

TOWN OF FORT FRANCES

AGENDA - August 12, 2013

COMMITTEE OF THE WHOLE MEETING

Committee Room and Council Chambers, Civic Centre
(Session No. 106) 5:30 p.m. to 6:07 p.m.

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

4.1 Copperlight LP (formerly SkyPower Limited) - Amended and Restated Option Agreement - 1003 Frog Creek Rd.

4.2 Doctor Recruitment and Retention Committee.

4.3 Non-agenda in-camera items.

5. Public Session Resumes in Council Chambers: 5:50 p.m.

6. Consent Agenda: 5:52 p.m. to 5:55 p.m.

6.1 Telecommunications Review - Telcom Enterprises. 3 - 7

6.2 City of International Falls Request to Jointly Host the Canadian Ambassador to the United States Visit. 8 - 9

6.3 Minutes of Settlement - Requests for Reconsideration re: 209 McIrvine Road (2013); 538 Church Street (2013). 10 - 15

7. Administration and Finance Division: 5:55 p.m. to 5:56 p.m.

7.1 Mayor Roy Avis - Ministry of Finance Meeting in Espanola Travel and Per Diem Claims. 16 - 21

8. Operations and Facilities Division: 5:56 p.m. to 6:01 p.m.

8.1 Update on Capital Projects

9. Information:

9.1 Administration and Finance Department Stats for the period ending June 30, 2013. 22 - 23

| | | |
|------------|---|----|
| 9.2 | 2013 Reserve Funds Stats - 2nd Quarter. | 24 |
| 9.3 | July 2013 Complaint Register. | |
| 10. | Non-agenda items: 6:02 p.m. | |



REPORT



TO: Mayor and Council

FROM: Jason Kabel, Manager of Community Services

DATE: August 6, 2013

RE: Telecommunications Review – Telcom Enterprises

BACKGROUND

In February 2013 Laurie Witherspoon received a cold call email from Telcom Enterprises with a suggestion that the Town could benefit from a telecommunications audit. Also around that time the Community Services Division was consulting with Vianet Communications to provide a similar service to better streamline the telecom fees incurred on a monthly basis by the Town. It was evident that Telcom Enterprises was better equipped and had a great deal more experience to assist the Town with a comprehensive telecommunications audit and at the regular Council meeting on March 11, 2013 Mayor and Council authorized entering into an agreement with Telcom Enterprises for the purposes of performing a complete audit of all telecommunication expenses. The cost associated with the audit was agreed to be fifty percent (50%) of the monthly savings that Telcom was able to achieve over eighteen (18) months.

On July 18, 2013 Telcom Enterprises (Norm Pollard, president) presented a detailed account of the telecommunications audit findings and recommendations for realizing these projected savings going forward. Telcom has provided 4 options (please see attached options & previously provided report) for reconfiguring our utilization of telecommunication services on an annualized, ongoing savings basis that range from \$53,988.24 (38% savings) to \$84,271.56 (59% savings) of existing telecommunications expenses. Currently the Town of Fort Frances incurs annual telecommunication expenses totalling \$143,687.28. Included in this annualized cost is \$2,691.72 of services working for the Fort Frances Power Corporation.

RECOMMENDATION

The Community Services Division recommends Option C as presented by Telcom Enterprises with the consideration to explore the feasibility to further maximize savings as outlined in Option D that is predicated on the availability of mainline power pole infrastructure space and viability. The Community Services Division will pursue the practicality and possibility of Option D as a long-term savings opportunity.

OPTION C (Bell/Vianet Local Lines/Telizon Long Distance/Tbaytel Mobility)

In Option C, it is proposed:

- replicating Option A with respect to our Local Line recommendations with the exception of the Bell Megalink which we recommend be converted to a Vianet Megalink (PRI). In this option we propose substituting the Bell Canada long distance with Telizon, and the Bell Megalink with a Vianet Megalink. Telizon is

a large reseller of Bell Canada long distance that numerous municipalities use across Ontario and Vianet is a competitor to be utilizing IP bases services. Although Bell Canada, in these cases, will charge two dollars and sixty-two cents (\$2.62) more per line, it will be offset by their inability to continue to charge for numerous long distance network charges at the monthly cost of nine dollars and ninety-five cents (\$9.95) each (see long distance section).

- consolidating your twenty-eight (28) plus accounts from a more manageable accounts receivable perspective. In this way you will significantly reduce labour costs as well as provide an improved management control. The generated monthly savings will be \$2,592.27 or \$31,107.24 on an annualized basis or forty-six percent (46%) of your current cost for local line services.

- convert your long distance to Telizon at their new proposed North American Long Distance Rate of one point six cents (\$0.016) per minute for all Inbound/Outbound calls. The generated monthly savings will be \$1,146.77 or \$13,761.24 for a ninety-six percent (96%) savings compared to your current Long Distance costs.

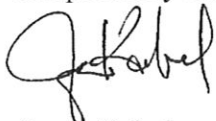
- maintain your Mobility Wireless with Tbaytel at the new Corporate Rate Plan for all devices currently on the new 4G network. Convert all devices currently on the old CDMA network to the new Tbaytel 4G network to ensure all users are getting the benefit of the free features included in this rate plan. As well, once the devices are converted over to the new network The Town of Fort Frances will save on the System Access Fee and 911 Fee as they are included in the new rates. The System Access Fee is \$75.00 per year per wireless device.

The generated monthly savings for Mobility will be \$238.00 per month or \$2,856.00 or eighteen percent (18%) on an annualized basis.

