

TOWN OF FORT FRANCES

AGENDA - August 13, 2012

COMMITTEE OF THE WHOLE MEETING

Committee Room & Council Chambers

(Session No. 65) 5:30 p.m. to 7:08 p.m.

Page

Call to Order

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

Disclosure of pecuniary interest and the general nature thereof.

In-Camera - 5:31 p.m. to 6:45 p.m.

Non-agenda in-camera items

Public Session Resumes in Council Chambers: 6:50 p.m.

Consent Agenda - 6:52 p.m. to 6:57 p.m.

- | | | |
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| 7.1 | Records Retention Schedule. | 3 |
| 7.2 | Watten Volunteer Fire Department Donation Request. | 4-11 |
| 7.3 | Durham Region Resolution Support Request re: Provincial Offences Act - Unpaid Fines. | 12-23 |
| 7.4 | Minutes of Settlement - Requests for Reconsideration re: 840 Fifth Street West. | 24-27 |

Administration and Finance Division - 6:57 p.m. to 6:58 p.m.

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| 8.1 | Councillor John Albanese - "Meet and Greed District FedNor Manager" - Travel and Per Diem. | 28-30 |
|-----|--|-------|

Operations and Facilities Division - 6:58 p.m. to 7:03 p.m.

Operations and Facilities Division - 6:58 p.m. to 7:03 p.m.

9.1 Update on Capital Projects

Non-agenda items - 7:03 p.m.

August 8, 2012

REPORT TO: Mayor and Councillors
FROM: Glenn Treftlin, Clerk
SUBJECT: Records Retention Schedule

The *Municipal Act, 2001*, section 255 provides for establishing retention periods and the destruction of municipal records.

On January 9, 2006, Council passed By-Law No. 06/06 to provide for a schedule of retention periods for the Town's records and for the destruction of records when the retention period lapses consistent with federal and provincial statutes and regulations on which the provisions in the schedule are based. This by-law was last amended in 2011.

The retention schedule is prepared such that the records classification within it conforms to The Ontario Municipal Records Management System, a system of records classification that was adopted by the Town back in 1991.

The Information Professionals, our contracted service agent that reviews and updates our retention schedule based on changes in law, has now presented the latest updated schedule for our purposes. I have the supporting information including the revised retention schedule available for viewing by contacting me.

This revised retention schedule will serve as a replacement to Schedule "A" to our records retention by-law. I propose to introduce an amending by-law at the August 13th meeting of Council. Pursuant to the *Municipal Act, 2001*, our municipal auditor must approve the by-law to replace the schedule before the by-law takes effect.

The Administration and Finance Executive Committee considered this at their meeting August 7th, 2012 and recommend the preparation of an amending by-law to adopt the revised schedule.



/GT

Council's approval of this report will direct the Clerk to bring forward a by-law to amend the records retention by-law for purposes of updating the schedule of records retention periods.





**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2012/75**

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: August 8, 2012

SUBJECT: Watten Volunteer Fire Department Donation Request

BACKGROUND

At the Council Meeting held on July 23, 2012, the request received from Robert Cochrane, Chief Watten Volunteer Fire Department was forwarded to the Administration and Finance Committee for recommendation with input from the Community Services Executive Committee.

As indicated in the letter, the Watten Volunteer Fire Department are holding a "Fish Fry" in August and have requested that the Town donate the use of the Main Lodge at Sunny Cove for their fund raising event. The Sunny Cove Camp daytime rental fee is \$535.00 plus HST as per By-Law No. 67/11 Schedule "A", 2012 Schedule of Fees 3.19.1.

Community Services Executive Committee reviewed the request on July 30, 2012. The Committee did not feel the Town should supply the Russell Hall at Sunny Cove at no cost but did suggest that a financial donation in the amount of \$200.00 towards the rental fee be considered. E-mail correspondence from J. Kabel, Manager of Community Services is attached for your information.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that a financial donation be made to the Watten Volunteer Fire Department in the amount of \$200.00. Further, that it be noted that the Town of Fort Frances Fire Department attends fire emergencies at all Town owned buildings including those outside Town limits.

Council Approval of this Report Will Agree to the recommendation of the Administration & Finance Executive Committee to authorize a donation to the Watten Volunteer Fire Department in the amount of \$200.00. Further, that it be noted that the Town of Fort Frances Fire Department attends fire emergencies at all Town owned buildings, including those outside Town limits.



JUL 20 2012

July 19, 2012

Mayor and Council
Town of Fort Frances

RE: Sunny Cove Camp

The Watten Volunteer Fire Department has embarked on a fund raising campaign. Volunteers are canvassing the township requesting funds or services in kind from residents and businesses in the Township. As you are aware Sunny Cove Camp is located in Watten Township.

The Watten Fire Department responds to all property fires in the township and will provide other services as required or requested. While under the mutual aid agreement other departments may assist as necessary (eg. Couchiching and Fort Frances)

The Watten Fire Department is planning to hold a "Fish Fry" in August and respectively requests the Town to donate the use of the main lodge at Sunny Cove for this fund raising event.

Attached is information regarding our fund raising program.

May we hear back from you at your earliest convenience. We would like to hold this event prior to the end of August, while many visitors are in the area. Please contact Robert Cochrane at 274-1813 or Brian Angus at 274-6057.

We appreciate your consideration and assistance.

A handwritten signature in blue ink, appearing to read 'Robert Cochrane', is written over a horizontal line.

Robert Cochrane
Chief, Watten Fire Department



Watten Fire Department July 2012 Update

Hello, and thank you for taking the time to read this information about the Watten Volunteer Fire Department. We operate on 100% volunteer basis with no pay or returns except to help our fellow neighbours. This year we are performing a door-to-door campaign to raise awareness of the department, its function and requirements within the Township. We appreciate any donations of time, money or other assistance from our community that helps keep our department in operation.

