

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - September 17, 2019 - NOON

MEETING - Committee Room, Civic Centre

Session # 17

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1. <u>Call to Order</u>	
2. <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u>	
3. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
4. <u>Approval of Previous Committee Minutes</u>	
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5. <u>In-Camera</u>	
6. <u>Items Referred from Council</u>	
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9. <u>Outstanding Items</u>	
9.1 Request for Community Improvement Incentives (Belluz Concrete).	
- this item remains deferred to allow for additional information.	
10. <u>Information</u>	

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11. <u>Adjourn / Next Meeting Date - October 8, 2019</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 16

September 3, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on September 3, 2019 from Noon p.m. to 12:45 p.m.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, E. Slomke (12:02 p.m. to 12:26 p.m.), Clerk, C. Vangel, Building and Planning Department (12:02 p.m. to 12:26 p.m.), T. Moffit, Fire Chief/CEMC (Noon to 12:11 p.m.), K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

1. Call to Order - Noon

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

2.1 D. Brown, CAO - Community Safety and Well Being (CSWB) Plan.

3. Disclosure of pecuniary interest and the general nature thereof

3.1 Mayor June Caul disclosed an interest in agenda item 7.5 stating that the 2019 AMO Conference Travel and Per Diem Claim was hers. She did not participate in any discussion of this matter.

4. Approval of Previous Committee Minutes

4.1 Session No. 15 dated August 6, 2019.

Hallikas-Caul: Approved as presented.

CARRIED

5. In-Camera - no items identified

6. Items Referred from Council

6.1 Northwest Ontario's Sunset Country Travel Association - Annual Marketing Contribution.
- committee recommended approval of the Northwest Ontario's Sunset Country Travel Association annual per diem request in the amount of \$2,187.63 plus hst.

- 6.2 Waiving of Sunny Cove Camp Rental Fees - Watten Fire Department.
 - committee recommended approving the donation request from the Watten Volunteer Fire Department in the amount of \$300.00 and further that the \$300.00 be applied against their outstanding accounts receivable with a follow up letter being sent.
- 6.3 Request for Community Improvement Incentives (Belluz Concrete).
 - this item was deferred to allow for additional information.

7. New Business

- 7.1 Additional Equipment for Triple Combination Custom Pumper Fire Truck.
 - committee recommended approving the purchase of additional equipment for the new Triple Combination Custom Pumper Fire Truck in the amount of \$7,085.00 which will bring the total net tender cost of the new vehicle to \$608,030.25.
- 7.2 Failed High-Volume Fire Hose.
 - committee recommended receiving the information report as presented.
- 7.3 Collections (Accounts Receivable, Taxation and Water & Sewer) Policy Update.
 - committee recommended approval of the Collection (Accounts Receivable, Taxation and Water & Sewer) Policy No. 1.9 policy as presented.
- 7.4 D. Brown, CAO - AMO Conference Travel Expense and Per Diem Claim.
 - committee recommended approval of the Travel Expense in the total amount of \$451.50 as submitted by Doug Brown, CAO for his attendance at the AMO Conference in Ottawa, August 18-21, 2019.
- 7.5 Mayor June Caul - AMO Conference Travel Expense and Per Diem Claim.
 - committee recommended approval of the Travel Expense in the total amount of \$807.00 as submitted by Mayor June Caul for her attendance at the AMO Conference in Ottawa, August 18-21, 2019.
- 7.6 Councillor Douglas Judson - AMO Conference Travel Expense and Per Diem.
 - committee recommended approval of the Travel Expense in the total amount of \$1,384.65 as submitted by Councillor Douglas Judson, CAO for his attendance at the AMO Conference in Ottawa, August 18-21, 2019.

8. Non-agenda Items

- 8.1 Joint Community Safety and Well Being (CSWB) Plan for the Rainy River District.
 - D. Brown, CAO provided an overview of the report. Committee recommended approval to authorize the Rainy River District Social Services Administration Board, by way of a formal resolution, to administer a completed Joint Community Safety and Well Being (CSWB) Plan.

9. Information

9.1 Fire & Rescue Service - July 2019 Report. - received as information.

9.2 Town of Fort Frances (General Fund) Operating Summary for the Seven Months Ending Wednesday, July 31, 2019. - received as information.

9.3 Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Seven Months Ending Wednesday, July 31, 2019. - received as information.

10. Adjourn 12:45 p.m. / Next Meeting Date - September 17, 2019

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: September 9, 2019

SUBJECT: Tour De Fort Sponsorship Request

BACKGROUND

At the September 9th, 2019 Council Meeting, the letter received from Lisa Brockie, Tour De Fort Sponsorship Coordinator was referred to the Administration & Finance Executive Committee for recommendation.

In the past few years, the Town of Fort Frances was a Silver level sponsor in the amount of \$500.00. This provided 2 complementary tickets to the concert series.



Exceptional Performances • www.tourdefort.com



August 2019

Mayor and Council
Town of Fort Frances
320 Portage Ave.
Fort Frances, ON P9A 1c9

Dear Mayor Caul and Members of Council,

On behalf of the volunteer board of the Tour de Fort concert series, thank you very much for your sponsorship for the past two seasons. 2018/19 was a very successful year, with passports nearly selling out and great crowds for all the shows. The talent, headlined by 54•40, was incredible and we hope you enjoyed the shows as much as we did. We couldn't have done it without the generosity of sponsors like you!

We are excited about the lineup for the 2019/2020 season, which will feature Carl Dixon (formerly of the Guess Who), Ken Lavigne, The Slocan Ramblers, Benjamin Dakota Rogers, Lion Bear Fox, and the incomparable Molly Johnson. We hope you will join us as a sponsor once again in order to help us continue to provide this exceptional entertainment to our community. Support from local sponsors is critical to the ongoing success of the series, allowing us to keep passport prices affordable and accessible to the widest possible audience.

As a sponsor, the Town of Fort Frances will be acknowledged during the introduction of each of the six performances of the series, and your name and/or logo will be included on printed materials, the Tour de Fort website, and the pre-show slide show. You will also receive tickets to each performance and exclusive invitations to the post-show receptions to meet the artists. Despite the fact that passport prices increased slightly last year, the sponsorship fees remain \$1,500 for the Platinum level (which includes 6 tickets to each show), \$1,000 for Gold (4 tickets), and \$500 for Silver (2 tickets).

