\_\_\_\_@fortfrances.ca.

Yours very truly,

Tax Administrator

c.c.: Division Manager

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

Mailing Address for All Divisions  
Civic Centre  
320 Portage Ave.  
Fort Frances, ON  
P9A 3P9



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

Community Services Division  
Phone: 807-274-4561  
Fax: 807-274-3799

email: town@fortfrances.ca  
www.fort-frances.com

**FINAL ATTEMPT**

Date:

John Doe  
XXXXXXXXXX  
Fort Frances, ON  
P9A XXX

**RE: OUTSTANDING ACCOUNT A/R #DOEJO0001 INVOICE #xxxx - AMOUNT \$xxx.xx**

Please note that as of the above date, our records indicate your account is over sixty days past due. This is our final attempt to resolve this matter prior to commencing additional collection procedures.

It is the policy of the Municipality to discontinue services and/or deny further credit when the account is ninety days past due.

Failure to make payment on this will result in the invoice being transferred to the applicable tax account and collected in like manner to taxes.

If you have any questions concerning this account, please call me at the Town of Fort Frances at (807) 274-5323 or by email at \_\_\_\_\_@fortfrances.ca.

Yours very truly,

Tax Administrator

c.c.: Division Manger

## **TAX COLLECTION**

### **1. POLICY STATEMENT**

This policy applies to the procedures, collection and registration of taxes.

### **2. EFFECTIVE DATE**

This policy comes into effect on ~~June 25, 2018~~ September 10, 2019 and cancels and supersedes all previous tax collection policies.

### **3. PROCEDURE**

- A. Tax bills shall be issued twice yearly, not including supplementary/omit billings.
- ☐ Interim tax bills are to be issued no later than February 7<sup>th</sup> of the current year
  - ☐ Final tax bills are to be issued no later than July 10<sup>th</sup> of the current year.
  - ☐ Supplementary/Omit tax bills are to be issued no later than December 10<sup>th</sup> in the year they are received.
- B. Interim tax bills will be due and payable in two instalments, being the last working day in February and March. Final bills will be due and payable in two instalments, being the last working day in July and August.
- C. The Municipality requires a minimum of 21 days between the issuance and the due date.

### **4. METHOD OF PAYMENT**

Tax payment may be made at a financial institution, on-line banking/payment, by mail or in person at the Town of Fort Frances Civic Centre. Payment at the Civic Centre will be in the form of cash, cheques, money order, debit card, or preauthorized direct debit. If a customer submits two N.S.F. cheques within a twelve-month period, personal cheques will no longer be accepted unless they are "certified". If a preauthorized payment plan customer has two N.S.F. payments returned within a twelve-month period, they will no longer be eligible for the plan and personal cheques must be "certified".

### **5. PAYMENTS AND LATE PAYMENTS**

Town of Fort Frances credits a payment to your account on the day it is received by our office (over-the-counter, drop box, mail or deposited into our bank account) by the end of the business day being 4:30 p.m. during the months of January to June and September to December and 4:00 p.m. during the summer months of July and August. A charge will be applied for all payments and/or cheques made to the Town of Fort Frances that cannot be cleared by a financial institution in accordance with the Town's schedule of fees by-law. A late charge of 1.25% per month (15% per annum) is applied to all accounts which have unpaid balances on the 1<sup>st</sup> working day of the month past the due date.

## COLLECTION ACTIONS ON TAX ACCOUNTS RECEIVABLE

<b>Tax Bill</b>	Tax bills are sent out twice a year and include any overdue balances. The interim bill has two tax instalment remittances and the final bill has two tax instalment remittances. The tax bill includes due dates, current amount due, past due/credit amount, total amount due and the penalty/interest rate.
<b>Interest and Penalty</b>	Interest and penalties will be applied at the maximum rate allowed under the Municipal Act on taxes that are in arrears. The current rate is 1.25% and will be calculated on the first day of default and the first day of every month thereafter. Adjustments to the interest and penalty shall be approved by the Treasurer or designate.
<b>Tax Reminder Notice</b>	Taxes are considered in arrears after the due date for the interim and the final tax bills. Notices will be sent every month, with a detailed summary until such time as all the taxes have been paid. However, reminder notices may not be sent for those accounts with a minimum balance of \$25.00 or less, except for the first notice after the due date when the minimum balance is \$15.00 or less.
<b>Recovery of Arrears through Monies Owed to Taxpayer</b>	If the Town of Fort Frances is holding any monies owing to the customer, such as accounts payable cheques, tax adjustments, refunds or rebates, these amounts will be applied to the customer's tax arrears, with notification to the taxpayer.
<b>Recovery of Arrears through Insurance Proceeds</b>	If a fire occurs on a commercial property, the Tax Administrator will convey in writing to the insurers that it is the Municipality's position that the amount of its interest in the land, as represented by the tax account, is to be paid out of the insurance proceeds in priority to payment to any other person with an interest in the land, except for any Crown liens.
<b>Collection of Tenants Rent (Landlord has Tax Arrears)</b>	After the taxes have been in arrears for one year, a notice will be sent to the landlord (taxpayer) informing of the Municipality's intention to collect the rent. This will allow the landlord an opportunity to make payment arrangements with the Tax Administrator or Treasurer. If within 14 days of sending the notice no reply is received, the Municipality will inform the tenants to pay the rent directly to the Municipality until all interest, penalty and taxes have been collected. (See page 15) Under section 350(1) of the <i>Municipal Act</i> , the Municipality may give a tenant notice, in writing, requiring the tenant to pay the rent as it becomes due until the taxes are paid. (See Page 16)
<b>Collection of Property Taxes in Distress</b>	Property taxes are considered in distress on the 1 <sup>st</sup> day of January in the second year following that in which the property taxes became owing. Telephone contact will be made in this second year, prior to notices being issued. Beginning September of each year a notice will be sent (See Pages 11-13) and at the beginning of each month thereafter, with a last and final notice (See Page 14) in December.
<b>Tax Registration</b>	Arrears over two (2) years are subject to the Tax Registration process commencing on the first day of the following year. The Treasurer authorizes accounts with two years arrears or more to be registered for Tax Registration and Sale proceedings.

<b>Extension Agreement</b>	<p>A taxpayer in Tax Registration may request an Extension Agreement, which will extend the period of time in which the balance outstanding is to be paid. The Extension Agreement request must be before the expiry of the one year of the date that the property was registered for Tax Sale. Extension Agreements are subject to terms and conditions established on a property by property basis using the following principles and guidelines:</p> <ul style="list-style-type: none"> <li>• Maximum term of the agreement is 3 months to clear all outstanding balances;</li> <li>• Monthly payment(s) amount(s) required over term of extension agreement; and</li> <li>• Advance payment of required fee to establish Extension Agreement as listed in the Schedule of Fees.</li> </ul> <p>If no agreement is reached as to the terms and/or the agreement is denied, the tax sale proceeds by returning to the point where the stop in the tax sale process was immediately prior to the extension agreement being requested. In the event of default, a registered letter notifies a taxpayer as such, and the agreement is thereby terminated, putting the property in the same position in Tax Registration and Sale proceedings as it was prior to entering the Extension Agreement. When the terms of the extension agreement have been fulfilled, the Treasurer shall register a Cancellation Certificate on the land title signifying that the tax sale has been averted, and the process stops.</p>
<b>Tax Sale</b>	<p>Properties that meet one of the following criteria will be advertised for Tax Sale:</p> <ul style="list-style-type: none"> <li>• tax arrears are not paid in full within one year from the date of registration; or</li> <li>• Taxpayer has defaulted on Extension Agreement.</li> </ul>
<b>Successful Purchaser</b>	Where there is a successful purchaser, property is transferred to the name of the successful bidder.
<b>Vesting</b>	Where there is no successful purchaser, all risks of taking possession of the property are identified, including any Crown Liens or environmental issues, after which time the property is registered in the name of the municipality or the Tax Sale proceedings are cancelled.
<b>Write Offs</b>	A list of properties will be submitted to Council for consideration of a write-off along with an explanation.
<b>Collector's Roll Additions</b>	Any additions to the Collector's Roll will be collected in the same manner as taxes, as per the authority given to the Municipality within the Municipal Act. A letter will be sent to the property owner advising them of the addition. (See Page 17)
<b>Notes</b>	The Tax Collector and/or Treasurer must approve all arrangements for payment. All conversations, memos, write-offs and requests must be clearly documented. All collection letters must be personally signed.

