

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - February 4, 2020 - Noon

MEETING - Committee Room, Civic Centre

Session # 2

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 1 dated January 7, 2020. 3 - 4
5. **Items Referred from Council**
 - 5.1 Northern Ontario School of Medicine - CampMed Support. 5 - 6
 - 5.2 Northwestern Ontario Sports Hall of Fame Membership Request. 7 - 8
 - 5.3 Heart of the Continent Partnership Financial Request. 9 - 11
6. **New Business**
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 - 6.6 Councillor Wendy Brunetta - ROMA Travel Expense Claim. 30 - 39
 - 6.7 Councillor Wendy Brunetta - RRDMA Annual General Meeting Per Diem. 40 - 41
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9. <u>Adjourn / Next Meeting Date - February 18, 2020</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 1

January 7, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on January 7, 2020 from Noon to 2:30 p.m.

PRESENT: Chairperson W. Brunetta, Chairperson; Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC (Noon to 12:40 p.m.), J. Hughes, IT Manager (Noon to 2:00 p.m.), E. Slomke, Clerk and K. Lawson, Deputy Clerk

1. Call to Order - Noon

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - no items identified

3. Disclosure of pecuniary interest and the general nature thereof

- 3.1 Councillor W. Brunetta disclosed an interest in agenda item 7.6 stating that the NOMA Executive Meeting per diem claim was hers. She turned the Chair over to Vice Chair Councillor A. Hallikas when the matter was brought forward and did not participate in any discussion of the matter.

4. Approval of Previous Committee Minutes

- 4.1 Session No. 21 dated December 3, 2019.

Hallikas-Judson: Approved as presented.

CARRIED

5. In-Camera - no items identified

6. Items Referred from Council

- 6.1 Fort Frances Chamber of Commerce Concerns,
- committee recommended that T. Moffitt, Fire Chief/CEMC make a presentation to the Fort Frances Chamber of Commerce at an upcoming meeting and that administration awaits further information from T. Drysdale, Economic Development Officer on the possibility of funds being transferred from the Municipal Accommodation Tax revenues to RRFDC to cover signage.

7. New Business

- 7.1 Fire & Rescue Service 2020 Operating & Capital Budgets.
- committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.2 Procedure By-law Review - Part 1
- committee provided input for the Clerk and these materials shall be included in the formation of a new Procedure By-Law to be presented to Council once all items are completed.
- 7.3 Draft of the 2020 IT Operating Budget
J. Hughes, IT Manager was in attendance to provide an overview of the document and was requested to bring a timeline back to the next Executive Committee meeting. The committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.4 2020 Temporary Borrowing to Meet Current Expenditures
- committee recommended authorizing preparation of an authorizing by-law for temporary borrowing in the amount of \$4,000,000. to meet 2020 expenditures.
- 7.5 Interim Tax Levy for 2020
- committee recommended authorizing the Interim Tax Levy By-Law for 2020 be brought forward.
- 7.6 Councillor Brunetta - NOMA Executive Meeting
- committee recommended approving 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 November 26-27, 2019.
- 7.7 2020 Administration and Finance Budget Considerations
D. Galusha provided an overview of the report. The committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.8 Cancel January 20, 2020 Budget Meeting
- committee recommended cancelling the January 20th, 2019 Budget Meeting and holding the first Budget Meeting on February 3, 2020.

8. Information

- 8.1 Fire & Rescue Service - November 2019 Report. - received as information.

9. Adjourn 2:30 p.m. / Next Meeting Date - February 4, 2020

To: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Northwestern Ontario Sports Hall of Fame Membership Request

BACKGROUND

At the January 13, 2020 Council meeting, the request received from the Northern Ontario School of Medicine, requesting the Town to support a student from our community to CampMed summer camp, was referred to the Administration & Finance Executive Committee for recommendation.

Since students from Fort Frances would have additional costs associated with attending Camp in Thunder Bay, a pledge can be made to support a student. This is a new request for 2020.



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

Every year the Northern Ontario School of Medicine (NOSM) hosts students from grades 10 and 11 for our CampMed summer camp in Sudbury and Thunder Bay. The program accepts 35 campers in Sudbury and 28 campers in Thunder Bay.

Students from across Northern Ontario are encouraged to come and learn more about the health care career opportunities in the North. To date, 5 students from Fort Frances have experienced CampMed at NOSM.

Students from your community may have additional costs associated with attending CampMed in Thunder Bay due to accommodation and/or travel costs. This is where you can help.

Support a student from your community and invest in the health of Northern Ontario by making a gift to CampMed today

An investment in the youth of your community is an investment in the future of your community. Please fill out the pledge form included or visit our website <https://www.nosm.ca/advancement/giving/> to make your donation today.

Donations must be made **before February 28th, 2020** in order to support a student at CampMed 2020.

Julie B Houle

Julie Houle
Advancement Officer

P.S. If you choose to support a student from your community and they are not selected through the application process, funds will be put aside for the following year.

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 27, 2020
SUBJECT: Northwestern Ontario Sports Hall of Fame Membership Request

BACKGROUND

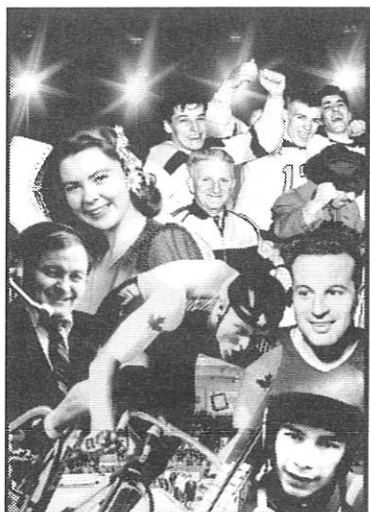
At the January 13, 2020 Council meeting, the request received from the Northwestern Ontario Sports Hall of Fame and Museum, requesting financial assistance through a membership or donation was referred to the Administration & Finance Executive Committee for recommendation.

The Northwestern Ontario Sports Hall of Fame is a non-profit organization, raising of funds is needed to operate their regional sports museum and hall of fame, through their annual membership and fundraising drive.

The Town of Fort Frances has previously authorized a Business/Organization Membership Fee in the amount of \$60.00 in previous years.

Northwestern Ontario Sports Hall of Fame

ANNUAL MEMBERSHIP & FUNDRAISING CAMPAIGN



WE VALUE & NEED YOUR SUPPORT!

As a non-profit organization, the Northwestern Ontario Sports Hall of Fame must raise the funds needed to operate our regional sports museum and hall of fame. A big part of this challenge is met through our **Annual Membership** and **Fundraising** activities. There are a number of ways you can help:

- Purchase a **2020 MEMBERSHIP**
- Make a tax deductible **DONATION** or **MONTHLY PLEDGE**
- Try your luck with a **FAME 600 CLUB LOTTERY TICKET**
 - \$50 gets you 50 chances to win various cash and sports themed prizes including
 - 1 prize of 2 tickets to a 2020-21 **Chicago Blackhawks NHL** game + \$1,000 cash
 - 1 prize of a **Jordan Staal** Carolina Hurricanes autographed jersey and more...

Name: _____

Address: _____

Phone: (____) _____

E-mail: _____

2020 MEMBERSHIP FEES

✓ **YES I want to Help Preserve Our Sports Heritage!**

- ☐ Individual - \$25
- ☐ Family - \$40 (# in family _____)
- ☐ Business/Organization - \$60

Membership Total \$ _____

DONATION

Spectator (\$1 - \$49) Loyal Fan (\$50 - \$199) Patron (\$200 - \$499) Benefactor (\$500 plus)

- ☐ I would like to make a **DONATION** in the amount of: \$ _____ (tax receipt issued for donations/pledges)
- ☐ I would like to **PLEDGE** \$ _____ for _____ months, for a total donation of _____

I would like my donation to be in Honour of _____

Donation Total \$ _____

2020 FAME 600 CLUB DRAW

Only 600 tickets available ~ \$50 per ticket ~ 50 chances to win
~ 50 Draws held from July 20th - September 2nd, 2020 ~

☐ Number of tickets required _____ @ \$50 each

Fame 600 Total \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Method of Payment (✓ one): _____ Cheque (made payable to NWO Sports Hall of Fame) _____ MasterCard _____ VISA _____ Other

Credit Card No. _____ Expiry ____/____ Signature _____

Please remit with payment to: Northwestern Ontario Sports Hall of Fame 219 May Street S Thunder Bay ON P7E 1B5
Phone (807) 622-2852 Fax (807) 622-2736 email: nwosport@tbaytel.net www.nwosportshalloffame.com

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 27, 2020
SUBJECT: Heart of the Continent Partnership Financial Request

BACKGROUND

At the January 13, 2020 Council Meeting, the letter received from the Heart of the Continent Partnership (HOCP) requesting consideration of contributing to HOCP's voluntary annual dues was referred to the Administration & Finance Executive Committee for recommendation.

As indicated in the attached letter, the annual support allows HOCP to continue its mission of sustaining and celebrating the cross-border region through collaboration. All partners will participate on an equal basis in all HOCP efforts, decisions and initiatives. Annual dues level ranges from Participating Partner \$10 - \$99, Associate Partner \$100 - \$499, Sustaining Partner \$500 - \$999 and Supporting Partner \$1,000 - \$5,000 per year. In 2016, Council approved Associate Partner payment in the amount of \$150, but has not approved payment in 2017 to 2019.



Heart of the Continent Partnership

Working together to sustain and celebrate the lakes, forests and communities on the Ontario/Minnesota border



Date: December 17, 2019

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

From: HOCP Steering Committee
Re: Renewal of Annual Dues



Dear Mayor Avis:

I am writing to invite you and your organization to consider contributing to HOCP's voluntary 2020 annual dues. Your annual support makes a huge difference for helping HOCP continue its mission to sustain and celebrate this wonderful cross-border region through collaboration. Please respond by the end of the first quarter, 2020 or when it is best for your fiscal year. Thanks so much.

Heart of the Continent's ongoing efforts help connect this vast and amazing area culturally and as an ecosystem of interconnected lakes and rivers and a shared inland sea. Branding our area has mutual benefits that can create and maintain strong relationships and partnerships that can share in knowledge and prosperity. Our partnership with National Geographic MapGuide Division—the Geotourism Initiative—continues to help brand our area as a world class destination. www.traveltheheart.org

Public-private partnerships like Heart of the Continent that include stakeholders from government, private industry, tourism, local communities, non-profit clubs and organizations are vital for improvement in stakeholder relations, leveraging funds, marketing and long-term sustainability. Partnerships for sustainable economic growth and recreation are an essential tool to improve our gateway communities and celebrate our neighbouring public lands.

HOCP has continued the steps to becoming the world's largest dark sky destination to promote visitors from around the world to re-discover the night skies not visible in many parts of the world. Thank you so much for your consideration. We look forward to the continued collaborations with you as we

214 Main Street West

Atikokan Ontario

Box 218 P0T1C0

(807) 598 1074

Fax (807) 597 2726

www.heartofthecontinent.org

hocp@heartofthecontinent.org

use this tool in the years ahead as a way to build our region and strengthen our ability to partner with each other.