Thank you again for your support. If you have any questions or concerns about your sponsorship, please do not hesitate to contact me at 807-271-0073 or lbrockie@yahoo.com.

Sincerely,

Lisa Brockie
Sponsorship Coordinator

TO: Mayor Caul & Members of Council

FROM: Dawn Galusha, Treasurer

DATE: September 9, 2019

SUBJECT: Royal Canadian Legion Manitoba/NW Ontario Command Advertising

BACKGROUND

At the September 9, 2019 Council Meeting the letter received from the Royal Canadian Legion Manitoba/NW Ontario Command requesting advertising consideration in the printing of the "Military Service Recognition Book" was referred to the Administration & Finance Executive Committee for recommendation.

This book is designed to recognize and honour many of Manitoba/NW Ontario's brave Veterans on an individual basis who have served our Country so well. The publication is intended to help the legion in their role as the "Keepers of Remembrance".

A rate sheet is enclosed for consideration of levels of advertising. In 2016, Council received the request with no further action taken. In 2017 and 2018, an advertisement of 1/10 page (Business Card) size advertisement in the "Military Service Recognition Book" was approved.



The Royal Canadian Legion Manitoba/NW Ontario Command

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in **The Royal Canadian Legion Manitoba/NW Ontario Command** and the local **Veterans**. Please consider this our written request for your support as per our recent telephone conversation.

Our **Command** is very pleased to be printing our **“Military Service Recognition Book”**, which is designed to recognize and honour many of **Manitoba/NW Ontario’s** brave **Veterans** on an individual basis who have served our Country so well in the past three major world conflicts (WW1, WW2 and the Korean War) and recent conflicts such as Afghanistan. This publication will go a long way to help our Legion in our role as the **“Keepers of Remembrance”**.

It will be distributed to school and university libraries, Legion branches, and many other public facilities in Manitoba and NW Ontario.

We would like to have your organization’s support for this milestone project of our **Manitoba/NW Ontario Command Legion**, by purchasing an advertisement space in our **“Military Service Recognition Book”**. Proceeds raised from this important project will allow us to make this unique publication available throughout the Province and will also benefit the many ongoing community activities of our Legion Command including **Scholarships, Youth Sponsored Programs** and, of course, our ongoing tireless support for **Manitoba/NW Ontario’s Veterans** and their dependants.

Please find enclosed a rate sheet for your review. Whatever you are able to contribute to this worthwhile endeavor would be sincerely appreciated. For further information please contact our **Manitoba/NW Ontario Command Military Service Recognition Book Office** toll free at **1-855-559-5056**.

Thank you for your consideration and/or support.

Sincerely,

**Ronn Anderson
President
The Royal Canadian Legion Manitoba/NW Ontario Command**

**The Royal Canadian Legion
Manitoba/NW Ontario Command
“Military Service Recognition Book”
Advertising Prices**

<u>AD SIZE</u>	<u>PRICE</u>	<u>GST</u>	<u>TOTAL</u>
Full Color Outside Back Cover	\$1,495.24	+ \$74.76	= \$1,570.00
Inside Front/Back Cover (Full Colour)	\$1,295.24	+ \$64.76	= \$1,360.00
2 Page Full Colour Spread 15.25x9.735	\$1,990.48	+ \$99.52	= \$2,090.00
Full Page (Full Colour) 7x4.735	\$995.24	+ \$49.76	= \$1,045.00
Full Page 7x9.625	\$795.24	+ \$39.76	= \$835.00
½ Page (Full Colour) 7x4.735	\$595.24	+ \$29.76	= \$625.00
½ Page 7x4.735	\$495.24	+ \$24.76	= \$520.00
¼ Page (Full Colour) 3.375x4.735	\$395.24	+ \$19.76	= \$415.00
¼ Page 3.375x4.735	\$295.24	+ \$14.76	= \$310.00
1/10 Page (B/Card Full Colour) 3.375x1.735	\$223.81	+ \$11.19	= \$235.00
1/10 Page (Business Card) 3.375x1.735	\$195.24	+ \$9.76	= \$205.00

G.S.T. Registration # 107933665RT0001

All typesetting and layout charges are included in the above prices.

A complimentary copy of the Military Service Recognition Book will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation.



PLEASE MAKE CHEQUE PAYABLE TO:

MB/NW Ontario Command
The Royal Canadian Legion
(MB RCL)
P.O.Box 1967 Stn. Main
Winnipeg, MB R3C 3R2
Tel (Toll Free): 1-855-559-5056





From: Kimberly Bennett <kbennett@campaign-office.com>

Sent: Thursday, September 5, 2019 9:00 AM

To: Dawn Galusha <dgalusha@fortfrances.ca>

Subject: Manitoba / NW Ontario Command of the Royal Canadian Legion "Military Service Recognition Book"

Hello Dawn,

Thank you for taking a moment to talk with me today. Here is the information you have requested regarding our the 11th Annual "Military Service Recognition Book". This annual publication recognizes those brave individuals who sacrificed so much for the freedoms that we enjoy today. Thousands of copies will be distributed free of charge to all Legion Branches and advertisers, select schools and libraries, and will be available on-line for anyone to view or print. We are profoundly indebted to our Veterans. Their extraordinary service and commitment have afforded us the rights and freedoms that are merely a dream to millions of people around the globe.

The Royal Canadian Legion has honoured these deserving citizens with unwavering support. The Military Service Recognition Book is a fitting tribute to our Veterans and will be an invaluable resource to our young people, whose pride and character will be enhanced by learning about the very important role played by our Veterans, the Royal Canadian Legion, and the contributions of its members and supporters.

As discussed we would like to extend an invitation to **your organization** to show its support to our Veterans through a support advertisement. Our most popular size ad has always been the quarter page colour, this allows space for thanking our veterans for their service and sacrifice, along with recognizing your own company.

If you have any questions or concerns please do not hesitate to contact me at my number listed below, or simply by replying to this email. I will be in contact in a few days for your response. Thank you again for your consideration.

Sincerely,

Kim Bennett

Military Service Recognition Book

Project Office

Manitoba / NW Ontario Command of the Royal Canadian Legion

☎ 1-855-559-5056

<http://www.mbnwo.ca/>

Add Copy mbcl@fenety.com

To: Administration & Finance Executive Committee
From: Tyler Moffitt, Fire Chief/CEMC
Date: September 3, 2019
Subject: Amended Automatic Aid Agreement

Background

An Automatic Aid Agreement and by-law was passed in open Council on the 9th day of July 2018, which was between the Corporations of the Townships of Chapple, Emo, La Vallee, and the Town of Fort Frances.

