

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - February 7, 2017, 12:00 PM

#### MEETING - Civic Centre

Session # 45

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
  - 4.1 Administration and Finance Executive Committee dated January 17, 2017. 3 - 4
5. **In-Camera**
6. **Items Referred from Council**
  - 6.1 Rainy River Future Development Corporation Per Capita Request. 5
7. **New Business**
  - 7.1 Travel Policy. 6 - 7
  - 7.2 Mayor Roy Avis - MPAC Meeting Travel & Per Diem Claim. 8 - 11
  - 7.3 Councillor Ken Perry - RRDMA Meeting and ROMA Conference Travel and Per Diem. 12 - 14
  - 7.4 Councillor Ken Perry - NOMA Executive Meeting Per Diem Claim. 15 - 16
  - 7.5 Councillor Wendy Brunetta - RRDMA Meeting and ROMA Conference Travel & Per Diem. 17 - 20
  - 7.6 Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem Claim. 21 - 22
  - 7.7 Councillor Wendy Brunetta - AMO Conference Travel Claim. 23 - 25
  - 7.8 D. Brown, CAO - CUPE Mediation Travel Claim. 26 - 27
  - 7.9 D. Brown, CAO ROMA Conference Travel Claim. 28 - 30
8. **Non-agenda Items**

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<b>9.     <u>Information</u></b>	
9.1     Provincial Offences Statistical Report for the Year Ending 2016.	31 - 33
9.2     Fort Frances Fire & Rescue OFM Statistical Report for 2016.	34 - 40
<b>10.    <u>Adjourn / Next Meeting Date - March 7, 2017</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 44

January 17th, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on January 17th, 2017 from 12:04 p.m. to 1:15 p.m.

PRESENT: Mayor R. Avis; Councillor K. Perry; Councillor W. Brunetta; Councillor G.P. Ryan

ALSO PRESENT: D. Brown, CAO; L. Lindberg, Treasurer; K. Lawson, Secretary

REGRETS:

1. **Call to Order 12:04 p.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - Refer to Item 8**
3. **Disclosure of pecuniary interest and the general nature thereof - none were identified**
4. **Approval of Previous Committee Minutes**

4.1 Session No. 43 dated January 3rd, 2017.

Brunetta-Ryan: Approved as presented.

CARRIED

5. **In-Camera - none were presented**

6. **Items Referred from Council**

- 6.1 Heart of the Continent Partnership Financial Request.  
- committee recommended supporting the Heart of the Continent Partnership voluntary annual dues with a payment in the amount of \$150.00.
- 6.2 Fort Frances Chamber of Commerce Tourism Advertising Grant.  
- a lengthy discussion was held. Mr. Brown provided additional information for the Committee's reference. Committee recommended that the request from the Chamber for their 2017 Tourism Advertising Grant in the amount of \$8,500.00 be forwarded to the budget process for consideration.

7. **New Business**

- 7.1 Atikokan Town Council Resolution - Service Ontario Office.  
- committee recommended that Council support the resolution passed by the Town of Atikokan respecting the operation of the Service Ontario office in Atikokan.
- 7.2 POA Write-Off Request.  
- committee recommended approval of the write-off of the Provincial Offences accounts receivables in the amount of \$127,235.89 which have been deemed as uncollectable.

8. **Non-agenda Items**

- 8.1 Treasurer's Report - Council/Corporate Annual Memberships.  
-committee recommended approving 2017 memberships for Ontario Good Roads Association (OGRA) and the Association of Municipalities of Ontario (AMO).
- 8.2 Treasurer's Report - Treasury Photocopier Replacement.

- committee recommended authorizing a 60 month direct replacement lease with Wilson's Business Solutions for a Sharp MX-M654N digital photocopier for the Finance Department.

**9. Information - none**

**10. Adjourn 1:15 p.m. / Next Meeting Date - February 7, 2017**

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Executive Committee Chair

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D. Brown, CAO

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: February 2, 2017**  
**SUBJECT: Rainy River Future Development Corporation per Capita Request**

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**BACKGROUND**

The attached letter was received from Janice Beazley, Chair of the Rainy River Future Development Corporation (RRFDC) requesting \$7.00 per capital financial contribution.