In summary, under Option C, by contracting all your Bell lines and converting your Bell Megalink to Vianet as well as implementing our other recommendations, your total monthly savings will be \$5,494.59 or \$65,935.08 on an annualized basis for a forty-six percent (46%) saving compared to your current telecom costs.

(SEE SAVINGS SUMMARY – OPTION C)

Respectfully Submitted,



Jason Kabel,
Manager of Community Services

Council approval of this report will authorize entering into an agreement with Telcom Enterprises for the purposes of implementing the telecommunication savings as presented in Option C to realize the savings of \$5,494.59/month or \$65,935.08 on an annualized basis for a forty-six percent (46%) savings compared to our current telecom costs of \$143,687.28.

Town of Fort Frances Telecommunications Review

Proposed Options by Telcom Enterprises

| | | Option A | Option B | Option C | Option D |
|-------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| | Current Expenses | Proposed | Proposed | Proposed | Proposed |
| Local Lines | \$5,631.99 | \$3,130.85 | \$3,564.78 | \$3,039.72 | \$3,039.72 |
| Long Distance | \$1,197.86 | \$406.68 | \$51.09 | \$51.09 | \$51.09 |
| Mobility | \$1,340.00 | \$1,102.00 | \$1,102.00 | \$1,102.00 | \$1,102.00 |
| Misc Equipment Rentals | \$293.35 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Off Premise Extensions | \$1,055.95 | \$548.85 | \$0.00 | \$0.00 | \$0.00 |
| LDDS CHANNELS | \$760.70 | \$758.50 | \$758.50 | \$758.50 | \$758.50 |
| LDDS CHANNELS | \$575.55 | \$469.50 | \$469.50 | \$469.50 | \$469.50 |
| Internet | \$1,118.54 | \$1,058.54 | \$1,058.54 | \$1,058.54 | \$0.00 |
| Total Monthly Expenses | \$11,973.94 | \$7,474.92 | \$7,004.41 | \$6,479.35 | \$5,420.81 |
| Monthly Savings | \$0 | \$4,499.02 | \$4,969.53 | \$5,494.59 | \$6,553.13 |
| Percent Savings | 0% | 37.6% | 41.5% | 45.9% | 54.7% |
| Total Annual Savings | \$0 | \$53,988.24 | \$59,634.36 | \$65,935.08 | \$78,637.56 |



Converging
Technologies Solutions

338 Oxbow Park Drive
Wasaga Beach, ON L9Z 2T9
866-808-9069 or 705-429-8323
Fax: 877-429-8428
www.telcomenterprises.com
telcom@telcomenterprises.com
1391009 Ontario Limited

TELCOM ENTERPRISES AUTHORITY TO PROCEED CONTRACT

Thank you for your acceptance of our Proposal to reduce your telecommunications costs.

Please **sign** this agreement **authorizing** Telcom Enterprises to implement the recommendations as outlined in our Proposal and send by **return fax to:**
1-877-429-8428.

Please be assured that we will place the orders with the various local and long distance suppliers and/or your mobility suppliers, on a timely basis to ensure the savings commence as soon as possible. As well, we will audit your supplier bills within thirty (30) days from the time of implementation to ensure the savings have commenced. After this reconciliation we will mail our Invoice to you which will be due upon receipt.

It is imperative during the implementation phase, that any Telecom changes you require are placed through us to ensure there is no duplication or confusion with the various carriers.

Again, thank you for your business and we look forward to working with you in the near future.

Yours truly,

Linda Pollard
Vice President of Administration

Authority to Proceed

Company: _____

Signature: _____

Title: _____

Date: _____

Please mark selected Option: Option A ☐ Option B ☐ Option C ☐ Option D ☐

Attach Business Card
Or Copy Of Letterhead Here

LETTER OF AGENCY

Telcom Enterprises is hereby authorized to act on behalf of:

in the ordering, installation and administration of telecommunications services and facilities.

This letter supercedes any previous Letter of Agency.

Customer Signature: _____

Print Name: _____

Title: _____

Date: _____



TOWN OF FORT FRANCES ADMINISTRATION & FINANCE DIVISION TREASURY REPORT 2013/78

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: August 6, 2013

SUBJECT: City of International Falls Request to Jointly Host the Canadian Ambassador to the United States Visit

BACKGROUND

At the Monday, July 22, 2013 Council Meeting the letter received from Mayor Bob Anderson requesting consideration of jointly hosting a visit by the Canadian Ambassador to the United States Gary Doer was referred to the Administration & Finance Executive Committee for recommendation.

Mayor Anderson would like the two communities to host a breakfast or a luncheon for the Ambassador's visit and associated events.

RECOMMENDATION

The Administration & Finance Executive committee recommends that Council approve the request received from the City of International Falls to jointly host a visit by the Canadian Ambassador to the United States and to commit funding up to \$1,000.00 for this event.

Council Approval of This Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the request received from the City of International Falls to jointly host a visit by the Canadian Ambassador to the United States Gary Doer and to commit funding of this event up to a maximum of \$1,000.00,



CITY OF INTERNATIONAL FALLS

600 FOURTH STREET
INTERNATIONAL FALLS, MN 56649
Telephone 218/283-9484
Cell 218/240-4233
FAX 218/283-3590

OFFICE OF MAYOR
Robert (Bob) W. Anderson



July 19, 2013

Honorable Roy Avis, Mayor
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario P9A 3P9

Dear Mayor Avis and members of the Town council:

Thank you again for the great working relationship that we enjoy and so eloquently exhibited with the activities around the recent visit of the Consul General of Canada Jamshed Merchant.

