

TOWN OF FORT FRANCES

AGENDA - August 31, 2015

SPECIAL MEETING - COMMITTEE OF THE WHOLE MEETING Council Chambers, Civic Centre

Page

1. COMMITTEE OF THE WHOLE

(Session No. 030)

1.1 Call to Order

1.2 Disclosure of pecuniary interest and the general nature thereof.

2. In-Camera

2.1 Pending Litigation - Agency One Matters

2.2 Identifiable Individual - Staffing Matters

3. Public Session Resumes

4. Administration and Finance Division

4.1 M. McCaig, CAO - Travel Expenses: AMO Conference, Niagara Falls August 16-19, 2015 3 - 5

- approval of this report will agree to the recommendation to approve the travel expense claim from the CAO in the amount of \$731.40 for his attendance at the AMO Conference in Niagara Falls on August 16-19, 2015

4.2 Councillor G. P. Ryan - Travel Expenses & Per Diem Claim: AMO Conference, Niagara Falls August 16-19, 2015 6 - 20

- approval of this report will agree to the recommendation to approve the travel expense claim for Councillor Ryan in the amount of \$2268.84 for his attendance at the AMO Conference in Niagara Falls on August 16-19, 2015

4.3 Councillor K. Perry - Travel Expenses & Per Diem Claim: AMO Conference, Niagara Falls August 16-19, 2015 21 - 30

- approval of this report will agree to the recommendation to approve the travel expense claim for Councillor Perry in the amount of \$2234.92 for his attendance at the AMO Conference in Niagara Falls on August 16-19, 2015

4.4 Mayor Roy Avis - Travel Expenses & Per Diem Claim: AMO Conference Niagara Falls August 16-19, 2015

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- approval of this report will agree to the recommendation to approve the Travel Expenses and Per Diem claim in the amount of \$2011.71 for his attendance at the AMO Conference in Niagara Falls on August 16-19, 2015.

5. Operations and Facilities Division

- 5.1 King's Highway Project: Verbal Update from D. Brown, Manager of Operations & Facilities

6. Planning and Development Division

- 6.1 Town of Fort Frances Phone System Issues and Replacement 45 - 47
- approval of this report will approve an unbudgeted expense of \$250,000.00 for the immediate replacement of the Town of Fort Frances Phone System.

7. General

- 7.1 "Incredible Community - Boundless Opportunity" 48 - 75
Strategic Plan - June 2015
7.2 Traffic Control (Temporary Detour) 76
- approval of this report will bring forward a by-law to provide additional traffic control along the detour route

8. ADJOURNMENT

To: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: August 26, 2015
Subject: Mark McCaig, CAO – AMO Conference

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expenses of \$731.40 to attend a AMO Conference held in Niagara Falls from August 16 – 19, 2015 as submitted by Mark McCaig, CAO.

Travel Expenses

1. Meal Allowance	\$268.00
2. Per Diem Allowance	40.00
3. Ground Travel (Taxi)	35.00
4. Airport Parking (5 Days @ 10.00/day)	50.00
5. Mileage (Thunder Bay return)	<u>338.40</u>
Total Travel Expense Claim	<u>\$731.40</u>

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

RECOMMENDATION

Administration recommends approval of the Travel Expense claim for Mark McCaig, CAO in the amount of \$731.40 for his attendance at the AMO Conference held in Niagara Falls from August 16 – 19, 2015.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Expense claim for Mark McCaig, CAO in the amount of \$731.40 for his attendance at the AMO Conference held in Niagara Falls from August 16 – 19, 2015.

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

1.	Attendee	MARK MCCAIG							
2.	Conference/Seminar Attended	AMO AGM							
	Location (Facility and City)	NIAGRA FALLS, CONFERENCE CENTRE							
	Dates	AUG. 13 (TRAVEL DAY) 16 → 19th							
3.		Sun.	Mon. 17	Tues. 18	Wed. 19	Thurs. 13 th	Fri. 14	Sat. 15	Total
	Accommodation								
	Transportation								
	Breakfast		15.00	15.00	15.00	12.00	—	—	57.00
	Lunch		—	20.00	20.00	16.00	—	—	56.00
	Dinner		40.00	40.00	35.00	40.00	—	—	155.00
	Per Diem		10.00	10.00	10.00	10.00			40.00
	Other TAXI & PARKING				85.00				85.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason		Unavailable			Total
	Mileage Claimed	720	KM x \$0.47 =		338.40				338.40
6.	Approved							Total Expenses	731.40
								Advance Received	
								Balance Claimed	
								Balance Refunded	

The agenda must be attached to process payment

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

AUG. 24, 2015
Date

Mark McCaig
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



RECEIPT

Date Aug 19/15 Fare \$18.00
From _____
To _____
Car# 09 Driver MERV
sales@niagarafallstaxi.com

RECEIPT

CALL NO. _____ DATE 19-8-2015
CAB NO. 1203 AMOUNT \$ 17.00
DRIVER'S NAME JERRY
FROM ELIZABETH ST
TO PORTER AIRPORT

NOTE: AMOUNT SHOWN ABOVE INCLUDES HST
Driver is an Independent Contractor, any HST Input Credit
may be claimed as "NOTIONAL" or applied to driver's
registration number, not Co-op Cabs.

DRIVER'S HST NO.
(if applicable)

minus \$20.00
for personal
days.

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

**** TICKET ****
LANE/VOIE: West 3 Pay Station
Entered/Arrivee:
2015/08/19 11:25

Ticket/Billet#: 86503597
Dur/Duree: 148:13:08
Paid On/Paye Le:
2015/08/19 15:39

Paid/Paye: \$ 70.00
Original Fee: \$ 70.00
HST: \$ 8.05

Change: \$ 0.00
VISA
SC: \$ 0.00

Merchant ID: 00351395
*****6190 Swiped
VISA
Purchase 15/08/19 15:39:48
Seq# 000002 005
Auth# 084470

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: August 26, 2015
SUBJECT: Councillor Paul Ryan – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$750.00 and Schedule “B” Travel Expenses of \$1,518.84 to attend the AMO Conference held in Niagara Falls, Ontario from August 16 – 19, 2015 as submitted by Councillor Paul Ryan.

Conference Expenses

1.	Meals	\$346.00
2.	Ground Transportation (Shuttle Equivalent to Niagara Falls/Hotel Shuttle)	135.00
3.	Hotel Accommodations	298.03
4.	Mileage – Own Vehicle (Thunder Bay Return)	338.40
5.	Airport Parking	29.36
6.	Checked Baggage Charge	56.50
7.	Airfare	<u>315.55</u>
	Sub-total	\$1,518.84
8.	Per Diem (5 days)	<u>750.00</u>
	Total Per Diem & Travel Claims	<u>\$2,268.84</u>

The registration fee of \$729.98 and hotel accommodations of \$911.37 were paid by the Town resulting in the total cost of \$3,910.19 to attend the AMO Conference as authorized by Council.

RECOMMENDATION

Administration recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,268.84 as submitted by Councillor Paul Ryan for his attendance at the AMO Conference held in Niagara Falls, Ontario.

<p>Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,268.84 as submitted by Councillor Paul Ryan for his attendance at the AMO Conference held in Niagara Falls, Ontario.</p>	Page 6 of 76
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**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

1. Attendee	PAUL RYAN						
2. Conference/Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 116 th ANNUAL GENERAL MEETING + CONFERENCE						
Location (Facility and City)	SCOTIABANK CONVENTION CENTRE, NIAGARA FALLS ON.						
Dates	AUGUST 15, 16, 17, 18, 19, 20 / 2015						

3.		Sun. 16 th	Mon. 17 th	Tues. 18 th	Wed. 19 th	Thurs. 20 th	Fri.	Sat. 15 th	Total
	Accommodation				163.56			134.47	298.03
	Transportation <i>Air Fare</i>	315.55							315.55 <i>dw</i>
	Breakfast	15.00	15.00	15.00	15.00	15.00			75.00
	Lunch	20.00	Ø	20.00	20.00	16.00			76.00
	Dinner	40.00	40.00	40.00	40.00			35.00	195.00
	Per Diem								
	Other <i>Shuttle, Toronto Airport to Niagara Falls + Return</i>	131.00	(equivalent)						131.00 <i>No Receipt</i>

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
	<i>By Town of Fort Frances</i>	<i>✓ 56.50</i>	<i>29.38</i>	<i>Room - Aug 16, 17, 18</i>	
	<i>Air Baggage Charge 29.38 x 2 = 58.76 : Private Vehicle Parking 29.38 : Shuttle in Toronto 4.00 =</i>				92.14 <i>89.86</i>

5.	Town Used Vehicle	Yes	<input checked="" type="radio"/> (No)	Reason	Total
	Mileage Claimed	720	KM x \$0.47 =	<i>Previously Booked By Others</i> <i>Fr. Frances → Thunder Bay + Return</i>	338.40

6.	Approved	Total Expenses <i>dw</i>	\$1,518.84	1205.87
		Advance Received		Ø
		Balance Claimed <i>dw</i>	\$1,518.84	1205.87
		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 25th / 2015
Date

Paul Ryan
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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) PAUL RYAN	Signature Paul Ryan
Approved	Date August 24th / 2015



TownePlace Suites by Marriott

550 Harbour Expressway | Thunder Bay, ON P7B 6P4
phone 807.346.9000



Paul Ryan

523 Colonization Rd E

Fort Frances ON P9A2S1

Town Of Fort Frances

room: 332

room type: STQQ

number of guests: 2

clerk: HSA

rate: \$119.00

arrive: 13Aug15

time: 05:39PM

depart: 14Aug15

time: 05:14AM

folio number: 71480

Date

Description

Charges

Credits

13Aug15

room charge

119.00

13Aug15

hst- tax room

15.47

14Aug15

Master Card

134.47

card #: MCXXXXXXXXXXXX1937/XXXX

amount: 134.47 auth: 07101z signature on file

this card was electronically swiped on 13aug15

balance: 0.00

Rewards Account # XXXXX9354. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

As requested, a final copy of your bill will be emailed to you at: RBAVIS@JAM21.NET. See "Internet Privacy Statement" on Marriott.com.



Holiday Inn

08-20-15

**Gordon Ryan
CA**

Folio No. :
A/R Number :
Group Code :
Company : **Government**
Membership No. :
Invoice No. :
Reference # :

Cashier No. : **125**

Room No. : **0358**
Arrival : **08-19-15**
Departure : **08-20-15**
Conf. No. : **67262638**
Rate Code : **IMGOV**
Page No. : **1 of 1**

Date	Description	Charges	Credits
08-19-15	*Accommodation	141.00	
08-19-15	DMP	3.74	
08-19-15	HST	18.82	
08-20-15	MasterCard		163.56
Total		163.56	163.56
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Your booking is confirmed. Booking reference: **LQMY7Z**

An email booking confirmation has been sent to: **gpryan70@hotmail.com**.