As stated in their request, RRFDC will be concluding the three-year economic diversification project focusing on eight areas of the regional economy to encourage development and growth. The requested contribution from the Town of Fort Frances is \$55,685 for 2017, which is the same request as 2016.

26 January 2017

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Town Clerk

SUBJECT: Travel Policy

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## **BACKGROUND**

In the fall of 2016, Council established a Council Remuneration Committee to review the per diem rates and remuneration as established within By-law 02/10 (as amended). The Committee was established by resolution with a Terms of Reference approved.

The Council Remuneration Committee met twice and brought forward their recommendations to Council at the January 23, 2017 meeting. An amending by-law will be considered at a future meeting which will increase the per diem rate and provide Members of Council with a 1.5% pay increase on their base remuneration.

During both meetings, the topic of meals and mileage was also brought up. The Committee felt that those items should also be reviewed and revised accordingly.

## **RECOMMENDATION**

The Council Remuneration Committee recommends that Council approve an amendment to their Terms of Reference (as attached), which would task the Council Remuneration Committee with reviewing the Travel Policy as it pertains to meals and mileage and make a recommendation to Council.

**Council approval of this report** will agree to the recommendation of the Council Remuneration Committee to amend their Terms of Reference, and further that the Council Remuneration Committee will complete a review of the Travel Policy as it pertains to meals and mileage and bring a recommendation back to Council.

# **TOWN OF FORT FRANCES COUNCIL REMUNERATION COMMITTEE**

## **TERMS OF REFERENCE**

### **Purpose:**

To review the current remuneration and bring a recommendation back to Council on base compensation for Elected Officials in the Town of Fort Frances.

### **Functions:**

- Review compensation as it relates to public office
- Recommend compensation adjustments supported by market data and comparable municipalities in terms of scope, size and nature of work.
- Provide input into the final report and recommendation to Council for approval.

### **Proposed Additional Functions: (effective February 13, 2017)**

- Review mileage rates and meal reimbursement costs as part of the Travel Policy.

### **Membership:**

The Committee will consist of 3 members appointed by Mayor Avis. Mayor Avis will serve as ex-officio on the Committee. The Chair of the Committee will be chosen by the members at its first meeting. The Committee will be supported by staff from Administration (CAO, Town Clerk, Human Resources Manager).

The Committee will remain in force until Council approves recommendations or such time as the Committee is formally disbanded.

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** February 2, 2017  
**SUBJECT:** Mayor Roy Avis – MPAC Meeting Travel & Per Diem Claim

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**BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 and Schedule “B” Travel Expenses of \$109.19 to attend a meeting with MPAC held in Thunder Bay, Ontario on January 25, 2017 as submitted by Mayor Roy Avis.

Conference Expenses

1. Own Vehicle Gas	109.19
4. Per Diem (1 day)	<u>160.00</u>
Total Per Diem & Travel Claims	<u>\$269.19</u>

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’.



17/17

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

1.	Attendee	Roy Avis							
2.	Conference/Seminar Attended	MEETING WITH M.P.A.C.							
	Location (Facility and City)	THUNDER BAY ONT.							
	Dates	WEDNESDAY JANUARY 25 2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation				109.19				109.19
	Breakfast								
	Lunch								
	Dinner								
	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				109.19
					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.

JANUARY 27 2017  
 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	<i>Roy Avis</i>
Conference / Seminar Attended	<i>M.P.A.C. MEETING</i>
Location	<i>THUNDER Bay ONT.</i>
Dates	<i>JANUARY 25 2017</i>

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>Jan 25/17</i>					
Amount			<i>160.00</i>					<i>\$160.00</i>

Name (Please Print)	Signature
<i>Roy Avis</i>	<i>[Signature]</i>
Approved	Date
	<i>JANUARY 27 2017</i>

