

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - May 16, 2017 - Noon

#### MEETING - Committee Room, Civic Centre

#### Session # 50

	Page
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>	
4.1 Session No. 49 dated May 2nd, 2017.	3 - 4
5. <u>In-Camera</u>	
6. <u>Items Referred from Council</u>	
6.1 Succession Planning (as amended)	5 - 15
6.2 Fort Frances Canadian Bass Championship Requests.	16 - 19
6.3 Rainy River Vet Services Committee.	20 - 21
7. <u>New Business</u>	
7.1 Councillor Wendy Brunetta - NOMA Conference Per Diem & Travel Expense.	22 - 29
7.2 Draft Procurement Policy.	30 - 60
7.3 Ontario regulation 284/09 - Budget Matters.	61 - 66
8. <u>Non-agenda Items</u>	
9. <u>Information</u>	
9.1 2017 Capital Budget vs Actual Financial Statement as at April 30, 2017.	67 - 69
9.2 General Fund (Operating) and Water & Sewer Fund (Operating) actuals as at April 30, 2017	70 - 73
9.3 Fort Frances Fire & Rescue April 2017 Reports.	74 - 78

**10.    Adjourn / Next Meeting Date - June 6, 2017**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 49

May 2, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on May 2, 2017 from 12:05 p.m. to 12:46 p.m.

PRESENT: Councillor Ken Perry, Councillor W. Brunetta, Mayor R. Avis

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer and K. Lawson, Secretary.

REGRETS: Councillor G. Paul Ryan

**1. Call to Order - 12:05 p.m.**

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

1) NOMA Conference Expense Reports for Councillor K. Perry, Councillor G. P. Ryan, D. Brown, CAO and Mayor R. Avis.

**3. Disclosure of pecuniary interest and the general nature thereof**

3.1 1) Councillor K. Perry disclosed an interest in non-agenda item 8.1 as the NOMA Conference Per Diem and Travel Expenses were his. He turned the Chair over to Councillor W. Brunetta when the matter was discussed and did not participate in any discussion of the item.

2) Mayor R. Avis disclosed in interest in non-agenda item 8.4 as the NOMA Conference Per Diem and Travel Expenses were his.

**4. Approval of Previous Committee Minutes**

4.1 Session No. 48 April 18, 2017.

Brunetta-Perry: Approved as presented.

CARRIED

**5. In-Camera - None**

**6. Items Referred from Council**

6.1 Tour De Fort Sponsorship Request.

- L. Lindberg provided a supplementary report from Community Services Executive Committee re: Tour de Fort Sponsorship Request for committee members reference. Committee recommended approval of a Tour de Fort Sponsorship at the Silver level in the amount of \$500.00 for 2017.

**7. New Business**

7.1 BIA 2017 Budget and Tax Rates.

- committee recommended of the 2017 budget estimates in the amount of \$81,740.00 as submitted by the Downtown Scott Street BIA and further recommended approving the tax rates to support the BIA special charge levy in the amount of \$45,000.00 and that an authorizing by-law be brought forward to the May 23rd meeting of Council.

7.2 2017 Capping Parameters for Capped Properties.

- committee recommended the approval of option 'C' - 2017 capping parameters as follows:

1) That revenue neutral be maintained within the industrial class;

- 2) That the annual limit on capping for the Industrial class be a 10 per cent increase of the annualized tax limit based on the previous year's annualized taxes;
- 3) That the annual limit for the Industrial class be a 10 per cent increase of the prior year CVA tax limit;
- 4) That there shall be a minimum tax level of 100% for properties eligible for New Construction or New to Class in 2017;
- 5) That the properties that were at CVA Tax in 2016 or that would cross over CVA Tax in 2017 be excluded from capping;
- 6) To exclude reassessment related increases from the Capping Calculation;
- 7) That the Capping Phase-out Year 1 (1/4) be included in capping options;
- 8) Further that the authorizing capping parameters by-law be prepared and brought forward to the May 23rd, 2017 Council meeting.

- 7.3 Request for Reconsideration - Minutes of Settlement re: 527 Third Street W. (2016) - Roll 5912-010-003-05500-0000  
 - committee recommended receiving the Minutes of Settlement for property located at 527 Third Street West in Fort Frances for the 2016 taxation year.

## 8. Non-agenda Items

- 8.1 Councillor Ken Perry - NOMA Conference Per Diem and Travel.  
 - committee recommended approving the Conference per diem and travel expenses in the amount of \$710.00 and further that the matter be referred to the Committee of the Whole Agenda under Administration and Finance Executive Committee for Council consideration.
- 8.2 Councillor Paul Ryan - NOMA Conference Per Diem and Travel.  
 - committee recommended approving the Conference per diem and travel expenses in the amount of \$642.00 and further that the matter be referred to the Committee of the Whole Agenda under Administration and Finance Executive Committee for Council consideration.
- 8.3 Doug Brown, CAO - NOMA Conference Per Diem and Travel.  
 - committee recommended approving the Conference per diem and travel expenses in the amount of \$180.05.
- 8.4 Mayor Avis - NOMA Conference Per Diem and Travel.  
 - committee recommended approving the Conference per diem and travel expenses in the amount of \$594.40 and further that the matter be referred to the Committee of the Whole Agenda under Administration and Finance Executive Committee for Council consideration.

## 9. Adjourn / Next Meeting Date - May 16, 2017

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Executive Committee Chair

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D. Brown, CAO

## **Administration & Finance Division**

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**To:** Administration & Finance Executive Committee

**From:** Aaron Petrin, Human Resources Manager

**Date:** May 11, 2017

**Subject:** Succession Planning

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### **Background**

At their meeting on April 24, Council accepted the recommendation of this Committee regarding succession planning and training. Council further amended it to include the development of a policy to incorporate the principles of succession planning as outlined in the report authored by A. Petrin, Human Resources Manager, dated April 20.

The annual performance appraisal process will now be geared towards identifying opportunities for succession planning. As such, we propose including these principles in the Performance Appraisal policy rather than creating a new policy. The proposed amendments are attached for your review.

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
	HUMAN RESOURCES
<b><u>PERFORMANCE APPRAISAL</u></b>	<b>REVISED</b>
<b><u>POLICY</u></b>	August 2002
Resolution No.	Supercedes Resolution No.
Policy Number 3.3	<b>PAGE 1 of 9</b>

#### 1. PURPOSE:

The purpose of support staff performance appraisal is to improve employee effectiveness and, to recognize job performance, **and to identify opportunities for succession planning.**

#### 2. RATIONALE:

Employees are accountable for their performance and are entitled to know what is expected of them, how they are performing and what resources are available to improve their performance. The performance review process provides the vehicle to establish and maintain open dialogue between the supervisor and employee for the purpose of providing feedback to improve personal and professional performance.

#### 3. BASIC PRINCIPLES OF PERFORMANCE MANAGEMENT:

- The supervisor and the employee are jointly responsible for the employee's performance
- Performance management is an ongoing, cyclical process, not something limited to the performance review meeting.
- Effective performance management emphasizes objective measures of performance with respect to both results and ongoing responsibilities.
- Throughout the performance management process, employees are encouraged to actively participate in the planning, evaluating, and improving their performance.
- Honesty and openness, with effective two-way communication are essential elements of the supervisor / employee relationship.
- Performance management is intended to be a positive future oriented process.

#### 4. OBJECTIVES:

- Primary: Provide feedback  
Identify performance gaps  
Provide positive reinforcement
- Secondary: ~~Information for compensation~~ **To direct salary progression**  
and Human resources **and succession planning**

4

#### 5. TIMELINES:

##### A. Permanent Full-Time and Part-Time Employees

- Upon completion of the third month after date of hire and upon completion of the probationary period.
- Should the probationary period be extended, performance review will continue to be conducted every two months or more frequently, if required, until a decision is made as to the incumbent's suitability to remain in the position.
- Upon successful completion of the probationary period, annually thereafter.

**B. Seasonal, Students, Interim Replacement Employees**

- Prior to progression in the salary / wage range or contract renewal, upon exiting seasonal / temporary employment, and at minimum annually.

**5**

**6. APPEALS:**

There is no formal avenue of appeal established regarding Performance Reviews. An incumbent not agreeing with the review is encouraged to discuss the same with his / her Immediate Supervisor and Division Manager. Should this process not alleviate the incumbent's concerns, he / she may request an interview with the Human Resources Manager. The incumbent may register dissent in the 'comments' area provided in the performance review form. The document will remain in the individual's personnel file in the Human Resources Department.

**6**

**7. SCORING AND EVALUATION METHOD:**

**OVERALL ASSESSMENT OF PERFORMANCE**

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

**MANAGEMENT / NON-UNION SALARY PROGRESSION**

		Improvement Essential	(20%-29%)
		Improvement Desired	(30%-49%)
After 6 months	3%	Satisfactory performance or higher	(50% or higher)
After 1 year	3%	Satisfactory performance or higher	(50% or higher)
After 2 years	5%	Satisfactory performance or higher	(50% or higher)
After 3 years	4%	Satisfactory performance or higher	(50% or higher)
After 4 years	2%	Very good performance	(70%-89%)
	2.5%	Excellent performance	(90%-100%)
After 5 years		Progression continues at 2%, or 2.5% until individual reaches the top of the salary scale.	

Percentage increase applies to employee's current salary

## **8. SUCCESSION PLANNING:**

Succession planning focuses on identifying suitable candidates for more senior level leadership roles. Employees designated as “high performers” are typically chosen based on their readiness to move into senior roles, their skills and competencies, performance in their current roles, and future leadership potential.

Potential successors should be chosen based on their suitability for the role in question, not just with respect to their current position within their department or the organizational hierarchy.

While this exercise attempts to prepare candidates to move into leadership roles, being included as part of a succession plan does not guarantee any type of promotion or a specific job in the future. Each level of the organization would be accountable to the succession planning process:

Council is accountable for providing direction and for ensuring that the human and financial resources necessary to achieve its succession planning goals are properly allocated each year

The Chief Administrative Officer is responsible for ensuring that Council's direction on succession planning and training is executed in a cost-effective manner

Senior managers report to the CAO on any developmental activities in their divisions each year, and for committing to development goals for the coming year for high performers who are willing to advance or move laterally within the organization

The supervisor's focus is on helping to identify top talent and providing on-the-job learning, development, coaching, mentoring and performance management to such individuals.

Employees are responsible for engaging in their own personal and career development to ensure they are ready to step into suitable leadership roles in the future

The Human Resources Manager is accountable for ensuring the proper succession planning policies, procedures, information, tools and templates exist to facilitate decision making by senior leaders to help develop employees for future opportunities in the organization.



## PERFORMANCE REVIEW FORM

Seasonal, Students, Interim Replacement Employees  
(Museum, Library, Memorial Sports Centre, Public Works, Parks / Cemeteries)

Performance Management is the ongoing process through which managers work with individual employees to plan, support, and improve the employee's on the job performance.

NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

STATUS:      ( ) Seasonal      ( ) Student      ( ) Probationary

This reviews performance for the period: From \_\_\_\_\_ To: \_\_\_\_\_

### OVERALL ASSESSMENT OF PERFORMANCE

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

**This performance appraisal has been reviewed with me and I have received a copy.**

Employee's signature \_\_\_\_\_ Date: \_\_\_\_\_

**This performance appraisal has been completed by me and reviewed with the employee.**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed, discussed and all signatures obtained, the original of this form is to be forward to the Human Resources Department for retention in the employee's personnel file.

Contribution Checklist Technical Competence		Excellent	Very Good	Satisfactory	Improvement Desired	Improvement Essential	N / A
<b>JOB KNOWLEDGE AND ACHIEVEMENT</b>							
1	Understands Job Methods and Procedures						
2	Plans work assignments						
3	Optimizes use of available resources						
4	Work is thorough and accurate						
5	Works in a safe manner						
6	Adheres to applicable regulations and policies, procedures, standards and guidelines						
7	Utilizes tools / equipments carefully and appropriately						
8	Resolves problems / enquiries promptly and effectively						
9	Keeps supervisor informed						
<b>ATTITUDE / INITIATIVE</b>							
10	Manages time effectively						
11	Ability to suggest and / or take action independently						
12	Is dependable and punctual. Arrives and starts on time.						
13	Has minimal absenteeism.						
14	Is flexible / adaptable to change						
15	Demonstrates ownership and commitment to job						
16	Shows pride and professionalism in work						
17	Works co-operatively / effectively with others						
18	Is friendly and helpful toward all contacts						
19	Demonstrates concerns for others safety						
20	Contributes to a positive, productive work environment						
<b>Total (out of a possible 100 points)*</b>		+	+	+	+	=	

\*If there is an N / A, please adjust the total score accordingly (i.e., 3 N/As – total score is out of 85)

(comment on outstanding performance issues here)

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(In addition, where 'improvement required' performance issues have been identified, be specific including timeframes and results expected)

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**RECOMMENDED FOR RE-HIRE?**            ( ) Yes                                 ( ) No

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If recommended for progression in the salary / wage range, please attached completed New Hire / Change of Employee Information Form.

## PERFORMANCE REVIEW FORM

Full-Time & Part-Time Administrative, Technical, and Supervisory Staff

Performance Management is the ongoing process through which managers work with individual employees to plan, support, and improve the employee's on the job performance.

NAME: \_\_\_\_\_

DIVISION: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

STATUS:      ( ) Part-Time      ( ) Full-Time      ( ) Probationary

This reviews performance for the period: From \_\_\_\_\_ To: \_\_\_\_\_

### OVERALL ASSESSMENT OF PERFORMANCE

E – EXCELLENT: Significantly and consistently exceeded the standard	5 Points
V – VERY GOOD: Exceeded the standard	4 Points
S – SATISFACTORY: Met the standard	3 Points
ID – IMPROVEMENT DESIRED: Did not meet the standard	2 Points
IE – IMPROVEMENT ESSENTIAL: Significantly below the standard	1 Point
N/A – NOT APPLICABLE: Component not included in everyday duties	N / A

**This performance appraisal has been reviewed with me and I have received a copy.**

Employee's signature \_\_\_\_\_ Date: \_\_\_\_\_

**This performance appraisal has been completed by me and reviewed with the employee.**

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once completed, discussed and all signatures obtained, the original of this form is to be forward to the Human Resources Department for retention in the employee's personnel file.

Contribution Checklist Technical Competence		Excellent	Very Good	Satisfactory	Improvement Desired	Improvement Essential	N / A
<b>JOB KNOWLEDGE AND ACHIEVEMENT</b>							
1	Understands Job Methods and Procedures						
2	Plans work assignments						
3	Optimizes use of available resources						
4	Establishes Priorities Appropriately						
5	Work is thorough and accurate						
6	Minimizes Controllable Costs						
7	Works in an organized manner						
8	Produces appropriate amount of quality work for time spent						
9	Works in a safe manner						
10	Adheres to applicable legislation / regulations and policies, procedures, standards and guidelines						
11	Resolves problems / enquiries promptly and effectively						
12	Expresses self clearly and concisely						
13	Produces high quality written correspondence						
14	Keeps supervisor informed						
<b>ATTITUDE / INITIATIVE</b>							
15	Manages time effectively						
16	Ability to suggest and / or take action independently						
17	Has minimal absenteeism. Arrives and starts on time.						
18	Is flexible / adaptable to change and new / conflicting priorities						
19	Stays abreast of new technology / trends in job						
20	Is innovative; identifies new / better ways to achieve results						
21	Regularly meets objectives						
22	Demonstrates ownership and commitment to job						
23	Shows pride and professionalism in work						
24	Accepts special assignments positively						
25	Works co-operatively / effectively with others						
26	Is friendly and helpful toward all contacts						
27	Demonstrates concerns for others safety						
28	Contributes to a positive, productive work environment						

Contribution Checklist Technical Competence		Excellent	Very Good	Satisfactory	Improvement Desired	Improvement Essential	N / A
<b>SUPERVISORY SKILLS</b>							
29	Interviews job candidates appropriately: makes effective hiring recommendations						
30	Ensures orientation and training of staff						
31	Recognizes and develops the capabilities of staff						
32	Encourages employee input to issues, and solutions to problems						
33	Motivates and empowers staff						
34	Comprehensively, effectively and regularly reviews employee performance						
35	Handles problem staff situations promptly and effectively						
36	Ensures compliance with health & safety legislation and policy						
37	Manages staff within the terms / conditions of administrative procedures and / or collective agreements which may apply						
38	Provides adequate day-to-day supervision and direction						
39	Ensures staff produce high quality work						
40	Promotes a positive work environment: advocates respect, integrity and personal growth among all staff						
41	Sets appropriate and professional example for staff						
<b>TOTAL (out of a possible 205 points)*</b>		+	+	+	+	=	

\*If there is an N / A, please adjust the total score accordingly (i.e., 3 N/As – total score is out of 190)

\*If Supervisory skills are not included in this evaluation the total is out of 140 points

#### OBJECTIVES MET FOR THIS REVIEW PERIOD?

(Review previous performance review and comment below)

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**STRENGTHS, CONTRIBUTIONS, AND ACCOMPLISHMENTS**

(Comment on outstanding performance issues here)

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**AREAS FOR DEVELOPMENT / SUGGESTED TRAINING**

(In addition, where 'improvement required' performance issues have been identified, be specific including timeframes and results expected)

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**SUPERVISOR'S GENERAL COMMENTS**

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**EMPLOYEE'S GENERAL COMMENTS**

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**OBJECTIVES FOR THE PERIOD** \_\_\_\_\_ **To** \_\_\_\_\_

(be specific including time frame and results expected)

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**IMMEDIATE SUPERVISOR**

If recommended for progression in the salary / wage range, please attach a completed New Hire / Change of Employee Information Form.