Use your booking reference to **retrieve your official Itinerary/Receipt at aircanada.com**.

Passengers Ms Gay L Ryan, Mr Gordon Paul Ryan

Flight	From	To	Departure	Arrival
AC8532	Thunder Bay (YQT)	Toronto (YYZ)	07:20 Fri 14-Aug 2015	09:14 Fri 14-Aug 2015
AC8535	Toronto (YYZ)	Thunder Bay (YQT)	12:35 Thu 20-Aug 2015	14:38 Thu 20-Aug 2015

Air Transp. Charges	480.00
Options	0.00
Taxes, fees and charges	151.10
Travel Insurance	Purchase travel insurance
Grand Total	\$631.10
Canadian dollars	

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

AIR CANADA

Booking Reference: **LQMY7Z**

Customer Care

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Air Canada
1-888-247-2262

Main Contact:
Ms Gay L Ryan
gpryan70@hotmail.com
Mobile: 1-807-2764440
Home: 1-807-2749195
Work: 1-807-2743287

Flight Arrivals and Departures
1-888-422-7533

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8532 ¹	Thunder Bay (YQT) Fri 14-Aug 2015 07:20	Toronto, Pearson Int'l (YYZ) Fri 14-Aug 2015 09:14 - Terminal 1	0	1hr54	DH4	Tango, T	
AC8535 ¹	Toronto, Pearson Int'l (YYZ) Thu 20-Aug 2015 12:35 - Terminal 1	Thunder Bay (YQT) Thu 20-Aug 2015 14:38	0	2hr03	DH4	Tango, L	

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Ms Gay L Ryan : Adult (16+), Ticket Number: 0142149481759

Air Canada - Aeroplan : 366662047	Meal Preference: None
Payment Card: xxxx-xxxx-xxxx-4925	Special Needs: None
Seat Selection: None	

2: Mr Gordon Paul Ryan : Adult (16+), Ticket Number: 0142149481760

Frequent Flyer Prog: None	Meal Preference: None
Payment Card: xxxx-xxxx-xxxx-4925	Special Needs: None
Seat Selection: None	

Note
 $\text{Total } 631.10 \div 2 = \text{Claim Airfare}$
315.55

Purchase Summary

Fare Summary

Total for 2 adults

Departing Flight (Tango) **270.00**
(Including surcharges)

Return Flight (Tango) (including surcharges)	210.00
Options	0.00
Taxes, Fees and Charges	151.10
Total	631.10
Travel Insurance (declined)	0.00
Grand Total - Canadian dollars	\$631.10

Payment Information

Credit/Debit Card xxxx-xxxx-xxxx-4925 - Amount paid: **\$631.10**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$315.55 (Air Transp. Charges - per ticket)

Ticket number(s): 0142149481759, 0142149481760

Fare Rules

Departing Flight Thunder Bay (YQT) To Toronto (YYZ) - **Tango**

Return Flight Toronto (YYZ) To Thunder Bay (YQT) - **Tango**

- **Changes:**
 - Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
 - **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
 - **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
 - Flights can only be used in sequence from the place of departure specified on the itinerary.
- **Cancellations:**
 - Tickets are **non-refundable** and **non-transferable**.
 - **Cancellations** can be made up to 45 minutes prior to departure.
 - Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
 - Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- Read complete **fare rules** applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Thunder Bay (YQT) To Toronto (YYZ) - **Tango**

Return Flight : Toronto (YYZ) To Thunder Bay (YQT) - **Tango**

Regular Baggage Allowance	1st bag:	2nd bag:
	\$25.00 CAD	\$25.00 CAD
	+ taxes* per direction	+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the



Niagara Airbus Rate Calculator

Get a quick quote for your next trip with Niagara Airbus.

Trip Information

☐ One Way ☒ Round Trip

Origin *

Toronto International Airport ▼

Destination *

Niagara Region ▼

Select a City:

Niagara Falls ▼

- OR -

Select a hotel:

Enter the first few characters of your hotel name

Travel Dates *

Travel Date:

08/30/2015

Return Date:

09/02/2015

Passengers *

Adults (18 to 64 yrs) # Seniors (+65 years) # Students (12 to 17 yrs) # Children (3 to 11 yrs) # Infants (under 3 yrs)

0 ▼

1 ▼

0 ▼

0 ▼

0 ▼

Different # of Passengers on Return Trip?

Additional Information

More than one pickup/drop-off location?

☐ Yes

Select the number of additional pieces of luggage:

0 ▼

[Read Our Excess Luggage](#)

Conference or Promotion Code?

Estimated Fare *

Airport Shuttle (Shared Ride)

Exclusive Service (Private Car)

Base Fare	\$122.00	Base Fare	\$402.00
Early Bird Discount	(\$6.07)	Early Bird Discount	(\$20.10)



Holiday Inn

08-20-15

Gordon Ryan
CA

Folio No. : 925435
A/R Number :
Group Code :
Company : Government
Membership No. :
Invoice No. :
Reference # :

Cashier No. : 151

Room No. : 0358
Arrival : 08-19-15
Departure : 08-20-15
Conf. No. : 67262638
Rate Code : IMG0V
Page No. : 1 of 1

Date	Description	Charges	Credits
08-20-15	Shuttle Service	3.54	
08-20-15	HST	0.46	
08-20-15	Cash		4.00
Total		4.00	4.00
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

Re: Shuttle - Hotel to Pearson Toronto Airport

Departure Date: 2015-08-14

Passenger: GORDON RYAN

Departure city: THUNDER BAY YQT

Destination city: TORONTO YYZ

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

HST: 3.25 CAD

Total CAD: 28.25 CAD

Form of payment used: Visa XXXXXXXXXXXXX4925

Please Note: This fee is non refundable.

GST - HST: #100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <http://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here:
<http://mymessages.aircanada.com/en/hilhCRtUFisdfaOltW3MEg>

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This service email was sent by Air Canada

GST - HST: #100092287 RT0001

Departure Date: 2015-08-20

Passenger: GORDON RYAN

Departure city: TORONTO-T1 YYZ

Destination city: THUNDER BAY YQT

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

HST: 3.25 CAD

Total CAD: 28.25 CAD

Form of payment used: Visa XXXXXXXXXXXXX4925

Please Note: This fee is non refundable.

GST - HST: #100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment
information so you can fly through your mobile experience and pay for
items like upgrades and flight changes quickly, easily and securely. Click
the link below to Learn More, [http://services.aircanada.com/portal-
web/mobile/static/mobileplus.html](http://services.aircanada.com/portal-web/mobile/static/mobileplus.html)

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You can view all your available Air Canada mobile+ messages here:
<http://mymessages.aircanada.com/en/hilhCRtUFisdfaOltW3MEg>



Avis
Airpark
Thunder Bay, ON

08/20/2015 2:18PM 01
000000#8090 CLERK01

	6 @ \$6.50
Reg. Park	12 \$39.00
SUBTOTAL	\$44.07
MDSE ST	\$39.00
H. S. T.	\$5.07

ITEMS	60
CHARGE	\$44.07

Private Vehicle Parking @ Avis Air Park Lot
Thunder Bay

$$44.07 \div 6 \text{ Days} = 7.34 / \text{Day}$$

$$\text{Claim 4 Days Parking @ } 7.34 \times 4 = \underline{\underline{29.36}}$$

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

Meeting Confirmation

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

2015 AMO Annual Conference

Sunday, August 16, 2015 through Wednesday, August 19, 2015

Hosted By: City of Niagara Falls
Niagara Falls, ON

Coordinators: Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856
x344

All other inquiries: Nav Dhaliwal - ndhaliwal@amo.on.ca | 416-971-9856 x330

You are registered for the following:

Function	Quantity	Rate	Amount
5% DISCOUNT	1	-34.00	-34.00
(REG) Conference Only	1	680.00	680.00
		Subtotal	646.00
		Tax	83.98
		Total	729.98
		Payment	0.00
		Balance	729.98

Total GST: 83.98

GST Remittance Number: 106732944RT0001

We can also confirm, we have these choices on file :
caucus selection: Northern Caucus

We can also confirm your dietary requirements as:
None

GUEST FOLIO

Niagara Falls Marriott Fallsview Hotel & Spa • 6740 Fallsview Blvd, Niagara Falls, ON L2G 3W6 Canada
905.357.7300 • Marriott.com/IAGNF



Room 1009	Name RYAN/PAUL	Rate 259.00	Depart 19/08/15	Time 12:00	16436	17316
Type NQQG			Arrive 16/08/15	Time 11:44	ACCT#	GROUP
163						

MRW#: XXXXX0043

Room Clerk	Address	Payment			
DATE	REFERENCE	CHARGES	CREDITS	BALANCE DUE	

13/01	ADVDP-VS			911.37	
	SETTLED TO:	VISA			
16/08	NATGRPRV	1009, 1	259.00		
16/08	HST	1009, 1	34.94		B
16/08	PF	1009, 1	9.84		L
17/08	NATGRPRV	1009, 1	259.00		
17/08	HST	1009, 1	34.94		B
17/08	PF	1009, 1	9.84		L
18/08	NATGRPRV	1009, 1	259.00		
18/08	HST	1009, 1	34.94		B
18/08	PF	1009, 1	9.84		L

\$-.03

TO BE SETTLED TO: MASTERCARD

THANK YOU FOR CHOOSING THE MARRIOTT FALLSVIEW! TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL THE FRONT DESK, OR PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.

----- HST 801621061 RT0001 -----			
DESCRIPTION	(AEGM)	TAXED AMOUNT	TAX
TOTAL HST TAX			.00
B ROOM HST TAX 13%		.00	104.82
D GENERAL HST TAX 13%		.00	.00
I ROOM HST 13%		.00	.00
NET CHARGES			
806.52	TAX	911.37	FOLIO
	104.82		-.03

AS REQUESTED, A FINAL COPY OF YOUR BILL WILL BE EMAILED TO:
KLAWSO@FORT-FRANCES.COM
SEE "INTERNET PRIVACY STATEMENT" ON MARRIOTT.COM

Note:

Pay By The Town of Fort Frances

This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amount shown in the credits column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after checkout, you will owe us interest from the checkout date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.


