

TOWN OF FORT FRANCES

ADMINISTRATION AND FINANCE EXECUTIVE COMMITTEE

AGENDA - October 3rd, 2017 - NOON

MEETING - Committee Room - Civic Centre

Session # 057

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 56 dated September 18, 2017. 3 - 4
5. **In-Camera**
6. **Items Referred from Council**
 - 6.1 Support re: Proposed Changes Under Bill 68 - Out of Court Payments. 5 - 8
 - 6.2 2018 Budget Requests. 9 - 14
7. **New Business**
 - 7.1 Mayor Roy Avis NOMA Conference Per Diem & Travel Expense. 15 - 19
 - 7.2 Councillor Wendy Brunetta NOMA Conference Per Diem & Travel Expense. 20 - 22
 - 7.3 Councillor June Caul NOMA Per Diem & Travel Expense. 23 - 27
 - 7.4 Councillor Doug Kitowski NOMA Conference Per Diem & Travel Expense. 28 - 32
 - 7.5 Council Ken Perry NOMA Conference Per Diem & Travel Expense. 33 - 35
 - 7.6 Councillor Paul Ryan NOMA Conference Per Diem & Travel Expense. 36 - 38
 - 7.7 Doug Brown NOMA Conference Per Diem & Travel Expense. 39 - 40
 - 7.8 Request for Reconsideration M.O.S. re: 1243 Idylwild Drive (2017). 41 - 44
 - 7.9 Renewal of Municipal Insurance 2017-2018. 45 - 51

	Page
7.10 Approval of Non Budgeted Item 11-3 Aerial Ladder Testing and Inspection.	52
8. <u>Non-agenda Items</u>	
9. <u>Adjourn / Next Meeting Date - October 17, 2017</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 56

September 18, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre on September 18, 2017 from 12:03 p.m. to 12:34 p.m.

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

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, A. Petrin, Human Resources Manager (12:03 p.m. to 12:11 p.m.) and K. Lawson, Secretary

REGRETS:

1. Call to Order 12:03 p.m.

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

3. Disclosure of pecuniary interest and the general nature thereof

- 3.1 Councillor Wendy Brunetta disclosed an interest in non-agenda item 8.1 as the expense claim was hers. She did not participate in any discussion of the item.

4. Approval of Previous Committee Minutes

- 4.1 Session No. 55 dated September 5, 2017.

Ryan-Brunetta: Approved as presented.

CARRIED

5. In-Camera - No items identified.

6. Items Referred from Council

- 6.1 Montreal Canadiens Alumni Sponsorship Request.
- the committee recommended, with input from the Community Services Executive Committee to receive only the request with no further action.
- 6.2 Voyageur Lions Club Magic Show Advertising and Ticket Packages.
- the committee recommended receiving only the request from the Voyageur Lions Club with no further action.
- 6.3 Riverside Foundation for Health Care Annual Gala Event.
- the committee recommended approval of a Bronze Sponsorship in the amount of \$600.00 for the Riverside Foundation for Health Care "Making Magic for District Health Care" Gala event taking place on October 14th, 2017.

7. New Business

- 7.1 Multi-Year Accessibility Plan.
- committee recommended approval of the Town's 2017 Accessibility Plan and Multi-Year Accessibility Plan.
- 7.2 357/358 Applications for Tax Adjustment re: 333 Third Street West (2017) and 335 Third Street West (2017).
- the committee recommended approval of the adjustment of 2017 taxes under *Section*

357/358 of the *Municipal Act* for property located at 333 Third Street West resulting from house demolition and 335 Third Street West resulting from house demolition.

- 7.3 357/358 Application for Tax Adjustment re: 602 Fourth Street West (2016).
- the committee recommended approval of the adjustment in 2016 taxes under *Section 357/358* of the *Municipal Act* for property known as 602 Fourth Street West resulting from house demolition/razed by fire.
- 7.4 Councillor Caul - AMO Conference Travel Expense.
- the committee recommended approval of the travel expense claim in the amended total amount of \$848.32 as submitted by Councillor June Caul for her attendance at the Association of Municipalities of Ontario (AMO) Conference held in Ottawa, August 12th to 17th, 2017.

8. Non-agenda Items

- 8.1 Councillor Wendy Brunetta Fort Frances Sports Hall of Fame Reimbursement.
- the committee recommended approval of the expense claim in the amount of \$70.00 as submitted by Councillor Wendy Brunetta for her attendance at the Fort Frances Sports Hall of Fame Second Induction Ceremonies.

9. Outstanding Items

- 9.1 Fort Frances Girls and Women's Hockey Association Sponsorship.
- the committee recommended to receive only the request for Sponsorship of the Fort Frances Girls Hockey Association 2017-2018 hockey season with no further action and further recommended purchase of a Bronze Business Card sized advertisement in the amount of \$175.00 for the October 19th, 2017 community event sponsored by the FFGWHA and FFMHA.

10. Information

- 10.1 Fort Frances Fire & Rescue Service - August 2017 Report. - received as information.

11. Adjourn 12:34 p.m. / Next Meeting Date - October 3rd, 2017

Executive Committee Chair

D. Brown, CAO



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/100**

To: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 28, 2017
Subject: Support Re: Proposed Changes Under Bill 68- Out of Court Payments

BACKGROUND

Attached is a copy of the Resolution passed by the Township of South Stormont, supporting the Municipality of Killarney in their request to the Minister of Municipal Affairs with respect to the proposed changes to Bill 68 pertaining to out of court payments. Please consider if the Town of Fort Frances would like to proceed with a resolution in support of the Municipality of Killarney.

Kathy Lawson

From: Loriann Harbers <loriann@southstormont.ca>
Sent: September-12-17 3:13 PM
Cc: Ashley@southstormont.ca
Subject: FW: Proposed Changes Under Bill 68 - Out of Court Payments
Attachments: Support Municipality of Killarney.pdf

Good day,

Please see the attached resolution whereby Council of the Township of South Stormont supports the Municipality of Killarney with regards to Proposed Changes Under Bill 68 – Out of Court Payments.

