

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - Tuesday, October 4, 2016

MEETING - Committee Room

Session # 38

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|----------|---|---------|
| 1 | <u>Call to Order</u> | |
| 2 | <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u> | |
| 3 | <u>Disclosure of pecuniary interest and the general nature thereof</u> | |
| 4 | <u>Approval of Previous Committee Minutes</u> | |
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| 5 | <u>In-Camera</u> | |
| 6 | <u>Items Referred from Council</u> | |
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| | 6.4 Renewal of Municipal Insurance 2016-2017 | |
| 7 | <u>New Business</u> | |
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| | 7.3 Request for Consideration M.O.S. | 27 - 32 |
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7.8 Council Remuneration Committee Appointment (Discussion)

7.9 Railway Right of Way - Taxation (Discussion)

8 Non-agenda Items

9 Outstanding Items

9.1 Couchiching First Nations Water & Sewer Agreement

10 Information

11 Adjourn / Next Meeting Date

11.1 Tuesday, October 18, 2016

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #37

September 20, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre Committee Room on Tuesday, September 20, 2016 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor Wendy Brunetta, Councillor Paul Ryan, and Mayor Roy Avis

ALSO PRESENT: Dawn Galusha, Deputy Treasurer

REGRETS: Laurie Lindberg, Treasurer

1. Call to Order

1.1 Councillor Ken Perry called the meeting to order at 12:04 p.m.

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

3. Disclosure of pecuniary interest and the general nature thereof

4. Approval of Previous Committee Minutes

4.1 The Committee considered the following resolution: Ryan/Brunetta: That the minutes of the previous meeting held Tuesday, September 6, 2016 be approved as presented.
CARRIED

5. In-Camera

6. Items Referred from Council

7. New Business

7.1 Councillor J. Caul AMO Conference Travel & Per Diem Claims- The Committee recommended to approve the Travel Statement- Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$853.00 as submitted by Councillor June Caul and amended by the committee for her attendance at the AMO Conference held in Windsor, Ontario from August 14-17, 2016.

8. Non-agenda Items

9. Outstanding Items

9.1 Couchiching First Nations Water & Sewer Agreement

9.2 Elected Officials Remuneration By-Law 02/10-C (Fall)- Councillor Brunetta inquired as to the timing of this process. Mayor Avis will proceed with a recommendation to set up a committee.

10. Information

10.1 Administration & Finance Stats - August 31, 2016

10.2 General Fund Financials as at August 31, 2016

10.3 Water & Sewer Fund Financials as at August 31, 2016

10.4 Capital Fund Financials as at August 31, 2016

11. Adjourn / Next Meeting Date

11.1 Tuesday, October 4, 2016

Executive Committee Chair

D. Brown, CAO



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/91**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: September 28, 2016
SUBJECT: 800 Scott Street Water Service Repair Invoice

BACKGROUND

At the August 8, 2016 Council Meeting, the letter received from Wm Krag, 800 Scott Street property owner, with regarding dispute of his water service repair Invoice was referred to the Administration & Finance Executive Committee for recommendation with input from Operations & Facilities Executive Committee.

Based on the record of events report as attached, the extent and type of damage to both waster services and the information provided by Mr. Wm Krag and Mr. D. Herr at the September 21, 2016 Operations and Facilities Executive Committee meeting, it is the recommendation of the Operations & Facilities Executive Committee that Mr. Krag's invoice be reduced by \$500.00.

September 21, 2016

Report To: Administration and Finance Executive Committee

From: Travis Rob, Manager of Operations and Facilities

**RE: Letter Dated July 7, 2016 from Mr. William Krag, owner of 800 Scott Street Fort Frances,
Water Service Repair Invoice.**

Please find attached the report dated August 24, 2016 from Mr. Doug Herr, Environmental and Facilities Superintendent outlining the events surrounding the repairs to the water services at 800 Scott Street and charges stemming from these works, which are being disputed.

As is the situation with any damages to Town infrastructure during private works, the property owner is responsible for cost to complete the repairs. The repairs of the damages completed during the works by Mr. Krag were completed by Town forces in accordance with all applicable regulations and standards and in a manner to not delay Mr. Krag's work. According to the TSSA Guideline for Excavation in the vicinity of Utility Lines, when digging within 1m on either side of a known piece of underground infrastructure you are required to dig by hand not by mechanical means to protect the infrastructure. Given that Mr. Krag notes in his letter that he pulled the water lines off of the respective curb stops, it is apparent that he was not digging in this area by hand which was likely the primary causal factor in the damage to the water services.

Based on the record of events report and the extent and type of damage to both water services and the information provided by Mr. Krag and Mr. Herr at the September 21, 2016 meeting of the Operations and Facilities Executive Committee, It is the recommendation of the Operations and Facilities Executive Committee that Mr. Krag's invoice be reduced by \$500.00.

Respectfully Submitted



Travis Rob, EIT

Manager of Operations & Facilities

2016Augustbillkragletter

August 24, 2016

Report To: Travis Rob, Manager of Operations & Facilities

From: Douglas Herr, Environmental & Facilities Superintendent

**SUBJECT: Water Service Damage Repairs
800 Scott Street (White Pine Hotel)
Letter Dated: July 7, 2016 - Received July 15, 2016**

Find attached a letter from Bill Krag disputing the invoice in the amount of \$6,158.73 for repair costs as a result of the damage he caused to the existing water service into the above property.

I have outlined the chain of events that took place, see below:

- November 9, 2015 – Town received an email from Ontario One Call for a locate request at 800 Scott Street. Bill Krag made the request as he was arranging to complete some sewer work within his property.
- November 9, 2015 – Locate was completed by Trish Law. No one was on site to sign the locate form so she emailed a copy to him. (Email attached). The locate states that the water/sewer services are only marked to the property line, not mark on private property. In her email she specifically requests that the form be signed and a copy returned to the Public Works Office prior to work taking place. Failure to do so will invalidate the service locate. No signed copy has been received to date.
- In the mid to later part of November 2015 Mr. Krag came to the Public Works Office looking to purchase materials for his sanitary sewer installation. The Town sold him what he required. When he was here I talked with him. He wanted to know if the Town would install the sewer service for him. I told him that the Town does not do work on private property as there are a number of contractors that do this type of work.
- Another time Mr. Krag came in looking to know the depth of the sewer at the property line as he was going to tie into it. He was installing the sewer pipe from the building back to the sewer pipe at the property line. I told him I could only give him an estimated depth. I also told him that the general practice for installing sewers is to start at the low end, at the cleanout at the property line and work your way back to the building. This way you can maintain proper grade on the sewer pipe and adjust accordingly. If you were to go backwards there is a chance that your newly installed pipe may end up below where you want to tie in. I drew a sketch of what I meant by this, which if I recall he took with him. At no time do I recall discussing the service locates with Mr. Krag.
- November 30, 2015 – Mr. Krag had telephoned the Public Works Office sometime in the middle of the afternoon requesting an emergency turn off as he caught the existing water service on his property. A crew was dispatched to the site. Upon exposing the water service at the property line they found that the curb stop had been pulled off the service pipe. The service line was crimped and left for repair the next day.
- December 01, 2015 – Town crew arrived on site to repair the water service. In order to facilitate a safe repair the existing concrete sidewalk was removed. The existing service,

Town side had to be froze in order to complete the repair and to avoid shutting down the water main itself. A new curb stop, box and spindle were installed at the property line and a short piece of service pipe was installed on the Owner's side to keep the curb stop threads clean. The excavation was then backfilled. It was found that there were two water services going into this property, both were in the off position.