Signature X

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

Attendee	Paul Ryan
Conference / Seminar Attended	ASSOCIATION OF MUNICIPALITIES OF ONTARIO 116 th ANNUAL General Meeting + Conference
Location	Scotiabank Convention Centre, Niagara Falls ON.
Dates	August 15, 16, 17, 18, 19, 20 / 2015

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Aug 17	Aug 18	Aug 19	Aug 20		Aug 15	Aug 16	
Amount	150.00	150.00	150.00	75.00		75.00	150.00	750.00

Name (Please Print) Paul Ryan	Signature 
Approved	Date August 24 th 2015

To be submitted to Payroll for processing when approved by Council

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: August 26, 2015
SUBJECT: Councillor Ken Perry – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$750.00 and Schedule “B” Travel Expenses of \$1,484.92 to attend the AMO Conference held in Niagara Falls, Ontario from August 16 – 19, 2015 as submitted by Councillor Ken Perry.

Conference Expenses

1.	Meals	\$360.00
2.	Ground Transportation (Shuttle Equivalent to Niagara Falls/Hotel Shuttle)	136.33
3.	Hotel Accommodations	223.74
4.	Gas - Own Vehicle (Thunder Bay Return)	85.00
5.	Airport Parking	48.00
6.	Airfare (Short Notice Equivalent)	<u>631.85</u>
	Sub-total	\$1,484.92
7.	Per Diem (5 days)	<u>750.00</u>
	Total Per Diem & Travel Claims	<u>\$2,234.92</u>

The registration fee of \$729.98 and hotel accommodations of \$911.37 were paid by the Town resulting in the total cost of \$3,876.27 to attend the AMO Conference as authorized by Council.

RECOMMENDATION

Administration recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,234.92 as submitted by Councillor Ken Perry for his attendance at the AMO Conference held in Niagara Falls, Ontario.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,234.92 as submitted by Councillor Ken Perry for his attendance at the AMO Conference held in Niagara Falls, Ontario.

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

1. Attendee	Ken Perry							
2. Conference/Seminar Attended	AMO Conference							
Location (Facility and City)	Niagara Falls, ON							
Dates	August 16-19, 2015 (Aug 15 th + Aug 20 Travel Days)							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				118.74			111.87	223.74
	Transportation								768.18
	Breakfast	12.00	15.00	15.00	15.00	12.00			69.00
	Lunch	20.00	20.00	20.00	20.00	16.00			96.00
	Dinner	40.00	40.00	40.00	40.00			35.00	195.00
	Per Diem								
	Other								

4. Prepaid Expenses	Registration	Air Travel	Other	Total

5. Town Used Vehicle	Yes	<u>(No)</u>	Reason	NOT AVAILABLE	Total
Mileage Claimed	KM x \$0.47 =				133.00

6. Approved	Parking 48.00	Total Expenses	1484.92
	Gas 85.00	Advance Received	600.00
		Balance Claimed	884.92
		Balance Refunded	

The agenda must be attached to process payment

\$884.92

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

Date Aug 25/15

Ken Perry
Employee Signature

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

Date	Treasurer	A / P	Cashier

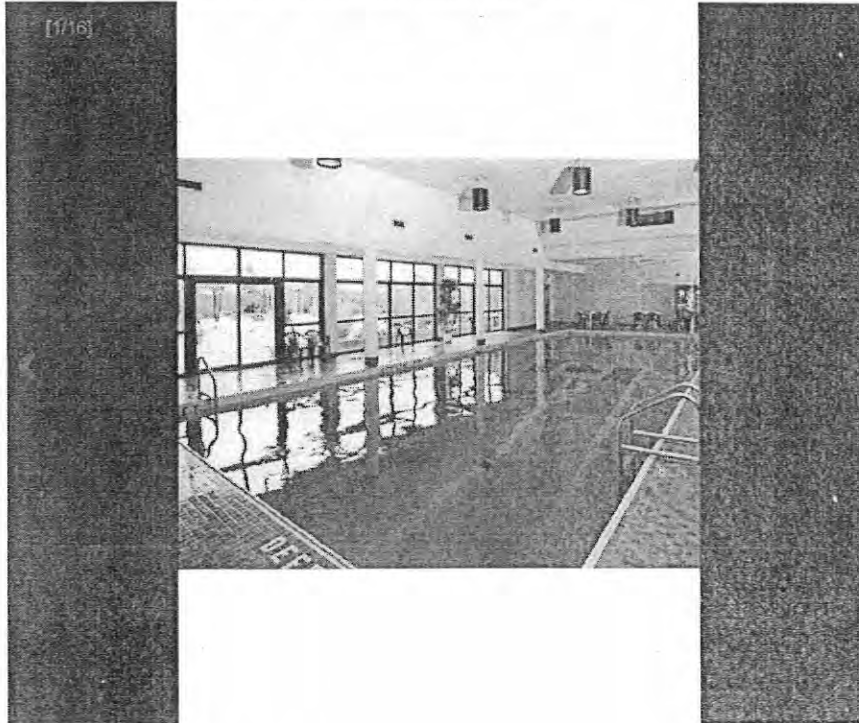


[Back to search results](#) 08/29/2015 - 08/30/2015 1 room, 2 adults [Change search](#)

Airline Hotel and Conference Centre ★★★★★

698 West Arthur St, Thunder Bay, ON, P7E5R8, Canada, 866-835-2352

Jump to: [Overview](#) | [Room choices](#) | [Hotel information](#) |



~~\$131 CAD~~ **\$99 CAD**

nightly price

[Book Now](#)

Best Price Guarantee

[See map](#)



Good

3.1 / 5

"The place needs a new carpet but otherwise it was clean and the staff were super helpful..."
Aug 17, 2015

"Great location for traveling, right along the highway on the way thru Thunder Bay. Had a..."
Aug 10, 2015

See all 301 Hotels.com reviews



From 83 reviews
TripAdvisor Traveller Rating

[Price Watch](#)

[Share](#)

[See if the hotel has anything planned that may affect your stay](#)

Family hotel in Thunder Bay with indoor pool, restaurant

☒ Free WiFi and free parking

Airport within 5 mi/8 km: Thunder Bay, ON (YQT-Thunder Bay Intl.)

Main amenities

- ☒ 155 guestrooms
- ☒ Indoor pool
- ☒ Free airport shuttle
- ☒ 24-hour business center
- ☒ 24-hour front desk
- ☒ Daily housekeeping
- ☒ Restaurant and bar/lounge
- ☒ Breakfast available
- ☒ Sauna
- ☒ Airport shuttle
- ☒ Air conditioning
- ☒ Garden

What's around

- International Friendship Garden (1.9 mi / 3 km)
- Centennial Botanical Conservatory (2.2 mi / 3.6 km)
- St. Paul's Anglican Church (2.4 mi / 3.8 km)
- Chapples Golf Course (2.4 mi / 3.8 km)
- Fort William Gardens (2.4 mi / 3.9 km)

99-00x
Hsr 1-13=
111 87~

X 2 Nights

= \$223.74

Page 23 of 76

This hotel has been booked 5 times in the last 24 hours

[Home](#)

Review Flight Details

[Search](#) [Select](#) **[Review](#)** [Passengers](#) [Purchase](#) [Seats](#) [Itinerary](#)

 Time remaining to **complete this page:** **18:38** [Learn more](#)

The grand total shown includes all taxes, fees, carrier surcharges (where applicable) and other charges. Fares shown are the best available uniform rates at this time for the number of tickets requested and the selected travel times and dates. Prices are not guaranteed until payment has been processed, and tickets have been issued.

Review your itinerary

Flight	From	To	Date	Depart	Arrive	Stops	Duration	Aircraft	Fare Type	Meal Service
AC8534 ¹	Thunder Bay (YQT)	Toronto, Pearson Int'l (YYZ) Terminal 1	Sat 15-Aug	10:35	12:29	0	1hr54	DH4	Latitude, B	
AC8539 ¹	Toronto, Pearson Int'l (YYZ) Terminal 1	Thunder Bay (YQT)	Wed 19-Aug	14:55	16:58	0	2hr03	DH4	Flex, G	

Operated by:

¹ Air Canada Express - Jazz

Review final quote details

[Fare Summary](#) | [Fare Details](#)
[Modify your search](#)
☐ **Preview total cost**
(Including **travel option** and **seat selection** charges).

On the next screen, you'll be able to finalize your travel options, and we'll invite you to make your seat selection after you've completed your ticket purchase.

Total for 1 adult

Air Transportation Charges

Departing Flight ([Latitude](#))(Including [surcharges](#))

439.00

Return Flight ([Flex](#))(Including [surcharges](#))

225.00

Taxes, Fees and Charges

130.67

Grand Total - Canadian dollars

 \$794.67
 +45.20 Service fee
 839.87 total
[Convert currency](#)

for informational purpose only

 If your customer is eligible for a tax exemption, please provide [exemption information](#).

Review the fare rules and the general conditions of carriage

 Departing Flight Thunder Bay (YQT) To Toronto (YYZ) - **Latitude**

• Changes:

- Changes are permitted and a change fee does not apply.
- Your total ticket price may increase if changes are made and the original fare you booked is no longer available, or if may not have access to the original fare. Advance purchase may apply.
- Lower Latitude fares may be available only at aircanada.com for selected flights and dates. **Any changes not comp a higher Latitude fare** than would otherwise be available.
- Same-day standby** is permitted at no charge.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• Cancellations:

- Tickets are **fully refundable and non-transferable**. **Partially used** tickets may be submitted for a refund assessment. The refund will be calculated as follows: actual far the journey that has been flown.
- Cancellations** can be made up to 45 minutes prior to departure.

- Complimentary Preferred seat selection** on Air Canada and Air Canada Express, subject to availability.

- Within Continental North America, a complimentary snack selection will be offered on most short haul flights between 1.5 Canada Express flights operated by Jazz; and a complimentary snack and sandwich selection will be offered on most flight selection is not offered on Air Canada Express flights operated by Jazz).

- Flights operated by Air Canada: earn 125% Aeroplan Miles (Altitude Qualifying Miles).
- Read complete [fare rules](#) applicable to this fare.

 Return Flight Toronto (YYZ) To Thunder Bay (YQT) - **Flex**

 Short Notice
 Flight Equivalent

559.168

13 %

72.692

72.692

631.692



Niagara Airbus
8626 Lundy's Lane
Niagara Falls, ON Canada L2H 1H4
Phone: 905-374-8111
support@niagaraairbus.com

Select Trip Flights Address Pickup Times Passengers Payment Itinerary

Payment

Airport Shuttle Service

Toronto International Airport to Niagara Region

1 x Adults

Flight: Air Canada#345 (Thunder Bay) arrives at Terminal 1 on 15/Aug/15 12:30 (12:30 PM).
Terminal 1 Please check in at Ground Transportation Desk – on Ground Transportation Level, Area R.