Kind regards,

Loriann Harbers, CMO

Director of Corporate Services/Clerk



Come see for yourself!

Township of South Stormont
2 Mille Roches Rd., P.O. Box 84
Long Sault, ON K0C 1P0
Email: loriann@southstormont.ca
Office: 613-534-8889 ext. 201
Fax: 613-534-2280

 [Like Us On Facebook](#)



September 11, 2017

Municipality of Killarney
32 Commissioner Street
Killarney, ON P0M 2A0

Re: Proposed Changes Under Bill 68 - Out of Court Payments

Enclosed please find a copy of Resolution No. 270/2017 passed at the September 6, 2017 Council meeting whereby Council supports the Municipality of Killarney in your request to the Minister of Municipal Affairs with respect to the proposed changes to Bill 68 pertaining to out of court payments.

We trust that this is satisfactory. However, should you have any questions or concerns, please feel free to contact us.

Yours truly,

A handwritten signature in black ink, appearing to read "Loriann Harbers", written in a cursive style.

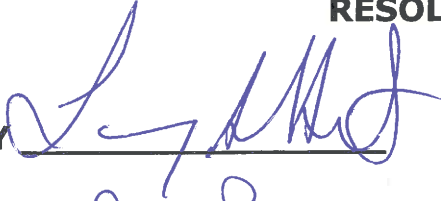
Loriann Harbers, CMO
Director of Corporate Services/Clerk

cc: Hon. Kathleen Wynne, Premier of Ontario
Guy Lauzon, Stormont-Dundas-South Glengarry MP
Jim McDonell, Stormont-Dundas-South Glengarry MP
Hon. Bill Mauro, Minister of Municipal Affairs
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

TOWNSHIP OF SOUTH STORMONT

RESOLUTION

MOVED BY



RESOLUTION NO

270/2017

SECONDED BY



DATE September 6, 2017

WHEREAS the Township of South Stormont has received a request for support of a resolution enacted by the Municipality of Killarney regarding the proposed changes under Bill 68 pertaining to out of court payments; NOW THEREFORE BE IT RESOLVED that the Township of South Stormont supports the Municipality of Killarney in their request to the Minister of Municipal Affairs to reconsider the proposed changes under Bill 68 pertaining to out of court payments; and BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, Minister of Municipal Affairs, local MPP's, AMO and all Ontario Municipalities.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED


Chairperson

Recorded Vote:

Councillor Primeau
Councillor Smith
Councillor Waldroff
Deputy Mayor Hart
Mayor Bancroft

TO: Administration and Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 29, 2017

SUBJECT: 2018 Budget Requests

BACKGROUND

At the September 25, 2017 Council Meeting, the attached budget requests were referred to the 2018 budget process for review and recommendation. These include requests from the following:

- Canada Day Committee (Fun in the Sun)- \$2,000 to \$5,000
- Fun in the Sun Committee- Fireworks- \$7,500
- OFSAA Provincial Curling Championships- Various Sponsorship Levels

Administration is seeking direction regarding these requests.



September 25th, 2017

Dear Mr. Avis and Council,

On behalf of the Canada Day Committee (Fun in the Sun) I am asking that you consider us for the budget for the 2018 holiday. We would like to extend the July 1st holiday to a two day event and also include our senior citizens and other groups that may need assistance to enjoy the celebration.

We were quite fortunate to have the citizens of Fort Frances support us on many fundraisers throughout the year. As you are aware the Moffat fund was very generous to our cause in such a way that we were able to pay expenses and also provide a new type of log for a log rolling program at the Sportsplex. We know the Moffat funding may not be available to us again next year so that is another reason why we asking to be included for the 2018 budget.

The committee is asking the council to consider putting aside anywhere from to \$2000 to \$5000 to help with the Canada Day celebrations.

Sincerely,

Cynthia J Donald

Chairperson of the Canada Day Committee (FITS)

September 21, 2017

Mayor and Council,

Thank you for accepting my written submission for consideration in the 2018 municipal budget.

The Town of Fort Frances generously contributed \$7,500 to the Canada Day fireworks show held on July 1st 2017. Over the past couple of years we have been able to increase our budget through the contributions of the Town and many local sponsors. This increased budget has allowed us to put on fireworks displays that are the best the town has ever seen. To allow us to continue to put on top quality displays to end one of the biggest public gatherings of the year, I would ask Mayor and Council to consider once again contributing \$7,500 towards the purchase of fireworks products. We will also pursue additional funds through federal and provincial grants, local sponsors and fundraising.

If you have any questions or would like further information regarding any aspect of the show, please contact me at 275-9481 or by email at dcoats@nwhu.on.ca.

Thank you for your consideration.

Dave Coats

Fun in the Sun Committee



TOWN OF FORT FRANCES 2018 BUDGET

As you can see by the enclosed cover letter, the OFSAA organizing committee has been hard at work already preparing for the Provincial Curling Championships coming to fort Frances in March of 2018.

Fort Frances has a history of doing a top notch job whenever we host an OFSAA event. The support we get from the community, the Town, the businesses and volunteers is always overwhelming. Teams, parents, coaches and supporters rave about the town and the quality of the tournaments we put on.

This OFSAA event will be no different. The economic spinoff to the town will be significant. The committee is optimistic that the Town will support this Provincial Championship through the 2018 budget and help to continue the long and impressive record of the best tournaments in the Province.

THANK YOU IN ADVANCE OF YOUR CONSIDERATION

Rick Wiedenhoef, Committee Member



This past winter Fort Frances was chosen to host the 2018 Ontario Federation of School Athletic Associations (OFSAA) Provincial High School Curling Championships. This event will include 20 boys teams and 20 girls teams. Each team can have five players, one coach and one school representative. We expect countless other parents, grandparents and family members to accompany these 40 teams as they descend upon Fort Frances in March 2018.

