

TOWN OF FORT FRANCES
Administration & Finance Executive Committee

AGENDA - February 20, 2018 - NOON

MEETING - Committee Room - Civic Centre
Session # 64

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1. <u>Call to Order</u>	
2. <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u>	
3. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
4. <u>Approval of Previous Committee Minutes</u>	
4.1 Session No. 63 dated February 6th, 2018.	3 - 5
5. <u>In-Camera</u>	
6. <u>Items Referred from Council</u>	
6.1 Safe Communities Rainy River District per capita request	6 - 12
6.2 Rainy River Future Development Corporation Per Capita Request.	13 - 14
6.3 Boundary Waters Dragon Boat Club Festival Tug of War and Marina Use	15 - 19
6.4 Heart of the Continent Partnership Financial Request.	20 - 22
6.5 Rainy River District Music Festival Financial Request.	23 - 24
6.6 Request from Nolan and Davis Ross - review of ice time invoice.	25 - 28
7. <u>New Business</u>	
7.1 Doug Brown, CAO - Purchase Card Expenses.	29 - 39
7.2 Councillor John Albanese - RRDMA Annual General Meeting Per Diem.	40 - 41
7.3 Councillor Doug Kitowski - RRDMA Annual General Meeting Per Diem.	42 - 43
7.4 Councillor Ken Perry - NOMA Board Meeting & KDMA Conference Per Diem Claims.	44 - 46

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8. <u>Non-agenda Items</u>	
9. <u>Information</u>	
9.1 Fort Frances Fire and Rescue Service - January 2018 Report.	47 - 48
10. <u>Adjourn / Next Meeting Date - March 6, 2018</u>	

TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE EXECUTIVE COMMITTEE

MINUTES

SESSION NO. # 63

February 6th, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on February 6th, 2018 from 12:03 p.m. to 1:15 p.m.

PRESENT: Councillor K. Perry, Chair (12:18 p.m. to 12:58 p.m. and 12:59 p.m. to 1:15 p.m.), Mayor R. Avis (12:18 p.m. to 1:15 p.m.), Councillor W. Brunetta and Councillor G.P. Ryan

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, T. Moffitt, Fire Chief/CEMC (12:03 p.m. to 12:15 p.m.) and K. Lawson, Secretary

REGRETS:

1. Call to Order

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

2.1 L. Lindberg, Treasurer re: Councillor Ryan - RRDMA Annual General Meeting Per Diem Claim.

2.2 L. Lindberg, Treasurer re: Mayor R. Avis - RRDMA Annual General Meeting Per Diem Claim.

2.3 L. Lindberg, Treasurer re: Councillor J. Caul - ROMA Conference Per Diem and Travel Claim.

3. Disclosure of pecuniary interest and the general nature thereof

3.1 Councillor K. Perry disclosed an interest in agenda item 7.6 as the Per Diem Claim for the RRDMA Annual General Meeting held in Fort Frances on January 13th, 2018 was his. He turned the Chair over to Councillor G.P. Ryan and did not participate in any discussion when the matter was discussed.

3.2 Councillor G.P. Ryan disclosed an interest in non-agenda item 8.1 as the Per Diem Claim for the RRDMA Annual General Meeting held in Fort Frances on January 13th, 2018 was his. He did not participate in any discussion of the matter.

3.3 Mayor R. Avis disclosed an interest in non-agenda item 8.2 as the Per Diem Claim for the RRDMA Annual General Meeting held in Fort Frances on January 13th, 2018 was his. He did not participate in any discussion of the matter.

4. Approval of Previous Committee Minutes

4.1 Session No. 62 dated January 2, 2018.

Brunetta-Ryan: Approved as presented.

CARRIED

5. In-Camera

5.1 Identifiable Individual - Insurance Issue.
- Committee recommended approval of the recommendations as laid out in the report.

Ryan-Brunetta: THAT Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees; more specifically item #5.1 - Insurance Matters.

CARRIED

6. Items Referred from Council

- 6.1 Fort Frances and District Recruitment & Retention Committee Request.
 - Committee recommended this item be deferred to the February 26, 2018 meeting of Council. Councillor W. Brunetta and Mayor R. Avis will attend the February 8th, 2018 Fort Frances Recruitment and Retention Meeting and request that a deputation be made to Council from Committee representatives respecting this request.
- 6.2 Northwestern Ontario Sports Hall of Fame Membership Request.
 - Committee recommended approval of a Business/Organization Membership Fee for 2018 in the amount of \$60.00.
- 6.3 POA Tickets/Fines Laid on Couchiching First Nation.
 - Committee recommended receiving the letter of request from Couchiching First Nation with regards to obtaining funds from tickets/fines given on the reserve as the Town has no authority to entertain changes to the agreement with the Attorney General and partner municipalities enacted for the transfer of Provincial Offences Act Court services.

7. New Business

- 7.1 357/358 Applications for Tax Adjustment re: 1012 Victoria Avenue N. (2017)
 - Committee recommended approval of the adjustment of 2017 taxes under Section 357/358 of the *Municipal Act* for property located at 2012 Victoria Avenue N. resulting from garage razed by fire.
- 7.2 Amended Property Assessment Notice re: 1167 River Road W. (2017).
 - Committee recommended receiving the Amended Property Assessment Notice for property located at 1167 River Road W. in Fort Frances for the 2017 taxation year.
- 7.3 D. Brown ROMA Conference Travel Expense.
 - Committee recommended approval of the Travel Expense claim in the amount of \$210.06 as submitted by D. Brown, CAO for his travel and attendance at the ROMA Conference held in Toronto - January 21st to 23rd, 2018.
- 7.4 POA Write-Off Request.
 - Committee recommended approval of the write off of 2011 Provincial Offences Act accounts receivable in the amount of \$36,333.48 for accounting purposes, noting that this does not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and are never forgiven.
- 7.5 2018 Interim Tax Levy By-Law - Due Date Change.
 - Committee recommended authorizing an amendment to By-Law 02/18 (Being a by-law to provide for an interim tax levy in the year 2018 and to provide for penalty and interest to be charged on the unpaid balance for late payment of said interim taxes, all as provided for in the *Municipal Act, 2001*, (the "Act"), S.O. 2001, Chapter 25, Sections 307, 317, and 345.) to amend the second installment date original set as March 30th 2018 to March 29th, 2018, which would be the last working date in March, 2018.
- 7.6 Councillor Ken Perry - RRDMA Annual General Meeting Per Diem.
 - Committee recommended approving the per diem claim in the amount of \$160.00 as submitted by Councillor K. Perry for his attendance at the Rainy River District Municipal Association Annual General Meeting held in Fort Frances on January 13, 2018.

- 7.7 Land Sales Contributions to Reserve Funds.
- Committee recommended approval of the allocation of the 2014, 2015 and 2017 land sales revenue as Contributions to Reserve Funds in the total amount of \$289,850.00 for the December 31, 2017 year end as listed in the report.