**TO: Administration & Finance Executive Committee**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: May 10, 2017**  
**SUBJECT: Fort Frances Canadian Bass Championship Requests**

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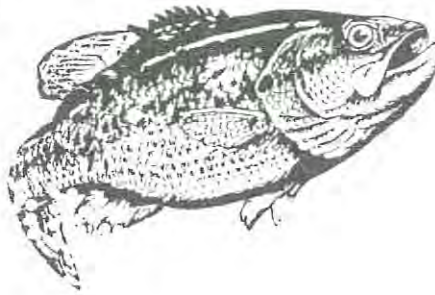
## **BACKGROUND**

At the May 8, 2017 Council Meeting, the attached letter received from Fort Frances Canadian Bass Championship Inc (FFCBC) requesting support of their annual live release tournament was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees.

FFCBC has requested in-kind services for the up coming live release tournament event planned for July 19 – 22, 2017. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item 1. Designate, in writing, the “Fort Frances Canadian Bass Championship Live Release Tournament” as a significant Community Festival and event, and
- Item 3. Supply the FFCBC with the necessary documents to facilitate closing the road to accommodate the tent.





Canadian  
Bass Championship Inc.  
P.O. Box 531  
Fort Frances, ON  
P9A 3M8

May 8, 2017

Mayor and Town Council

Town of Fort Frances  
P.O. Box 38  
Fort Frances, Ontario  
P9A 3M5

Re: Fort Frances Canadian Bass Championships and Teen Dance (July 19th - July 22nd, 2017)

Dear Mayor and Councillors:

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2017 event. The Town of Fort Frances is a valued sponsor of the FFCBC since its creation in 1995.

We respectfully request the following support from the Town of Fort Frances:

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant municipal festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent. Requesting road closure at the Sorting Gap Marina for the period of July 14<sup>th</sup> to July 24<sup>th</sup> inclusive.

- 4) We submit a request to the Town of Fort Frances for the use of four barricades for the use at the Sorting Gap.
- 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 20th to 23rd . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
- 11) Requesting assistance from the Town of Fort Frances with the setting up of the Tent on July 14<sup>th</sup> and the taking down of the Tent on July 24<sup>th</sup>.

We look forward to discussing our request in greater detail at your convenience and invite any Town Councillor to any FFCBC board meeting.

Respectfully,  
Wayne Allen, Co-Chairman  
Jim Cuthbertson, Co-Chairman

## 2017 FFCBC Board of Directors

Wayne Allen	Co-Chair/Bar Operations
Nikki Paddock	Teen Dance
Kathy Cuthbertson	Food Court
Jim Cuthbertson	Co-Chair/Site & Facilities
Greg Gustafson	Treasurer/Angler Registrations
Paul Jewiss	Anglers' Representative
Kevin Cawston	Fish Care
Eric Kaufman	Weigh Master
Jeanette Cawston	Volunteers Co-ordinator
Troy Norman	Director
Robin Reid	Director



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2017/53**

**TO: Administration & Finance Executive Committee**  
**FROM: Laurie Lindberg, Treasurer**  
**DATE: May 10, 2017**  
**SUBJECT: Rainy River Vet Services Committee**

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**BACKGROUND**

At the May 8, 2017 Council Meeting, the letter received from the Rainy River Vet Services Committee request for financial contribution was referred to the Administration & Finance Executive Committee for recommendation.

The Rainy River Vet Services is requesting \$650.00 for the Vet Assistance Trust Fund. The Town has supported this district project and has made annual contributions since 2002 and of which has been expensed from the Council Public Relations budget line.



Rainy River Vet Services Committee  
C/O Ms. Kim Jo Bliss  
R.R. # 2  
Emo, ON  
POW 1E0  
kimjobliss@gmail.com

(807)-482-2863 Home #

April 26, 2017

Clerk - Treasurer  
Town of Fort Frances  
Box 38, 320 Portage Avenue  
Fort Frances, ON  
P9A 3M5



Dear Clerk-Treasurer, Mayor Avis & Council;

Hello! Yes, it is that time of the year again. This is your bill for the Vet Assistance Trust Fund. The fees are the same as in the past. This would mean that your portion of the fee is a flat fee of \$650.00.

Thanks in advance for your contribution to this fund. Veterinarian service is important to all producers in the Rainy River District, and you're a part of this. Currently Nor-West Animal Clinic is at full complement with veterinarian staff.

If you would like to attend a meeting, feel free to contact myself and I will let you know the next meeting date. Our Chairman is Tom Morrish.

Yours truly,

Kim Jo Bliss  
Treasurer - Rainy River Vet Services Committee  
\*Cheques can be made payable to the Rainy River Vet Service Committee

**To: Administration & Finance Executive Committee**  
**FROM: Laurie Lindberg, Treasurer**  
**DATE: May 10, 2017**  
**Subject: Councillor Wendy Brunetta NOMA Conference Per Diem & Travel Expense**

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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 \$640.00 and Travel Expense Claim in the amount of 70.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 25 – 28, 2017 as submitted by Councillor Wendy Brunetta.

#### Travel Expense Summary

1.	Meals	82.00
2.	Per Diem (4 Days)	<u>640.00</u>
	Total	<u>\$722.00</u>

The registration fee of \$325.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,447.02 to attend the NOMA 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 Exec Mtg + Conference							
Location (Facility and City)	Victoria Inn, Thunder Bay							
Dates	April 25, 26, 27, 28/2017							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				15.00				12.00
	Lunch								
	Dinner				35.00		35.00		70.00
	Per Diem								
	Other								

4. Prepaid Expenses	Registration	Air Travel	Other	Total
				82.00

5. Town Used Vehicle	Yes	No	Reason	Total
Mileage Claimed	KM x \$0.47 =			

6. Approved	Total Expenses	82.00
	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.

May 2/17  
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 / Conference
Location	Victoria Inn Thunder Bay
Dates	Apr 25-28

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date								
Amount		160.00	160.00	160.00	160.00			640.00

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council



## **2017 NOMA Annual Meeting & Conference**

### **Wednesday, April 26, 2017 Location: Victoria Inn, Thunder Bay**

- 9:30 am     **Registration**
- 10:30 am     **Conference Welcome**  
*Greetings from NOMA – Mayor David Canfield, President*  
**Smudging Ceremony**  
*Greetings from the City of Thunder Bay – Mayor Keith Hobbs*  
*Greetings from Fort William First Nation – Chief Peter Collins*  
*Greetings from FONOM – Danny Whalen, Vice President*  
*Greetings from ROMA – Ron Holman, President*  
*Greetings from FCM – Linda Rydholm, Board of Director, Councillor*  
*Greetings from Grand Council Treaty 3 – Grand Chief Kavanaugh (invited)*  
*Greetings from Robinson Superior – Regional Chief Pierre Pelletier (invited)*
- 11:15 am     **Ministry of Community and Social Services – DSSAB Review Procedures and Timelines**  
*Anna Cain, Director, Ministry of Community and Social Services*
- 11:45 am     **Buffet Lunch**
- 12:30 pm     **The Thunder Bay Sister Cities Experience**  
*Sarah Kerton, Experienced member & John Hannam, City Clerk, City of Thunder Bay*
- 1:15 pm     **Fireside Chat with Premier Kathleen Wynne**  
*An opportunity for Q&A with the Premier*
- 1:45 pm     **Economic Benefits of Sister Cities Relationships- PANEL**  
*Neil Glazman, Duluth Sister Cities, Mayor David Canfield, City of Kenora, Carolina Rendeiro, Member, Executive Board of Directors, Sister Cities International, Dave Knutson, WSP*
- 2:30 pm     **Tai Chi and Nutrition Break**
- 3:00 pm     **Making Lasting Connections in the Sister Cities Program**  
*Neil Glazman, Duluth Sister Cities*
- 3:45 pm     **How to Establish a Sister Cities Relationship**  
*Carolina Rendeiro, Member Executive Board of Directors, Sister Cities International*

### **Evening – April 26, 2017 6:00 pm to 8:00 pm Come and Go Reception**

*Registration and time to visit the trade booth exhibitors located in the Regency Ballroom*

**Thursday, April 27, 2017 Location: Victoria Inn, Embassy Ballroom**

7:30 am to 4:30 pm Registration & Expo

- 7:45 am        **Buffet Breakfast**
- 8:30 am        **Address from the Association of the Municipalities of Ontario**  
*Lynn Dollin, President*
- 8:45 am        **AMO Update**  
*Monika Turner, Director of Policy, AMO*
- 9:30 am        **Update from Tourism Northern Ontario**  
*Karen Peacock, Tourism Excellence North Coordinator & Pat Forrest, Senior Coordinator, Initiatives and Partnerships*
- 10:00 am       **Health Break**
- 10:15 am       **Resolute Forest Products/Ontario Forest Industries Association**  
*Roger Barber, General Manager, Ontario Woodland Resolute Forest Products*  
*Jamie Lim, Chief Executive Officer, OFIA*
- 11:00 am       **Substance Abuse Issues in the Northwest**  
*Dr. Kit Young Hoon, Medical Officer of Health, Northwest Health Unit*
- 11:45 am       *As it is an election year for NOMA President and Executive Vice President, Opportunity for Candidates to Speak to Voters*
- 12:05 pm       **Lunch Buffet**

***Voting Booths Open for Election of the President & Executive Vice President  
In Kensington Room, Victoria Inn Noon to 2:00 pm***

A maximum of six elected officials per municipality registered for the conference will be provided with a ballot to elect the position of President and Executive Vice President. The candidates for the two positions include:

**President**

Wendy Landry, Mayor, Municipality of Shuniah  
Phil Vinet, Mayor, Municipality of Red Lake

**Executive Vice President**

Doug Lawrance, Mayor, Municipality of Sioux Lookout  
Ken Perry, Councillor, Town of Fort Frances

- 1:00 pm      **Forging Relationships - Keynote Address**  
*Bernd Christmas, Chief Executive Officer, Gitpo STORMS*
- 2:00 pm      **How Cross-Cultural Relationship Building Empowers Economic Development in the North**  
*Jamie McIntyre, Policy Analyst, Northern Policy Institute*
- 2:45 pm      **Concurrent Session**  
**A facilitated discussion with MPAC – Carlton Room**  
*Greg Martino, Director of Valuation and Customer Relations, MPAC*  
*Mary Dawson-Cole, Regional Manager, MPAC*
- 2:45 pm      **Concurrent Session**  
**Centre for Research in Occupational Safety and Health. CROSH – Embassy Ballroom**  
*Marianne Matichuk, Chief Administrative Officer*
- 3:30 pm      **Health Break**
- 3:45 pm      **NOMA Annual General Meeting**  
**Kensington Room**
  1. Call to Order
  2. Approval of minutes of 70th Annual General meeting
  3. Approval to receive the Presidents Report
  4. Resolutions Committee
  5. Approval of Auditors Report
  6. Appointment of Auditors for 2017
  7. Approval of 2017 Operating Estimates
  8. Approval to receive Committee & District Associations Reports
Adjournment
- 5:30 pm      **Symposium and Cash Bar**  
Embassy Ballroom
- 6:00 pm      **Dinner**
- 7:15 pm      **Presentation to Outgoing Board Members**  
*Mayor David Canfield, President – 2013 to 2017*  
*Mayor Phil Vinet, Executive Vice President – 2013 - 2017*  
*Mayor Dennis Brown, Past President – 2016 - 2017*
- 7:30 pm      **Casino Night – Play money will be provided for your evening of casino fun.**  
**Your play money will be redeemed for draw tickets.**

**Friday, April 28, 2017 Location: Victoria Inn, Thunder Bay**

8:00 am to 12:00 pm	<b>Registration</b>
7:45 am	<b><i>Breakfast Buffet – Victoria Inn</i></b>
8:25 am	<b>Greetings from Canadian Association of Petroleum Producers</b> <i>David Sword, Ontario Advisor</i>
8:30 am	<b>Truth and Reconciliation in Sioux Lookout</b> <i>Chief Clifford Bull, Lac Seul First Nation and</i> <i>Ann Mitchell, CAO, Sioux Lookout</i>
9:00 am	<b>Canada's Federal Immigration Programs</b> <i>Steven Owen, Employer Liaison Officer</i>
9:30 am	<b>Programming and Economic Opportunities Lakehead University</b> <i>Dr. Brian Stephenson, President &amp;</i> <i>Dr. Andrew Dean, Vice President Research &amp; Innovation</i>
10:15 am	<b>Health Break</b>
10:30 am	<b>Message from Norm Miller, MPP, Parry Sound-Muskoka</b> <i>Opposition Critic for Northern Development &amp; Mines</i>
10:40 am	<b>Independent Electricity System Operator (IESO) Planning Update</b> <i>Ahmed Maria, Senior Manager, Transmission Integration</i>
11:15 am	<b>Message from Sarah Campbell, MPP Kenora</b>
11:25 am	<b>LAS Programs</b> <i>Jeff Barten, Energy and Asset Services Manager</i>
12:00 pm	<b>Messages from Federal MP's</b> <i>Don Rusnak, MP Thunder Bay – Rainy River</i>
12:15 pm	<b><i>Buffet Lunch</i></b>
1:00 pm	<b>Minister's Forum - Bear Pit Session</b> <i>Minister Bill Mauro, Ministry of Municipal Affairs</i> <i>Minister Glen Thibeault, Ministry of Energy</i>
2:00 pm	<b>Adjournment</b>



# 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  
916 Portage Ave N  
Fort Frances, On  
Noma  
P9A 2A8

Page # 1  
Res. # 522071  
Checked in Tue Apr 25/17 - 2:13pm  
Checked out Fri Apr 28/17 - 12:06pm  
Nights 3  
Room Rate 118.00  
Promo Code  
Room 310

Date	Description	Reference	Charges	Credits
Apr25	PAID BY VISA - Th auth #097053	*****8250		
Apr26	Room - Government Rate		118.00	400.02
Apr26	HST		15.34	
Apr27	Room - Government Rate		118.00	
Apr27	HST		15.34	
Apr28	Room - Government	April 25	118.00	
Apr28	HST	April 25	15.34	
			0.00	
			400.02	400.02

N.O.M.A.  
Attn: Kristen Oliver  
P.O. Box 10308  
Thunder Bay, On. (NOMA01)  
P7B 6T8

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## Charge Summary:

HST 46.02

May 10, 2017

Report To: A & F Executive Committee

From: Doug Brown, CAO

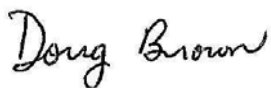
**SUBJECT: Update Existing Procurement Policy 1.12**

Further to the administration report dated October 12, 2016, administration was tasked with completing an all-encompassing review of the existing Procurement Policy 1.12, once the 2017 budget process was completed. In accordance with the existing procurement policy, there is a requirement to review this policy prior to the end of each term of Council.

Please find attached a draft copy of the revised procurement policy for your review, with highlighted revisions being indicated in "red". In the past, the Town's solicitor was utilized to complete a review of the procurement policy. The next step in this process will be to have the Town's solicitor review the draft policy as presented or as amended from the review at the May 16, 2017 A & F Executive Committee meeting.

Upon completing a full review and pending formal approval by Council, an authorizing By-Law will be prepared to adopt the updated Procurement Policy.