To be submitted to Payroll for processing when approved by Council

Safeway  
417 Scott Street  
Fort Frances, ON  
P9A1H3

STORE NO: 4809  
GST/HST: 831536503

Inv#: 9022956  
Trans: Pre-Auth  
Completion  
\*\*\*\*\*8498

\*\*/\*\*

PROXIMITY

VISA  
AID: A0000000031010  
Seq#: 529001001005  
Terminal ID: S4809C08  
Auth No: 039620  
ACI/ISO: 001/00  
Date: 26/01/2017  
Time: 3:31:33 PM  
APPROVED  
Pump #: 8-Regular  
Vol: 50.140 L  
Price/L: \$1.069  
Total: \$53.60

Includes:  
T(13%): \$6.17

33.60  
11.59

10919

WEST ARTHUR ESSO  
645 ARTHUR ST. W.  
THUNDER BAY, ON P7E 5R6

00303214

VRN:R120985767

01/25/2017 2:56:58 PM

Register: 1 Trans #: 9379 Op ID: 6455  
Your cashier: Alex

REGLR CA PUMP# 4  
48.804 L @ \$ 1.139/L \$55.59 101  
HST Incl In Fuel \$6.40

Subtotal = \$55.59

Total = \$55.59

Change Due = \$0.00

Credit \$55.59

TYPE: PURCHASE  
ACCOUNT: VISA \$55.59  
AUTH: 087033-F INVOICE: PAD02913  
CARD NUMBER: C \*\*\*\* \* 8498  
A- VISA CREDIT  
B- A0000000031010

01 Approved - Thank You 027

LOYALTY: NO

IMPORTANT - retain this copy for your  
records

Customer Copy

Thank You

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** February 2, 2017  
**SUBJECT:** Councillor Ken Perry – RRDMA Meeting and ROMA Conference Travel & Per Diem

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### **BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 and Schedule “B” Travel Expenses of \$175.00 to attend the RRDMA Meeting in Rainy River, Ontario then the ROMA Conference held in Toronto, Ontario from January 28 to 31, 2017 as submitted by Councillor Ken Perry.

#### Conference Expenses

1. Meals	\$175.00
2. Per Diem (4 days, 1- RRDMA and 3-ROMA)	<u>640.00</u>
Total Per Diem & Travel Claims	<u>\$815.00</u>

The registration fee of \$621.50, airfare of \$467.46 and hotel accommodations of \$638.59 were paid by the Town resulting in the total cost of \$2,382.55 to attend the ROMA Conference, and \$160.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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



7/18

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

1. Attendee	Kew Perry							
2. Conference/Seminar Attended	RRMA / ROMA							
Location (Facility and City)	Rainy River, Legion Toronto, Sheridan							
Dates								
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast	15.00							15.00
Lunch	20.00		20.00					40.00
Dinner	40.00		40.00				40.00	120.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	Reason					Total
Mileage Claimed	KM x \$0.45 =							
6. Approved								
	Total Expenses							175.00
	Advance Received							
	Balance Claimed							175.00
	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.

Feb 2 / 17  
Date

Kew Perry  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier
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**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	Kew Perry
Conference / Seminar Attended	RRDMA ROMA
Location	Rainy River Legion Toronto Sheridan Hotel
Dates	Jan 28 Jan 29, 30, 31 / 17

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	30	31				28	29	
Amount	160. <sup>00</sup>	160. <sup>00</sup>				160. <sup>00</sup>	160. <sup>00</sup>	640. <sup>00</sup>

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

To be submitted to Payroll for processing when approved by Council

**To: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: February 2, 2017**  
**Subject: Councillor Ken Perry – NOMA Executive Meeting Per Diem Claim**

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### **BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend a NOMA Executive Meeting held in Thunder Bay on January 24, 2017 as submitted by Councillor Ken Perry.

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

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

Attendee	Ken Perry
Conference / Seminar Attended	NOMA Board Meeting
Location	Victoria Inn Thunder Bay
Dates	Jan 24/25 2017

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		24	25					
Amount		\$0. <sup>00</sup>	160. <sup>00</sup>					\$240. <sup>00</sup>

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

To be submitted to Payroll for processing when approved by Council



**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** February 2, 2017  
**SUBJECT:** Councillor Wendy Brunetta – RRDMA Meeting and ROMA Conference Travel & Per Diem

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### **BACKGROUND**

Attached is a copy of the Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 and Schedule “B” Travel Expenses of \$227.50 to attend the RRDMA Meeting in Rainy River, Ontario then the ROMA Conference held in Toronto, Ontario from January 28 to 31, 2017 as submitted by Councillor Wendy Brunetta.