8. Non-agenda Items

- 8.1 Councillor Ryan - RRDMA Annual General Meeting Per Diem Claim.
- Committee recommended approving the per diem claim in the amount of \$160.00 as submitted by Councillor P. Ryan for his attendance at the Rainy River District Municipal Association Annual General Meeting held in Fort Frances on January 13, 2018.
- 8.2 Mayor R. Avis - RRDMA Annual General Meeting Per Diem Claim.
- Committee recommended approving the per diem claim in the amount of \$160.00 as submitted by Mayor R. Avis for his attendance at the Rainy River District Municipal Association Annual General Meeting held in Fort Frances on January 13, 2018.
- 8.3 Councillor J. Caul - ROMA Conference Per Diem and Travel Claim.
- Councillor recommended approving the travel expense and per diem claims in the amount of \$1049.16 as submitted by Councillor J. Caul for her attendance at the ROMA Conference held in Toronto January 21st to 23rd, 2018.

9. Information

- 9.1 Fort Frances Fire and Rescue Service - December 2017 Report.
- received as information.
- 9.2 Fort Frances Fire and Rescue Service - 2017 Annual Report.
- received as information.

10. Adjourn 1:15 p.m. / Next Meeting Date - February 20th, 2018

Executive Committee Chair

D. Brown, CAO



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/29**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Safe Communities Rainy River District Per Capita Financial Request

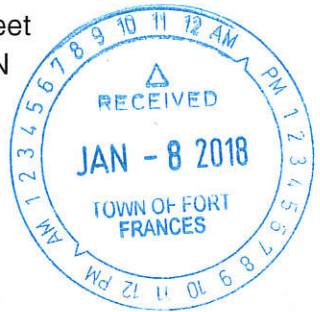
BACKGROUND

At the February 12, 2018 Council Meeting, the letter received from the Safe Communities Rainy River District (Rainy River Valley Safety Coalition) requesting continuation of per capita funding was referred to the Administration & Finance Executive Committee for recommendation.

The Safe Communities Rainy River District is requesting continuation of the \$0.50 per capita funding for safety related programs that promote both healthy and safe lifestyles within the district. Based on our population of 7,955, the per capita funding would be in the amount of \$3,977.50 for 2018. The draft 2018 General Operating Budget presently has a line item amount of \$4,000.00 for the Rainy River District Safety Coalition.



c/o 116 First Street
Fort Frances, ON
P9A 1K2



January 3, 2018,

Mayor and Council
Town of Fort Frances
320 Portage Ave
Fort Frances, ON, P9A 3P9

Dear Mayor and Council,

Safe Communities Rainy River District and its partners are continuing to be active in safety programs throughout our district. We are grateful for the support of our municipalities, both financially and spiritually. We take care to use the funds wisely.

We are still addressing the four areas of priority from our strategic plan completed last year.

- 1. Falls - this includes all age demographics.**
- 2. Work and Leisure injuries**
- 3. Mental Health including Substance Abuse – also includes self-harm**
- 4. Transport injuries – any injuries that occur during any type of transportation – eg. Boating, driving, snowmobiles, trains, etc.**

Using the priorities as a guideline, we evaluate which partners are addressing the issues, support their programs, and also fill the holes in programming.

Last fall we purchased cell phone charging stations that have been positioned in arenas across the district. They carry a variety of safety messages and are visible and reminders to act in a safe manner.

We continue to support Safe Grad, Sidne, Meti-man, first responders, Substance Abuse Prevention Team and other safety initiatives.

We encourage funding requests from area organizations to be used in the delivery of safety initiatives.

We continue to manage funds for different safety programs, maintain contacts with Safe Communities across the country through monthly conference calls, and participate in Parachute Safety Programs including bike safety, falls prevention and teen driver activities.

Our success in promoting safety within all of our district communities is dependent on all of our partners. Their dedication in providing safety programs is to be commended.

Safe Communities Rainy River District requests your consideration for the continuation of funding of \$.50 per capita for 2015/2016 endeavors, as we strive to ensure our communities become a safer place to live, learn, work, and play.

Attached you will find our 2016-2017 annual report for your review. If you have any questions, please do not hesitate to give us a call. Thank you in advance for your kind consideration to support our efforts.



Linda Plumridge, Chair
Safe Communities Rainy River District
807-274-5373
info@safetycoalition.ca



Partners in Safety

Community Partners

City of Atikokan
Township of Chapple
Township of Emo
Town of Fort Frances
Town of Rainy River
Township of LaVallee
Township of Morley
Township of Alberton
Township of Dawson

Organization Partners

B93 FM
Canadian Mental Health Fort Frances
Canadian Red Cross - Fort Frances
Celebrating Diversity Committee
CN Rail Policing
Community Policing Committee
Fort Frances Fire Department
Fort Frances Public Library and Technology Centre
Fort Frances Times Ltd.
Kenora Rainy River Children and Family Services
Ministry of Transportation of Ontario
Northern Community Development Services
Northwest Catholic District School Board
Northwestern Health Unit (Public Health)
Ontario Provincial Police (O.P.P.)
Party - Prevent Alcohol and Risk-Related Trauma in Youth
Rainy River District EMS
Rainy River District School Board
Rainy River District Social Services Administration Board
Rainy River District Victim Services
Rainy River District Womens Shelter of Hope
Rainy River Future Development Corporation
Riverside Health Care Facilities Inc.
Substance Abuse Prevention Team
Treaty Three Police
United Native Friendship Centre



Safety Programs offered within the Rainy River District (not all)

- ❖ **Canadian Mental Health** – Support and education programs offered for all age demographics
- ❖ **Canadian Red Cross** – response to emergencies, etc
- ❖ **Celebrating Diversity** – activities to involve inclusiveness, anti-bullying, race relations, etc
- ❖ **CN Rail** – rail safety programs
- ❖ **Community Policing** – addresses many areas of harm reduction, Party, youth engagement, traffic safety,
- ❖ **Fort Frances Fire Department** – fire safety and education.
- ❖ **Fort Frances Library and Technology Centre** – provides safety resources, Halloween Trunk or Treat, Safe Environment,
- ❖ **KRRCS** – supporting safe environment for children and families
- ❖ **Ministry of Transportation of Ontario** – provides assistance in areas of safety with regards to roads etc.
- ❖ **NCDS** – provides whmis training and education to young workers
- ❖ **Northwest Catholic District School Board** – provides and partners in delivery of safety education to students
- ❖ **Northwestern Health Unit** – many programs addressing safety across all age groups in all 4 of our priorities
- ❖ **O.P.P.** - Delivers many safety programs, stops unsafe behavior, etc
- ❖ **P.A.R.T.Y.** – delivers safety program to teenagers, education them on the hazards of substance abuse, etc
- ❖ **Rainy River District EMS** – programs addressing falls, medicine issues, support for seniors, etc
- ❖ **RRDSSAB** – Safety initiatives including seniors, youth, emergency services. Statistics tracking
- ❖ **RRDSB** - provides and partners in delivery of safety education to students
- ❖ **RRD Victim Services** – support for victims,
- ❖ **RRD Women's Shelter of Hope** – Programs addressing domestic violence
- ❖ **Riverside Health Care Facilities** – patient and employee safety in all facilities. Statistics tracking
- ❖ **Substance Abuse Prevention Team** – addresses substance abuse education and safety across many different partners
- ❖ **Treaty Three Police** - Delivers many safety programs, stops unsafe behavior, etc
- ❖ **United Native Friendship Centre** – Multiple programs working with all ages; healing/wellness, counselling, mental health, education, employment, etc

Safe Communities Rainy River District

Income Statement 08/01/2016 to 07/31/2017

REVENUE

Funding

Municipal Per Capita Donation	11,733.00
Federal Grants	0.00
Provincial Grants	0.00
HSP/PST Recovery	0.00

Total Funding	11,733.00
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Other Revenue

Rundraising Events Revenues	0.00
Interest Revenue	0.00
Misc Donations	0.00
Misc. REvenue	0.00

Total Other Revenue	0.00
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TOTAL REVENUE	11,733.00
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EXPENSE

General & Administrative Expe...