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

Mailing Address for All Divisions  
Civic Centre  
320 Portage Ave.  
Fort Frances, ON  
P9A 3P9



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

Community Services Division  
Phone: 807-274-4561  
Fax: 807-274-3799

email: [town@fortfrances.ca](mailto:town@fortfrances.ca)  
[www.fort-frances.com](http://www.fort-frances.com)

## Notice #1

Date (September)

Dear Taxpayer:

Roll#:  
Property Address:

According to our records, your tax account with the Town of Fort Frances shows the following balances:

Year	Taxes	Interest	Total Owing
<b>Total Amount Owing</b>			

Interest is calculated at the rate of 1.25% per month on all outstanding balances. When taxes remain unpaid, the Town is forced to arrange short-term borrowing to meet its financial obligations, and the cost of borrowing impacts the cost of running the Town and can ultimately result in increased taxes and/or service reductions.

Please contact the Tax Administrator at (807) 274-5323 or by email at \_\_\_\_\_@fortfrances.ca to make arrangements for payment.

If you have made payment prior to receiving this letter, please disregard it and accept our apologies for the inconvenience.

Yours truly,

Treasurer or Tax Administrator  
Town of Fort Frances

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

Mailing Address for All Divisions  
Civic Centre



Operations & Facilities Division

Phone: 807-274-9893

Fax: 807-274-7360

Community Services Division

Phone: 807-274-4561

Fax: 807-274-3799

email: [town@fortfrances.ca](mailto:town@fortfrances.ca)

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

## Notice #2

Date (October)

Dear Taxpayer:

Roll #:

Property:

According to our records, this is your second written notice that your tax account with the Town of Fort Frances shows the following balances:

Year	Taxes	Interest	Total Owing
<b>Total Amount Owing</b>			

To avoid jeopardizing the ownership of your property, please contact the Tax Administrator at 274-5323 or by email at [tax@fortfrances.ca](mailto:tax@fortfrances.ca) to make arrangements for payment.

If you have made payment prior to receiving this letter, please disregard it and accept our apologies for the inconvenience.

Yours truly,

Treasurer or Tax Administrator  
Town of Fort Frances

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

Mailing Address for All Divisions  
Civic Centre  
320 Portage Ave

Operations & Facilities Division

Phone: 807-274-9893

Fax: 807-274-7360

Community Services Division

Phone: 807-274-4561

Fax: 807-274-3799





## Notice #3

Date (November)

Dear Taxpayer:

Roll #:

Property:

Attempts have been made to collect your outstanding property taxes with no success. Your taxes will be two years in arrears and if payment is not made by December 31<sup>st</sup>, 20 \_\_, your property will be eligible for the tax sale process, after which time the Municipality can proceed with tax registration. Once this process begins, the property owner has one year to pay the taxes and applicable fees in full or the property will be offered for sale.

In order to avoid this procedure, contact the Tax Administrator or Treasurer at 274-5323 to arrange payment.

Your immediate attention to this matter is greatly appreciated.

Yours truly,

Tax Administrator or Treasurer  
Town of Fort Frances

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

Mailing Address for All Divisions  
Civic Centre  
320 Portage Ave.  
Fort Frances, ON  
P9A 3P9



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

Community Services Division  
Phone: 807-274-4561  
Fax: 807-274-3799

email: [town@fortfrances.ca](mailto:town@fortfrances.ca)  
[www.fort-frances.com](http://www.fort-frances.com)

Notice #4

REGISTERED MAIL

Date (December)

**FINAL NOTICE TO THE PROPERTY OWNER**

Dear Taxpayer:

**REGARDING: Roll Number #:**

**OUTSTANDING TAXES: \$\_\_\_\_\_ (as at December 1, 20 ) PROPERTY ADDRESS:**

Please be advised that effective January 1, 20 , realty taxes on the above-noted account will be two years in arrears. The balance shown on this correspondence provides the outstanding taxes and late payment charges owing on account to the date of this letter.

Under current legislation, the Town of Fort Frances may commence tax sale proceedings by registering a tax arrears certificate on title of the property if the account remains unpaid after December 31, 20 . All costs associated with filing the necessary lien documents will be added to the property tax account. Once the certificate of tax arrears is registered, no partial payments on account will be accepted. However, the property owner or any party having an interest on the property, will have one year to redeem the property by paying the full cancellation price which includes all taxes, accumulated penalties and interest plus all administrative costs owing at the date of payment. Failing this, the property will be offered for sale through public tendering process.

To avoid incurring these costs and jeopardizing the ownership of your property, please ensure that all tax arrears are paid by December 31, 20 . Should the account remain unpaid after December 31, 20 , no further notice will be provided prior to the municipality's lien action. This office urges you to take action.

If you have any questions relating to this correspondence or if additional information is required, please contact the Tax Administrator or Treasurer at 274-5323.

Yours truly,

Tax Administrator or Treasurer  
Town of Fort Frances

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

Mailing Address for All Divisions  
Civic Centre  
320 Portage Ave.  
Fort Frances, ON  
P9A 3P9



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

Community Services Division  
Phone: 807-274-4561  
Fax: 807-274-3799

email: [town@fortfrances.ca](mailto:town@fortfrances.ca)  
[www.fort-frances.com](http://www.fort-frances.com)

Date

Dear Taxpayer:

The Municipality can direct tenants to pay rent owed to the landlord for outstanding property taxes, pursuant to Section 350(1) of the *Municipal Act*, if the taxes are outstanding for more than one year.

According to our records there exists a balance of unpaid taxes on your property. Every effort has been made to contact you to make arrangements for payment. Therefore, if you do not contact our office to make payment arrangements within 14 days, the Town of Fort Frances will direct your tenants to pay their rent to the Municipality.

Hoping that we can resolve this matter and collection of your tenant's rent can be avoided.

Yours truly,

Tax Administrator or Treasurer  
Town of Fort Frances

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

Mailing Address for All Divisions  
Civic Centre  
320 Portage Ave.  
Fort Frances, ON  
P9A 3P9



Date

Dear (Tenant):

Pursuant to Section 350 (1) of the *Municipal Act*, municipalities can direct the tenant to pay rent owed to the landlord when property taxes are outstanding for more than one year.

Currently there exist unpaid taxes on the property you are renting. The Town of Fort Frances therefore requests that you pay your monthly rent to the following address:

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

You will be notified when to cease making payments to the Municipality.

If you require further information, please contact me at (807) 274-5323. Your immediate attention to this matter is greatly appreciated.

Yours truly,

Tax Administrator or Treasurer  
Town of Fort Frances

c.c.: Property Owner

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

Mailing Address for All Divisions  
Civic Centre  
320 Portage Ave.  
Fort Frances, ON

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

Community Services Division  
Phone: 807-274-4561  
Fax: 807-274-3798

email: town@fortfrances.ca



Date

Dear Taxpayer

**Re: Transfer of Outstanding                      Account to Roll #**

---

To Whom It May Concern:

This letter is to inform you that your outstanding \_\_\_\_\_ account arrears, in the amount of \$\_\_\_\_\_ have been added to your tax account. This invoice will now be collected in "like manner" to taxes. I have enclosed a copy of your account showing the current amount due and owing.

Should you wish to discuss this in further detail please call me at 1-807-274-5323 or email me at [\\_\\_\\_\\_\\_@fortfrances.ca](mailto:_____@fortfrances.ca), I would be happy to answer any questions you may have.

Respectfully,

Tax Administrator

Enclosures: 1

**WATER AND SEWER COLLECTION**

## **1. POLICY STATEMENT**

This policy applies to the procedures and collection of water and sewer receivables.

## **2. EFFECTIVE DATE**

This revised Policy comes into effect on ~~June 25, 2018~~ September 10, 2019 and cancels and supersedes all former water and sewer collection policies.

## **3. PROCEDURE**

- New owners must complete a Water and Sanitary Sewer Customer Contract before changes in service can take place. (See Page 21)
- Property owners remain responsible for the full payment of all water and sewer service, even if the bill has been assigned to another person (such as a tenant).

## **4. BILLING ERRORS**

Where billing errors have resulted in over-billing, the customer's account shall be credited with the amount of the over-billing for the period of the over-billing or a maximum of six (6) years from the date the Town is made aware of the error, whichever is less.

Where billing errors have resulted in under-billing, the following shall apply:

- a) The customer's account shall be charged with the amount of the under-billing for the period of the under-billing or a maximum of six (6) years from the date the Town is made aware of the error, whichever is less.
- b) In instances of willful damage, the customer's account shall be charged with the amount of the under-billing for the period of the under-billing with no maximum applied.