General:

The Watten Fire Department is an all volunteer fire department serving Watten Township for fire and accident circumstances. In the last year we have had numerous calls for forest fires, home fires, brush fires and vehicle accidents. Our membership consists mostly of people living in Watten with a few members from Fort Frances who have an interest in fire fighting. The Watten Fire Hall, located at 52 Reef Point Road, is where all our equipment is kept and our practices are held. . During the past 6 months a Board of Directors has been established to support and oversee Fire Department activities. This Board provides an opportunity for residents to serve their community in a non firefighter capacity and membership is open to anyone interested in helping out.

Fire Safety

Summer is here so please think about fire safety when you are cleaning up around your property, having campfires or shore lunches. Remember to have some water available to take care of unexpected flare ups and make sure your fire is fully out when you are done.

We have created a local fire safety information site through facebook, so if you are a user of this social media and would like to be kept abreast of fire safety issues in Watten (eg. Fire bans) please join, it can be found by searching for "Watten Volunteer Fire Department" or typing in <http://www.facebook.com/group.php?gid=11488726347> and pressing "join".

As well, you can borrow a backpack water unit when burning on you property to help prevent any unfortunate fire spreading. Just contact one of our volunteers to borrow one.

Financial

We are making our annual plea to all residents of Watten to donate to the Fire Department. Our annual operating expenses amounts to approximately \$9,000.00. This amount does not include money for building repairs or equipment purchases. In recent years our revenue, including donations from property owners, has fallen behind our expenses. In other words our financial situation is deteriorating. Without a significant increase in donations we may need to reduce services supplied by the Fire Department. We urge every property owner to donate so we can continue to operate (and keep our insurance rates lower). Remember your donation keeps our community safer, pays for 911 services in the township, and saves you money on your home insurance. **Cheques may be made out to Watten Fire Department, Site 218-90, RR#2, Fort Frances, ON P9A3M3.**

July 2011 to June 2012 Financials

Income		Expenses	
Fund Raisers	\$5540.00	Utilities	2683.08
Donations (outside fundraisers)	1315.00	Insurance	3163.73
Fire Calls	\$0.00	Maintenance/Eq't	24.00
Other	\$0.00	911/Paging	765.38
		Other	356.85
Totals	6855.00		6993.04

Upcoming Events

In August we will be holding our fish fry at the Watten Fire Hall, please watch for signs and come out and join us for an enjoyable meal and support your local fire department at the same time.

Equipment

The Watten Fire Department has two fire fighting vehicles, a pumper truck supplied by the Ontario Fire Marshall, which holds 650 US gallons of water, and a 1988 rescue truck, owned by the Watten Fire Department, which holds 150 US gallons of water. Other equipment include 2 – 18HP portable pumps, 1 Hurst jaws of life, chain saw, power auger, 4- SCBA units with 8 spare bottles and numerous smaller items.

Membership

We are in need of new firefighters. If you have ever thought about joining, are curious about fire fighting, or would like to meet some more of your neighbours, please join. If you would like to assist, but not in a firefighting role, we would love your assistance as well, please contact us at the numbers below.

Practices are held the second Tuesday at 6:30pm and fourth Saturday 10:30am of each month. If you interested in joining please feel free to attend a practice or contact one of the numbers at the end of this update.

Current Active Fire Fighters

Jesse Adair
Brian Angus
Rob Cochrane
Dan DeGagne
CJ Giguere
Dan McCormick
Sabino Rossi
Jarid Sandelovich
Greg Shaw

Contacts:

Watten Fire Department
Site 218-90, RR#2
Fort Frances, ON
P9A 3M3

Robert Cochrane: 274-1813
Brian Angus: 274-6057
Or any other members you know...



Benefits of the Watten Fire Department

- 911 service
- Property protection
- Highway protection
- Building protection
- 20% saving on insurance
- Home inspections available
- Peace of mind
- Public education

Administration & Finance Division
Civic Centre

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

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



Planning & Development Division
Civic Centre

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

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

www.fort-frances.com

July 24, 2012

Watten Volunteer Fire Department
Attn: Robert Cochrane, Fire Chief
Site 218-90, RR#2
Fort Frances, Ontario
P9A 3M3

Dear Sir:

At the recent meeting of Council held on Monday, July 23, 2012, the following resolution was approved:

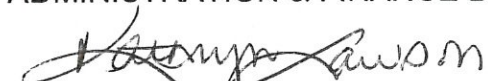
"THAT the request dated July 19, 2012 from the Fire Chief, Watten Fire Department re donation of the use of the main lodge Sunny Cove Camp be referred to the Administration and Finance Executive Committee for recommendation with input from the Community Services Executive Committee."

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Laurie Witherspoon, Treasurer, at 274-5323, ext 248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION


Kathryn M. Lawson, Deputy Clerk

/kl

c.c. Administration and Finance Executive Committee
-Attn: L. Witherspoon, Treasurer
L. Pattison (att'd-for agenda)
Community Services Executive Committee
-Attn: J. Kabel, Manager Community Services (att'd)

H:\OFFICE\LETTERS AND CORRESPONDENCE\Administration and Finance\2012 Matters and Reports\Watten Volunteer Fire Department financial request - use of Sunny Cove Camp - August fish fry.doc