- December 2, 2015 – Mr. Krag telephoned the Public Works office a second time stating that he again needed an emergency water turn off as he snagged his water service. A crew was dispatched to the site and completed a temporary repair, similar to that done on December 01, 2015. The curb stop on this water service (second service) was also pulled off the service pipe.
- December 3, 2015 – Town crew arrived on site to repair the water service. The existing water service was repaired similar to the repair done to the service on December 01, 2015. The excavation was not backfilled as requested by the Owner, Mr. Krag as he had to connect to the services.
- An invoice for the work completed by the Public Works crew was sent to Mr. Krag in December 2015. It wasn't until May 9, 2016 that I received an email from Mr. Krag stating that he was in dispute of the invoice. I tried several times to get ahold of Mr. Krag and finally got a hold of him by telephone. I asked him why it took so long to come forward with the dispute and explained that he would have to write a letter to Council explaining his reasons why he is disputing the invoice. His response was he was very busy and time flew by and that he would write Council a letter. A letter was received Friday July 15, 2016.

In regards to Mr. Krag's letter he mentions that his property only requires one water service and that he should not be made to pay for something he neither asked for nor needs. The two water services were already in place when Mr. Krag purchased the property. Nothing was added since. If Mr. Krag wishes to have one of the service lines permanently terminated then he would have to make application to do so. I would go on to say why would Mr. Krag reconnect both services back up to his building? From what was observed within the building only one service was being used. The other one had been disconnected and capped inside. (This would depend on the present and future use of the property).

Respectfully Submitted,



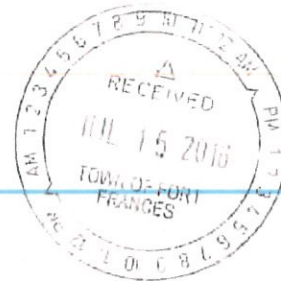
Douglas Herr, Environmental & Facilities Supt.

Enclosed: Letter – Bill Krag
Locate (Email)
Pictures

Fort Frances Mayor and Council
 Fort Frances Civic Center
 Fort Frances ON

July 7 2016

William Krag
 Owner of Property 800 Scott St
 Fort Frances ON



Mayor and Council:

This letter is concerning invoice 0024472 in the amount of \$6,158.73.
 I feel this invoice unwarranted and do not feel we should be responsible for the entire amount.

On Nov 30 2015 I was to begin digging a new sewer line into my property located at 800 Scott St. I had obtained the appropriate line locates required for this job. The sewer and water locate was quite vague, so I called the public works department for assistance but was not able to get anyone to come to the property. I went to the public works office and Doug Herr said they wouldn't be able to assist in this process but did provide me with a rudimentary drawing as to where dig to try and find the water line. I dug as best I could and found one water line that was leaking slightly. I called again and asked for someone to come and look at it. No one showed so I continued to dig and hooked the water line and pulled it out of the curb stop and water began to flow and fill the hole, I then called again there was no answer so I left a message about what happened. A crew showed up shortly and was able to stop the leak. Upon the finish of the clean up another old bent curb stop rod was notice close to the one I was digging by. When asked about it I was told that that would be a dead line and not to worry about it. On Wednesday December 2 2015 I continued digging avoiding the "dead line" but it turned out that line looped around and under where I was digging and that one was also pulled off the curb stop and began filling hole with water I again called public works and was told a crew would be dispatched. I am not sure how long it was but it was quite a while before anyone showed up thus allowing the water to undermine the side walk.

The line was repaired and I was able to finish with my work. There are other factors that created a lot of difficulty in finishing this project and cost me expenses and time to remedy. I do not believe I should be held responsible for any of the repairs as with assistance of town personal these events would have been avoided. My property only requires one services and I should not be made to pay for something I neither asked for nor need.

I am responsible for the \$263.50 for Sewer Service Materials.

I would be happy to explain this further in person if you like. But this bill is not an unpaid bill it is a bill in dispute and should not be transferred to land taxes.

Sincerely ;
 Bill Krag 807 275 9297 fssr@nwonet.net



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2016/89**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: September 28, 2016
SUBJECT: When Eagles Fly Program Financial Request

BACKGROUND

At the September 26, 2016 Council Meeting, the financial request received from When Eagles Fly Program Founder/Coordinator Sandra Allan was referred to the Administration & Finance Executive Committee for recommendation with input from the Police Services Board.

As indicated in the attached letter, When Eagles Fly is a new program for youth in Fort Frances and area. This program was developed for youth to discover themselves and has three separate components being When Eagles Fly Neighborhood Patrol Watch, When Eagles Fly Green Light Program and When Eagles Fly Youth Empowerment Interactive Presentations. Their financial request is consideration of a donation for startup program costs for walkie-talkies (\$100), safety Vests and patches (\$450) green lights (\$50) and flashlights and batteries (\$60).

Sept 13/2016



Dear Mayor & Council,

"When Eagles Fly, " is a new program for our youth in Fort Frances and area.

Our main focus is to empower teens, helping them discover their goals, talents and abilities.

Equally important is their safety and well -being.

This program's founder Sandra Lori Allan is a certified Addiction Worker who has worked extensively in the past with troubled teens in group home facilities.

"We are losing our kids to drug and alcohol abuse and suicide," says Sandra.

"Gang activity has increased and become a "place to belong," amongst our teens , even younger."

A great majority of these youth have never had the opportunity to explore their life aspirations, their goals and their dreams. It's difficult seeing what could be, coming from broken homes, poverty, lack of self-esteem and feeling worthless. Add bullying into this and the outcome is usually catastrophic.

"When Eagles Fly,' is developed for youth to discover themselves, how unique and individual each are and how they could contribute their gifts and abilities to their community and outward.

" Never be afraid to dream big!" Is one of our motto's.

Built with 3 separate components in mind, When Eagles Fly Youth Empowerment and Safety is as follows:

1. **When Eagles Fly Neighborhood Patrol Watch:** in the beginning adult volunteers will patrol our Fort Frances area from 7 P.M.-9 P.M. Thursday and Friday evenings. We offer community hours to teens willing to patrol with us. In return this gives our youth a feeling of being part of keeping our community safe while practising their social skills as well, co-hearsing with other teens. Another of our goals is to have our youth volunteer in community events such as Stuff a Cruiser or Christmas Hamper/Ringing of the Bells-Salvation Army.
2. **When Eagles Fly-Green Light Program:** the green light program was developed in first nations communities to promote safety and offer a safe house where those in need could go to in case of emergency. When Eagles Fly would like to incorporate safe homes for youth in our community to go when they have an emergency. These trained homeowners would offer referral services as needed such as a call to Police /Ambulance/Family Services and Victim Services. The owners of these homes will have criminal reference checks and be supplied with a green light for their property.