In the event an ownership change has taken place during the time of the billing error, the current customer will receive the credit/charge for the amount of time he/she was owner of the property to a maximum of six (6) years.

## **5. VACANCY**

A charge set forth in accordance with the town's User Fee By-law will be levied for turning on or off the water services when the property is vacant or unoccupied for any duration. Multi-residential properties and trailer parks are subject to the same option with the following additional requirement; it is compulsory that the multi-residential properties and individual trailer properties obtain prior written approval, minimum of seven (7) days of the vacancy. It should be noted that approval would not be granted if any portion of the fire sprinkler system within the building is disarmed or dismantled or the supply of water to any other unit is affected. It is the responsibility of the property owner to ensure the plumbing and valves are in good working order and in place prior to work being done. All valving affected by turning the water off shall be affixed with seals by the Town's water system operators. Requests for water turn on/turn off due to vacancies shall be made by completing a Work Requisition application at Public Works. (See Page 22).

## **6. METHOD OF PAYMENT**

Payment may be made at a financial institution, on-line banking/payment, by mail or in person at the Town of Fort Frances Civic Centre. Payment at the Civic Centre will be in the form of cash, cheques, money order, debit card, or preauthorized direct debit. If a customer submits two N.S.F. cheques within a twelve-month period, personal cheques will no longer be accepted unless they are "certified". If a preauthorized payment plan customer has two N.S.F. payments returned within a twelve-month period, they will no longer be eligible for the plan and personal cheques must be "certified".

## 7. PAYMENTS AND LATE PAYMENTS

The Town of Fort Frances credits a payment to accounts on the day it is received by our office (over-the-counter, drop box, mail or deposited into our bank account) by the end of the business day being 4:30 p.m. during the months of January to June and September to December and 4:00 p.m. during the summer months of July and August. A charge will be applied for all payments and/or cheques made to the Town of Fort Frances that cannot be cleared by a financial institution in accordance with the Town's schedule of fees by-law. A late charge of 1.25% per month (15% per annum) is applied to all accounts which have unpaid balances on the 1<sup>st</sup> working day of the month past the due date.

### COLLECTION ACTIONS ON WATER & SEWER ACCOUNTS RECEIVABLE

<b>Water Bill</b>	Water and Sewer bills are invoiced six times a year on a bi-monthly basis. Bills state that they are payable by the due date. The amount to pay by the due date and after the due date, which includes a late penalty, is provided.
<b>Penalty Charges</b>	Penalty will be applied at the rate of 1.25% and will be calculated on the first day of default and the first day of every month thereafter.
<b>Water Reminder Notice</b>	Water and sewer accounts are considered in arrears after the due date. A notice will be sent reminding the customer of the outstanding account and advising of further action, for accounts owing more than \$10.00. (See Page 23)
<b>Notice of Arrears Served</b>	Before the third billing, with two full bi-monthly billings in arrears, a water disconnection notice will be issued by mail to the premises or the last known property owner to which the service had been supplied. (See Page 24) Unless payment is received in full within ten days the water supply will be eligible for disconnect. The disconnection notice shall be deemed to have been received by the customer on the third business day after the date on which the notice was printed by the issuer.
<b>Notice of Disconnection</b>	The Utility Clerk will submit a list of properties that require water turn offs to the Environmental & Facilities Superintendent. The Superintendent will then issue a notice (See Page 25) and hand deliver to the premise where the service is supplied. If payment or suitable arrangements have not been made by the date as listed on the notice, the Utility Clerk will notify the Superintendent to turn off the water.
<b>Water Shut Off for Delinquent Accounts</b>	Where it has been necessary to discontinue services as a result of "non-payment", a disconnection and reconnection charge will be levied against the delinquent account at a rate as set out in the Schedule of Fees as established by By-Law.

<b>Mobile Trailer Park/Couchiching First Nation</b>	If a Mobile Trailer Park or Couchiching First Nation water supply is scheduled to be shut off, the Manager of Operations and Facilities, in consultation with the CAO, will provide written notice to all applicable agencies such as INAC, FNIHB, MOE, Public Health Unit, etc., that the water supply will be shut off to these properties in 10 working days.
<b>Recovery of Arrears through Monies Owed to Customer</b>	If the Town of Fort Frances is holding any monies owing to the customer, such as accounts payable cheques, these amounts will be applied to the customer's water arrears, with notification to the customer.
<b>Addition to Collector's Roll</b>	Under O. Reg 581/06 of the <i>Municipal Act</i> , The Town of Fort Frances reserves the right to transfer the unpaid balance of a water bill (regardless of who receives it) to the owner's property tax account for collection with approval from the Treasurer or designate. Once the Collector's Roll has been updated, notification will be given to the property owner and mortgage company, if applicable.



## Town of Fort Frances – Water and Sanitary Sewer Customer Contract

Customer's Name: \_\_\_\_\_

Present Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Employer: \_\_\_\_\_

Previous Address: \_\_\_\_\_ How Long: \_\_\_\_\_  
(if above address less than 5 years)

Driver License #: \_\_\_\_\_ Prov.: \_\_\_\_\_

Other ID #: \_\_\_\_\_

**Request Service at the following address:** \_\_\_\_\_ on \_\_\_\_\_  
Date

- A. This application, when signed by the Customer and executed by the Town of Fort Frances by the signature of a proper representative, shall be a contract for the supply of water and sanitary sewer services between the Customer and the Town of Fort Frances under and governed by the Public Utilities Act R.S.O., 1990, P. 52.
- B. The Customer and the Town of Fort Frances agree to comply with the applicable conditions hereof and agree that the said conditions are a part of this contract.
1. The Customer shall commence paying the rates and charges authorized from time to time by the Corporation of the Town of Fort Frances on the date that the sanitary sewer and/or water is connected. An additional service charge of 1.25% will be added if the utility bill is not paid in full on or before the due date.
  2. This contract, when executed by the Customer and the Town of Fort Frances as aforesaid, shall be binding upon them and their heirs, executors, administrators, successors and assigns respectively, and on the property mentioned in this contract and the vacating of the said property or change in occupation or ownership thereof shall not release the said property from this contract except as at the option and by written consent of the Town of Fort Frances.
  3. The Town of Fort Frances reserves the right upon default by the Customer or performance hereunder to disconnect the supply of sanitary sewer and water services to the Customer's premises after the expiration of 10 days from the date of Issue of a Disconnect notice.
  4. If sanitary sewer and water services are disconnected for non-payment of bills, the Customer is still liable for the total amount owed, and the supply of sanitary sewer and water services shall not be reconnected until outstanding amount is paid or at the discretion of the Town of Fort Frances.
  5. All water meters and any other equipment of the Town of Fort Frances on or in the said premises shall be at the risk of the Customer. If any of the said meters or other equipment are destroyed or damaged other than by ordinary wear and tear, the Customer shall pay to the Town of Fort Frances the value of such meters or equipment so damaged or destroyed or the cost of replacing or repairing same.
  6. The Town of Fort Frances agrees to use reasonable diligence in providing a regular and uninterrupted supply of sanitary sewer and water but does not guarantee a constant supply of sanitary sewer and water, nor guarantee any particular level of such service and will not be liable for damages to the Customer by reason of any failure in respect thereof.
  7. The customer agrees to be governed by any by-law regarding sanitary sewer and water services that the Council of the Corporation of the Town of Fort Frances deems necessary to pass.

**CUSTOMER SIGNATURE:** \_\_\_\_\_

**DATE OF APPLICATION:** \_\_\_\_\_

**ACCEPTED BY:** \_\_\_\_\_

**TOWN OF FORT FRANCES**

**WORK REQUISITION  
(WATER TURN OFF/ON)**

DATE\_\_\_\_\_

TIME\_\_\_\_\_

PHONE #\_\_\_\_\_

NAME OF PERSON REQUESTING WORK\_\_\_\_\_

NAME OF OWNER\_\_\_\_\_

ADDRESS\_\_\_\_\_

BILLING ADDRESS (if different from above)\_\_\_\_\_

The undersigned has read the attached forms and accepts the conditions and all charges incurred and by signing, hereby authorize the Town of Fort Frances, Operations & Facilities Division to carry out the following work, namely:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner or Authorized Rep.

\_\_\_\_\_  
Print Name of Owner or Authorized Representative

Work Order Prepared By:\_\_\_\_\_

Work Carried Out By:\_\_\_\_\_



Town of Fort Frances  
320 Portage Ave.  
Fort Frances, Ontario P9A 3P9

## WATER & SEWER REMINDER NOTICE

John Smith

DATE
WATER & SEWER ACCOUNT
MUNICIPAL ADDRESS

This notice indicates that you have a utility balance past due in the amount of \$\_\_\_\_\_.  
Please remit payment at your earliest convenience.