And we're asking for your support for the coming year:

Annual Dues Renewal: It's time once again to renew your voluntary annual dues to the Heart of the Continent Partnership. The level of dues paid is voluntary and on a sliding scale. Each partner chooses the level that works for them. We encourage you to make as strong a show of support as you can.

Use of Funds: The funds are used to cover general operating expenses of HOCP, as laid out and approved in an annual budget, especially coordinator hours and meeting costs. Level of dues paid will have no bearing on the influence that the various partners will have in HOCP. All will participate on an equal basis, regardless of level of dues paid, in all HOCP efforts, decisions and initiatives.

Annual Dues Levels:

Supporting Partner:	\$1000 - \$5000 per year
Sustaining Partner:	\$500 - \$999 per year
Associate Partner:	\$100 - \$499 per year
Participating Partner:	\$10 - \$99 per year

In Canada

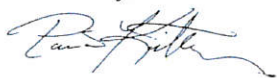
**Please make cheques payable to: Atikokan Economic Development Corporation -Attn/Memo HOCP Membership dues
Box 218 214 Main St W. Atikokan, ON CANADA P0T 1C0**

In the U.S.

Please make cheques payable to Backus Community Center/HOCP, 900 Fifth Street, International Falls, MN 56649

Thank you for your participation and support of the work of Heart of the Continent Partnership. Please give me a call if you have questions or concerns:
1-218-464-2941 or 1-807-598-1074

Sincerely,



Tonia Kittelson - Chair, Heart of the Continent Partnership

214 Main Street West

Atikokan Ontario

Box 218 P0T1C0

(807) 598 1074

Fax (807) 597 2726

www.heartofthecontinent.org

hocp@heartofthecontinent.org

January 21, 2020

REPORT TO: Mayor & Council
FROM: Elizabeth (Lisa) Slomke, Town Clerk
SUBJECT: Accountability & Transparency Policy

BACKGROUND

The Municipal Act, section 270 requires that municipalities adopt and maintain a number of policies with respect to several matters. One of those being (5) *The manner in which the municipality will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public.*

The legislation is silent respecting the content of such a policy, which provides each municipality the ability to create one that best suits its needs. I have reviewed a number of similar size municipal policies and have crafted the attached draft for your consideration.

RECOMMENDATIONS

The Administration & Finance Executive Committee review and recommend that the 'Accountability and Transparency Policy' be adopted.

Approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to adopt the policy as presented.
--

THE TOWN OF FORT FRANCES

Section: Administration & Finance

Policy: Accountability and Transparency

Creation Date: January 2020

Revised Date:

Resolution Number:

Supersedes Resolution Number:

Policy Number: x.x

1. POLICY PURPOSE

To provide measures where the Town of Fort Frances will try to ensure that it is accountable to the public for its actions, and it will try to ensure that its actions are transparent to the public to meet current legislation.

2. DEFINITIONS

Accountability – The principle that the municipality will be responsible to its constituents for decisions made and policies implemented.

Transparency – The principle that a municipality actively encourages and fosters constituent participation and openness in its decision-making process. Additionally, transparency means that the municipality's decision-making process is open and clear to the public.

3. POLICY STATEMENT

Accountability, transparency and openness are standards of good government that enhance public trust. They are achieved through the municipality adopting measures ensuring, to the best of its ability, that all activities and services are undertaken utilizing a process that is open and accessible to its constituents. In addition, wherever possible, the municipality will engage its constituents throughout its decision-making process which will be open, visible and transparent to the public.

4. POLICY REQUIREMENTS

The Town of Fort Frances demonstrates commitment to open government by applying the principles of accountability and transparency equally to the political process and decision making and to the administrative management of the municipality through various policies, procedures and practices that have been divided as follows:

Financial Matters

- External audit
- Financial reporting/statements
- Asset management plan
- Purchasing/procurement policy
- Sale of land policy
- Budget process
- User Fee by-law

Internal and Ethical Governance Standards

- Hiring policy
- Health and safety policy (ies)
- Benefit programs
- Accessibility standards
- Records and information management

Public Participation and Information Sharing

- Procedural by-law
- Council code of conduct
- Council / Staff Relations policy
- Strategic planning
- Notice policy
- Public meetings
- Municipal website / portal
- Closed meeting investigator
- Planning processes (Official Plan & Zoning By-law)
- Boards & Committees By-law

5. REVIEW PERIOD

This policy shall be reviewed once every term of Council.

January 20, 2020

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Procedure By-law Review – Part 2

- 1) Some consideration needs to be given respecting general meeting matters as follows. Further in-depth discussion respecting electronic meetings should take place to establish conditions should Council proceed with permitting electronic participation. When the legislation provides for Council to 'set out the manner' it provides each municipality the ability to put rules/restrictions in place that best suit their own community needs. I have outlined a number of items (on separate page) to consider, related to rules/restrictions for electronic meetings.

ARTICLE IV MEETINGS

4.14 Confidential Matters

Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. No member, officer or employee of the Corporation shall disclose the content of the matter or substance of the deliberations of a Closed Meeting, unless expressly authorized to do so by Council as required by law.

Any Member, who contravenes the confidentiality clause, may be subject, by majority vote of the Council, to penalties in accordance to Section 7.10 of the Procedural By-law and of the previously adopted "**Code of Conduct**" policy.

4.15 Orientation Meeting

Orientation meetings of the Council, shall be considered as an information meeting to newly elected Members of Council in order to provide Members with the general process of what an elected Member could reasonably expect such as but not limited to; the Inaugural meeting process; how many committees they may be appointed to; process of a council meeting; protocol; corporate policies; code of conduct; payroll; overview of the budget process, and any other matter the Administration may deem required.

4.16 Electronic Meetings

The Council may provide that a Member of Council or of an Executive Committee of either of them, can participate electronically in a meeting, which is open to the public.

(SET OUT THE MANNER)

4.16.1 Electronic Meetings – Quorum

Any Member, who participates through electronic means, during a public meeting, shall not at any point in time, be counted in determining whether or not a quorum of Members is present.

4.16.2 Electronic Meeting – closed to the public

No Member shall participate in a meeting, through electronic means, when the meeting is closed to the public.

4.17 Meetings – Termination Hour

No item of business shall be considered at a meeting of the Council, after the hour of 10:00 p.m. CST, unless otherwise ordered by a unanimous vote of members present.

4.18 Meetings – Continuation – Suspend the Rules

Should the Members of Council reach the hour of 10:00 p.m. CST, and they wish to continue the ongoing meeting until additional items listed on the Agenda have been dealt with, a Motion to *Suspend the Rules of Order (Sec. 3.1)* of this By-law shall be introduced and a two-thirds (2/3's) vote of the Members present and voting shall be required.

- 2) Agenda preparation is an important component of meeting procedures. The Order of Business provides the Chair with steps in order to keep the meeting on track and ensures that the business being considered is moved along in an orderly fashion. Discussion and directions are required at this stage of the Procedural By-law review/rewrite. I have included some recommended changes to our existing order that better reflect current practice and comments made to me.

ARTICLE IX ORDER OF BUSINESS - AGENDA

9.1 Agenda – Content

The Business of the Council shall in all cases, be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a vote of two-thirds of the Members present and voting.

Committee of the Whole Agenda:

- 1) Call to Order
- 2) ~~Identification of Non-agenda Items~~
- 3) Disclosure of Pecuniary Interest
- 4) Delegations/Deputations

****add – Reporting by Members of Council (34/95-E)**

- 5) Consent Agenda
- 6) Administration and Finance Matters
- 7) Community Services Matters
- 8) Planning and Development Matters
- 9) Operations and Facilities Matters
- 10) General Matters
- ~~11) Items Previously Considered~~
- ~~12) In-camera~~
- 13) Information Items
- ~~14) Non-agenda Items~~
- 15) Adjournment

Council Agenda:

- 1) Call to Order
- 2) ~~Prayer~~ (Silent Prayer or Moment of Silence)
- ** add – recognition of treaty land**
- 3) ~~Identification of Non-agenda Items~~
- 4) Disclosure of Pecuniary Interest
- ~~5) Delegations/Deputations~~
- 6) Consent Agenda
- 7) Approval of Council Minutes
- 8) Approval of Committee of the Whole of Council Minutes
- 9) Resolutions from Tonight's Committee Meeting
- 10) By-Laws
- 11) New Items
- ~~12) Items Previously Considered~~
- 13) Information Correspondence
- 14) Minutes of Local Boards and Committees
- ~~15) Non-agenda Items~~
- **add – In-Camera Items (move to Committee Room)**
- **add – Resolutions required as a result of In-Camera Discussions**
- 16) Adjournment

9.2 Delivery of Agenda

The agenda shall be delivered by electronic transmission to each Member of Council and posted on the Town website by the Clerk's Office no later than 48 hours, preceding the scheduled Committee of the Whole or Council Meeting. Exceptions to the delivery of an agenda may be allowed due to Statutory or Civic holidays and for Special / Emergency meetings.

- 3) Public participation is encouraged and facilitated via the Delegation / Deputation section on the agenda. A discussion should take place respecting time limits, restrictions and debate.

ARTICLE XIII PRESENTATIONS / DELEGATIONS / DEPUTATIONS

13.1 Heard – request submitted – deadline – items on agenda

Persons desiring to address Council for the purpose of making a verbal presentation with respect to items for Council consideration that fall under the council's mandate shall be heard at the Committee of the Whole, with those delegations having submitted their request in writing to the Clerk by 12 noon on the Thursday preceding the meeting, being heard first, in the order in which such requests are received by the Clerk.

13.2 Material – written – submitted for Council – deadline

Where possible, written material to be distributed to Council shall be submitted to the Clerk by 12 noon on the Thursday preceding the meeting and the notice shall specify clearly the business to be presented and who the spokesperson(s) shall be.

13.3.1 Presentations – ceremonial or financial statements

Presentations of a ceremonial nature or the annual presentation of Consolidated Financial Statements by the municipal Auditor shall be heard at the beginning of a Committee of the Whole meeting. The Auditor's presentation does not have to adhere to the time limits imposed.

13.3.2 Presentations – time limit

Council shall hear any presentation for information purposes only, and presentations shall be limited to a maximum of ten (10) minutes.

a) Spokesperson – presentation and/or delegation

An organized body wishing to address Council as a presentation and/or delegation, regardless of the number of spokespersons shall be limited to a maximum of ten (10) minutes.

13.3.3 Restrictions and permission

Presentations and/or Delegations shall not be permitted to appear before Council for the sole purpose of generating publicity for an event, or to promote their business.

a) Number of Presentations and/or Delegations – meetings

On any given scheduled Council meeting, there shall be a maximum of three (3) combined presentation(s) and/or delegation(s) permitted to speak for a maximum time allotment of 30 minutes (10 minutes maximum each).

b) Time Schedule – questions

Council Members shall be permitted a question period for each presentation and/or delegation of a maximum five (5) minutes. Members shall be permitted to ask questions of delegates but shall not make statements nor enter into debate with such persons.

13.6 Delegations – requests for action – referred

Delegations, which request action to be taken by the Council, shall be referred to Administration, by majority vote, for a recommendation to be presented at a future Meeting.

13.6.1 Delegations – no immediate decision

Under no circumstances, shall a decision from Members of Council be made on a request by a Delegation at the same meeting the Delegation has been heard.