Pickup: **Saturday, August 15, 2015 between 12:35 and 12:55 (12:35 PM - 12:55 PM).**

Travelling from: Toronto International Airport

Arrive at: Marriott Fallsview (Niagara Falls) - 6740 Fallsview Boulevard, Niagara Falls, ON, L2G5W6

Niagara Region to Toronto International Airport

1 x Adults

Pickup: **Wednesday, August 19, 2015 between 11:05 and 11:25 (11:05 AM - 11:25 AM).**

Travelling from: Marriott Fallsview (Niagara Falls) - 6740 Fallsview Boulevard, Niagara Falls, ON, L2G5W6

Arrive at: Toronto International Airport

Flight: Air Canada#234 (Thunder Bay) Terminal 1 on 19/Aug/15 14:55 (2:55 PM).

Passenger Information

Mr. sdfsd fsd fsd

Local Phone #: 905-357-7300

Fare Summary

1 x Adults - Round Trip	\$127.00
Early Bird Booking Discount (5%)	(\$6.35)
HST (13%)	\$15.68
Gratuity: <input type="text" value="\$0.00"/> <input type="button" value="Recalculate"/>	\$0.00
Total (CDN)	\$136.33

Your savings: \$46.73

Conference/
Promo Code:

Payment Information

☒ Credit Card ☐ Service Credit

Card #:

Expiry:

Additional Form of Payment



Fort Frances Husky

500 Kings Highway
Fort Frances ON P9A 3P8
(807) 274-7680
GST# 804707339 Merchant ID:4976296
Receipt 71961479
Type: SALE

Qty	Name	Price	Total
1	87 GAS	\$ 1.069	\$ 35.00
	Pump:	5	
	Litres:	32.745	
	Price / Litre:	\$ 1.069	

Subtotal	\$ 35.00
GST / HST Fuel	\$ 4.03
Total	\$ 35.00

Cash	\$ 10.00
------	----------

Purchase
CARD# *****8220 Exp **/** S \$25.00
GIFT CARD
AUTH #: 766061

Approved

4/27/15 12:29:23 PM

Pos:71 Cashier:31 Store:7220

Earn FREE fuel faster.
Register today at myHuskyRewards.ca

KAKABEKA FALLS ESSO

PLEASE COME AGAIN

STATION #

CUSTOMER RECEIPT 04/24/15 14:06:26

DISP. # 4 46.342 L REG @ \$1.079

FUEL SALE

\$50.00

CASH1

\$50.00

VERIFICATION # 192

FUEL SALE INCLUDES \$5.75 G.S.T.

KAKABEKA FALLS ESSO

4795 HIGHWAY 11 17

KAKABEKA FALLS ONTARIO

HST# 888775616RP0001

Own Vehicle Gas Thunder Bay Return.



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RATES

Short Term:

\$.50/ 10 minute period for 1st hour.

\$.50/ 15 minute period after 1 hour to a daily maximum of \$39.00

*Vehicles left overnight in ST will be towed.

Long Term:

Daily rate of \$12.00 (Includes Tax)

Weekly maximum of \$84.00

*Long term parking offers over 100 electrical plug-ins.

VIP Express Parking:

Currently unavailable - all spaces occupied.

2014 - Premium Parking

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AVAILABLE**



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10-62x

4-00=

42-48x

42-48x

13 x

5-53x

5-52

48-00

*Airport Parking
Equivalent*

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>Kew Perry</i>	Signature <i>Kew Perry</i>
Approved	Date

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

You have been registered for **2015 AMO Annual Conference**
2015-08-16 through 2015-08-19
Hosted By: City of Niagara Falls
Niagara Falls

Coordinators:

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344
All other inquiries: Nav Dhaliwal - ndhaliwal@amo.on.ca | 416-971-9856 x330

You are registered for the following:

Function	Quantity	Unit Price
(TOUR) Ontario Power Generation Tour	1.00	\$0.00
(REG) Conference Only	1.00	\$680.00
5% DISCOUNT	1.00	-\$34.00

Subtotal	\$646.00
Tax	\$83.98
Total	\$729.98
Payments	\$729.98
Balance	\$0.00

Total HST: \$83.98
HST Remittance Number: 106732944RT0001

We can also confirm:

Your dietary requirements as:
None

We have these choices on file for caucus selection:
Northern Caucus

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

Attendee	Kew Perry
Conference / Seminar Attended	AMO
Location	Marriott Falls View Niagara Falls On
Dates	Aug 18 20 21 22

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	150 ⁰⁰	150 ⁰⁰	150 ⁰⁰	75 ⁰⁰		75 ⁰⁰	150 ⁰⁰	750 ⁰⁰
Amount								

Name (Please Print)	Signature
Kew Perry	Kew Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council

TO: Mayor Avis & Members of Council
FROM: Laurie Witherspoon, Treasurer
DATE: August 28, 2015
SUBJECT: Mayor Roy Avis – AMO Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$825.00 and Schedule “B” Travel Expenses of \$1,186.71 to attend the AMO Conference held in Niagara Falls, Ontario from August 16 – 19, 2015 as submitted by Mayor Roy Avis.

Conference Expenses

1.	Meals	\$346.00
2.	Hotel Accommodations	298.03
3.	Ground Transportation (Shuttle Equivalent to Niagara Falls/Hotel Shuttle)	164.98
6.	Checked Baggage Charge	56.50
7.	Airfare	321.20
	Sub-total	\$1,186.71
8.	Per Diem (5 1/2 days)	825.00
	Total Per Diem & Travel Claims	<u>\$2,011.71</u>

The registration fee of \$729.98 and hotel accommodations of \$911.37 were paid by the Town resulting in the total cost of \$3,653.06 to attend the AMO Conference as authorized by Council.

RECOMMENDATION

Administration recommends approval of the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,011.71 as submitted by Mayor Roy Avis for his attendance at the AMO Conference held in Niagara Falls, Ontario.

Council Approval of this Report Will Agree to the Administration recommendation to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,011.71 as submitted by Mayor Roy Avis for his attendance at the AMO Conference held in Niagara Falls, Ontario.

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

1. Attendee	Roy Avis							
2. Conference/Seminar Attended	Association of Municipalities							
Location (Facility and City)	Niagara Falls							
Dates	August 15, 16, 2015							
3.	Sun. 16	Mon. 17	Tues. 18	Wed. 19	Thurs. 20	Fri.	Sat. 21	Total
Accommodation				163.56			134.47	298.03
Transportation	321.20		Plus Baggage Check			2x28.25		377.70
Breakfast	15.00	15.00	15.00	15.00	15.00			75.00
Lunch	20.00	20.00	20.00	20.00	26.00			76.00
Dinner	40.00	40.00	40.00	40.00			35.00	195.00
Per Diem								
Other	SHUTTLE TO NIAGARA & BACK							164.98
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	1,186.71	1086.71
						Advance Received		
						Balance Claimed	1,186.71	1086.71
						Balance Refunded		

377.70

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 28 2015
Date

[Signature]
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Meeting Confirmation

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

2015 AMO Annual Conference

Sunday, August 16, 2015 through Wednesday, August 19, 2015

Hosted By: City of Niagara Falls

Niagara Falls, ON

Coordinators: Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856
x344

All other inquiries: Nav Dhaliwal - ndhaliwal@amo.on.ca | 416-971-9856 x330

You are registered for the following:

Function	Quantity	Rate	Amount
5% DISCOUNT	1	-34.00	-34.00
(REG) Conference Only	1	680.00	680.00
		Subtotal	646.00
		Tax	83.98
		Total	729.98
		Payment	0.00
		Balance	729.98

Total GST: 83.98

GST Remittance Number: 106732944RT0001

We can also confirm, we have these choices on file :
caucus selection: Northern Caucus

We can also confirm your dietary requirements as:
None

Schedule at a Glance

Tuesday, August 18

Details starting on page 23

7:30 am	AMO Registration/Information Booth
8:00 am	Insight Breakfasts
9:00 am	Concurrent Sessions Block B
9:30 am	Elxn 2015: Amplifying the Municipal Message
10:15 am	Coffee Break
10:40 am	Concurrent Sessions Block C
11:55 pm	Lunch Break
12:00 pm	Pre-Registered Learning Lunches
1:15 pm	Message from the FCM President
1:30 pm	Keynote: Dr. Katherine Loflin
2:30 pm	AMO Gas Tax Awards
2:45 pm	First Nations Leaders
3:30 pm	Message from the Minister, Municipal Affairs & Housing
3:45 pm	Ministers' Forum
4:45 pm	Provincial Reception
7:30 pm	Doors Open.....Tuesday Evening BBQ

Wednesday, August 19

Details starting on page 36

7:30 am	AMO Registration/Information Booth
8:00 am	Insight Breakfasts
9:00 am	Strategy for a Safer Ontario
9:30 am	Ontario's Steps in Reducing Greenhouse Gas Emissions
10:45 am	Closing Remarks and Draw

AMOMobile

Smartphones and tablets continue to change the way we communicate and get information. With millions of apps available for download, what makes AMOMobile different? Simple. It's your municipal association in the palm of your hand year round.

Get news, events, social media, and access to the AMO municipal directory (members only). Download the free app today. Available for all platforms (Apple, Android and Blackberry). The app also makes your conference experience easier!

Sunday, August 16

Day 1

Unless otherwise indicated sessions will be held in the SCCN

9 am - 8 pm
Main Floor, SCCN

AMO Conference Information Booth

1 - 8 pm
Main Floor

Registration

Sponsor: Bruce Power Direct

2 - 7 pm
Hall BC

Exhibit Hall

Open to all registered delegates and their companions on Sunday. Meet your supplier community. Refer to the Official Show Guide or AMOMobile for full details on all activities and who is in the Hall.

4:30 - 5 pm
Peller Estates A

Conference Orientation

5 - 7 pm
Hall BC

Exhibit Hall Reception

Come out for great company and good conversations. Great prizes for a good cause! If you donate \$20 for an "I am AMO" button, you are eligible to win some amazing *Baskets of Goodness*. Don't miss out. Help AMO's Ontario Municipal Disaster Relief Fund.

Sponsors: The Beer Store (Booth #600), Enersource, Horizon Utilities (Booth #413); Hydro Ottawa; PowerStream (Booth #512), Veridian and TransCanada Pipelines, Energy East Project (Booth #623/625)

8 - 10 pm
Fallsview Casino

Niagara Falls Welcome Spectacular

Join the City of Niagara Falls at the beautiful Fallsview Casino Grand Ballroom for a taste of Niagara – an evening of delectable food, beverages, and amazing entertainment that you have to see to believe. A parting gift awaits you. Bring your companion - not to be missed! Many thanks to the City's sponsors: Bell Canada, Niagara Peninsula Energy Inc (NPEI), The Beer Store, The Walton Group, the Region of Niagara, and Fallsview Casino.

Visit the AMOMobile download bar located in the Main Floor Foyer and find out how AMO is making your Association accessible to you in a new way!