Accounting & Legal	0.00
Staffing	0.00
Advertising & Promotions	500.00
Bank Charges & Interest	67.80
Business Fees & License	0.00
Insurance	3,397.68
Courier and Postage	215.27
Office Supplies	0.00
Employee Expenses	0.00
Equipment	0.00

Total Administrative Expenses	4,180.75
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Communications	45.20
Fundraising Expenses	0.00
Meals and Meeting Expenses	940.73
General Expenses	0.00
Personnel	0.00
Training	0.00
Travel Expenses	0.00
payroll expenses	0.00
Supplies	0.00
Donations	1,800.00

Total General Expenses	2,785.93
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Total Gen & Admin Expenses	6,966.68
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TOTAL EXPENSE	6,966.68
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NET INCOME	4,766.32
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Safe Communities Rainy River District

Balance Sheet As at 07/31/2017

ASSET

Assets

Petty Cash	0.00	
Chequing Bank Account	36,285.59	
Total Cash		36,285.59
Investments		0.00
Accounts Receivable	0.00	
Allowance for Doubtful Accounts	0.00	
Total REceivable		0.00
Hst - Federal Rebate	0.00	
HST- Provincial Rebate	0.00	
HST - Total Rebate		0.00
Total Current Assest		36,285.59

TOTAL ASSET		36,285.59
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LIABILITY

Current Liabilities

Accounts Payable		0.00
CN Safety	327.37	
New Horizons - Safe and Active...	0.00	
Substance abuse Prevention Te...	9,172.71	
Senior's Coalition	0.00	
Sidne & Medi-man	1,993.41	
Photo Voice (Safe Kids School)	4,050.00	
NWHU - Coffee Fund -car seat	323.54	
Employee taxes payable	0.00	
Total Partner Funding		15,867.03
Total Liabilities		15,867.03

TOTAL LIABILITY		15,867.03
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EQUITY

SCRRD Fund Balance

SCRRD Fund Balance - prev. year	15,652.24
Current Earnings	4,766.32
Total SCRRD Fund Balance	20,418.56

TOTAL EQUITY	20,418.56
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LIABILITIES AND EQUITY	36,285.59
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TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Rainy River Future Development Corporation per Capita Request

BACKGROUND

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

As stated in their request, RRFDC will be undertaking a new two-year economic diversification project which continues to focus on the regional economy. The requested contribution from the Town of Fort Frances is \$55,685 for 2018, which is the same request as 2017. The 2018 draft General Operating Budget includes this amount under the Economic Development section.



**RAINY RIVER FUTURE
DEVELOPMENT CORPORATION**
A Community Futures Development Corporation

January 31, 2018

The Corporation of the Town of Fort Frances
Mayor Avis & Council
320 Portage Ave.
Fort Frances, Ontario P9A 3P9

Dear Mayor Avis & Council:

Rainy River Future Development Corporation (RRFDC) is seeking the financial support of all of our area municipalities. These municipal per capita contributions, for projects assisting the District, help us to leverage both provincial and federal funds.

This year, we will be undertaking a new two year economic diversification project, which continues to focus the regional economy. The RRFDC also hopes to undertake an additional two Tile Drainage projects as well as the second Land Clearing Project. Our annual report (enclosed in mailed package) provides additional information on these and other activities.

We are requesting your participation in our Corporation by way of a municipal \$7.00 per capita contribution. The amount requested for the 2018-19 year, based on your municipal population of **7955** as stated in the *2018 Association of Municipalities, Clerks & Treasurers (AMCTO) Directory* is **\$55685**.

As always, we are available to meet with your Council to discuss our projects and determine what other support we can offer your community.

Sincerely,

Jim Belluz
Chair



TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Boundary Waters Dragon Boat Festival Requests

BACKGROUND

At the February 12, 2018 Council Meeting, the attached letter received from Boundary Waters Dragon Boat Foundation was referred to the Administration & Finance Executive Committee for recommendation, with input from the Planning & Development, Operation & Facilities and Committee Services Executive Committees.

Boundary Waters Dragon Boat Festival Organizer has requested in-kind services for the up coming International Boundary Waters Dragon Festival & International Tug of War events planned for Saturday, June 30, 2018. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item #1. Designate, in writing, the “International Boundary Waters Dragon Boat Festival” as a significant community festival and event;
- Item #3. Request that the Town cover any charges associated with any Festival Permits that may be needed; and
- Item #5. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public participation areas from the Sorting Gap Marina building to the Hallet.

Attached for your review, is the report going to the Operations & Facilities Executive Committee meeting for consideration.

February 21, 2018

Report To: Administration and Finance Executive Committee

From: Operations and Facilities Executive Committee

RE: Request dated January 17, 2018 From Boundary Waters Dragon Boat Festival

On February 12, 2018 a request was brought forward from the Boundary Water Dragon Boat Festival requesting assistance from the Town to hold the 7th annual International Boundary Waters Dragon Boat Festival on Saturday June 30, 2018. I have taken the liberty to only comment on the items that are directly related to the Operations and facilities division:

Item 2: The use of picnic tables, with pickup and drop off to be organized by the Committee - Town will provide picnic tables where the Festival volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized. Co-ordinate through Travis Rob, Operations & Facilities Manager at 274-9893.

Item 4 and 5: Allow for the closure of Front Street from the Hallett to the Marina, and further provide signage to facilitate the road closure.

The organizers will be responsible to arrange with Milt Strachan, Transportation Superintendent for signage and barricades to be dropped off on site Friday prior to the event. The organizers will be responsible to setup and take down the barricades before and after the event. The barricades will be picked up on the first business day after the event.

Item 6: Allow Festival committee to attach pennants, signs & banners to streetlight 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 - The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists' sight lines or vision should not be obstructed when driving along Front Street.

Item 8: Ensure Extra Garbage Cans at the Site - Additional garbage containers can be set out for the event. However the O & F division is not in a position to provide manpower to pick-up garbage at the end of the event day. The O&F Division will collect the garbage on Tuesday July 3, 2018.

Further for the 2018 event the committee is looking to host, again, the international tug of war with International Falls. To facilitate this the committee is looking for additional items, again those directly affecting the Operations and Facilities Division will be commented on.