3. **When Eagles Fly Youth Empowerment Interactive Presentations-** these presentations are specifically for youth ages 13-18. Youth will participate in developing their goals and aspirations in a fun 1 1/2 hour presentation. Special guests may be brought in to inspire and encourage youth with their powerful life stories. This program is also used as a "Say No To Drugs and Bullying! With the focus on being yourself and embracing who you are and what you have to offer! It's a "Build You Up." Presentation!

At this time our program is in need of the following items to get started:

Walkie-Talkies (\$100.00)

Safety Vests and Patches (\$450.00)

Green Lights (\$50.00)

Flashlights and batteries (\$60.00)

You can contact Sandra Lori Allan at 1-807-861-0629 if you would like to make a donation.

Help us to help save our youth!

Sincerely,

A handwritten signature in cursive script that reads "Sandra Lori Allan".

Sandra Lori Allan

When Eagles Fly –Founder/Coordinator

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2016

SUBJECT: Renewal of Municipal Insurance 2016-2017

BACKGROUND

Attached please find the renewal premium from Frank Cowan Company for the period November 1, 2016 to November 1, 2017. The renewal offer of September 13, 2016 is \$186,240 plus applicable taxes, reflecting an increase in premium of 2.4% over the expiring premium.

Since the 2015-2016 coverage term was the first one with Frank Cowan Company for several years, a representative from their Risk Management Department undertook inspections of several of the Town properties. These inspections resulted in changes to the coverage on most properties to properly reflect replacement value. The result was a 4.2% overall increase in the property limit. In addition, Frank Cowan Company placed a 2% inflationary increase on the previously presented valuation on buildings that were not inspected, based on StatsCan inflation. In summary, the building limits increase by \$5,071,698 after inspection and the property premium increased by \$2,138 due to increase property values. Also, the equipment breakdown premium increased by \$223 due to increased property values. The General Liability is up \$1,893 due to trends. This increase is below average across Cowan municipal book of business. The change in auto is \$58 due to inflation.

Another consideration which administration is reviewing is coverage of street lighting and poles. In the renewal offer, Frank Cowan Company has proposed an additional premium of \$2,039 for a valuation of \$1,058,500. This is currently being reviewed by Gillon's Insurance as it does not cover the poles.

Administration is seeking Council's acceptance of the renewal offer.

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 54,096	\$ 55,989
Errors and Omissions Liability	6,820	6,820
Non-Owned Automobile Liability	189	189
Environmental Liability	9,065	9,065
Crime	1,250	1,250
Board Members Accident	434	434
Conflict of Interest	420	420
Legal Expense	1,500	1,500
Property		
Property / Data Processing	73,537	75,675
Equipment Breakdown	7,722	7,945
Automobile		
Owned Automobile	21,845	22,653
Garage Automobile	800	800
Excess		
Excess Automobile	750	N/A
Follow Form	3,500	3,500
Total Annual Premium	\$ 181,928	\$ 186,240
(Excluding Taxes Payable)		



TO: Administration & Finance Executive Committee

FROM: E. (Lisa) Slomke, Clerk

DATE: September 28, 2016

RE: Development of Revised Boards and Committees By-law
(Strategic Plan Initiative #36)

BACKGROUND

The draft version of the revised by-law to establish specific Boards / Committees of Council was reviewed at the July 5th, 2016 Administration & Finance Executive Committee. At that time, some additional research had to be completed prior to a final draft being presented. I reviewed By-law 36/81 regarding qualification for appointment of members to local boards, committee and commissions and the wording in this new draft version will address and replace that requirement.

It is important to note that several by-laws will be unaffected by the enactment of the attached draft, including BIA (32/78), SKC (38/83), CofA (17/07), Library (38/85) and Non-Profit Housing (418), listed as Item#2 in the new draft by-law, as they have their own independent by-law that authorizes their existence and purpose.

Additionally, I have attached the draft Application form with the end goal of making this application form fillable online (should that be the applicant's choice) for submission to the Clerk's Office.

NEXT STEPS

The final version of the draft by-law attached to this report, will be brought forward for Council to endorse, and subsequently the Clerk will update the website. The practices and process outlined in the new by-law will take effect upon enactment of the by-law. Upon enactment of a new Boards & Committees By-law, Strategic Plan Initiative #36 will be deemed complete.

Approval of this report will bring forward a recommendation to Council from the Administration & Finance Executive Committee to endorse the draft by-law presented and further request that the proposed Boards & Committees By-law be brought forward at the next meeting of Council for enactment.

TOWN OF FORT FRANCES

By-law xx/16

Being a by-law to establish specific Boards / Committees of Council, the Municipal Act,
xxxx

WHEREAS Council recognizes that the use of Boards / Committees is an effective means of public participation, public consultation and a source of input on Town policies and procedures;

AND WHEREAS Boards / Committees play an integral role in the corporate decision making, by providing a means for staff and Council to receive the views and advice from citizen members on a variety of matters;

AND WHEREAS on xx Date, 2016, Council approved a report from the Clerk recommending amendments to the establishment of Boards / Committees and a defined process for handling appointment to Council established Boards / Committees;

NOW THEREFORE the Council of the Corporation of the Town of Fort Frances
HEREBY ENACTS as follows:

1. With the exception of those by-laws identified in section 2. of this By-law, that each and every by-law and resolution previously enacted by Council for the Corporation of the Town of Fort Frances to establish or create a Board / Committee, the members of which are appointed by Council, be and the same are hereby repealed.
2. The following by-laws and resolutions pertaining to the establishment and structure of certain Boards / Committees are not affected by section 1. of this By-law and shall remain in force and effect:
 - a. Town of Fort Frances By-law 32/78, as amended, to establish a Business Improvement Area Board of Management;
 - b. Town of Fort Frances By-law 38/83, as amended, to establish an Elderly Persons Centre Board of Management (Sister Betty Kennedy Centre);
 - c. Town of Fort Frances By-law 17/07, as amended, to establish a Committee of Adjustment;
 - d. Town of Fort Frances By-law 38/85, as amended, and By-law No. 386, to establish the Fort Frances Public Library;
 - e. Resolution No. 418, passed by Council March 26, 1990 wherein is established the Fort Frances Municipal Non-Profit Housing Corporation.
3. Council hereby establishes an Executive Committee for each of the four Corporate Divisions (Administration & Finance, Planning & Development, Operations & Facilities and Community Services) for a term and with structure and mandate as outlined in Schedule 'A' attached hereto.

4. Council hereby establishes General Provisions that pertain to all Boards / Committees as set out in Schedule 'B' attached hereto.
5. Council will adhere to the Policy respecting the appointment of Board / Committee members, which includes criteria for eligibility and term of appointment as outlined in Schedule 'C' attached hereto.
6. Council may from time to time establish and make appointments to Boards / Committees as deemed necessary by Council resolution, with mandates, structure and Terms of Reference clearly outlined and forming part of the resolution.
7. Council hereby establishes the Committee of the Whole of Council with membership consisting of those members of Council of the day. The term of members shall coincide with the term of Council i.e. from Inaugural Meeting to November 30 for a four (4) year term.