Exhibit Hall Information

Take advantage of this opportunity to see the latest and greatest from over 100 vendors and suppliers.

Exhibit Hall Hours: Halls B/C

- Sunday, August 16th: 2 - 7 pm (open to companions)
- Monday, August 17th: 7:30 am - 6 pm (open to delegates only)

There's so much going on in the Hall this year. Check out the *Official Show Guide* or AMOmobile for details and timings.

Some highlights include:

Sunday Aug 16 8:00 am - 7:00 pm Fundraising Extravaganza

Last year we raised \$13,000 for AMO's Ontario Municipal Disaster Relief Fund (OMDRF). Let's go bigger this year! There are three ways to participate:

1. Get your "I am AMO" button. Look for button sellers throughout the Conference on Sunday and Monday and get your button for only \$20. Buy your button on Sunday and be entered to win at both receptions!
2. Buy a raffle ticket. AMO is pleased to once again offer the Powers Whiskey raffle. Pop by the Cashier Table and enter to win a bottle of this premium whiskey, kindly donated by Russ Powers, Previous AMO President. Tickets are \$10 or 3 for \$25.
3. Got loose change? Drop it into the OMDRF Piggy Bank at the Cashier Table in registration. Every bit helps.

Sunday Aug 16 5:00 pm - 7:00 pm Exhibit Hall Reception

(Companions welcome) Visit with vendors, meet up with old friends, and discover what products and services are available to you and your municipality. Part one of our big fundraising extravaganza prize draws will happen during the reception. You must be present to win!

Sponsors: TransCanada Pipelines, Energy East Project, The Beer Store, Enersource, Horizon Utilities, Hydro Ottawa, Powerstream, and Veridian

Monday Aug 17 4:45 - 6 pm Call to AMO 2016

Bid farewell to the tradeshow for this year, and hear directly from the 2016 Conference Hosts, Windsor-Essex on why you need to attend the 2016 AMO Annual Conference. Come for the invitation, stay for the great food, and part two of the big fundraising extravaganza prize draws.

Schedule at a Glance

Sunday, August 16

Details on page 15

9:00 am	AMO Information Boo
1:00 pm	AMO Registratio
2:00 pm	Exhibit Hall Oper
4:30 pm	Conference Orientat
5:00 pm	AMO Exhibit Hall Recepti
8:00 pm	Sunday Welcome Spectacul

Monday, August 17

Details starting on page 16

7:30 am	AMO Registration/Information Boo
7:30 am	Exhibit Hall Oper
7:30 am	Coffee with the Exhibito
7:30 am	OMERS Sustainability & Why MEPCO Matte
8:30 am	Official Conference Welcon
8:45 am	Opening Keynote: Anthony D. William
9:40 am	AMO: A Voice for You - With Your Help (AMO Presiden
9:55 am	Annual General Meetin
10:00 am	Coffee Break with the Exhibito
10:30 am	Sea of Change and a Prairie Wi
11:30 am	Message from the Premier of Ontar
12:00 pm	Lun
1:15 pm	Dessert with the Exhibito
1:45 pm	Message from the Ontario P
2:05 pm	Keynote: Preet Bannerji
2:55 pm	Message from the Ontario NC
3:30 pm*	Concurrent Sessions Block
3:30 pm	Study Tou
4:45 pm	Reception: Call to AMO: Windsor-Essex 201



Holiday Inn

08-20-15

Roy Avis
1013 Frenette Avenue
Fort Frances ON P9A-3V5
CA

Folio No. :
A/R Number :
Group Code :
Company : **Government**
Membership No. :
Invoice No. :
Reference # :

Cashier No. : **125**

Room No. : **0354**
Arrival : **08-19-15**
Departure : **08-20-15**
Conf. No. : **67525202**
Rate Code : **IMGOV**
Page No. : **1 of 1**

Date	Description	Charges	Credits
08-19-15	*Accommodation	141.00	
08-19-15	DMP	3.74	
08-19-15	HST	18.82	
08-20-15	Visa		163.56
Total		163.56	163.56
Balance		0.00	

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.



TownePlace Suites by Marriott

550 Harbour Expressway | Thunder Bay, ON P7B 6P4
phone 807.346.9000

Royandbarbara Avis
523 Colonization Rd E
Fort Frances ON P9A2S1
Town Of Fort Frances

room: 334
room type: STQQ
number of guests: 2 clerk: HSA
rate: \$119.00

arrive: 13Aug15 time: 05:39PM depart: 14Aug15 time: 05:13AM folio number: 71481

Date	Description	Charges	Credits
13Aug15	room charge	119.00	
13Aug15	hst- tax room	15.47	
14Aug15	Visa card #: VXXXXXXXXXXXX8498/XXXX amount: 134.47 auth: 075482 signature on file this card was electronically swiped on 13aug15		134.47
	balance:	0.00	

Rewards Account # XXXXX9354. Your Rewards points/miles earned on your eligible earnings will be credited to your account. Check your Rewards Account Statement or your online Statement for updated activity.

As requested, a final copy of your bill will be emailed to you at: RBAVIS@JAM21.NET. See "Internet Privacy Statement" on Marriott.com.

Your booking is confirmed. Booking reference: **LQCUBA**

An email booking confirmation has been sent to: **rbavis@jam21.net**.

Use your booking reference to **retrieve your official Itinerary/Receipt at aircanada.com**.

Passengers Mr Roy Allan Avis, Mrs Barbara Ann Avis

Air Transp. Charges	270.00
Options	0.00
Taxes, fees and charges	51.20
Travel Insurance	Purchase travel insurance
Grand Total	\$321.20
Canadian dollars	

Flight	From	To	Departure	Arrival
AC8532	Thunder Bay (YQT)	Toronto (YYZ)	07:20 Fri 14-Aug 2015	09:14 Fri 14-Aug 2015

Your booking is confirmed. Please print/retain this page for your financial records (e.g. for taxation, expense claim or payment card reconciliation purposes). We thank you for choosing Air Canada and look forward to welcoming you on board.



Booking Information

AIR CANADA

Booking Reference: **LQCUBA**

Customer Care

Air Canada
1-888-247-2262

Flight Arrivals and Departures
1-888-422-7533

Electronic Ticketing confirmed. This is your official itinerary/receipt.

Main Contact:

Mr Roy Allan Avis
rbavis@jam21.net
Mobile: 1-807-2755996
Home: 1-807-2749651
Work: 1-807-2747751

Flight Itinerary

Flight	From	To	Stops	Duration	Aircraft	Fare Type	Meal
AC8532 ¹	Thunder Bay (YQT)	Toronto, Pearson Int'l (YYZ)	0	1hr54	DH4	Tango, T	
	Fri 14-Aug 2015 07:20	Fri 14-Aug 2015 09:14 - Terminal 1					

Operated by:

¹ Air Canada Express - Jazz

Passenger Information

1: Mr Roy Allan Avis : Adult (16+), Ticket Number: 0142149481553

Air Canada - Aeroplan : **113582613**

Payment Card: **xxxx-xxxx-xxxx-0848**

Seat Selection: **None**

Meal Preference: **None**

Special Needs: **None**

2: Mrs Barbara Ann Avis : Adult (16+), Ticket Number: 0142149481554

	0.00
Fees and Charges	51.20
	321.20
Insurance (declined)	0.00
Grand Total - Canadian dollars	\$321.20

Payment Information

Credit/Debit Card xxxxx-xxxx-xxxx-0848 - Amount paid: **\$321.20**

The following amount (tax inclusive) will appear on your credit card or debit card statement:

- Air Canada: \$160.60 (Air Transp. Charges - per ticket)

Ticket number(s): 0142149481553, 0142149481554

Fare Rules**Departing Flight** Thunder Bay (YQT) To Toronto (YYZ) - **Tango**• **Changes:**

- Prior to day of departure - **Change fee** per direction, per passenger, is \$75 CAD plus applicable taxes and any additional fare difference. **Changes** can be made up to 2 hours prior to departure.
- **Same-day confirmed changes at check-in or at the airport** are subject to availability and are permitted only for same-day flights at a fee of \$150 CAD/USD per direction, per passenger.
- **Same-day standby** is available **only** to passengers travelling between Toronto Pearson (YYZ) and LaGuardia (LGA), John F. Kennedy (JFK) and Newark (EWR) airports.
- Flights can only be used in sequence from the place of departure specified on the itinerary.

• **Cancellations:**

- Tickets are **non-refundable** and **non-transferable**.
- **Cancellations** can be made up to 45 minutes prior to departure.
- Provided the original booking is cancelled prior to the original flight departure, the value of the unused ticket can be applied within a one year period from date of issue of the original tickets to the value of a new ticket subject to the change fee per direction, per passenger, plus applicable taxes and any additional fare difference, subject to availability and advance purchase requirements. The new outbound travel date must commence within a one year period from the original date of ticket issuance. If the fare for the new journey is lower, any residual amount will be forfeited.
- Customers who **no-show** their flight will forfeit the fare paid.
- **Paid Advance Seat Selection** is available on Air Canada and Air Canada Express (operated by Jazz), subject to availability.
- Up to 24 hours after the purchase of a **new ticket**, Air Canada will cancel your ticket and provide a full refund without penalty.
- Flights operated by Air Canada: earn 25% Aeroplan Miles (Altitude Qualifying Miles) for flights within Canada and 50% Aeroplan Miles (Altitude Qualifying Miles) for flights between Canada and the U.S.
- Read complete fare rules applicable to this fare.

Baggage Allowance and Fees

Prepare your checked and carry-on baggage with the help of our Baggage Guide .

Carry-on Baggage

On your Air Canada, Air Canada Express, or Air Canada rouge-operated flight, you are entitled to 1 standard item (max. size: 23 x 40 x 55 cm [9 x 15,5 x 21,5 in]) and 1 personal item (max. size: 16 x 33 x 43 cm [6 x 13 x 17 in]). Maximum weight for each item is 10 kg (22 lb). View more details.

Checked Baggage

Please see below for details on the bags you plan to check in at the baggage counter.

Departing Flight : Thunder Bay (YQT) To Toronto (YYZ) - **Tango**

	1st bag:	2nd bag:
	\$25.00 CAD	\$25.00 CAD
Regular Baggage Allowance	+ taxes* per direction	+ taxes* per direction
	Max. weight per bag: 23 kg (50 lb)	
	Max. linear dimensions per bag: 158 cm (62 in)	

* For travel within Canada or between Canada and the United States, a Canadian tax of \$3.00 CAD may apply to baggage fees. For travel between Canada or the United States and Mexico, the Dominican Republic and Barbados, an applicable local sales tax of \$4.00 CAD may apply to baggage fees. For all other itineraries to/from Mexico, the Dominican Republic and Barbados as well as itineraries to/from South America, an applicable local sales tax of \$21.00 CAD may apply to baggage fees. All above tax amounts are based on the maximum applicable tax amounts per itinerary type. Actual amounts may vary and will be charged in the currency used in your departure airport. Tax amounts are subject to change without notice.