13.8 Delegation – deemed – inappropriate for Council

When it is deemed inappropriate that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation.

Outstanding Items to be discussed at future meeting include the following:

- Definitions
- Proceedings (i.e. debate, voting, reconsideration, etc.)
- Review of By-law (timetable)

Items to Consider – Rules/Restrictions – Electronic Participation

- What situations will electronic participation be permitted? (i.e. Executive Committees, Committee of the Whole, Council or combination thereof or not at all)
- What does the members' authority to participate electronically include? (i.e. listen only, listen and discuss only, listen discuss and vote)
- How do we address technological issues? – at this time I suggest we try using teleconference as both the Committee Room and Council Chambers have phone connections.
- What is the frequency and purpose of permitting electronic participation? (disability, work out of town, medical illness/treatment, conference, etc.) Who says yes?
- How many members can participate electronically? - the legislation says they don't count as quorum.
- What is the process of requesting electronic participation? – how much time in advance of the meeting.
- Can the Chair participate electronically?
- Can a member participating electronically join late?
- What happens if communication link is lost during the meeting, does the meeting pause until connection is re-established? Or is a lost connection the end of participation.
- Who bears the costs associated with electronic participation (i.e. long distance charges, equipment upgrades if necessary)
- Other:
 - participating member must be using a device with muting capability
 - participating member is not counted in quorum, therefore technically not in attendance and rules respecting vacancies still apply (section 259. (1) (c) of the Municipal Act limits vacancies to three consecutive months).



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2020/07**

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: January 30, 2020

SUBJECT: Accounts Receivable Bad Debts Write-Off Request

BACKGROUND

There are currently two (2) bad debts in totaling \$5,441.50 in Accounts Receivable that have been sent to collections, but we do not anticipate seeing further payments. Please consider writing off these bad debts for December 31, 2019.

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: January 30, 2020

SUBJECT: POA Write-Off Request

BACKGROUND

The Provincial Offences Act Collection/Write-Off Policy No. 1.13 provides guidelines for write-off of items deemed uncollectable when all appropriate collection steps as per policy have been exhausted and the fine has been in default for six (6) years. As stated in the policy, fines are written off for accounting purposes only and do not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and are never forgiven.

The Annual Write-off report, as compiled by POA Staff, included all records for 2013 convictions, underpayments of \$25 or less and deceased persons convictions and was presented to the Municipal Partners for perusal on November 27, 2019. The final write-off total as at December 31, 2019, is in the amount of **\$13,956.58**.

Fort Frances Court Services

Annual Write-Off Report Form
2013 Convictions to be written-off in 2020
as at December 31, 2019

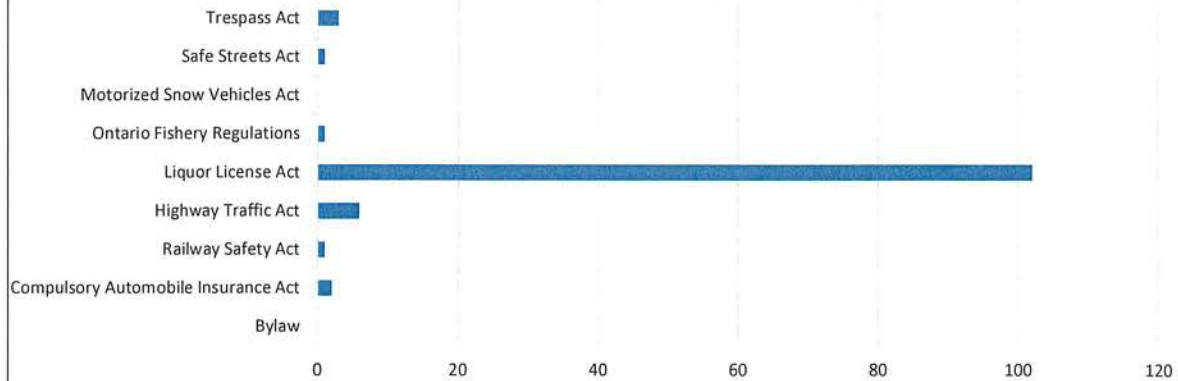
Write-off Category	# of Records	Value
2013 Convictions under \$100	98	\$7,657.63
2013 Convictions between \$100-\$1000	7	\$1,345.62
2013 Convictions over \$1000	0	\$0.00
Underpayments \$25 or less	4	\$52.90
Deceased Persons	7	\$4,900.43
	116	\$13,956.58

Write-off Per Statute

Breakdown of above by Offence Category	# of Records	Value	Avg Fine Amount
Bylaw	0	\$0.00	\$0.00
Compulsory Automobile Insurance Act	2	\$3,235.43	\$1,617.72
Railway Safety Act	1	\$170.00	\$170.00
Highway Traffic Act	6	\$1,240.65	\$206.78
Liquor License Act	102	\$8,775.50	\$86.03
Ontario Fishery Regulations	1	\$180.00	\$180.00
Motorized Snow Vehicles Act	0	\$0.00	\$0.00
Safe Streets Act	1	\$90.00	\$90.00
Trespass Act	3	\$265.00	\$88.33
	116	\$13,956.58	

2020

Proposed Write-off amounts by Offense Type



To: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: February 4, 2020
SUBJECT: Doug Brown, CAO – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$452.15 for attendance at the ROMA Conference held in Toronto, ON from January 18 – 21, 2020, as submitted by Doug Brown, CAO.

Conference Expenses

1. Taxi	\$188.25
2. Meals	195.00
3. Per Diem (3.5 days)	35.00
4. Baggage	<u>33.90</u>
5. Total Travel Expense Claims	<u>\$452.15</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	Doug Brown							
2.	Conference/Seminar Attended	2020 ROMA Conference							
	Location (Facility and City)	Sheraton, Toronto							
	Dates	Sat Jan 18 to Tue. Jan 21/20							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	259.72	259.72	0				182.16	701.60
	Transportation	61.00		74.00				53.25	188.25
	Breakfast	20.00	0	0					20.00
	Lunch	25.00	0	25.00					50.00
	Dinner	45.00	45.00	0				35.00	125.00
	Per Diem	10	10	10				5	35
	Other EXTRA BAG	33.90							33.90
									1133.75
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		694.95		524.80		0		1219.75	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x CRA rate =			n.a				n.a
6.	Approved	Total Expenses							2373.50
		Advance Received							0
		Balance Claimed							2373.50
		Balance Refunded							452.15

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.

Jan 22/20
Date

Doug Brown
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

		0262 10-020-0290-1500-71531	
Date	Treasurer	A / P	Cashier

Doug Brown

AEROPORT TAXI & LIMOUSINE
849 WESTPORT CRES
MISSISSAUGA ON L5T1E7

10-020-0240-1500-71531
Merchant ID: 5665635
Term ID: 146
Ref #: 001

Sale

XXXXXXXXXXXX3059

VISA

01/19/20

Inv #: 000001

Apprvd

Amount:

Tip:

Total:

0242

Entry Method: Chip

08:36:49

Appr Code: 025111

Batch#: 019001

\$ 56.00

\$ 5.00

\$ 61.00

By entering a verified PIN, cardholder
agrees to pay issuer such total in
accordance with issuer's agreement with
cardholder (Merchant agreement if credit
voucher).

Retain this copy for statement
verification.

Application Label: VISA CREDIT
AID: A0000000031010
TVR: 80 80 00 80 00
TSI: 78 00

Customer Copy

10-020-0240-1500-71531

SHELL CANADA PRODUCTS
1110 WEST ARTHUR STREET
THUNDER BAY, ON P7E 6P9
(807) 473-4325

Tax Description

Qty

Amount

H Bronze No5
41.635 L @ \$1.279/ L \$53.25

Sub Total \$53.25
13.0% HST tax on \$0.00 \$0.00
5.0% HST-F tax on \$0.00 \$0.00

TOTAL \$53.25

VISA: \$53.25

Change \$0.00

Fuel Includes HST 13.0% \$6.13
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. 137400032RT

01 APPROVED - THANK YOU 001

VISA

XXXXXXXXXXXX3059

TERMINAL No. 89203442

PURCHASE

DATE: 2020/01/18

TIME: 19:28:11

INV No. 2034423498

FF/DT 20

APPROVAL No. 043311

VISA CREDIT

AID A0000000031010

NO SIGNATURE
TRANSACTION

IMPORTANT

retain this copy for your records

10-020-0240-1500-71531

BECK TAXI
1 CREDIT UNION DR
Toronto ON, M4A 2S6
www.becktaxi.com
(416)751-5555

SALE

MID: 5839181

TID: A5839181

Batch #: 329

01/21/20

APPR CODE: 014241

VISA

*****3059C

REF#: 00000003

SEQ: 329001001003

13:00:47

CVC: Y

AMOUNT \$74.00

00 - APPROVED - 001

VISA CREDIT

AID: A0000000031010

TVR: 80 80 00 80 00

TSI: 78 00

Thank You for Choosing
Beck Taxi
3 Ways to Order
PHONE-WEB-APP

SC
CAB 376

CUSTOMER COPY

AIR CANADA
AIRPORT FEE RECEIPT
TICKET NO:



NAME: BROWN/DOUGLASMR
DATE OF ISSUE: 19 JAN 2020

PNR RECLOC:
ISSUED BY :

COUPON 1 OF 1
RV44LV
YQTTB

10-020-0262-1500-7153
Jony

AMOUNT	TAX	TOTAL
30.00	03.90RC	33.90

FIRST BAGGAGE FEE
EMD 0144202350451

GRAND TOTAL	30.00	03.90	33.90
-------------	-------	-------	-------

FORM OF PAYMENT: — IN CANADIAN DOLLARS VI*****3059
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE



0262
10 = 020 - ~~0240~~ - 1500 - 71231
Dy 2
Jan 22/20

Kathryn Lawson
320 Portage Ave
Fort Frances, ON P9A 3P5
Canada
Brown, Douglas
Company Name: Township of Fort Frances

Room No. 520
Arrival : 01/18/20
Departure : 01/19/20
Invoice No. :
Conf. No. : 510364
Cashier No. : 43
Purchase :
Order :
A/R No. :

Group Name:

INVOICE

HST No.: 10009 4077 RT 0004

Date	Description	Charges	Credits
01/18/20	Room Charge	155.00	
01/18/20	Municipal Accommodation Tax (4%)	6.20	
01/18/20	HST on MAT (13%)	0.81	
01/18/20	Harmonized Sales Tax (13%)	20.15	
01/19/20	Visa - Front Desk		182.16
Total Charges		182.16	
Total Credits			182.16
Balance			0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

10-020-0240-1500-71531



SHERATON
EST 1937

Day 2

Jan 22/20

Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9
Canada
Tel: (416) 361-1000 Fax: 416-947-4854

Douglas Brown
320 Portage Avenue
Fort Frances, ON, P9A3P9
Canada
AS1830 - ROMA AGM And Annual Conference

Page Number : 1 Invoice Nbr : 1209632
Guest Number : 7412624
Folio ID : A
Arrive Date : 19-JAN-20 08:56
Depart Date : 21-JAN-20 07:20
No. Of Guest : 1
Room Number : 915
Marriott Bonvoy Number :

Tax Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-21-2020 07:20 BCHAY842

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT915	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT915	Room HST	28.73	
19-JAN-20	RT915	Municipal Tax	8.84	
19-JAN-20	RT915	HST Municipal Tax	1.15	
20-JAN-20	RT915	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT915	Room HST	28.73	
20-JAN-20	RT915	Municipal Tax	8.84	
20-JAN-20	RT915	HST Municipal Tax	1.15	
21-JAN-20	VI	Visa-3059		-259.72
For Authorization Purpose Only				
xxxxxx3059				
Date	Time	Code	Authorized	
19-JAN-20	08:56	089441	336.98	
** Total			519.44	-519.44
*** Balance			-0.00	

Continued on the next page

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Councillor Wendy Brunetta – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$510.74 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$480.00 for attendance at the ROMA Conference held in Toronto, ON from January 19 – 21, 2020, as submitted by Councillor Wendy Brunetta.