The Corporation of the Township of Alberton has agreed to initiate an Automatic Aid Agreement with the Corporation of the Town of Fort Frances.

I have included a draft of an Amended Automatic Aid Agreement, which includes the Township of Alberton.

The Township of Alberton, as well as the Townships of Chapple, Emo, and La Vallee have copies of the amended Automatic Aid Agreement.

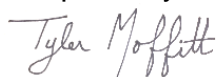
As well other highlights are:

- Updated clearer language;
- Provision for assist coverage for water related emergency services;
- Provision for a water supply from fire hydrants for the Township of Alberton;
- An addition, which includes: Any disputes will first be negotiated between the respected parties; and
- Sixty-day timeline for negotiations between respected parties for any disputes.

Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to bring forward the resolution to proceed with the signing of the Amended Automatic Aid Agreement with the Townships of Alberton, Chapple, Emo, and La Vallee, as well as adopt a By-Law.

Respectfully submitted,



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

THIS AGREEMENT made this day of , 2019.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF ALBERTON,

THE CORPORATION OF THE TOWNSHIP OF CHAPPLE,

THE CORPORATION OF THE TOWNSHIP OF EMO,

THE CORPORATION OF THE TOWNSHIP OF LA VALLEE

And The CORPORATION OF THE TOWN OF FORT FRANCES

(herein collectively referred to as the "Parties")

WHEREAS Section 2(6) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4, authorizes a municipality to enter into an automatic aid agreement with other municipalities to provide and/or receive fire protection services;

AND WHEREAS the Townships of Alberton, Chapple, Emo, La Vallee & The Town of Fort Frances operate fire protection services and manage assets suitable to meet municipal responsibilities required by the *Fire Protection and Prevention Act, 1997*, through their respective fire departments;

AND WHEREAS each of The Townships Alberton, Chapple, Emo, La Vallee & The Town of Fort Frances are willing and prepared to make available fire protection services to the municipality requesting service via automatic aid and in coverage situations on certain terms and conditions;

NOW THEREFORE, in consideration of the mutual covenant's conditions, considerations and payments herein contained, the respective Councils for the Townships of Alberton, Chapple, Emo, La Vallee & Town of Fort Frances mutually agree as follows:

1. Definitions for the purpose of this Agreement:

- a) **"Designate"** means a person who, in the absence of the Fire Chief, has the same powers and authority as the Fire Chief.
- b) **"Automatic Aid Agreement Services Fees"** means the current MTO provincial rate per apparatus.
- c) **"Alberton Volunteer Fire Department"** means the Township of Alberton Volunteer Fire Department, herein referred to as AVFD. (District Station #9).
- d) **"Emo Fire & Emergency Service"** means the Township of Emo Fire & Emergency Service, herein referred to as EFES. (District Station #7)

- e) **“Chapple Fire & Emergency Service”** means The Township of Chapple Fire & Emergency Service, herein referred to as CFES. (District Station #5 South and #5 North)
- f) **“La Vallee Fire & Emergency Service”** means the Township of La Vallee Fire & Emergency Service, herein referred to as LFES. (District Station #8)
- g) **“Fort Frances Fire & Rescue Service”** means the Town of Fort Frances Fire & Rescue Service, herein referred to as FFRS (District Station #11)
- h) **“Incident Commander”** means the person in command of an incident, also referred to in this Agreement as IC.
- i) **“Fire Protection Services”** means and includes the activities defined in the *Fire Protection and Prevention Act*, more particularly described as including fire suppression, rescue and emergency services, and the delivery of all those services as described below.
- j) **“Sufficient Resources”** means staffing and equipment to provide a response that meets the most current OFM guidelines for the particular emergency type.
- k) **“Limited Services”** refers to a variation of services differentiating from the norm as a result of extenuating circumstances, including but not limited to, levels of training, resources available, environmental variables, obstructions, roads, public highways, remote properties, private roadways, lanes, drives, and access.

2. Automatic Aid:

- a) This Agreement is intended to be used on a day to day basis in order to meet the following objectives:
 - (i) Ensuring the provision of equipment and personnel, which are neither practical nor reasonable for each Fire Service to provide due to economic and other conditions inherent to their provision.
 - (ii) Provide the Town of Fort Frances assist coverage for areas that are not hydrant protected, as deemed required by the Incident Commander. In the event of a hydrant system failure, the coverage would also be provided to those areas.
 - (iii) Provide the Townships of Alberton, Chapple, Emo, and La Vallee assist coverage for areas/situations that may require an aerial ladder apparatus, as deemed required by the Incident Commander.
 - (iv) Provide the Township of Alberton, Chapple, Emo, and La Vallee assist coverage for areas/situations that may require water related emergency services, as deemed required by the Incident Commander.
 - (v) Provide the Township of Alberton a water supply from fire hydrants, as deemed required by the Incident Commander.

3. Conditions of Response

- a) Each municipality is responsible to its own taxpayers first and, as such, may refuse to supply response if its Fire Service personnel, apparatus, and or equipment are required in its own jurisdiction at the time of an incident, or in the event it deems that another Fire Service cannot provide sufficient coverage to its jurisdiction for the duration of the incident response.
- b) In the event an incident occurs in the jurisdiction of a Fire Service that is assisting another, the applicable Commanding Officer or designate may order the release of any or all personnel, apparatus and/or equipment of their Service.
- c) Conditions a and b above will be decided by the assisting Fire Service as per the chain of command.