This letter has a second purpose and that is to gauge your interest in the two councils hosting a visit by the Canadian Ambassador to the United States Gary Doer. You might recall that Ambassador Doer visited the two communities a few years ago and that the two paper companies hosted community leaders in a luncheon and an opportunity for the ambassador to make a presentation to the assembled group.

The recent efforts by our communities to bring our business and social activities to a full 360 degree circle rather than each being 180 degrees would fit well with a visit by the Ambassador. If you could respond to me as soon as possible so that the scheduling and planning could begin that would be most helpful. I can be reached at 218-240-4233 or 218-283-7982.

My thanks for your consideration of this possible visit and associated events.

Sincerely,

Bob Anderson
Mayor



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/76

To: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: August 6, 2013

SUBJECT: MOS – Requests for Reconsideration

| | |
|-----------------------|---------------------------------------|
| Re: 209 McIrvine Road | (2013) Roll # 5912-010-005-02501-0000 |
| 538 Church Street | (2013) Roll # 5912-020-002-03100-0000 |

BACKGROUND

Attached are the Minutes of Settlement for the 2013 taxation years under Section 39.1 of the *Assessment Act* from MPAC with regard to the following properties:

1. 209 McIrvine Road - Residential CVA reduction from 249,000 to 179,802 resulting from updated structure data/unfinished structure allowance
2. 538 Church Street – Residential CVA reduction from 78,500 to 66,000 resulting from adjustment for obsolescence.

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.

That total financial impact of the Minutes of Settlement is \$1,538.01 consisting of a reduction of municipal revenue of \$1,364.81 and education revenue of \$173.20 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

RECOMMENDATION

The Administration & Finance Executive Committee recommends that Council receive the Minutes of Settlement (M.O.S.) for properties located at 209 McIrvine Road and 538 Church Street for the 2013 taxation year and that the M.O.S. be processed.

Council Approval of This Report Will Agree to the recommendation of the Administration and Finance Executive Committee to receive the Minutes of Settlement for properties located at 209 McIrvine Road and 538 Church Street for the 2013 taxation year and that the M.O.S. be processed.

2013 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

| Batch # | Year Affected | Roll # | Assessment Change | RTC/RTQ | Municipal Rate | School Rate | Municipal Amount | English Public | English Separate | French Public | French Separate | No Sup School | Capping Adjust | Penalty/ Interest | BIA | TOTAL |
|-----------------------|---------------|-----------|-------------------|---------|----------------|-------------|------------------|----------------|------------------|---------------|-----------------|---------------|----------------|-------------------|------|-----------|
| TX | 2013 | 1.5.02501 | -69,198 | RTEP | 0.01670548 | 0.00212 | -1,155.99 | -146.70 | | | | | | | | -1,302.69 |
| | 2013 | 2.2.03100 | -12,500 | RTEP | 0.01670548 | 0.00212 | -208.82 | -26.50 | | | | | | | | -235.32 |
| | | | | | | | -1,364.81 | -173.20 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | -1,538.01 |
| Minutes of Settlement | | | | | | | | | | | | | | | | |



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Request for Reconsideration
Minutes of Settlement 2013 Tax Year

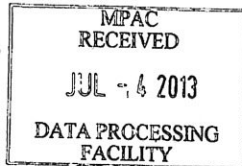
AGENDA ITEM #6.3

Questions?

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297-6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

WILLIAMSON CHRISTOPHER ROY
GREEN ELISSA ANNE
209 MCIRVINE RD
FORT FRANCES ON P9A 3N3



The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below.

| | | |
|--|--|-----------------------------|
| Roll number | 59-12-010-005-02501-0000 | |
| Property location and description | 209 MCIRVINE RD PLAN SM59 PT LOTS 25 AND 26 RP 48R1136 PARTS 1 AND 2 RP 48R1048 PARTS 3 AND 4 RP 48R1229 PART 1 AND 2 PCL 21642 21875 22439 | |
| Municipality | FORT FRANCES TOWN | |
| Property Assessment | Current | Revised |
| 2012 Current Value | \$297,000 | \$202,000 |
| 2008 Current Value | \$233,000 | \$172,403 |
| Property Classification | Residential (RT) | Residential (RT) |
| Tax Year | Phased-in Assessment | Phased-in Assessment |
| 2013 | \$249,000 | \$179,802 |
| 2014 | \$265,000 | \$187,202 |
| 2015 | \$281,000 | \$194,601 |
| 2016 | \$297,000 | \$202,000 |

Reason(s) why your property assessment changed

- Updated structure data
- Unfinished structure allowance

Please see reverse

Please check the appropriate box and sign below

I ☒ accept my revised assessment

or

I ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by September 18, 2013.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

You must sign and return this form for the change to take effect this year.

| | | |
|---|---|--|
| Signature of property owner/representative X <i>Chris Williamson</i> | Print Name X <i>Chris Williamson</i> | Date (yyyy/mm/dd) <i>2013/06/28</i> |
|---|---|--|

| | | |
|---|--|---------------------------------|
| Signature of MPAC representative X <i>Walter Veneruzzo</i> | Walter Veneruzzo, Director, Valuation and Customer Relations | Date (yyyy/mm/dd) 2013/06/10 |
|---|--|---------------------------------|

Objection by Municipality

| | | |
|--------------------------|-----------------|-------------------|
| Municipal Signature X | Print Name X | Date (yyyy/mm/dd) |
|--------------------------|-----------------|-------------------|

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: October 15, 2013

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2013 Roll Number: 59-12-010-005-02501-0000

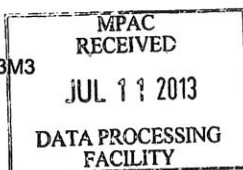


MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

MOS: 2013-00019
Request for Reconsideration
Minutes of Settlement 2013 Tax Year

AGENDA ITEM #6.3

DUPUIS RHONDA MAUREEN
BEKESI SHANE KENNETH
SITE 216-62
RR 2 STN MAIN
FORT FRANCES ON P9A 3M3

**Questions?**

Call 1 866 296-MPAC (6722)
1 877 889-MPAC (6722) TTY
Monday to Friday - 8 a.m. to 5 p.m.
Web www.mpac.ca
Fax 1 866 297-6703
Write P.O. Box 9808 Toronto, ON M1S 5T9

If you have any accessibility needs,
please contact MPAC for assistance.