Respectfully submitted,

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, CAO

This report was prepared to ensure all members of the A & F Executive Committee are given an opportunity to review the revised procurement policy and where applicable make amendments prior to the revised policy being forwarded to the Town's solicitor for formal review.

# THE TOWN OF FORT FRANCES

## Section: Administration and Finance

### Policy: Procurement

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**Creation Date:**

**Revised Date:** October 2004, June 2006, July 2007, January 2013

**Resolution Number:** 01/13 (consent) 848

**Supersedes Resolution Number:** 07/07 (286)

**Policy Number:** 1.12

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#### 1. GOAL

To provide a procurement process that will enable the Town to acquire the required quality and quantity of goods and services **required** for the best value, while adhering to the following objectives.

#### 2. OBJECTIVES:

- A. To ensure an open, transparent, competitive process while protecting the financial interest of the Town
- B. To ensure service and product delivery are of high quality and efficiently delivered
- C. To ensure fairness among the bidders
- D. To ensure accountability to the taxpayer
- E. To provide an efficient process where the cost and amount of goods and services procured are proportional to time and money spent
- F. To incorporate sustainability into the procurement process.**

#### 3. DEFINITIONS

The words and phrases listed below, when used in this policy, shall have the following meanings ascribed to them;

**Approved invoice** - an original supplier's invoice issued at the time of purchase of low dollar goods and services that bears both the signature of an appropriately authorized employee and required account distribution codes.

**Award, Awarded, and Awarding** - authorization to proceed with the purchase of goods, services or construction from a chosen supplier

**Bid** - ~~an offer or submission from a supplier in response to bid solicitation a proposal, quotation or tender submitted in response to a solicitation from a contracting authority.~~

**A proposal, quotation or tender submitted in response to a solicitation from the Town. A bid covers the response to any of the three principal methods of soliciting bids, i.e., Request for Proposal, Request for Tender and Request for Quotation.**

**Bid Bond** - the form of security required by the terms and conditions of bid solicitation documentation to guarantee that the successful bidder enters into a contract with the Town of Fort Frances as required

**Bid Solicitation** - formal request for bids that may be in the form of a Request for Tender or Request for Proposal

**CAO ("CAO") - Chief Administrative Officer** for the Town of Fort Frances

**Clerk** – Clerk means the duly appointed **Clerk** of the Town of Fort Frances

**Construction** - a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in, and incidental to, the construction, and the installation and repair of fixtures of a building, structure or other civil engineering design or architectural work, but does not include professional services related to the construction contract unless they are included in the specifications of the procurement

**Contract** - any agreement, regardless of form or title, for the lease purchase or disposal of goods services or construction authorized in accordance with this policy

**Council** - the duly elected Council of the Town of Fort Frances

**Council Approved Budget** - Council approved department budgets including authorized revisions, or where applicable, Council approved budgets of local boards to which this bylaw applies

**Division** - An organizational unit of the Town of Fort Frances headed by a manager, and the Planning and Development Division

**Division Manager** - the person appointed by Council to be responsible for the operation of a division and/or designate and includes the persons appointed to the position by the CAO

**Electronic Advertising** - the use of a computer based system directly accessible by suppliers irrespective of location that provides suppliers with information related to bid solicitations

**Emergency** - a situation, or the threat of an impending situation, which may affect the environment, the life, safety, health and/or welfare of the general public, or the property of residents of the Town of Fort Frances, or to prevent serious damage, disruption of work, or to restore, or to maintain essential service to a minimum level.

**Fair Market Value** - the price that would be agreed to in an open ~~and~~ unrestricted market between knowledgeable and willing parties dealing at arms-length, ~~who are where~~ fully informed and not under any ~~duress compulsion~~ to transact

**Goods** - moveable property including

- a) The cost of installing, operating, maintaining or manufacturing such movable property
- b) Raw materials, products, equipment and other physical objects of every kind and description



**Lowest Compliant Bid** - the bid that would provide the Town of Fort Frances with the desired goods, services, or construction at the lowest total acquisition costs, meets all the specifications and contains no irregularities requiring automatic rejection

**Professional Services** - persons having a specialized knowledge or skill for a defined service requirement including:

- a) Architects, engineers, designers, management, and financial consultants ~~and~~;
- b) Firms or individuals having specialized competence in environment, planning or other disciplines

**Proposal** - an offer submitted in response to a request for proposal acceptance of which may be subject to further negotiation

**Purchase Card** - a card issued in accordance with the purchasing card policy (**See attached Schedule "D"**), used to purchase goods and services

**Request for Proposal** - ~~a bid solicitation that is used to acquire goods, services or construction, the suitability of which is dependant upon non-price factors and which may result in further negotiation between the parties~~ **A document used to request suppliers to supply solutions for the delivery of more complex products or services or to provide alternative options or solutions. It is a process that uses predefined evaluation criteria in which price is not the only factor.**

**Services** - includes all professional and consulting services, all services in relation to real property or personal property including, ~~without limiting the foregoing but not limited to:~~ the delivery, installation, construction, maintenance, repair, restoration, demolition or removal of and except only services to be delivered by an officer or employee of the Town of Fort Frances in accordance with terms of employment

**Single Source** – **A non-competitive method of procurement of goods or services from a supplier even though there may be more than one supplier capable of delivering the same goods or services.**

**Sole Source** – **The use of a non-competitive procurement process to acquire goods or services where there is only one available or known supplier for the source of the goods or service.**

~~**Tender** - a publicly advertised bid solicitation~~

**Tender** – **a document used to request supplier responses to supply goods or services based on stated delivery requirements, performance specifications, terms and conditions. An Tender usually focuses the evaluation criteria predominantly on price and delivery requirements.**

**Total Acquisition Cost** - an evaluation of quality and service in the assessment of a bid and the sum of all costs including purchase price, all taxes, warranties, local service costs, life cycle costs, time of completion or delivery and inventory carrying costs

**Town of Fort Frances** – means the Corporation of the Town of Fort Frances

**Treasurer** - the duly appointed Treasurer of the Town of Fort Frances

### 3.0 GENERAL PROCUREMENT POLICY:

#### A. Authority

The CAO shall be responsible to all procurement activity and decisions made by the Town of Fort Frances. The Division Managers shall be responsible and have authority for all procurement activity and decisions within their Division and may delegate their authority, where appropriate.

#### B. Prescribed Council Approval

Despite any other provisions of this policy, the following contracts are subject to Council approval

- i. Any contract requiring approval from the Ontario Municipal Board;
- ii. Any contract where the Total Acquisition Cost is greater than the Council Approved Budget;
- iii. Any contract in excess of \$35,000 except as identified in section 4E - Emergency Purchases.

#### C. Application

- i. The procedures of this policy shall be followed to award a contract, or to recommend to Council that a contract be awarded.
- ii. The CAO and Division Managers may purchase or contract for the goods and services listed in Schedule "A" to this policy without following the procedures set out ~~herein~~ in this policy, provided that sufficient funds are available and identified in appropriate accounts within Council approved budgets.
- iii. The CAO shall contract the procurement of legal services.
- iv. The following local boards and corporations are bound by this policy and this policy shall apply with necessary modifications to such boards and corporations;
  - a. Town of Fort Frances Public Library and Technology Centre Board
  - b. The Sister Kennedy Centre Board of Management
  - c. Town of Fort Frances Not for Profit Housing Corporation
  - d. Business Improvement Area Board

#### D. Restrictions

- i. No contract for goods, services or construction may be divided into two or more parts to avoid the application of the provisions of this policy
- ii. No contract for services shall be awarded where the services would result in an employee – employer relationship
- iii. Where an employee involved in the award of any contract either on his or her own behalf or while acting (for, by, with, or through another person), has any pecuniary interest, direct or indirect, in the contract, the employee
  - a. Shall immediately disclose the interest to the Division Manager involved in the award of the contract and shall describe the general nature thereof;
  - b. Shall not take part in the Award of the Contract and;

- c. Shall not attempt in any way to influence the Award of the Contract
- iv. An employee has an indirect pecuniary interest in a Contract in which the Town of Fort Frances is concerned if the employee or his or her spouse or same sex partner;
  - a. Is a shareholder in or a director or senior officer of a corporation that does not offer its securities to the public that has a pecuniary interest in the contract.
  - b. Has a controlling interest in or is a director or senior officer of, a corporation that offers its securities to the public that has a pecuniary interest in the contract, or
  - c. Is a member of an incorporated association or partnership that has a pecuniary interest in the contract.
  - d. Is in the employment of a person, unincorporated association or partnership that has a pecuniary interest in the contract.
- v. All Council members shall conduct themselves in accordance with the Municipal Conflict of Interest Act RSO 1990, c. M 50 as amended.

#### **E. Total Acquisition Cost**

Where this policy prescribes dollar limits, the contract amount shall be the estimated total acquisition cost less any rebates.

#### **F. Notification**

- i. Notification of procurement opportunities for goods, services or construction with a total acquisition cost of \$35,000 shall be made by electronic advertising and may be used for any other purchases.
- ii. Notification of procurement opportunities may be supplemented by other means of notification where appropriate.
- iii. Notification must be advertised for a minimum of 15 calendar days.

#### **G. Accessibility Legislation**

- i. **Individuals engaged in procurement activities on behalf of the Town are aware of and ensure procurement processes comply with the requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA).**
- ii. The Town of Fort Frances incorporates accessibility criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so, and in such situation, a documented explanation shall be provided upon request.
- iii. The Town of Fort Frances incorporates accessibility features and has regard to accessibility for people with disabilities when designing, procuring or acquiring self-service kiosks (ie point of sale machines, ATM machines, self check out machines, parking meters, etc.).

#### **H. Local Preference**

In accordance with the Discriminatory Business Practices Act, the Town does not have a local preference policy.

#### **I. Sole Sourcing**

Where only one supplier is able to meet the requirements of procurement, The Town may conduct non-competitive procurement in the circumstances listed below (also known as sole-source situations) provided that they do not do so for the purposes of avoiding competition between suppliers or to discriminate against suppliers:

- to ensure compatibility with existing products, to recognize exclusive rights, such as exclusive licenses, copyright and patent rights, or to maintain specialized products that must be maintained by the manufacturer or its representative;
- Where there is an absence of competition for technical reasons and the goods or services can be supplied only by a particular supplier and no alternative or substitute exists;
- For the procurement of goods or services the supply of which is controlled by a supplier that is a statutory monopoly;
- For the purchase of goods on a commodity market;
- For work to be performed on or about a leased building or portions thereof that may be performed only by the lessor;
- For work to be performed on property by a contractor according to provisions of a warranty or guarantee held in respect of the property or the original work;
- For a contract to be awarded to the winner of a design contest;
- For the procurement of a prototype of a first good or service to be developed in the development, but not for any subsequent purchases;
- For the purchase of goods, under exceptionally advantageous circumstances such as bankruptcy, receivership, or demonstrative equipment, but not for routine purchases;
- For the procurement of original works of art;
- For the procurement of subscriptions to newspapers, magazines or other periodicals;  
and
- For the procurement of real property.

### **4.0 PROCUREMENT PROCEDURES**

- A. The CAO shall establish procedures consistent with the goals and objectives set out in this policy;
- i. The identification of those goods and services or construction which are more effectively acquired through cooperative purchasing.

- ii. The form, content and use of forms including purchase orders, bonds, letters of credit and other forms of surety, tender, proposal and other contract documents if not specifically addressed in the policy.
- iii. Any other aspect of process or procedure not specifically provided for in the policy

#### **B. Purchase Cards**

The Treasurer is responsible for the purchase card program outlined in the Town of Fort Frances purchasing card policy (schedule D). The purchase card policy shall be consistent with this procurement policy.

#### **C. Request for Expression of Interest**

A Division Manager or CAO may conduct a request for expression of interest for the purposes of determining the availability of suppliers of any goods, services or construction and for the purpose of keeping a list of available suppliers.

#### **D. Purchasing Methods**

- i. Purchases not exceeding \$499~~\$500~~
  - a. The Treasurer shall have the authority to establish petty cash funds in such an amount to meet the requirements of a **division** for the acquisitions of goods, services or construction having an individual total acquisition cost not exceeding \$500. All petty cash fund disbursements shall be evidenced by vouchers and shall be available for auditing purposes through the Treasurer.
  - b. Purchases made pursuant to this section shall be made from the competitive market place whenever possible and may be made by using an approved invoice, petty cash or purchase card.
- ii. Purchases not exceeding \$4,999 ~~\$5,000~~
  - a. Purchases made pursuant to this section for the acquisition of goods, services or construction shall be made from the competitive market place whenever possible and may be made using an approved invoice or purchase card.
- iii. Purchases over \$5,000 but not exceeding \$34,999 ~~\$35,000~~
  - a. Purchases requiring the acquisition of goods, services or construction having a total acquisition costs between \$5,000 and \$35,000 may be made by using a purchase card or approved invoice subject to;
    - At least three written quotes without the necessity of advertising or formal tender procedures prior to ordering.
  - b. In appropriate circumstances, the request for Proposal or Request for Tender process may be utilized for goods, services or construction in this total acquisition cost range.

- c. The procedure used to purchase goods, services and construction in this total acquisition cost range shall demonstrate that fair market value was achieved.

iv Purchases Exceeding \$35,000

Request for Tender

- a. A request for tender shall be used for purchases exceeding \$35,000 where the following criteria apply
  - Two or more sources are considered capable of supplying the requirement.
  - The requirement is adequately defined to permit evaluation of tenders against clearly defined stated criteria.
  - It is intended that the lowest compliant bid will be accepted without negotiations.

Council must approve all tenders. The CAO, manager or designee shall provide a report to council with recommendations containing all pertinent information.

All Tenders and successful bidders shall be subject to and meet the requirements of the following legislations;

- a. The Occupational Health and Safety Act R.S.O. 1990,c 0.1
- b. Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990.c.M.56
- c. Fairness is a Two Way Street Act (Construction Labour Mobility), 1999.
- d. **Accessibility Legislation**
- e. **Ontario Construction Lien Act**
- f. **Trade Agreement**
- g. **Agreement on Internal Trade (AIT)**
- h. **Ontario-Quebec Trade and Cooperation Agreement (Ontario-Quebec Agreement).**

v) Tender Procedures

All tenders will be subject to the procedures in Schedule "C".

vi) Request for Proposal

- a. Request for Proposal shall be used where one or more of the criteria for Request for Tender cannot be met such as:
  - Owing to the nature of the requirement, suppliers are invited to propose a solution to a problem, requirement or objective and the selection is based on effectiveness of the proposed solution rather than on price alone.



- It is expected that negotiations with one or more suppliers may be required with respect to any aspect of the requirement.
  - b. Every request for proposal shall have terms of reference and include an evaluation grid.
  - c. Council must approve **the awarding of the selected Request for Proposal**. The CAO, Division Manager or designee shall provide a report to council with recommendations containing all pertinent information.
- vii) Bids in Excess of Project Estimates
- a. Where bids are received in response to a bid solicitation but exceed project estimates, the manager in charge of the bid solicitation may enter into negotiations with the lowest compliant bidder to achieve acceptable bid within project estimate.
- viii) Bid Irregularities
- a. Unless otherwise determined by the Town in its sole and unfettered discretion, the administration of certain bid solicitation issues/irregularities and non-compliance are as set out in Schedule "B".
- ix) Identical Tenders
- a. If the lowest compliant bid from two or more bidders are identical in Total Acquisition Cost or unit price, the manager is authorized to enter into negotiations with the bidders who have submitted the identical prices in an attempt to obtain the lesser price and shall maintain a record with respect to such negotiations.
  - b. **When negotiations are not successful in breaking the identical tender, then factors to be considered in breaking the tie include:**
    - i. **when delivery or completion date are important factors, preference to the bidder offering the best delivery or completion date:**
    - ii. **preference to a Bidder in a position to provide better after sales services;**
    - iii. **preference to a Bidder with an overall satisfactory performance record.**
  - ~~the successful bidder will be chosen by geographical — preference in the following order;~~**
    - ~~▪ Town of Fort Frances~~**
    - ~~▪ District of Rainy River~~**
    - ~~▪ North Western Ontario (Districts of Rainy River, Kenora, and Thunder Bay)~~**
    - ~~▪ Province of Ontario~~**
  - c. **When the considerations above do not break the tie the successful Bidder shall be determined by coin toss. The**

**coin toss shall be performed in the presence of the Bidders if they wish to attend, and the Town.**

**E. Emergency Purchases**

- i) Where an emergency exists requiring the immediate procurement of goods, services or construction, a Division Manager may purchase the required goods, services or construction by the most expedient and economical means notwithstanding any other provision of this policy.
- ii) For all emergencies over \$35,000, the Manager shall file a report to Council dealing with the circumstances of the emergency.