The position of Chairperson and Vice-Chairperson of Committee of the Whole of Council shall be on a rotation basis throughout the duration of the four year term of Council among the six Councillors whereby each Councillor shall be four months as Chairperson. The rotation shall repeat once during the four year term of Council such that each member, following the completion of the terms of all member as Vice-Chairperson and Chairperson, shall repeat a four month term as Vice-Chairperson followed by a four month term as Chairperson. The order of selection shall be determined by the Mayor and approved by resolution of Council at the Inaugural Meeting of the newly elected Council.

The committee shall consider all matters brought before it that are appropriate and within its power to consider. Meetings of the Committee of the Whole are to be held as from time to time are regularly scheduled or otherwise as determined necessary by Council.

Meetings of the Committee of the Whole shall be open to the public. However, if matters being considered are of such a nature that they may legally be considered in camera, the meeting, or portions thereof, may be conducted in the absence of the public.

This by-law shall come into force and take effect on final passing.

READ THREE TIMES and finally passed in open Council this XX day of Month, 2016.

Schedule 'A' to By-law xx/16

EXECUTIVE COMMITTEES

A. Administration & Finance Executive Committee

Membership shall consist of the Chief Administrative Officer, the Treasurer or Deputy-Treasurer, three Councillor's appointed by the Mayor for a two year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will work closely with and assist the CAO and Treasurer on Corporate Administration and Finance matters as appropriate.

The Committee will also be delegated Corporate Administration & Finance matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

B. Planning & Development Executive Committee

Membership shall consist of the Chief Administration Officer (or designate), three Councillor's appointed by the Mayor for a two year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Planning & Development Division.

The Committee will work closely with and assist the CAO (or designate) on Corporate Planning and Development matters as appropriate, including but not limited to: Building Services, By-law Enforcement, Animal Control, Planning, Committee of Adjustment and Property Standards.

The Committee will also be delegated Corporate Planning & Development matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

C. Operations & Facilities Executive Committee

Membership shall consist of the Manager of Operations & Facilities, three Councillor's appointed by the Mayor for a two year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson

will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Operations & Facilities Division.

The Committee will work closely with and assist the Division Manager on Corporate Operations & Facilities matters as appropriate, including but not limited to: Airport, Cemeteries, Parks, Public Works, Streetlights, Water, Sewer & Storm Sewer Systems and Traffic Safety.

The Committee will also be delegated Corporate Operations & Facilities matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

D. Community Services Executive Committee

Membership shall consist of the Manager of Community Services, three Councillor's appointed by the Mayor for a two year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Community Services Division.

The Committee will work closely with and assist the Division Manager on Corporate Community Services matters as appropriate, including but not limited to: Day Care, Elderly Persons Centre, Library, Museum, Recreation and Transit Services.

The Committee will also be delegated Corporate Community Services matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

Schedule 'B' to By-law xx/16

General Provisions Pertaining to All Boards / Committees

- The Board / Committee shall meet as often as necessary to fulfill its mandate.
- A majority of the members of the Board / Committee shall constitute a quorum. In the absence of a quorum, the only actions admissible are: 1. Take action to obtain a quorum; 2. Recess until a quorum is attained; and 3. Adjourn in the event a quorum cannot be attained.
- The Mayor is an ex-officio member of each committee.
- Members of the Board / Committee shall serve without remuneration.
- At the first meeting of the appointed Board / Committee, the members shall elect one of their members as chair, another as vice-chair.
- The Board / Committee secretary is responsible for the preparation and circulation of the agenda prior to the meeting. Items for inclusion on the agenda, shall be provided in a timely fashion to the Board / Committee secretary.
- The Board / Committee will review the minutes at the next regularly scheduled meeting and shall be adopted by a majority vote of members in the form of a mover and seconder, and once approved, forwarded to the Clerk's department for inclusion as information on the next Council agenda.

Schedule 'C' to By-law xx-16

BOARD & COMMITTEE APPOINTMENT POLICY

Purpose:

To establish guidelines and best practices for the recruitment and appointment of citizen members to the Town of Fort Frances' Boards / Committees. This policy will ensure a fair and equitable appointment process where the most qualified applicants are appointed, who are representative of the Town of Fort Frances.

Scope of Policy:

This policy applies to appointments to Town of Fort Frances Boards / Committees. This policy does not apply to Town of Fort Frances' Boards / Committees which are subject to their own applicable legislative requirements, governing by-laws and/or other legal requirements regarding Board / Committee appointments.

Definitions:

Board / Committee – means any Board or Committee of the Town of Fort Frances as named in this Policy or as established by resolution of Council, which consists of citizen members, established to provide advice, make recommendations, fulfill a statutory role, organize events or provide program support.

Clerk – means the Clerk of the Town of Fort Frances, or his/her designate.

Council – means the Council of the Town of Fort Frances.

Eligibility – means the qualifications established by Council that an applicant must possess in order to serve on Boards and Committees.

Length of Service – means the period of time for which a member is appointed to a specific Board or Committee.

Mandate – means the statement that describes the Board / Committee purpose or authority to address matters. The Mandate shall align with Council's strategic goals and objectives.

Member – means a person appointed by Council to serve on a Board or Committee.

Public – means a member of the public who is a resident or property owner in the Town of Fort Frances

Resident – means a member of the public whose current and primary residence is within the Town of Fort Frances.

Statutory Committee – means a committee required by Provincial legislation which addresses matters or performs functions as specified in the relevant legislation.

Terms of Reference – a document outlining the mandate and board or committee operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles and the like. Terms of Reference must be approved by Council, including any amendments.

Town – means the Town of Fort Frances.

Eligibility & General Qualifications of Board / Committee Members:

A member must be 18 years of age, unless otherwise specified in the Terms of Reference for the specific Board / Committee, i.e. where youth representation is required.

A member must be an eligible elector of the Town of Fort Frances.

Members are required to maintain their eligibility status for the duration of their term, and are responsible for advising the Clerk of any change to their status.

Town of Fort Frances full time staff are not eligible for positions as citizen members on any Board / Committee. Citizen members who subsequently receive a full time position with the Town, shall immediately resign from the Committee. Staff may be given the opportunity to attend and participate in discussions at Board/Committee meetings based on previous expertise.

Term and Length of Service on a Board/Committee:

Unless otherwise provided for by legislation, Terms of Reference or operating procedures, the term of appointment shall generally coincide with the Term of Council. The appointment will commence upon passing of the appointment resolution and will expire no later than November 30 in an election year, unless otherwise specified.

Members will not be appointed for more than two consecutive terms on the same Board / Committee. Notwithstanding the foregoing, Council may reappoint a member beyond two consecutive terms if deemed necessary by Council to maintain continuity and to achieve balance between new and experienced members. Members eligible for reappointment, must complete an application form and submit to the Clerk. Members that have served two consecutive terms on one Board/Committee, may apply to serve

on another Board / Committee. If a member is appointed to fill a vacancy mid-term, then he/she completes that term and then may serve an additional two terms.