4. Conditions of Agreement

- a) This Agreement shall remain in force until any of the Parties provides written notice of termination to all other Parties not less than six months prior to the desired date of termination.
- b) This Agreement may be amended only by way of a written Addendum signed by all Parties to this Agreement. The Agreement or may be repealed and replaced with a revised Agreement at any time upon formal authorization by by-law by the Council of each participating party to same.
- c) In the event that there may be any dispute between the Parties to this Agreement, or any of them, with respect to any matter contained in this Agreement, including but not limited to the interpretation of this Agreement, such dispute shall be submitted to the respective Party. Negotiations regarding any dispute will be initiated by both Parties.
- d) In the event that there may be any dispute between the Parties to this Agreement, or any of them, with respect to any matter contained in this Agreement, including but not limited to the interpretation of this Agreement, and negotiation between the Parties has not resolved the dispute within sixty days of initiating negotiations, such dispute shall be submitted to arbitration under the provisions of the *Municipal Arbitrations Act*, R.S.O 1990 c. M. 48, and the decision rendered in respect of such proceedings shall be final and binding upon the disputing Parties.
- e) If for any reason the said arbitration cannot be conducted pursuant to the provisions of the *Municipal Arbitrations Act*, then the Parties hereto shall agree to the selection of a single arbitrator, and failing agreement on the selection of an arbitrator, such arbitrator shall be appointed by a judge of the Supreme Court of Ontario pursuant to the provisions of the Arbitrations Act, S.O. 1991 c. 17, or pursuant to any successor legislation.

- f) Cost for an arbitrator will be split even (50% cost sharing arrangement) between the disputing Parties.

5. Billing Conditions

- a) The Fire Chief of the responding municipality, or designate, shall notify the municipal Treasurer or designated person when any billable service has been provided by that municipality's Fire Service under this Agreement.
- b) Billings under this Agreement will be issued by the municipal Treasurer or designated person for a responding Fire Service during the month after such services are provided. Billing shall be at the current MTO provincial rate per apparatus.
- c) The Parties receiving a bill for services under this Agreement shall remit payment of same upon receipt.

6. Legal

- a) This Agreement shall come into force and effect on the date of passing of a by-law approving same by Councils of the respective Parties hereto.
- b) This Agreement shall be reviewed by the Parties at least once every five years, or on request of any Party hereto.
- c) If for any reason, any section, clause or provision of this Agreement is declared to be inconsistent or is declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this Agreement as a whole or any part thereof and shall be deemed to be severed from this Agreement.
- d) Due to the reliance of all Parties on volunteer firefighters, the topographic and geographic configuration of the respective jurisdictions, the level of firefighter training in the area on any given day, limited levels of equipment, available resources, and other constraints, the services described in this by-law are provided as "Limited Services" as defined in Section 1 of this Agreement.
- e) The Parties hereto shall not accept, sustain or incur liability for the delay or inability of their respective Fire Services to supply any of the services under this Agreement due to the provision of its approved services as Limited Services or due to the existence of unsafe conditions encountered enroute, environmental factors and impeded access.
- f) No liability shall attach or accrue to the Parties or any of them under this Agreement by reason of any injury or damage sustained by personnel, apparatus, and/or equipment of the Fire Service while engaged in the provision of fire protection services to any area outside of the municipal jurisdictions of the Parties.

AUTOMATIC AID AGREEMENT BETWEEN THE TOWNSHIPS OF ALBERTON, CHAPPLE, EMO, LA VALLEE, AND THE TOWN OF FORT FRANCES

- g) That this Agreement may be cited as the “Alberton, Chapple, Emo, La Vallee & Fort Frances Automatic Aid Agreement”.

IN WITNESS WHEREOF the Parties hereto have hereunto affixed their corporate seals duly attested by the hands of their authorized signatories.

The Corporation of the Township of Alberton

REEVE (seal)

CAO/Clerk-Treasurer

WE HAVE AUTHORITY TO BIND THE CORPORATION

The Corporation of the Township of Chapple

REEVE (seal)

CAO

WE HAVE AUTHORITY TO BIND THE CORPORATION.

The Corporation of the Township of Emo

MAYOR (seal)

CAO

WE HAVE AUTHORITY TO BIND THE CORPORATION.

The Corporation of the Township of La Vallee

REEVE (seal)

CLERK-TREASURER

WE HAVE AUTHORITY TO BIND THE CORPORATION.

The Corporation of the Town of Fort Frances

MAYOR (seal)

CLERK

WE HAVE AUTHORITY TO BIND THE CORPORATION.

TO: Administration and Finance Executive Committee

FROM: Lisa Sheppard, Provincial Offences Coordinator

DATE: September 10, 2019

SUBJECT: On-Line Payment Software for Fines and Offences – Provincial Offences

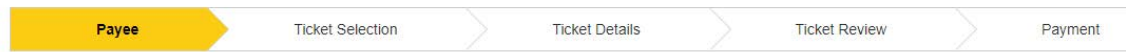
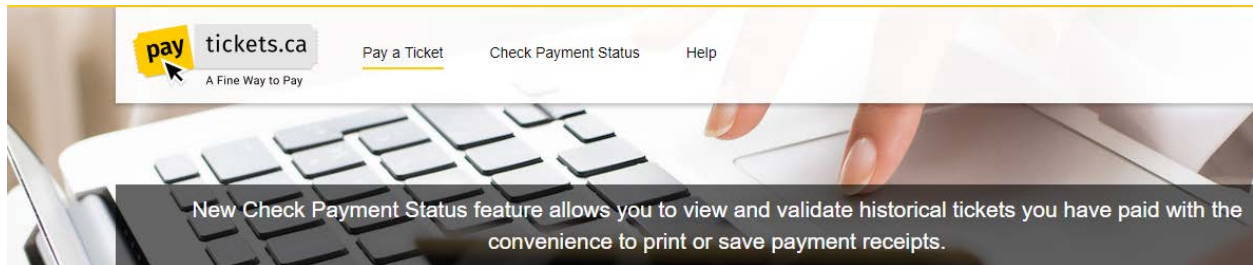
BACKGROUND

Paytickets.ca is an online banking solution managed by the Royal Bank in partnership with Teranet Enterprises. This software solution allows clients the ability to pay their Provincial Offences and Fines on-line in a secure, encrypted environment; using their Debit card, Visa, MasterCard or American Express. The monies collected are then deposited into the designated Provincial Offences bank account on a daily basis. The clients also have the option to download, save and print receipts as well as retrieve a history of payments should they make partial payments towards larger fine amounts.