#### Conference Expenses

1.	Meals	\$175.00
2.	Luggage	52.50
2.	Per Diem (4 days, 1- RRDMA and 3-ROMA)	<u>640.00</u>
Total Per Diem & Travel Claims		<u>\$867.50</u>

The registration fee of \$621.50, airfare of \$463.21 and hotel accommodations of \$638.59 were paid by the Town resulting in the total cost of \$2,430.80 to attend the ROMA Conference, and \$160.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	ROMA & RRDMA Annual Mtg
Location	Toronto
Dates	Jan 28-31, 2017

**Details of Per Diem**

RRDMA ROMA

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Jan 30	Jan 31				Jan 28	Jan 29	
Amount	160	160				160.00	160	

ROMA ROMA

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Feb 2, 2017

To be submitted to Payroll for processing when approved by Council

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

1. Attendee	Wendy Brunetta							
2. Conference/Seminar Attended	ROMA							
Location (Facility and City)	Toronto							
Dates	Jan 29-31, 2017							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation (Luggage)	26.25		26.25					52.50
Breakfast	15							15.00
Lunch	20	20	20					40.00
Dinner	40	40	40				40	120.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	<u>Yes</u>	No	Reason					
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.

Date Jan Feb 2, 2017

Employee Signature Wendy Brunetta

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Division Manager Signature \_\_\_\_\_

Date	Treasurer	A / P	Cashier



## PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom  
BRUNETTA/WENDYPNR  
MMXZJR  
Total  
(CAD)Date  
31JAN17  
Time/Heure  
11:50AM

Description

Fee/Frais  
(CAD)

GST/TPS

Total  
(CAD)Total (CAD)  
BRUNETTA/WENDY  
\$25.00 \$1.25

FIRST BAG 8382602796062

\$25.00

1.25

26.25

\$25.00

1.25

26.25

RECEIPT/RECU 1/1  
VI XXXXXXXXXXXXX2474 0319  
AUTH 145807GST/TPS No.866112535  
QST/TVQ No.1202807956 TQ0001KIOSK ID  
YYZ3KD13

## PAYMENT RECEIPT/RECU DE PAIEMENT

Name/Nom  
BRUNETTA/WENDYPNR  
MMXZJR  
Total  
(CAD)Date  
29JAN17  
Time/Heure  
7:03AM

Description

Fee/Frais  
(CAD)

GST/TPS

Total  
(CAD)Total (CAD)  
BRUNETTA/WENDY  
\$25.00 \$1.25

FIRST BAG 8382602768814

\$25.00

1.25

26.25

\$25.00

1.25

26.25

RECEIPT/RECU 1/1  
MC XXXXXXXXXXXXX4158 0620  
AUTH 05564ZGST/TPS No.866112535  
QST/TVQ No.1202807956 TQ0001KIOSK ID  
YWGCUS08

**To:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** February 2, 2017  
**Subject:** Councillor Wendy Brunetta – NOMA Executive Meeting Per Diem Claim

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### **BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend a NOMA Executive Meeting held in Thunder Bay on January 24, 2017 as submitted by Councillor Wendy Brunetta.

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



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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Executive Mtg
Location	Thunder Bay
Dates	Jan 24-25 / 17

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Jan 24	Jan 25					
Amount		80.00	160.00					240.00

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date

To be submitted to Payroll for processing when approved by Council

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** February 2, 2017  
**SUBJECT:** Councillor Wendy Brunetta – AMO Conference Travel Claim

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**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$116.39 for reimbursement of a train ticket, while attending the AMO Conference in Windsor, Ontario on August 14-17, 2016, as submitted by Councillor Wendy Brunetta.

The travel expenses are in compliance with Town of Fort Frances Travel Policy Number 3.11.