Interest is charged on the first day of each month at a rate of 1.25%.  
Please note your account number with your payment to ensure that the correct account is credited.

If payment has already been made or if the utility account is on a pre-authorized payment plan, please disregard this notice.

Town of Fort Frances  
320 Portage Ave.  
Fort Frances, Ontario P9A 3P9

WATER & SEWER ACCOUNT
TOTAL
AMOUNT PAID



Town of Fort Frances  
320 Portage Ave.  
Fort Frances, Ontario P9A 3P9

## DISCONNECTION NOTICE

John Smith

DATE
WATER & SEWER ACCOUNT
MUNICIPAL ADDRESS

This notice indicates that you have a utility balance past due in the amount of \$\_\_\_\_\_.

Payment arrangements must be made or the Town of Fort Frances must be in receipt of payment in full within ten (10) days from the date of this letter.

As per Town of Fort Frances Collections Policy and By-Law 16-06C "if a water bill is two (2) bi-monthly billings in arrears, the water supply to the property can be turned off if payment is not received. A charge as set out in the User Fee By-Law, currently \$\_\_\_\_\_ shall be levied for any water supply disconnection and \$\_\_\_\_\_ for any water supply reconnection. If the water supply to the property is turned off for non-payment all payments shall be made in form of certified cheque, cash, money order or internet banking and in full before the water service shall be restored.

Should you have any questions regarding this letter or your account, please contact the Utility Clerk at (807) 274-5323 ext. 1227.

---

Town of Fort Frances  
320 Portage Ave.  
Fort Frances, Ontario P9A 3P9

WATER & SEWER ACCOUNT
TOTAL
AMOUNT PAID

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

Mailing Address for All Divisions  
Civic Centre  
320 Portage Ave.  
Fort Frances, ON  
P9A 3P9



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

Community Services Division  
Phone: 807-274-4561  
Fax: 807-274-3799

email: [town@fortfrances.ca](mailto:town@fortfrances.ca)  
[www.fort-frances.com](http://www.fort-frances.com)

Date

## NOTICE TO RESIDENTS

It has been brought to our attention that your water and sewer account is in arrears.

We have been instructed to turn off your water unless these accounts are paid up to date. Please be aware that the current fee for disconnection of water services is \$\_\_\_\_\_ and the reconnection of water services is \$\_\_\_\_\_ as per the current Schedule of Fees By-Law.

Please contact the Utility Clerk at the Civic Centre, 274-5323, and make arrangements to have this taken care of immediately.

If arrangements have not been made by \_\_\_\_\_ a.m. on \_\_\_\_\_, your water will be turned off on \_\_\_\_\_.

Thank you for attending to this matter.

Operations and Facilities Division

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: August 28, 2019**  
**SUBJECT: Doug Brown, CAO – AMO Travel Expense Claim**

---

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$451.50 for attendance at the AMO Conference held in Ottawa, ON from August 18 – 21, 2019, as submitted by Doug Brown, CAO.

Conference Expenses

1. Taxi	\$ 74.50
2. Meals	232.00
3. Per Diem (4 days)	40.00
4. Baggage	<u>105.00</u>
Total Travel Expense Claims	<u>\$451.50</u>

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

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

1.	Attendee	<i>Doug Brown</i>							
2.	Conference/Seminar Attended	<i>AMO</i>							
	Location (Facility and City)	<i>Shaw Center Ottawa</i>							
	Dates	<i>Sun Aug 18 to Wed Aug 21 /19</i>							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	<i>205.66</i>	<i>205.66</i>	<i>205.66</i>	<i>/</i>				<i>616.98</i> K
	Transportation <i>Taxi</i>	<i>36.45</i>			<i>38.05</i>				<i>74.50</i> D
	Breakfast	<i>/</i>	<i>20.00</i>	<i>/</i>	<i>/</i>				<i>20.00</i> D
	Lunch	<i>17.00</i>	<i>/</i>	<i>/</i>	<i>25.00</i>				<i>42.00</i> D
	Dinner	<i>45.00</i>	<i>45.00</i>	<i>45.00</i>	<i>35.00</i>				<i>170.00</i> D
	Per Diem	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>	<i>10.00</i>				<i>40.00</i> D
	Other <i>Baggage</i>	<i>52.50</i>		<i>52.50</i>	<i>80.00</i>	<i>29.53</i>			<i>214.53</i> 1050
					<i>USA</i>				
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		<i>909.65</i>		<i>784.35</i>				<i>1694.</i>	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							<i>N/A</i>
6.	Approved								Total Expenses
									<i>2872.01</i>
									Advance Received
									<i>451.50</i>
									Balance Claimed
									<i>451.50</i>
									Balance Refunded
									<i>451.50</i>

**The agenda must be attached to process payment**

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

*Aug 22 /19*  
Date

*Doug Brown*  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

		<i>10-020-0262-1500-71531</i>	
Date	Treasurer	A / P	Cashier

10-020-0262-1500-71531

MY

BLUE LINE TAXI  
(613) 238-1111

Merchant ID: 4325052A  
Driver ID: 55959  
Record Num.: 0002

### Sale

Application Label: VISA CREDIT  
XXXXXXXXXXXX3059

AID: A0000000031010

VISA

Entry Method: Chip

Total: CAD\$ 36.45

2019/08/18

19:06:28

Resp Code: 00

TVR: 8080009000  
TSI: 7800

Inv#: 003363

Appr Code: 088721

Apprvd: Online

Batch#: 000076

TRN Ref #:

469230831888894

Validation Code:

P8TB

DESCRIPTION:

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB

CARDHOLDER COPY

RETAIN THIS COPY FOR STATEMENT  
VERIFICATION

BLUE LINE TAXI  
(613) 238-1111

TERMINAL ID: 324-301-025  
MERCHANT ID: 4325052A  
VEHICLE ID: 1109  
DRIVER ID: 00055959

TRIP NUMBER: 5608  
PASSENGERS: 1

08/18/2019  
START: 18:05

END: 19:06

FARE AMOUNT: \$ 31.45  
EXTRA AMOUNT: \$ 5.00

TOTAL : \$ 36.45

VISA SALE : \*\*\*\*\*3059

APPROVAL NUMBER : 088721

\*\*\*PASSENGER COPY\*\*\*

CUSTOMER SERVICE 1-800-443-2812  
INQUIRY@TAXITAB.COM  
TAXITAB

10-020-0262-1500-71531

MY

CAPITAL TAXI 214  
903-450 LAURIER AVE W  
OTTAWA, ON K1R 1A9

Merchant ID: 000000005941121  
Term ID: 02230029  
25554080010

### Purchase

VISA CREDIT

XXXXXXXXXXXX3059

AID: A0000000031010

Entry Method: Chip

Batch#: 000430

08/21/19

11:23:27

Ref#: 000050390091

Inv #: 002073 Appr Code: 050131

Amount: \$ 33.05

Tip: \$ 5.00

Total: \$ 38.05

Customer Copy

(613) 614-8627





## PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom  
BROWN/DOUGLASPNR  
ZIHKGNDate  
18AUG19Time/Heure  
11:40AM

Description	Fee/Frais (CAD)	GST/TPS	Total (CAD)
SECOND BAG 8382604141172	\$50.00	2.50	52.50
10-020-0262-1500-71531 MY			
	\$50.00	2.50	52.50

Total (CAD)  
BROWN/DOUGLAS  
\$50.00 \$2.50RECEIPT/RECU 1/1  
VI XXXXXXXXXXXXX3059 0420  
AUTH 06440IGST/TPS No.866112535  
QST/TVQ No.1202807956 TQ0001KIOSK ID  
YWGECUSS13

## PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom  
BROWN/DOUGLASPNR  
ZIHKGNDate  
21AUG19Time/Heure  
11:27AM

Description	Fee/Frais (CAD)	GST/TPS	Total (CAD)
SECOND BAG 8382604174785	\$50.00	2.50	52.50
10-020-0262-1500-71531			
MY	\$50.00	2.50	52.50

Total (CAD)  
BROWN/DOUGLAS  
\$50.00 \$2.50RECEIPT/RECU 1/1  
VI XXXXXXXXXXXXX3059 0420  
AUTH 07176IGST/TPS No.866112535  
QST/TVQ No.1202807956 TQ0001KIOSK ID  
YOWCK430