- Secure, user-friendly, private and convenient method for the public to pay their fines outside our normal business hours.
- The convenience as well as the ability to use their Debit, Visa, MasterCard or American Express will have a positive impact on the collection of unpaid fines.
- The POA office will receive an account with PayTickets.ca to log into daily and retrieve payments and reports for reconciliation and fine processing.
- There is a minimal user fee per transaction for the client of 1.75% of the ticket value – with a maximum fee of \$3.00. For example: if a client pays their speeding ticket of \$52.50 using the PayTickets.ca site – they will incur a cost of .91 cents. ($\$52.50 \times 1.75\% = .91$). However - if they are making a \$450.00 partial payment towards a much larger fine – the user fee will be capped at \$3.00
- The Town of Fort Frances Provincial Offences Office will be charged a nominal banking fee per transaction for any Visa, MasterCard or American Express payments made.
- 52 Municipalities are currently using the PayTickets.ca solution. The Municipalities contacted for thoughts and review of the software (Thunder Bay and London) both agree it is a great option and has offered their clientele convenience and has had a positive impact on the collection of unpaid fines.
- There is an initial one-time set-up fee for the Town of Fort Frances Provincial Offences of \$4,250.00 + HST. While this is an initial investment of \$4,802.50 – I believe it will offer clientele not only convenience and privacy in paying their fines but allow methods for payment which

keep abreast of today's technology. In addition; during the months of May to October - our jurisdiction experiences significant tourism. This solution will allow someone from Texas to easily pay their fine once they return home and will have a positive effect on the collection of unpaid fines.

- Provincial Offences Budget line item "Office Equipment/Maintenance/Capital (GL # 75-040-0460-1400-71406) has \$4,827.00 available which would cover the one-time set-up fee of \$4,802.50.
- The Paytickets.ca site does not process any refunds. Should the user make an error in their fine payment (accidentally selected Thunder Bay when it should be Fort Frances for example) – all errors will be investigated by the Municipalities and any refunds that may be due, or errors requiring correction, would be handled by the Municipalities.
- If a user is making a payment on a fine where the due date is past or the same day - the site cautions them that it may be more prudent to make that payment in person as it can take up to 3 days for payment to be received. It also cautions them that If the payment is late – they run the risk of additional late fees, collection action or a potential drivers license suspension.



Who are you paying? ?

Please make the payment to the organization that issued your ticket.

Aurora

Barrie 3860

Brampton 3160

Caledon 0661

Chatham-Kent 1660


Collingwood

County of Elgin - St. Thomas ...

Durham 2860

Check payment status

Please enter your ticket and payment details

 Check Payment Status is only available for payments made after June 21, 2017

All fields are required unless otherwise indicated.

Ticket details:

Payee

Who did you pay



Ticket type

Please select a Payee



Ticket Number

Enter the ticket number

Ticket Amount

Enter the ticket amount

Payment details:

Payment Method



Last 4 digits of Card Number

Date of Payment

(Optional)

Cardholder Name



Check Payment Status

For a downloadable user guide, please click [here](#).


Frequently Asked Questions (FAQs)

Paytickets.ca: General Information

^ What is Paytickets.ca?
Paytickets.ca is an online payment service that lets you pay your provincial offences act violations (e.g. traffic tickets, speeding tickets, seat belt infractions, etc) and parking tickets for municipalities and court jurisdictions across Canada that have established the service. Paytickets.ca was developed by Royal Bank of Canada and Teranet Enterprises Inc. to assist Canadians and municipalities across the country with their payment needs.
^ What is the maximum number of tickets or dollar amount that I can pay?
There is no limit on the number of tickets you can pay. Please note: if you have multiple tickets, you will have to pay each ticket individually. A non-refundable handling fee applies to each transaction and the dollar amount for each transaction is subject to authorization by the appropriate credit card company.
^ What methods of payment are accepted?
Payment can be made by either Visa or MasterCard and in some locations by American Express. Currently, Paytickets.ca does NOT accept the following payment methods: debit, credit/debit (e.g. Visa debit), and pre-paid credit cards.
^ Where do I find sales information?
If you are inquiring about sales information, please direct your inquiry to paytickets@rbc.com .

Payment Information: Timelines, Refunds and Fees

^ Is there a charge to use the Paytickets.ca service?
Yes, there is a non-refundable fee for each transaction. Fees payable are calculated based on 1.75% of the ticket amount owing to a maximum of \$3.00.
^ What is the Paytickets.ca refund policy?
Refunds are managed by the municipality you have made payment to. If you wish to request a refund, you must contact the municipality or court jurisdiction listed on your ticket. Please note that the Paytickets.ca handling fee is non-refundable.
^ I lost my ticket, how can I make payment?
In such an event, please contact the municipality or court jurisdiction that issued the ticket. To find the municipality or court jurisdiction contact information, please use the Payee Contact Information under Help.
^ The sample ticket image doesn't match the ticket I have, can I still make payment?
Occasionally, older tickets are replaced with newer versions. Paytickets.ca may not have received copies of the latest tickets in circulation. You may try making payment through the site. If you encounter any problems, please contact the municipality or court jurisdiction from where the ticket was issued. To find the municipality or court jurisdiction contact information, please use the Payee Contact Information under Help.
^ I get the message "Error: This ticket number is not found. Please verify the ticket number or try again later." What should I do?
This ticket number is currently not on Paytickets and cannot be processed at this time. Please re-try after 3-7 business days from the offence date noted on your ticket to allow enough time for it to be added onto the Paytickets system. If the ticket number is still not found, please contact the Provincial Offences Court office that issued the ticket. To find the municipality or court jurisdiction contact information, please use the Payee Contact Information under Help.