The Municipal Property Assessment Corporation (MPAC) received a Request for Reconsideration (RfR) for the property identified below. As a result of MPAC's review, we recommend your property assessment be revised according to the settlement shown below.

| | | |
|--|--|-----------------------------|
| Roll number | 59-12-020-002-03100-0000 | |
| Property location and description | 538 CHURCH ST PALB PT LOT 310 PCL 310-1 | |
| Municipality | FORT FRANCES TOWN | |
| Property Assessment | Current | Revised |
| 2012 Current Value | \$80,000 | \$66,000 |
| 2008 Current Value | \$78,000 | \$75,706 |
| Property Classification | Residential (RT) | Residential (RT) |
| Tax Year | Phased-in Assessment | Phased-in Assessment |
| 2013 | \$78,500 | \$66,000 |
| 2014 | \$79,000 | \$66,000 |
| 2015 | \$79,500 | \$66,000 |
| 2016 | \$80,000 | \$66,000 |

Reason(s) why your property assessment changed

- Adjustment for Obsolescence

Please see reverse

Please check the appropriate box and sign below

AGENDA ITEM #6.3

I ☒ accept my revised assessment

or

I ☐ reject my revised assessment.

By signing, I agree the Request for Reconsideration (RfR) process is completed.

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by October 02, 2013.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

You must sign and return this form for the change to take effect this year.

| | | |
|--|-------------------------------|---------------------------------|
| Signature of property owner/representative X <i>R. Dupuis</i> | Print Name X Rhonda Dupuis | Date (yyyy/mm/dd) 2013/07/04 |
|--|-------------------------------|---------------------------------|

| | | |
|---|--|---------------------------------|
| Signature of MPAC representative X <i>Walter Veneruzzo</i> | Walter Veneruzzo, Director, Valuation and Customer Relations | Date (yyyy/mm/dd) 2013/06/24 |
|---|--|---------------------------------|

Objection by Municipality

| | | |
|--------------------------|-----------------|-------------------|
| Municipal Signature X | Print Name X | Date (yyyy/mm/dd) |
|--------------------------|-----------------|-------------------|

To finalize your RfR, your signed Minutes can be mailed in the prepaid envelope provided or faxed to 1 866 297-6703.

Last date for a Municipal Appeal: October 22, 2013

PLEASE NOTE: If there is any change in the law that affects the determination of the adjusted 2008 CVA used as the starting point to determine the phased-in assessments in these Minutes of Settlement, MPAC reserves the right to re-state the phase-in amounts included in the Settlement to comply with the statutory or regulatory change.

Tax Year: 2013 Roll Number: 59-12-020-002-03100-0000



TOWN OF FORT FRANCES

ADMINISTRATION & FINANCE DIVISION

TREASURY REPORT 2013/79

TO: Mayor Avis & Members of Council

FROM: Laurie Witherspoon, Treasurer

DATE: August 6, 2013

SUBJECT: Mayor Roy Avis – Ministry of Finance Meeting in Espanola Travel & Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “B” Travel Expense Statement claim in the amount of \$643.96 and Travel Statement – Mayor /Council Honorarium claim in the total amount of \$450.00 in regard to meeting with the Ministry of Finance and members of the Reassessment Working Group in Espanola on July 29, 2013 and travel on July 28 & July 30, 2013 as submitted by Mayor Roy Avis.

Travel Expenses

| | | |
|----|---|---------------|
| 1. | Meals | \$197.00 |
| 2. | Accommodations | 324.80 |
| 3. | Ground Transportation (including personal vehicle fuel) | 102.16 |
| 4. | Airport Parking | 20.00 |
| 5. | Per Diem (3 days) | <u>450.00</u> |

| | |
|--------------------------------|-------------------|
| Total Per Diem & Travel Claims | <u>\$1,093.96</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

The Administration & Finance Executive Committee recommends approval of the Travel and Per Diem claims in the total amount of \$1,093.96 for attendance at the meeting in Espanola with the Ministry of Finance and members of the Reassessment Working Group on July 29, 2013 and travel on July 28 & 30, 2013 as submitted by Mayor Roy Avis.

Council Approval of this Report Will Agree to the Administration & Finance Executive Committee recommendation to approve the per diem and travel claim for Mayor Roy Avis, in the amount of \$1,093.96, to attend the meeting in Espanola with the Ministry of Finance and members of the Reassessment Working Group on July 29, 2013 and travel on July 28 & 30, 2013.