Fort Frances and the Rainy River District has produced a number of high caliber curling teams and players who have gone on to higher levels (Regional, Provincial, National, etc.) and have represented our area with great success.

A small committee of volunteers began meeting this spring to start making necessary arrangements to host this high caliber event in Fort Frances, including accommodations, banquet facilities, programs, guest speakers, registration, website, etc.

This past March the Town of Fort Frances (and surrounding district) hosted a very successful OFSAA Hockey championship and the community support and spirit was overwhelming. Our committee is hopeful that the same support and spirit will be displayed for the 2018 OFSAA Provincial High School Curling Championships.

The OFSAA Curling Committee is seeking sponsors who will help to offset the cost of bringing the 2018 OFSAA Provincial High School Curling Championships to Fort Frances. An OFSAA brochure is attached, and within it you will find sponsorship opportunities. We would appreciate if you would review the enclosed options, and let us know how we can collaborate to support the 40 teams / 200 athletes who will gather in Fort Frances to compete for Provincial Curling Championship titles. The earlier you sign up, the earlier your commitment will be included on our website and all other advertising mediums, which provides your company with maximum exposure.

Please contact one of us listed below at your earliest convenience.

Tyson Dennis, John Payne, Ron Silver and Rick Wiedenhoeft
Sponsorship Committee



SPONSORSHIP OPPORTUNITIES

OFSAA CURLING CHAMPIONSHIPS

March 21-24, 2018 in Fort Frances, ON

Platinum Sponsor (\$2000.00 and up) 4 event passes 4 banquet tickets Full page ad in programme Logo displayed at event/banquet Recognition in media/website/banquet 4 souvenir programmes	Gold Sponsor (\$1000.00 to \$1999.99) 2 event passes 2 banquet tickets ½ page ad in programme Logo displayed at event/banquet Recognition in media/website/banquet 2 souvenir programmes
Silver Sponsor (\$500.00 to \$999.99) 1 event pass 1 banquet ticket ¼ page ad in programme Company Name/logo listed in programme Logo displayed at event/banquet Recognition in media/website/banquet souvenir programme	Bronze Sponsor (\$200.00 to \$499.99) Company name listed in programme Logo displayed at event/banquet Recognition in media/website/banquet souvenir programme
Hog Line Contributor (\$100.00 to \$199.99) Recognition in social media/website souvenir programme	Friend (under \$100.00) Recognition in social media/website
In-Kind Contributions **Please speak with one of our representatives to make necessary arrangements.	

To: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Mayor Roy Avis NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 and Travel Expense Claim in the amount of \$185.80 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 20-22, 2017 as submitted by Mayor Roy Avis.

Travel Expense Summary

1.	Meals	\$ 87.00
2.	Gasoline	98.80
3.	Per Diem (2 ½ Days)	<u>400.00</u>
	Total	<u>\$585.80</u>

The registration fee of \$250.00 and hotel accommodations of \$266.68 were paid by the Town resulting in the total cost of \$1,102.48 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	ROY ARIS							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	THUNDER BAY							
Dates	SEPT 20 21 22							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation FUEL								98.80
Breakfast								
Lunch						17.00		17.00
Dinner				35.00	35.00			70.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason USED					Total
Mileage Claimed	KM x CRA rate =							
6. Approved								
	Total Expenses							185.80
	Advance Received							
	Balance Claimed							185.80
	Balance Refunded							

The agenda must be attached to process payment

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

SEPT 25 2017
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	<i>Roy Avis</i>
Conference / Seminar Attended	<i>NOMA</i>
Location	<i>THUNDER BAY</i>
Dates	<i>SEPT 20 21 22 2017</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>SEPT 20</i>	<i>SEPT 21</i>	<i>SEPT 22</i>			
Amount			<i>75.00</i>	<i>150.00</i>	<i>150.00</i>			<i>375.00</i>
			<i>80.00</i>	<i>160.00</i>	<i>160.00</i>			<i>400.00</i>

Name (Please Print)	Signature
<i>Roy Avis</i>	<i>[Signature]</i>
Approved	Date
	<i>SEPT 25 2017</i>

To be submitted to Payroll for processing when approved by Council

Safeway
417 Scott Street
Fort Frances, ON
P9A1H3

STORE NO: 4809
GST/HST: 831536503

Inv#: 9037110
Trans: Pre-Auth
Completion

*/**

PROXIMITY

VISA

AID: A0000000031010

Seq#: 767001001003

Terminal ID: S4809C04

Auth No: 014531

ACI/ISO: 001/00

Date: 25/09/2017

Time: 8:40:49 AM

APPROVED

Pump #: 4-Regular

Vol: 96.012 L

Price/L: \$1.029

Total: \$98.80

Fuel Includes:
GST/HST(13%): \$11.37

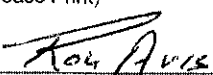

You Saved
7 Cents/L
Total Savings: \$6.72

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) 	Signature 
Approved	Date SEPT 20 / 17

To: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor Wendy Brunetta NOMA Conference Per Diem & Travel Expense

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 \$87.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Wendy Brunetta.