	<div> Pay a Ticket Check Payment Status Help </div> <div> Fr </div>
^ What if I make a mistake and enter the wrong amount?	<p>If you have already received payment confirmation you will need to contact the appropriate municipality or court jurisdiction to address any errors made. To find the municipality or court jurisdiction contact information, please use the Payee Contact Information under Help.</p>
^ I paid my ticket but I received a notice in the mail that the ticket wasn't paid. Why did this happen and what should I do?	<p>It can take up to 72 hours for the information to be updated in the municipality/court jurisdiction database. Contact the municipality or court jurisdiction listed on your ticket and provide them with the confirmation number printed on your Paytickets.ca receipt. To find the municipality or court jurisdiction contact information, please use the Payee Contact Information under Help. Please note that any incorrect information entered by you about the payment (e.g. invalid ticket or file number or wrong amount) could cause your payment to be rejected by the municipality or court jurisdiction. If this happens, Paytickets.ca will be instructed by the municipality or court jurisdiction to process a refund on your original payment. You can check the status of any tickets you have made by using the Check Payment Status feature on Paytickets.ca.</p>
^ I paid my Ontario Provincial Offences Act violation (e.g. speeding ticket) through Paytickets.ca. When will the payment be processed?	<p>It can take up to three business days to process your payment and update the court records. It can take up to five business days to update the Ministry of Transportation records.</p>
^ My license is suspended and I have just paid my fines through Paytickets.ca. Is there anything else I need to do?	<p>If your driver's license is suspended, you must contact your local Ministry of Transportation Office to have your driver's license reinstated.</p>
^ My ticket payment is due today and I just paid my fine via Paytickets.ca. Does this mean my payment is late?	<p>Payments received and processed by the municipality or court jurisdiction on or after the due date may result in increased fines or other collection actions being taken.</p>
^ I didn't print my confirmation screen — can I get a copy?	<p>Yes, you can print or download a copy by using the Check Payment Status feature on Paytickets.ca.</p>
^ I didn't get an email receipt even though I entered my email address — can you re-send it?	<p>Please check any Spam or Junk folders as it may have been redirected there. If one is not found, it may be that the email address was entered incorrectly. Go to Check Payment Status to search for the payment and to download a copy of the receipt.</p>

Security Information: Email and Credit Card

^ Why do I need to provide an e-mail address? I don't want to receive unsolicited e-mails.
We ask for your valid e-mail address in order to send you a copy of your Payment Receipt or to contact you in the event of a refund. We will not use your e-mail address to send you any unsolicited mail.
^ How do I know the credit card I used to pay my ticket is safe?
Royal Bank of Canada (RBC) is committed to providing a secure environment that protects your personal information. RBC selected Teranet to process the payments because of Teranet's experience and expertise in operating e-government services in a secure environment. Please refer to our security statement for more information.
^ How does Paytickets.ca protect my privacy?
Protecting your privacy and safeguarding your personal information is of utmost importance to us. In order to fulfill this commitment, we have developed a series of policies and practices that govern the protection and use of your information. We utilize state-of-the-art technologies and maintain current security standards and physical, electronic or procedural safeguards to ensure that your personal and financial information is protected against unauthorized access or disclosure and inappropriate alteration or misuse. All data in the Paytickets.ca system is stored and communicated using state-of-the-art encryption. Our employees, and the employees of our service partner, Teranet, are guided by a set of privacy principles and are required as a condition of employment to respect and maintain the security of your information. The core tenet of our policies and practices is that you control how your information is used and who has access to it. Without your consent, no one can access or use your personal information for purposes other than as stated in the Privacy Policy.
^ Does Paytickets.ca store my personal information in a secure environment?
Yes, Paytickets.ca stores all information submitted to the site in a secure and encrypted environment.
^ I received an email requesting payment of a ticket from Paytickets - is it real or fraudulent?
If you receive an e-mail request to provide confidential information or to pay a ticket from Paytickets.ca – DO NOT respond or click on any links provided. Instead, please forward the e-mail to paytickets@teranet.ca. Neither RBC or Paytickets sends out such email requests. Phishing is the practice of sending phony e-mail messages designed to look legitimate. This tricks individuals into disclosing their confidential information which can lead to identity theft and online fraud. TIPS TO PROTECT AGAINST PHISHING. Follow these tips to help you avoid falling victim to Phishing: * Never provide your confidential information in response to unsolicited communications. * PLAY IT SAFE! If you don't know the source of an e-mail or if it looks suspicious, delete it. * BE CAUTIOUS! Even if you recognize a sender's e-mail address, always pay close attention to the contents of the e-mail as e-mail addresses can be faked. * BE ALERT! Just because an e-mail or website appears to be from a legitimate company doesn't mean it is. If you are unsure that the website is valid do not sign in or enter any confidential information.

TO: Administration & Finance Executive Committee
FROM: Aaron Bisson, Deputy Treasurer
DATE: September 11, 2019
SUBJECT: Request for Proposal for Municipal Insurance (19-AF-10)

BACKGROUND

The above noted RFP closed at 2:00 p.m. on Tuesday, September 3, 2019. The following proposals were received and opened at that time:

Gillons' Insurance for Frank Cowan Company ('Frank Cowan') \$222,085.68 (Including Tax)
Gillons' Insurance for JLT Canada ('JLT') \$356,066.76 (Including Tax)

All proposals were received on time and met the requirements of the RFP bidding instructions. Attached is an RFP Requirement worksheet detailing the coverage requested in the RFP, and coverage proposed by the bidders. Both Frank Cowan Company and JLT have met or exceeded the requested amounts. Frank Cowan and JLT and the programs they represent have extensive municipal insurance experience.

The Town of Fort Frances has a long history with Gillons' and they have been quick to supply insurance certificates and answers to inquiries made. Most recently we have brokered with Frank Cowan Company and Gillions Insurance with a positive experience.

The price criterion was in favour of Frank Cowan, who has the lower bid by \$133,981.08, thus JLT's bid was 62.37% higher.

The proposals have been reviewed and discussed in detail by members of the Town's management team and both Frank Cowan and JLT have met the primary goals of the RFP for Municipal Insurance as indicated in the Evaluation Criteria, with a large difference in results. The information is now being brought forward to the Administration and Finance Executive Committee for their recommendation.