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

| | | | | | | | | |
|--------------------------------|------------------------------------|---------------|---------------|------------------|--------|------|------|---------------|
| 1. Attendee | <i>Roy Aulis</i> | | | | | | | |
| 2. Conference/Seminar Attended | <i>MINISTRY OF FINANCE MEETING</i> | | | | | | | |
| Location (Facility and City) | <i>ESPAÑOLA</i> | | | | | | | |
| Dates | <i>JULY 28 29 30</i> | | | | | | | |
| 3. | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Total |
| Accommodation | <i>162.40</i> | <i>162.40</i> | | | | | | <i>324.80</i> |
| Transportation <i>FUEL</i> | | | <i>102.16</i> | | | | | <i>102.16</i> |
| Breakfast | <i>—</i> | <i>15.00</i> | <i>15.00</i> | | | | | <i>30.00</i> |
| Lunch | <i>16.00</i> | <i>16.00</i> | <i>20.00</i> | | | | | <i>52.00</i> |
| Dinner | <i>40.00</i> | <i>40.00</i> | <i>35.00</i> | | | | | <i>115.00</i> |
| Per Diem | | | | | | | | |
| Other <i>PARKING</i> | | | <i>20.00</i> | | | | | <i>20.00</i> |
| 4. Prepaid Expenses | Registration | | Air Travel | | Other | | | Total |
| | | | | | | | | |
| 5. Town Used Vehicle | Yes | No | Reason | | | | | Total |
| Mileage Claimed | KM x \$0.47 = | | | | | | | |
| 6. Approved | | | | Total Expenses | | | | <i>643.96</i> |
| | | | | Advance Received | | | | <i>—</i> |
| | | | | Balance Claimed | | | | <i>643.96</i> |
| | | | | Balance Refunded | | | | |

The agenda must be attached to process payment

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

AUGUST 1 2013
Date

[Signature]
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

| | | | |
|------------------|-----------|------------------------|---------|
| <i>Aug. 6/13</i> | | <i>G-110-1500-1530</i> | |
| Date | Treasurer | A/P | Cashier |



33 Gerrard Street West, Toronto, Ontario, M5G 1Z4
Tel: 416-595-1975 Fax: 416-581-8934

GOVT ON
Mr Roy Avis
320 Porthge Ave
Fort Frances ON P9A 3P9
Canada

Room: 2248
Folio:
Cashier: 245
Arrival: 07/28/13
Departure: 07/30/13
Reference:
Booking Ref. #:

| Date | Description | Additional Information | Charges | Credits |
|----------|-------------------------------------|------------------------|---------|---------|
| 07/28/13 | Room Charge | | 140.00 | |
| 07/28/13 | Room - HST 13% | | 18.20 | |
| 07/28/13 | DMP - Destination Marketing Program | | 3.72 | |
| 07/28/13 | DMP HST | | 0.48 | |
| 07/29/13 | Room Charge | | 140.00 | |
| 07/29/13 | Room - HST 13% | | 18.20 | |
| 07/29/13 | DMP - Destination Marketing Program | | 3.72 | |
| 07/29/13 | DMP HST | | 0.48 | |
| 07/30/13 | American Express | XXXXXXXXXXXX4007 | XX/XX | 324.80 |

HST Summary

Registration No: 887925881

Room 37.36

F&B 0.00

Other 0.00

Total 37.36

| | | |
|-------------|--------|--------|
| Total | 324.80 | 324.80 |
| Balance Due | 0.00 | CDN |

Guest Signature: _____

I agree that my liability for this bill is not waived and I agree to be held personally liable in the event that the indicated person, company, or association fails to pay for any part of or the full amount of these charges.



STORE MGR 807-274-4521
GST/HST #119347672

PR GAS REGULAR UNLEAD 102.16
GAS REGULAR UNLEAD 73.023L@\$.399 P8
**** TAX .00 BAL 102.16
VF Visa 102.16
ACCOUNT NUMBER *****6746
AUTHOR. #: 087278
CHANGE .00

TOTAL NUMBER OF ITEMS SOLD = 1
GAS REGULAR UNLEAD
INCLUDES 13.0% GST/HST 11.75
8/01/13 07:29 0674 46 0009 101

YOUR CASHIER TODAY WAS NICK

BARBARA AVIS 2335

Safeway Club Card Elite Customer
You have the Managers direct line:
807-276-6633

Visit us online for Weekly
flyer specials at safeway.ca

Like us on Facebook for
exclusive coupons, recipes & more
Facebook.com/SafewayCanada

LET US HEAR FROM YOU!
1-800-723-3929 OR VISIT SAFEWAY.CA

AEROPORT INTERNATIONAL
THUNDER BAY
INTERNATIONAL AIRPORT
www.tbairport.on.ca

**** TICKET ****
LANE/VOIE: West 2 Pay Station
Entered/Arrivee:
2818/87/28 15:89

Ticket/Billet#: 85184659
Dur/Duree: 46:88:42
Paid On/Paye Le:
2818/87/30 18:18

Paid/Paye: \$ 28.88
Original Fee: \$ 28.88
HST: \$ 2.88

Change: \$ 8.88
VISA
SC: \$ 8.88


Merchant ID: 88851895
*****6746 Swiped
VISA
Purchase 18/87/30 18:18:02
Seq# 888888 882
Auth# 891484

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>Roy Ann</i> | Signature  |
| Approved | Date <i>AUGUST 1 2013</i> |

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

| | |
|-------------------------------|---------------------------------|
| Attendee <i>Roy Avis</i> | <i>Roy Avis</i> |
| Conference / Seminar Attended | <i>MEETING MINISTER FINANCE</i> |
| Location | <i>ESPAÑOLA</i> |
| Dates | <i>July 28 29 30</i> |

Details of Per Diem

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|----------------|----------------|-----------|----------|--------|----------|----------------|-----------------|
| Date | <i>July 29</i> | <i>July 30</i> | | | | | <i>July 28</i> | |
| Amount | <i>150-</i> | <i>150</i> | | | | | <i>150-</i> | <i>\$450.00</i> |

| | |
|--|---------------------------------|
| Name (Please Print) <i>Roy Avis</i> | Signature <i>[Signature]</i> |
| Approved | Date <i>August 1 2013</i> |