		Resident	Non-Resident
3.18.3.1	Special Events - Adult	3.60	
3.18.3.2	Senior/Under 12 Fee	2.60	
3.18.3.3	Maximum Family Fee	10.85	
3.18.3.4	School/Public Activity Program	3.60 per student	
3.18.3.5	Admission - Off Peak Season	Free Will Donation	
3.18.4	Rental		
3.18.4.1	Per Day	25.75	
3.18.4.2	Per Evening	15.50	
3.18.4.3	Court Yard	15.50	
3.19	Sunny Cove Camp - May 1, 2012		
3.19.1	3.19.1.1 Daytime	535.00	
	3.19.1.2 Overnight	965.00	
4.0	Operations & Facilities - (Plus Applicable Taxes)		
4.1	Private Work - Effective January 1, 2012		
4.1.1	Labour		
4.1.1.1	Regular Hourly Rate	39.62	49.53
4.1.1.2	Overtime Labour Rate	59.44	74.30
4.1.1.3	Double Overtime Labour Rate	79.25	99.06
4.1.2	Vehicle Rates		
4.1.2.1	All 1/2 tons, 3/4 tons, crew cabs, compacts & vans	20.60	25.75
4.1.2.2	V109 - Sand Truck	76.96	96.20
4.1.2.3	V110 - Dump/Plow Truck	35.48	44.35
4.1.2.4	V115 - Sander/Plow Truck	85.94	107.43
4.1.2.5	V122 - Tandem Truck	76.96	96.20
4.1.2.6	V120 - Tandem Truck	76.96	96.20
4.1.3	Equipment Rates - includes labour		
4.1.3.1	E205 & E207 Graders	104.69	130.86
4.1.3.2	E206 - Vacuum/Pressure Truck	222.27	277.84
4.1.3.3	E305 - Sidewalk Machine c/w any attachment	97.32	121.65
4.1.3.4	E309 - Hyundai Backhoe	119.43	149.29
4.1.3.5	E313 - Large Snow Blower & Loader	122.34	152.93
4.1.3.6	E318 - Cat 930H Loader	89.06	111.33
4.1.3.7	E315 - Loader Bobcat	84.86	106.08
4.1.3.8	E317 - Cat Loader	89.06	111.33
4.1.3.9	E320 - 426B Loader/Backhoe	81.85	102.31
4.1.3.10	E597 - Ingersoll Rand Packer	108.41	135.51
4.1.3.11	F713 - Low Pressure Steamer w half ton truck	129.38	161.73
4.1.3.12	E726 - Rigid Drain Cleaning Machine w half ton truck	103.00	128.75
4.1.3.13	E816 - Street Sweeper	122.02	152.53
4.1.3.14	E830 - DBH Thawing Machine w 3/4 ton truck	152.23	190.29
4.1.3.15	E831 - Pulse De-Icer (Thawing Machine)	114.15	142.69
4.1.3.16	E838 - Air Compressor w 3/4 ton truck	88.83	111.04
4.1.4	Private Concrete Crossing or Sidewalk Replacement for Private Crossing		
4.1.4.1	Removal, Supply and Installation of Concrete Driveway per square ft	17.18 per sq. ft.	
4.1.4.2	Culvert	Cost Plus - Max \$153.31 per foot	
4.1.4.3	Removal of Concrete Driveway Crossing Only - per square ft.	5.67 per sq. ft.	
4.1.4.4	Removal of High-back Concrete Curb & Gutter and Replace with Low-back Concrete Curb & Gutter for New Driveway Crossing Installation - per linear ft.	36.01 per linear sq. ft.	
4.1.4.5	Removal of Low-back Driveway Concrete Curb & Gutter and Replace with High-back Concrete Curb & Gutter when Removing Driveway Crossing - per linear ft.	36.01 per linear sq. ft.	
4.1.5	Engineering Services - Minimum One Hour - by Customer Request		
4.1.5.1	Televising Sewer - Regular Hourly Rate	176.90	

Jason Kabel/Frances
07/30/2012 12:02 PM

To Laurie Witherspoon/Frances@Frances
cc
bcc
Subject Watten Volunteer Fire Dept Request

Hi Laurie,

I thought I'd touch base with you after our CSEC meeting regarding opinions surrounding the Watten volunteer fire department request to use Russell Hall at Sunny Cove at no charge. The committee did not feel we should supply the facility at no cost but rather that we could offer a financial donation of \$200 towards the cost of the rental. I was asked by a councillor the cost for them to rent the facility and I had thought it was just over \$400, it turns out that it is in fact over \$500 (535.60). It didn't seem like it would have affected the amount they were willing to offer as \$200 seemed to be as high as they were willing to go as they started at \$100. If you have any questions or concerns please feel free to drop me a line.

Thanks Laurie,
Jason

Jason Kabel, B.Sc., B.Ed.
Manager of Community Services
Town of Fort Frances
Tel: 807-274-4561 ext. 11
Fax: 807-274-3799



**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2012/76**

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: August 8, 2012
SUBJECT: Durham Region Resolution Support Request
re: Provincial Offences Act – Unpaid Fines

BACKGROUND

At the Council Meeting held on July 23, 2012, the request received from the Regional Municipality of Durham to support their recommendation for Provincial Offences Act – Unpaid fines – Ontario Association of Police Services Board White Paper was forwarded to the Administration and Finance Committee for recommendation.

The Regional Municipality of Durham endorses the recommendations contained in the Ontario Association of Police Services Boards' White paper, entitled "Provincial Offences Act – Unpaid Fines and have requested that the Province of Ontario take immediate action to begin implementation of the recommendations. The White Paper cites a lack of resources, dedicated to fine collections and enforcement, coupled with lack of effective collection tools to enforce court ordered fines. The absence of effective current collection measures, together with the passage of time, results in greater difficulties in collecting fines. The OAPSB recommends expanded collection tools such as requesting that the Province improves inter-Ministry Collaboration and information sharing, that Ontario negotiate the power to garnish federal income tax returns and other federal monies paid out for non-payment of POA fines, that vehicle impounding and additional demerit points be considered as penalties for non-payment of POA fines, that driver license suspension and plate suspensions become penalties for non-payment of any POA fine regardless of type, and that the Ministry of the Attorney General improve the quality and accessibility of POA fine data.

RECOMMENDATION

The Administration & Finance Executive Committee recommend Council supports the Municipality of Durham endorsement of recommendations contained in the Ontario Association of Police Services Boards' White Paper, "Provincial Offences Act – Unpaid Fines" and their request that the Province of Ontario take immediate action to begin implementation of the recommendations for fine collections and enforcement.