**F. Purchase without Budget Appropriation**

- i) Where a requirement exists to initiate a project for which goods, services or construction are required and funds are not contained in the Council approved budget, the Division Manager shall, prior to commencement of the purchase process submit a report to Council, for approval, containing;
  - a. Information surrounding the requirement.
  - b. Information on the availability of funds within existing estimates, which were originally approved by Council for the other purposes or on the requirement for additional funds.

**5.0 CONTRACTUAL AGREEMENTS**

- A. The award of a contract over \$35,000 shall be by way of an agreement. The Division Manager and / or CAO will have the authority to negotiate contracts on behalf of the Town.
- B. A formal agreement is to be used when the resulting contract is complex and will contain terms and conditions other than the Town of Fort Frances standard contractual terms and conditions.
- C. Changes to a contract, and more specifically add-ons, shall not exceed the project tender limitations for contingencies as defined in the contract, or in the absence of such limitations the variance must not exceed the approved tender amount by more than 10%. The appropriate Executive Committee and Council must approve any changes in excess of those prescribed above prior to proceeding.
- D. The completed contracts are to be returned to the Clerk for execution by the Town.
- E. Guarantee of Contract Execution and Performance
  - i) The Town shall require that a bid bond or other similar security to guarantee entry into a contract accompany a bid. Unless otherwise specified in circumstances where a bid bond or other security is required the refundable deposit required shall be:
    - a. 5% for projects where Total Acquisition Cost is \$35,000 to \$100,000.
    - b. 10% for project where Total Acquisition Cost is in excess of \$100,000.



- ii) Prior to commencement of work the successful bidder may be required to provide the following security in addition to the security referred to in section 5 (E) (i).
  - a. A performance bond to guarantee the performance of the contract, and;
  - b. A payment bond to guarantee the payment of labour and materials to be supplied in connection with a contract.
- iii) The Manager shall select the appropriate means of guarantee for execution and performance of the contract. Means may include, but not be limited to: certified cheque; bank draft; irrevocable letter of credit; money order, and where appropriate, a bid bond issued by an approved guarantee company properly licensed in the province of Ontario, on bond forms acceptable to the Town of Fort Frances.
- iv) The Clerk shall retain the cash security, bid bond or surety, as the case may be, until a decision is made by Council to award or not to award. At that time, the Clerk shall forward the cash security, bid bond or surety, as the case may be, of the successful Tenderer to the Treasurer for safekeeping. The Clerk shall forward such securities of all unsuccessful Tenderers to the Division Manager of authority to accompany advisement of tender results. The original insurance certificate and WSIB clearance certificate, etc. of the successful Tenderer are to be retained on the file by the Clerk.
- v) Prior to the commencement of work, evidence of insurance coverage satisfactory to the Town must be provided by the successful bidder ensuring indemnification of the Town of Fort Frances from any and all claims, demands, losses, costs, or damages resulting from the performance of bidders obligations under the contract and from any other risk determined by the Town requiring coverage.
- vi) It is the responsibility of the Division Manager of authority to ensure that contracts awarded to out of province contractors that, either:
  - a. A copy of a valid Retail Sales Tax Vendor Permit is obtained from the non-resident contractor; or
  - b. The non-resident contractor file a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch; or
  - c. If they fail to comply, an appropriate reduction will be made of each payment due to the contractor, and appropriate notification is given to Treasury to remit these funds to the Treasurer of Ontario.
  - d. Copies of all relevant documents are to be forwarded to the Treasurer for inclusion in the Retail Sales Tax File.

## 6.0 SURPLUS AND OBSOLETE GOODS

- A. The CAO shall dispose of all goods and services for which a Division no longer has use and the CAO may use any method for disposal in the Town of Fort Frances best interest, including without limitation, public auction, public tender, trade or transfer to another division.
- B. An employee who has the responsibility of declaring goods surplus or obsolete or for sending items to a public auction shall not bid on or personally obtain any goods that the employee has declared as surplus.
- C. No member of Council or **any** Town employee shall be permitted to acquire surplus or obsolete goods except by purchase at public auction, by public tender, trade or negotiated sale.

## 7.0 Policy Review

- i) This policy shall be reviewed ~~prior to the end of each term of Council and any amendment thereto shall be made prior to the nomination day in the year of the municipal election within each term of Council.~~
- ii) The review shall determine the policy's effectiveness versus the objectives stated and the requirement of the Municipal Act, 2001 as amended.
- iii) The senior management team shall undertake the review and the final result of said review are to be reported by the CAO to Council.

## **SCHEDULE A**

The purchasing methods described in this policy do not apply to the following goods and services;

1. Training and Education
  - A. Registration and tuition fees for conferences, conventions, courses and seminars
  - B. Magazines, books and periodicals
  - C. Memberships
2. Refundable Employee/Councillor Expenses
  - A. Advances
  - B. Meal Allowances
  - C. Travel and Entertainment
  - D. Miscellaneous – non-travel
3. Employer's General Expenses
  - A. Payroll Deduction Remittances
  - B. ~~Medical~~ **Medical Employee Benefits (such as medical and hospital insurance)**
  - C. Licenses (vehicle, firearm, etc)
  - D. Debenture Payment
  - E. Grants to Agencies
  - F. Damage Claims
  - G. Petty Cash Replenishment
  - H. Tax Remittances
4. Professional and Special Services
  - A. Committee Fees
  - B. Legal fees and other professional services related to litigation or legal matters
  - ~~C. Audit Services~~
  - C. Veterinary Expenses
5. Utilities
6. Advertising services required by the Town on or in but not limited to radio, television, newspaper and magazines
7. Bailiff or collection agencies

## **SCHEDULE B**

	<b>Irregularity/non compliance/issue</b>	<b>Response</b>
1	Late Bid	Automatic rejection, not opened or read publicly
2	Insufficient Financial Security (no bid security or agreement to bond or insufficient bid bond or agreement to bond)	Automatic rejection
3	Bids completed and / or signed in an erasable medium	Automatic rejection
4	All required <b>sections</b> of bid documents not completed	Automatic rejection unless the incomplete nature is trivial or insignificant at Town's discretion
5	Bids received on documents other than those provided by the Town	Automatic rejection
6	Bids containing minor obvious clerical errors	48 hours to correct and initial
7	Failure to execute agreement to bond or bonding company corporate seal or signature missing from agreement	Automatic rejection
8	Failure to execute bid or bond by bidder or bonding company	Automatic rejection
9	Erasures, overwriting or strikeouts which are not initialled	48 hours to initial changes
10	Mathematical <b>errors</b> which are not consistent with unit price	48 hours to initial changes made by the Town
11	Failure to acknowledge necessary addendum which have financial implications	Automatic rejection
<b>12</b>	<b>If applicable – Unsealed envelopes</b>	<b>Automatic rejection</b>
<b>13</b>	<b>If applicable- Failure to attend mandatory site visit.</b>	<b>Automatic rejection</b>
14	Any other irregularities	The manager in charge of bid solicitation and the CAO shall have the authority to waive any other irregularities or grant 48 hours to initial such other irregularities

## **SCHEDULE C - TENDER PROCEDURES**

1. Obtain sealed tenders by placing a minimum of one advertisement in a newspaper of general local circulation. Such advertisement may be supplemented by local radio announcements and/or additional print publication as may be appropriate. An advertisement may be placed in out-of-town newspapers instead of the local newspaper if it is known that there are no local suppliers. An electronic advertising/tendering will be used for the procurement of goods and services with a total acquisition cost greater than \$100,000 and construction with total acquisition costs greater than \$250,000 as required in the opening of public procurement for Ontario and Quebec.

2. In addition, copies of the tender call may be sent to:
  - a. Condata, 4410 Roblin Blvd. Winnipeg, Manitoba R3R 0E9 Fax: 204-582-8205
  - b. Construction Association of Thunder Bay, 857 North May Street, Thunder Bay, Ontario P7C 3S2 Fax: 807-623-2296
  - c. Winnipeg Construction Association, 290 Burnell Street, Winnipeg, Manitoba R3G 2A7 Fax: 204-783-7805
  - d. Fort Frances Times - Fax: 807-274-7286
  - e. ~~Tenderlisting.com~~
  - e. Town of Fort Frances Web Page
3. It is the responsibility of the Division Manager to ensure that proper tender documents, plans and specifications are prepared and available to prospective Tenderers the day of the advertisement.
4. Where appropriate (construction projects), the Managers are to consult with the ~~Environment and Facilities Superintendent~~ **Operations and Facilities Division Manager** to determine the role and responsibilities of Engineering and/or other operations departments as it relates to the completion of the project. If capability or time commitments do not permit, it is the responsibility of the division in need to seek alternative methods of completing the project specifications.
5. Employee input is valuable to the determination of plans and specifications for items/projects/services etc. to ensure that the Town's needs are met. In situations where employees are users of the item/project/service/etc. Managers shall obtain (and record) employee input into the preparation of tender specifications.
6. In order to recover costs of producing detailed tender documents and drawings, where appropriate, at the discretion of the Division Manager, a fee may be charged for tender documents **to cover the actual cost of production (in most cases will not exceed \$50.00).** ~~not to exceed \$50.00.~~
7. For those projects, goods, or services, where the estimated total tender price is from \$35,000.00 to \$100,000.00, a 5% deposit is required. The deposit by way of certified cheque, bid bond or equivalent in the amount of 5% of the total tender price payable to the Town shall accompany each tender submitted subject to the following. In the case of tender transmitted by facsimile, the original deposit must be received no later than 5 business days after closing of the tender. However, proof of the deposit acceptable to the Town must be included in the tender submission.
8. For those projects, goods, or services, where the estimated total tender price in excess \$100,000.00, a 10% deposit is required. The deposit by way of certified cheque, bid bond or equivalent in the amount of 10% of the total tender price payable to the Town shall accompany each tender submitted. In the case of tender transmitted by facsimile, the original deposit must be received no later than 5

business days after closing of the tender. However, proof of the deposit acceptable to the Town must be included in the tender submission.

9. Deposits of unsuccessful Tenderers will be returned no later than three weeks following the Tender award. Except as otherwise provided for herein, the Deposit of the successful Tender will be returned with the first progress certificate.
10. Construction projects in excess of \$100,000 will require a performance bond or equivalent as determined by the Town. This bond will be held for a period not to exceed 12 months from the date of completion of the project.
11. The Tenderer shall keep its tender open for acceptance for a period of 45 calendar days **or in some cases longer than 45 days from the closing time.**
12. A tendering number obtained from the office of the CAO shall identify all tender calls.
13. A copy of the advertisement, tender specifications, advertising schedule and direct mailing list if applicable is to be forwarded to the CAO prior to publication.
14. All tender forms are to be submitted in duplicate prior to closing time and date to the Office of the CAO.
15. Tenders shall close at 2:00 p.m. on a Tuesday that is not a **public** holiday unless otherwise specifically authorized by the CAO and instructions to bidders shall note that tenders will be publicly opened at the Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario after the specified closing time and date.
16. Tenders will be opened in the presence of the CAO or designee and the applicable Division Manager or designee.
17. Tender openings shall be open to the public.
18. Unless the Town determines otherwise a tenderer will be responsible to complete a Occupational Health and Safety agreement form and submit a valid WSIB clearance certificate.
19. The successful Tenderer(s) shall take out and keep in force, throughout and for the duration of such Tenderer's obligations to and/or contract with the Town such insurance policies and evidence of insurance coverage as determined by the Town. A certified copy of the Policy or certificate thereof shall be deposited with the Town upon signing of the Form of Agreement or as the Town may direct. Some suggested wording which may be included in the insurance policies is as follows:

Such Policy shall name the Town as an additional insured thereunder and shall contain:



- (a) The insurer's waiver of any rights of subrogation or indemnity or any other claim to which the insurer might otherwise be entitled as against the Town and any other corporation owned, operated, or controlled by or affiliated with the Town, together with a severability of interest clause and a cross liability clause; and
  - (b) An undertaking by the insurer not to cancel, change, lapse or refuse to renew the insurance therein granted without first giving the parties notice of its intentions in writing of at least 60 days prior to the intended change, lapse, cancellation or termination.
20. Faxed / e-mailed bids are not accepted unless either submitted by an agent on behalf of the bidding company or indicated by the Town in the original request for tenders / proposals that a fax / e-mail **submissions** will be accepted.
21. Tenders are to be opened and read out by the CAO or designee. A formalized checklist - Appendix "A" (attached) is to be completed at time of opening.
22. Following the opening of tenders and after the completion of the formalized checklist by the CAO or designee, copies of each tender received shall be referred to the appropriate Division Manager or Consultant for tabulation, confirmation of price extensions, analysis of quantities, and qualities, and conformity to plans and/or specifications. Conveyance envelopes ~~are to be~~ will only **be** discarded following the completion of the project.
23. A tender recommendation report will be prepared for Council's approval regarding the tenders received.
24. All Tenders and RFP's documents will outline a term respecting the making of application and obtaining of a Town Business Licence if the company was successfully awarded the Tender / RFP.
25. This clause may be considered as part of the Tender documents. The Division Manager or designee will determine its utilization. In the event of any dispute arising in connection with this Tender or Tender process, including, without limitation, a dispute as to whether the bid of any Tenderer was submitted on time, the Town, in its unqualified subjective discretion, may refer the dispute to a confidential arbitration before a single arbitrator at Fort Frances, Ontario, pursuant to the Arbitration Act, 1991, as amended. In the event that the Town refers the dispute to arbitration, the Tenderer agrees that it is bound to arbitrate such dispute with the Town. Unless the Town shall refer such dispute to arbitration, there shall be no arbitration of such dispute.

In the event the Town refers the dispute to arbitration the Town and the Tenderer agree that they shall exchange brief statements of their respective positions on the dispute, together with the relevant documents, and submit to an arbitration hearing which shall last no longer than 2 days, subject to the discretion of the arbitrator to increase such time. The Town and the Tenderer further agree that there shall be no appeal from the arbitrator's award.

**Appendix A**  
**TOWN OF FORT FRANCES – TENDER OPENING**

Tender No.: \_\_\_\_\_  
 Time: 2:00 p.m. \_\_\_\_\_

Date: \_\_\_\_\_  
 Committee Room, Civic Centre

Staff Attendance:

\_\_\_\_\_

Public Attendance:

\_\_\_\_\_

Attachments:

Deposit; Bid Bond; Agreement to Bond

Tender Opened:  
 Name/Company  
 Certificates, Etc.

Original  
 Contractors;  
 Comments,

Duplicate  
 Amount

1.	_____	_____	_____
	_____	_____	_____
2.	_____	_____	_____
	_____	_____	_____
3.	_____	_____	_____
	_____	_____	_____
4.	_____	_____	_____
	_____	_____	_____
5.	_____	_____	_____
	_____	_____	_____
6.	_____	_____	_____
	_____	_____	_____

\_\_\_\_\_ Signature

\_\_\_\_\_ Envelopes Discarded

\_\_\_\_\_ Duplicates to Department representative in attendance

This report is not meant to be a formal review of tender award – its purpose rather is to record opening particulars – the in-depth and formal review will follow.



## TOWN OF FORT FRANCES

### Schedule 'D' Purchase Card Policy

## INTRODUCTION

~~Welcome to the Town of Fort Frances' Purchasing Card Program.~~ The purpose of this program is to provide our ~~Town of Fort Frances Corporation~~, with an easy, low-cost purchase and payment-processing alternative to petty cash, ~~invoice/cheque processing~~ and prepaid purchase orders within established purchasing authorization.

**We recommend that you read this guide in its entirety before requesting and/or using your Purchasing Card.** This manual provides a variety of information about the process, the types of purchases that can and cannot be made, records that must be maintained and reconciled monthly and miscellaneous information about the program.

The Purchasing Card Program is based on a standard retail charge card program that has been modified to meet Town of Fort Frances procurement objectives. The Purchasing Card Program was designed to enable you to make direct purchases of specific Town of Fort Frances approved commodities within specific dollar limits, with monthly payments charged to your accounts.