# NOVOTEL

## OTTAWA

Novotel Ottawa  
33 Nicholas Street  
Ottawa, ON K1N 9M7

Telephone: (613) 230-3033  
Fax: (613) 760-4766  
novotelottawa@novotelottawa.com

HST/TVH # R139252514

Douglas Brown  
ON  
Canada

Room No. : 732  
Arrival : 08-18-19  
Departure : 08-21-19  
Page No. : 1 of 1  
Folio No. : 298875  
Conf. No. : 491116  
Cashier No. : 77

### INVOICE

Membership No. :  
A/R Number :  
Group Code : AMOANNUALGENER\_002  
Company Name : Ass'n of Municipalities of Ontari  
Voucher No. : 32LL2CGJ  
Reference No. :

08-21-19

Date	Description	Charges	Payments
08-18-19	Deposit Transfer at C/I		616.98
08-18-19	Accommodation	175.00	
08-18-19	Municipal Accomodation Tax	7.00	
08-18-19	HST	23.66	
08-19-19	Accommodation	175.00	
08-19-19	Municipal Accomodation Tax	7.00	
08-19-19	HST	23.66	
08-20-19	Accommodation	175.00	
08-20-19	Municipal Accomodation Tax	7.00	
08-20-19	HST	23.66	
Total		616.98	616.98
Balance			0.00

*Thank you for staying at the Novotel Ottawa, we hope to welcome you again. Best price guaranteed by booking at [www.novotelottawa.com](http://www.novotelottawa.com)*

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: August 28, 2019**  
**SUBJECT: Mayor June Caul- AMO Conference**

---

**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expenses of \$167.00 Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 for attendance at the Association of Municipalities of Ontario (AMO) Conference in Ottawa, Ontario on August 18-21, 2019 as submitted by Mayor June Caul.

Conference Expenses

1. Meals	\$ 167.00
2. Per Diem (4 days)	<u>640.00</u>
Total Per Diem & Travel Claims	<u>\$ 807.00</u>

The registration fee of \$909.65, flight of \$784.35 and hotel accommodations of \$616.98 was paid by the Town resulting in the total cost of \$3,117.98 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-E Schedule 'A'.

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

1. Attendee	June Caul							
2. Conference/Seminar Attended	AMO							
Location (Facility and City)	Ottawa							
Dates	Aug. 18, 19, 20, 21, 2019							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch	17.00		15.00	25.00 17.00				34.00 42.00
Dinner	35.00		35.00	35.00 45.00				105.00 125.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved	Total Expenses							139.00 167.00
	Advance Received							
	Balance Claimed							
	Balance Refunded							

**The agenda must be attached to process payment**

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

Aug. 18-21 2018  
Date

June Caul  
Employee Signature

Date


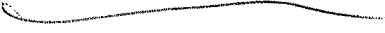
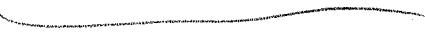

Supervisor Signature

Date

Division Manager Signature

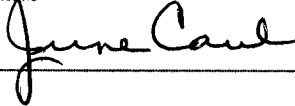
Date	Treasurer	A / P	Cashier

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

Attendee <i>June Caul</i>	
Conference / Seminar Attended <i>AMO</i>	
Location <i>Ottawa</i>	
Dates <i>Aug. 18-21, 2019</i>	

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	<i>Aug. 19</i>	<i>Aug. 20</i>	<i>Aug. 21</i>				<i>Aug. 18</i>	
Amount	<i>160.00</i>	<i>160.00</i>	<i>160.00</i>				<i>160.00</i>	<i>\$ 640.00</i>

Name (Please Print) <i>June Caul</i>	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council

**Kathy Lawson**

---

**From:** AMO Events <Events@amo.on.ca>  
**Sent:** Tuesday, June 11, 2019 6:08 AM  
**To:** June Caul  
**Cc:** AMO Events  
**Subject:** Your registration details for 2019 AMO AGM & Annual Conference



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

**Meeting Confirmation**

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

You have been registered for **2019 AMO AGM & Annual Conference**  
8/18/2019 through 8/21/2019  
Hosted By the City of Ottawa  
Ottawa

**Coordinators:**

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344  
All other conference inquiries: Poonam Ruparelia - PRuparelia@amo.on.ca | 416-971-9856 x330

You are registered for the following:

Function	Quantity	Unit Price
Tuesday Lunch	1.00	\$0.00
Regular - Package B	1.00	\$805.00
Northern Caucus Lunch	1.00	\$0.00

Subtotal	\$805.00
Tax	<u>\$104.65</u>
Total	\$909.65
Payments	<u>\$909.65</u>
Balance	\$0.00

Total HST: \$104.65  
HST Remittance Number: 106732944RT0001

All cancellations must be submitted in writing to the Association of Municipalities of Ontario via e-mail at



Novotel Ottawa  
33 Nicholas Street  
Ottawa, ON K1N 9M7

Telephone: (613) 230-3033  
Fax: (613) 760-4766  
novotelottawa@novotelottawa.com

HST/TVH # R139252514

June Caul

Canada

Room No. : 232  
Arrival : 08-18-19  
Departure : 08-21-19  
Page No. : 1 of 1  
Folio No. : 298883  
Conf. No. : 491101  
Cashier No. : 82

**INFORMATION INVOICE**

Membership No. :  
A/R Number :  
Group Code : AMOANNUALGENER\_002  
Company Name : Ass'n of Municipalities of Ontario  
Voucher No. : 32LL2GPS  
Reference No. :

08-21-19

Date	Description	Charges	Payments
08-18-19	Deposit Transfer at C/I		616.98
08-18-19	Accommodation	175.00	
08-18-19	Municipal Accomodation Tax	7.00	
08-18-19	HST	23.66	
08-19-19	Accommodation	175.00	
08-19-19	Municipal Accomodation Tax	7.00	
08-19-19	HST	23.66	
08-20-19	Accommodation	175.00	
08-20-19	Municipal Accomodation Tax	7.00	
08-20-19	HST	23.66	
Total		616.98	616.98
Balance			0.00

*Thank you for staying at the Novotel Ottawa, we hope to welcome you again. Best price guaranteed by booking at [www.novotelottawa.com](http://www.novotelottawa.com)*

## Kathy Lawson

**From:** INTERNATIONAL TRAVEL <PHERR@SHAW.CA>  
**Sent:** Tuesday, August 6, 2019 2:38 PM  
**To:** Kathy Lawson  
**Subject:** eInvoice, August 18 for MR DOUGLAS BROWN

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

## eInvoice

[Add to Calendar](#)

[Itinerary & Documents](#)

Sales Person: PH Invoice Issue Date: 06 Aug 2019  
Invoice Number: 0054016 Record Locator: BOOZKE



### WESTJET WS 574

Sunday, 18 August

**From:** WINNIPEG MB, CANADA  
2:45pm

**To:** OTTAWA ON, CANADA  
6:11pm

Class: Y  
Meal: Food for Purchase  
Type: BOEING 737-700 JET

Duration: 2hr(s) 26min(s)  
Stop(s): Non Stop

BROWN/DOUGLAS MR  
Seat(s): 10C  
HALLIKAS/ANDREW MR  
Seat(s): 11D

CAUL/JUNE MS  
Seat(s): 10D



### WESTJET WS 575

Wednesday, 21 August

**From:** OTTAWA ON, CANADA  
4:00pm

**To:** WINNIPEG MB, CANADA  
5:44pm

Class: Y  
Meal: Food for Purchase  
Type: BOEING 737-700 JET

Duration: 2hr(s) 44min(s)  
Stop(s): Non Stop

BROWN/DOUGLAS MR  
Seat(s): 13C

CAUL/JUNE MS  
Seat(s): 11D



HALLIKAS/ANDREW MR  
Seat(s): 11C



**OTHERS**

Wednesday, 21 August 2019

WINNIPEG MB

WEST JET REFERENCE ZIHKGN/SI-NON REFUNDABLE/SI-CHANGE FEES APPLY/SI-  
ONE PIECE OF LUGGAGE INCLUDED IN FARE

Serv Chgs 012

CAD 50.00

V.A.T./G.S.T./H.S.T.