Recruitment & Appointment Process:

The recruitment of members will begin where vacancies are required to be filled and if applicable, following any changes to the terms of reference for the Board / Committee or after the establishment of any new Boards / Committees.

An advertisement for vacancy, which includes details on eligibility, meeting frequency and time, information on how to obtain an application form, terms of reference, deadline and location for submitting an application. Vacancies will be advertised in appropriate locations as determined by the Clerk.

The Clerk may extend the application submission deadline when there are an insufficient number of applications deemed appropriate. Applicants may be required to complete supplementary screening requirements such as a criminal reference check (i.e. committee exposed to children). Any additional requirements will be noted in the recruitment advertisement.

All personal information collected in the application process is collected in accordance with MFIPPA and will be used to determine eligibility for appointment.

Collected applications will be reviewed in-camera, by the appropriate Executive Committee, after which a recommendation will be brought forward to a Committee of the Whole in-camera session. If an established Board / Committee does not pertain to a specific Executive Committee, then the applications will be reviewed by the Committee of the Whole. A resolution to formally appoint members to Board / Committees will be brought forward to a subsequent Council meeting. Current members who are eligible for reappointment, will be evaluated in the same way as all new applicants.

The Clerk's department will subsequently send letters to all successful applicants confirming their appointment, as well as sending letters to all unsuccessful applicants advising that they have not been selected but thanking them for their application. The Clerk's department will provide notification to the appropriate Board / Committee, recording secretary with contact information for the new citizen member. All newly appointment members will review/sign two copies of the Code of Conduct, one for their reference and one copy to be returned to the Clerk's department. The Clerk will maintain a confidential database containing all appointments to Boards and Committees.

Vacancies:

Vacancies on Boards / Committees are created when a member resigns or vacates the position, effective:

- The date of resignation
- The date that the member is removed by Council resolution
- The date that the member no longer qualifies for the position
- The date of the death of the member.

Boards / Committees may pass a resolution requesting that a member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or five total meetings in any calendar year.

A member who is resigning from their appointed position, will submit a written letter of resignation to the Clerk.

Vacancies will be filled as per the Recruitment & Appointment Process outlined above.

Conduct of Members:

Boards and Committees are governed by and subject to the provisions of the Town's Procedural By-law, the Municipality Conflict of Interest Act and the Code of Conduct and shall adhere to all Town policies and procedures.

Exceptions to this Policy:

Where a conflict exists between the provisions of this policy and any legislative or legal requirement, the legal requirement shall prevail.

Interpretation & Administration:

The Clerk is responsible for interpreting and administering this policy, and such interpretations will be final.

Policy Review and Procedure

This policy will be reviewed as required, but in any case no less than once per four (4) year term of Council. The Clerk will be responsible for initiating the review of this Policy.

Appendix 'A'

List of Committees & Citizen Complement

Administration & Finance Executive Committee

Planning & Development Executive Committee

Operations & Facilities Executive Committee including:

- Traffic Safety Committee – one citizen
- Street Lighting Inspection Committee

Community Services Executive Committee including:

- Museum and Cultural Centre Advisory Committee – 5 citizens
- Sunny Cove Advisory Committee – 2 citizens
- Townshend Theatre Advisory Committee – 1 citizen
- Sister Betty Kennedy Board of Management – 5 citizens

Statutory Committees:

- Town of Fort Frances Police Services Board – 1 citizen
- Fort Frances Public Library Board – 5 citizens
- Committee of Adjustment – 7 citizens

Other Boards / Committees not specifically affiliated with a Division including:

- Citizen of the Year Committee – two citizens
- Economic Development Advisory Committee – 9 citizens
- Salary Structure and Administrative Practices Committee
- Business Improvement Area (BIA) – 11 citizens (specific criteria)

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: September 28, 2016
SUBJECT: Request for Reconsideration M.O.S.
RE: Williams Ave. (2016) Roll # 5912-030-007-23300-0000
1054 Williams Ave (2016) # 5912-030-007-23650-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2016 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following properties:

1. Williams Ave – Residential (RT) CVA of 47,000 reduced to CVA of 23,500 for 2016 taxation year resulting from restricted or limited access to lot.
2. 1054 Williams Ave – Residential (RT) CVA of 252,000 reduced to CVA of 242,000 for 2016 taxation year resulting from updated structure value.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Last date for a municipal appeal is December 27, 2016.

That total financial impact of the Minutes of Settlement is \$617.16 consisting of a reduction of municipal revenue of \$554.18 and education revenue of \$6298 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

2016 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	Capping Adjust	Penalty/ Interest	B/A	TOTAL
	2016	3.7.233	-23,500	RTEP	0.01654275	0.00188	-388.75	-44.18								-432.93
	2016	3.7.23650	-10,000	RTEP	0.01654275	0.00188	-165.43	-18.80								-184.23
Minutes of Settlement							-554.18	-62.98	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-617.16



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

MOS 2016-00006

**Request for Reconsideration
Property Assessment Notice
Minutes of Settlement 2016 Tax Year**

ERIC ROSS PEARSON
1167 RIVER RD W
FORT FRANCES ON P9A 2V3

Questions?

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

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

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

Roll number	59-12-030-007-23300-0000			
Property location and description	WILLIAMS AVE RPRR22 PT PART 8 PCL 14648			
Municipality	Town of Fort Frances			
Current Property Assessment				
Property	Effective	2008	2012	Phase-In Assessment for Taxation Years
Classification	Date	Assessed value	Assessed value	2016
Residential (RT)	January 01, 2016	\$46,500	\$47,000	\$47,000
Total		\$46,500	\$47,000	\$47,000

Revised Property Assessment				
Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years 2016
Residential (RT)	January 01, 2016	\$46,500	\$23,500	\$23,500
Total		\$46,500	\$23,500	\$23,500

Reason(s) why your property assessment changed

- Restricted or limited access to lot

Please see reverse

Please check the appropriate box and sign below

I ☒ accept my revised assessment

or

I ☐ reject my revised assessment.

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

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by August 17, 2016.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

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

Signature of property owner/representative X <i>[Signature]</i>	Print Name X <i>ROSS PARRINO</i>	Date (yyyy/mm/dd) <i>July 22/16</i>
Signature of MPAC representative X <i>[Signature]</i>	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2016/05/09
Objection by Municipality		
Municipal Signature X	Print Name X	Date (yyyy/mm/dd)

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

Last date for a Municipal Appeal: December 27, 2016

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

Tax Year: 2016 Roll Number: 59-12-030-007-23300-0000



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

**Request for Reconsideration
Property Assessment Notice
Minutes of Settlement 2016 Tax Year**

Questions?