To be submitted to Payroll for processing when approved by Council

Administration & Finance Department Stats for the period ending June 30, 2013

| | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
|-----------------------------------|--------------|--------------|--------------|--------------|--------------|--------------|------|--------|-----------|---------|----------|----------|---------------|
| Revenue | | | | | | | | | | | | | |
| Tax Certificates | \$ 405.80 | \$ 174.30 | \$ 290.50 | 406.70 | 522.30 | 1,044.60 | | | | | | | \$ 2,844.20 |
| Business Licences | 15,049.00 | 5,226.20 | 2,702.40 | 2,783.25 | 3,484.90 | 1,183.60 | | | | | | | \$ 30,429.35 |
| Lottery Licences | 2,440.25 | | 1,093.07 | 0.00 | 416.40 | 160.76 | | | | | | | \$ 4,110.48 |
| Town Property Rental | 364.60 | 364.60 | 373.72 | 373.72 | 373.72 | 373.72 | | | | | | | \$ 2,224.08 |
| Fort Frances Portion of POA Fines | | | | | 11,158.48 | 0.00 | | | | | | | \$ 11,158.48 |
| Death/Still Birth Registrations | | 177.30 | 265.95 | 679.65 | 0.00 | 325.05 | | | | | | | \$ 1,447.95 |
| Marriage Licences | | 134.90 | 269.80 | 269.80 | 269.80 | 1,214.10 | | | | | | | \$ 2,158.40 |
| Civil Marriage | 312.10 | 612.10 | | | 0.00 | 607.42 | | | | | | | \$ 1,531.62 |
| Certify Copies | | 5.45 | 10.90 | | 2.95 | 0.00 | | | | | | | \$ 19.30 |
| Commissioning Oaths/Affidavits | 105.10 | 108.15 | 39.25 | 38.60 | 127.70 | 27.60 | | | | | | | \$ 446.40 |
| Investment Income | 670.70 | 678.94 | 1,082.51 | 2,345.93 | 2,004.41 | 1,941.04 | | | | | | | \$ 8,723.53 |
| Agreement Fee | | | | | 0.00 | | | | | | | | \$ - |
| Sale of Land | | | | | 0.00 | | | | | | | | \$ - |
| Administration Service Charges | 178.80 | 16,476.91 | 13,036.83 | 15,438.89 | 20,734.46 | 15,447.83 | | | | | | | \$ 81,313.72 |
| | \$ 19,526.35 | \$ 23,958.85 | \$ 19,164.93 | \$ 22,336.54 | \$ 39,095.12 | \$ 22,325.72 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 146,407.51 |

Accounts Receivable

| | | | | | | | | | | | | | |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|------|------|------|------|------|------|-------------|
| Balance Forward | 276,262.01 | 163,615.01 | 174,318.61 | 155,448.51 | 124,862.94 | 105,276.95 | | | | | | | |
| Invoices/Debits | 59,155.26 | 119,162.64 | 155,091.71 | 101,411.96 | 113,858.92 | 117,058.70 | | | | | | | |
| Payments/Credits | (172,404.50) | (108,589.67) | (174,061.82) | (131,709.68) | (133,560.43) | (90,721.71) | | | | | | | |
| Interest Applied | 602.24 | 130.63 | 100.01 | 151.12 | 115.52 | 265.06 | | | | | | | |
| Total Amount Owing | \$ 163,615.01 | \$ 174,318.61 | \$ 155,448.51 | \$ 125,301.91 | \$ 105,276.95 | \$ 131,879.00 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,364.58 |

A/R Invoices Processed

| | | | | | | | | | | | | | |
|--------------------------|----|-----|-----|-----|-----|-----|---|---|---|---|---|---|-----|
| General/By-Law | 7 | 24 | 10 | 13 | 13 | 16 | | | | | | | 83 |
| Daycare | 0 | 50 | 50 | 55 | 52 | 49 | | | | | | | 256 |
| Airport | 4 | 19 | 21 | 6 | 21 | 19 | | | | | | | 90 |
| Landfill | 18 | 27 | 25 | 33 | 37 | 44 | | | | | | | 184 |
| Public Works | 5 | 2 | 4 | 11 | 6 | 9 | | | | | | | 37 |
| Sewer | 9 | 9 | 7 | 15 | 8 | 5 | | | | | | | 53 |
| Water | 14 | 11 | 26 | 19 | 11 | 7 | | | | | | | 88 |
| Fire Department | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 |
| Memorial Sports Centre | 19 | 8 | 20 | 18 | 9 | 15 | | | | | | | 89 |
| Fort Frances Power Corp | 3 | 5 | 8 | 5 | 7 | 3 | | | | | | | 31 |
| Invoices Issued by Month | 79 | 155 | 171 | 175 | 164 | 167 | 0 | 0 | 0 | 0 | 0 | 0 | 911 |

NSF/Returned Payments

| | | | | | | | | | | | | | |
|------------------------|---|---|---|---|---|---|--|--|--|--|--|--|----|
| Daycare | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | 0 |
| Memorial Sports Centre | 1 | 3 | 3 | 7 | 6 | 2 | | | | | | | 22 |
| Utilities | 4 | 4 | 3 | 4 | 1 | 2 | | | | | | | 18 |
| Education | 0 | 0 | 3 | 1 | 0 | 1 | | | | | | | 5 |
| Other | 1 | 0 | 0 | 1 | 1 | 0 | | | | | | | 3 |

