

TOWN OF FORT FRANCES

Administration and Finance Executive Committee AGENDA - May 22, 2018 - NOON

MEETING -Committee Room, Civic Centre Session # 70

	Page
1. <u>Call to Order</u>	
2. <u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u>	
3. <u>Disclosure of pecuniary interest and the general nature thereof</u>	
4. <u>Approval of Previous Committee Minutes</u>	
4.1 Session No. 69 dated May 8, 2018.	3 - 5
5. <u>In-Camera</u>	
6. <u>Items Referred from Council</u>	
6.1 Rainy River Vet Services Committee.	6 - 7
7. <u>New Business</u>	
7.1 Amendment to By-Law 06/14.	8
7.2 357/358 Applications for Tax Adjustment re: 605 McIrvine Road (2017).	9 - 13
7.3 357/358 Applications for Tax Adjustment re: 1008 Walker Avenue (2017).	14 - 18
7.4 Advisory Notice of Adjustment re: 375 Scott Street (2017).	19 - 21
7.5 Councillor Ken Perry - NOMA Conference Travel & Per Diem Claims.	22 - 30
7.6 Councillor Doug Kitowski - NOMA Conference Travel & Per Diem Claims.	31 - 36
7.7 Councillor Paul Ryan - NOMA Conference Travel & Per Diem Claims.	37 - 40
7.8 Councillor June Caul - NOMA Conference Travel & Per Diem Claims.	41 - 46
7.9 Rainy River District Municipal Association Per Capita Request.	47 - 50
8. <u>Non-agenda Items</u>	

	Page
9. <u>Information</u>	
9.1 Fort Frances Fire & Rescue Services - April 2018 Report.	51 - 52
10. <u>Adjourn / Next Meeting Date - June 5, 2018</u>	

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 69

May 8, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on May 8, 2018 from 12:04 p.m. to 1:00 p.m.

PRESENT: Councillor K. Perry, Chair, 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 (12:04 p.m. to 12:30 p.m.), and K. Lawson, Secretary

REGRETS: Mayor R. Avis

1. Call to Order - 12:04 p.m.

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

2.1 Doug Brown, CAO - NOMA - Conference Travel Expense Claim.

2.2 Mayor R. Avis - NOMA Conference Travel & Per Diem Claims.

2.3 Councillor W. Brunetta - NOMA Conference Travel & Per Diem Claims.

2.4 Doug Brown, CAO - Purchase Card Expenses.

3. Disclosure of pecuniary interest and the general nature thereof

3.1 Councillor W. Brunetta disclosed an interest in agenda item 6.3 as the NOMA Executive Meeting Per Diem Claim was hers. She did not participate in any discussion when the matter was considered.

3.2 Councillor K. Perry disclosed an interest in agenda item 6.4 as the NOMA Executive Meeting Per Diem was his. He turned the chair over to Councillor G.P. Ryan and did not participate in any discussion when the matter was considered.

3.3 Councillor W. Brunetta disclosed an interest in non-agenda item 7.3 as the NOMA Conference Travel and Per Diem Claim was hers. She did not participate in any discussion when the matter was considered.

4. Approval of Previous Committee Minutes

4.1 Session # 68 dated April 17, 2018.

Brunetta-Ryan: Approved as presented.

CARRIED

5. In-Camera - none identified

6. New Business

- 6.1 Automatic Aid Agreement.
- committee recommended authorizing undertaking of an Automatic Aid Agreement with the Townships of Alberton, LaVallee, Emo and Chapple, in order to provide voluntary reciprocal fire protection services to each community should the need arise.
- 6.2 Provincial Offences Act Fine Debt Recovery Services.
- *refer to additional materials attached.*
- committee recommended authorizing that Commercial Credit Adjusters Ltd. provide debt recovery services for the collection of Provincial Offences fines that are due and unpaid and that a service agreement be brought forward.
- 6.3 Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem.
- committee recommended approval of the per diem claim in the amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 4th, 2018.
- 6.4 Councillor Ken Perry - NOMA Executive Meeting Per Diem.
- committee recommended approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 3rd and 4th, 2018.
- 6.5 357/358 Applications for Tax Adjustment re: 700 Scott Street (2017).
- committee recommended approval of the adjustment of 2017 taxes under Section 357/358 of the *Municipal Act* for property located at 700 Scott Street - revised property valuation and classification from commercial to residential due to conversion of prior commercial space to residential apartments.
- 6.6 2017 Child Care - Audited Statement of Revenue and Expenses.
- committee recommended authorizing the acceptance of the Town of Fort Frances Child Programs audited financials for the year ended December 31, 2017 as prepared by BDO Canada LLP and further recommended authorizing payment in the amount of \$3,234.06 for same.
- 6.7 Ontario Regulation 284/09 - Budget Matters.
- committee recommended receiving the Ontario Regulation 284/09 disclosure report for the 2018 Operating Budget as presented.