Request for Proposals for Municipal Insurance - 2019	Frank Cowan Company through Gillons'	JLT (Jardine Lloyd Thompson) Through Gillons'
Accident		
(a) Council Members	434	1,533
Out of Province Medical		
(a) 4 Elected Council members under the age of 80	1500	420
Liability:		
(a) Environmental Impairment Liability	9,065	3,000
(b) Municipal Liability	66,636	39,643
(c) Non-Owned Automobile	194	incl
(d) Automobile	26,213	38,793
(e) Transit Fleet	Not applicable	13,500
(f) Municipal Errors & Omissions	6968	incl
(g) Legal Expense for Statute Law including Conflict of Interest	1920	incl
(h) Wrongful Dismissal	incl	incl
(g) Marina Liability	incl	incl
(h) Employer's Liability	incl	incl
(i) Tenant Legal Liability	incl	incl
(j) Employee Benefit Liability	incl	incl
(k) Incidental Medical Malpractice	incl	incl
(l) Voluntary Medical Payments	incl	incl
(m) Incidental Garage Operations	800	incl
(n) Forest Fire Fighting Expense	incl	incl
(o) Voluntary Payment for Property Damage	incl	incl
(p) Legal Liability for Damage to Hired Autos	incl	incl
(q) Abuse/Molestation Liability	incl	incl
(r) Voluntary Compensation	N/A	incl
Crime:		
(a) Employee Dishonesty	500	750
(b) Loss of Money (Broad Form) Inside Premises	185	incl
(c) Loss of Money (Broad Form) Outside Premises	393	incl
(d) Money Orders & Counterfeit Paper Currency	32	incl
(e) Depositor's Forgery	32	incl
(f) Professional Fees/Audit Expenses	54	incl
(g) Computer Fraud or Funds Transfer Fraud	54	incl
Property including Boiler & Machinery:		
(a) Building, Contents & Unlicensed Equipment - Property	80,510	225,926
Building, Contents & Unlicensed Equipment - Equipment Breakdown	9,377	
(b) Valuable Papers	incl	incl
(c) Extra Expense	incl	incl
(d) Accounts Receivable	incl	incl
(e) Gross Rents	incl	incl
(f) Electronic Media	incl	incl
(g) Fine Arts	907	incl
(h) Expediting Expense	incl	incl
(i) Land & Water Pollution Cleanup	incl	incl
(j) Debris Removal	incl	incl
(k) Professional Fees	incl	incl
(l) Automatic Coverage of Newly Acquired Buildings and/or Contents	incl	incl
(m) Transportation	incl	incl
(n) Freezing of Fire Fighting Apparatus	incl	incl
(o) Fire Protective Equipment Recharge	incl	incl
(p) Wreckage Value	incl	incl
(q) Hazardous Substance	incl	incl
(r) Spoilage or Consequential Loss	incl	incl
(s) Off Premises Utility	incl	incl
(t) Pressure Objects	incl	incl
(u) Machinery Objects	incl	incl
(v) Loss of Revenue	230	incl
Computer Coverage:		
(a) All Risk	incl	incl
(b) Extra Expense - Period of Restoration	incl	incl
Added Cyber Liability for \$25,000 Limit		
Police Services Boards- Directors and Officers	1600	10000
Net Insurance Premiums	\$207,604.00	\$333,565.00
Fees, Commissions, Contingent Profits	\$0.00	\$0.00
Tax	\$14,481.68	\$22,501.76
TOTAL	\$222,085.68	\$356,066.76

Current Policy Cost for 2018/2019 is \$196,540 (plus tax)

Coverage Evaluation on RFP 19-AF-10 Municipal Insurance		Updated September 5/19	
RFP Requirement		Frank Cowan Company	JLT
Accident-Elected Officials - death or dismemberment	\$250,000	\$250,000	\$250,000
Accident-Elected Officials - Paralysis, permanent total disability	\$500,000	\$500,000	Not specifically stated
Out of Province Medical- 7 Elected Members	\$1,000,000	\$1,000,000	\$2,500,000
Environmental Liability	\$5,000,000	\$5,000,000	\$5,000,000
	Aggregate	\$5,000,000	\$5,000,000
	Deductible	\$10,000	\$10,000
Municipal Liability	\$25,000,000	\$25,000,000	\$25,000,000
	Deductible	\$10,000	\$10,000
Non-owned Automobile	\$25,000,000	\$25,000,000	\$25,000,000
	Deductible	\$10,000	\$5,000
Automobile Insurance (incl Transit)	\$25,000,000	\$25,000,000	\$5,000,000
	Deductible	\$5,000	\$5,000
Replacement Costs on vehicles		yes	yes
Municipal Errors & Omissions	\$25,000,000	\$25,000,000	\$5,000,000
	Deductible	\$10,000	\$10,000
Legal Expense	\$250,000	\$250,000	\$100,000
	Aggregate	\$500,000	\$500,000
	Deductible	\$10,000	NIL
Wrongful Dismissal	\$250,000	\$500,000	\$500,000
	Aggregate	\$250,000	\$500,000
	Deductible	\$5,000	\$5,000
Marina Liability	\$5,000,000	\$25,000,000	\$1,000,000
	Each Vessel	\$100,000	No sublimit/vessel
	Aggregate		\$1,000,000
	Deductible		\$10,000
Municipal Conflict of Interest	\$100,000	\$100,000	\$100,000
	Aggregate	No Aggregate	
	Deductible	NIL	nil
Employer's Liability	\$5,000,000	Incl	\$5,000,000
Tenant Legal Liability	\$5,000,000	Incl	\$5,000,000
Employee Benefits Liability	\$5,000,000	Incl w/ E&O	\$5,000,000
Incidental Medical Malpractice	\$50,000	Incl w/ GL	\$5,000,000
Voluntary Medical Payments	\$50,000	\$50,000	\$50,000
Incidental Garage Operations	\$250,000	\$1,000,000- O.P.F. #4	\$250,000
Liquor Liability		not specifically stated	Not specifically stated
Forest Fire Fighting Expense	\$1,000,000	\$1,000,000	\$2,000,000
	Aggregate	\$1,000,000	\$2,000,000
Voluntary Payment for Property Damage	\$50,000	\$50,000	\$50,000
	Aggregate	\$50,000	\$50,000
Legal Liability for Damage to Hired Autos	\$250,000	\$250,000	\$250,000
	Deductible	\$500	\$1,000
Abuse/Molestation Liability	\$500,000	Incl w/ GL	\$250,000
	Aggregate		\$500,000
Crime - Employee Dishonesty	\$1,000,000	\$1,000,000	\$1,000,000
Loss of Money (Inside and Outside)	\$200,000	\$200,000	\$200,000
Money Orders & Counterfeit Paper	\$200,000	\$200,000	\$200,000
Depositor's Forgery	\$1,000,000	\$1,000,000	\$1,000,000
Professional Fees/Audit Expenses	\$200,000	\$200,000	\$200,000
Computer Fraud or Funds Transfer Fraud	\$200,000	\$200,000	\$200,000
	All Crime Deductible	not stated	NIL
Property Insurance-Blanket	\$140,445,585	\$146,174,737	\$144,754,737
	Deductible	\$10,000	\$10,000
Replacement Cost		yes	yes
Boiler and Machinery- Limit per accident	\$50,000,000	\$50,000,000	\$144,754,737
Employees Personal Property (\$5,000 per Employee)	\$50,000	not specifically stated	\$25,000
Water Damage	\$500,000	\$500,000	\$500,000
Extra Expenses	\$500,000	\$500,000	\$500,000
Loss of Revenue - MSC	\$90,000	\$90,000	\$300,000
Data & Media	\$500,000	\$500,000	\$500,000
Ammonia Contamination	\$500,000	\$500,000	\$500,000
Hazardous Substance	\$500,000	\$500,000	\$500,000
Errors and Omissions	\$500,000	\$5,000,000	\$5,000,000
Spoilage - Goods under refrigeration	\$50,000	\$50,000	\$100,000
Sod, Trees, Shrubs and Plants (per item)	\$10,000	not specifically stated	Not specifically stated
Professional Fees	\$500,000	No Sublimit	\$500,000
Off premises Utility	\$100,000	\$1,000,000	Not specifically stated
Fire Department Service Charges (Any one occurrence)	\$25,000	No Sublimit	Not Specifically stated
Recharge of Fire Protection Equipment (Any one occurrence)	\$25,000	No Sublimit	\$100,000
Lock Replacement- Master Key	\$25,000	\$25,000	\$25,000
Pollution Clean Up and Removal (Any one occurrence)	\$50,000	No Sublimit	\$100,000
Reward Payments	\$25,000	Not included	Not specifically stated
	Deductible	Not included	Not specifically stated
Electronic Data Processing	\$1,600,000	\$1,600,000	\$1,600,000
	Deductible	\$10,000	\$10,000
	Media	\$250,000	\$500,000
	Extra Expenses	\$100,000	\$500,000
Police Services Board	\$2,000,000	No Sublimit	\$2,000,000