Item 9: Use of the Tug of war rope – The rope is stored at the Public Works yard and is ready for use. Arrangements can be made with Milt Strachan, Transportation Superintendent to have the rope available prior to the event.

Item 11: Closure of the Front Street from the Marina to Minnie Avenue from 12:00pm to 4:00pm on June 30, 2018. – There will need to be a lane maintained to the launch and Sorting Gap from Minnie Avenue at all times. Additional barricades can be organized when the original road closure is setup.

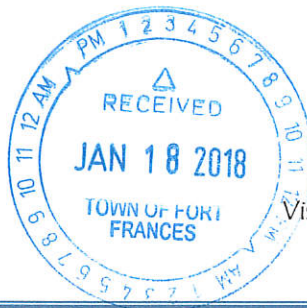
Other divisions within the Town's organization will deal with the other matters requested in the letter dated January 17, 2018.

The Operations & Facilities Executive Committee Recommends the following:

- 1) That the Operations & Facilities Division continues to provide in-kind services for **item No. 2** as outlined in the January 17, 2018 letter from Mr. Greg Thorstad. However the Boundary Waters Dragon Boat Club will be responsible to wash down and clean up the picnic tables after they have been utilized.
- 2) That permission is granted to the Boundary Waters Dragon Boat Club in regard to **items No. 4, 5, 9 and 11** in accordance with the guidelines listed above.
- 3) **Item No. 7** – The Town will ensure that additional available garbage containers will be provided as requested. However if extra garbage dumpsters are required on site, and a garbage pick-up at the end of the day- these costs and services are the responsibility of the Boundary Waters Dragon Boat Club and not the Town.

Respectfully Submitted

Paul Ryan, Chairman
Operations & Facilities Executive Committee
2018Feb Dragon Boat Request



E-Mail: dragonboatff@gmail.com

Like: facebook.com/dragonboatff

Visit: www.boundarywatersdragonboat.com

January 17, 2018

Mayor & Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 3P9

RE: 7th ANNUAL INTERNATIONAL BOUNDARY WATERS DRAGON BOAT FESTIVAL (INCLUDING THE INTERNATIONAL TUG OF WAR) & CONTINUED MARINA USE

Dear Mayor and Council:

We respectfully request the on-going support from the Town of Fort Frances for the use of the marina for club purposes that enable us to provide free paddles to locals and tourists every Tuesday evening throughout the summer; to provide free paddling activities and water safety to classes from the High School and all children 12 to 17 years old; and to provide nationally certified coaching and water safety instruction to our local dragon boat teams and enthusiasts. We will continue to carry insurance through BFL Canada and name the Town of Fort Frances on the insurance and providing the annual certificate of insurance for all activities including our annual event to the Town, as we have to date; remaining excellent stewards of the marina and the marina grounds.

We would also respectfully request the following support from the Town of Fort Frances for the 7th Annual International Boundary Waters Dragon Boat Festival to be held on Saturday, June 30th, 2018:

1. Designate, in writing, the International Boundary Waters Dragon Boat Festival as a significant community festival and event;
2. Authorize the use of Town picnic tables and working with Public Works to arrange for their pick up, cleaning and return;
3. We request that the Town cover any charges associated with any festival permits that may be needed;

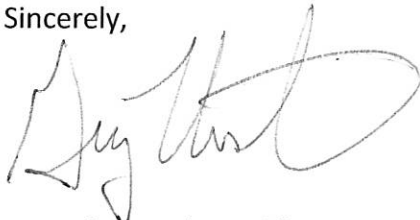
4. Allow for the road closure along the marina from the Hallet location to the Sorting Gap Marina building from 7:30 am to 5:00 pm on June 30th, 2018 and we will ensure that an emergency access lane is available;
5. Supply the International Boundary Waters Dragon Boat Festival with the necessary documents and signage to facilitate closing the road to accommodate the needed team and public participation areas from the Sorting Gap Marina Building to the Hallet location;
6. Allow the International Boundary Waters Dragon Boat Festival Committee 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;
7. Allow access for electrical power; and
8. Ensure extra garbage cans at the site, and a garbage pick-up the following Monday.

In 2018 we have also partnered with the Backus Community Center in International Falls to work collaboratively in order to feature the return of the International Tug of War at our festival following the scheduled Flower Ceremony and prior to the championship heats. In order for our IBWDB Foundation to host this event on the Canadian side of the river, we also have the additional requests of:

9. The use of the Tug of War rope used in prior years with the assistance of Public Works to deliver and pick up the rope from the Sorting Gap marina.
10. The donation to our organizers of any remaining shirts and/or gloves remaining from previous years' Tug of War;
11. Allow additional through traffic road closure from Minnie Avenue to the Sorting Gap Marina building from 12:00 pm to approximately 4:00 pm to allow for the Tug of War to take place in its usual location, which would include stretching the rope across the road and onto the green space between the Minnie Avenue corner and the closed Resolute scale and wood yard area.

Thank you for your consideration, and we look forward to discussing our requests in greater detail, with the opportunity to answer any questions from council, at a date chosen at your convenience. Please let us know when we are able to attend.

Sincerely,

A handwritten signature in black ink, appearing to read 'Greg Thorstad', with a large, stylized loop at the end.

Greg Thorstad, President

Boundary Waters Dragon Boat Foundation



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/30**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Heart of the Continent Partnership Financial Request

BACKGROUND

At the February 12, 2018 Council Meeting, the letter received from the Heart of the Continent Partnership (HOCP) requesting consideration of contributing to HOCP's voluntary annual dues was referred to the Administration & Finance Executive Committee for recommendation.

As indicated in the attached letter, the annual support allows HOCP to continue its mission of sustaining and celebrating the cross-border region through bridge building and collaboration. All partners will participate on an equal basis in all HOCP efforts, decisions and initiatives. Annual dues level ranges from Participating Partner \$10 - \$99, Associate Partner \$100 - \$499, Sustaining Partner \$500 - \$999 and Supporting Partner \$1,000 - \$5,000 per year. In 2016, Council approved Associate Partner payment in the amount of \$150.

January 11, 2018

Mayor Roy Avis
City of Fort Frances
320 Portage Ave
Fort Frances, ON P9A 3P9



Dear Mayor Avis,

I am writing to share some of our successes and to encourage you to contribute to HOCP's voluntary annual dues. Your annual support allows HOCP to continue its important mission of sustaining and celebrating this wonderful cross-border region through bridge building and collaboration.

Our neutral forum model of public-private partnership with stakeholders from government, private industry, tourism, local communities, non-profit clubs and organizations has proven successful in building regional identity and cooperation. Our multiple award-winning partnership with National Geographic Society – the Geotourism Initiative – flourishes and brands our area as a world-class destination through our interactive website www.traveltheheart.org.

We continue to make progress at our popular general meetings, the core of our coalition building. We have held Recreational/Tourism Summits at three locations, a well-attended science symposium which occurs again in 2019, and land managers meetings that have all excelled at sharing interests, obstacles, strategy, all while collaborating to achieve common goals.