The Purchasing Card Program is not intended to avoid or bypass other appropriate procedures. Instead, it is intended to provide flexibility and autonomy to the Cardholder while complementing current existing purchasing and payment guidelines. **Unlike personal charge cards, the Purchasing Card Program incorporates controls over certain types of expenditures. These controls ensure that the Program can be used only with specific types of merchants and within specific dollar limits.**

Cardholders are asked to use the Purchasing Card responsibly and carefully. Although the Purchasing Card is issued in an individual's name, the charges incurred are the liability of the Town of Fort Frances. **Cardholders do not require personal Credit Applications and the program does not impact your personal credit rating in any way.** ~~Use of the Purchasing Card Program will eliminate the need for staff to use their personal credit card(s) when dealing with Town of Fort Frances approved expenditures. It will~~ **The Purchasing Card Program** will greatly reduce the number of **Purchase Orders (PO's)** handled at all levels thereby reducing Town of Fort Frances costs associated with purchasing processes and accounting transactions. In addition, petty cash expenditures and reimbursements should be reduced.

## PURCHASING CARD POLICY

1. The Town of Fort Frances may delegate purchasing authority to departments for the purchase of goods and some services within the established purchasing authorization limits as outlined in the Town of Fort Frances ~~Purchasing Purchase Card~~ Policy. The Town of Fort Frances will set limitations on the type of goods and services that may be purchased on the Purchasing Card.
2. Multiple purchases with a Card are not to be combined to initiate purchases in excess of the assigned limit unless authorized by the Treasurer or designate.
3. Liability for authorized charges on the Purchasing Card rests with Town of Fort Frances, not the individual Cardholder.

4. **Liability for unauthorized personal charges on the Purchasing Card rests with the individual Cardholder.**

## **BENEFITS OF THE PURCHASING CARD**

### **FOR THE CARDHOLDERS:**

- Flexibility
- Reduced reliance on petty cash and POs
- Improved relations with suppliers
- Enhanced controls on point-of-sales
- ~~Personal expenditures for goods & some services is eliminated~~
- Streamlined approval process
- Fits in your pocket

### **FOR THE TOWN OF FORT FRANCES:**

- Direct access to numerous suppliers.
- Reduced invoice processing during a billing period.
- No inquiries for missing or delayed payments. Vendors are paid directly by the card provider.
- Monthly transaction spending has predetermined limits. Some purchases may be controlled through merchant code blocking.
- All transactions can be monitored daily if required.
- Predetermined user authorization, easy and cost effective purchase management.
- Reduced processing costs.
- Cardholders seek suppliers that accept Purchasing Cards reducing the supplier base.
- One monthly payment for all cardholder transactions will be automatically debited from our account with the bank.

### **FOR THE SUPPLIERS:**

- Increased sales as transactions may now be accepted more readily
- Improved cash flow
- Invoicing expenses reduced
- Confidence that costs associated with services provided will be paid
- Immediate payment

### **FOR FINANCE DIVISION:**

- Reduced invoice/PO processing
- Increased control
- Increased management reporting

## RESPONSIBILITIES

### CARDHOLDER:

- Division Manager shall submit a request—**Applies for a Purchasing Card for an employee in their division, including the determined single transaction limit and the monthly transaction limit, to the Purchase Card Co-ordinator (Treasurer or Deputy Treasurer)** and completes and signs a Town of Fort Frances Purchasing Cardholder Agreement;
- **Cardholder will** immediately sign the card in front of the **Purchase Card** Coordinator upon receipt to prevent unauthorized purchases;  
**Cardholder maintains** the security of the Purchasing Card;
- **Cardholder** ~~Makes the decision~~ **shall ensure the** purchase of authorized goods;
- **Cardholder** ensures spending authority approves purchase in advance;
- The Cardholder will either:
  - resent the merchandise and the Purchasing Card to the supplier or,
  - select the goods or services, contacts the Supplier via phone or fax and places the order charging the goods to the Purchasing Card;
- The Cardholder must instruct the supplier to:
  - forward a receipt and packing slip with the goods to the Cardholder and ensure the supplier **HST/Business GST** number is on the receipt or packing slip.
  - Inspects and verifies the accuracy and quality of the goods received;
- Reconciles and verifies all purchasing receipts and statements and forwards the original documents to Finance Division **no later than the 21<sup>st</sup> of the month in which the statement was received; within five days of receiving the CIBC statement;**
- **Affixes** ~~Allocates~~ the appropriate GL account to **all invoices**/card transactions;
- Identifies discrepancies and reports to either the ~~bank or the~~ supplier **or the Purchase Card Co-ordinator** if the statement is incorrect;
- Notifies ~~CIBC Purchasing Card Customer Service~~ US Bank Card Centre at 1-**800-652-3888-588-8067** and the **Purchasing Card Co-ordinator (Treasurer - 274-5323 Ext 1225 or Deputy Treasurer Ext 1224)** immediately regarding **lost or stolen cards**.
- Notifies the Purchasing Card Co-ordinator in writing of name, telephone, address and department changes.
- Notifies Purchasing Card Co-ordinator in writing upon employment resignation and returns purchasing card to same.

### PURCHASING SERVICES:

- ~~Appoints a~~ Purchasing Card Co-ordinator(s) **appointed** (Treasurer and **Deputy Treasurer**);
- Performs spot audits to ensure compliance with Purchasing Card policy and procedures, and general purchasing activities;
- Identifies future Purchasing Card enhancements and applications;
- Notifies appropriate administrators and managers of non-compliance issues;
- ~~Provides Cardholder training;~~

- Assists with problem resolution;
- Develops program literature and documentation **when necessary**.
- Identifies future Purchasing Card program applications and enhancements;
- Works with cardholders to identify appropriate suppliers.

## RESPONSIBILITIES

### PURCHASING CARD CO-ORDINATOR:

- Approves/Changes/Cancel's Purchasing Cards;
- Establishes and maintains **(Town of Fort Frances)** wide communication;
- ~~Primary contact person for Financial Institution and (Town of Fort Frances)~~
- Primary contact person for PROCARD and **(Town of Fort Frances)**;
- Primary contact person for questions regarding the use of Purchasing Cards for the **(Town of Fort Frances)**;
- Ensures **(Town of Fort Frances)** Purchasing Card Request Form and Cardholder Agreements are completed correctly and approved appropriately;
- Maintains Purchasing Cardholder Agreements, Purchasing Card Applications, Cardholder Limits and Change Requests;
- Informs Cardholders of their responsibilities and obligations for use of the Purchasing Card;
- Advises ~~(financial institution)~~ **US Bank VISA** of changes to status of Cardholders;
- Cancels cards immediately upon employee termination. **(Division Managers must immediately notify the Purchasing Card Co-ordinator of the termination of employment of any employee who holds a (Town of Fort Frances) issued Purchasing Card)**;
- Distributes Purchasing Cards and witnesses that each Card is signed on the back by the Cardholder;
- Resolves card blockages with CIBC VISA as required;
- Reviews blockage reports on a monthly basis;
- Reviews and verifies that the monthly transactions are appropriate;
- Ensures cardholder confidentiality.

### FINANCE DIVISION:

- Processes the monthly Purchasing Card journal entries to bank;
- Stores and files all Cardholder original receipts and monthly statements as per Revenue Canada guidelines;

### TREASURER:

- ~~BAS Interface;~~
- ~~Audits appropriateness of GL account numbers.~~

### CARD COMPANY:

- ~~Co-ordinates and structures the initial implementation of the Purchasing Card;~~
- Assists in the development and implementation of specific applications;
- Assists in training and development of Cardholders;
- Manages all aspects related to client services;
- Provides recommendations/solutions to problems and concerns;
- Co-ordinates activities, communication, new account information and electronic data interchange transmissions between the bank and the (Town of Fort Frances);
- Assists the Purchasing Card Co-ordinator with analysis and reports on the Purchasing Card Program.

## **RESPONSIBILITIES**

### **~~BANK CUSTOMER SERVICE REPRESENTATIVES:~~**

- ~~Provides Cardholders with telephone information services from 5:00 am to 5:00 pm Pacific Time;~~
- ~~Provides 24 hour service, seven days per week for card cancellation;~~
- ~~Takes orders for replacement of damaged cards;~~
- ~~Provides account balances;~~
- ~~Answers credit limit inquiries;~~
- ~~Takes duplicate statement requests;~~
- ~~Receives lost/stolen card reports;~~
- ~~Receives name and address changes;~~
- ~~Resolves problems;~~

## **HOW DOES THE PURCHASING CARD WORK?**

***The Purchasing Card is for business use only!***

The Purchasing Card is a commercial VISA credit card. It works similarly to your personal credit card except that there are specific merchant limitations, **single** transaction limits and monthly limits. Each time you use your Purchasing Card, an electronic process verifies that your purchase is within the predetermined limits. If your purchase violates these limits, the supplier will not be able to process your order.

## **MAKING A PURCHASE**

- 1) Determine if your purchase is for authorized goods or services and within your authorized limits.
- 2) Determine the supplier.
- 3) Determine if you will place the order in person or via the telephone/fax. (Remember to ensure that the card number is relayed to the supplier in a secure way.)
- 4) **US Bank VISA** will pay the supplier for the transaction.

## RECEIPTS

Get a receipt from the supplier for each transaction. **Save your receipts! Receipts will be used to reconcile your monthly Purchasing Card Statement.** Receipts that do not clearly list the items purchased will not be considered adequate documentation. If you lose a receipt, attempt to get a copy from your supplier. If it is impossible to get a copy then create one detailing the information required on a receipt and have your supervisor/manager sign it as an authorized proof of purchase.

Receipts include charge slips/**invoices**, **or** cash register receipts or packing slips. For subscriptions, a copy of the renewal notice or initial subscription request is a receipt. A receipt for a guest speaker could be a receipt from a receipt book.

All receipts must include the following information:

- Purchasing Card #
- Itemized description of goods or service purchased
- Supplier name
- Transaction date
- Transaction total
- PST if applicable
- **GST HST**
- **GST Business** Registration Number
- GL Code(S)

## DECLINED PURCHASE

If your purchase is not approved by VISA, call **CIBC US Bank Card Centre Purchasing Card Customer Service at 1-800-652-3888 at 1-800-588-8065** to determine the reason for the decline.

The (Town of Fort Frances) **may** set certain MCC (Merchant Code Category) restrictions. Occasionally an authorized supplier may be classified under an MCC that has been restricted. Ask **CIBC US Bank Card Centre** for the MCC category that caused the decline and then contact the Purchasing Card Co-ordinator if you experience a blocked purchase.

If you believe that the spending limits are too restrictive then you must have your **Division** Supervisor/Manager ~~complete-submit a~~ new Request for **the** Purchase Card**holder**. ~~and tick off the Change space.~~



## MERCHANTS WHO DO NOT ACCEPT THE PURCHASING CARD

Anyone from whom you currently purchase goods or services should be considered a potential merchant of the Purchasing Card Program even if they don't accept Purchasing Cards today. The program is not restricted only to retail merchants. There are many industrial suppliers who have recognized the need to accept Purchasing Cards as a form of payment.

~~Merchants may contact their local bank or financial institution to become CIBC VISA Purchasing Card capable or they may contact the CIBC Merchant Card Services for assistance. Most institutions will be able to set up a merchant to process all types of Purchasing Card transactions, so that this form of payment may be accepted from the (Town of Fort Frances).~~

## RETURNING AN ITEM PURCHASED WITH A PURCHASING CARD

For an in-person purchase, return the item directly to the supplier ~~and to obtain a credit to your purchase card and ensure you receive a credit receipt to forward with the monthly statement.~~

## **CASH REFUNDS ARE PROHIBITED!**

If you made the purchase via the telephone, mail or fax:

- Contact the supplier for return instructions.
- Get a return authorization number (RMA or RA) or a credit number from the supplier. **NOTE:** Some suppliers charge a restocking charge or a handling fee.
- Return the goods to the supplier via an economical shipper such as a courier or the postal mail.
- Note the date of the return. Be sure to check all subsequent Purchasing Card Statements to verify that you have received a credit for the returned item.

## REVIEWING AND RECONCILING MONTHLY STATEMENTS

Your monthly Purchasing Card Statement will be ~~mailed forwarded to your division for distribution to you at the address provided on your Purchasing Card application~~ around the 7<sup>th</sup> day of each month.

**IT IS THE RESPONSIBILITY OF THE CARDHOLDER** to verify that he/she has received the monthly statement and verify the accuracy of the statement by reconciling the receipts to the statement. If you do not receive your **CIBC US Bank Visa** statement by the 10<sup>th</sup> of the month, ~~you may call CIBC Purchasing Card Customer Service to request a screen print copy,~~ **please contact the Accounts Payable Clerk at Ext. 1223, Treasurer Ext. 1225 or Deputy Treasurer Ext. 1224 and a copy will be e-mailed or** ~~which will be~~ faxed to you.

You are checking for:

- Amounts on the VISA statement that is different from your receipts. (The difference may be a shipping or handling charge).

- Items on the statement that you did not purchase.

**NOTE:** If you find a discrepancy, follow the instructions under “Incorrect Charges”.

Attach the receipts with GL codes noted to the monthly statement in the same order as they appear on the statement.

## REVIEWING AND RECONCILING MONTHLY STATEMENTS

Sign the statement. Your signature confirms that:

- the charges are correct with any exceptions noted
- all receipts are attached
- all purchases are authorized (Town of Fort Frances) purchases

Forward the signed statement and receipts to your supervisor/manager for their authorized signature.

Forward the statement and receipts to the Finance Division.

## INCORRECT CHARGES

If you find a discrepancy between your quote ~~and~~ **or invoice and the charge listed on your statement**, call the supplier immediately to resolve the discrepancy. If the matter remains unresolved contact the Purchasing Plan **Card** Co-ordinator at 274-5323 ~~x248~~ **Ext 1225, or 274-5323 Ext 1224**. If a transaction on the monthly statement does not belong to you contact ~~CIBC Purchasing Card Customer Service at 1-800-652-3888~~ **US Bank Card Centre at 1-800-588-8065** and advise your Purchasing Card Co-ordinator.

## PRODUCT QUALITY/SERVICE

If you receive a product that is either incorrect or defective allow the supplier a reasonable amount of time to either replace the product, resolve the service issue or issue you a credit before you turn the matter over to the Purchasing Card Co-ordinator.

## LOST OR STOLEN CARDS

If you have lost your **US Bank VISA** Purchasing Card or had it stolen contact ~~CIBC Purchasing Card Customer Service at 1-800-652-3888~~ **US Bank Card Centre at 1-800-588-8067 IMMEDIATELY**. Record the name of the person you contacted and the exact time of the call. Notify the **Purchasing Purchase** Card Co-ordinator immediately after contacting **US Bank Card Centre CIBC**. **CIBC US Bank Card Centre** will block further use of the existing card and issue a new card and account number.



## SPENDING CONTROLS

### Cardholder Monthly Credit Limit

This monthly limit is the maximum dollar amount authorized for a cardholder within a 30 day billing cycle **(usually from the 7<sup>th</sup> of a month to the 6<sup>th</sup> of the following month)**. Spending limits for each (Town of Fort Frances) cardholder vary per card and have been set based on discussions with the Manager in conjunction with the Purchasing Card Co-ordinator.

To allow for ongoing use of each Purchasing Card, cardholder monthly spending limits are replenished automatically by the bank on the day following the issue of statements. The statement day is set for the **6<sup>th</sup>** of each month. Cardholder balances are cleared at midnight on the **4<sup>th</sup> 6<sup>th</sup>** of each month.

To request an adjustment to your credit limit, a written request approved by the Manager must be forwarded to the Purchasing Card Co-ordinator. Each request received will be reviewed to determine the viability of the request.

## AUDITS

The Treasurer will periodically perform internal audits for compliance with **the** Purchasing Card policies and procedures.

The following non-compliant situations may result in cancellation of a Purchasing Card:

- Inadequate supporting documentation for purchases
- Inappropriate purchases
- Monthly statements that have not been reconciled and signed by the Cardholder and Supervisor/Manager
- **Monthly Statements and accompanied invoices are past due for 2 consecutive months**

Cardholders may be subject to disciplinary action for the following non-compliant situations:

- Personal use of the Purchasing Card
- Not reporting a lost or stolen Purchasing Card
- Other excessive violations of Purchasing Card policies

## PURCHASING CARD CANCELLATIONS

If it is necessary to cancel a Purchasing Card, the Cardholder must return the Purchasing Card to the Purchase Card Coordinator. The Purchasing Card Coordinator will contact the Card Company to immediately cancel the card.

The Purchasing Card Coordinator will cut the card in half and the card may then be disposed of.