Travel Expense Summary

1.	Meals	\$ 87.00
3.	Per Diem (4 Days)	<u>640.00</u>
	Total	<u>\$727.00</u>

The registration fee of \$270.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,397.02 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 Brunella							
2.	Conference/Seminar Attended	NOMA Fall Conference							
	Location (Facility and City)	Thunder Bay							
	Dates	Sept 19-22							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast			17.00					
	Lunch			16.00					
	Dinner				35.00	35.00			
	Per Diem			160	160	160	160		
	Other								
									727.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x \$0.47 =							
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						Balance Refunded			

The agenda must be attached to process payment

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

Sept 25/17
Date

Wendy Brunella
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 Fall Conference
Location	Thunder Bay
Dates	Sept 19-22

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Sept 19	Sept 20	Sept 21	Sept 22			
Amount		\$160	\$160	\$160	\$160			\$640

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date Sept. 25/17

To be submitted to Payroll for processing when approved by Council

To: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor June Caul NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 and Travel Expense Claim in the amount of \$145.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 20-22, 2017 as submitted by Councillor June Caul.

Travel Expense Summary

1.	Meals	\$105.00
2.	Gasoline	40.00
3.	Per Diem (2 ½ Days)	<u>400.00</u>
	Total	<u>\$545.00</u>

The registration fee of \$270.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,215.02 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	June Caul							
2. Conference/Seminar Attended	NOMA							
Location (Facility and City)	Victoria Inn, Thunder Bay, ON							
Dates								

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner			35.00	35.00	35.00			105.00
	Per Diem								
	Other								

4. Prepaid Expenses	Registration	Air Travel	Other	Total

5. Town Used Vehicle	Yes	<input checked="" type="radio"/> No	Reason	Total
Mileage Claimed	KM x CRA rate =			
	Fuel			40.00
6. Approved	Total Expenses			145.00
	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.

Date Sept. 25, 2017

June Caul
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	June Caul
Conference / Seminar Attended	NOMA
Location	Thunder Bay, ON
Dates	Tues. Sept. 19/17 to Fri. Sept. 22/17

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Sept. 20	Sept. 21	Sept. 22			
Amount			\$160	\$160	80			\$400.60

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date
	Sept. 25 /17

To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <i>June Caul</i>	Signature <i>June Caul</i>
Approved	Date <i>Sept. 19 / 17</i>

SHELL CANADA PRODUCTS
4794 HIGHWAY 11 & 17
Kakabeka Falls, ON P0T 1W0
(807) 577-8767

Tax Description	Qty	Amount
-----------------	-----	--------

H Bronze No1		
32.814 L @ \$1.219/ L		\$40.00

Sub Total	\$40.00
-----------	---------

13.0% HST tax on	\$0.00	\$0.00
------------------	--------	--------

5.0% HST-F tax on	\$0.00	\$0.00
-------------------	--------	--------

TOTAL	\$40.00
--------------	----------------

Cash	\$40.00
------	---------

Change	\$0.00
--------	--------

Fuel Includes HST	13.0%	\$4.60
-------------------	-------	--------

Fuel Includes HST-F	5.0%	\$0.00
---------------------	------	--------

HST - Fuel - ON	No. 863700670RT0001
-----------------	---------------------

***** YOUR OPINION COUNTS *****

Tell us about your recent visit at

www.shell.ca/opinion

and you could win a \$500 Shell Gift Card

*Receipt Required

THANK YOU

Questions? 1-800-661-1600

REG: 1 CSH: Quinten, Qa TRAN: 1498448
9/22/2017 14:09:53 ST: C22156

To: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor Doug Kitowski NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 and Travel Expense Claim in the amount of \$222.07 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Doug Kitowski.

Travel Expense Summary

1.	Meals	\$122.00
2.	Gasoline	100.07
3.	Per Diem (3 ½ Days)	<u>560.00</u>
	Total	<u>\$782.07</u>

The registration fee of \$250.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,432.09 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	Doug Krownski							
2.	Conference/Seminar Attended	NORMA							
	Location (Facility and City)	THUNDER BAY ONT							
	Dates	Sept 19-20-21-22							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast						17.00		17.00
	Lunch						20.00		20.00
	Dinner			35.00	35.00	35.00			105.00
	Per Diem			80.00	160.00	160.00	160.00		560.00
	Other								
									685.00
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								100.00	
5.	Town Used Vehicle	Yes	(No)	Reason	ALREADY USED				Total
	Mileage Claimed	KM x \$0.47 =							
	<i>GAS ONLY MY VEHICLE</i>					100.00			
6.	Approved					Total Expenses			
						Advance Received			
						Balance Claimed			
						Balance Refunded			
						less: Per Diem 560.00			
						222.01			

The agenda must be attached to process payment

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

Sept 26-2017

Date _____



Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Division Manager Signature _____

Date	Treasurer	A / P	Cashier

Ticket Copy



Pos Terminal:	99	Batch Date:	9/22/2017	Status:	Normal
Transaction:	99311940	Pos Batch #	29581	Sub Status:	Normal
Sale Date:	9/22/2017	Cashier Batch #	25292	Destination:	Pay at Pump
Time:	12:17	Cashier Name:	Pay@Pump	Bill Number:	99311940
				Table#	0
				No. Of Guests	1
				Loyalty:	XXXXXXXXXX

Item Code	Item Name	Quantity	Price	Total
105 87 GAS		1.00	\$1.199	\$55.07
	[Volume: 46.93] Pump: 2 Grade: 1]			
	Total			\$55.07
	GST / HST Fuel			\$6.34
	Net Sub Total			\$48.73
	Discount			\$0.00

Received

Husky Pro

Card NO#

Approval#

Reference#

0

Total Received

\$55.07

\$55.07

Signature:

*7 HONDER
BAY*

Want great rewards? Visit myHuskyRewards.ca

Husky



Fort Frances Husky
808 Kings Highway
Fort Frances ON
P9A 3P8

(807) 274-7688
GST # 804707399
Retailer ID 4976296
Rct:88686 7228-1
Batch:2159-47

myHusky Rewards

Earned: 41
Used today: 0
Balance: 4598

2017/09/24 17:50:21
Unit#: 608

Item Amount

Pump# 1
Eth Regular \$45.00
46.949 L @ \$1.099/L
AMOUNT \$45.00
HST (Inc Pump) \$5.18

HUSKY PRO

2017/09/24 17:47:48
R#118198



PLEASE TELL US

HOW WE DID?