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

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	AMO							
	Location (Facility and City)	Windsor							
	Dates	Aug 14-17, 2016							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation (train)								116.39
	Breakfast								
	Lunch								
	Dinner								
	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	116.39	
							Advance Received		
							Balance Claimed	116.39	
							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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

Date	Treasurer	A / P	Cashier

Note: Porter flight cancelled – took train to Windsor – charged to my personal credit card. Porter gave \$100 credit to Town for cancelled flight. Requesting reimbursement for train ticket.



IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

CARDHOLDER COPY

APPROVED  
AUTH# 036772 01-027  
THANK YOU

Mastercard  
A0000000041010  
55A60AC690B385AF  
0000008000-E800  
1CC0CA8523F2B487

\$116.39

PURCHASE  
TOTAL  
C84106345-001-001-101-0

CARD \*\*\*\*\*4158  
CARD TYPE MASTERCARD  
DATE 2016/08/14  
TIME 3363 17:21:23  
CLERK ID 453809  
INVOICE # 7277  
RECEIPT NUMBER

VIA RAIL CANADA INC  
UNION STATION  
TORONTO ON

porter

### Boarding Pass/Carte d acces a bord

Name/Nom  
BRUNETTA/WENDY

From/Départ  
TORONTO

Frequent Flyer/Voyageur Assidu

Flight/Vol  
PD 262

Date/Date  
14Aug16

Boarding Time/Heure D embarquement  
04:20 PM

To/Destination  
WINDSOR

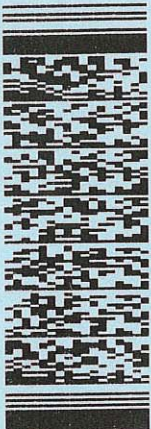
Reservation/Reservation  
042P3S

Gate/Porte  
3

Seat/Siege  
6B

Seq  
44

*Flight Cancelled*



### RECEIPT | RECU

BRUNETTA/WENDY  
<ADT>  
Train/REQ'D FOR REFUND/EXCHANGE  
REQUIS POUR REMP./ÉCHANGE



### ITINERARY | ITINÉRAIRE

BRUNETTA/WENDY  
TORONTO UNION  
WINDSOR  
ON 14AU  
ON 1730  
2156  
VIA 025 Economy / Economie  
Not valid for travel  
Non valide pour voyager

Station/Gare

UNION STATION, 65 FRONT ST. W, TORONTO, ON  
PLE 14AU16 1721

CAXXXX 111 36CAD

Fare/Prix 103.00  
GST-HST/TPS 13.39  
PST/ITPS 0.00  
Total 116.39  
Taxable 103.00  
GST No/No TPS 105552178581001  
103.00



JSX3377

14082016 07272

2>2

JSX3377

14082016 07272

2>2

**To:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** February 2, 2017  
**Subject:** D. Brown CUPE Mediation Travel Claim

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expense Statement in the amount of \$65.00 as submitted by Doug Brown, CAO for his attendance and travel January 18-19, 2017 for CUPE Mediation in Kenora, Ontario.

Summary of Travel Expense Claim

1.	Meals	\$ 61.00
2.	Parking	<u>4.00</u>
	Total Travel Claim	<u>\$ 65.00</u>

Travel claim is in compliance with Travel Policy Number 3.11.

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	Mediation - CUPE							
	Location (Facility and City)	KENORA - CUPE OFFICE							
	Dates	JAN 18/19/2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation				on Aaron's Credit Card				
	Transportation								
	Breakfast								N.A.
	Lunch					16.00			16.00
	Dinner				35.00				35.00
	Per Diem				5.00	5.00			10.00
	Other - PARKING - NO RECEIPT - PARKING METER					4.00			4.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		n.a.		n.a.		n.a.		n.a.	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved								
		Total Expenses							65.00
		Advance Received							0
		Balance Claimed							0
		Balance Refunded							65.00

**The agenda must be attached to process payment**

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

Jan 19/17  
Date

Doug Brown  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

50-080-0832-1200-71253

W961-1200-1253



**To: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Deputy Treasurer**  
**DATE: February 2, 2017**  
**Subject: D. Brown ROMA Conference Travel Claim**

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule “B” Travel Expense Statement in the amount of \$653.01 as submitted by Doug Brown, CAO for his attendance and travel January 28-31, 2017 to the ROMA Conference held in Toronto, Ontario.