Conference Expenses

1. Taxi	\$ 61.60
2. Meals	235.00
3. Flight Change	169.50
4. Baggage	<u>44.64</u>
5. Total Travel Expense Claims	<u>\$510.74</u>

The registration fee of \$694.95, flight of \$577.71 and hotel accommodations of \$519.44 was paid by the Town resulting in the total cost of \$2,782.84 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 "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Wendy Brunetta
Conference / Seminar Attended	ROMA CONFERENCE
Location	TORONTO
Dates	Jan. 19-21, 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Jan 20	Jan 21					Jan 19	
Amount	160.00	160.00					160.00	480.00

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Jan. 27/20

To be submitted to Payroll for processing when approved by Council

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

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	ROMA CONFERENCE							
	Location (Facility and City)	TORONTO							
	Dates	Jan 19-21/20							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation	169.50	44.64	61.60					275.74
	Breakfast	20.00	20.00	20.00					60.00
	Lunch	25.00		25.00					50.00
	Dinner	45.00	45.00	35.00					125.00
	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			
						Advance Received			
						Balance Claimed			
						Balance Refunded			
						510.74			

The agenda must be attached to process payment

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

Date Jan 27/20

Wendy Brunetta
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A / P	Cashier

PASSENGER RECEIPT

Reservation: 0266JL

GST/HST: 841583271 QST/TVQ: 1212573775

BRUNETTA/WENDY

Issue Date: 19Jan20

Agent: 49040

☐ PD 534 N 19Jan20 TSBYTZ 11:55-12:57

Passenger Fees

Payments

☐ FLY 169.50 CAD

19Jan20 MC XXXXXXXXXXXX4158 169.50 CAD

☐ 1BAG 44.64 CAD

19Jan20 MC XXXXXXXXXXXX4158 44.64 CAD

www.flyporter.com

NOT VALID FOR TRAVEL

Master Card Details

5191-2301-5506-4158

Current Balance is as of the last business day only, and does not include pending interest charges, transactions that have been authorized but not yet posted to your account, or transactions that have been posted since the last business day.

If you see a charge that does not match your records [please let us know](#). Disputed items must be reported within 30 days of the statement date.

Latest Credit Card Details		Jan 7, 2020 Statement		Interest Rates	
Current Balance:	\$9,976.63	Statement Balance:	\$8,535.48	Purchases	19.99000 %
Last Payment:	\$2,863.28	Minimum Payment Due:	\$10.00	Cash Advances	22.99000 %
Last Payment Date:	Dec 27, 2019	Payment Due Date:	Jan 28, 2020	Balance Transfers	22.99000 %
Credit Limit:	\$19,700.00				
Available Credit:	\$9,723.37				

[Lock this card](#)

Additional Card Information

[Transactions](#) [Reward Details](#)

Use the drop-down menus below to view transactions since your last statement, view one of your last three statements or to sort your transactions by account access if applicable.

Transaction amounts displayed for pending transactions may differ from actual purchase amounts. This is common with merchants such as hotels, gas stations or car rental companies who charge a pre-authorized amount. The final purchase amount will display when the transaction is posted to your account, usually within 3-5 business days.

[Download Account Details](#) [Request a Statement Copy](#)

Recent Transactions Account Access

Pending

Transaction Date	Description	Amount
------------------	-------------	--------

No transactions available for this period.

Posted

Transaction Date	Posting Date	Description	Amount
------------------	--------------	-------------	--------

Card Number: 5191-2301-5506-4158

08/01/2020	09/01/2020	EXPEDIA 7511284676582 EXPEDIA.CA ON	\$129.84
09/01/2020	12/01/2020	ALBERTA AIR TRAVELER'S & TRAVELER	\$132.20

09/01/2 **LOCKERBY TAXI INC. SUDBURY ON**
12/01/2 \$ 61.60

18/01/2 **Transaction date**
19/01/2 Jan 19, 2020

19/01/2 **Date posted**
19/01/2 Jan 21, 2020

21/01/2 **Credit Card # charged**
21/01/2 5191-2301-5506-4158

23/01/2 [Dispute this transaction](#)

Kathy Lawson

From: events@amo.on.ca
Sent: Thursday, November 21, 2019 10:18 AM
To: Kathy Lawson
Subject: Transaction Confirmation

Transaction Confirmation

200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Dear Kathryn of Town of Fort Frances,

A transaction has been made on our website using your log-in credentials. The details of this transaction are below. If you did not make this transaction please contact events@amo.on.ca as soon as possible to cancel. If this is a valid transaction an official confirmation and receipt will be sent to you shortly. **If this is a valid transaction an official confirmation will be sent to all individuals registered.** Thank you for your support of our educational programming.

Order Number: 78808

Order Date: Nov 21, 2019 11:16 AM

Bill To: Kathryn Lawson

Order Total: 694.95

Payment Method: Visa (ROMA) *****8250

Name on Card: Kathryn Lawson

Item	Price	Qty	Total
2020 ROMA AGM and Annual Conference - Wendy Brunetta	615.00	1	615.00
<i>When:</i> Jan 19, 2020 - Jan 21, 2020			
<i>Where:</i> Sheraton Toronto Centre Hotel 123 Queen Street Toronto, ON Canada			
<i>Registration option:</i> Jan 18, 2020 - (REG) Full Conference			

Item Total	615.00
Shipping	0.00
Handling	0.00
Tax	79.95
Item Grand Total	694.95
Transaction Grand Total	694.95

INTERNATIONAL TRAVEL SERVICES

Invoice paid prior to
flight changes
Invoice

TOWN OF FORT FRANCES

Invoice No: 54651
Invoice Date: 9 Jan 2020
Client No: 171
Agent: PAULA
PNR: FTPFAN

Passenger(s) BRUNETTA/WENDY MS

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
PD	00538	19Jan20 06:00 pm	19Jan20 07:02 pm	SUDBURY - TORONTO TORONTO IS
AC	01510	22Jan20 08:05 am	22Jan20 10:05 am	TORONTO PEARSON - THUNDER BAY

Please review your itinerary to ensure that all information is correct. Check-in 2-3 hours prior to departures. Re-confirm flight times at least 24hrs prior to departures as they are subject to change. Tickets fully non-refundable unless otherwise stated.

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SERVICE CHARGES 012	40.00	5.20	0.00	45.20
Ticket # 3733447475 for BRUNETTA/WENDY MS	185.00	29.79	44.12	258.91
Ticket # 3733447476 for BRUNETTA/WENDY MS	210.00	31.48	32.12	273.60
Total Fares:				435.00
Total Taxes:				76.24
Total GST/HST:				66.47
Invoice Total:				577.71
Payment(s):				
Balance Due (CAD):				577.71

INVOICES SENT ON THE 15TH AND LAST DAY OF EACH MONTH. BALANCE DUE UPON RECEIPT. 2.5% INTEREST ON ALL ACCOUNTS 30 DAYS PLUS OVERDUE.

TERMS AND CONDITIONS

It is strongly recommended that all passengers purchase both medical and cancellation coverage at the time of booking. Travelling without proper coverage can result in unexpected costs and interruptions to your holiday. Rates and policy details are available from your agent.

The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal GST/HST, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

Thank you for booking with INTERNATIONAL TRAVEL SERVICES.
We wish you a safe and enjoyable trip.



English ▼

12 hrs display ▼



Save as PDF



Print eInvoice

Electronic Invoice

Prepared For:

BRUNETTA/WENDY MS

SALES PERSON	66
INVOICE NUMBER	0054651
INVOICE ISSUE DATE	09 Jan 2020
RECORD LOCATOR	FTPFAN

Client Address

TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: PORTER AIRLINES 538

From	SUDBURY ON, CANADA	Departs	6:00pm
To	TORONTO B BISHOP, CANADA	Arrives	7:02pm
Duration	1hr(s) 2min(s)		
Type	DEHAVILLAND DASH 8-400 TURBOPROP	Meal	
Stop(s)	Non Stop		

DATE: Wed, Jan 22

Flight: AIR CANADA 1510

From	TORONTO ON, CANADA	Departs	8:05am
To	THUNDER BAY ON, CANADA	Arrives	10:05am
Departure Terminal	1		
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Wed, Jan 22

Others

THUNDER BAY ON
AIR CANADA
REFERENCE IS
WZ6X5Y AND
PORTER IS
O2G6JL/SI-NON
REFUNDABLE/SI-
CHANGE FEES

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



Wendy Brunetta
 AS1830 - ROMA AGM And Annual Conference

Page Number : 1 Invoice Nbr : 1209634
 Guest Number : 7412621
 Folio ID : A
 Arrive Date : 19-JAN-20 13:50
 Depart Date : 21-JAN-20
 No. Of Guest : 1
 Room Number : 2436
 Marriott Bonvoy Number : 1122

Information Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-21-2020 02:30 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT2436	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT2436	Room HST	28.73	
19-JAN-20	RT2436	Municipal Tax	8.84	
19-JAN-20	RT2436	HST Municipal Tax	1.15	
20-JAN-20	RT2436	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT2436	Room HST	28.73	
20-JAN-20	RT2436	Municipal Tax	8.84	
20-JAN-20	RT2436	HST Municipal Tax	1.15	
JAN-21-2020	VI	Visa		-259.72
** Total			519.44	-519.44
*** Balance			-0.00	

Continued on the next page

Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9
Canada
Tel: (416) 361-1000 Fax: 416-947-4854



Wendy Brunetta
AS1830 - ROMA AGM And Annual Conference

Page Number	:	2	Invoice Nbr	:	1209634
Guest Number	:	7412621			
Folio ID	:	A			
Arrive Date	:	19-JAN-20	13:50		
Depart Date	:	21-JAN-20			
No. Of Guest	:	1			
Room Number	:	2436			
Marriott Bonvoy Number	:	1122			

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full. Please note that your guest room will be checked out at 12 noon.

HST Summary

Amount (CAD)

HST Room:	57.46
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	2.30
HST Total	59.76

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

Tell us about your stay. www.sheraton.com/reviews

Bring the Sheraton sleep experience home with you. Visit SheratonStore.com.

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Councillor Wendy Brunetta– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Devlin on January 25, 2020 as submitted by Councillor Wendy Brunetta.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	RRDMA AGM
Location	Devlin
Dates	Jan. 25/20

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 25		
Amount						160.00		160.00

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Jan. 27/20

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Councillor John McTaggart – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$241.90 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the ROMA Conference held in Toronto, ON from January 19 – 21, 2020, as submitted by Councillor John McTaggart.