Annual Dues Renewal: It's that time when we ask you to support the Heart of the Continent Partnership. Each partner chooses what level works best for them. All partners, regardless of level of dues paid, participate on an equal basis in all HOCP efforts, decisions, and initiatives.

Use of Funds: The funds are used to cover general operating expenses of HOCP, as laid out and approved in an annual budget, including coordinator hours and meeting costs.

Annual Dues Levels:

Supporting Partner:	\$1000 - \$5000 per year
Sustaining Partner:	\$500 - \$999 per year
Associate Partner:	\$100 - \$499 per year
Participating Partner:	\$10 - \$99 per year

Heart of the Continent Partnership

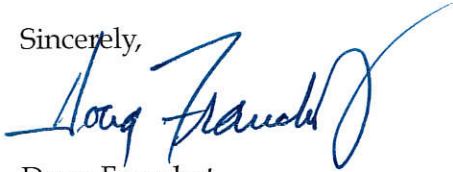
Working together to sustain and celebrate the lakes, forests, and communities on the Ontario/Minnesota border

Please make checks payable to HOCP/Backus Community Center, 900 Fifth Street, International Falls, MN 56649

We will be glad to send you an invoice, if you require one.

Thank you for your participation in and support of the work of Heart of the Continent Partnership. Please give me a call if you have questions or ideas.

Sincerely,



Doug Franchot
Chair, Steering Committee
612-801-6888



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/31**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg. Treasurer
DATE: February 16, 2018
SUBJECT: Rainy River District Music Festival Financial Request

BACKGROUND

At the February 12, 2018 Council Meeting the letter received from the Rainy River District Music Festival Association requesting financial contribution for the 78th Festival of Performing Arts taking place in April 2018 was referred to the Administration & Finance Executive Committee for recommendation.

In the past Council has approved financial donations from the Council Public Relations Expense account in the amount of \$200.00 in 2002 and 2003, and \$100.00 each year from 2005 through to 2017.

RAINY RIVER DISTRICT FESTIVAL ASSOCIATION

Box 806
Fort Frances, ON P9A 3N1
www.ff-festival.com
Telephone 274-6031



Established in 1935

2018 - 78th Year of Operation

A Special Invitation to Corp. of Town of Fort Frances

The Rainy River District Festival Association's many volunteers are hard at work preparing for the 78th Festival of the Performing Arts, to take place in April, 2018. We now have a web site, www.ff-festival.com where all documents relating to the Festival can be found, as well as news and other information. We invite you to visit the site to keep up to date with Festival 2018.

Last year's Festival was extremely successful, thanks in part to those of you who contributed financially or as a "Helping Hand." In 2017, just under 600 talented performers took part!

Because of the generous financial support from you and many others in the community we have been able to keep Festival fees low, ensuring that participation is affordable for all families in the District.

The Festival Association invites you to become a 2018 partner in this very important aspect of the education of the many talented performing artists in the District. Every little bit helps and all donations are tax deductible. **As in years past, a complimentary "All Session Pass" to the 2018 Festival will be awarded for all contributions of \$25.00 or more!**

We are always looking for more "Helping Hands" to sit on committees or help out during Festival weeks.

If you would like more information about the Festival Association and how you can help, please contact *David Schwartz at 274-6031 or e-mail at daveschwartz611@gmail.com*

Please detach and return with your contribution

YES, I'D LIKE TO BECOME A PARTNER IN "FESTIVAL 2018"

Enclosed is my contribution of ☐ \$12.00 ☐ \$25.00 ☐ \$50.00 Other _____

A Complimentary 2018 "ALL SESSION PASS" will be issued for all contributions of \$25.00 or over
A receipt for income tax purposes will be issued for all contributions

PLEASE CALL ME:

I'd like to join a Festival Committee ☐

I'd like to help out at Festival time ☐

contact person email address _____

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

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Davis & Nolan Ross Ice Rental Invoice Review

BACKGROUND

At the February 12, 2018 Council Meeting, the e-mail received from Davis & Nolan Ross request for ice rental invoice review was referred to the Community Services Executive Committee with input from the Administration and Finance Executive Committee.

As indicated in the correspondence, the request is to review the ice rental charged and consideration of the six (6) hours of ice time that was unused resulting from low hockey camp enrolment.

Attached is J. Kabel, Community Services Manager report going forward to the Community Services Executive Committee for recommendation for your review.



REPORT

TO: Mayor Avis & Council

FROM: Jason Kabel, Community Services Division Manager

DATE: February 16, 2018

RE: Davis & Nolan Ross re: Request Ice Time Invoice Review

At the regular meeting of Council on February 12, 2018, Council referred the email received January 4, 2018 from Davis & Nolan Ross re: Request Ice Time Invoice Review to the Community Services Executive Committee for recommendation with input from Administration & Finance Executive Committee.

On the attached letter, the request is as follows:
we would greatly appreciate it if you would review our bill for the ice time we did not use (on August 21st-23rd).

Attached is the rental contract for the ice that the Ross brothers booked to operate their power skating clinic, Monday, August 21, 2017 to Wednesday, August 23, 2017, summarized below:

DATE	START TIME	END TIME	FEE	TAX	TOTAL
Mon., Aug. 21	10:00am	4:00pm	\$704.12	\$91.54	\$795.66
Tue., Aug 22	10:00am	4:00pm	\$704.12	\$91.54	\$795.66
Wed., Aug 23	10:00am	4:00pm	\$704.12	\$91.54	\$795.66
TOTALS			\$2,112.36	\$274.62	\$2,386.98

The enclosed letter specifies that 2 hours per day, of the 6 hour daily booking, were not used, or 6 of 18 hours total were unused.

6hours x \$117.35/hr = **\$704.10** (amount of ice-time stated unused)

Recommendation

Determine if you are willing to reduce the ice fee as requested.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "J Kabel".

Jason Kabel

To Mayor and Council,

In August of 2017, my brother Nolan Ross, and I rented 18 hours of ice at the IFK Arena hoping to run a hockey camp over a 3-day period, 6 hours each day. Our goal was to enroll roughly 60 kids into the camp having 3 groups of 20 kids with each group skating for 2 hours a day. Unfortunately, we came up short and only had about 36 kids attend our camp. Because of that, we only used 4 hours of ice each day (12 hours total), and the other 6 hours of ice that we must pay for was completely unused. Our camp started on August 21st with no demand for ice or for anyone to purchase it from us. Nolan and I are both student athletes at The College of St. Scholastica and we would greatly appreciate it if you would review our bill for the ice time we did not use. Our bill was \$2416.82, our account name is ROSSB0001, and the invoice number is IVC0000001618.

If you have any questions for us or need anything from us you can email me at dross2@css.edu or Nolan at nross1@css.edu.

Thank you for your consideration!