Totals

| | | | | | | | | | | | | | |
|---------------------|-----------------|-----------------|-----------------|---------------|---------------|-----------------|------|------|------|------|------|------|--------------|
| Balance Forward | \$ 836,350.20 | \$ 6,801,279.07 | \$ 2,256,472.61 | \$ 784,422.31 | \$ 6,085.38 | \$ -138,910.19 | | | | | | | |
| Tax Billings/Debits | 7,307,509.07 | 2,920.83 | 5,972.83 | 16,714.75 | 3,164.02 | 6,166,032.81 | | | | | | | |
| Payments/Credits | (1,353,373.60) | (4,558,132.90) | (1,491,989.39) | (822,902.38) | (149,451.86) | (24,701.95) | | | | | | | |
| Interest Applied | 10,793.40 | 10,405.61 | 13,966.26 | 15,679.94 | 13,463.03 | 11,865.00 | | | | | | | |
| Total Amount Owing | \$ 6,801,279.07 | \$ 2,256,472.61 | \$ 784,422.31 | \$ 6,085.38 | \$ 138,910.19 | \$ 6,014,305.67 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 76,193.24 |

| | January | February | March | April | May | June | July | August | September | October | November | December | TOTALS |
|---|-----------------|-----------------|-----------------|-----------------|-----------------|---------------|--------|--------|-----------|---------|----------|----------|----------------|
| Tax Arrears Notices Mailed/Letters | 288 | 249 | 415 | 526 | 298 | 267 | | | | | | | 2,043 |
| # of Properties in Arrears 3 years+ | 34 | 32 | 31 | 26 | 25 | 22 | | | | | | | |
| # of Properties in Arrears 3 years+ with no payment plans | 14 | 14 | 11 | 9 | 8 | 5 | | | | | | | 61 |
| # Tax Sale Registrations | 0 | 0 | 0 | 0 | 0 | 0 | | | | | | | |
| # Write offs (MOS/357 Applications) | | 1 | 3 | 3 | | | | | | | | | 7 |
| Write-off - Municipal Portion | | \$ 1,328,102.70 | \$ 6,588.61 | \$ 432,033.43 | | 1 | | | | | | | \$1,766,724.74 |
| # of Charity Rebates | 1 | | | | | | | | | | | | 2 |
| Charity Rebates - Municipal Portion | \$ 4,937.90 | | | \$ | - | \$ 7,225.32 | | | | | | | \$12,163.22 |
| # Vacancy Rebates | | | 7 | 5 | 0 | | | | | | | | 12 |
| Vacancy Rebates - Municipal Portion | | \$ | \$ 7,489.56 | \$ 11,797.43 | \$ | | | | | | | | \$19,286.99 |
| E.D. Financial Incentive Plan | | | | | | | | | | | | | |
| Demolition Grant | | | | | | | | | | | | | \$0.00 |
| Grant-In-Lieu of Taxes | | | | | | | | | | | | | \$0.00 |
| Water & Sewer | | | | | | | | | | | | | |
| Balance Forward | \$ 1,219,748.15 | \$ 618,402.99 | \$ 555,116.83 | 409,157.18 | 323,679.17 | 387,220.55 | | | | | | | |
| W/S Billings/Debits | 192.11 | 1,263.18 | 788,364.48 | 2,148.92 | 802,767.37 | 2,136.87 | | | | | | | |
| Payments/Credits | (603,834.35) | (68,902.15) | (937,694.52) | (89,164.29) | (739,847.00) | (65,474.36) | | | | | | | |
| Interest Applied | 2,297.08 | 4,352.81 | 3,370.39 | 1,537.36 | 621.01 | 1,225.69 | | | | | | | |
| Total Amount Owng | \$ 618,402.99 | \$ 555,116.83 | \$ 409,157.18 | \$ 323,679.17 | \$ 387,220.55 | \$ 325,108.75 | \$ | \$ | \$ | \$ | \$ | \$ | 13,404.34 |
| Bi-Monthly Water/Sewer Bills Issued | | | | | | | | | | | | | |
| Final Billings Issued | 3,388 | 9 | 3,374 | 9 | 3,375 | 18 | | | | | | | 10,137 |
| Late Notices Mailed | | 474 | | 442 | | 424 | | | | | | | 36 |
| Registered Letters | | 46 | | 40 | | 39 | | | | | | | 1,340 |
| Disconnects | | 1 | | 3 | | 1 | | | | | | | 5 |
| Reconnections | | 0 | | 0 | | 1 | | | | | | | 1 |
| Provincial Offences | | | | | | | | | | | | | |
| Fines Paid | \$ 25,297.00 | \$ 23,872.00 | \$ 34,080.00 | \$ 34,757.00 | \$ 38,215.00 | | | | | | | | \$ 156,221.00 |
| Outstanding Fines (pre & post transfer) | \$ 1,883,278.00 | \$ 1,890,761.00 | \$ 1,888,185.00 | \$ 1,906,541.00 | \$ 1,923,255.00 | | | | | | | | |
| IQOR Collections (pretransfer) | \$ | \$ 109.70 | \$ 557.81 | \$ 3,373.85 | \$ 1,254.98 | | | | | | | | \$ |
| IQOR Collections (post-transfer) | \$ | \$ 109.70 | \$ 557.81 | \$ 3,373.85 | \$ 1,254.98 | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$ 5,855.65 |
| Total IQOR Collected | | | | | | | | | | | | | \$ 5,855.65 |
| Hours spent on Collections | 40 | | | | | | | | | | | | 40.0 |
| Notice of Default - mailed out | 60 | 40 | 36 | 38 | 40 | | | | | | | | 214 |
| New Charges Filed | 107 | 157 | 179 | 416 | 332 | | | | | | | | 1,191 |
| Court Room Operating Hours | | | | | | | | | | | | | 0.0 |
| Charges Disposed (Before or at Trial) | | | | | | | | | | | | | |
| Pled to Attend - Convicted | 30 | 23 | 41 | 42 | 71 | | | | | | | | 207 |
| Pled Guilty | 15 | 25 | 18 | 31 | 26 | | | | | | | | 115 |
| Withdrawn | 0 | 1 | 1 | 3 | 4 | | | | | | | | 9 |
| Dismissed | 1 | 2 | 5 | 1 | 1 | | | | | | | | 10 |
| Stayed | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 |
| Dismissed/Acquitted | 1 | 2 | 2 | 2 | 0 | | | | | | | | 5 |
| Pled Not Guilty - Convicted | 1 | 2 | 2 | 0 | 3 | | | | | | | | 8 |
| Other | 0 | 0 | 0 | 0 | 0 | | | | | | | | 0 |
| Total | 48 | 55 | 69 | 77 | 105 | 0 | 0 | 0 | 28 | 0 | 0 | 0 | 395 |