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

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

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

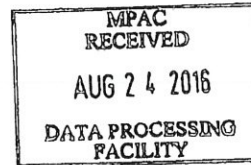
Roll number 59-12-030-007-23650-0000

Property location and description 1054 WILLIAMS AVE
PLAN 48M341 LOT 2 PCL 2-1 SEC 48M341 & PT 2 48R2619

Municipality Town of Fort Frances

Current Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years
				2016
Residential (RT)	January 01, 2016	\$214,000	\$252,000	\$252,000
Total		\$214,000	\$252,000	\$252,000



Revised Property Assessment

Property Classification	Effective Date	2008 Assessed value	2012 Assessed value	Phase-In Assessment for Taxation Years
				2016
Residential (RT)	January 01, 2016	\$214,000	\$242,000	\$242,000
Total		\$214,000	\$242,000	\$242,000

Reason(s) why your property assessment changed

- Updated structure data

Please see reverse

Please check the appropriate box and sign below

☒ accept my revised assessment

or

☐ reject my revised assessment.

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

- I understand that if I accept the recommendation;
 - the revised phased-in assessments will be used by my municipality to adjust my property taxes; and
 - if I have already filed an Appeal to the Assessment Review Board (ARB), my Appeal is withdrawn.
- I understand that if I reject the recommendation;
 - my property assessment will remain unchanged for the current year; and
 - I have the option of appealing to the Assessment Review Board by November 09, 2016.
- I understand that a supplementary or omitted assessment may be made for any changes to the property not yet assessed.

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

Signature of property owner/representative X <i>Dave Beach</i>	Print Name DAVE BEACH	Date (yyyy/mm/dd) 2016/08/16.
---	--------------------------	----------------------------------

Signature of MPAC representative X <i>Walter Veneruzzo</i>	Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2016/08/01
---	--	---------------------------------

Objection by Municipality

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

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

Last date for a Municipal Appeal: December 27, 2016

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

Tax Year: 2016 Roll Number: 59-12-030-007-23650-0000

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: September 28, 2016
SUBJECT: Councillor Paul Ryan – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$375.00 and Schedule “B” Travel Expenses of \$70.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016 as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$ 70.00
2. Per Diem (2 ½ days)	<u>375.00</u>
Total Per Diem & Travel Claims	<u>\$445.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$954.90 to attend NOMA Regional Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

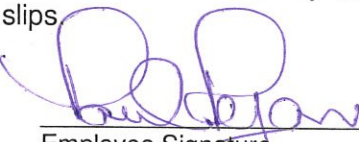
**TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT**

1. Attendee	PAUL RYAN							
2. Conference/Seminar Attended	NOMA 34th ANNUAL REGIONAL CONFERENCE AND THE COMMON VOICE NORTHWEST REGIONAL CONFERENCE							
Location (Facility and City)	VICTORIA INN - THUNDER BAY ON.							
Dates	September 21, 22, 23, 2016							
3.	Sun.	Mon.	Tues.	Wed. 21	Thurs. 22	Fri. 23	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch								
Dinner				35.00	35.00			70.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
	By Town of Frances ✓		—		Room, Victoria Inn		8	
5. Town Used Vehicle	Yes	No	Reason	Travel in Mayor Avis Private Vehicle				Total
Mileage Claimed	KM x \$0.47 =							
6. Approved				Total Expenses				70.00
				Advance Received				70.00
				Balance Claimed				70.00
				Balance Refunded				0

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.

September 26 / 2016
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

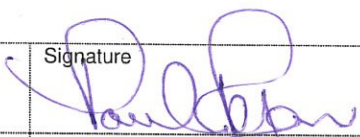
Date	Treasurer	A / P	Cashier

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

Attendee	PAUL RYAN
Conference / Seminar Attended	NOMA - 34th Annual Regional Conference And The Common Voice Northwest Regional Conference
Location	Victoria Inn - Thunder Bay - ON
Dates	September 21, 22, 23 / 2016

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date 2016			Sept 21	Sept 22	Sept 23			
Amount			75.00	150.00	150.00			375.00

Name (Please Print) PAUL RYAN	Signature 
Approved	Date September 26 / 2016

To be submitted to Payroll for processing when approved by Council



VICTORIA INN

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Paul Ryan
320 Portage Ave
Fort Frances, Ontario

P9A 3P9

Page # 1
Res. # 502773 Ref: 30995SB00162
Checked in Wed Sep 21/16 - 5:55pm
Checked out Fri Sep 23/16 - 12:41pm
Nights 2
Room Rate 115.00
Room 371

Group: NOMA* Conference

Date	Description	Reference	Charges	Credits
Sep21	PAID BY VISA - Th auth #038877	*****8250		259.90
Sep21	Room - Government Rate		115.00	
Sep21	HST		14.95	
Sep22	Room - Government Rate		115.00	
Sep22	HST		14.95	
			-----	-----
			0.00	259.90
				259.90

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Our H.S.T. # is 835058603

Charge Summary:
HST

29.90

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: September 28, 2016
SUBJECT: Councillor Ken Perry – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$105.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016 as submitted by Councillor Ken Perry.

Conference Expenses

1. Meals	\$105.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$555.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$1,064.90 to attend NOMA Regional Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

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

1.	Attendee	<i>Kew Perry</i>						
2.	Conference/Seminar Attended	<i>NOMA / CUNW</i>						
	Location (Facility and City)	<i>Thunder Bay Victoria Inn</i>						
	Dates							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner				<i>35 00</i>	<i>35 00</i>	<i>35 00</i>		<i>105 00</i>
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

5.	Town Used Vehicle	Yes	No	Reason	Total
	Mileage Claimed	<i>KM x \$0.45 =</i>			

6.	Approved		Total Expenses	<i>105 00</i>
			Advance Received	
			Balance Claimed	<i>105 00</i>
			Balance Refunded	

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

Sept 26 / 16
Date

Kew Perry
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee <i>Ken Perry</i>	
Conference / Seminar Attended <i>NOMA</i> <i>CVNW</i>	
Location <i>Thunder Bay</i>	<i>Victoria Inn</i>
Dates <i>Sept 21/22/23</i>	

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		150	150 ⁰⁰	150 ⁰⁰	150 ⁰⁰			450 ⁰⁰
Amount								

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: September 28, 2016
SUBJECT: Councillor Wendy Brunetta – NOMA Regional Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$450.00 and Schedule “B” Travel Expenses of \$105.00 to attend the NOMA Regional Conference held in Thunder Bay, Ontario from September 21 - 23, 2016 as submitted by Councillor Wendy Brunetta.

Conference Expenses

1. Meals	\$105.00
2. Per Diem (3 days)	<u>450.00</u>
Total Per Diem & Travel Claims	<u>\$555.00</u>

The registration fee of \$250.00 and hotel accommodations of \$259.90 were paid by the Town resulting in the total cost of \$1,064.90 to attend NOMA Regional Conference as authorized by Council.

The travel expenses and per diem claim is in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-B Schedule ‘A’.