Reasons for cancellation:

- Cardholder is no longer employed by the (Town of Fort Frances)
- Cardholder goes on leave without pay
- Cardholder is requested to surrender the Purchasing Card due to violation of policies

## **AUTHORIZED PURCHASES**

Purchasing Cards may be used to purchase the following goods & services:

- Travel related expenses such as hotel accommodation, airline tickets, car rentals, and conference and seminars fees.
- Magazine Subscriptions;
- U.S. purchases or other foreign countries
- Library/Text books;
- CD ROM & video tapes;
- Supplies and materials
- Computer software and hardware;
- Equipment and Furniture including freight and taxes;
- Meeting refreshments such as sandwiches, muffins, tea/coffee and sweets.
- Any other budgeted items within your scope of responsibility

## **UNAUTHORIZED PURCHASES**

Purchasing Cards **must not** be used to purchase the following goods and services:

- Alcoholic beverages, meals (use travel expense report for per diem) and entertainment;
- ~~Systems development/maintenance/enhancements;~~
- ~~Professional service contracts such as legal, accounting, architecture or engineering services;~~
- ~~Outsourcing (Town of Fort Frances) facilities support such as repair and services;~~
- Casual labour;
- Fines, late fees, or penalties;
- ~~Rentals or leases of equipment;~~
- ~~Equipment service agreement.~~

## **TEN WAYS TO PROTECT YOUR CREDIT CARDS**

(an excerpt from a Canadian Bankers Association publication)

**" You may think these ten rules are unnecessary. But if you ignore them, you make it easy for the wrong people to use your cards.**

**1. Never leave your cards unattended at work.**

There are more card thefts in the workplace than in any other single location.

**2. Don't leave credit cards in your vehicle.** A very high proportion of credit cards are stolen from motor vehicles.

**3. Always check your card when it **is** returned to you after a purchase.** Make sure it is your card.

**4. When travelling, carry your cards with you, or make sure they are in a secure location.**

**5. Report lost or stolen cards immediately.** Most fraudulent use of cards takes place within days of their being stolen.

**6. Sign the back of a new card as soon as you get it.** Destroy unwanted cards so no one else can use them.

**7. Make a list of all your cards and their numbers.** This key information is helpful when reporting lost or stolen cards.

**8. Always check your monthly statement.** Make sure the charges are yours.

**9. Never give your card number over the phone unless you are dealing with a reputable company.** The only time you should give it is when **you** have called to place an order.

**TREAT YOUR CREDIT CARDS LIKE CASH."**

**CANADIAN BANKERS ASSOCIATION  
P.O. Box 348, Commerce Court West  
Toronto, Ontario  
M5L 1G2**

## IMPORTANT TELEPHONE NUMBERS

### 1. LOST OR STOLEN CARDS:

~~CIBC Purchasing Card Customer Service~~

~~Tel: 1-800-652-3888~~

~~Fax: 1-888-999-9359~~

**US Bank VISA Card Centre**

**Tel: 1-888-588-8067**

### 2. QUESTIONS REGARDING CARD ACCOUNT:

~~CIBC Purchasing Card Customer Service~~

~~Tel: 1-800-652-3888~~

~~Fax: 1-888-999-9359~~

**US Bank VISA Card Centre**

**1-800-588-8065**

### 3. QUESTIONS REGARDING PURCHASING CARD PROGRAM:

Name, Treasurer

Purchasing Card Co-ordinator

Department: Finance

Tel: 274-5323 extension **1225**

**or**

Name: **Deputy** Treasurer

Purchasing Card Co-ordinator

Department: Finance

Tel: 274-5323 extension **1224**

email:

**TO: Administration & Finance Executive Committee**  
**FROM: Laurie Lindberg, Treasurer**  
**DATE: May 10, 2017**  
**SUBJECT: Ontario Regulation 284/09 – Budget Matters**

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## **BACKGROUND**

The Town of Fort Frances is required under the Ontario Regulation 284/09 (O. Reg. 284/09) to report on whether amortization expenses, post employment benefits and solid waste landfill closure and post-closure expenses are included in the budget. The purpose of this report is to explain Ontario Regulation 284/09 and illustrate the impact on the 2017 budget had all of these expenses been included.

Accounting standards and reporting requirements changed dramatically in 2009, the most significant change being the introduction of tangible capital asset accounting. The accounting standards, however, do not require that budgets be prepared on the same basis. The Town of Fort Frances, like most municipalities, continues to prepare budgets based on the traditional cash basis.

For 2011 and subsequent years, the municipality or local board shall before adopting a budget for that year that excludes from their estimated budget expense costs related to amortization expenses, post employment benefit expenses and solid waste landfill closure and post-closure expenses shall prepare a report about the excluded expenses and adopt the report by resolution.

The regulation requires that the report contain information regarding:

- 1) An estimate of the change in the accumulated surplus of the municipality to the end of the year resulting from the exclusion of any of those expenses; and
- 2) An analysis of the estimated impact of the exclusion of any of those expenses on the future tangible capital asset funding requirements of the municipality.

## **Financial Impact**

The Town of Fort Frances developed its 2017 Operating Budget excluding only amortization. The budget this year includes annual post-employment benefits for fire fighters and solid waste landfill closure and post-closure expenses.

- 1) The 2017 Operating Budget does not include expense for the amortization of its tangible capital assets estimated in the sum of \$4,100,000.00 as shown in ***Schedule 3*** attached to this report. However, the Capital budget includes Contributions from Reserve Funds in the amount of \$1,780,483 (\$2,312,990 less FGT \$482,507 + MTO Gas Tax \$50,000) for capital asset replacement as shown in ***Schedule 2*** attached to this report.
- 2) The 2017 Operating Budget includes the estimated cost of the post employment benefit expenses incurred in the current year for any retirees resulting from the 2011 firefighter arbitration award. The Town engages Morneau Shepell to provide a post-retirement non-pension benefits actuary report providing an accounting valuation. The post-retirement liability continues to be an unfunded liability.
- 3) The 2017 Operating budget includes the current year expense for landfill closure and post-closure expense, which is estimated at \$23,360 In 2012 EBA Engineering Consultants Ltd. completed a review our landfill to determine the remaining life of the permitted landfill footprint and provided an update of the closure and post closure liabilities for the site. The Post Landfill Closure Reserve Fund as at December 31, 2016 was \$544,695.22 and estimated to have a closing balance of \$641,081.63 at December 31, 2017.

***Schedule 1*** to this report provides an analysis of the impact on the 2017 Budget with the inclusion of the above noted expenses.

**2017 BUDGET**  
**PSAB 3150 RECONCILIATION**  
***Schedule 1***

**Revenues**

General Operating	\$21,739,787
Water Operating	2,749,279
Sewer Operating	2,515,426
Capital	7,568,731
	<hr/> 34,573,223
Less	
Transfers to Capital from other Funds <sup>1</sup>	(2,301,990)
Transfers to Capital from other Funds <sup>1</sup>	(11,000)
Transfers to Operating from other Funds <sup>1</sup>	0
Federal Gas Tax Recognized from Deferred Revenue	482,507
MTO Gas Tax Recognized from Deferred Revenue	50,000
Prior Year's Surplus	0
Proceeds from Long-Term Debt <sup>2</sup>	0
Total Revenues	<hr/> <hr/> \$32,792,740

**Expenses**

General Operating	\$21,739,787
Water Operating	2,749,279
Sewer Operating	2,515,426
Capital	7,568,731
	<hr/> 34,573,223
Less	
Transfers from Operating to other (Reserve) Funds <sup>3</sup>	1,468,413
Transfer from Water & Sewer to other Funds <sup>3</sup>	453,202
Prior Year's Deficit	
Capital Expenses	(7,568,731)
Debt Principal Repayments <sup>4</sup>	639,674
Total Expenses	<hr/> <hr/> \$29,565,781
Annual Surplus, before exclusion	\$3,226,959
Excluded Expenses	
Amortization of Tangible Capital Assets	4,100,000
Post Employment Benefits	0
Solid Waste Landfill Closure & Post-closure Expenses	0
Total Excluded exclusions	<hr/> <hr/> \$4,100,000
<b>Annual Surplus, after excluded Expenses</b>	<b>-\$873,041</b>

**NOTES**

<sup>1</sup> Transfers from other funds represents transfers from Reserve Funds for Expenditures and is not considered a revenue source under accrual accounting

<sup>2</sup> Proceeds from debenture issued is a debt financing decision and is considered a liability and not a revenue source under accrual accounting

<sup>3</sup>Transfers to other funds represents contributions to reserves and is not considered an expense under accrual accounting

<sup>4</sup>Debt principal repayments are considered repayments of long-term liabilities and are not an expense under accrual accounting

## Schedule 2

### 2017 PROJECTED RESERVE FUNDS

Account Name	G/L Account #	Reserve Fund Balance as at December 31, 2016	Estimated Interest Earned	Contributions to Reserve Funds	Reserve Fund Contributions to Capital/General	Estimated Reserve Fund Balance as at December 31, 2017
Museum Projects	R-L60-0805-0000	50,640.95	927.24			51,568.19
Handi-Transit MTO Gas Tax	R-L60-0809-0000	50,867.99	931.40		(50,000.00)	1,799.39
Children's Complex Projects	R-L60-0811-0000	103,207.40	1,889.73		(42,200.00)	62,897.13
Daycare/Toy Library Donations	R-L60-0812-0000	2,664.07	48.78			2,712.85
Parks & Cemeteries Projects	R-L60-0823-0000	48,746.91	892.56			49,639.47
Public Library & Technology Centre	R-L60-0827-0000	207,021.10	3,790.57			210,811.67
Sister Kennedy Centre Projects	R-L60-0832-0000	21,194.79	388.08			21,582.87
Post Landfill Closure	R-L60-0851-0000	544,695.22	9,973.41	86,413.00		641,081.63
Waterworks & Sanitary Sewer	R-L60-0860-0000	3,648,287.03	66,800.39	435,220.00	(103,102.00)	4,047,205.42
Watermeter Replacement	R-L60-0870-0000	75,505.73	1,382.52	17,982.00		94,870.25
Townshend Theatre	R-L60-0871-0000	101,100.53	1,851.16	7,000.00		109,951.69
Corporate Vehicles/Equipment	R-L60-0874-0000	982,923.73	17,997.40	150,000.00	(394,082.00)	756,839.13
Corporate Building	R-L60-0875-0000	1,554,024.08	28,454.29	450,000.00	(151,270.00)	1,881,208.37
Corporate Projects Reserve	R-L60-0876-0000	2,185,990.77	40,025.64	600,000.00	(1,043,829.00)	1,782,187.41
Corporate Contingency	R-L60-0877-0000	1,173,729.76	21,491.07	175,000.00		1,370,220.83
Federal Gas Tax Reserve	R-L60-0878-0000	172,350.91	3,155.76	483,532.25	(482,507.00)	176,531.92
Tax Rate Stabilization Reserve	R-L60-0880-0000	-				-
Sub-total		10,922,950.97	200,000.00	2,405,147.25	(2,266,990.00)	11,261,108.22
						-
Library Building	R-L61-0828-0000	435,963.40	4,000.00		(35,000.00)	404,963.40
		11,358,914.37	204,000.00	2,405,147.25	(2,301,990.00)	11,666,071.62
Cemeteries Reserve Fund					(11,000.00)	
					(2,312,990.00)	
Clinic Financing Loan		377,777.28				311,110.56
Solar Panel Project Loan		148,300.26				119,920.97
Federal Gas Tax		172,350.91				176,531.92
Corporate Reserve Funds		6,293,708.66				6,300,657.43
Library/Technology Reserve Funds		642,984.50				615,775.07
Waterworks/Sanitary Sewer Reserves		3,723,792.76				4,142,075.67
		11,358,914.37				11,666,071.62



### Reserve Funds Allocation

<b>2017</b>	Corporate Vehicles/Equip	Corporate Buildings	Corporate Projects	FF Children's Complex	Library & Tech Centre	MTO Gas Tax	Federal Gas Tax	Water & Sewer	Cemetery Reserve Funds	TOTAL
Gen Government			78,000				155,250			233,250
Fire	36,470		13,920							50,390
Police Services Board			5,830							5,830
PW Building/General	8,000	40,000	15,930							63,930
PW Lg Equipment	116,800									116,800
Roads			262,437							262,437
Connecting Link			1,737				46,231			47,968
Sidewalks			110,750				281,026			391,776
Streetlight Poles			15,000							15,000
Airport			25,000							25,000
Parks/Cemetery	58,500								11,000	69,500
Waste Management			75,000							75,000
Children's Complex	35,000			42,200						77,200
Handi-van	81,067					50,000				131,067
Memorial Sports Centre	48,245	28,100	90,000							166,345
Recreation	10,000		60,770							70,770
Sunny Cove			8,000							8,000
Library & Technology					35,000					35,000
Museum										0
Sorting Gap Marina										0
Planning & Development			8,030							8,030
Animal Shelter										0
Civic Centre		83,170								83,170
Market Square Project			273,425							273,425
Sanitary Sewer Projects								103,102		103,102
Waterworks Projects								0		0
<b>Totals</b>	<b>394,082</b>	<b>151,270</b>	<b>1,043,829</b>	<b>42,200</b>	<b>35,000</b>	<b>50,000</b>	<b>482,507</b>	<b>103,102</b>	<b>11,000</b>	<b>2,312,990</b>

### Schedule 3

#### Amortization Budget

Department	Budget Distribution 2015 Amortization	Audited Actual 2015 Amortization	Budget Distribution 2016 Amortization	Audited Actual 2016 Amortization	Budget Distribution 2017 Amortization
General Government	120,000.00	122,504.73	125,000.00	123,676.79	125,000.00
Fire	38,000.00	39,565.37	40,000.00	36,675.10	40,000.00
Protective Inspection/Control	6,000.00	6,128.59	10,000.00	7,812.66	8,000.00
PW Admin/Buildings & Yards	35,000.00	11,767.36	12,500.00	14,990.70	15,000.00
Roads - Paved	1,220,000.00	1,225,488.23	1,240,000.00	1,288,546.41	1,300,000.00
Roads - Unpaved	43,000.00	46,208.95	47,000.00	46,584.56	47,000.00
Roads Structures	25,000.00	23,922.64	25,000.00	22,824.63	25,000.00
Roads - Winter Control	30,000.00	28,570.13	30,000.00	40,199.61	40,500.00
Sidewalks	235,000.00	232,585.02	235,000.00	234,867.42	235,000.00
Handi Transit	12,000.00	11,914.66	14,500.00	11,914.66	15,000.00
StreetLighting	110,000.00	104,676.98	107,500.00	106,426.00	107,500.00
Air Transportation	67,000.00	64,843.55	67,000.00	75,463.39	76,000.00
Urban Storm Sewer	160,000.00	161,513.63	165,000.00	166,911.92	167,000.00
Rural Storm Sewer	2,500.00	2,185.46	2,300.00	2,406.65	2,500.00
Waste Disposal	0.00	0.00	0.00	0.00	0.00
Waste Diversion (Recycling)	15,000.00	9,717.50	16,000.00	14,172.85	15,000.00
Cemeteries	12,000.00	9,267.64	12,000.00	8,856.69	9,800.00
Social & Family Serv	68,000.00	69,488.76	70,000.00	70,477.25	71,000.00
Parks	45,000.00	46,830.48	48,000.00	47,235.17	48,000.00
Recreation	280,000.00	281,627.48	285,000.00	294,404.48	300,000.00
Library	190,000.00	174,978.80	175,000.00	160,577.50	162,500.00
Cultural Services	80,000.00	81,894.20	82,000.00	83,657.99	85,000.00
Planning & Development	80.00	20.05	50.00	0.00	0.00
Building Inspection Services	200.00	199.52	200.00	199.32	200.00
Sanitary Sewer Collection	190,000.00	183,193.71	190,000.00	189,193.83	190,000.00
Sanitary Sewer Treatment Plant	281,220.00	278,413.39	281,220.00	375,626.01	400,000.00
Water Treatment Distribution	300,000.00	301,056.31	305,000.00	318,072.32	325,000.00
Water Treatment Plant	260,000.00	270,653.27	274,730.00	285,699.07	290,000.00
	3,825,000.00	3,789,216.41	3,860,000.00	4,027,472.98	4,100,000.00