Council Approval of this Report Will Agree to the recommendation of the Administration & Finance Executive Committee to support the Municipality of Durham endorsement of recommendations contained in the Ontario Association of Police Services Boards' White Paper, "Provincial Offences Act – Unpaid Fines" and their request that the Province of Ontario take immediate action to begin implementation of the recommendations for fine collections and enforcement.

Durham Region Resolution
Support Request re: Provincial



The Regional
Municipality
of Durham

Clerk's Department

605 ROSSLAND RD. E.
PO BOX 623
WHITBY ON L1N 6A3
CANADA
905-668-7711
1-800-372-1102
Fax: 905-668-9963
E-mail: clerks@durham.ca
www.durham.ca

Pat M. Madill, A.M.C.T., CMM III
Regional Clerk

July 10, 2012

The Honourable Dalton McGuinty
Premier
Minister of Intergovernmental Affairs
Room 281, Main Legislative Building
Queen's Park
Toronto, ON
M7A 1A1

JUL 18 2012

**RE: PROVINCIAL OFFENCES ACT – UNPAID FINES – ONTARIO
ASSOCIATION OF POLICE SERVICES BOARD WHITE
PAPER (SC#18) (2012-F-50) OUR FILE: L00**

Please be advised the Finance & Administration Committee of Regional Council considered the above matter and at a meeting held on June 27, 2012, Council adopted the following recommendations of the Committee:

- "a) THAT the Region of Durham endorse the recommendations contained in the Ontario Association of Police Services Boards' White Paper, entitled "Provincial Offences Act - Unpaid Fines: A \$Billion Dollar Problem" and the Province of Ontario be requested to take immediate action to begin implementation of the recommendations; and
- b) THAT copies of this report be forwarded to the Ontario Minister of Community Safety and Correctional Services, Attorney General, Minister of Finance, local MPP's, the Ontario Association of Police Services Board, the Association of Municipalities of Ontario, the Municipal Finance Officers' Association of Ontario and municipalities responsible for POA."

Attached is a copy of Report #2012-F-50 of the Commissioner of Finance, for your information.

A handwritten signature in cursive script, appearing to read 'Pat Madill'.

Pat M. Madill, AMCT, CMM III
Regional Clerk

PMM/np

- c. See Attached List

"Service Excellence
for our Communities"



100% Post Consumer

- c. The Honourable Madeleine Meilleur, Minister of Community Safety and Correctional Services
- The Honourable John Gerretsen, Attorney General
- The Honourable Dwight Duncan, Minister of Finance
- J. Dickson, MPP (Ajax/Pickering)
- C. Elliott, MPP (Whitby/Oshawa)
- T. MacCharles, MPP (Pickering/Scarborough East)
- J. O'Toole, MPP (Durham)
- J. Ouellette, MPP (Oshawa)
- L. Scott, MPP (Haliburton/Kawartha Lakes/Brock)
- F. Kaustinen, Executive Director, Ontario Association of Police Service Boards
- P. Vanini, Executive Director, Association of Municipalities of Ontario (AMO)
- D. Cowin, Executive Director, The Municipal Finance Officers' Association of Ontario (MFOA)
- D. McAlpine, City Clerk, City of Barrie
- J. Oram, City Clerk, City of Belleville
- P. Fay, City Clerk, City of Brampton
- L. Wolfe, City Clerk, City of Brantford
- S. Seale, Clerk, City of Brockville
- B. Cobean, Clerk-Treasurer, County of Bruce
- A. Morgan, City Clerk, City of Burlington
- K. Landry, Clerk, Town of Caledon
- A. Mitchell, City Clerk, City of Cambridge
- J. Smith, Clerk, Municipality of Chatham-Kent
- L. Brace, Clerk, Town of Cobourg
- J. Ouellette, Clerk, Town of Cochrane
- D. Labelle-Gelinas, Clerk, City of Cornwall
- C. Brosseau, Clerk, City of Dryden
- M. McDonald, Chief Administrative Officer, County of Elgin
- R. deBortoli, Chief Administrative Officer, City of Elliott Lake
- C. Townsend, Clerk-Treasurer, Town of Espanola
- ✓ **G. Treftlin, Clerk, Town of Fort Frances**
- L. McCabe, Clerk-Administrator, Town of Goderich
- A. Clarke, Chief Administrative Officer/Clerk, Town of Gore Bay
- S. Vokes, Clerk, County of Grey
- B. Labelle, City Clerk, City of Guelph
- E. Eichenbaum, Clerk, County of Haldimand
- R. Caterini, Clerk, City of Hamilton
- J. Pine, Chief Administrative Officer/Clerk, County of Hastings
- B. Wilson, Clerk, County of Huron
- J. Currins, City Clerk, City of Kawartha Lakes
- J. McMillin, City Clerk, City of Kenora
- J. Bolognone, City Clerk, City of Kingston
- R. Gosse, City Clerk, City of Kitchener
- D. Cribbs, Clerk, County of Lambton