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

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	NOMA							
	Location (Facility and City)	Thunder Bay, / Sept. 22-23 + Exec. Mtg Sept 21							
	Dates	↓							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner				35.40	35.40	35.40		105
	Per Diem								
	Other								
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				
					Advance Received				
					Balance Claimed				
					Balance Refunded				

The agenda must be attached to process payment

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

Sept. 26, 2016
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature


Date	Treasurer	A / P	Cashier

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Exec Mtg & NOMA Conference
Location	Thunder Bay
Dates	Sept. 21, 22, 23

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept 21	Sept 22	Sept 23			
Amount			150	150	150			450

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date Sept. 26, 2016

To be submitted to Payroll for processing when approved by Council



VICTORIA INN

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Wendy Brunetta
320 portage avenue
Fort Frances, Ontario

P9A 3P9

Page # 1
Res. # 502776 Ref: 30995SB00162
Checked in Wed Sep 21/16 - 1:04pm
Checked out Fri Sep 23/16 - 11:37am
Nights 2
Room Rate 115.00
Room 133

Group: NOMA* Conference

Date	Description	Reference	Charges	Credits
Sep21	PAID BY VISA - Th auth #050345	*****8250		259.90
Sep21	Room - Government Rate		115.00	
Sep21	HST		14.95	
Sep22	Room - Government Rate		115.00	
Sep22	HST		14.95	
			0.00	259.90

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Call 1-877-VIC-INNS or reserve online at WWW.VICINN.COM

Our H.S.T. # is 835058603

Charge Summary:
HST

29.90

Report

September 27, 2016

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Execution of Expanded Ontario Community Infrastructure Funding- Formula-Based Component Agreement

Back in December of 2014 the Town executed the Ontario Community Infrastructure Fund (OCIF) – formula based component agreement with the Provincial Government. Under this agreement the Town received funding to address it's tangible core infrastructure assets and/or to update and maintain its Asset Management Plan. In both 2015 & 2016 the Town received \$ 165,606 under this funding arrangement and was scheduled to receive the same amount in 2017.

However in July of 2016 the Town was notified by the Ministry of Agriculture, Food and Rural Affairs that OCIF – Formula based component was going to expanded starting in 2017. As a result over the next three years the Town will receive the following annual funding;

2017 - \$ 219,229

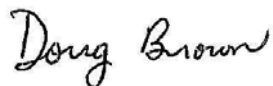
2018 - \$ 422,277

2019 - \$ 634,617

At this time the new expanded OCIF- Formula based component agreement must be executed by the Town. The deadline to submit the executed agreements along with the authorizing by-law to the Province is Wednesday November 2nd, 2016.

The Administration & Finance Executive Committee recommends that Mayor and Clerk be authorized to execute the new expanded OCIF- Formula based component agreements with the Minister of Agriculture, Food and Rural Affairs by the November 2nd deadline.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That Mayor and Clerk be authorized to execute the new expanded OCIF- Formula based component agreements with the Minister of Agriculture, Food and Rural Affairs.

2016SeptOCIFexpendedagreement.doc



E-mailed July 13, 2016

Dear Chief Administrative Officer, Clerk or Treasurer:

Ontario is investing more than \$137 billion in public infrastructure over the next ten years. This will result in an overall investment in infrastructure of about \$160 billion over 12 years, which started in 2014-15. This 12-year commitment includes \$31.5 billion in dedicated funds through *Moving Ontario Forward*. About \$15 billion will be dedicated to transit, transportation, and other priority infrastructure outside the Greater Toronto and Hamilton Area (GTHA).

As a key step in implementing this plan, in the summer of 2015, the Province consulted with communities across Ontario to ensure local priorities inform further *Moving Ontario Forward* investments outside the GTHA. In response to consultation feedback and the progress municipalities have made on asset management planning, the Province is expanding the Ontario Community Infrastructure Fund (OCIF) and updating its design. The total Fund is increasing from \$100 million per year to \$300 million per year by 2018-19.

On July 4, 2016, Ontario launched the expanded OCIF. As part of this launch, the Province continues to provide support for municipal infrastructure projects by:

- Increasing the amount of stable, predictable formula-based funding from \$50 million per year to approximately \$95 million in 2017, \$130 million in 2018 and \$200 million per year in 2019 and thereafter.
- Re-designing the application-based component to act as a “top-up” component allowing smaller municipalities with critical infrastructure projects to submit proposals to bring their total OCIF funding up to a maximum of \$2 million over two years. About \$50 million is available for the 2016 intake.

In addition to enhanced funding being provided through the expanded OCIF, the Province has updated the program design based on feedback from municipalities:



A. Highlights of the new formula-based component of the OCIF

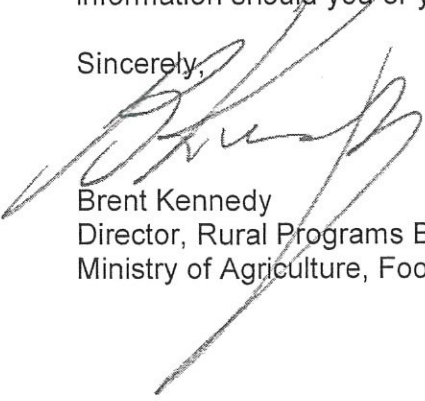
- Recipients may accumulate annual formula-based grants for up to five years to address larger priority infrastructure projects. Attached you will find a copy of your allocation notice. **Please note this information should be kept confidential until such time as the government has had an opportunity to announce your funding allocation.**
- Eligible recipients are guaranteed to receive a minimum of \$50,000 per year, starting in 2017.
- Eligible expenditures have been expanded to include water and wastewater optimization activities, loan payments on new core infrastructure projects, and municipal staff time dedicated to asset management planning.
- Eligible expenditures have been clarified to include the construction of new core infrastructure to address an existing health or safety issue (e.g., connecting existing households on septic systems to wastewater infrastructure).

B. Highlights of the application-based, top-up component of the OCIF

- Eligibility for the 2016 intake is being targeted to communities whose formula-based grants in 2017 and 2018 add up to less than \$2 million and who did not receive funding under the last application-based intake. Eligible communities with critical infrastructure projects may submit proposals to bring their total OCIF funding up to \$2 million over two years. Please refer to your formula-based allocation notice for details on your community's eligibility.
- A one-stage application process will be used to assess projects primarily in relation to the project's critical health and safety aspects. The comprehensiveness of the applicant's asset management plan will be a secondary factor.
- The application-based top-up intake is now open for those municipalities eligible for the top up component. The 2016 intake will close on October 21, 2016.

For more information about the expanded OCIF, including eligibility, please visit the Ministry of Infrastructure website at www.ontario.ca/municipalinfrastructure. The website includes program guidelines and a link to the application form as well as contact information should you or your staff have questions.

Sincerely,



Brent Kennedy
Director, Rural Programs Branch
Ministry of Agriculture, Food and Rural Affairs



**Ontario Community Infrastructure Fund (OCIF)
Formula-based Component**



Allocation Notice

Ministry of Infrastructure
Ministry of Agriculture, Food and Rural Affairs

Town of Fort Frances

July 2016

Disponible en français

Ontario Community Infrastructure Fund (OCIF) Formula-based Component: Allocation Notice

Town of Fort Frances

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Please Note: Due to rounding, some calculations may vary from the results shown.

Terms and Conditions

Receipt of the formula allocations noted on page 3 are conditional upon:

- Entering into a funding agreement with the Province on terms and conditions that are satisfactory to the Province.
- Compliance with all of the terms and conditions of your existing OCIF formula-based funding agreement.