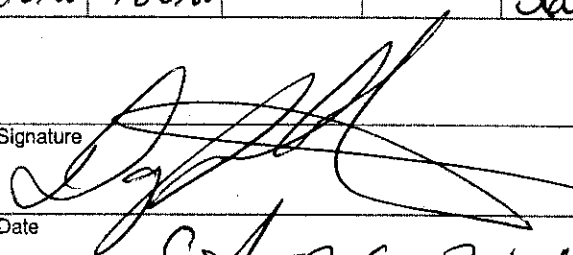
myHusky.ca/feedback

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

Attendee	Doug KILGOWSKI
Conference / Seminar Attended	NOMA.
Location	THUNDER BAY ONT
Dates	SEPT 19-20-21-22

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		1/2 DAY						
Amount		80.00	160.00	160.00	160.00			560.00

Name (Please Print)	Signature
Doug KILGOWSKI	
Approved	Date
	Sept 26-2017

To be submitted to Payroll for processing when approved by Council

TOWN OF FORT FRANCES - SCHEDULE "E"
TRAVEL WAIVER OF LIABILITY FORM

The Town of Fort Frances carries "Non-Owned Automobile" coverage for liability only. This coverage is for the situation where a liability claim exceeds the vehicle owner's liability insurance and does not include coverage for damages to the individual's vehicle.

Therefore, the undersigned acknowledges that:

- They have read and understood the above particularly with regards to insurance.
- The Town and its insurers will not be responsible for any damages, claims, deductibles or expenses (other than mileage or fuel costs as provided for in the Travel Policy) resulting from the use of one's own vehicle other than that provided for by the Non-Owned Automobile coverage.
- The Town will not be responsible for any additional insurance cost resulting from any claim(s) submitted to an individual's insurers.

Name (Please Print) <div style="font-size: 1.5em; font-family: cursive;">Doug Kitowski</div>	Signature <div style="font-size: 1.5em; font-family: cursive;">[Signature]</div>
Approved	Date <div style="font-size: 1.5em; font-family: cursive;">[Date]</div>

To: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor Ken Perry NOMA Conference Per Diem & Travel Expense

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 \$104.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Ken Perry.

Travel Expense Summary

1.	Meals	\$104.00
2.	Per Diem (4 Days)	<u>640.00</u>
	Total	<u>\$744.00</u>

The registration fee of \$250.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,394.02 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	Ken Perry							
2. Conference/Seminar Attended	NOMA Board Meeting / Fall Conference							
Location (Facility and City)	Victoria INN Thunder Bay							
Dates	Sept 19, 20, 21, 22							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch			17 00			17 00		34 00
Dinner				35 00	35 00			70 00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved								
	Total Expenses							104 00
	Advance Received							
	Balance Claimed							104 00
	Balance Refunded							

The agenda must be attached to process payment

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

Sept 25/17
Date

Ken Perry
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee <i>Ken Perry</i>	<i>Ken Perry</i>
Conference / Seminar Attended	<i>NOMA Fall Conference NOMA Board Meeting</i>
Location	<i>Victoria B.C. Thunder Bay</i>
Dates	<i>Sept 19, 20, 21, 22</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		<i>Sept 19</i>	<i>20</i>	<i>21</i>	<i>22</i>			
Amount		<i>160⁰⁰</i>	<i>160⁰⁰</i>	<i>160⁰⁰</i>	<i>160⁰⁰</i>			<i>\$640⁰⁰</i>

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

To be submitted to Payroll for processing when approved by Council

To: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: September 28, 2017

Subject: Councillor Paul Ryan NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 and Travel Expense Claim in the amount of \$122.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Councillor Paul Ryan.

Travel Expense Summary

1.	Meals	\$122.00
2.	Per Diem (3 ½ Days)	<u>560.00</u>
	Total	<u>\$682.00</u>

The registration fee of \$250.00 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$1,332.02 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	PAUL RYAN						
2.	Conference/Seminar Attended	NORTHWESTERN ONT. MUNICIPAL ASSOCIATION 35TH ANNUAL REGIONAL CONFERENCE						
	Location (Facility and City)	VICTORIA INN - THUNDER BAY ON.						
	Dates	21 SEPTEMBER 19, 20, 21, 22 / 2017						

3.	Sept.	Sun.	Mon.	Tues. 19	Wed. 20	Thurs. 21	Fri. 22	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch						17.00		17.00
	Dinner			35.00	35.00	35.00			105.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
	By Town of Ft. Frances	Yes		HOTEL - VICTORIA INN -	


5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason	Total
	Mileage Claimed	KM x \$0.47 =			

6.	Approved	Total Expenses	122.00
		Advance Received	0
		Balance Claimed	122.00
		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.

September 25 / 2017
Date


Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

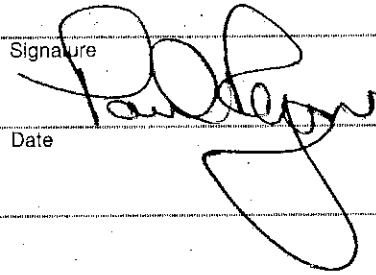
Date	Treasurer	A / P	Cashier

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

Attendee	PAUL RYAN
Conference / Seminar Attended	NORTHWESTERN ONTARIO MUNICIPAL ASSOCIATION 35 th ANNUAL REGIONAL CONFERENCE
Location	VICTORIA INN - THUNDER BAY ON.
Dates	SEPTEMBER 19, 20, 21, 22 / 2017

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date 2017		Sept 19	Sept 20	Sept 21	Sept 22			—
Amount		80.00	160.00	160.00	160.00			560.00

Name (Please Print) PAUL RYAN	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/94**

To: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 28, 2017
Subject: Doug Brown NOMA Conference Per Diem & Travel Expense

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Claim in the amount of \$135.00 to attend the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on September 19-22, 2017 as submitted by Doug Brown.