- c. L. Keech, Chief Administrative Officer/Clerk, County of Lennox and Addington
- C. Saunders, Clerk, City of London
- T. McHarg, Town Clerk, Town of Milton
- C. Greer, Clerk, City of Mississauga
- J. Green, Chief Administrative Officer, District of Muskoka
- A. Brouwer, Town Clerk, Town of Newmarket
- D. Iorfida, Clerk, City of Niagara Falls
- K. Bain, Clerk, Regional Municipality of Niagara
- J. Timlin, Acting Clerk, Town of Greater Napanee
- B. Wood, Clerk, Norfolk County
- C. Conrad, Clerk, City of North Bay
- D. Cane, Clerk, County of Northumberland
- C. Johns, Clerk, Town of Orangeville
- G. Jackson, City Clerk, City of Orillia
- M. R. O'Connor, City Clerk, City of Ottawa
- B. Tabor, Clerk, County of Oxford
- R. Mens, Chief Administrative Officer/Clerk, Town of Parry Sound
- T. Lapierre, Clerk/Chief Administrative Officer, City of Pembroke
- K. O'Rourke, County Clerk, County of Perth
- L. Walton, Clerk, Town of Perth
- J. Kennedy, City Clerk, City of Peterborough
- V. Leskie, Clerk, County of Prince Edward
- J. Hutton, Chief Administrative Officer/Clerk, County of Renfrew
- D. McLarty, Town Clerk, Town of Richmond Hill
- B. Knott, City Clerk, City of Sarnia
- M. White, Clerk, The Corporation of the City of Sault Ste. Marie
- M. Aitken, Chief Administrative Officer, County of Simcoe
- C. Briggs, Chief Administrative Officer, City of St. Catharines
- W. Graves, Chief Administrative Officer/Clerk, City of St. Thomas
- J. Thomson, Clerk, City of Stratford
- C. Hallsworth, City Clerk, City of Greater Sudbury
- S. Weiss, Municipal Clerk, City of Temiskaming Shores
- J. Hannam, City Clerk, City of Thunder Bay
- R. J. Watson, Clerk, City of Timmins
- U. Watkiss, City Clerk, City of Toronto
- S. Parisien, Chief Administrative Officer/Clerk, United Counties of Prescott and Russell
- H. Thomson, Clerk, United Counties of Stormont, Dundas and Glengarry
- K. Fletcher, Clerk, Regional Municipality of Waterloo
- C. Mintoff, City Clerk, City of Welland
- V. Critchley, City Clerk, City of Windsor
- L. Gartshore, Clerk, City of Woodstock
- D. Kelly, Regional Clerk, Regional Municipality of York
- R.J. Clapp, Commissioner of Finance, Regional Municipality of Durham



Regional Municipality of Durham
To: The Finance & Administration Committee
From: R.J. Clapp, Commissioner of Finance
Report: 2012-F-50
Date: June 19, 2012

SUBJECT:

Provincial Offences Act – Unpaid Fines – Ontario Association of Police Services Board White Paper (SC #18)

RECOMMENDATIONS:

THAT the Finance & Administration Committee recommends to Regional Council that:

- 1) The Region of Durham endorse the recommendations contained in the Ontario Association of Police Services Boards' White Paper, entitled "Provincial Offences Act - Unpaid Fines: A \$Billion Dollar Problem" and the Province of Ontario be requested to take immediate action to begin implementation of the recommendations; and,
- 2) Copies of this report be forwarded to the Ontario Minister of Community Safety and Correctional Services, Attorney General, Minister of Finance, local MPP's, the Ontario Association of Police Services Board, the Association of Municipalities of Ontario, the Municipal Finance Officers' Association of Ontario and municipalities responsible for POA.

REPORT:

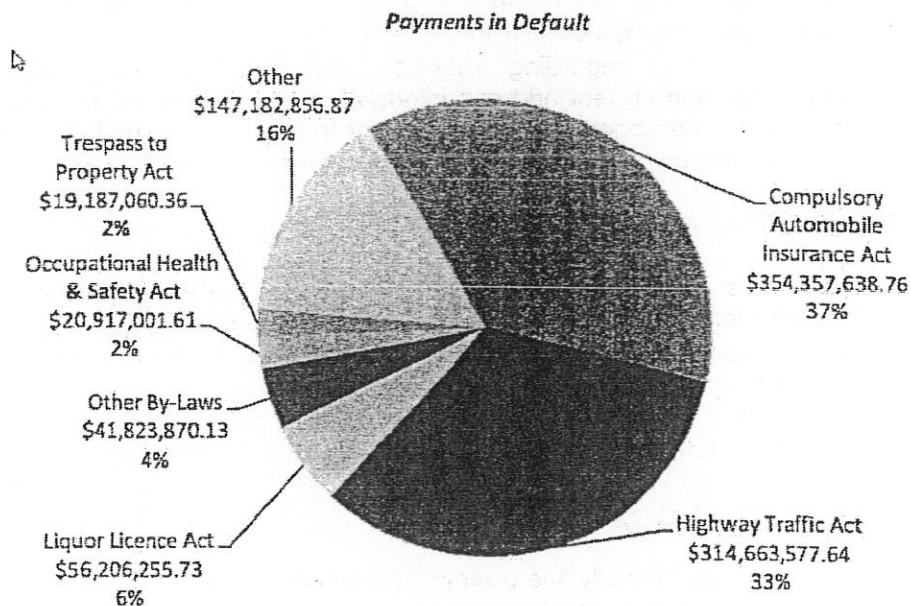
1.0 BACKGROUND

- On February 28, 2012, the Finance & Administration Committee requested staff to provide a report regarding SC#18 from the County Clerk/Director of Council Services of the Corporation of the County of Grey (Attachment #1).
- According to the Ontario Association of Police Services Boards' White Paper entitled Provincial Offences Act - Unpaid Fines, as of July 2010, there were nearly 2.5 million unpaid POA fines totaling close to \$1 billion owed mostly to Ontario Municipalities.
- If fines remain unpaid, governments usually have some tools at their disposal to compel payment. Such tools include: referring the matter to a collection agency, adding the fine amount to a property tax bill, or in some instances, suspending plates or driver's licenses. Despite the ability to use such collection tools, the number of unpaid fines continues to grow.

- The White Paper cites a lack of resources dedicated to fine collections and enforcement, coupled with a lack of effective collection tools to enforce court orders as the main challenges. The absence of effective current collection measures, together with the passage of time, results in greater difficulties in collecting court-ordered fines.