Davis Ross



Rental Contract / Permit Margin fix

Printed: 01 Aug 2017, 01:13 PM

User: mbelluz

Contract #: 10178
Date: 01 Aug 2017

User: mbelluz
Status: Tentative

Memorial Sports Centre, 740 Scott Street, Fort Frances, Ontario P9A 1H8 hereby grants Ross, Monte (hereinafter called the "Licensee") represented by Davis Ross, permission to use the Facilities as outlined, subject to the Terms and Conditions of this Agreement contained herein and attached hereto all of which form part of this Agreement.

i) Purpose of Use
Hockey School
Ross Boys Power Skating

ii) Conditions of Use
Cancellations and changes require fourteen (14) days notice or the renters are responsible for payment. All rentals are based on a 50 min hour to allow for ice flooding.

iii) Date(s) and Time(s) of Use
of Bookings: 3 Starting: Mon 21 Aug 17 10:00 AM Expected: 0
Ending: Wed 23 Aug 17 04:00 PM

Facility/Equipment	Day	Start Date	Start Time	End Date	End Time	Fee	XFee	Tax	Total
Memorial Sports Centre - Ice For Kids Millennium	Mon	21 Aug 2017	10:00 AM	21 Aug 2017	04:00 PM	\$704.12	\$0.00	\$91.54	\$795.66
Memorial Sports Centre - Ice For Kids Millennium	Tue	22 Aug 2017	10:00 AM	22 Aug 2017	04:00 PM	\$704.12	\$0.00	\$91.54	\$795.66
Memorial Sports Centre - Ice For Kids Millennium	Wed	23 Aug 2017	10:00 AM	23 Aug 2017	04:00 PM	\$704.12	\$0.00	\$91.54	\$795.66

iv) Additional Fees

v) Payment Method

Rental Fees	Extra Fees	Tax	Rental Total	Damage Deposit	Total Applied	Balance	Current
\$2,112.36	\$0.00	\$274.62	\$2,386.98	\$0.00	\$0.00	\$2,386.98	\$0.00

Balance of rental due and payable immediately.

FORT FRANCES COMMUNITY SERVICES DIVISION

vi) Other Information

vii) Additional Notes

Ice For Kids Millennium - Memorial Sports Centre

GL # 10-160-1634-0330-40776

SUPERINTENDENT

MANAGER

The undersigned has read and on behalf of the Licensee agrees to be bound by this Permit/License and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Permit/License on behalf of the Licensee and has sufficient power, authority and capacity to bind the Licensee with his/her signature.

X:

Davis Ross

Ross, Monte
1214 Scott Street
Fort Frances ON P9A 1J8
Canada
Home: (807)274-6963
Fax: (807)

Business: (807)274-3284

X: _____

Name: _____

Title: _____

Memorial Sports Centre

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Doug Brown, CAO – Purchase Card Expenses

BACKGROUND

Attached is a copy of the Purchase Card expenses related to the ROMA Conference held in Toronto, Ontario from January 21-23, 2018 and FOI request as submitted by Doug Brown, CAO.

Summary of Expenses

1.	Hotel Accommodations – ROMA Conference	\$247.08
2.	Ground & Air Travel – ROMA Conference	355.00
3.	MSCS Freedom of Information Request Fee	<u>5.00</u>
	Total Purchase Card Expense	<u>\$607.08</u>

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

Jan 8/18- Feb 6/18 VISA

Due to A/P on February 19, 2018

Transaction Date	Posting Date	Reference Number	Merchant Name	Merchant City	Prov/St	Amount
2018/01/21	2018/01/25	74872718024150246872032	SHERATON	TORONTO	ON	\$247.08
2018/01/23	2018/01/24	74500018023463694916433	BECK TAXI	TORONTO	ON	\$16.00
2018/01/23	2018/01/25	74872718024580240388090	PORTER AIR 7760016806968	TORONTO	ON	\$339.00
2018/02/02	2018/02/05	74529008033920226751600	MGS - ARCHIVES OF ONTARIO	NORTH YORK	ON	\$5.00
DOUG BROWN Total						\$607.08

- 1) ROMA Conference 10-020-0240-1500-71531
- 2) ROMA Conference 10-020-0240-1500-71530
- 3) ROMA Conference 10-020-0240-1500-71530 - 1/2 Jarr
10 020 0262 1500 71531 1/2 Jarr
- 4) FOI Request

10-020-0240-1500-71531

Dye

Sheraton Centre Toronto Hotel
123 Queen Street West
Toronto, ON M5H 2M9
Canada
Tel: (416) 361-1000 Fax: 416-947-4854



Sheraton

Mr. Doug Brown
320 Portage Avenue
Fort Frances, ON, P9A 3P9
Canada
AA17AA - ROMA 2018 Conference

Page Number : 1 Invoice Nbr : 733174
Guest Number : 6766423
Folio ID : A
Arrive Date : 21-JAN-18 15:43
Depart Date : 23-JAN-18 13:07
No. Of Guest : 1
Room Number : 1211
Club Account : SPG - A5034

Copy Invoice

Tax ID : 737124495

Sheraton Centre FEB-08-2018 05:47 ROCCCAP

Date	Reference	Description	Charges (CAD)	Credits (CAD)
21-JAN-18	DEPOSIT	Deposit-VI-8250		-247.08
21-JAN-18	RT1211	Room Chrg Grp Association	213.00	
21-JAN-18	RT1211	Rooms HST	27.69	
21-JAN-18	RT1211	Destination Marketing Program	5.67	
21-JAN-18	RT1211	HST Dest Marketing Prgm	0.72	
22-JAN-18	RT1211	Room Chrg Grp Association	213.00	
22-JAN-18	RT1211	Rooms HST	27.69	
22-JAN-18	RT1211	Destination Marketing Program	5.67	
22-JAN-18	RT1211	HST Dest Marketing Prgm	0.72	
23-JAN-18	VI	Visa-4124		-247.08

For Authorization Purpose Only

xxxxxx4124

Date	Code	Authorized
21-JAN-18	087408	328.02

Approve EMV Receipt for VI - 4124: PIN Verified
TC:AF37BF1BB3243755 TVR:0280008000 AID:A0000000031010
Application Label:VISA CREDIT

** Total	494.16	-494.16
*** Balance	0.00	

Continued on the next page

Sheraton Centre Toronto Hotel
 123 Queen Street West
 Toronto, ON M5H 2M9
 Canada
 Tel: (416) 361-1000 Fax: 416-947-4854



Sheraton®

Mr. Doug Brown
 320 Portage Avenue
 Fort Frances, ON, P9A 3P9
 Canada
 AA17AA - ROMA 2018 Conference

Page Number	:	2	Invoice Nbr	:	733174
Guest Number	:	6766423			
Folio ID	:	A			
Arrive Date	:	21-JAN-18	15:43		
Depart Date	:	23-JAN-18	13:07		
No. Of Guest	:	1			
Room Number	:	1211			
Club Account	:	SPG - A5034			

HST Summary

Amount (CAD)

HST Room:	55.38
HST Food and Beverage	0.00
HST Telephone:	0.00
HST Other:	0.00
HST Total	55.38

When you stay with us, we Go Beyond so you can too with thoughtful service, exceptional experiences and everything you seek when traveling. Book your next stay at Sheraton.com

As a Starwood Preferred Guest you have earned at least 774 Starpoints for this visit A5034