Conference Expenses

1. Meals	\$208.00
2. Baggage	<u>33.90</u>
3. Total Travel Expense Claims	<u>\$241.90</u>

The registration fee of \$694.95, flight of \$652.67 and hotel accommodations of \$701.60 was paid by the Town resulting in the total cost of \$2,851.12 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	JOHN M. TAGGART							
2. Conference/Seminar Attended	ROMA							
Location (Facility and City)	TORONTO							
Dates	JAN 18 - 21 2020							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast	13 ⁰⁰	20 ⁰⁰	0					33 ⁰⁰
Lunch	25 ⁰⁰	0	25 ⁰⁰					50 ⁰⁰
Dinner	45 ⁰⁰	45 ⁰⁰	0				55 ⁰⁰	145 ⁰⁰
Per Diem	160 ⁰⁰	160 ⁰⁰	160 ⁰⁰				50 ⁰⁰	560 ⁰⁰ ①
Other	33 ⁰⁰							33 ⁰⁰
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				
				Advance Received				
				Balance Claimed				801.90
				Balance Refunded				

The agenda must be attached to process payment

① (560.00)
241.90

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.

JAN 22/20
Date

[Signature]
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



AIRPORT FEE RECEIPT
TICKET NO:

NAME: MCTAGGART/JOHNMR
DATE OF ISSUE: 19JAN2020

PNR RECLOC:
ISSUED BY :

RV44LV
YQTTB

	AMOUNT	TAX	TOTAL
FIRST BAGGAGE FEE END 0144202350452	30.00 03.90RC		33.90

GRAND TOTAL	30.00	03.90	33.90
-------------	-------	-------	-------

FORM OF PAYMENT: IN CANADIAN DOLLARS CA*****4852
GST/TPS HST/TVH NO. 100092287 RT000 QST/TVQ NO. 1000-043-172 RT000
FEES ARE NON-REFUNDABLE

AIR CANADA
MCTAGG/JOHN

LR ☐

YOT 19 JAN 05:08
TO/A:TORONTO

ZX 1511 YYZ



0014 AC096117

2020 ROMA CONFERENCE - PROGRAM



Rural Ontario: Moving Forward promises a dynamic and educational program. While the program continues to be developed, please see below for what you can expect at the conference this year.

SUNDAY, JANUARY 19

11:00 am - 6:00 pm

REGISTRATION OPEN TO DELEGATES

- Sponsored by Smart Serve

1:00 - 6:00 pm

EXHIBIT HALL OPEN

1:00 - 2:15 pm

CONCURRENT SESSIONS A

- Cannabis in Your Community: Medical Grows - Challenges and Opportunities
- Sustainable Economic Development
- Slow Down
- Environmental Assessment Reform - New Opportunities for Streamlining Approvals and Local Control
- Asset Management in Action: Success Stories from Rural Ontario

2:45 - 4:30 pm

PLENARY PROGRAMMING

2:45 - 3:00 pm

- Welcome Remarks

3:00 - 3:20 pm

- ROMA Update and AGM
 - Allan Thompson, ROMA Chair
 - Afshin Majidi, Secretary Treasurer

3:20 - 3:45 pm

- Using Foresight to Foster Discussion of Rural Challenges
 - Norman Ragetlie, Executive Director, Rural Ontario Institute

2:30 - 3:00 pm

Coffee Break with Exhibitors

3:00 - 5:15 pm

PLENARY PROGRAMMING

3:00 - 3:15 pm

- Andrea Horwath, Leader of the Official Opposition

3:15 - 3:45 pm

- An Overview of the Grand River Conservation Authority - Building Resiliency through Collaboration

3:45 - 4:10 pm

- Preparing for Ontario's 2020-21 Provincial Budget

4:10 - 4:25 pm

- The Honourable Steve Clark, Minister of Municipal Affairs and Housing

4:25 - 5:30 pm

- Ministers' Forum

5:30 - 6:30 pm

Ontario Reception**TUESDAY, JANUARY 21**

7:00 - 10:00 am

REGISTRATION OPEN TO DELEGATES

7:30 - 8:15 am

SPONSORED LEARNING BREAKFASTS

- Making More Possible through Investments. Sponsored by ONE Investment
- Cybersecurity and Closed Meetings. Sponsored by LAS
- Funding for Growth. Sponsored by Mitacs
- Investing your Communities and Planning for the Future. Sponsored by Hydro One
- Municipalities, The Unsung Heroes for Broadband Connectivity. Sponsored by Shaw Communications

8:30 - 11:45 am

PLENARY PROGRAMMING

8:30 - 9:30 am

- Rural Social Policy Panel

9:30 - 9:45 am

- John Fraser, Interim Leader, Ontario Liberal Party

9:45 - 10:45 am

- Michael J. Smither Question Box Panel

10:45 - 11:00 am

- Mike Schreiner, Leader, Green Party of Ontario

11:00 - 11:45 am

- Closing Keynote: Andrew Coyne
 - The Political Landscape: Where are we Headed?

11:45 am

Closing Remarks and Wrap Up Prize Draw

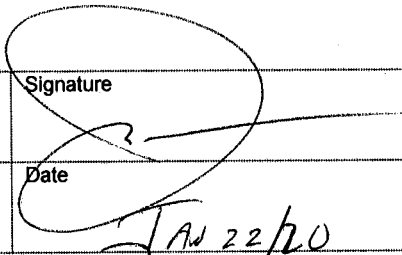
- Sponsored by Air Canada

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

Attendee	JOHN McTAGGART
Conference / Seminar Attended	ROMA.
Location	TORONTO
Dates	JAN 18-21 / 20

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	1/20/20	1/21/20				1/18/20	1/19/20	
Amount	160 ⁰⁰	160 ⁰⁰				160 ⁰⁰	80 ⁰⁰	560 ⁰⁰

Name (Please Print)	Signature
JOHN McTAGGART	
Approved	Date
	JAN 22 / 20

To be submitted to Payroll for processing when approved by Council



Kathryn Lawson
320 Portage Ave
Fort Frances, ON P9A 3P5
Canada

McTaggart, John

Company Name: Township of Fort Frances

Group Name:

INFORMATION INVOICE

HST No.: 10009 4077 RT 0004

Room No. 512
Arrival : 01/18/20
Departure : 01/19/20
Invoice No. :
Conf. No. : 510363
Cashier No. : 43
Purchase :
Order :
A/R No. :

Date	Description	Charges	Credits
01/18/20	Room Charge	155.00	
01/18/20	Municipal Accommodation Tax (4%)	6.20	
01/18/20	HST on MAT (13%)	0.81	
01/18/20	Harmonized Sales Tax (13%)	20.15	
01/19/20	Visa - Front Desk		182.16

Total Charges	182.16	
Total Credits		182.16
Balance		0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9
Canada
Tel: (416) 361-1000 Fax: 416-947-4854



John McTaggart
AS1830 - ROMA AGM And Annual Conference

Page Number : 1
Guest Number : 7412616
Folio ID : A
Arrive Date : 19-JAN-20 09:01
Depart Date : 21-JAN-20 12:31
No. Of Guest : 1
Room Number : 4044
Marriott Bonvoy Number : 1413

Invoice Nbr : 1209635

Information Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-21-2020 02:30 9999

Date	Reference	Description	Charges (CAD)	Credits (CAD)
19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT4044	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT4044	Room HST	28.73	
19-JAN-20	RT4044	Municipal Tax	8.84	
19-JAN-20	RT4044	HST Municipal Tax	1.15	
20-JAN-20	RT4044	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT4044	Room HST	28.73	
20-JAN-20	RT4044	Municipal Tax	8.84	
20-JAN-20	RT4044	HST Municipal Tax	1.15	
JAN-21-2020	VI	Visa		-259.72
** Total			519.44	-519.44
*** Balance			-0.00	

I agreed to pay all room & incidental charges.

Continued on the next page

Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9
Canada
Tel: (416) 361-1000 Fax: 416-947-4854



John McTaggart
AS1830 - ROMA AGM And Annual Conference

Page Number	:	2	Invoice Nbr	:	1209635
Guest Number	:	7412616			
Folio ID	:	A			
Arrive Date	:	19-JAN-20	09:01		
Depart Date	:	21-JAN-20	12:31		
No. Of Guest	:	1			
Room Number	:	4044			
Marriott Bonvoy Number	:	1413			

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full. Please note that your guest room will be checked out at 12 noon.

HST Summary

Amount (CAD)

HST Room:	57.46
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	2.30
HST Total	59.76

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

Tell us about your stay. www.sheraton.com/reviews

Bring the Sheraton sleep experience home with you. Visit SheratonStore.com.

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

*Invoice paid prior
to flight changes.*

Electronic Invoice

Prepared For:

CAUL/JUNE MS
MCTAGGART/JOHN MR
BROWN/DOUGLAS MR

SALES PERSON	66
INVOICE NUMBER	0054643
INVOICE ISSUE DATE	07 Jan 2020
RECORD LOCATOR	VFDWTN

Client Address
TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: AIR CANADA 1513

From	THUNDER BAY ON, CANADA	Departs	11:00am
To	TORONTO ON, CANADA	Arrives	1:00pm
		Arrival Terminal	1
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A321 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Flight: AIR CANADA 1512 Operated by: /AIR CANADA ROUGE

From	TORONTO ON, CANADA	Departs	2:20pm
To	THUNDER BAY ON, CANADA	Arrives	4:20pm
Departure Terminal	1		
Duration	2hr(s) 0min(s)	Cabin	Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Others

THUNDER BAY ON
AIR CANADA
REFERENCE IS
RV44LV/SI-NON
REFUNDABLE/SI-
CHANGE FEES
APPLY/SI-
BAGGAGE FEES
MAY APPLY

Serv Chgs 012

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

CAD 40.00

CAD 6.50

Ticket Information

Ticket Number	AC 3733447461	Passenger	CAUL JUNE MS	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46
Ticket Number	AC 3733447462	Passenger	MCTAGGART JOHN MR	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46
Ticket Number	AC 3733447463	Passenger	BROWN DOUGLAS MR	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46

SubTotal CAD 1273.75

Total V.A.T./G.S.T./H.S.T. CAD 166.88

Total Amount Due CAD 1440.63

INVOICE NOTES:

THANK YOU FOR BOOKING WITH INTERNATIONAL TRAVEL.
 ALL TIMES LOCAL AND SUBJECT TO CHANGE.
 ENSURE VALID PASSPORT IN YOUR POSSESSION.
 TRIP CANCELLATION/OUT OF CANADA MEDICAL INSURANCE
 HAS BEEN DECLINED OR STATED
 OTHERWISE. LIVING STANDARDS AND PRACTICES AT THE DESTINATION
 MAY DIFFER FROM THOSE IN CANADA. ENTRY TO ANOTHER COUNTRY MAY
 BE REFUSED EVEN WITH COMPLETED TRAVEL DOCUMENTS. HAVE A SAFE
 AND ENJOYABLE TRIP. ANY QUESTIONS PLEASE CALL ABOVE NUMBER.
 HST REGISTRATION R106346745
 TICO REGISTRATION 2392278

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

INTERNATIONAL TRAVEL SERVICES

Addition Invoice to cover
flight charges.
Invoice

TOWN OF FORT FRANCES

Invoice No: 54666
Invoice Date: 13 Jan 2020
Client No: 171
Agent: MAC MACHINE
PNR: VFDWTN

Passenger(s) BROWN/DOUGLAS MR
CAUL/JUNE MS
MCTAGGART/JOHN MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01511	19Jan20 06:00 am	19Jan20 08:00 am	THUNDER BAY - TORONTO PEARSON
AC	01512	21Jan20 02:20 pm	21Jan20 04:20 pm	TORONTO PEARSON - THUNDER BAY

Please review your itinerary to ensure that all information is correct. Check-in 2-3 hours prior to departures. Re-confirm flight times at least 24hrs prior to departures as they are subject to change. Tickets fully non-refundable unless otherwise stated.