Travel Expense Summary

1.	Meals	\$105.00
2.	Per Diem	<u>30.00</u>
	Total	<u>\$135.00</u>

The registration fee of \$250.00, gasoline of \$56.04 and hotel accommodations of \$400.02 were paid by the Town resulting in the total cost of \$841.06 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	Doug Brown							
2.	Conference/Seminar Attended	NOMA - Fall Conference							
	Location (Facility and City)	Victoria Inn, Thunder Bay							
	Dates	Sept 19, 20, 21 & 22, 2017							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation		Kathy's Visa	133.34	133.34	133.34			400.02
	Transportation Gas				Town Credit Card		56.04		56.04
	Breakfast			/	Included	Included	Included		/
	Lunch			/	Included	Included	Included		/
	Dinner			35.00	35.00	35.00			105.00
	Per Diem			5.00	10.00	10.00	5.00		30.00
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
		250.00		KATHY'S VISA				250.00	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed			KM x \$0.47 =					
6.	Approved								Total Expenses
									841.06
									Advance Received
									0
									Balance Claimed
									135.00
									Balance Refunded
									135.00

The agenda must be attached to process payment

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

Date Sept 26, 2017

Doug Brown
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

		10-020-0264-1500	
Date	Treasurer	A/P 71531	Cashier



ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/102

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 28, 2017
SUBJECT: Request for Reconsideration M.O.S.
RE: 1243 Idylwild Dr (2017) Roll # 5912-030-007-17700-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2017 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

1243 Idylwild Dr. – Residential (RT) CVA of 473,250 reduced to CVA of 464,750 for 2017 taxation year resulting from updated residential building values.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced properties filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. applications. Last date for a municipal appeal is December 21, 2017.

That total financial impact of the Minutes of Settlement is \$158.60 consisting of a reduction of municipal revenue of \$143.38 and education revenue of \$15.22 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

The Chief Building Official has no concerns with the assessment reduction.

**Minutes of Settlement
2017 Tax Year
Results of Request for Reconsideration
Property Assessment Notice**



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

JOHN MARTIN SUS
MONICA JEAN SUS
SITE 204-16
1243 IDYLVILD DR
RR 2
FORT FRANCES ON P9A 3M3

Contact Us



Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

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

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s) JOHN MARTIN SUS
MONICA JEAN SUS

Roll number 59-12-030-007-17700-0000

Property location and description 1243 IDYLVILD DR
PLAN SM88PT LOT 8 DEED 3459

Municipality/Local taxing Authority Town of Fort Frances

CURRENT Property Assessment

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$430,000	\$603,000	\$473,250	\$516,500	\$559,750	\$603,000
Total	\$430,000	\$603,000	\$473,250	\$516,500	\$559,750	\$603,000

RECOMMENDED Property Assessment

Effective date: January 01, 2017

Property Classification	2012 Assessed value	2016 Assessed value	Phase-In Assessment for Taxation Years			
			2017	2018	2019	2020
Residential (RT)	\$430,000	\$569,000	\$464,750	\$499,500	\$534,250	\$569,000
Total	\$430,000	\$569,000	\$464,750	\$499,500	\$534,250	\$569,000

Why your property assessment changed

- Adjustment based on similar properties

To complete your Request for Reconsideration, please complete the back of this form.

**MPAC
RECEIVED**
SEP 20 2017

FORT FRANCES

What this change means to you

Under Ontario's Assessment Act, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2016 to 2020 property taxes. MPAC will introduce **any increase** in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make **any decrease** in the assessed value of your property right away.

Please check (✓) one of the following:

☒ I accept my recommended assessment

I understand that if I **accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment

I understand that if I **reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by October 02, 2017.

To complete your Request for Reconsideration, please check one of the above boxes, and sign and send a copy of both sides of this form to MPAC in one of the following ways:

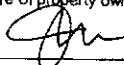



Email: enquiry@mpac.ca



Write: MPAC, P.O. Box 9808
Toronto, ON M1S 5T9

We must receive your response no later than August 18, 2017. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name John Sus	Date (yyyy/mm/dd) 2017/09/20
---	------------------------	---------------------------------

Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2017/07/04
---	--	---------------------------------

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
---------------------------------------	----------------------	-------------------

Last date for a municipal appeal: December 21, 2017

PLEASE NOTE: MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).

Tax Year: 2017 Roll Number: 59-12-030-007-17700-0000

**MPAC
RECEIVED
SEP 20 2017
FORT FRANCES**

2017 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

Batch #	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
Minutes of Settlement	2017	3.7.177	-8,500	RTEP	0.01686886	0.00179	-143.38	-15.22						-158.60
							-143.38	-15.22	0.00	0.00	0.00	0.00	0.00	-158.60

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: September 28, 2017
SUBJECT: Renewal of Municipal Insurance 2017-2018

BACKGROUND

Attached please find the renewal premium from Frank Cowan Company for the period November 1, 2017 to November 1, 2018. The renewal offer of September 17, 2017 is \$189,854 plus applicable taxes, reflecting an increase in premium of 1.99% over the expiring premium. The change in premium is a result of:

- a 2% inflationary increase on the previously presented valuation on all town buildings, based on StatsCan inflation, increasing the premium by \$1,288;
- the increased property values also increased the equipment breakdown premium by \$79;
- an excess reallocation (from the excess liability policy to general liability), trends across Frank Cowan's municipal book of business and our claims movement since the last term increased the General Liability premium by \$2,631;
- the excess reallocation has a corresponding decrease in the excess liability premium of \$1,500; and
- the changes in MTO legislation where all road building machinery is required to be licensed as a vehicle and other policy changes increased the auto policy premium by \$1,207.