Tell us about your stay. www.sheraton.com/reviews

EXPENSE SUMMARY REPORT

Currency: CAD

Date	Room & Tax	Food & Bev	Parking	Telephone	Other	Total	Payment
01-21-2018	247.08	0.00	0.00	0.00	-247.08	0.00	0.00
01-22-2018	247.08	0.00	0.00	0.00	0.00	247.08	0.00
01-23-2018	0.00	0.00	0.00	0.00	0.00	0.00	-247.08
Total	494.16	0.00	0.00	0.00	-247.08	247.08	-247.08

Questions on your bill? Please submit your billing inquiries as follows: Go to: www.sheratontoronto.com Select: "Hotel Features" Select: "Billing"

10-020-0242 1500

BECK TAXI 71531
1 CREDIT UNION DR
Toronto ON, M4A 2S6
www.becktaxi.com
(416)751-5555

MISC0001

SALE

MID: 5951818
TID: A5951818
Batch #: 111
01/23/18
REF#: 00000002
SEQ: 111001001002
12:28:05
CVC: Y
APPR CODE: 067985
VISA
*****4124C

AMOUNT	\$11.00
TIP	\$5.00
TOTAL	\$16.00

00 - APPROVED - 001

VISA CREDIT
AID: A0000000031010
TVR: 00 80 00 80 00
TS: F8 00

Thank You for Choosing
Beck Taxi
3 Ways to Order
PHONE-WEB-APP

3409P
CAB 7360

CUSTOMER COPY



Booking Receipt

international travel

Booking date

Jan 4, 2018

Confirmation number

DY7WMA

DOUGLAS BROWN

\$231.66 CAD

Change and Cancellation Fees

\$169.50

10 020 0262 1500 7153 1

Same-Day Change
Fee

\$150.00

HST

\$19.50

Baggage

\$62.16

Thunder Bay (YQT) to Toronto (YTZ)

First Checked Bag

\$27.50

HST

\$3.58

Toronto (YTZ) to Thunder Bay (YQT)

First Checked Bag

\$27.50

HST

\$3.58

JUNE CAUL

\$169.50 CAD

Change and Cancellation Fees

\$169.50

10020 0240 - 1500 7153 1

Same-Day Change
Fee

\$150.00

HST

\$19.50

Total cost

\$401.16 CAD

Payment summary

Transaction Date	Method of Payment	Payment Status	Payment Amount
Jan 4, 2018	Visa XXXX-XXXX-XXXX-2384	Approved 032211	\$124.32
Jan 23, 2018	Visa XXXX-XXXX-XXXX-4124	Approved 074837	\$339.00
Jan 24, 2018	Visa XXXX-XXXX-XXXX-2384	Approved	- \$62.16

Total paid

\$401.16 CAD

Total owing

\$0.00 CAD

Thank you for booking with Porter.
Your payment has been received.

GST/HST Number

841583271

QST Number

1212573775

English ▼

12 hrs display ▼

Save as PDF

Print eTicket

eTicket Receipt

Prepared For
BROWN/DOUGLAS MR

RESERVATION CODE	PQLXBC
ISSUE DATE	04Jan18
TICKET NUMBER	4515954807722
ISSUING AIRLINE	PORTER AIRLINES
ISSUING AGENT	INTERNATIONAL TRAVEL/A66
ISSUING AGENT LOCATION	FORT FRANCES ON
IATA NUMBER	67708686
CUSTOMER NUMBER	000171

Itinerary Details

TRAVEL DATE	AIRLINE	DEPARTURE	ARRIVAL	OTHER NOTES
21Jan18	PORTER AIRLINES PD 237	THUNDER BAY ON, CANADA Time 1:00pm	TORONTO B BISHOP, CANADA Time 2:59pm	Airline Reservation Code DY7WMA Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status CONFIRMED Fare Basis P14FIR Not Valid Before 21JAN Not Valid After 21JAN
23Jan18	PORTER AIRLINES PD 470	TORONTO B BISHOP, CANADA Time 3:40pm	THUNDER BAY ON, CANADA Time 5:48pm	Airline Reservation Code DY7WMA Class ECONOMY Seat Number CHECK-IN REQUIRED Baggage Allowance NIL Booking Status CONFIRMED Fare Basis S18YFIR Not Valid Before 23JAN Not Valid After 23JAN

Allowances

Baggage Allowance

YQT to YTZ - 0 Pieces PORTER AIRLINES

Prices of additional baggage pieces:

1. 37.50 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters
2. 47.50 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

YTZ to YQT - 0 Pieces PORTER AIRLINES

Prices of additional baggage pieces:

1. 37.50 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

2. 47.50 CAD up to 50 pounds/23 kilograms and up to 62 linear inches/158 linear centimeters

ADDITIONAL ALLOWANCES AND/OR DISCOUNTS MAY APPLY DEPENDING ON FLYER-SPECIFIC FACTORS /E.G. FREQUENT FLYER STATUS/MILITARY/ CREDIT CARD FORM OF PAYMENT/EARLY PURCHASE OVER INTERNET,ETC

Carry On Allowances

YQT to YTZ , YTZ to YQT - 2 Pieces (PD - PORTER AIRLINES) each piece carry on hand baggage

Payment/Fare Details

Form of Payment	CHECK
Endorsement / Restrictions	NONREF - FEE FOR CHG/CXL
Fare Calculation Line	YQT PD YTO121.00PD YQT97.00CAD218.00END
Fare	CAD 218.00
Taxes/Fees/Carrier-Imposed Charges	CAD 14.25 CA (AIR TRANSPORTATION TAX)
	CAD 36.43 RC (HARMONIZED SALES TAX (HST))
	CAD 48.00 XT (COMBINED TAXES/FEES/CARRIER-IMPOSED CHARGES)
Total Fare	CAD 316.68

Positive identification required for airport check in

Notice:

THE CARRIAGE OF CERTAIN HAZARDOUS MATERIALS, LIKE AEROSOLS, FIREWORKS, AND FLAMMABLE LIQUIDS, ABOARD THE AIRCRAFT IS FORBIDDEN. IF YOU DO NOT UNDERSTAND THESE RESTRICTIONS, FURTHER INFORMATION MAY BE OBTAINED FROM YOUR AIRLINE.

PASSENGERS ON A JOURNEY INVOLVING AN ULTIMATE DESTINATION OR A STOP IN A COUNTRY OTHER THAN THE COUNTRY OF DEPARTURE ARE ADVISED THAT INTERNATIONAL TREATIES KNOWN AS THE MONTREAL CONVENTION, OR ITS PREDECESSOR, THE WARSAW CONVENTION, INCLUDING ITS AMENDMENTS (THE WARSAW CONVENTION SYSTEM), MAY APPLY TO THE ENTIRE JOURNEY, INCLUDING ANY PORTION THEREOF WITHIN A COUNTRY. FOR SUCH PASSENGERS, THE APPLICABLE TREATY, INCLUDING SPECIAL CONTRACTS OF CARRIAGE EMBODIED IN ANY APPLICABLE TARIFFS, GOVERNS AND MAY LIMIT THE LIABILITY OF THE CARRIER.