The Province reserves the right to adjust or terminate without notice or consent, for any reason, any allocation or proposed allocation contained in this notice, including the proposed allocations in future years, to account for any changes in your situation, the Ontario Community Infrastructure Fund program guidelines or other parameters or administrative procedures.

Ontario Community Infrastructure Fund (OCIF)

Formula-based Component: Allocation Notice

Town of Fort Frances

Overview

Formula-based funding

Your community's formula-based allocation of funding (allocation) under the Ontario Community Infrastructure Fund for the next three years is as follows:

2017 formula allocation	\$299,229
2018 proposed formula allocation	\$422,277
2019 proposed formula allocation	\$634,617
Infrastructure Index	0.381
Percentage points away from median	40.2

Starting in January 2017, the Province proposes to make payments in accordance with the following schedule

- Allocations of \$150,000 or less will be provided in one payment;
- Allocations greater than \$150,000 but less than \$1 million will be provided through 6 payments; and
- Allocations greater than \$1 million will be provided through 12 payments.

Top-up funding

The new top-up component will allow municipalities with critical infrastructure projects to submit proposals to bring their total OCIF funding up to \$2 million over two years. Eligibility for the 2016 intake is targeted to communities whose formula grants in 2017 and 2018 add up to less than \$2 million and who did not receive funding under the last application-based intake.

If your community is eligible, you may apply for up to 90% of a project's eligible costs or the top-up funding cap noted in the table below (whichever is less). The top-up funding cap is based on the amount your community is receiving under the formula-based component.

Eligibility for 2016 top-up intake	Eligible
Top-up funding cap*	\$1,278,494

* Calculated by subtracting your community's combined 2017 and 2018 formula allocations from \$2-million.

Next allocation notice

You will receive an updated allocation notice in 2017. It will advise you of your 2020 proposed formula-based allocation, as well as eligibility and maximum funding available, if any, to your community under the 2017 intake of the top-up component.

Ontario Community Infrastructure Fund (OCIF)

Town of Fort Frances

Adjusted Core Infrastructure

Table 1 - Calculation of Adjusted Core Infrastructure

A	Adjusted Core Infrastructure: A1	\$129,361,574
	1. Municipality's core infrastructure	\$129,361,574

Data Sources

- **Core infrastructure:** assets valued at cost as reported in Schedule 51 of the Financial Information Return (FIR).
The best of 2014 or 2015 FIR data is used - whichever yields a higher total core infrastructure value for the municipality.
FIR Categories included are:

Line	Item
611	Roads - Paved
612	Roads - Unpaved
613	Roads - Bridges and Culverts
614	Roadways - Traffic Operations & Roadside Maintenance
621	Winter Control - except Sidewalks, Parking Lots
622	Winter Control - Sidewalks, Parking Lots only
650	Street Lighting
811	Wastewater Collection/Conveyance
812	Wastewater Treatment and Disposal
821	Urban Storm Sewer System
822	Rural Storm Sewer System
831	Water Treatment
832	Water Distribution/Transmission

- **Weighted property assessment:** Measures the size of the municipality's tax base. Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes (PILs) retained by the municipality). Data sources: 2015 returned roll and 2016 starting tax ratios (Municipal Property Assessment Corporation (MPAC) and municipal tax rate bylaws) and Municipal FIRs (2014 or 2013 for PILs).

Ontario Community Infrastructure Fund (OCIF)

Town of Fort Frances

Calculation of Indicators

Table 2a - Indicator 1 (ratio of adjusted core infrastructure to weighted assessment)

Indicator 1 Value for Municipality

A	Indicator 1 Value: (A1 ÷ A2)	0.188
	1. Municipality's adjusted core infrastructure	\$129,361,574
	2. Municipality's weighted property assessment	\$686,279,574

Indicator 1 of Eligible Municipalities: Median, Lowest, Highest Value

B	Lowest Value	0.002
C	Median Value	0.083
D	Highest Value	0.302

Calculation of Re-weighted Indicator 1

E	Difference between Indicator Value and Median (A - C)	0.106
F	Difference between the Median and the Maximum Value (D - C)	0.219

G	Re-weighted Indicator 1 (E ÷ F)	0.483
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Note

Line F: Since the indicator is above the median, the difference between the median and the highest value is calculated (D - C)

Line G: The re-weighted indicator is on a scale of -1 to +1.

Ontario Community Infrastructure Fund (OCIF)

Town of Fort Frances

Calculation of Indicators

Table 2b - Indicator 2 (ratio of core infrastructure per household to median household income)

Indicator 2 Value for Municipality

A	Indicator 2 Value: $((A1 + A2) \div A3)$	0.576
1.	Municipality's adjusted core infrastructure	\$129,361,574
2.	Municipality's number of households	3,815
3.	Municipality's median household income	\$58,841

Indicator 2 of Eligible Municipalities: Median, Lowest, Highest Value

B	Lowest Value	0.014
C	Median Value	0.357
D	Highest Value	1.141

Calculation of Re-weighted Indicator 2

E	Difference between Indicator Value and Median (A - C)	0.219
F	Difference between Median and Maximum Value (D - C)	0.784

G	Re-weighted Indicator 2 (E ÷ F)	0.279
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Note

Line F: Since the indicator is above the median, the difference between the median and the highest value is calculated (D - C)

Line G: The re-weighted indicator is on a scale of -1 to +1.

Data Sources

Median household income: Statistics Canada's measure of median income for all private households (2011).

Ontario Community Infrastructure Fund (OCIF)

Town of Fort Frances

Table 3 - Total Grant

Infrastructure Index

A	Infrastructure Index: $((A1 + A2) \div 2)$	0.381
	1. Re-weighted Indicator 1	0.483
	2. Re-weighted Indicator 2	0.279

Calculation of Funding per \$100,000 of Core Infrastructure

B	2017 Funding per \$100,000 Core Infrastructure: $(\$179 + \$13 \times (A - B1) \div 10\%)$	\$231.31
C	2018 Funding per \$100,000 Core Infrastructure: $(\$254 + \$18 \times (A - C1) \div 10\%)$	\$326.43
D	2019 Funding per \$100,000 Core Infrastructure: $(\$394 + \$24 \times (A - D1) \div 10\%)$	\$490.58
	1. Median of Infrastructure Indices of all Eligible Municipalities	-0.021

Calculation of Grant

E	2017 Total Grant: Maximum of $(B \times E1 \div \$100,000)$ or \$50,000 (i.e. whichever is greater)	\$299,229
F	2018 Total Grant: Maximum of $(C \times F1 \div \$100,000)$ or \$50,000 (i.e. whichever is greater)	\$422,277
G	2019 Total Grant: Maximum of $(D \times G1 \div \$100,000)$ or \$50,000 (i.e. whichever is greater)	\$634,617
	1. Municipality's total core infrastructure	\$129,361,574

Note

Lines B, C and D: Since the index is above the median, the funding per \$100,000 of core infrastructure is greater than \$179 in 2017, \$254 in 2018 and \$394 in 2019.
Please refer to the program guidelines for details on the minimum and maximum funding provided per \$100,000 of core infrastructure.