Summary of Travel Expense Claim

1.	Meals	\$175.00
2.	Per Diem	40.00
3.	Flight	<u>438.01</u>
	Total Travel Claim	<u>\$653.01</u>

Travel claim is in compliance with Travel Policy Number 3.11.

7/21

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

1.	Attendee	Doug Brown							
2.	Conference/Seminar Attended	Roma Conference							
	Location (Facility and City)	Sheraton Center Toronto hotel Toronto (Winnipeg)							
	Dates	Jan. 28, 29, 30 & 31, 2017							
		29	30	31				28	
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation	242.44	242.44	0				153.71	638.59
	Transportation my visa	438.01		47.39	CAN (GAS) Town	(GAS) CAN		16.78	502.18
	Breakfast	15	0	0		← Visa →		0	15
	Lunch	20	0	20				0	40
	Dinner	40	0 (own)	40				40.00	120
	Per Diem	10	10	10				10.00	40
	Other Air baggage	63.00	26.25					22.60	111.85
	Taxi	59.00		68.00					127.00
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
		621.50		on own visa		Totals listed above			621.50
		Kathy Visa					Kathy Visa		
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved				Total Expenses			0	2216.12
					Advance Received			0	
					Balance Claimed			653.01	
					Balance Refunded			653.01	

Kathy Visa  
my visa  
my visa  
my visa  
my visa  
Town Visa  
Town Visa

**The agenda must be attached to process payment**

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

Date Feb 1<sup>st</sup>, 2017

Employee Signature Doug Brown

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Division Manager Signature \_\_\_\_\_

Date	Treasurer	10-020-0262150071530	Cashier
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2017

## 9

**BROWN/DOUGLAS MR**

WINNIPEG MB  
WS 522 X 09JAN XC18

TORONTO ON  
WS 475 D 31JAN  
DC14QM

WINNIPEG MB

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\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*  
\*\*\*\*\*

BTXXXXXXXXXX7368\*CA0948 413.96 VXXXXXXXXXXXXX

838 2121159803 6

\*\*\*\*\*  
\*\*\*\*\*DUPLICATE\*\*\*\*\*

NOT VALID FOR TRAVEL  
838 2121159803 6



January 30, 2017

Mayor Avis and Council:

Please find attached to this letter a copy of the Provincial Offences charges from 2016 that were scheduled for trial. As part of the Memorandum of Understanding with the Province, the Municipal Prosecutor is required to keep record of all cases and be prepared to provide the Ministry of Attorney General with the above mentioned records upon request. I am providing Mayor and Council with this information exclusively as this information is confidential in nature.

For the 2016 Provincial Offences Act Statistics for the entire Rainy River District, there were 54 tickets that the public chose to take to trial. I do not have the statistics on how many tickets are issued in a year by law enforcement, only those that are passed onto the Prosecutor's office.

In some cases, the person who we refer to as that defendant, will set a trial date, reconsider and pay their fine as did TWO (2) defendants. After vetting the Provincial Offence tickets and briefs, seventeen (17) tickets were withdrawn for "no reasonable prospect of a conviction" which means that after reviewing the offence brief and the charge as written in the Highway Traffic Act, there was not enough evidence to prove the charge beyond a reasonable doubt. Zero (0) tickets this year had to be withdrawn due to the ticket having something added to it by the Constable after he/she provided the defendant their copy. Case law says that once the ticket has been served, nothing can be added or deleted, and if so, the ticket must be withdrawn.

There were fourteen (14) POA tickets that were resolved by the defendant entering a plea to a lesser charge. As a Prosecutor, we are encouraged to attempt to resolve a matter rather than take the matter to trial. If you calculate in the additional costs to proceed to a trial, not only are resolutions cost effective but also fair to the defendant. The same number of resolutions were done in 2015. Ten tickets went to trial in 2016, with seven defendants found guilty after a trial and three defendants found not guilty. The cost of trials went up 50% in 2015. I believe that POA Court time would be approximately \$1000.00 per hour.