Departure Date: 2015-06-14

Departure city: THUNDER BAY YQT

Destination city: TORONTO YYZ

Fee Breakdown:

Excess baggage fee (1 piece): 25.00 CAD

HST: 3.25 CAD

Total CAD: 28.25 CAD

Form of payment used: Visa XXXXXXXXXXXXX

Please Note: This fee is non refundable.

GST - HST: #100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+! Air Canada mobile+ can remember your personal and payment information so you can fly through your mobile experience and pay for items like upgrades and flight changes quickly, easily and securely. Click the link below to Learn More, <http://services.aircanada.com/portal-web/mobile/static/mobileplus.html>

You can view all your available Air Canada mobile+ messages here: <http://mymessages.aircanada.com/en/hilhCRtUFisdfaOltW3MEg>

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This service email was sent by Air Canada

Departure Date: 2015-08-20

Departure city: TORONTO-T1 YYZ

Destination city: THUNDER BAY YQT

Fee Breakdown: 

Excess baggage fee (1 piece): 25.00 CAD

HST: 3.25 CAD

Total CAD: 28.25 CAD

Form of payment used: Visa XXXXXXXXXXXXX

Please Note: This fee is non refundable.

GST - HST: #100092287 RT0001

Fly through paying on your mobile device with Air Canada Mobile+!
Air Canada mobile+ can remember your personal and payment
information so you can fly through your mobile experience and pay for
items like upgrades and flight changes quickly, easily and securely. Click
the link below to Learn More, [http://services.aircanada.com/portal-
web/mobile/static/mobileplus.html](http://services.aircanada.com/portal-web/mobile/static/mobileplus.html)

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You can view all your available Air Canada mobile+ messages here:
<http://mymessages.aircanada.com/en/hilhCRtUFisdfaOltW3MEg>



Niagara Airbus Rate Calculator

Get a quick quote for your next trip with Niagara Airbus.

Trip Information

☐ One Way ☒ Round Trip

Origin *

Toronto International Airport ▼

Destination *

Niagara Region ▼

Select a City:

Niagara Falls ▼

- OR -

Select a hotel:


Enter the first few characters of your hote

Travel Dates *

Travel Date:

08/28/2015 

Return Date:

08/31/2015 

Passengers *

# Adults (18 to 64 yrs)	# Seniors (+65 years)	# Students (12 to 17 yrs)	# Children (3 to 11 yrs)	# Infants (under 3 yrs)
0 ▼	1 ▼	0 ▼	0 ▼	0 ▼

Different # of Passengers on Return Trip?

Additional Information

More than one pickup/drop-off location?

☐ Yes

Select the number of additional pieces of luggage:

[Read Our Excess Luggage Policy](#)

1 ▼

Conference or Promotion Code?

Estimated Fare *

Base Fare	\$146.00	Base Fare	\$402.00
HST	\$18.98	HST	\$52.26
Total (CAD)	\$164.98	Total (CAD)	\$454.26
Book Now	Save Quote	Book Now	Save Quote

* Fare is calculated based on information provided. Additional charges may apply.
 * Quote is valid for 30 days.

Travel Tips

Traveling with a large group?
 Contact our sales team at
airsales@niagaraairbus.com for
 group rates and customized
 packages.



Questions? Need Help?

**Our reservation agents are
 standing by to assist you with your
 booking.**




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

Attendee	Roy Avis
Conference / Seminar Attended	ASSOCIATION OF MUNICIPALITIES.
Location	NAGARA FALLS ONTARIO
Dates	August 16, 17, 18, 19

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Amount	150.00	150.00	150.00	150.00		75.00	150.00	825.00

Name (Please Print) Roy Avis	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council

August 27, 2015

Report To: Mayor and Council

From: Travis Rob, CBO, Facilities/Special Projects Coordinator

RE: Town of Fort Frances Phone System Issues and Replacement

Background

The Town of Fort Frances operates a complex and extensive phone system with the main hub and switching apparatus located in the Civic Centre main phone and data room. On July 31, 2015 the Town of Fort Frances experienced an outage with our phone system that knocked out the connection with Public Works and the Fort Frances Power Corporation Garage as well as the Voicemail system. On August 4, 2015 Bell Canada was called to send a tech to look into the issue.

Through the weeks following while Bell was working on a solution to the issues it was determined that the phone system was installed initially in 1996. It appears that there was a small upgrade in 2002, 2007 and 2009 to correspond with a phone system upgrade at Public Works, however the main components remain 1996 vintage. On Friday August 21, 2015 Bell was successful in completing a repair and all lines and facilities were back online. On Monday August 24, 2015 the phone system again failed with Bell completing a repair on August 25, 2015.

On Friday August 7, 2015 I began talking to a local contractor trying to put together a budgetary number for the replacement of the entire phone system to a newer voice over IP system as it was apparent that the current system was at or very close to end of life.

On August 27, 2015 I reached out as well to Telcom Enterprises, the same consultant that completed the telecommunications audit for us back in 2014, for a budgetary number to complete an upgrade.

The phone system of any organization is vital to its operation and needs to be reliable. The current system that is almost 20 years old has truly shown its vulnerability in the past weeks and a replacement solution is required. After discussions with Bell, Triple A Contracting and Telcom Enterprises, my recommendation is to hire a consultant to complete an inventory and prepare an RFP for a system and installer. Given that these systems are specialized in nature this added expertise should make for a seamless transition. The budgetary cost for replacement of the systems as well as a consultant to complete the specifications and RFP would be \$250,000.00. This value includes applicable taxes and a contingency to allow for any required upgrading to the existing facility wiring and unknowns that are always common when dealing with technology upgrades.

Administration is recommending the unbudgeted replacement of the phone system as soon as possible to ensure no further disruptions to the services provided by the Town due to system outages.

Respectfully Submitted

Original Signed By Travis Rob

Travis Rob, EIT
Chief Building Official, Facilities/Special Projects Coordinator

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Council Approval of this report will approve an unbudgeted expense of \$250,000.00 for the immediate replacement of the Town of Fort Frances Phone System



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

August 28, 2015

Mr. Travis Rob
Chief Building Official
Facilities/Special Projects Coordinator
Town of Fort Frances
320 Portage Ave
Fort Frances, ON P9A 3P4
trob@fort-frances.com

Dear Travis:

Telcom New Systems – Why deal with us?

Telcom regularly works with clients who are upgrading and replacing systems of all sizes. One of our more recent projects we completed was for Wilson Memorial Hospital in Marathon Ontario and upgrading telecommunications infrastructure for Riverside Health Care and the Town of Fort Frances. I have over the year's written new system RFP's for all Government sectors. As you may know, the Ontario Government Broader Public Sector bidding guidelines must be followed. I not only write the RFP, but I vet the responses and assist you in making sure all users requirements are taken into consideration. It is not unusual to have a dozen plus suppliers send in responses.

The following is a brief listing of the extensive involvement in assisting a client in the process of selecting a new system:

- thorough investigation and analysis of your current system including ports, lines, extensions, usage, etc.
- needs analysis - this involves meeting with both yourself and other key personnel to assess both the shortfalls in the current system and future expansion needs.
- analyze current service suppliers specifically checking for current contractual obligations
- preparing a 'Request for Proposal' and ensuring that all available suppliers are of the RFP including inviting specific suppliers if necessary.
- meeting with client and vendors who are interested in putting forth proposals
- verifying and validating references of interested suppliers
- assisting the client with the procedure of choosing the 'cream of the crop'
- communicating with the selected suppliers to answer all their enquiries
- assisting the client in selecting the best system for their needs
- negotiating with the selected supplier to ensure that the client is obtaining the optimum pricing
- overseeing the installation of the new system
- verifying the end cost
- continuous contact with the client to ensure that they are fully involved and knowledgeable about the process.

Page 46 of 76

Aside from relieving our clients senior staff of trying to set aside sufficient time to go through the process of investigation, analysis negotiating and obtaining a new system on their own, Telcom brings to the table our extensive expertise in the rapidly changing world of telecommunications. Our fee for conducting a comprehensive Review from an assessment of needs analysis through final implementation would be **Fifteen Thousand dollars (\$15,000.00) and travel of \$2,000.00 plus HST.**

It is important to note that in the vast majority of cases, our clients have been able to offset most, if not all, of the cost of our services through the reduced price for the new system that we have been able to negotiate on their behalf. The budget cost I would go with would be \$175,000.00 which could be significantly reduced if the appliances in Public Works etc. could continue to be utilized. A second factor would be if the Civic Centre telecommunications wiring network requires to be upgraded and how much you want to integrate your voice/data local area network.

In closing, it might be worthwhile to also do a second review of all your current telecommunications costs as there has been some changes with respect to competitive suppliers to Bell Canada in Fort Frances. As you will recall we were able to uncover **Sixty-Four Thousand Four Hundred twelve dollars and eighty-eight cents (\$64,412.88)** in annualized savings during our initial Review in 2013 and some of these additional savings could be redeployed toward the purchase of a new phone system. Our fees for this separate service remain unchanged and are:

- **Option One:** fifty percent (50%) of the monthly savings we are able to achieve over eighteen (18) months by completing an in-depth comprehensive review of your present telecommunications ongoing monthly expenses, plus fifty percent (50%) of any incorrect or overcharged billings, including wireless credit amounts, refunded or credited back to your organization.
- **Option Two:** thirty-five percent (35%) of the monthly savings over a thirty-six (36) month period, by completing an in-depth comprehensive review of your present telecommunications ongoing monthly expenses, plus fifty percent (50%) of any incorrect or overcharged billings including wireless credit amounts refunded or credited back to your organization.

Yours truly,



Norm Pollard
President - Telcom Enterprises



Member: Canadian Telecommunications Consultants Association

“Incredible Community – Boundless Opportunity”



*Town of Fort Frances
Strategic Plan – June 2015*



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Fort Frances Town Council 2014 – 2018



Mayor Roy Avis

Councillor Paul Ryan

Councillor Wendy Brunetta

Councillor Doug Kitowski

Councillor John Albanese

Councillor June Caul

Councillor Ken Perry

Message from Mayor Roy Avis

In my message that prefaced the last strategic plan, I noted that as a community we were “facing an era of change that will undoubtedly prove to be a significant milestone in the long and rich history of Fort Frances.” At this time, we are deep in the throes of that change with a path ahead of us that is lined with opportunities that we must be prepared to seize.