CAD 6.50

**Ticket Information**

Ticket	WS 5078957866	Passenger:	BROWN DOUGLAS MR		
Number:				CAD	745.25
				V.A.T./G.S.T./H.S.T. CAD	39.10
Ticket	WS 5078957867	Passenger:	CAUL JUNE MS		
Number:				CAD	745.25
				V.A.T./G.S.T./H.S.T. CAD	39.10
Ticket	WS 5078957868	Passenger:	HALLIKAS ANDREW		
Number:			MR	CAD	745.25
				V.A.T./G.S.T./H.S.T. CAD	39.10
SubTotal:				CAD	2285.75
Total V.A.T./G.S.T./H.S.T.:				CAD	123.80
<b>TOTAL AMOUNT DUE:</b>				CAD	<b>2409.55</b>

If you no longer wish to receive these emails please contact: [PHERR@SHAW.CA](mailto:PHERR@SHAW.CA)

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: August 29, 2019**  
**SUBJECT: Councillor Douglas Judson- AMO Conference**

---

**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expenses of \$744.65 Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 for attendance at the Association of Municipalities of Ontario (AMO) Conference in Ottawa, Ontario on August 18-21, 2019 as submitted by Councillor Douglas Judson.

Conference Expenses

1. Meals	\$ 212.00
2. Ground Transportation (Uber expenses)	50.99
3. Airfare	<u>481.66</u>
	\$ 744.65
4. Per Diem (4 days)	<u>640.00</u>
Total Per Diem & Travel Claims	<u><u>\$1,384.65</u></u>

The registration fee of \$909.65 and \$616.98 hotel accommodations was paid by the Town resulting in the total cost of \$2,911.28 to attend the AMO Conference as authorized by Council.

The per diem claim is in compliance with the Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-E Schedule 'A'.

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

1.	Attendee	Councillor Douglas Edson							
2.	Conference/Seminar Attended	AMO 2019 Conference							
	Location (Facility and City)	Shaw Centre/Westin - Ottawa, ON							
	Dates	August 18-21, 2019							
3.		Sun. 18	Mon. 19	Tues. 20	Wed. 21	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation <i>Uber</i>	25.41			25.58				50.99
	Breakfast		<i>included</i>						
	Lunch	17	<i>included</i>		<del>17.00</del> 25				39.42
	Dinner	38	35.45	35.45	35.45				144.40
	Per Diem <i>Sch F</i>	160	160	160	160				640
	Other - <i>Airfare</i>	481.66							481.66
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
									1396.65
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason <i>Business Travel @ end of conf.</i>				Total	
	Mileage Claimed	0	KM x CRA rate =				0		
6.	Approved							Total Expenses	1396.65
								Advance Received	
								Balance Claimed	
								Balance Refunded	

**The agenda must be attached to process payment**

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

August 26 / 2019  
Date

*[Signature]*  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

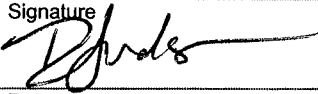
Date	Treasurer	A / P	Cashier
		10-020-0240-1500-71531	

Note on Airfare : I booked my own air travel that fit my schedule and needs. I am claiming the lesser of my fare (\$481.66) vs. what was paid by the Town for other councillors. (\$184.35).

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

Attendee	Coun. Douglas W. Judson
Conference / Seminar Attended	AMO 2019 Conference
Location	Ottawa
Dates	August 18-21, 2019

<div> <div>19</div> <div>20</div> <div>21</div> <div>18</div> </div> <b>Details of Per Diem</b>								
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug 19	Aug 20	Aug 21				Aug 18	
Amount	160	160	160				160	640

Name (Please Print)	Signature
DOUGLAS JUDSON	
Approved	Date

To be submitted to Payroll for processing when approved by Council

## Kathy Lawson

---

**From:** AMO Events <Events@amo.on.ca>  
**Sent:** Tuesday, June 11, 2019 6:08 AM  
**To:** Douglas Judson  
**Cc:** AMO Events  
**Subject:** Your registration details for 2019 AMO AGM & Annual Conference



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

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

You have been registered for **2019 AMO AGM & Annual Conference**  
8/18/2019 through 8/21/2019  
Hosted By the City of Ottawa  
Ottawa

**Coordinators:**

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344  
All other conference inquiries: Poonam Ruparelia - PRuparelia@amo.on.ca | 416-971-9856 x330

You are registered for the following:

Function	Quantity	Unit Price
Tuesday Lunch	1.00	\$0.00
Regular - Package B	1.00	\$805.00
Northern Caucus Lunch	1.00	\$0.00

Subtotal	\$805.00
Tax	\$104.65
Total	\$909.65
Payments	\$909.65
Balance	\$0.00

Total HST: \$104.65  
HST Remittance Number: 106732944RT0001

All cancellations must be submitted in writing to the Association of Municipalities of Ontario via e-mail at

**Douglas Judson**

**Canada**

Room No. : 228  
Arrival : 08-18-19  
Departure : 08-21-19  
Page No. : 1 of 1  
Folio No. : 299021  
Conf. No. : 491121  
Cashier No. : 82

**INFORMATION INVOICE**

Membership No. :  
A/R Number :  
Group Code : AMOANNUALGENER\_002  
Company Name : Ass'n of Municipalities of Ontario  
Voucher No. : 32LL2CFN  
Reference No. :

08-28-19

Date	Description	Charges	Payments
08-18-19	Deposit Transfer at C/I		616.98
08-18-19	Accommodation	175.00	
08-18-19	Municipal Accomodation Tax	7.00	
08-18-19	HST	23.66	
08-19-19	Accommodation	175.00	
08-19-19	Municipal Accomodation Tax	7.00	
08-19-19	HST	23.66	
08-20-19	Accommodation	175.00	
08-20-19	Municipal Accomodation Tax	7.00	
08-20-19	HST	23.66	
<b>Total</b>		<b>616.98</b>	<b>616.98</b>
<b>Balance</b>			<b>0.00</b>

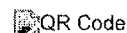
*Thank you for staying at the Novotel Ottawa, we hope to welcome you again. Best price guaranteed by booking at [www.novotelottawa.com](http://www.novotelottawa.com)*



Douglas W. Judson &lt;dwjudson@gmail.com&gt;

**Air Canada - 18 Aug: Thunder Bay - Ottawa (Booking Reference: SU7SNE)**Air Canada <confirmation@aircanada.ca>  
To: dwjudson@gmail.com

Sat, Jun 22, 2019 at 9:04 PM

*Airfare - D. Judson***Booking Confirmation**Booking Reference: **SU7SNE**

Date of issue: 23 Jun, 2019



Select Seats



eUpgrade



Check in



Manage my booking



Sign up for flight notifications

Thank you for choosing Air Canada. Below are your flight details and other useful information for your trip.

**IMPORTANT:** Your official Itinerary/Receipt is attached to this email. You must bring it with you to the airport for check-in and we recommend you keep a copy for your records. Please also take the time to review it as it contains the general conditions of carriage and applicable tariffs that apply to the tickets, bookings and air services detailed below, as well as baggage, dangerous goods and other important information related to your trip.

**Passengers****Douglas William  
Judson****Seats**

AC1513 -

AC458 -

AC475 -

AC1512 -

**Ticket Number:**

0142114864883

**Air Canada - Aeroplan:**

941862302

**Flight 1****Economy - Standard**Sunday  
18 Aug, 2019

11:20

**Thunder Bay**(YQT),  
Ontario

13:00

**Toronto**Toronto-Pearson Int. (YYZ),  
Terminal 1

1hr40

Economy A

AC1513

Operated by: Air Canada | A321-200 | Wi-Fi



AC1513 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight

services and amenities, as these differ from those of Air Canada.

Sunday  
18 Aug, 2019

16:10

**Toronto**

Toronto-Pearson Int.  
(YYZ),  
Terminal 1



17:11

**Ottawa**

Ottawa Int. (YOW),  
Ontario



1hr01

AC458

Economy A

Operated by: Air Canada | A321-200 | Wi-Fi

## ✈ Flight 2

Economy - Standard

Wednesday  
21 Aug, 2019

20:15

**Ottawa**

Ottawa Int. (YOW),  
Ontario



21:21

**Toronto**

Toronto-Pearson Int.  
(YYZ),  
Terminal 1



1hr06

AC475

Economy K

Operated by: Air Canada | 767-300ER

## ✈ Flight 3

Economy - Standard

Friday  
23 Aug, 2019

14:30

**Toronto**

Toronto-Pearson Int. (YYZ),  
Terminal 1



16:17

**Thunder Bay**

(YQT),  
Ontario



1hr47

AC1512

Economy A

Operated by: Air Canada | A321-200 | Wi-Fi



AC1512 This flight is operated by Air Canada Rouge. You'll want to learn more about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

## Purchase summary

### Visa

XXXX-XXXX-XXXX-4952  
Amount paid: \$481.66

Full details can be found  
in your attached  
Itinerary/Receipt

### Tax information



Air Transportation Charges

1 adult

360.00



Taxes, fees and charges

121.66

**GRAND TOTAL (Canadian dollars)**

**\$481<sup>66</sup>**



**Baggage Allowance for Air Canada Altitude and Star Alliance Members**




The baggage allowance displayed below applies when you check your bags with Air Canada, Air Canada Express (flights operated by Jazz, Sky Regional, Air Georgian, Exploits Valley Air) or Air Canada Rouge. Please make sure your Air Canada Altitude status level is valid at check-in.