The final three points are for those who set a trial date and then do not show for their trial. Five (5) defendants were convicted under Section 9(1) of the Provincial Offences Act and four (4) who chose to plead guilty at their trial instead of proceeding with a trial. Two charges were withdrawn as the Investigating officer did not complete the brief in a reasonable time, so that disclosure could be provided to the defendant. Regina vs Pawar requires in these situations, that the prosecutor withdraw the charge as the defendant did not have proper time to arrange his/her defense.

I hope this is helpful for Mayor and Council as it is to myself as the numbers of cases proceeding to trial in 2016 was fifteen (15) cases less than 2015.

If anyone wishes to discuss that above mentioned with myself, I will more than welcome speaking to Mayor and/or Council.

Respectfully,

Original Signed by G. Beck

Gary J. Beck  
POA Prosecutor  
Town of Fort Frances/District of Rainy River.



## **2016 PROVINCIAL OFFENSES ACT STATS**

### **54 - CASES SET FOR TRIAL**

**2 - CASES – PAID FINE BEFORE TRIAL - \$137.00.**

**17- CASES – WITHDRAWN – NO REASONABLE PROSPECT OF A CONVICTION. (CHARGE CAN NOT BE PROVEN). \$4,007.50.**

**0 - CASES – WITHDRAWN – POA TICKET ALTERED AFTER ISSUED TO DEFENDANT. -\$0**

**10– CASES WENT TO TRIAL - 7 – GUILTY - \$1130.00**

**3– NOT GUILTY - \$667.00**

**14 – RESOLUTIONS – PLEA TO DIFFERENT CHARGE – \$3944.00**

**5 – SET FOR TRIAL- NO SHOW – 9(1) POA - \$888.00**

**4 – GUILTY PLEAS DAY OF TRIAL ORIGINAL CHARGE - \$243.75 AND ONE PROBATION TERM.**

**2 – WITHDRAWN DUE TO DISCLOSURE NOT RECEIVED FROM OPP IN REASONABLE TIME FOR DEFENDANT. - \$555.00.**

Your data was received and has been processed.

18-Jan-17

Please review the reports below, and contact OFM with any questions or revisions.

## Monthly Call Summary This data is currently under review, and subject to revision.

FDID: 5912 00 Fort Frances Fire Rescue Service

	Total Calls	Injuries reported FF	Civilian	Estimated loss
<b>2016</b>	511	0	0	\$241,000
<b>January</b>	44	0	0	\$0
Fire	1	0	0	\$0
Non fire call	43	0		\$0
<b>February</b>	41	0		\$0
Non fire call	41	0		\$0
<b>March</b>	41	0	0	\$125,000
Fire	1	0	0	\$125,000
Non fire call	40	0		\$0
<b>April</b>	46	0	0	\$0
Fire	1	0	0	\$0
Non fire call	45	0		\$0
<b>May</b>	48	0	0	\$0
Fire	1	0	0	\$0
Outdoor, no loss fire	1	0		\$0
Non fire call	46	0		\$0
<b>June</b>	43	0		\$0
Non fire call	43	0		\$0
<b>July</b>	41	0	0	\$1,000
Fire	1	0	0	\$1,000
Non fire call	40	0		\$0
<b>August</b>	45	0		\$0
Non fire call	45	0		\$0
<b>September</b>	28	0		\$0
Non fire call	28	0		\$0
<b>October</b>	46	0	0	\$25,000
Fire	2	0	0	\$25,000
Non fire call	44	0		\$0

<b>November</b>	47	0		\$0
Non fire call	47	0		\$0
<b>December</b>	41	0	0	\$90,000
Fire	2	0	0	\$90,000
Non fire call	39	0		\$0

# All Call Summary

This data is currently under review, and subject to revision.