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SERVICE CHARGES 012	40.00	5.20	0.00	45.20
Ticket # 3733447505 for CAUL/JUNE MS	153.00	19.89	0.00	172.89
Ticket # 3733447506 for MCTAGGART/JOHN MR	153.00	19.89	0.00	172.89
Ticket # 3733447507 for BROWN/DOUGLAS MR	153.00	19.89	0.00	172.89
Total Fares:				499.00
Total Taxes:				0.00
Total GST/HST:				64.87
Invoice Total:				563.87
Payment(s):				
Balance Due (CAD):				563.87

INVOICES SENT ON THE 15TH AND LAST DAY OF EACH MONTH. BALANCE DUE UPON RECEIPT. 2.5% INTEREST ON ALL ACCOUNTS 30 DAYS PLUS OVERDUE.

TERMS AND CONDITIONS

It is strongly recommended that all passengers purchase both medical and cancellation coverage at the time of booking. Travelling without proper coverage can result in unexpected costs and interruptions to your holiday. Rates and policy details are available from your agent.

The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal GST/HST, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

Thank you for booking with INTERNATIONAL TRAVEL SERVICES.
We wish you a safe and enjoyable trip.

INTERNATIONAL TRAVEL**Phone: 807-274-9895****PHERR@SHAW.CA****Electronic Invoice****Prepared For:****CAUL/JUNE MS****MCTAGGART/JOHN MR****BROWN/DOUGLAS MR**

SALES PERSON	PH
INVOICE NUMBER	0054666
INVOICE ISSUE DATE	13 Jan 2020
RECORD LOCATOR	VFDWTN

Client Address
TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: AIR CANADA 1511			
From	THUNDER BAY ON, CANADA	Departs	6:00am
To	TORONTO ON, CANADA	Arrives	8:00am
		Arrival Terminal	1
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Flight: AIR CANADA 1512 Operated by: /AIR CANADA ROUGE			
From	TORONTO ON, CANADA	Departs	2:20pm
To	THUNDER BAY ON, CANADA	Arrives	4:20pm
Departure Terminal	1		
Duration	2hr(s) 0min(s)	Cabin	Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Others	
	THUNDER BAY ON AIR CANADA RV44LV/SI-NON REFUNDABLE/SI- CHANGE FEES APPLY/SI- BAGGAGE FEES MAY APPLY/SI- CHANGE OF TIME ON 19 JAN/SI-CRF

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Mayor June Caul – ROMA Travel Expense Claim

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$250.00 Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the ROMA Conference held in Toronto, ON from January 19 – 21, 2020, as submitted by Mayor June Caul.

Conference Expenses

1. Meals

\$250.00

The registration fee of \$694.95, flight of \$652.67 and hotel accommodations of \$701.60 was paid by the Town resulting in the total cost of \$2,859.22 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	ROMA 2020							
Location (Facility and City)	Toronto							
Dates	Jan. 18 - 21 (inclusive)							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast	20.00	20.00	—					40.00
Lunch	25.00	—	25.00					50.00
Dinner	45.00	45.00	95.00				35.00	160.00
Per Diem	160.00	160.00	160.00				80.00	560.00
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				\$ 810.00
				Advance Received				\$ —
				Balance Claimed				\$ 810.00
				Balance Refunded				

The agenda must be attached to process payment

① - 560.
250.00

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.

Jan. 23, 2020
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	June Caul
Conference / Seminar Attended	ROMA 2020
Location	Toronto
Dates	Jan. 18 - 21 (inclusive)

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Jan. 20	Jan 21				Monday Jan. 18	Jan. 19	3 1/2
Amount	160.-	160.-				80.-	160.-	560.-

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date

To be submitted to Payroll for processing when approved by Council

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

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

Therefore, the undersigned acknowledges that:

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

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

2020 ROMA CONFERENCE - PROGRAM



Rural Ontario: Moving Forward promises a dynamic and educational program. While the program continues to be developed, please see below for what you can expect at the conference this year.

SUNDAY, JANUARY 19

11:00 am - 6:00 pm

REGISTRATION OPEN TO DELEGATES

- Sponsored by Smart Serve

1:00 - 6:00 pm

EXHIBIT HALL OPEN

1:00 - 2:15 pm

CONCURRENT SESSIONS A

- Cannabis in Your Community: Medical Grows - Challenges and Opportunities
- Sustainable Economic Development
- Slow Down
- Environmental Assessment Reform - New Opportunities for Streamlining Approvals and Local Control
- Asset Management in Action: Success Stories from Rural Ontario

2:45 - 4:30 pm

PLENARY PROGRAMMING

2:45 - 3:00 pm

- Welcome Remarks

3:00 - 3:20 pm

- ROMA Update and AGM
 - Allan Thompson, ROMA Chair
 - Afshin Majidi, Secretary Treasurer

3:20 - 3:45 pm

- Using Foresight to Foster Discussion of Rural Challenges
 - Norman Ragetlie, Executive Director, Rural Ontario Institute

3:45 - 4:30 pm

- **The Power of Storytelling**
 - Opening Keynote: Terry O'Reilly

4:30 - 6:00 pm

ROMA Welcome Reception**MONDAY, JANUARY 20**

7:00 am - 5:00 pm

REGISTRATION OPEN TO DELEGATES

- Sponsored by Smart Serve

7:30 am - 3:00 pm

EXHIBIT HALL OPEN

8:30 - 9:45 am

PLENARY PROGRAMMING

8:30 - 8:45 am

- AMO President, Jamie McGarvey

8:45 - 9:00 am

- The Hon. Christine Elliott, Ministry of Health

9:00 - 9:15 am

- Laurie Swami, President and CEO, NWMO

9:15 - 9:30 am

- The Hon. Ernie Hardeman, Minister of Agriculture, Food, and Rural Affairs

9:30 - 9:45 am

- The Hon. Doug Ford, Premier of Ontario

10:15 - 11:45 am

CONCURRENT SESSIONS B:

- Connecting Communities: The Importance of Broadband Access
- Issues in Rural Health Care

12:00 - 12:45 pm

SPONSORED LEARNING LUNCHES

- MPAC Values Ontario. Sponsored by MPAC
- Virtual Care: Making a Difference in Rural Ontario. Sponsored by OMA
- Building your Community through Smart Energy Choices. Sponsored by IESO
- Improving Community Healthcare: A Regional Approach to EMS. Sponsored by Medavie
- Autonomous Driving - Challenges Ahead. Sponsored by Frank Cowan

12:45 - 1:15 pm

Dessert with Exhibitors

- Sponsored by 4S

1:15 - 2:30 pm

CONCURRENT SESSIONS C

- New Types of Housing
- Comply When you Buy! Sponsored by LAS
- Preserving Home Values in a Time of Climate Change. Sponsored by Insurance Bureau of Canada
- Sea Change: The Blue Box under Full Producer Responsibility
- What Does Senior Leadership Support for Psychological Health and Safety Really Mean?

2:30 - 3:00 pm

Coffee Break with Exhibitors

3:00 - 5:15 pm

PLENARY PROGRAMMING

3:00 - 3:15 pm

- Andrea Horwath, Leader of the Official Opposition

3:15 - 3:45 pm

- An Overview of the Grand River Conservation Authority - Building Resiliency through Collaboration

3:45 - 4:10 pm

- Preparing for Ontario's 2020-21 Provincial Budget

4:10 - 4:25 pm

- The Honourable Steve Clark, Minister of Municipal Affairs and Housing

4:25 - 5:30 pm

- Ministers' Forum

5:30 - 6:30 pm

Ontario Reception**TUESDAY, JANUARY 21**

7:00 - 10:00 am

REGISTRATION OPEN TO DELEGATES

7:30 - 8:15 am

SPONSORED LEARNING BREAKFASTS

- Making More Possible through Investments. Sponsored by ONE Investment
- Cybersecurity and Closed Meetings. Sponsored by LAS
- Funding for Growth. Sponsored by Mitacs
- Investing your Communities and Planning for the Future. Sponsored by Hydro One
- Municipalities, The Unsung Heroes for Broadband Connectivity. Sponsored by Shaw Communications

8:30 - 11:45 am

PLENARY PROGRAMMING

8:30 - 9:30 am

- Rural Social Policy Panel

9:30 - 9:45 am

- John Fraser, Interim Leader, Ontario Liberal Party

9:45 - 10:45 am

- Michael J. Smither Question Box Panel

10:45 - 11:00 am

- Mike Schreiner, Leader, Green Party of Ontario

11:00 - 11:45 am

- Closing Keynote: Andrew Coyne
 - The Political Landscape: Where are we Headed?

11:45 am

Closing Remarks and Wrap Up Prize Draw

- Sponsored by Air Canada

› 2020 ROMA Conference

Program

Registration

Hotels

Exhibitors

Delegations

Sponsorship

Speaker Presentation Upload Form

› 2019 ROMA Conference

ROMA Conference Coordinator

events@roma.on.ca

T 416.971.9856 x315

TF 1.877.426.6527

F 416.971.6191



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Ontario Images © 2020 Ontario Tourism Marketing Partnership Corporation



Kathryn Lawson
320 Portage Ave
Fort Frances, ON P9A 3P5
Canada

Caul, June

Company Name: Township of Fort Frances

Group Name:

INFORMATION INVOICE

HST No.: 10009 4077 RT 0004

Room No. 516
Arrival : 01/18/20
Departure : 01/19/20
Invoice No. :
Conf. No. : 510362
Cashier No. : 43
Purchase :
Order :
A/R No. :

Date	Description	Charges	Credits
01/18/20	Room Charge	155.00	
01/18/20	Municipal Accommodation Tax (4%)	6.20	
01/18/20	HST on MAT (13%)	0.81	
01/18/20	Harmonized Sales Tax (13%)	20.15	
01/19/20	Visa - Front Desk		182.16

Total Charges	182.16	
Total Credits		182.16
Balance		0.00

Page No. 1 of 1

Signature: _____

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



June Caul
 320 Portage Avenue
 Fort Frances, ON, P9A3P9
 Canada
 AS1830 - ROMA AGM AND ANNUAL CONFERENCE

Page Number : 1
 Guest Number : 7412610
 Folio ID : B
 Arrive Date : 19-JAN-20 08:51
 Depart Date : 21-JAN-20 12:03
 No. Of Guest : 1
 Room Number : 2319
 Marriott Bonvoy Number :