2.0 COMPOSITION OF UNPAID FINES

- Today, approximately one-third of fines ordered are not collected. Of the \$1 billion in outstanding fines, approximately one-third relate to *Compulsory Automobile Insurance Act* convictions, another third to *Highway Traffic Act* convictions, and another third to other convictions (including violations of the *Liquor License Act*, *Occupational Health and Safety Act*, and *Trespass to Property Act*).



Source: ICON Database, as of July 2010

3.0 GROWTH IN UNPAID FINES

- According to the White Paper, two major inter-related challenges exist:
 - Lack of coordination within the Provincial government (i.e. between ministries)
 - Need for operational changes to better align the authority of municipalities with their responsibilities.

- There are also secondary challenges, which account for the growth in unpaid POA fines and need to be addressed, including:
 - Lack of available data
 - Need for greater stakeholder engagement
 - Lack of alternative penalties
 - Need for simple , flexible payment system
 - Lack of incentives to pay
 - Development and sharing of best practices in POA collections

4.0 ONTARIO ASSOCIATION OF POLICE SERVICES BOARDS' RECOMMENDATIONS

- In summary, the OAPSB recommends the following:

Improve Inter-Ministry Collaboration and Information Sharing

- That Ministry of Transportation driver's licence, Ministry of Transportation licence plate, and Ministry of the Attorney General databases be linked such that information regarding driver's licence suspension, licence plate suspension and current address information can be readily accessed by law enforcement personnel and court staff for the purpose of updating databases and providing current information to collection agencies.

Stronger, Meaningful Penalties

- That driver licence suspension and licence plate suspension become penalties for nonpayment of any POA fine, regardless of type,
- That vehicle impounding and additional demerit points be considered as penalties for non-payment of POA fines, and
- That Ontario negotiate the power to garnish federal income tax returns and other federal monies paid out, for non-payment of POA fines.

More Carrots and Sticks

- That discounts for early fine payment be initiated as an incentive,
- That late penalties be doubled, and
- That POA offenders be required to pay fines in the chronological order of sentencing.

Better Data for Better Decision-Making

- That the Ministry of the Attorney General fundamentally improve the quality and accessibility of POA fine data, such that the stakeholders (including government ministries) can make informed decisions regarding fine collection challenges, expectations, and obstacles.

Embrace Stakeholders

- That the Assistant Deputy Minister, Court Services of the Ministry of the Attorney General host regular POA discussion forums with both stakeholders (including the auto insurance industry) and affected government ministries, with a view to soliciting outstanding POA fine collection concerns, sharing best practices, identifying outstanding issues, and effectively addressing those issues by implementing measures to improve the situation.

Assess Ability to Pay, and Offer Alternative Sentences

- That the hardship provisions of the *Good Governance Act, 2009*, be proclaimed and implemented, and
- That POA courts be authorized to assess individuals' ability to pay and, where warranted, allow for alternative sentencing such as community service in lieu of fine payment.

Better "Customer" Service

- That POA fine payment methodology be simplified and made more flexible and seamless, such that payment requirements, options and processes are clear, simple and easy for payees.

Ask Them, and They (Might) Pay

- That local governments diligently follow up on outstanding fines, in order to enforce court sentences, hold offenders accountable, improve public safety and realize fine revenue.

5.0 THE COMMISSION ON THE REFORM OF ONTARIO'S PUBLIC SERVICES

- On February 15, 2012, the report from the *Commission on the Reform of Ontario's Public Services* ("The Drummond Report") was released. The Commission referred to the Ontario Association of Police Services Boards' White Paper entitled *Provincial Offences Act - Unpaid Fines* and their report recommended that collection mechanisms should be improved so that the estimated 2.5 million unpaid POA fines can be recovered. Specifically, the Drummond Report recommendations were:

Recommendation 18-10: The Ministry of Finance should take the lead by providing assistance to municipalities in developing policy for the collection of unpaid Provincial Offences Act fines in the province.

Recommendation 18-11: Use licence and registration suspensions as a tool to facilitate the collection of Provincial Offences Act fines related to vehicles, including parking, speeding and automobile insurance violations.

Recommendation 18-12: Allow fines to be added via the property tax roll by adding Provincial Offences Act fines to the offender's property tax bill, even if the property is jointly owned.

Recommendation 18-13: Offset tax refunds against unpaid Provincial Offences Act fines.

6.0 REGION OF DURHAM'S POA COLLECTIONS

- The Region has just over 61,000 default cases, totaling approximately \$42 million, including fine amounts, legal fees, interest, and agency commission fees. Durham's share is approximately 4% of the total \$1 billion outstanding for the Province. Durham's collection rate is in the range of 52 to 57 per cent for newly defaulted fines. While not overly high, the collection rate is one of the best in the province, as a number of the recommendations mentioned in the White Paper have already been incorporated in Durham's practices. For example, processes currently in place include the following:

Ask Them, and They (Might) Pay – Use of collection notices reminding offenders of their arrears, in addition to verbal contact, is utilized by the collection division team. The notices provide details of the available options for payment such as on-line payment using PayTickets, Western Union, acceptance of payment via credit and debit, etc. Direct contact information is provided should the offenders need further explanation of options and processes.

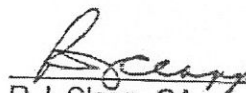
Assess Ability to Pay – Customer information is collected in an effort to assess the ability to pay and negotiate reasonable payment arrangements.

Stronger, Meaningful Penalties – Authorized collection practices include the ability to suspend driver's licenses and to place fine amounts on the tax rolls within the current parameters. As noted in Report No. 2010-F-64 ("Adding defaulted *Provincial Offences Act* fines to the Municipal tax roll"), the effectiveness of a tax lien is impaired if there are multiple owners of the property on record. The White Paper proposals go beyond the current authorized practices, making license and plate suspension and transfers of fines to the tax roll more effective.