Over the last few years, the Town and its stakeholders undertook an important branding exercise whereby we defined our community as ‘Boundless’. The adoption of this new brand is a powerful means for pursuing a strategic direction for the community. In light of the downturn in the forestry sector over the past number of years, it was important that we looked beyond our traditional definition of a “mill town”.

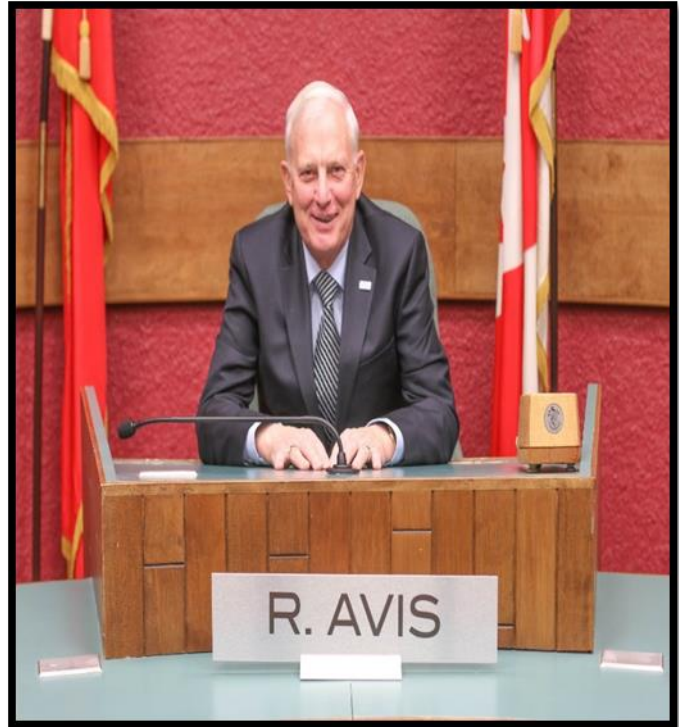
We are looking forward to the road ahead. Mining activity in the western end of the district is beginning to have a marked impact on our local economy. We will continue to support any potential restart of the local papermill and work together with area First Nations and municipalities for an equitable and effective management of the Cross-route Forest.

We present to you ‘Incredible Community – Boundless Opportunity’. Mayor, Council and Administration cannot do this alone. We have utilized the resources of all our committees and solicited public input. We plan on utilizing all our stakeholders in the consideration and implementation of many of the strategic initiatives within the plan. I encourage everyone in our community to participate in your local government by exercising your right to provide feedback to Mayor, Council and Administration.

I want to acknowledge the efforts and passion of all citizens, politicians and staff who worked on this important project. Lets make this a successful initiative. Remember, we are ‘Boundless’ and our potential has no limits!

Sincerely,

Roy Avis
Mayor



Message from Chief Administrative Officer Mark McCaig

I believe strategic planning is one of the more important initiatives a municipality undertakes. Without a plan, a community is essentially in a reactive posture, and quite often, ill-prepared to seize on opportunities. During this process we have been very deliberate in identifying where our community and organization is at in this moment in time.

Challenges, opportunities, weaknesses and threats were all important considerations in the development of this plan.

During the term of the current council, there will be unforeseen circumstances and new opportunities that will arise. As a community and organization, we must be able to quickly respond to whatever comes our way. I am confident that as an organization we have the resiliency to face challenges and the flexibility to seize opportunity, all while following the blueprint that 'Incredible Community – Boundless Opportunity' provides.

I am excited by this new plan and fully commit all administrative resources necessary to facilitate its undertaking. As staff, we promise to work in a diligent and engaged manner with Mayor, Council and the entire community on all aspects of the plan.

We always ask our citizens to participate in their local government and we thank them for their input to this plan. Without the meaningful participation of volunteers on Town committees, the business of the corporation cannot be completed in the most effective fashion. We are grateful for all people and groups that care enough to provide feedback and participate in our initiatives. I also would like to thank Mayor, Council and staff for making the Town an enjoyable and enriching career experience.

Regards,

Mark McCaig
Chief Administrative Officer





Mission, Vision & Values

Vision

"A community with boundless opportunities"

Mission Statement

"Together we will create a safe, sustainable and attractive community that improves our quality of life and promotes economic growth and prosperity"

Values

Vision & Innovation

Integrity

Fiscal Responsibility

Sustainability & Stewardship

Quality of Life

Transparency

Community Engagement

Responsible Leadership

Partnerships

Inclusivity



Methodology

Strategic planning is an iterative process which unites public opinion with managerial expertise and executive oversight. It examines our strengths and weaknesses, opportunities and threats in the context of our changing social, technological, economic, political, and demographic environment.

Since the Town's first strategic plan in 2008, each adopted plan has built upon the previous goals of Council.

In preparation for this process, Council had the opportunity to review the strategic goals selected by previous terms of Council. The Executive Committees of Council were tasked with identifying relevant issues of strategic importance to the Town of Fort Frances. The Town reached out to stakeholder groups and corporate committees to better understand these issues, encouraged public input from our citizens, and provided an opportunity to submit written recommendations. Each initiative was thoroughly examined during a full-day planning session with Council and Administration.

The results of the strategic planning session were reviewed by management. Responsibilities and timelines were then brought forward for further Council input and approval. This document is the culmination of this exercise.

Strategic planning is of great importance to local government. The transparency of our process speaks to inclusiveness, a value we have strived for in the development of our updated strategic plan for this term of Council. These goals serve as important performance indicators for our organization.

Challenges & Opportunities

1. Economic Development

- Mill closure
- Mine start-up
- Property tax shift
- Industrial park sales
- Increased rail traffic
- International exchange rate
- Private sector impact on costs
- Slow growth in residential starts
- Supporting local skilled trades community
- Quality of life to attract and retain professionals
- Broadband initiatives and emerging technologies

2. Cross-route Forest

- Future management of Cross-route forest

3. Demographic Changes

- Aging population
- Workforce retention
- Population homogeneity
- Diminishment of skilled workforce
- Shortage of skilled trades professionals

4. Environmental

- Green initiatives
- Impact of climate change of infrastructure

5. Health Care Delivery

- Physician shortages

6. Infrastructure

- Widening funding gap
- Supporting local trades community
- Broadband initiatives and emerging technologies

Challenges & Opportunities

7. Partnerships

- First Nations partnerships
- Upcoming labour negotiations
- Service provision within the district
- Incentivize public-private partnerships

8. Political Landscape

- Provincial downloading
- Upcoming federal election
- Self-sufficiency of local government
- Protection of 1905 power agreement
- Trust issues with other orders of government



Economic & Community Development

Listing of Activities & Services

- Tourism
- Construction
- Sponsorships
- Health Services
- Land Use Planning
- Business Licensing
- Business Retention
- Land Management
- Community Services
- Economic Incentive Plan
- Subdivision Development
- Condominium Development
- Fort Frances Power Corporation
- Industrial & Commercial Development
- Economic Development Advisory Committee
- Rainy River Future Development Corporation

Quality of Life Services

Listing of Activities & Services

- Health Care
- Senior Services
- Marriage Services
- Recreational Trails
- Marina Sorting Gap
- Parks & Cemeteries
- Sports & Recreation
- Townshend Theatre
- By-law Enforcement
- Fort Frances Museum
- Active Transportation
- La Verendrye Parkway
- Physician Recruitment
- Physician Recruitment
- Accessible Transportation
- Planning and Development
- Daycare & Resource Centre
- Public Library & Technology Centre

Essential Services

Listing of Activities & Services

- Airport
- Utilities
 - Municipal Sewer & Water
 - Fort Frances Power Corporation
- Infrastructure
 - Roads
 - Landfill
 - Recycling
 - Public Works
 - Water Treatment
 - Waste Management
- Protective Services
 - Emergency 911
 - Fire & Rescue Service
 - Ontario Provincial Police
 - Emergency Medical Services
- By-law Enforcement

Governance & Corporate Initiatives

Listing of Activities & Services

- Budgeting
- Partnerships
- Legal Services
- Mayor & Council
- Community Clinic
- Financial Planning
- Human Resources
- Land Use Planning
- Regional Initiatives
- Service Agreements
- Succession Planning
- By-law Enforcement
- Lobbying & Advocacy
- Executive Committees
- First Nations Relations
- Information Technology
- Administration & Finance
- District Social Services Administration Board

Economic & Community Development

1. Explore First Nations business partnership opportunities

✓ Ongoing Initiative

The Town will actively engage and support all area First Nation communities regarding all potential business partnership opportunities

2. Forest management structure

✓ Ongoing Initiative

The Town will continue its advocacy efforts to ensure an effective management of the Cross-route forest to ensure that access to affordable fibre is available for all existing and future forestry enterprises in the district

3. Potential acquisition and utilization of vacated mill properties

✓ Ongoing Initiative

The Town will conduct an examination of any properties that the current or future mill owners may want to divest themselves of for potential use by the Town.

4. Industrial park strategy

✓ October 2015

The Town will examine the current policies regarding the marketing of the industrial park lots and make possible amendments.

5. Working with the private sector to repurpose the mill

✓ October 2015

The Town will continue its ongoing efforts, working with Resolute Forest Products and the private sector, to identify possible purchasers of the existing mill facility.

Economic & Community Development

6. Revitalization and beautification of the Town of Fort Frances

✓ November 2015

The town will examine the recommendations put forth from the Fort Frances Chamber of Commerce regarding the beautification and revitalization of the Town of Fort Frances.

7. Directional signage

✓ May 2016

The Town will implement new directional signage that incorporates the Town's branding within the community.

8. Condo initiative review

✓ June 2016

The Town will re-examine the progress made to date with the condo initiative, make alterations to the project where required, and seek out a potential developer.

9. Parking in the downtown core

✓ June 2016

The Town will examine matters of parking within the downtown core and consult with all relevant stakeholders to ensure the most efficient and effective utilization of public parking spaces in conjunction with the creation of a Market Square.

10. Rainy Lake Market Square

✓ September 2016

The Town will undertake a demolition of the former Rainy Lake Hotel and rehabilitate the site into a Market Square concept development.

Economic & Community Development

11. Sports tourism initiative

✓ September 2016

The Town will examine all aspects and potential opportunities related to sports tourism within the community, including the potential for expansion of existing services and event offerings.

12. Investigate the expansion of free Wi-Fi offerings

✓ March 2017

The Town will investigate the viability of expanding free Wi-Fi offerings in the community.

13. Review of residential development

✓ May 2017

The Town will conduct an examination of potential subdivision development of town owned properties.

14. Casino development

✓ September 2017

The Town will explore opportunities related to a casino development within the area.

15. Investigation of enhancements of information infrastructure

✓ February 2018

The Town will investigate the potential enhancement of broadband infrastructure, potentially considering the installation of an enhanced fibre optic network within the community.