**Star Alliance Silver Members:** Your baggage allowance is equivalent to that of the fare option you purchased.

	<b>Economy Class</b>	<b>Premium Economy</b>	<b>Business Class</b>
Altitude Super Elite 100K, Elite 75K, Elite 50K and Elite 35K	<b>3 bags</b> 32 kg (70 lb)	<b>3 bags</b> 32kg (70lb)	<b>3 bags</b> 32kg (70lb)
Altitude Prestige 25k	<b>2 bags</b> 23 kg (50 lb)	<b>2 bags</b> 23 kg (50 lb)	<b>2 bags</b> 32 kg (70 lb)
Star Alliance Gold	<b>1 extra bag</b> 23 kg (50 lb)	<b>1 extra bag</b> 23 kg (50 lb)	<b>1 extra bag</b> 32 kg (70 lb)

**Note:** If you **exceed your baggage allowance** (in number, size and/or weight), additional checked baggage charges will apply. The policy and fees will be those of the carrier identified in the checked baggage information section.

- View Air Canada's additional checked baggage policy.
- View the additional checked baggage policy of Air Canada's codeshare and interline partners.

 CANADA, U.S.: 1 (888) 247-2262  **AIR CANADA**  
A STAR ALLIANCE MEMBER 



To ensure delivery to your inbox, please add [confirmation@aircanada.ca](mailto:confirmation@aircanada.ca) to your address book's safe sender list. This service email was sent to you because you purchased an Air Canada flight. It provides important flight information that must be communicated to you. This service email is not a promotional email. Please do not reply to this email as this inbox is not monitored. If you have questions, please visit [aircanada.com](http://aircanada.com).

Your privacy is important to us. To learn how Air Canada collects, uses and protects the personal information you provide, please view our [Privacy Policy](#).

Air Canada, P.O. Box 64239, RPO Thomcliffe, Calgary Alberta, T2K 6J7

 **Air\_Canada\_Booking\_Confirmation\_SU7SNE.pdf**  
196K



Douglas W. Judson &lt;dwjudson@gmail.com&gt;

---

**Your Sunday evening trip with Uber**

---

**Uber Receipts** <uber.canada@uber.com>  
To: dwjudson@gmail.com

Sun, Aug 18, 2019 at 5:00 PM

*Cab Fare - Ottawa Airport to Hotel***Uber**Total: CA\$25.41  
Sun, Aug 18, 2019**Thanks for riding,  
Douglas**We hope you enjoyed your ride  
this evening.**Total****CA\$25.41**

Trip Fare	CA\$15.49
Subtotal	CA\$15.49
HST	CA\$2.92
Tolls, Surcharges, and Fees ?	CA\$7.00

Amount Charged



.... 0939 Switch

CA\$25.41

Visit the trip page for more information, including invoices (where available)

You rode with Esam (Mohamed)



4.94 ★ Rating

How was your ride?

RATE OR TIP

Esam (Mohamed) is

known for:

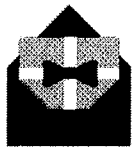
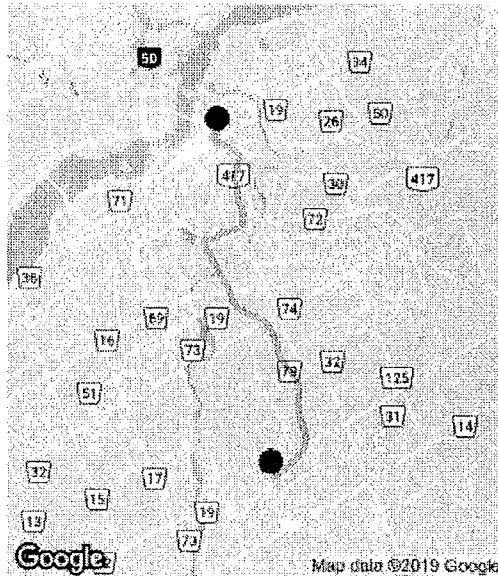
Excellent Service



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1003 Airport Parkway Private,  
Gloucester, ON K1V 9B3,  
Canada
- 06:00pm  
5 Daly Ave, Ottawa, ON K1N  
7B8, Canada



Invite your friends and family.

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[Mr. Treublaan 7](#)

[1097 DP Amsterdam](#)

[Privacy](#)

[Terms](#)

Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



Douglas W. Judson &lt;dwjudson@gmail.com&gt;

---

Your Wednesday morning trip with Uber

---

Uber Receipts <uber.canada@uber.com>  
To: dwjudson@gmail.com

Wed, Aug 21, 2019 at 11:13 AM

*Cab Fare - Ottawa Hotel to Airport*

Uber

Total: CA\$25.58  
Wed, Aug 21, 2019Thanks for riding,  
DouglasWe hope you enjoyed your ride  
this morning.

Total

CA\$25.58

Trip Fare	CA\$16.39
Subtotal	CA\$16.39
HST	CA\$2.94
Tolls, Surcharges, and Fees ?	CA\$6.25

Amount Charged



0000 0939 Switch

CA\$25.58

Visit the trip page for more information, including invoices (where available)

You rode with Mohamad

8/25/2019

Gmail - Your Wednesday morning trip with Uber

[FAQ](#)

[Forgot password](#)

Uber B.V.

Mr. Treublaan 7

1097 DP Amsterdam

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Fare does not include fees that may be charged by your bank. Please contact your bank directly for inquiries.



# FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



## JULY 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2019:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
30.3	3	1	7	0	6	2	0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
6	2	0	6	0	0	7	0

TEAM MEMBERS RESPONDED TO 29 EMERGENCY RESPONSE CALLS DURING JULY 2019.

### Total Hours:

- **23.3 Hours** was spent on responding to emergency incidents.
- **1 Hour** was spent on public service and public education.
- **6 Hours** was spent on training.

### Time of Day:

During this month, **55%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **45%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

### Fire Prevention Inspections / Re-inspections:

**7** inspections / re-inspections were completed in July, which brings our total to **106** inspections / re-inspections completed since January 1<sup>st</sup>, of this year.

### Fire Response Calls:

There were **2** Fire Response Calls:

- **1** was cooking related (no fire).
- **1** was an actual fire, which involve a riding lawnmower.

### Emergency Medical Services (EMS) Response Calls: 6

### MVC (Motor Vehicle Crashes): 2

**(CO) Carbon Monoxide / Gas Leak Calls: 2** Actual CO (Carbon Monoxide) Calls and **4** False Calls.



# FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



## JULY 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

**Fire Alarms:** 6 False Fire Alarm Calls.

**Other Calls:** There were 7 other calls for our service, which consisted of the following:

- 1 was for power lines down and arching.
- 1 was for our fulltime staff to be on stand-by at the fire hall for a Tornado Warning as per our Operational Guideline. In fact, our team members ended up responding to another call (1), which involved a branch that fell onto a powerline and was sparking.
- 1 was for a powerline transformer issue.
- 1 was for a child stuck in an infant's swing at Pithers Point Park.
- 1 was to address a possible fire-works complaint.
- 1 was for an actual train derailment.

### Training:

Training consisted of three separate 2-hour training sessions.

### Public Fire Safety Education / Public Events / Public Service / Community Spirit / Highlights:

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

As well, members of our team attended the annual July 1<sup>st</sup> Parade.