Invoice Nbr : 1209638

Copy Tax Invoice

Tax ID : 737124495

Sheraton Centr YYZTC JAN-22-2020 11:34 KDRUM080

19-JAN-20	DEPOSIT	Deposit-VI-8250		-259.72
19-JAN-20	RT2319	Room Chrg - Grp - Association	221.00	
19-JAN-20	RT2319	Room HST	28.73	
19-JAN-20	RT2319	Municipal Tax	8.84	
19-JAN-20	RT2319	HST Municipal Tax	1.15	
20-JAN-20	RT2319	Room Chrg - Grp - Association	221.00	
20-JAN-20	RT2319	Room HST	28.73	
20-JAN-20	RT2319	Municipal Tax	8.84	
20-JAN-20	RT2319	HST Municipal Tax	1.15	
21-JAN-20	VI	Visa-8250		-259.72

For Authorization Purpose Only

xxxxxx8250

Date	Time	Code	Authorized
21-JAN-20	12:40	028114	259.72

** Total	519.44	-519.44
*** Balance	-0.00	

Continued on the next page

Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9
Canada
Tel: (416) 361-1000 Fax: 416-947-4854



June Caul
320 Portage Avenue
Fort Frances, ON, P9A3P9
Canada
AS1830 - ROMA AGM AND ANNUAL CONFERENCE

Page Number	:	2	Invoice Nbr	:	1209638
Guest Number	:	7412610			
Folio ID	:	B			
Arrive Date	:	19-JAN-20	08:51		
Depart Date	:	21-JAN-20	12:03		
No. Of Guest	:	1			
Room Number	:	2319			
Marriott Bonvoy Number	:				

HST Summary

Amount (CAD)

HST Room:	57.46
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	2.30
HST Total	59.76

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

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Kathy Lawson

From: events@amo.on.ca
Sent: Thursday, November 21, 2019 10:10 AM
To: Kathy Lawson
Subject: Transaction Confirmation

Transaction Confirmation
200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Dear Kathryn of Town of Fort Frances,

A transaction has been made on our website using your log-in credentials. The details of this transaction are below. If you did not make this transaction please contact events@amo.on.ca as soon as possible to cancel. If this is a valid transaction an official confirmation and receipt will be sent to you shortly. **If this is a valid transaction an official confirmation will be sent to all individuals registered.** Thank you for your support of our educational programming.

Order Number: 78806
Order Date: Nov 21, 2019 11:03 AM
Bill To: Kathryn Lawson
Order Total: 694.95
Payment Method: Visa (ROMA) *****8250
Name on Card: Kathryn Lawson

Item	Price	Qty	Total
2020 ROMA AGM and Annual Conference - June Caul <i>When:</i> Jan 19, 2020 - Jan 21, 2020 <i>Where:</i> Sheraton Toronto Centre Hotel 123 Queen Street Toronto, ON Canada <i>Registration option:</i> Jan 18, 2020 - (REG) Full Conference	615.00	1	615.00

Item Total	615.00
Shipping	0.00
Handling	0.00
Tax	79.95
Item Grand Total	694.95
Transaction Grand Total	694.95

1/22/2020

TripCase - eInvoice

Invoice paid prior
to flight changes.

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

Electronic Invoice

Prepared For:

CAUL/JUNE MS
MCTAGGART/JOHN MR
BROWN/DOUGLAS MR

SALES PERSON	66
INVOICE NUMBER	0054643
INVOICE ISSUE DATE	07 Jan 2020
RECORD LOCATOR	VFDWTN

Client Address
TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: AIR CANADA 1513			
From	THUNDER BAY ON, CANADA	Departs	11:00am
To	TORONTO ON, CANADA	Arrives	1:00pm
		Arrival Terminal	1
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A321 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Flight: AIR CANADA 1512 Operated by: /AIR CANADA ROUGE			
From	TORONTO ON, CANADA	Departs	2:20pm
To	THUNDER BAY ON, CANADA	Arrives	4:20pm
Departure Terminal	1		
Duration	2hr(s) 0min(s)	Cabin	Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Others	
	THUNDER BAY ON AIR CANADA REFERENCE IS RV44LV/SI-NON REFUNDABLE/SI- CHANGE FEES APPLY/SI- BAGGAGE FEES MAY APPLY

Serv Chgs 012

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

CAD 40.00

CAD 6.50

Ticket Information

Ticket Number	AC 3733447461	Passenger	CAUL JUNE MS	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46
Ticket Number	AC 3733447462	Passenger	MCTAGGART JOHN MR	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46
Ticket Number	AC 3733447463	Passenger	BROWN DOUGLAS MR	CAD	411.25
			V.A.T./G.S.T./H.S.T.	CAD	53.46

SubTotal CAD 1273.75

Total V.A.T./G.S.T./H.S.T. CAD 166.88

Total Amount Due CAD 1440.63

INVOICE NOTES:

THANK YOU FOR BOOKING WITH INTERNATIONAL TRAVEL.
 ALL TIMES LOCAL AND SUBJECT TO CHANGE.
 ENSURE VALID PASSPORT IN YOUR POSSESSION.
 TRIP CANCELLATION/OUT OF CANADA MEDICAL INSURANCE
 HAS BEEN DECLINED OR STATED
 OTHERWISE. LIVING STANDARDS AND PRACTICES AT THE DESTINATION
 MAY DIFFER FROM THOSE IN CANADA. ENTRY TO ANOTHER COUNTRY MAY
 BE REFUSED EVEN WITH COMPLETED TRAVEL DOCUMENTS. HAVE A SAFE
 AND ENJOYABLE TRIP. ANY QUESTIONS PLEASE CALL ABOVE NUMBER.
 HST REGISTRATION R106346745
 TICO REGISTRATION 2392278

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

Your travel arranger provides the information contained in this document. If you have any questions about the content, please contact your travel arranger. For Credit Card Service fees, please see eTicket receipt for total charges.

INTERNATIONAL TRAVEL SERVICES

Addition Invoice to cover
flight charges.
Invoice

TOWN OF FORT FRANCES

Invoice No: 54666
Invoice Date: 13 Jan 2020
Client No: 171
Agent: MAC MACHINE
PNR: VFDWTN

Passenger(s) BROWN/DOUGLAS MR
CAUL/JUNE MS
MCTAGGART/JOHN MR

FLIGHT INFORMATION

A/L	FLIGHT	DEPART DATE/TIME	ARRIVAL DATE/TIME	ITINERARY
AC	01511	19Jan20 06:00 am	19Jan20 08:00 am	THUNDER BAY - TORONTO PEARSON
AC	01512	21Jan20 02:20 pm	21Jan20 04:20 pm	TORONTO PEARSON - THUNDER BAY

Please review your itinerary to ensure that all information is correct. Check-in 2-3 hours prior to departures. Re-confirm flight times at least 24hrs prior to departures as they are subject to change. Tickets fully non-refundable unless otherwise stated.

REFERENCE / SALE DESCRIPTION	BASE FARE	GST/ HST	OTHER TAXES	TOTAL
SERVICE CHARGES 012	40.00	5.20	0.00	45.20
Ticket # 3733447505 for CAUL/JUNE MS	153.00	19.89	0.00	172.89
Ticket # 3733447506 for MCTAGGART/JOHN MR	153.00	19.89	0.00	172.89
Ticket # 3733447507 for BROWN/DOUGLAS MR	153.00	19.89	0.00	172.89
Total Fares:				499.00
Total Taxes:				0.00
Total GST/HST:				64.87
Invoice Total:				563.87
Payment(s):				
Balance Due (CAD):				563.87

INVOICES SENT ON THE 15TH AND LAST DAY OF EACH MONTH. BALANCE DUE UPON RECEIPT. 2.5% INTEREST ON ALL ACCOUNTS 30 DAYS PLUS OVERDUE.

TERMS AND CONDITIONS

It is strongly recommended that all passengers purchase both medical and cancellation coverage at the time of booking. Travelling without proper coverage can result in unexpected costs and interruptions to your holiday. Rates and policy details are available from your agent.

The contract permits price increases. No price increases are permitted after the customer has paid in full. If the price increase is more than 7%, except increases resulting from an increase in retail sales tax or federal GST/HST, the customer has the right to cancel the contract and obtain a full refund.

Passengers are responsible to obtain the necessary documentation(s) such as: (i) Valid passport, (ii) required entry visa, and (iii) medical immunization, vaccination, etc. Please note that entry to another country may be refused even if the required information and travel documents are complete.

Living standards and practices at the destination and standards and conditions there with respect to the provision of utilities, services and accommodation may differ from those found in Canada.

If your travel agent booked via a tour operator, further terms and conditions may be found in the tour operator's brochure.

Thank you for booking with INTERNATIONAL TRAVEL SERVICES.
We wish you a safe and enjoyable trip.

INTERNATIONAL TRAVEL

Phone: 807-274-9895

PHERR@SHAW.CA

Electronic Invoice

Prepared For:

CAUL/JUNE MS
MCTAGGART/JOHN MR
BROWN/DOUGLAS MR

SALES PERSON	PH
INVOICE NUMBER	0054666
INVOICE ISSUE DATE	13 Jan 2020
RECORD LOCATOR	VFDWTN

Client Address
TOWN OF FORT FRANCES

DATE: Sun, Jan 19

Flight: AIR CANADA 1511

From	THUNDER BAY ON, CANADA	Departs	6:00am
To	TORONTO ON, CANADA	Arrives	8:00am
		Arrival Terminal	1
Duration	2hr(s) 0min(s)		
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Flight: AIR CANADA 1512 Operated by: /AIR CANADA ROUGE

From	TORONTO ON, CANADA	Departs	2:20pm
To	THUNDER BAY ON, CANADA	Arrives	4:20pm
Departure Terminal	1		
Duration	2hr(s) 0min(s)	Cabin	Economy
Type	AIRBUS INDUSTRIE A319 JET	Meal	Food for Purchase
Stop(s)	Non Stop		

DATE: Tue, Jan 21

Others

THUNDER BAY ON
AIR CANADA
RV44LV/SI/NON
REFUNDABLE/SI-
CHANGE FEES
APPLY/SI-
BAGGAGE FEES
MAY APPLY/SI-
CHANGE OF TIME
ON 19 JAN/SI-CRF

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Councillor Rick Wiedenhoeft– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Devlin on January 25, 2020 as submitted by Councillor Rick Wiedenhoeft.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.


The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

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

Attendee	Rick WIEBENHOFF
Conference / Seminar Attended	R.R.O.M.A. AGM.
Location	DEVLIN, ON.
Dates	Saturday Jan 25, 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan. 25		
Amount						160.00		

Name (Please Print) Rick WIEBENHOFF	Signature 
Approved	Date Tuesday Jan 28, 2020

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Councillor Michael Behan– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Devlin on January 25, 2020 as submitted by Councillor Michael Behan.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

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

Attendee	MICHAEL BEHAN
Conference / Seminar Attended	RROMA AGM
Location	TOWNSHIP OF La Vallée
Dates	Jan. 25/2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan. 25/20		
Amount						160 ⁰⁰		

Name (Please Print)	Signature
MICHAEL BEHAN	Michael Behan
Approved	Date

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: January 30, 2020
SUBJECT: Councillor Andrew Hallikas– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Devlin on January 25, 2020 as submitted by Councillor Andrew Hallikas.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.


The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.