Essential Services

16. Investigation of accelerating infrastructure renewal program

✓ September 2016

The degradation of the Town's infrastructure necessitates an investigation into its asset renewal program.

17. Future of health care services

✓ October 2016

The Town will work towards forming a committee with Riverside Health Care, the Fort Frances Community Clinic and the Physician Recruitment Committee to examine the challenges and opportunities regarding the delivery of health care in Fort Frances.

18. Expansion of existing landfill site

✓ March 2017

The Town will develop a *Request for Proposal* package for a consulting service to expand upon the existing landfill site.



Quality of Life Services

19. Support assisted living initiative

✓ Ongoing Initiative

Council will support the initiative undertaken by the *Assisted Living Action Group*, through consultation and the provision of assistance that is within the Town's capabilities and in conjunction with other local authorities, such as Riverside Health Care and the Rainy River District Social Services Administration Board.

20. Sister Kennedy Centre operational review

✓ October 2015

The Town will conduct an operational review of activities and management of the Sister Kennedy Centre facility, in conjunction with its volunteer workforce.

21. Review of daycare services

✓ May 2016

The Town will review expansion opportunities into infant and toddler programs to address the growing waiting list for licensed child care services in the community.

22. Tennis court development

✓ May 2016

The Town will examine its role in supporting the construction, design, and ongoing maintenance of the future tennis court development.

23. Investigate public-private partnership options for transportation

✓ October 2017

The Town will investigate public-private partnership options for transportation to enhance the dial-a-ride service and transportation services for individuals in the community whose mobility may be limited by functional disabilities

Quality of Life Services

24. Support endorsement of an Age Friendly community designation

✓ November 2016

The Town will strive toward attaining the *Age Friendly Community* designation, to realize funding opportunities which support the health and wellness of older adults in our community.

25. Kiwanis Sunny Cove Camp

✓ November 2016

The Town will investigate the long-term use and potential of the camp for youth programming and economic development opportunities.

26. Active Transportation Plan

✓ November 2017

The Town will present the recommendations of Phase II of the Active Transportation Plan to Council and implement any direction received in this regard.



Governance & Corporate Initiatives

27. Accessibility Act compliance

✓ Ongoing Initiative

The Town will ensure full compliance with all aspects of the *Accessibility for Ontarians with Disabilities Act* by meeting its legislated requirements during the implementation process and contributing toward a fully Accessible Ontario by the year 2025.

28. Examine current marketing of Huffman Court subdivision

✓ September 2015

The Town will re-examine the marketing of the vacant lots within Huffman subdivision and will also reconsider the current development conditions pertaining to the purchase of vacant lots.

29. Website re-design and maintenance

✓ September 2015

The Town is currently undergoing a total redesign of the website and will complete a report for the protocol regarding ongoing maintenance and updates.

30. Finalization of signed sewer and water agreement with Couchiching First Nation

✓ December 2015

The Town will work towards completing a formalized agreement with Couchiching First Nation for the provision of sewer and water services.

31. Organizational succession planning and training

✓ December 2015

The Town will examine the composition of its current workforce to anticipate future recruiting needs and developmental opportunities for the purpose of succession planning.

Governance & Corporate Initiatives

32. Investigation of long-term corporate financial software needs

✓ December 2015

The Town will investigate software options which may offer electronic billing and related services to our customers.

The Town will investigate innovative, integrated municipal financial, asset and utility management software to enhance customer service and administrative efficiencies.

33. Review of museum services

✓ January 2016

The Town will examine its museum operations and the current levels of service.

34. Updated inventory of municipal land

✓ February 2016

The Town will update its existing inventory of all classes of municipally-owned land (industrial, residential, commercial) and provide a detailed listing thereof.

35. Update of Establishing and Regulating Bylaw for Fire Services

✓ February 2016

The Town will complete an update of its establishing and regulating bylaw, taking into account the changing face of the community and its needs and services.

36. Development of complete terms of reference for Boards and Committees

✓ April 2016

The Town will undertake a review and develop an updated terms of reference and modernize the application process for Boards and Committees.

Governance & Corporate Initiatives

37. Negotiations with CUPE and its Local 65

✓ June 2016

To complete contract negotiations between the Town and CUPE and its Local 65 taking into account the expiration of the current collective agreement on December 31, 2015.

38. Negotiations with the Fort Frances Professional Fire Fighters Association

✓ June 2016

To complete contract negotiations between the Town and the Fort Frances Professional Fire Fighters Association, taking into account the expiration of the current collective agreement on December 31, 2015; and considering the need for responsiveness to the criteria identified in the establishing and regulating bylaw, as well as the economic circumstances of the community.

39. Full community-wide implementation of Town's 'Boundless' brand

✓ October 2016

The Town will ensure that a complete and effective implementation of the Town's recent branding initiative is implemented throughout the Community and its operations.

40. Feasibility of a Fire/Medic model for the Town of Fort Frances and the district (partnership)

✓ February 2017

The Town will complete a feasibility study of a fire/medic model for the community and surrounding Rainy River district, taking into account efficiency gains, cost center considerations, and the ability to operate effectively across multiple jurisdictions.

41. Examination of alternative voting for the 2018 municipal election

✓ March 2017

The Town will perform a thorough examination of alternative voting opportunities for the 2018 municipal election – in the interest of cost savings, and ease of use for voters.

Governance & Corporate Initiatives

42. Investigation of Green Space Plan

✓ March 2018

The Town will explore the use of existing green space and examine its impact on operational resources.

43. Sustainable Community Plan

✓ March 2018

The Town will engage the services of a consultant to complete a community plan for the Town of Fort Frances that addresses environmental, social and economic sustainability strategies to ensure long-term community sustainability.



Description	Lead Responsibility	Target Date	Item Number
First Nations Partnerships	First Nations Relations Advisory Committee, RRFDC	Ongoing	1
Forest Management Structure	Council, CAO, RRFDC	Ongoing	2
Vacant Mill Properties	Mayor, Council, CAO	Ongoing	3
Assisted Living Initiative	Council, CAO	Ongoing	19
Accessibility Act	Human Resources	Ongoing	27
Huffman Court Subdivision	Planning & Development	September 2015	28
Website Redesign	IT Manager, Community Services Manager	September 2015	29
Industrial Park Strategy	Municipal Planner, RRFDC, EDAC	October 2015	4
Repurposing of Mill	Mayor, CAO, RRFDC	October 2015	5
Sister Kennedy Centre Operational Review	Community Services, Sister Kennedy Centre Board	October 2015	20
Town Revitalization	EDAC	November 2015	6
Couchiching Sewer & Water Agreement	CAO, First Nations Relations Advisory Committee	December 2015	30
Succession Planning	Human Resources, Administration & Finance	December 2015	31
Corporate Financial Software	Treasurer, Administration & Finance	December 2015	32
Review of Museum Services	Community Services	January 2016	33
Inventory of Municipal Land	Municipal Planner, Planning & Development	February 2016	34
Updated Fire Services Bylaw	Fire Chief	February 2016	35

Description	Lead Responsibility	Target Date	Item Number
Terms of Reference for Boards and Committees	Municipal Clerk	April 2016	36
Directional Signage	RRFDC	May 2016	7
Daycare Expansion	Community Services	May 2016	21
Tennis Court Development	Operations & Facilities, Community Services	May 2016	22
Condo Initiative Review	CAO, RRFDC	June 2016	8
Downtown Parking	Planning & Development, FFCC, BIA	June 2016	9
Collective Agreement with CUPE and its Local 65	Human Resources, Senior Management	June 2016	37
Collective Agreement with Fort Frances Professional Fire Fighters Association	Human Resources, CAO, Fire Chief	June 2016	38
Rainy Lake Market Square	CAO, RRFDC, Chief Building Official	September 2016	10
Sports Tourism	Community Services, EDAC, FFCC	September 2016	11
Infrastructure Renewal	Operations & Facilities	September 2016	16
Health Care Services	Council, CAO, Stakeholder Groups	October 2016	17
'Boundless' Branding	All Divisions, EDAC, RRFDC	October 2016	39
Age Friendly Community	Community Services, Sister Kennedy Centre Board	November 2016	24
Kiwanis Sunny Cove Camp	Community Services, EDAC, SCAC	November 2016	25
Fire/Medic Model Partnerships	Fire Chief	February 2017	40

Description	Lead Responsibility	Target Date	Item Number
WiFi Expansion	IT Manager, EDAC	March 2017	12
Landfill Expansion	Operations & Facilities	March 2017	18
Alternative Voting Opportunities	Municipal Clerk	March 2017	41
Residential Development Review	Council, All Divisions	May 2017	13
Casino Development	RRFDC, First Nations Relations Advisory Committee	September 2017	14
Transportation Services	Community Services	October 2017	23
Active Transportation Plan	Community Services	November 2017	26
Enhancing Information Infrastructure	RRFDC, Fort Frances Network Services	February 2018	15
Green Space Plan	Operations & Facilities	March 2018	42
Sustainable Community Plan	Chief Building Official, Contracted Consultant	March 2018	43

Legend

CAO: Chief Administrative Officer
RRFDC: Rainy River Future Development Corporation
FNRAC: First Nations Relations Advisory Committee
FFCC: Fort Frances Chamber of Commerce
BIA: Business Improvement Association
IT: Information Technology
EDAC: Economic Development Advisory Committee
SCAC: Kiwanis Sunny Cove Advisory Committee

Community Profile

<http://www.fort-frances.com>

<https://vimeo.com/136541417>

Population

Statistics Canada 2011 Census

Town of Fort Frances 7,952
Rainy River District 20,370
Province of Ontario 12,851,820

Median After-Tax Family Income

Statistics Canada 2011 NHS

Town of Fort Frances \$71,109
Rainy River District \$62,668
Province of Ontario \$71,128

Unemployment Rate

Statistics Canada 2011 NHS

Town of Fort Frances 7.6%
Rainy River District 9.0%
Province of Ontario 8.3%







August 27, 2015

REPORT TO: Mayor Avis and Members of Council

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Traffic Control (Temporary Detour)

In May 2015, construction work began on King's Highway (between York Avenue and Wright Avenue) and a detour route was established by the Contractor with input from Operations & Facilities Division and others.

On June 22, 2015 Council approved a report and enacted by-law 37/15 which added Traffic Control & Parking Restrictions along the Temporary Detour.

Now that the project is proceeding to the next phase, the Contractor with input from the Operations & Facilities division have imposed additional Traffic Control measures to help assist with traffic flow and pedestrian traffic (school is set to start on September 1).

I am proposing that Council enact an additional by-law which would authorize the addition of temporary stop signs in strategic locations to further control the flow of vehicle and pedestrian traffic.

<p>Council's approval of this report will bring forward a by-law to provide additional traffic control along the detour route.</p>