**2017 Capital Budget vs Actual Financial Statement**  
as at April 30, 2017

	Account Number	TOTAL BUDGET	Actual To Date April 30, 2017	Current Year Variance
<b>GENERAL GOVERNMENT</b>				
Fibre Optic to Town Facilities	20-020-0253-9125-71523	10,000.00		10,000.00
Folding/Inserter Machine Replacement (approx. 100,000/yr.)	20-020-0265-9107-71471	18,000.00	0.00	18,000.00
Computer Upgrades/Server/Switches	20-020-0265-9109-71471	35,000.00	28,817.39	6,182.61
Financial Software Additions	20-020-0265-9109-71503	15,000.00	0.00	15,000.00
<b>TOTAL GENERAL GOVERNMENT</b>		<b>78,000.00</b>	<b>28,817.39</b>	<b>49,182.61</b>
<b>PROTECTION</b>				
<i><b>Fire</b></i>				
SCBA & Air Cylinders	20-040-0410-9122-75363	3,900.00		3,900.00
GIS Capital Upgrade	20-040-0410-9123-71471	1,020.00		1,020.00
Fire Truck Replacement (2016 Carryover)	20-040-0410-9133-71471	36,470.00	36,639.40	-169.40
Fire Hose Replacement	20-040-0410-9239-71431	3,000.00		3,000.00
Portable Air Monitor	20-040-0410-9239-71431	6,000.00		6,000.00
		50,390.00	36,639.40	13,750.60
<i><b>Police Services Board</b></i>				
1 - Mobile Speed Sign	20-040-0422-9278-71471	5,830.00	0.00	5,830.00
<b>TOTAL PROTECTION</b>		<b>56,220.00</b>	<b>36,639.40</b>	<b>19,580.60</b>
<b>TRANSPORTATION</b>				
<i><b>Public Works Buildings/General Misc.</b></i>				
Public Works Small Equipment	20-060-0614-9105-71471	8,000.00	357.68	7,642.32
Asset Management Plan	20-060-0614-9115-71523	155,250.00	40,405.41	114,844.59
Stores / Coffee Room Renovations	20-060-0614-9127-71471	40,000.00		40,000.00
Public Works Landscaping & Drainage Repairs	20-060-0614-9129-71471	25,000.00		25,000.00
Engineering GIS Capital Upgrade	20-060-0624-9123-71471	1,530.00		1,530.00
		229,780.00	40,763.09	189,016.91
<i><b>Large Equipment &amp; Vehicles</b></i>				
Replace 1989 Bobcat with Track c/w Bucket (Carryover)	20-060-0619-9298-71471	90,500.00	0.00	90,500.00
Attachments for Track Bobcat Landscaping Rake & Stump Grinder	20-060-0619-9298-71471	26,300.00	0.00	26,300.00
		116,800.00	0.00	116,800.00
<i><b>Roads / Storm Sewers</b></i>				
Frog Creek Road - Surface Treatment Application	20-060-0611-9268-71523	44,750.00		44,750.00
Nelson Street Reconstruction from Mosher Ave west to mid block	20-060-0611-9274-71523	216,063.00		216,063.00
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0611-9275-71523	898,048.00		898,048.00
Oakwood Road - Surface Treatment Application	20-060-0611-9283-71523	31,100.00		31,100.00
Phair Ave 3rd to 5th Contracted Works	20-060-0611-9271-71523	0.00	146.13	-146.13
				0.00
<i><b>Connecting Link</b></i>				
Colonization Rd E - Scott Street to WTP Contracted Works	20-060-0616-9277-71523	462,311.00	605.15	461,705.85
Mill Road Overpass Design (2016 Hatch carryover)	20-060-0616-9303-71523	17,372.00	17,371.17	0.83
Mill Road Overpass Reconstruction	20-060-0616-9303-71523	1,818,435.00		1,818,435.00
		3,488,079.00	18,122.45	3,469,956.55
<i><b>Sidewalks</b></i>				
Phair Ave 3rd to 5th Contracted Works	20-060-0617-9271-71523	0.00	20.40	-20.40
Nelson Street - Butler to Shevlin Sidewalk	20-060-0617-9272-71523	0.00	803.90	-803.90
Nelson Street Reconstruction from Mosher Ave west to mid block	20-060-0617-9274-71523	22,811.00		22,811.00
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-060-0617-9275-71523	92,859.00		92,859.00
Kings Hwy/McIrvine Sidewalk	20-060-0617-9276-71523	30,000.00		30,000.00
Scott Street Interlocking Bricks 200 Blocks (North & South sides)	20-060-0617-9299-71523	330,750.00	17,935.20	312,814.80
		476,420.00	18,759.50	457,660.50
<i><b>Streetlight Pole Replacement &amp; Traffic Lighting</b></i>				
10 - Waterfront Walkway Poles	20-060-0623-9135-71471	15,000.00	13,437.31	1,562.69
		15,000.00	13,437.31	1,562.69

	Account Number	TOTAL BUDGET	Actual To Date April 30, 2017	Current Year Variance
<b>TOTAL TRANSPORTATION</b>		<b>4,326,079.00</b>	<b>91,082.35</b>	<b>4,234,996.65</b>
<b>PARKS &amp; CEMETERIES</b>				
<b>Parks</b>				
Small Equipment Replacement (Mowers & whipper snippers)	20-160-1610-9105-71471	5,500.00		5,500.00
Replace 1988 V406 - 3/4 ton 2WD Crew Cab Truck with 6'6" Box	20-160-1610-9133-71471	42,000.00	556.46	41,443.54
X730 Law Tractor c/w 60" mower deck (Trade in old X720 Tractor)	20-160-1610-9174-71471	16,000.00		16,000.00
		63,500.00	556.46	62,943.54
<b>Cemeteries</b>				
2 - John Deere X360 Lawn Tractors (Trade-in 2 x 360 lawnmowers)	20-160-1610-9174-71471	17,000.00	0.00	17,000.00
		17,000.00	0.00	17,000.00
<b>TOTAL PARKS &amp; CEMETERIES</b>		<b>80,500.00</b>	<b>556.46</b>	<b>79,943.54</b>
<b>AIRPORT</b>				
Groundwater Well & Treatment	20-060-0660-9302-71523	0.00	940.91	-940.91
Sanitary Holding Tank installation	20-060-0660-9304-71523	25,000.00		25,000.00
<b>TOTAL AIRPORT</b>		<b>25,000.00</b>	<b>940.91</b>	<b>24,059.09</b>
<b>WASTE MANAGEMENT SYSTEM</b>				
Landfill Site Expansion - 2017 RFP and 1st Phase Design activities	20-080-0860-9238-71523	75,000.00		75,000.00
<b>TOTAL WASTE MANAGEMENT SYSTEM</b>		<b>75,000.00</b>	<b>0.00</b>	<b>75,000.00</b>
<b>ENVIRONMENT</b>				
<b>Sanitary Sewer - Collection System</b>				
Sanitary Sewer Tools & Equipment	20-080-0811-9105-71471	12,000.00	2,526.35	9,473.65
GIS Capital Upgrades	20-080-0811-9123-71471	1,530.00		1,530.00
Refurbishing Sanitary Manholes	20-080-0811-9138-71523	50,000.00		50,000.00
Design for Infrastructure Renewal Project for 2018 Construction Work	20-080-0811-9238-71523	37,500.00	30,927.40	6,572.60
Phair Ave 3rd to 5th Street Sewer	20-080-0811-9271-71523		91.55	-91.55
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0811-9274-71523	184,476.00		184,476.00
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-080-0811-9275-71523	267,883.00		267,883.00
Colonization Rd E - Scott Street to WTP	20-080-0811-9277-71523		19.36	-19.36
		553,389.00	33,564.66	519,824.34
<b>Sewage Treatment Plant</b>				
Misc. Capital Upgrades	20-080-0812-9105-71471	120,000.00	822.07	119,177.93
Honeywell Improvements at STP including Street lighting	20-080-0812-9280-71523	50,406.00		50,406.00
Sludge Watering Upgrades	20-080-0812-9290-71523	400,000.00	59,228.34	340,771.66
		570,406.00	60,050.41	510,355.59
<b>Water System</b>				
<b>Water Distribution System</b>				
Miscellaneous Tools/Equipment	20-080-0832-9105-71471	12,000.00	2,926.80	9,073.20
Replace 1995 Large Wheeled Hyundai Excavator	20-080-0832-9107-71471	400,000.00		400,000.00
GIS Capital Upgrades	20-080-0832-9123-71471	3,055.00		3,055.00
Replacing Main Line Water Valves/Hydrants (to be included in Nelson St Trench)	20-080-0832-9137-71523	100,000.00		100,000.00
Design for Infrastructure Renewal 2018 Construction Work	20-080-0832-9238-71523	37,500.00	30,927.39	6,572.61
Phair Ave 3rd to 5th Street Sewer	20-080-0832-9271-71523		103.68	-103.68
Nelson Street Reconstruction from Mosher Ave west to mid block	20-080-0832-9274-71523	137,917.00		137,917.00
Second Street E. Reconstruction between Mowat Ave & Portage Ave	20-080-0832-9275-71523	241,509.00		241,509.00
Mill Road Overpass Reconstruction	20-080-0832-9303-71523	231,307.00		231,307.00
Colonization Rd E - Scott Street to WTP	20-080-0832-9277-71523		141.24	-141.24
		1,163,288.00	34,099.11	1,129,188.89
<b>Water Treatment Plant</b>				
Misc. Small Capital Equipment	20-080-0831-9105-71471	60,000.00	6,291.70	53,708.30
		60,000.00	6,291.70	53,708.30
<b>TOTAL ENVIRONMENT</b>		<b>2,347,083.00</b>	<b>134,005.88</b>	<b>2,213,077.12</b>
<b>SOCIAL &amp; FAMILY SERVICES</b>				
<b>Children's Complex</b>				

	Account Number	TOTAL BUDGET	Actual To Date April 30, 2017	Current Year Variance
Roof Replacement	20-120-1230-9127-71523	65,000.00		65,000.00
Vehicle Replacement -AWD (2016 Carryover)	20-120-1230-9133-71471	35,000.00	29,586.13	5,413.87
		<b>100,000.00</b>	<b>29,586.13</b>	<b>70,413.87</b>
<b>Handi-van Transit Services</b>				
Handivan Bus (2016 Carry Over)	20-060-0632-9133-71471	86,100.00		86,100.00
Handivan Bus (PTIF Grant)	20-060-0632-9133-71471	92,518.00		92,518.00
		<b>178,618.00</b>	<b>0.00</b>	<b>178,618.00</b>
<b>TOTAL SOCIAL &amp; FAMILY SERVICES</b>		<b>278,618.00</b>	<b>29,586.13</b>	<b>249,031.87</b>
<b>Memorial Sports Centre</b>				
Olympia Edger	20-160-1634-9107-71471	5,245.00	5,245.00	0.00
Ladies Sauna	20-160-1634-9127-71523	8,000.00		8,000.00
52 Canadian Rink North Dehumidifier (Carryover)	20-160-1634-9631-71471	23,000.00		23,000.00
IFK Compressor Rebuild	20-160-1634-9633-71471	40,000.00		40,000.00
52 Canadian Brine Pump Filter (Maintenance)	20-160-1634-9637-71471	5,000.00		5,000.00
52 Canadian Ammonia Gas Detector	20-160-1634-9637-71471	3,000.00		3,000.00
52 Canadian Compressor Overhaul	20-160-1634-9637-71523	12,000.00		12,000.00
52 Canadian Water Line Loop Tie-in	20-160-1634-9637-71523	50,000.00		50,000.00
52 Canadian Meeting Room Windows	20-160-1634-9637-71523	3,000.00		3,000.00
Auditorium Flooring	20-160-1634-9638-71523	14,000.00		14,000.00
Auditorium Bar Renovations	20-160-1634-9638-71523	7,000.00		7,000.00
		170,245.00	5,245.00	165,000.00
<b>Recreation</b>				
Sunny Cove Upgrades (5-year Plan)	20-160-1614-9108-71523	8,000.00	0.00	8,000.00
Fitness Equipment (annual)	20-160-1620-9624-71471	10,000.00		10,000.00
Tennis Courts (Carryover)	20-160-1636-9294-71523	129,555.00		129,555.00
		147,555.00	0.00	147,555.00
<b>Museum</b>				
Roof Replacement, Accessible Washroom, Front Entrance Ramp (Dependant on Canada 150 Grant & Federal Grant)	20-160-1645-9127-71523	154,000.00	0.00	154,000.00
<b>TOTAL RECREATION &amp; CULTURAL SERVICES</b>		<b>471,800.00</b>	<b>5,245.00</b>	<b>466,555.00</b>
<b>Library</b>				
Maker Space Equipment	20-160-1640-9105-71471	10,000.00		10,000.00
Computer Upgrades	20-160-1640-9109-71471	20,000.00	296.60	19,703.40
Surveillance Upgrade	20-160-1640-9220-71471	5,000.00		5,000.00
		<b>35,000.00</b>	<b>296.60</b>	<b>34,703.40</b>
<b>PLANNING &amp; DEVELOPMENT</b>				
<b>By-Law</b>				
Ticket Device for Issuing Parking Tickets	20-040-0440-9109-71471	6,500.00	0.00	6,500.00
<b>Building/Planning</b>				
GIS Capital	20-180-1810-9109-71471	1,530.00		1,530.00
		<b>8,030.00</b>	<b>0.00</b>	<b>8,030.00</b>
<b>Civic Centre</b>				
Mag Locks & Access Control - Main Entry	20-020-0253-9127-71471	10,000.00		10,000.00
Main Entrances Remove and Replace Floor Tiles	20-020-0253-9127-71523	50,000.00		50,000.00
Replace Front Walkway/Sidewalk	20-020-0253-9232-71523	42,000.00	5,978.40	36,021.60
		102,000.00	5,978.40	96,021.60
Old Rainy Lake Hotel Site Development - Market Square (2016 Carryover)	20-020-0251-9286-71523	1,537,636.00	18,330.33	1,519,305.67
<b>TOTAL PLANNING &amp; DEVELOPMENT</b>		<b>1,647,666.00</b>	<b>24,308.73</b>	<b>1,623,357.27</b>
<b>TOTAL CAPITAL BUDGET vs ACTUAL TO DATE</b>		<b>9,420,966.00</b>	<b>351,478.85</b>	<b>9,069,487.15</b>

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2017**

	Actuals to Date	2017 Draft Budget	Variance
<b>CORPORATE</b>			
050 Municipal Tax Levy	(5,102,243.20)	(10,595,333.00)	5,493,089.80
051 Education Tax Levy	(818,293.91)	(1,599,847.00)	781,553.09
052 Supp/Omit Municipal Tax Levy			-
053 Supp/Omit Education Tax Levy			-
056 W/O Municipal	1,297.17	226,140.00	(224,842.83)
057 W/O Education	147.76	21,007.00	(20,859.24)
061 OMPF	(1,553,250.00)	(3,106,500.00)	3,106,500.00
062 Payments-in-Lieu	( 17,373.85)	(789,904.00)	789,904.00
070 Sale of Land	(42,150.00)	-	42,150.00
110 Mayor & Council	99,489.97	719,600.00	620,110.03
112 Contribution to Reserves & Reserve Funds		1,375,000.00	1,375,000.00
113 Long Term Debt	82,201.64	633,228.00	551,026.36
115 Election			-
161 Riverside Health Care/Dr Recruitment		68,000.00	68,000.00
161 Clinic Financing Interest		7,000.00	7,000.00
162 RR DSSAB	645,244.42	1,991,502.00	1,346,257.58
164 Northwestern Health Unit	122,937.80	368,814.00	245,876.20
820 Economic Development	55,961.79	167,768.00	111,806.21
821 Travel Information Centre	5,140.06	19,000.00	13,859.94
830 Solar Panel Project	(309.80)	(25,625.00)	(25,315.20)
991 English Public School Board	358,642.90	1,308,908.00	950,265.10
992 English Separate School Board	73,111.84	265,764.00	192,652.16
993 French Public School Board	344.73	1,322.00	977.27
994 French Separate School Board	855.77	2,846.00	1,990.23
<b>Total Corporate</b>	<b>(6,088,244.91)</b>	<b>(8,941,310.00)</b>	<b>15,427,000.70</b>
<b>ADMINISTRATION AND FINANCE</b>			
070 Other Unassigned Revenue	(83,366.53)	(319,195.00)	(235,828.47)
120 Administration	101,294.85	382,295.00	281,000.15
121 Admin Vehicle	2,242.40	3,330.00	1,087.60
122 Town Realty/Municipal Buildings	4,688.23	11,830.00	7,141.77
125 HR Department	23,263.82	58,500.00	35,236.18
130 Clerk	95,038.70	198,660.00	103,621.30
140 Treasury	264,384.33	397,297.00	132,912.67
910 PUC Administration	43,108.25	108,000.00	64,891.75
<b>Total Administration and Finance</b>	<b>450,654.05</b>	<b>840,717.00</b>	<b>390,062.95</b>
<b>EMERGENCY SERVICES</b>			
211 Emergency Services	283,512.06	963,438.00	679,925.94
227 Emergency Measures	3,084.84	14,107.00	11,022.16
228 911 Service	9,174.58	11,800.00	2,625.42
231 Police Revenue	(12,534.91)	(24,000.00)	(11,465.09)
232 Police Services Board	2,347.53	17,670.00	15,322.47
233 Police Administration	688,262.01	2,030,005.00	1,341,742.99
<b>Total Emergency Services</b>	<b>973,846.11</b>	<b>3,013,020.00</b>	<b>2,039,173.89</b>