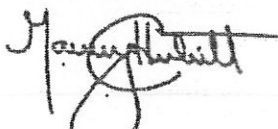
Improve Inter-Ministry Collaboration and Information Sharing – Staff from both the Legal and Finance Departments have been heavily involved in working with other municipalities, sector organizations and ministries in sharing information, best practices and suggestions for improvements and enhancements to POA systems and processes.

7.0 CONCLUSION

- The 2012 Provincial Budget addresses many of the issues presented in the 'White Paper' and in the Drummond Report. This summary was communicated in the April 4, 2012 Finance and Administration Committee Report No. 2012-F-22.
- The Province has endorsed the following recommendations:
 - Committed to improving the recovery of unpaid POA fines and supporting municipalities in this regard by granting improved collection methods.
 - Proposing a mechanism whereby the issuance or renewal of vehicle licence plates would be refused for unpaid POA fines related to the operation of vehicles.
 - Proposing a mechanism whereby unpaid POA fines would be set off against tax refunds issued by the CRA.
 - The Province will consult with municipalities, the CRA and other stakeholders in the development and implementation of these proposals and on other potential collection mechanisms that could improve the recovery of unpaid POA fines.
- Durham will continue to work with the Province and other stakeholders as needed towards the implementation of recommendations. It is recommended that the OAPSB's White Paper be endorsed to support further improvements to current POA collection practices to improve the recovery of unpaid POA fines.
- This report has been reviewed by the Region's Legal Department and the Regional Solicitor concurs with the recommendations.


 R.J. Clapp, CA
 Commissioner of Finance

Recommended for Presentation to Committee


 G.H. Cubitt, MSW
 Chief Administrative Officer

Attach.

4. CORRESPONDENCE

a) SC#18

MS. SHARON VOKES, COUNTY CLERK/DIRECTOR OF COUNCIL SERVICES, CORPORATION OF THE COUNTY OF GREY, writing to the Board of Directors, Ontario Association of Police Services Boards, advising that at their meeting held on January 3, 2012, the Council of Grey County endorsed the following resolution:

"WHEREAS the Ontario Association of Police Service Boards (OAPSB) was requested by the Minister of Community Safety and Correctional Service in 2010 to prepare a White Paper on the growing problem of increasing unpaid fines under the Provincial Offences court system (POA);

AND WHEREAS the OAPSB released its White Paper, "Provincial Offences Act – Unpaid Fines, A \$Billion Problem", on November 1, 2011;

AND WHEREAS the White Paper identifies a number of gaps in the system and has made recommendations which would significantly improve the stability of municipalities to collect unpaid POA fines;

NOW THEREFORE BE IT RESOLVED THAT the County of Grey supports the recommendations contained in the Ontario Association of Police Service Boards' White Paper on Unpaid POA Fines and urges the Province of Ontario to take immediate action to begin implementation of the recommendations;

AND FURTHER THAT this resolution be circulated to the Minister of Community Safety and Correctional Services, Attorney General, local MPP's, OAPSB, AMO, AMCTO, MFOA, County of Bruce and municipalities responsible for POA.

(Recommendation: Refer to Staff for a Report)

b) SC#19

MS. SANDRA KRANC, CITY CLERK, CITY OF OSHAWA, writing to Regional Clerk, Pat Madill, advising that at their meeting held on January 30, 2012, the Council of the City of Oshawa adopted the following recommendation of the Development Services Committee:

"WHEREAS the Region of Durham's Development Charges By-law specifically considers a self-storage mini warehouse use as a retail use rather than as an industrial use; and,

WHEREAS the City of Oshawa Development Charges By-law considers self-storage mini warehouse use to be an industrial use; and,

WHEREAS a self-storage mini warehouse use should, in the future, be considered as an industrial use by the Region since it is similar to a warehouse storage use;

THEREFORE the Region of Durham be requested to consider a self-storage warehouse use as an industrial use during the next comprehensive review of the Region's Development Charges By-law."

(Recommendation: Refer to future DC By-law Report)

Administration & Finance Division
Civic Centre

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

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



Planning & Development Division
Civic Centre

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

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

www.fort-frances.com

July 24, 2012

Regional Municipality of Durham
Attn: Pat M. Madill, Regional Clerk
605 Rossland Road East
Box 623
Whitby, Ontario
L1N 6A3

Dear Ms. Madill:

At their meeting July 23, 2012, Council referred the Recommendations on Provincial Offences Act Unpaid Fines as adopted June 27, 2012 from the Regional Municipality of Durham to the Administration and Finance Executive Committee for recommendation.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Laurie Witherspoon, Treasurer, at (807) 274-5323, ext 248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Kathryn M. Lawson, Deputy Clerk

/kl

- c.c. Administration and Finance Executive Committee
- L. Witherspoon, Treasurer
 - L. Pattison (att'd-for agenda)





**TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2012/74**

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: August 8, 2012
SUBJECT: MOS – Requests for Reconsideration
Re: 840 Fifth Street w (2012) Roll # 5912 010 004 11500 0000

BACKGROUND

Attached are the Minutes of Settlement for the 2012 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to property located at 840 Fifth Street W resulting from agreed changed value from 710,000 to 709,000.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement for property located at 840 Fifth Street West in Fort Frances for the 2012 taxation year.

<p>Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for property located at 840 Fifth Street West in Fort Frances.</p>



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Demande de réexamen Procès-verbal de transaction pour l'année d'imposition 2012

Vous avez des questions?

Appelez le 1 866 296 - 6722
ou le 1-877-889-(TTY)-MPAC (6722)
Du lundi au vendredi, de 8 h à 17 h
Internet www.mpac.ca
Fax 1 866 297 - 6703
Écrivez-nous à B.P. 9808, Toronto (Ontario) M1S 5T9
l'adresse

Si vous avez des besoins d'accessibilité,
s'il vous plaît communiquez avec la SÉFM
pour de l'assistance.