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/78**

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: September 11, 2019
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached are copies of the Purchase Card expenses, as submitted by Doug Brown for the period August 7 to September 6, 2019 related to travel costs. The costs are gas and airline fees in the amount of \$120.49 in compliance with Town of Fort Frances Travel Policy Number 3.11.

Aug 7 - Sept 6/19

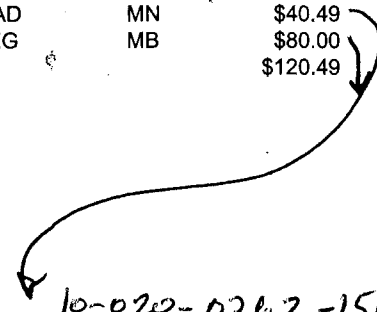
To A/P by Sept 19/19

2019/08/22	24431059233838000007655	HOLIDAY STATIONS 0235
2019/08/22	74703419234100212486784	WINNIPEG AIRPORTS AUTH
DOUG BROWN Total		

WARROAD
WINNIPEG

MN
MB

\$40.49
\$80.00
\$120.49



10-020-0262-1560-71531

2-1500-71531

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pay the
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WAA		Town
R3H 1C2 Winnipeg		
GST 136628591		
Parking Bo 21/08/19 18:20		
Cashier 31		
Receipt 052007		
Parking Ticket		
Econo - No. 073565		
18/08/19 11:26		
21/08/19 18:20		
Period 3d6h55'		
		\$80.00
Total		\$80.00
Payment Received		
RID	A000000003	
PIX	1010	
CARD	*****4124	
AUTHORIZATION	035945	
PURCHASE	CAD80.00	
APPROVED		
Sub Total		\$80.00
All Amounts in CAD.		

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: September 9, 2019
SUBJECT: Councillor Andrew Hallikas- AMO Conference

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expenses of \$212.00 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 Councillor Andrew Hallikas.

Conference Expenses

1. Meals	\$ 212.00
2. Per Diem (4 days)	<u>640.00</u>
Total Per Diem & Travel Claims	<u>\$ 852.00</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 \$3,162.98 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	Andrew Hallikas							
2.	Conference/Seminar Attended	AMO							
	Location (Facility and City)	Ottawa							
	Dates	Aug 18-21, 2019							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch	17.00			25.00				42.00
	Dinner	45.00	45.00	45.00	35.00				170.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved					Total Expenses \$212.00			
						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.

Sept 3rd, 2019
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

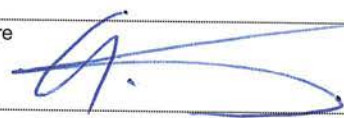
Date	Treasurer	A / P	Cashier

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

Attendee	Andrew Hallikas
Conference / Seminar Attended	AMO
Location	Ottawa
Dates	Aug 18-21, 2019

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug 19	Aug 20	Aug 21				Aug 18	
Amount	160. ⁰⁰	160. ⁰⁰	160. ⁰⁰				160. ⁰⁰	640. ⁰⁰

Name (Please Print) Andrew Hallikas	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: Andrew Hallikas
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

Andrew Hallikas
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

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

Andrew Hallikas

Canada

Room No. : 733
Arrival : 08-18-19
Departure : 08-21-19
Page No. : 1 of 1
Folio No. : 298877
Conf. No. : 491119
Cashier No. : 82

INFORMATION INVOICE

Membership No. :
A/R Number :
Group Code : AMOANNUALGENER_002
Company Name : Ass'n of Municipalities of Onta
Voucher No. : 32LL2CDG
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

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

TOTAL AMOUNT DUE:				CAD	2409.55

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



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



AUGUST 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:
10.83	3	1	17	0	4	3	0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
1	0	0	0	0	0	0	0

TEAM MEMBERS RESPONDED TO 8 EMERGENCY RESPONSE CALLS DURING AUGUST 2019.

Total Hours:

- 2.83 was spent on responding to emergency incidents.
- 2 Hours was spent on public service and public education.
- 6 Hours was spent on training.

Time of Day:

During this month, **63%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **37%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

17 inspections / re-inspections were completed in July, which brings our total to **123** inspections / re-inspections completed since January 1st, of this year.

Fire Response Calls:

There were **3** Fire Response Calls:

- 1 was cooking related (no fire).
- 1 was an actual small fire, which involved a railway tie.
- 1 was someone burning off their dirty gas grill.

Emergency Medical Services (EMS) Response Calls: 4

Fire Alarms: 1 False Fire Alarm Call.



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AUGUST 2019 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC



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 welcomed the Town of Fort Frances Recreation Program Crew and the children that participate in their program for a tour of the Fort Frances Fire Hall.



Sparky and the kids