2013 RESERVE FUNDS

| Account Name | G/L Account # | Balance as at Dec 31/12 | Line % | Interest Earned 1st Quarter | Subtotal | Line % | Interest Earned 2nd Quarter | Subtotal |
|------------------------------------|-----------------|----------------------------|-----------|--------------------------------|---------------|-----------|--------------------------------|---------------|
| Handi-Transit MTO Gas Tax | R-L60-0809-0000 | 8,586.85 | 0.082% | 53.17 | 8,640.02 | 0.082% | 54.97 | 8,694.99 |
| Daycare/Toy Library Donations | R-L60-0812-0000 | 2,463.90 | 0.023% | 15.26 | 2,479.16 | 0.023% | 15.77 | 2,494.93 |
| Waterworks Projects | R-L60-0816-0000 | 4,848,561.25 | 46.111% | 30,022.52 | 4,878,583.77 | 46.111% | 31,040.15 | 4,909,623.92 |
| Parks & Cemeteries Projects | R-L60-0823-0000 | 42,648.38 | 0.406% | 264.08 | 42,912.46 | 0.406% | 273.03 | 43,185.49 |
| Public Library & Technology Centre | R-L60-0827-0000 | 264,711.47 | 2.517% | 1,639.11 | 266,350.58 | 2.517% | 1,694.66 | 268,045.24 |
| Sister Kennedy Centre Projects | R-L60-0832-0000 | 19,602.35 | 0.186% | 121.38 | 19,723.73 | 0.186% | 125.49 | 19,849.22 |
| Post Landfill Closure | R-L60-0851-0000 | 248,022.47 | 2.359% | 1,535.77 | 249,558.24 | 2.359% | 1,587.82 | 251,146.06 |
| Sanitary Sewer | R-L60-0859-0000 | 1,335,143.24 | 12.698% | 8,267.27 | 1,343,410.51 | 12.698% | 8,547.49 | 1,351,958.00 |
| Townshend Theatre | R-L60-0871-0000 | 77,447.05 | 0.737% | 479.56 | 77,926.61 | 0.737% | 495.81 | 78,422.42 |
| Corporate Vehicles/Equipment | R-L60-0874-0000 | 1,389,135.67 | 13.211% | 8,601.59 | 1,397,737.26 | 13.211% | 8,893.15 | 1,406,630.41 |
| Corporate Building | R-L60-0875-0000 | 393,968.63 | 3.747% | 2,439.47 | 396,408.10 | 3.747% | 2,522.16 | 398,930.26 |
| Corp. Projects Reserve Fund | R-L60-0876-0000 | 1,175,379.10 | 11.178% | 7,278.00 | 1,182,657.10 | 11.178% | 7,524.69 | 1,190,181.79 |
| Corporate Contingency | R-L60-0877-0000 | 576,807.16 | 5.486% | 3,571.62 | 580,378.78 | 5.486% | 3,692.68 | 584,071.46 |
| Federal Gas Tax Reserve | R-L60-0878-0000 | 132,445.69 | 1.260% | 820.11 | 133,265.80 | 1.260% | 847.91 | 134,113.71 |
| | | 10,514,923.21 | 100.00% | 65,108.91 | 10,580,032.12 | 100.00% | 67,315.78 | 10,647,347.90 |
| Library Building | R-L61-0828-0000 | 14,707.17 | | | 14,707.17 | | | 14,707.17 |
| | | 10,529,630.38 | | 65,108.91 | 10,594,739.29 | | 67,315.78 | 10,662,055.07 |

*Interest allocation for first quarter adjusted
in June due to auditor's 2012 YE J/E to water
and sewer reserves

| <i>Interest Earned - Jan 1/13 - March 31/13</i> | |
|---|-----------|
| Reserve Fund Bank Account Int. | 532.16 |
| ONE Money Market Investments | 5.81 |
| ONE Bond Investments | 54,055.01 |
| Reserve Fund B/L 35/96-A Interest | 4,968.00 |
| Reserve Fund GIC Interest | 5,547.93 |
| | 65,108.91 |

| <i>Interest Earned - April 1/13 - June 30/13</i> | |
|--|-----------|
| Reserve Fund Bank Acct. Int. | 193.55 |
| ONE Money Market Investments | 5.30 |
| ONE Bond Investments | 57,018.20 |
| Reserve Fund Solar Panel Int. | 4,364.14 |
| Reserve Fund GIC Interest | 5,734.59 |
| | 67,315.78 |