Important Legal Notices

Save as PDF

Print eTicket

Doug Brown

MISC0001

From: Hill, Shalene (MGCS) <Shalene.Hill@ontario.ca>
Sent: Friday, February 02, 2018 11:15 AM
To: Doug Brown
Subject: Archives of Ontario access request 2018-026

Hello Douglas

We received your request for pay equity records. In order to pay the \$5.00 application fee via credit card, please telephone our Customer Service at 1-800-668-9933. Advise them you wish to pay for a FOI request by credit card and provide the request number (as in subject line above).

Shalene Hill
Information and Privacy Analyst
Information, Privacy and Archives Division
Ministry of Government and Consumer Services
134 Ian MacDonald Blvd Toronto ON M7A 2C5
416-327-1563
shalene.hill@ontario.ca
www.ontario.ca/archives



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Please consider the environment before printing this email.

10-020-0262 1450 71410

Kathy Lawson

From: bob@rbpsoftwaresolutions.com
Sent: February-07-18 1:07 PM
To: Kathy Lawson
Subject: We Have Received Your Guest Inquiry

Greetings from The Sheraton Centre Toronto Hotel. Thank you for submitting your inquiry via our online billing system. We have attached a copy of your inquiry below and will endeavor to respond within 48 hours.
We hope you enjoyed your stay at our property and look forward to seeing you again in the near future.

Guest Name: Doug Brown
Inquiry Date: 2/7/2018 11:6:39
Email: klawson@fortfrances.ca

Please forward a copy of Doug Brown, CAO Town of Fort Frances to the email address above. Thank you in advance for your assistance.

To reply to this message, please use the following link:

<http://www.rbpsoftwaresolutions.com/guest/ticket/comment?id=37714&gcode=7d28db4e-b1f2-de51-ddc2-92859028097f>

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Councillor John Albanese – RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Fort Frances on January 13, 2018 as submitted by Councillor John Albanese.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

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

Attendee	JOHN ALBANESE
Conference / Seminar Attended	RBDMA ANNUAL GEN MTG.
Location	FORT FRANCES
Dates	JAN. 13/2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 13/18		
Amount						\$160.00		\$160.00

Name (Please Print)	Signature
John Albanese	John Albanese
Approved	Date
	FEB. 12 / 2018

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Councillor Doug Kitowski – RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Fort Frances on January 13, 2018 as submitted by Councillor Doug Kitowski.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

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

Attendee	Doug KITOWSKI
Conference / Seminar Attended	R.R.D.M.A. AGM
Location	MEMORIAL SPORT CENTRE FORT FRANCES ONT
Dates	JAN -13- 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						JAN 13		
Amount						160.00		160.00

Name (Please Print) Doug KITOWSKI	Signature 
Approved	Date February 12-2018

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: February 16, 2018
SUBJECT: Councillor Ken Perry – NOMA Board Meeting & KDMA Conference Per Diem Claims

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend the NOMA Board Meeting held in Thunder Bay on February 14, 2018 and per diem in the amount of \$480.00 to attend the KDMA Annual General Meeting representing the Rainy River District Municipal Association as submitted by Councillor Ken Perry.

The per diem claim for the NOMA Board Meeting is in compliance with Town of Fort Frances By-Law 02/10-D Schedule ‘A’. There is no per diem provision for representing the RRDMA at the KDMA Annual General Meeting.

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

Attendee	Kew Perry
Conference / Seminar Attended	NOMA Board Meeting
Location	Valhalla Inn Thunder Bay
Dates	Feb 14 / 18

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		80.00	160. ⁰⁰					
Amount		13 th	14 th					240. ⁰⁰

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

To be submitted to Payroll for processing when approved by Council

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

Attendee	Ken Perry
Conference / Seminar Attended	KDMA AGM
Location	Bar Falls On. Region
Dates	Feb 1, 2, 3

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date	Feb			1	2	3		
Amount				160. ⁰⁰	160. ⁰⁰	160. ⁰⁰		480. ⁰⁰

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

Attended KDMA AGM representing
 RDMA

To be submitted to Payroll for processing when approved by Council



FIRE & RESCUE SERVICE

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement



January 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
28.75	9	1	13	0	2	1	\$1,000
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Critical Incident Stress Debriefs:
3	0	0	3	0	0	2	0

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 11 EMERGENCY RESPONSE CALLS DURING JANUARY 2018.

Total Hours:

A total of **3.75 Hours** was spent on responding to emergency incidents; a total of **21 Hours** was spent on training; and **4 Hours** was spent on **Public Service Activities**.

Time of Day:

During this month, **73%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **27%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Public Fire Safety Education / Public Events / Public Service/ Highlights:

Fort Frances Fire Brigade's Annual Christmas Tree Pickup – January 13, 2018: Once again, our Team Members got together along with a retired volunteer firefighter and spent the afternoon collecting the trees left out at the curb.

Our **year-round educational Public Fire Safety Campaign** in the *Fort Frances Times - Thursday Bulletin*, which all households in our town receive on a weekly basis continues to receive a lot of positive feedback ... especially from our senior population. A Big Thank You goes out to **Gillons, Sunset Protection Systems, Norlund Oil, and Causeway General Insurance Brokers Ltd.**

Fire Prevention Inspections / Re-inspections:

13 (thirteen) inspections / re-inspections were completed.

Emergency Medicals Service (EMS) Response Calls:

There were **2 (two)** Emergency Medical Service (EMS) requests.



FIRE & RESCUE SERVICE

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January 2018 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Fire Response Calls:

There was **1 (one) Fire Response Call**. On Jan 30th, our team members responded to the Memorial Sports Centre for a small electrical fire involving a heater. The estimated fire loss for the electrical heater was \$1,000.

Fire Alarms:

There were **3 (three)** False Fire Alarm calls this month.

(CO) Carbon Monoxide / Gas Leak Calls:

We responded to **1 (one)** false CO Alarm call, and **2 (two)** false Gas Leak calls.

Other Calls:

There are times where our team members get calls for many different situations. For instance, we responded to one call in January where hot water was spraying, which may have looked like smoke. As well, we also responded to a call where steam from the plumbing vent stack was observed; the individual thought it was a fire.

Updates:

Throughout the province of Ontario ... the professionalization of the Ontario Fire & Rescue Service with the highest integrity and competence is coming with two proposed regulations under the Fire Protection and Prevention Act, 1997 related to new requirements for:

- 1. Mandatory training and certification for firefighters; and**
- 2. Community risk assessments to inform the delivery for fire protection services.**

The Ministry of Community Safety and Correctional Services (MCSCS) is seeking public feedback on both regulations up to March 11, 2018.

While the regulations do not detail how **non-compliance** will be handled, there is a **great liability risk** to a **municipality** if it does not certify to the new mandatory standard for all categories of fire operations, in the event something unfortunate occurs.

As well, although there is protection from personal liability and compensation provisions in the **Fire Protection and Prevention Act (sections 74, 75, 76)**, it is only for those **working in fire services (municipal or provincial)** and **not for municipal corporations**.

The Ontario Provincial Police and the Paramedic Services in Ontario educate and train to known standards, as well as sets the bar high. The Fire & Rescue Service should be no different.