FDID: 5912 00 Fort Frances Fire Rescue Service

	Total Calls	Injuries reported FF	Civilian	Estimated loss
<b>2016</b>	511	0	0	\$241,000
<b>Fire</b>	9	0	0	\$241,000
<b>Property fires/explosions</b>	9	0	0	\$241,000
Fire	9	0	0	\$241,000
<b>Outdoor, no loss fire</b>	1	0		\$0
<b>Property fires/explosions</b>	1	0		\$0
NO LOSS OUTDOOR fire (see exclusions)	1	0		\$0
<b>Non fire call</b>	501	0		\$0
<b>Burning (controlled)</b>	3	0		\$0
Authorized controlled burning - complaint	1	0		\$0
Open air burning/unauthorized controlled burning (no uncontrolled fire)	2	0		\$0
<b>CO False calls</b>	14	0		\$0
CO false alarm - equipment malfunction (no CO present)	12	0		\$0
CO false alarm - perceived emergency (no CO present)	2	0		\$0
<b>False fire calls</b>	36	0		\$0
Alarm System Equipment - Accidental activation (exc. code 35)	3	0		\$0
Alarm System Equipment - Malfunction	17	0		\$0
Human - Accidental (alarm accidentally activated by person)	8	0		\$0
Human - Malicious intent, prank	2	0		\$0
Human - Perceived Emergency	2	0		\$0
Other False Fire Call	4	0		\$0
<b>Medical/resuscitator call</b>	244	0		\$0
Accident or illness related - cuts, fractures, person fainted, etc.	12	0		\$0
Alcohol or drug related	26	0		\$0
Asphyxia, Respiratory Condition	28	0		\$0
Chest pains or suspected heart attack	33	0		\$0
CPR administered	1	0		\$0
Medical Aid Not Required on Arrival	7	0		\$0
Medical/resuscitator call no action required	12	0		\$0

Other Medical/Resuscitator Call	85	0	\$0
Oxygen administered	5	0	\$0
Seizure	31	0	\$0
Vital signs absent, DOA	4	0	\$0
<b>Other response</b>	<b>144</b>	<b>0</b>	<b>\$0</b>
Assistance to Other Agencies (exc 921 and 922)	69	0	\$0
Assistance to Police (exc 921 and 922)	2	0	\$0
Call cancelled on route	7	0	\$0
Other Public Service	27	0	\$0
Other Response	39	0	\$0
<b>Pre fire conditions/no fire</b>	<b>23</b>	<b>0</b>	<b>\$0</b>
Other Cooking/toasting/smoke/steam (no fire)	12	0	\$0
Other pre fire conditions (no fire)	5	0	\$0
Overheat (no fire, e.g. engines, mechanical devices)	3	0	\$0
Pot on Stove (no fire)	3	0	\$0
<b>Public Hazard</b>	<b>17</b>	<b>0</b>	<b>\$0</b>
CO incident, CO present (exc false alarms)	1	0	\$0
Gas Leak - Miscellaneous	1	0	\$0
Gas Leak - Natural Gas	3	0	\$0
Gas Leak - Propane	1	0	\$0
Gas Leak - Refrigeration	1	0	\$0
Other Public Hazard	5	0	\$0
Power Lines Down, Arcing	1	0	\$0
Public Hazard call false alarm	3	0	\$0
Spill - Gasoline or Fuel	1	0	\$0
<b>Rescue</b>	<b>20</b>	<b>0</b>	<b>\$0</b>
Persons Trapped in Elevator	2	0	\$0
Vehicle Collision	15	0	\$0
Vehicle Extrication	3	0	\$0

**Fire losses: Estimated losses of < \$4 or \$500,000+**

Please confirm with a check or revise the estimate and email to [OFMstatistics@ontario.ca](mailto:OFMstatistics@ontario.ca)

Note: \$0 for fires is accepted, but a confirmation is required.

FDID: **5912 00** FDName: Fort Frances Fire Rescue Service

Fire dep incident #      Date:      Estimated loss, address, property type, possible cause reported      **Est loss confirmed**

16-0012	11-Jan-16	\$0	310	THIRD EAST	FORT FRANCES	<input type="checkbox"/>
		Detached Dwelling		Used or placed too close to combustible		

16-0163	24-Apr-16	\$0	1231	KINGS HIGHWAY	FORT FRANCES	<input type="checkbox"/>
		Open Land (e.g. light ground cover, bush, grass, etc.)		Used or placed too close to combustible		

16-0182	05-May-16	\$0	1211	MINNIE AVE	FORT FRANCES	<input type="checkbox"/>
		Open Land (e.g. light ground cover, bush, grass, etc.)		Unattended		