Frank Cowan has also added the Library Board and Fort Frances Police Services Board as a named insureds over this past year. The Police Services Board previously had a separate policy which was a cost of \$864.

Frank Cowan is offering program options for Council's consideration. Attached please find information on these program options, for which we could obtain a quote if Council wishes to consider the coverage:

- Crime Options
- Board Members' Accident
- Cyber Liability
- User Facility Program

Administration is seeking Council's acceptance of the renewal offer and direction on other program options.

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 55,989	\$ 58,620
Errors and Omissions Liability	6,820	6,820
Non-Owned Automobile Liability	189	189
Environmental Liability	9,065	9,065
Crime	1,250	1,250
Board Members Accident	434	434
Conflict of Interest	420	420
Legal Expense	1,500	1,500
Property		
Property / Data Processing	74,842	76,130
Equipment Breakdown	7,945	8,024
Automobile		
Owned Automobile	23,395	24,602
Garage Automobile	800	800
Excess		
Follow Form	3,500	2,000
Total Annual Premium	\$ 186,149	\$ 189,854
(Excluding Taxes Payable)		

Crime Coverage Options

Extortion Coverage (Threats to Persons and Threats to Property)

Coverage for both 'Threats to a Person' and 'Threats to Property' are sold together with a separate limit of insurance applying to each.

- **Threats to Person:**
Coverage responds when a threat is communicated to the Insured to do bodily harm to a director, officer or partner of the Insured (or a relative) when these persons are being held captive and the captivity has taken place within Canada or the U.S.A.
- **Threats to Property:**
Coverage responds when a threat is communicated to the Insured to do damage to the premises or to property of the Insured is located in Canada or the U.S.A.

Pension or Employee Benefit Plan Coverage

Coverage is for loss resulting directly from a dishonest or fraudulent act committed by a fiduciary (a person who holds a position of trust) in administering a pension or employee benefit plan. Coverage is provided whether the fiduciary is acting alone or in collusion with others. Fiduciary relationships may be created by statute however; individuals may also be deemed fiduciaries under common law.

Residential Trust Fund Coverage *For Select Classes of business only

- Covers loss of property (money, securities or other property) belonging to a resident when it is held in trust by a residential facility. Coverage is for loss directly attributable to fraudulent act(s) committed by an employee of the facility whether the employee was acting alone or in collusion with others.
- A residential facility comprises a wide range of facilities and includes any residential facility operated for the purpose of supervisory, personal or nursing care for residents.
- Coverage stipulates that the 'resident' must be a person who is unable to care for themselves (this could be due to age, infirmity, mental or physical disability).
- When a resident is legally related to the operator of the residential facility coverage is specifically excluded.

Credit Card Coverage

Coverage is for loss from a third party altering or forging a written instruction in connection with a corporate credit card issued to an employee, officer or partner.

Client Coverage (Third Party Bond)

Coverage is extended to provide for theft of a clients' property by an employee (or employees) of the Insured.

Fraudulently Induced Transfer Coverage

Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Fraudulently Induced Transfer Endorsement Coverage Highlights

Overview

Fraud today has become much more sophisticated and complex with Fraudulently Induced Transfer Crimes (otherwise known as Social Engineering) trending in today's marketplace. In response to this trend we now offer a Fraudulently Induced Transfer Endorsement as part of our suite of Crime Coverage.

These types of crimes are usually a targeted approach where criminals are after something definite from the target, either money (usually in the form of a wire transfer) or information (such as a list of vendors, routing numbers, etc.). Often times communications are sent to an employee (most often via email, telephone or a combination of the two), which are doctored to appear as if they are sent by a senior officer of the company or by one of its customers or vendors. Essentially criminals prey on human and procedural vulnerabilities. The standard crime coverage does not respond to these types of losses as an employee of the organization has voluntarily parted with the money or securities and would be considered an active participant in the loss.

Example 1

Instructions to an employee supposedly coming from a vendor or customer are often accomplished by informing the employee that they have changed banks and require the company to use the new banking information for future payments.

Example 2

Instructions to an employee supposedly coming from an internal source (e.g. senior staff) to bypass in-house safeguards and redundancies, criminals apply pressure by imposing a time constraint, demanding secrecy or simply flattering the ego of the target by including him or her "in" on an important business transaction.

Fraudulently Induced Transfer coverage is an optional endorsement that may be purchased. Coverage is subject to a satisfactory supplementary application being completed.

Fraudulently Induced Transfer Losses, Cyber Losses and Current Crime Policies

Even though this fraud often involves emails and wire transfers, cyber policies are not designed to cover them:

- Cyber policies cover losses that result from unauthorized data breaches or system failures. Fraudulently Induced Transfer actually depends on these systems working correctly in order to communicate with an organization's employees and transfer information or funds.
- Crime policies cover losses that result from theft, fraud or deception. As the underlying cause of a loss is 'fraud', a company would claim a loss under its crime policy rather than its cyber policy. Without this endorsement, coverage would be denied under a crime policy due to the Voluntary Parting Exclusion.

Fraudulently Induced Transfer Endorsement Features

- Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured (employee) has transferred, paid or delivered money or securities to this third party.
- Fraudulently Induced Transfer is defined as: The intentional misleading of an employee, through misrepresentation of a material fact which is relied upon by an employee, believing it to be genuine to voluntarily transfer funds or valuable information to an unintended third party.