Sparky enjoying the July 1<sup>st</sup> Parade



**TOWN OF FORT FRANCES**  
**General Fund (Operating) Summary**  
**For the Seven Months Ending Wednesday, July 31, 2019**

	Actual	Budget	Variance	% Variance
<b>CORPORATE</b>				
Municipal Tax Levy	(\$11,015,566.17)	(\$11,015,565.00)	\$1.17	100.00%
Education Tax Levy	(1,520,543.25)	(1,527,297.00)	(6,753.75)	99.56%
W/O Municipal	66,430.48	113,070.00	46,639.52	58.75%
W/O Education	43,316.36	21,007.00	(22,309.36)	206.20%
OMPF	(2,520,842.00)	(3,363,500.00)	(842,658.00)	74.95%
Payments-in-Lieu	(72,106.54)	(816,367.00)	(744,260.46)	8.83%
Mayor & Council	207,097.21	552,621.00	345,523.79	37.48%
Contribution to Reserves & Reserve Funds	-	1,550,917.00	1,550,917.00	0.00%
Long Term Debt	200,364.09	397,821.00	197,456.91	50.37%
Election	(100.00)	-	100.00	0.00%
Riverside Health Care/Dr Recruitment	68,000.00	68,000.00	-	100.00%
Clinic Financing Interest	-	6,000.00	6,000.00	0.00%
RR DSSAB	1,173,337.86	1,956,182.00	782,844.14	59.98%
Northwestern Health Unit	251,969.52	377,954.00	125,984.48	66.67%
Economic Development	90,228.53	168,068.00	77,839.47	53.69%
Travel Information Centre	5,814.01	4,006.00	(1,808.01)	145.13%
Solar Panel Project	(6,549.52)	(21,499.00)	(14,949.48)	30.46%
English Public School Board	638,542.99	1,259,780.00	621,237.01	50.69%
English Separate School Board	123,255.26	242,809.00	119,553.74	50.76%
French Public School Board	465.40	931.00	465.60	49.99%
French Separate School Board	1,385.17	2,770.00	1,384.83	50.01%
Total Corporate	(12,265,500.60)	(10,022,292.00)	2,243,208.60	122.38%
<b>ADMINISTRATION AND FINANCE</b>				
Other Unassigned Revenue	(163,939.38)	(337,093.00)	(173,153.62)	48.63%
Administration	160,767.77	312,047.00	151,279.23	51.52%
Admin Vehicle	1,313.13	3,864.00	2,550.87	33.98%
Municipal Buildings	3,988.28	6,410.00	2,421.72	62.22%
HR Department	48,638.69	83,000.00	34,361.31	58.60%
Clerk	105,562.35	211,029.00	105,466.65	50.02%
Treasury	238,390.33	372,057.00	133,666.67	64.07%
FFPC Administration	71,400.17	147,892.00	76,491.83	48.28%
IT Department	99,208.97	232,446.00	133,237.03	42.68%
Total Administration and Finance	565,330.31	1,031,652.00	466,321.69	54.80%
<b>EMERGENCY SERVICES</b>				
Emergency Services	545,260.24	1,034,747.00	489,486.76	52.70%
Emergency Measures	5,620.39	18,580.00	12,959.61	30.25%
911 Service	11,077.10	8,120.00	(2,957.10)	136.42%
Police Revenue	(16,566.95)	(22,800.00)	(6,233.05)	72.66%
Police Services Board	6,672.24	21,101.00	14,428.76	31.62%
Police Administration	1,431,195.59	2,306,656.00	875,460.41	62.05%
Total Emergency Services	1,983,258.61	3,366,404.00	1,383,145.39	58.91%
<b>COMMUNITY SERVICES</b>				
Sister Kennedy Centre	26,287.42	54,132.00	27,844.58	48.56%
Fort Frances Children's Complex	(7,396.35)	18,070.00	25,466.35	(40.93%)
Best Start Hub	(40,168.93)	-	40,168.93	0.00%
Day Care Resource Teachers	(28,060.39)	-	28,060.39	0.00%
Handi-Transit System	101,762.48	105,049.00	3,286.52	96.87%
Townshend Theatre	(8,434.36)	-	8,434.36	0.00%

**TOWN OF FORT FRANCES**  
**General Fund (Operating) Summary**  
**For the Seven Months Ending Wednesday, July 31, 2019**

	Actual	Budget	Variance	% Variance
Recreation Facilities	401,127.53	822,077.00	420,949.47	48.79%
Recreation Programs	19,848.61	154,502.00	134,653.39	12.85%
Community Services	61,218.85	141,996.00	80,777.15	43.11%
Sunny Cove Camp	9,373.55	29,765.00	20,391.45	31.49%
Fort Frances Public Library	306,145.06	497,448.00	191,302.94	61.54%
Museum	99,495.19	172,825.00	73,329.81	57.57%
Waterfront Development/Marina	14,120.07	38,703.00	24,582.93	36.48%
Total Community Services	955,318.73	2,034,567.00	1,079,248.27	46.95%

**OPERATIONS AND FACILITIES**

PW Administration	(175,590.39)	(230,693.00)	(55,102.61)	76.11%
PW Buildings & Yards	60,618.91	132,757.00	72,138.09	45.66%
Municipal Roads	829,077.84	1,507,015.00	677,937.16	55.01%
Public Parking Lots	6,899.42	16,867.00	9,967.58	40.90%
Sidewalks	96,879.56	143,123.00	46,243.44	67.69%
Private Works Charges	2,700.26	28,504.00	25,803.74	9.47%
Private Crossing Charges	23,155.48	32,654.00	9,498.52	70.91%
PW Vehicles	151,136.36	222,479.00	71,342.64	67.93%
PW Equipment	133,239.36	250,638.00	117,398.64	53.16%
PW Stores	51,414.98	75,501.00	24,086.02	68.10%
Traffic Signal Maintenance	5,500.77	11,135.00	5,634.23	49.40%
Streetlight Maintenance	31,744.22	109,710.00	77,965.78	28.93%
Garbage Collection	(101,749.06)	(230,431.00)	(128,681.94)	44.16%
Recycling Services	95,360.35	230,767.00	135,406.65	41.32%
Sanitary Landfill	(140,645.45)	(336.00)	140,309.45	41858.76%
Engineering	22,351.72	34,157.00	11,805.28	65.44%
Airport	(12,410.42)	(3,357.00)	9,053.42	369.69%
Airport Building Maintenance	29,919.15	45,856.00	15,936.85	65.25%
Airport Grounds Maintenance	44,520.30	59,323.00	14,802.70	75.05%
Parks & Cemeteries Maintenance	98,450.93	179,668.00	81,217.07	54.80%
Fort Frances Cemetery	49,241.49	142,012.00	92,770.51	34.67%
Riverview Cemetery	94,118.58	189,839.00	95,720.42	49.58%
Point Park	18,504.73	24,084.00	5,579.27	76.83%
Parks - Outdoor Facilities	152,918.84	269,707.00	116,788.16	56.70%
RLSquare	1,890.38	13,555.00	11,664.62	13.95%
Lions Millennium Park	1,981.86	12,995.00	11,013.14	15.25%
Total Operations and Facilities	1,571,230.17	3,267,529.00	1,696,298.83	48.09%

**PLANNING AND DEVELOPMENT**

Civic Centre	39,509.32	111,804.00	72,294.68	35.34%
By-Law Enforcement	71,946.33	145,491.00	73,544.67	49.45%
Animal Shelter	3,101.92	11,103.00	8,001.08	27.94%
Building Official	(64,194.36)	(1,481.00)	62,713.36	4334.53%
Planning & Zoning	(1,359.06)	55,223.00	56,582.06	(2.46%)
Total Planning and Development	49,004.15	322,140.00	273,135.85	15.21%
Sub-Total General Fund (Operating)	(7,141,358.63)	-	7,141,358.63	0.00%
TOTAL BUDGET- Revenue	(18,687,596.86)	(23,152,976.00)	(4,465,379.14)	80.71%
TOTAL BUDGET- Expenditures	11,546,238.23	23,152,976.00	11,606,737.77	49.87%
	(7,141,358.63)	-	7,141,358.63	0.00%

**TOWN OF FORT FRANCES**  
**Water and Sewer Fund (Operating) Summary**  
**For the Seven Months Ending Wednesday, July 31, 2019**

	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>% Variance</u>
Water and Sewer Fund				
WATER				
Waterworks Administration	(\$915,702.02)	(\$742,535.00)	\$173,167.02	123.32%
Water Treatment Plant	320,123.30	624,178.00	304,054.70	51.29%
Water Storage Facility	17,661.44	118,357.00	100,695.56	14.92%
	<u>(577,917.28)</u>		<u>577,917.28</u>	<u>0.00%</u>
SEWER				
Sanitary Sewer Administration	(992,885.56)	(727,460.00)	265,425.56	136.49%
Sewage Treatment Plant	375,854.55	727,460.00	351,605.45	51.67%
	<u>(617,031.01)</u>		<u>617,031.01</u>	<u>0.00%</u>