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

Attendee	Andrew Hallikas
Conference / Seminar Attended	RRDMA meeting -
Location	Lavallee Township
Dates	Jan 25 / 2020

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 25		
Amount						\$160. ⁰⁰		

Name (Please Print) Andrew Hallikas	Signature 
Approved	Date Jan 30 / 2020

To be submitted to Payroll for processing when approved by Council



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



DECEMBER 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:
94.2	12	2	231	1	7	2	0
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
5	1	1	4	0	0	0	0

TEAM MEMBERS RESPONDED TO 20 EMERGENCY RESPONSE CALLS DURING DECEMBER 2019.

Total Hours:

- **8.7 Hours** was spent on responding to emergency incidents.
- **84 Hours** was spent on training.
- **1.5 Hour** was spent on public service.

Time of Day:

During this month, **70%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **30%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

34 inspections / re-inspections were completed in December. Meanwhile, our Captain of Fire Prevention and Education completed a detailed review of our inspections / re-inspections ... he found that there were more re-inspections that were not accounted for. Therefore, for 2019 we finished the year with a total of **231** inspections / re-inspections, which is an **8.5 % increase** in inspections / re-inspections as compare to our 2018 numbers.

Fire Response Calls: **2** calls, which involved pre-fire conditions (no actual fire). One was cooking related and another involved a natural gas fireplace.

Fire Alarms: **5** False Fire Alarm Calls.

MVC (Motor Vehicle Crashes): **1** in the Town of Fort Frances

(CO) Carbon Monoxide / Gas Leak Calls: **1** false CO call, and **3** false Natural Gas calls.

EMS Calls: **7**

Fire Drills: **1**



FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



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

Water Related Rescue Calls: 1, which was an actual water related rescue near the hospital. This was our 5th Water Related Rescue Call-Out for 2019. A big thank you goes out to the Team Members of our OPP for their quick response. As well, a big thank you also goes out to the Team Members of our Paramedic Service and Fire Rescue Service for their quick response.

Training:

Two separate 2-hour training sessions. As well, we had 10 separate 8-hour training sessions for a Part Time (Volunteer) Firefighter training for a Relief Firefighter position.

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.

Giving Back to Our Community (Salvation Army Christmas Hampers): Our Team continued onward with our annual tradition of giving back to our community. We put together **150-plus Christmas Hampers** for the local Salvation Army.



Fort Frances Christmas Parade – December 7, 2019:

Once again, our Team Members participated in the annual Christmas Parade.



Our 1988 Aerial Ladder Truck ... just before heading out to the Christmas Parade

Financial Indicators

	Fort Frances	Red Lake	Marathon	Sioux Lookout	Greenstone	Dryden	Kenora
2017 Households:	3812	1,938	1,643	2,485	2,931	3,541	7,492
2017 Population:	7739	4,107	3,273	5,272	4,636	7,743	15,096
Median Household Income:	\$62,928	\$106,411	\$82,816	\$85,146	\$63,488	\$70,493	\$73,331
2017 MFCI Index:	7.6	0.3	6.3	2.7	7.1	6.4	3.9
Taxable Residential Assessment as a % of Total Taxable Assessment:	64.8	55.7	57.8	76.3	26.7	52.4	70.9
Own Purpose Taxation:	\$10,495,794	\$8,709,188	\$4,819,822	\$9,468,923	\$14,121,992	\$13,692,112	\$23,684,717

North Population
2500<=10000

		2500<=10000		Fort Frances		Red Lake		Marathon		Sioux Lookout		Greenstone		Dryden		Kenora		
SUSTAINABILITY INDICATORS		Ranges	Year	Median and Average	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge	Actuals	Level of Challenge
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2012	9.3%- 11.8%	6.4%	low	7.9%	low	19.8%	high	15.9%	high	19.7%	high	9.6%	low	2.4%	low	
		2013	10.4% 13.8%	9.2%	low	10.7%	moderate	25.4%	high	17.6%	high	18.2%	high	25.7%	high	2.0%	low	
		2014	12.5% 14.5%	6.3%	low	15.7%	high	27.1%	high	11.3%	moderate	18.3%	high	19.1%	high	2.4%	low	
		2015	10.3% 14.2%	6.3%	low	16.4%	high	30.4%	high	10.3%	moderate	18.6%	high	22.0%	high	1.5%	low	
		2016	9.3% 13.4%	4.7%	low	11.3%	moderate	30.9%	high	12.5%	moderate	16.2%	high	8.4%	low	1.4%	low	
		2017	9.7% to 11.7%	2.8%	low	15.2%	high	12.0%	moderate	12.6%	moderate	12.9%	moderate	8.4%	low	1.0%	low	
Net Financial Assets or Net Debt as a % of Own Purpose Taxation Plus User Fees	Low: > -50% Mod: -50% to -100% High: < -100%	2012	-49.5% -32.2%	59.9%	low	-145.0%	high	43.3%	low	-83.6%	moderate	-116.3%	high	-203.3%	high	82.9%	low	
		2013	-15.1% -17.0%	64.7%	low	-120.3%	high	53.3%	low	-67.2%	moderate	-117.3%	high	-181.7%	high	86.8%	low	
		2014	-3.5% -8.2%	80.8%	low	-110.0%	high	57.8%	low	-70.0%	moderate	-105.9%	high	-135.3%	high	88.5%	low	
		2015	1.1% -10.3%	84.2%	low	-106.3%	high	64.1%	low	-56.2%	moderate	-85.1%	moderate	-112.1%	high	207.4%	low	
		2016	-17.2% -10.5%	76.0%	low	-117.6%	high	64.5%	low	-52.2%	moderate	-67.3%	moderate	-92.4%	moderate	202.6%	low	
		2017	12.9% -7.4%	89.2%	low	-111.0%	high	72.5%	low	-58.4%	moderate	-55.0%	moderate	-80.7%	moderate	191.7%	low	
Total Reserves and Discretionary Reserve Funds as a % of Operating Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2012	30.2% 29.3%	45.3%	low	16.2%	moderate	45.3%	low	17.0%	moderate	13.0%	moderate	10.2%	moderate	63.2%	low	
		2013	29.9% 34.7%	42.0%	low	19.1%	moderate	58.0%	low	19.2%	moderate	13.2%	moderate	30.3%	low	63.4%	low	
		2014	32.5% 37.9%	57.6%	low	22.9%	low	57.2%	low	19.7%	moderate	15.4%	moderate	31.2%	low	63.5%	low	
		2015	32.9% 39.5%	59.4%	low	24.1%	low	68.0%	low	28.5%	low	20.4%	low	34.4%	low	69.1%	low	
		2016	32.8% 37.3%	48.2%	low	26.5%	low	61.6%	low	30.7%	low	20.7%	low	31.0%	low	67.2%	low	
		2017	35.8% 40%	55.8%	low	32.1%	low	68.1%	low	35.8%	low	21.7%	low	28.5%	low	66.9%	low	
Cash Ratio (Total Cash and Cash Equivalents as a % of Current liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: 0.25:1	2013	1.69:1 2.82:1	0.3:1	low	263.8%	low	5.55:1	low	1.12:1	low	0.3:1	moderate	0.14:1	high	4.92:1	low	
		2014	1.84:1 2.55:1	1.84:1	low	380.1%	low	4.95:1	low	0.09:1	high	0.28:1	moderate	0.65:1	low	4.04:1	low	
		2015	1.78:1 2.35:1	0.2:1	low	148.2%	low	2.89:1	low	0.72:1	low	1.17:1	low	0.84:1	low	6.55:1	low	
		2016	1.73:1 2.34:1	0.14:1	low	178.1%	low	1.99:1	low	0.34:1	moderate	1.73:1	low	1.33:1	low	5.25:1	low	
		2017	2.16:1 3.18:1	0.36:1	moderate	113.4%	low	2.99:1	low	0.85:1	low	2.16:1	low	1.52:1	low	6.25:1	low	
FLEXIBILITY INDICATORS																		
Debt Servicing Cost as a % of Total Operating Revenue	Low: < 5% Mod: 5% to 10% High: >10%	2012	4.3% 6.0%	3.8%	low	17.3%	high	1.7%	low	5.0%	low	7.3%	moderate	12.3%	high	1.7%	low	
		2013	4.4% 5.8%	4.1%	low	16.5%	high	2.0%	low	7.1%	moderate	7.4%	moderate	14.3%	high	1.9%	low	
		2014	5.2% 6.7%	3.3%	low	11.8%	high	1.9%	low	6.1%	moderate	8.4%	moderate	11.0%	high	1.4%	low	
		2015	5.2% 10.8%	2.6%	low	11.9%	high	1.6%	low	4.6%	low	8.1%	moderate	10.6%	high	0.0%	low	
		2016	4.9% 5.3%	2.5%	low	14.6%	high	9.2%	moderate	3.4%	moderate	6.9%	moderate	11.7%	high	0.0%	low	
		2017	4.0% 4.7%	2.4%	low	14.0%	high	1.6%	low	3.1%	low	7.5%	moderate	10.3%	high	0.0%	low	
Asset Consumption Ratio	Low: < 50% Mod: 50% to 75% High: > 75%	2012	41.8% 42.6%	41.8%	low	37.1%	low	46.8%	low	38.6%	low	47.7%	low	53.2%	moderate	35.9%	low	
		2013	42.9% 44.2%	43.0%	low	39.5%	low	47.9%	low	41.3%	low	49.0%	low	50.8%	moderate	36.8%	low	
		2014	43.8% 44.5%	44.6%	low	39.7%	low	49.3%	low	43.3%	low	50.3%	moderate	43.8%	low	44.1%	low	
		2015	44.6% 45.3%	44.8%	low	41.2%	low	47.4%	low	42.5%	low	52.6%	moderate	45.6%	low	49.2%	low	
		2016	46.1% 46.1%	44.6%	low	42.6%	low	48.3%	low	44.6%	low	54.1%	moderate	47.0%	low	46.9%	low	
		2017	46.9% 47.1%	45.3%	low	56.3%	moderate	49.6%	low	44.7%	low	55.1%	moderate	47.9%	low	46.8%	low	
Annual Surplus /(Deficit) as a % of own purpose taxation, user fees and service charges (operating Surplus Ratio)	Low: < -1% Mod: -15% to -30% High: < -30%	2012	4.8% 2.5%	4.6%	low	-12.4%	moderate	5.2%	low	18.5%	low	-11.9%	moderate	-68.7%	low	4.8%	low	
		2013	7.7% 15.8%	2.1%	low	-3.7%	moderate	5.4%	low	1.5%	low	-1.4%	moderate	15.6%	low	16.8%	low	
		2014	10.8% 15.8%	21.5%	low	36.0%	low	30.0%	low	70.0%	low	1.2%	low	24.3%	low	22.6%	low	
		2015	8.3% 3.0%	23.6%	low	4.2%	low	56.2%	low	4.4%	low	1.9%	low	9.0%	low	4.9%	low	
		2016	9.3% 20.4%	18.7%	low	-5.9%	moderate	2.3%	low	41.7%	low	8.9%	low	16.4%	low	8.9%	low	
		2017	5.2% 9.0%	21.40%	low	10.30%	low	-1.90%	moderate	57.30%	low	16.50%	low	1%	low	3.80%	low	