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2017**

		<b>Actuals to Date</b>	<b>2017 Draft Budget</b>	<b>Variance</b>
<b>COMMUNITY SERVICES</b>				
622	Sister Kennedy Centre	21,904.51	43,053.00	21,148.49
641	Fort Frances Children's Complex	1,780.07	51,358.00	49,577.93
643	Best Start Hub/Resource Centre	12,360.16	-	(12,360.16)
644	Day Care Resource Teacher	14,207.92	-	(14,207.92)
653	Handi-Transit System	(16,016.82)	103,377.00	119,393.82
713	Townshend Theatre	(4,473.59)	-	4,473.59
722	Recreation Facilities	231,741.03	602,187.00	370,445.97
725	Recreation Programs	(89,257.37)	138,656.00	227,913.37
732	Community Services	38,723.89	133,742.00	95,018.11
740	Sunny Cove Camp	(3,449.38)	23,705.00	27,154.38
781	Fort Frances Public Library	164,821.90	480,749.00	315,927.10
784	Library School Co-op Fund	(1,299.98)	-	1,299.98
791	Museum	58,419.29	144,027.00	85,607.71
817	Waterfront Development/Marina	1,770.91	38,056.00	36,285.09
<b>Total Community Services</b>		<b>431,232.54</b>	<b>1,758,910.00</b>	<b>1,327,677.46</b>
<b>OPERATIONS AND FACILITIES</b>				
310	PW Administration	(111,461.57)	(198,059.00)	(86,597.43)
311	PW Buildings & Yards	46,667.26	119,380.00	72,712.74
313	Municipal Roads	422,813.93	1,382,899.00	960,085.07
318	Public Parking Lots	2,278.47	16,994.00	14,715.53
320	Sidewalks	29,682.26	101,671.00	71,988.74
330	Private Works Charges	7,068.20	47,060.00	39,991.80
331	Private Crossing Charges	2,491.07	16,678.00	14,186.93
333	PW Vehicles	79,379.52	230,462.00	151,082.48
334	PW Equipment	50,188.32	264,141.00	213,952.68
344	PW Stores	23,984.66	72,336.00	48,351.34
345	Traffic Signal Maintenance	2,343.29	8,735.00	6,391.71
346	Streetlight Maintenance	23,354.69	75,496.00	52,141.31
350	Garbage Collection	(57,739.75)	(208,376.00)	(150,636.25)
351	Recycling Services	33,993.17	213,649.00	179,655.83
352	Sanitary Landfill	(31,247.98)	(5,273.00)	25,974.98
360	Engineering	11,343.30	33,795.00	22,451.70
390	Airport	(6,699.89)	(28,880.00)	(22,180.11)
391	Airport Building Maintenance	16,630.63	46,625.00	29,994.37
393	Airport Grounds Maintenance	3,663.69	63,704.00	60,040.31
580	Parks & Cemeteries Admin.	43,203.79	163,466.00	120,262.21
582	Fort Frances Cemetery	3,318.03	78,580.00	75,261.97
583	Riverview Cemetery	12,027.75	186,636.00	174,608.25
584	Point Park	(4,148.28)	30,111.00	34,259.28
585	Parks - Outdoor Facilities	30,861.32	266,840.00	235,978.68
586	Lions Millennium Park	4,571.99	9,634.00	5,062.01
<b>Total Operations and Facilities</b>		<b>638,567.87</b>	<b>2,988,304.00</b>	<b>2,349,736.13</b>

**Town of Fort Frances  
General Fund (Operating)  
Actuals as at April 30, 2017**


		Actuals to Date	2017 Draft Budget	Variance
<b>PLANNING AND DEVELOPMENT</b>				
150	Civic Centre	32,070.92	114,718.00	82,647.08
271	By-Law Enforcement	43,856.02	146,640.00	102,783.98
272	Animal Shelter	1,636.79	9,105.00	7,468.21
813	Building Official	30,329.86	21,776.00	(8,553.86)
815	Planning & Zoning	1,429.79	48,120.00	46,690.21
	<b>Total Planning and Development</b>	<b>109,323.38</b>	<b>340,359.00</b>	<b>231,035.62</b>
	<b>Sub-Total General Fund (Operating)</b>	<b>(3,484,620.96)</b>	<b>-</b>	<b>21,764,686.75</b>
L80	Surplus from Previous Year			-
	Deficit/(Surplus)	<b>(3,484,620.96)</b>	<b>-</b>	<b>21,764,686.75</b>
	<b>TOTAL BUDGET - Revenue</b>	<b>( 9,134,923.93)</b>	<b>( 21,739,787.00)</b>	<b>( 12,604,863.07)</b>
	<b>TOTAL BUDGET - Expenditures</b>	<b>5,650,302.97</b>	<b>21,739,787.00</b>	<b>16,089,484.03</b>
		<b>( 3,484,620.96)</b>	<b>0.00</b>	<b>3,484,620.96</b>



**Water and Sewer Fund (Operating)**  
**Actuals to April 30, 2017**

<b>WATER</b>		<b>Actuals to Date</b>	<b>2017 Budget</b>	<b>Variance</b>
961	Waterworks Administration	-339,689.36	( 680,548.00)	( 340,858.64)
965	Water Treatment Plant	179,528.34	556,442.00	376,913.66
966	Water Storage Facility	8,540.96	124,106.00	115,565.04
		-151,620.06	0.00	151,620.06
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-151,620.06</b>	<b>0.00</b>	<b>151,620.06</b>

<b>SEWER</b>		<b>Actual to Date</b>	<b>2017 Budget</b>	<b>Variance</b>
410	Sanitary Sewer Administration	-345,368.12	( 756,652.00)	( 411,283.88)
413	Sewage Treatment Plant	87,267.08	756,652.00	669,384.92
		-258,101.04	0.00	258,101.04
L80	Surplus from Previous Year Before TCA	0.00	0.00	0.00
		<b>-258,101.04</b>	<b>0.00</b>	<b>258,101.04</b>

 <b>FORTFRANCES</b> <small>BOUNDLESS</small> Fire & Rescue Service Apr. 2017 Report	Total Hours: Incidents & Training;	Training Sessions:	Public Ed & Prevention; Public Events:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss in Dollars:	Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide & Hazmat Calls:	High Angle Rescue / CS Calls:	Mutual Aid Calls:	Critical Incident Stress Debriefs:
<b>Number of Events</b>	<b>21.7 hrs.</b>	<b>2</b>	<b>4</b>	<b>5</b>	<b>3</b>	<b>32</b>	<b>8</b>	<b>\$0</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Highlights from: Tyler Moffitt - Fire Chief/CEMC**

»**CALLS FOR EMERGENCY SERVICE:** THE FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO **49 EMERGENCY CALLS** FOR SERVICE DURING APRIL 2017.

»**Total Hours:** A total of 17.7 Hours were spent on responding to emergency incidents. As well, there were two (2- hour Fire Practices) for a total of 4 hours.

»**Time of Day:** During this month 76% of our calls for service occurred on the Day Shift between 07:00 & 19:00 and 24% of our calls for service occurred during the Night Shift between 19:00 & 07:00.

»**Public Fire Safety Education / Public Events:** Our Team attended the Business and Community Expo on April 21st and 22nd; approx. 1000 people attended our Fire Safety Booth. As well, we had two Fire Hall Tours of children come through. On April 24th we had an open house where 11 (eleven) people attended who were interested in becoming Volunteer Firefighters. Also, for those who could not attend the open house ... they have stopped by and obtained an application and job descriptions, and applied.

»**Fire Prevention Inspections:** Our Captain of Fire Prevention & Education completed 5 (five) re-inspections / Closed out an inspection order for Copper River Inn / Approved fire drill scenarios and supervised corresponding fire drills for our Communities Vulnerable Occupancies, which consisted of: our local Hospital, Rainycrest, and Sybil Russel Hall.

»**Emergency Medicals Service (EMS) Response Calls:** There were 32 (thirty two) Emergency Medical Service (EMS) requests, which accounted for 65% of our calls, with 72% of them occurring on the Day Shift between 07:00 & 19:00 and 24% of them occurring during the Night Shift between 19:00 & 07:00. As well, these EMS calls accounted for a total of 12.2 hours.

**Note:** 6 (six) or 19% of our EMS calls were "LEVEL ZERO CALLS" ... known as "FIRST RESPONSE CALLS." These are calls where our Fire & Rescue Service were on scene in advance of the Paramedic Service, because they were unavailable at the time of the call. The time spent on 6 (six) of these FIRST RESPONSE CALLS was 194 minutes (3.2 hours), which is an average of 32 minutes dedicated to each call. Note: It was noted on 2 (two) First Response Calls that Paramedics arrived on scene 15 minutes after Fire & Rescue. The dates were April 8th at: 09:55, which was busy day with 8 (eight) Emergency Medical Service Calls ... with 4 (four) being First Response Calls. On April 10th at 03:46 on a First Response Call ... Paramedics arrived on scene 15 minutes after Fire & Rescue. As well, 9 (nine) or 28% of our EMS calls we attended were during Monday to Friday and during the hours when two ambulances were on duty in the Town of Fort Frances.

»**Fire Response Calls:** There were 7 (Seven) Fire Response Calls; 5 (five) of the fires were grass fires, which were started by unknown people. Another fire ended up being a camp fire in a ravine, and another one involved an individual starting to burn a pile of grass, but was informed by our on duty firefighter to extinguish the fire. A major fire call in to us last month, but that fire was across the river in the United States.

»**Pre- Fire Response Calls:** There were no Pre-Fire response Calls.

»**Motor Vehicle Crashes (MVC's) Response Calls:** There was 1 (One) Motor Vehicle Crash attended by our service.



Fire & Rescue Service  
Apr. 2017 Report

#### EMS Events

# FORT FRANCES FIRE & RESCUE SERVICE

## EMS CALLS

## APRIL 2017

**Highlights from: Tyler Moffitt - Fire Chief/CEMC**

»**Total Hours:** A total of **12.2 Hours** were spent on responding to **EMS** incidents.

»**Emergency Medicals Service (EMS) Response Calls:** There were **32 (thirty two)** Emergency Medical Service (EMS) requests, which accounted for **65%** of our **Total Emergency Response Calls**, with **72%** of them occurring on the **Day Shift** between 07:00 & 19:00 and **24%** of them occurring during the **Night Shift** between 19:00 & 07:00.

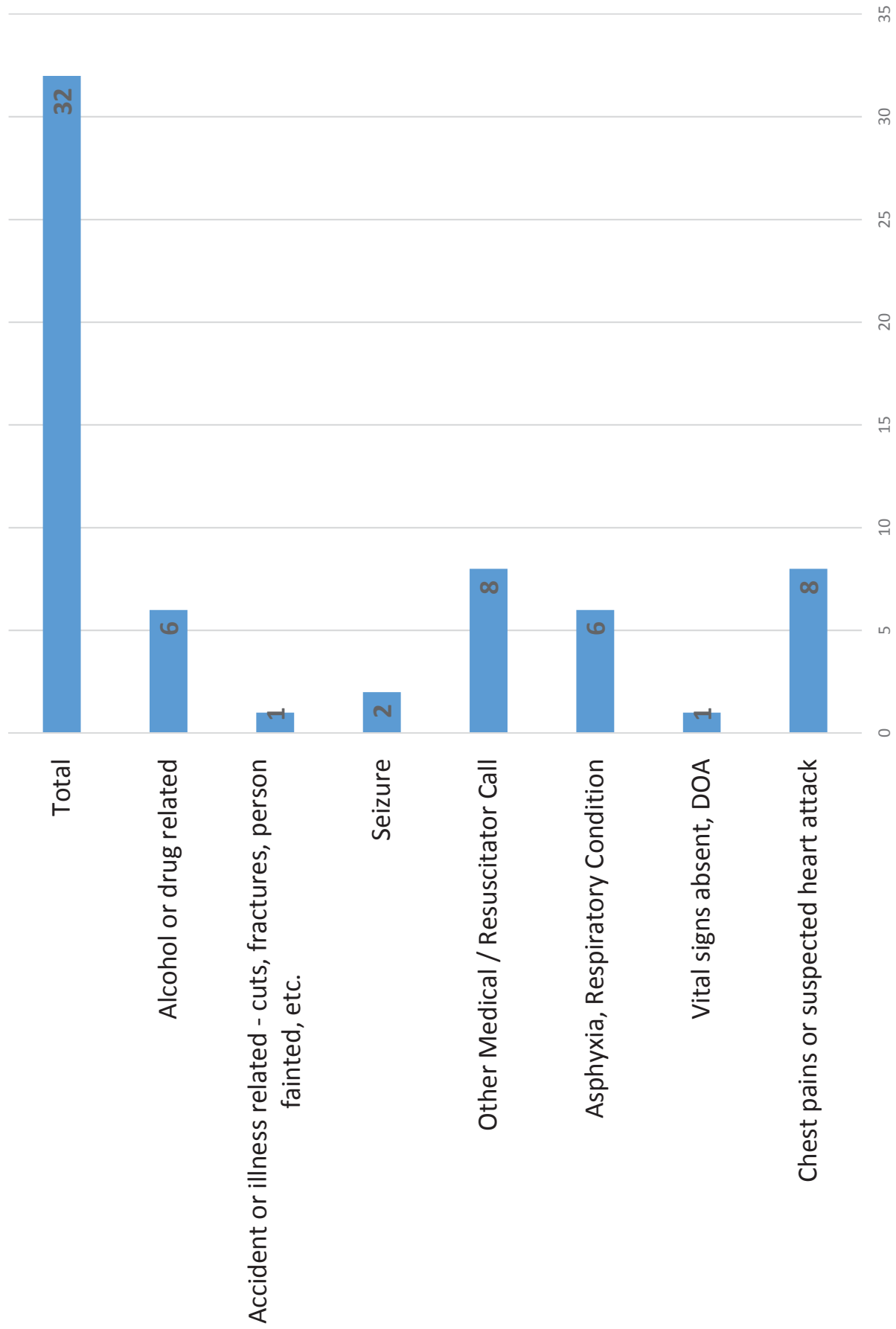
**6 (six)** or **19%** of our EMS calls were "**LEVEL ZERO CALLS**" ... known as "**FIRST RESPONSE CALLS.**" These are calls where our Fire & Rescue Service were on scene in advance of the Paramedic Service, because the **Paramedics** were unavailable at the time due to being on another **EMS Call**.

The time spent on **6 (six)** of these **FIRST RESPONSE CALLS** was **194 minutes (3.2 hours)**, which is an average of **32 minutes** dedicated to each call.

It was noted on **2 (two)** First Response Calls that Paramedics arrived on scene **15 minutes** after Fire & Rescue. The dates were **April 8th** at: **09:55**, which was busy day with **8 (eight)** Emergency Medical Service Calls ... with **4 (four)** being First Response Calls. On **April 10th** at **03:46** on a First Response Call ... Paramedics arrived on scene **15 minutes** after Fire & Rescue.

As well, **9 (nine)** or **28%** of our **EMS calls** we attended were during **Monday to Friday**, and during the hours when two ambulances were on duty in the Town of Fort Frances.

## Fort Frances Fire & Rescue Service EMS Calls April 2017



## EMS Calls April 2017

Category	
Chest pains or suspected heart attack	8
Vital signs absent, DOA	1
Asphyxia, Respiratory Condition	6
Other Medical / Resuscitator Call	8
Seizure	2
Accident or illness related - cuts, fractures, person fainted, etc.	1
Alcohol or drug related	6
<b>Total</b>	<b>32</b>

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