Limits and Deductible

The Fraudulently Induced Transfer Endorsement is subject to:

- Separate Limits of Insurance (both an Occurrence and Aggregate);
- A separate deductible;
- Limits ranging from \$10,000 - \$100,000.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Critical Illness Coverage Highlights

Features

- \$10,000 Coverage (each applicant)
- Coverage up to 75 years of age
- No Deductible
- No Medical Examination Required (one page application only)

Critical Illnesses Covered

Heart Attack (Myocardial Infarction)	Heart Valve Replacement
Coronary Artery Bypass Surgery	Benign Brain Tumor
Stroke	Alzheimer's Disease
Cancer	Third Degree Burns
Kidney Failure	Coma
Major Organ Transplant	Blindness
Multiple Sclerosis	Deafness
Paralysis	Loss of Speech
Aorta Graft Surgery	Motor Neuron Disease
Parkinson's Disease	

Exclusions typical to Critical Illness Policies

- War or while in the armed forces.
- Suicide, attempted suicide or self-inflicted injuries.
- AIDS (Acquired Immune Deficiency Syndrome) and/or infection with HIV (Human Immunodeficiency virus).
- Extreme Sports (e.g. scuba diving, parachuting, hang gliding, rodeo events).
- Negligence or non-compliance in seeking and/or following reasonable medical treatment.
- While under the influence of alcohol or drugs.
- Illnesses as a result of pregnancy.

Policy Limitations

- Coverage for pre-existing conditions expressly excluded.
- Critical Illness benefit is only payable once regardless of the number of critical illnesses an Insured claims.
- When a Critical Illness benefit is paid to an Insured Person, they are no longer insurable and coverage ceases.

* Coverage is subject to a satisfactory application and underwriting approval for each Applicant

Additional Information

- Coverage is only available when Board Members' Accidental Death and Dismemberment Coverage is purchased.

Applicant Approval

- Coverage is subject to a satisfactory application and underwriting approval for each Applicant.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Cyber Risk Insurance Coverage Highlights

Overview

Cyber, network and data exposures impact all companies and thus this solution is suitable for almost any industry. We offer comprehensive Cyber Risk Insurance Coverage to protect an Insured against the cost of a failure in technology or data breach as well as costs involved in restoring the organization's reputation.

The Privacy Liability coverage section will now automatically extend coverage to a 'Service Provider' and/or under a 'Shared Network Arrangement'. We also offer an optional endorsement which will extend coverage to Crisis Management Costs.

Coverage

Media Content Services Liability.

- Media exposures such as defamation and breaches of intellectual property rights arising from your on-line publishing.

Network Security Liability.

- Failure to protect against unauthorized access to; unauthorized use of, or denial of services attack.

Privacy Liability Coverage.

- Consists of various components such as: Privacy Liability, Privacy Notification Costs and Regulatory Proceedings Coverage.
 - Privacy Liability
 - Provides coverage for your liability when you fail to safeguard personal information you have been entrusted with.
 - Privacy Notification Costs
 - Notification costs and credit monitoring after a breach.
 - Regulatory Proceedings Coverage
 - Covers fines and penalties.

Extortion Threat

- Cover to assist you in dealing with the costs of handling/response to a threat from a hacker to attack your information and electronic assets.

Crisis Management Expense

- Costs to assist you after a network compromise to your own system (e.g. public relations costs).

Business Interruption

- Covers the reduction in business income during the period of restoration after compromise to your own system.

Limits and Deductibles

Limits

- A range of limits available up to \$5 million (sub limits apply to first party coverage).
- Pays up to the Limit of Insurance for each coverage specified, subject to an Aggregate Limit.

Deductibles

- A separate deductible may apply to each coverage.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

Facility User Solution Coverage

Overview

The Frank Cowan Company Facility User Solution provides you (the facility owner) with the knowledge that the person(s) renting or leasing your facilities have insurance for events they are hosting. You also have peace of mind knowing they have added you (the facility owner) as an 'additional insured' to that insurance. As an 'additional insured' your interests are covered when a claim occurs as a result of negligence by someone renting or leasing the facilities. With the Frank Cowan Company Limited Facility User Solution we automatically cover a variety of 'Sporting' and 'Non Sporting Events.'

Features

We provide coverage on one master policy with:

- The option of insuring all of your rented or leased facilities or only selected facilities.
- The option of \$2,000,000 or \$5,000,000 liability limits for all users.
- Coverage under a commercial general liability form with extensions for Tenants Legal Liability, Medical Expenses and Non Owned Automobile Coverage.
- Coverage is written on a Reporting Basis – with a deposit premium at inception and premium being adjusted annually.

Activities or Events Insured

Approved Activities include the following Non Sporting and Sporting Events:

Non Sporting Events

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Sporting Events

Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis, ball/roller/floor hockey, baseball, basketball, broomball, cheer leading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball and yoga.

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports, cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football or wrestling. While we do provide coverage under the program for sporting activities we do not provide coverage for Organized Sports Teams/Leagues.

The information in this notice is intended for informational purposes only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage.

TO: Administration and Finance Executive Committee

FROM: Tyler Moffitt, Fire Chief/CEMC

DATE: September 28, 2017

SUBJECT: Approval of Non Budgeted Item 11-3 Aerial Ladder Testing & Inspection

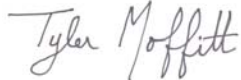
On September 25, 2017 at the Fort Frances Fire & Rescue Service Steering Committee meeting, committee members gave approval for the Fire Chief/CEMC to move forward and submit a non-agenda report to the Administration and Finance Executive Committee with regards to approving Non-Destructive Testing on the 11-3 Aerial Ladder, as well as a full inspection to determine its state and condition, as well as availability of parts.

Two quotes were obtain from two companies in Winnipeg. The cost for completing the Non-Destructive Test on the 11-3 Aerial Ladder would be \$3,872.14, which was the cheapest estimate from Keewatin Truck Service who uses a 3rd party firm, and the cost for a full inspection would be \$1,200, which was the lowest estimate from Fort Garry Fire Trucks who is coming anyways to do our annual pump testing on our pumper trucks.

Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to approve the commencement with having the Non-Destructive Testing completed by Keewatin Truck Service and the full inspection completed Fort Garry Fire Trucks.

Thank you,



Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service