ABZAC CANADA INC
2945 LEMIRE BOUL
DRUMMONDVILLE QC J2B 6Y8

La Société d'évaluation foncière des municipalités (SÉFM) a reçu une demande de réexamen (DR) concernant la propriété indiquée ci-dessous. À la suite du réexamen effectué par la SÉFM, nous recommandons que l'évaluation de votre propriété soit modifiée pour refléter les données figurant dans le procès-verbal ci-dessous.

Le numéro de rôle	59-12-010-004-11500-0000	
Lieu et description de la propriété	840 FIFTH ST W PLAN SM211 LOT 15 16 W PT 14 RP48R1762 PARTS 6 TO 11 PCL 14-3	
Municipalité	FORT FRANCES TOWN	
Évaluation de la propriété	Valeur actuelle	Valeur révisée
Valeur actuelle 2008	710 000 \$	709 000 \$
Valeur actuelle 2005	866 000 \$	866 000 \$
Catégorie d'imposition de la propriété	Industriel (IT)	Industriel (IT)
Année d'imposition	Valeur imposable	Valeur imposable
2012	710 000 \$	709 000 \$

Raison(s) pour laquelle (lesquelles) votre évaluation foncière a changé

Données sur la structure mises à jour

Veuillez cocher la case appropriée et signer ci-dessous
J'accepte ☒ ou je refuse ☐ mon évaluation révisée.

En apposant ma signature, je reconnais que le processus de demande de réexamen (DR) est terminé.

Je comprends que:

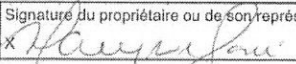
- Si j'accepte la recommandation
 - La valeur imposable révisée sera utilisée par ma municipalité pour ajuster mes impôts fonciers.
 - Et si j'ai déjà interjeté appel auprès de la Commission de révision de l'évaluation foncière (CRÉF), mon appel sera retiré.
- Si je refuse la recommandation
 - Mon évaluation foncière restera inchangée pour l'année d'imposition actuelle
 - J'ai la possibilité d'interjeter appel auprès de la Commission de révision de l'évaluation foncière au plus tard le 08 août 2012
- Une évaluation foncière complémentaire ou omise peut être produite pour refléter les modifications apportées à toute propriété qui n'ont pas encore fait l'objet d'une évaluation.


Voir au dos

Pour mener à bonne fin
votre demande de réexamen,
envoyez votre procès-verbal
dûment signé dans l'enveloppe
préaffranchie fournie ou par
télécopieur au numéro indiqué
ci-dessus.

Agenda Item # 7.4 ...

Vous devez signer et renvoyer le présent formulaire afin que la modification prenne effet dès cette année.

Signature du propriétaire ou de son représentant X 	Nom imprimer X Maryse Fournier	Date (aaaa/mm/jj) 2012/06/27
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Signature du représentant de la SÉFM X 	Jim Petrin, Director, Valuation & Customer Relations, Business Properties, Toronto & Northern Ontario	Date (aaaa/mm/jj) 2012/06/25
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Contestation par la municipalité

Signature de la municipalité X	Nom imprimer X	Date (aaaa/mm/jj)
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Date limite à laquelle la municipalité peut interjeter appel: October 22, 2012

L'année d'imposition: 2012 Le numéro de rôle: 59-12-010-004-11500-0000

2012 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	BIA	TOTAL
	2012	1.4.11500	-1,000	IT	0.04572186	0.012600	-45.72					-12.60				-58.32
							-45.72	0.00	0.00	0.00	0.00	-12.60	0.00	0.00	0.00	-58.32

Minutes of Settlement - Requests
for Reconsideration re: 840 Fifth



TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2012/77

TO: Mayor Avis & Members of Council
FROM: Debbie Scofield, Deputy-Treasurer
DATE: August 8, 2012
SUBJECT: Councillor John Albanese – “Meet & Greet District FedNor Manager”
Travel & Per Diem

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$27.00 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$75.00 in regard to travel and attendance at the “Meet and Greet the FedNor District Manager” meeting held in Emo on July 26, 2012 as submitted by Councillor John Albanese.

Meeting Expense

1. Mileage (Emo & return)	27.00
2. Per Diem (1/2 day)	<u>75.00</u>
Total Per Diem & Travel Claims	<u>\$ 102.00</u>

The per diem claim is in compliance with the Town of Fort Frances Travel Policy No. 3.11 s. 1.a), 2. a), 2. b), Schedule ‘A’ 2. and By-Law No. 02/10 4.4.

RECOMMENDATION

Administration recommends approval of the Travel and Per Diem claims in the total amount of \$102.00 for attendance at the “Meet and Greet the FedNor District Manager” held in Emo on July 26, 2012 as submitted by Councillor John Albanese.

Council Approval of this Report Will Agree to Administration’s recommendation to approve the per diem and travel claims for Councillor John Albanese in the amount of \$102.00 to attend the “Meet & Greet the FedNor District Manager” in Emo on July 26, 2012 as outlined in this report.

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

1.	Attendee	JOHN ALBANESE							
2.	Conference/Seminar Attended	Meet and Greet District Fednor Manager							
	Location (Facility and City)	EMO, ONTARIO							
	Dates	July 26, 2012							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No <input checked="" type="checkbox"/>	Reason					Total
	Mileage Claimed	60 KM x \$0.45 =							27-
6.	Approved								Total Expenses
									27-
									Advance Received
									Balance Claimed
									Balance Refunded

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

Aug 7, 2012
Date

John Albanese
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

**Town of Fort Frances
Travel Statement - Mayor/Council Honorarium**

Attendee JOHN ALBANESE "District"

Conference/Seminar Attended Meet and Greet Fednor Manager

Location Emo, ONTARIO

Dates July 26, 2012

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				July 26				
Amount				75 ⁰⁰				\$75 ⁰⁰

Submitted by: John Albanese

Date: Aug 7, 2012

Approved by: _____

Date: _____

To be submitted to Payroll for processing when approved by Council

For Payroll	Pay period _____
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