7. Non-agenda Items

- 7.1 Doug Brown, CAO - NOMA Travel Expense Claim.
- committee recommended approval of the Travel Expense Claim in the total amount of \$67.00 as submitted by Doug Brown, CAO for his attendance at the NOMA Conference in Kenora, Ontario from May 2-4, 2018.
- 7.2 Mayor Roy Avis - NOMA Conference Travel & Per Diem Claims.
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$594.00 as submitted by Mayor Roy Avis for his attendance at the NOMA Conference in Kenora, Ontario from May 2-4, 2018.
- 7.3 Councillor Wendy Brunetta - NOMA Conference Travel & Per Diem Claims.
- committee recommended approval of the Travel Expense and Per Diem claims in the total amount of \$577.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Conference in Kenora, Ontario from May 1-4, 2018.
- 7.4 Doug Brown, CAO - Purchase Card Expenses.
- committee recommended approving the purchase card expense claim in the total amount of \$72.80 as submitted by Doug Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations on April 6, 2018.

8. Information

- 8.1 Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Four Months Ending Monday April 30, 2018.
- received as information.
- 8.2 Town of Fort Frances General Fund (Operating) Summary for the Four Months Ending Monday, April 30, 2018.
- received as information.

9. Adjourn 1:00 p.m. / Next Meeting Date - May 22nd, 2018

Executive Committee Chair

D. Brown, CAO



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/75**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 17, 2018
SUBJECT: Rainy River Vet Services Committee

BACKGROUND

At the May 14, 2018 Council Meeting, the letter received from the Rainy River Vet Services Committee request for financial contribution was referred to the Administration & Finance Executive Committee for recommendation.

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

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

(807)-482-2863 Home #

May 8, 2018

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

Dear Clerk-Treasurer, Mayor Avis & Council;

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

Thanks in advance for your contribution to this fund. Veterinarian service is important to all producers in the Rainy River District, and you're a part of this. Currently we are splitting the contract with Nor-West Animal Clinic and Kingsford Veterinary Services.

If you would like to attend a meeting, feel free to contact myself and I will let you know the next meeting date. Our Chairman is Tom Morrish. If you would like more information about this program please visit <http://northernproduceranimalhealthnetwork.ca/>.

Yours truly,

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

To: Administration & Finance Executive Committee
From: Tyler Moffitt, Fire Chief/CEMC
Date: April 18, 2018
Subject: Amendment to BY-LAW 06/14

Background

Flying Lanterns, also know as: Sky Lanterns; Celebration Lanterns; Wish Lanterns; Event Lanterns; Chinese Lanterns; Sky Candles; Fire Balloons etc. use an open flame to float through the air.

Once they are lit and launched into the air ... they pose a serious fire risk. Theses lanterns have the potential to cause significant fire injuries and losses.

Many communities throughout Ontario have banned these extremely dangerous lanterns.

Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to bring forward the resolution to amend the definition of Prohibited Fireworks in BY-LAW 06/14 to state the following:

“Prohibited Firework” includes but is not limited to sky lanterns, celebration lanterns, wish lanterns, event lanterns, Chinese, lanterns sky candles, fire balloons or any other similar device. As well as cigarette loads, plugs, exploding matches, sparking matches, ammunition for miniature tie clip, cufflink or key chain pistols, auto alarms or jokers, cherry bombs, M-80 and silver salutes and flash crackers, throw down torpedoes and cracking balls, exploding golf balls, stink bombs, tear gas pens and launchers, party poppers and table bombs, table rockets and bottle sky rockets, fake firecrackers and other trick devices or practical jokes as included on the most recent list of prohibited fireworks as published from time to time under the Act.

Respectfully submitted,



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

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 16, 2018
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 605 McIrvine Road (2017) Roll# 5912-010-006-08870-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment for 2017 taxes for 605 McIrvine Road resulting from change of property use from taxable to exempt in accordance with Section 3(1)3i of the Assessment Act from November 12 – December 31, 2017.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

Section 357 (5) (b) of the *Municipal Act* states that the Municipality must notify the applicant(s) of the meeting by mail sent 14 days before the meeting. Notice of Hearing to consider this Section 357/358 application for 2017 was mailed to the applicant indicating notification that the public hearing is scheduled for Monday, May 28, 2018.

SECTION 357/358 APPLICATION

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Application/Appeal #

Taxation Year:

2017

Municipality: Town of Fort FrancesRoll Number: 59-12-010-006-088-70Property Address: 605 McRivine RdApplicant Name: OWNER (CHELYL ROGOZA TREASURER)Owner Name: THE TRUSTEES FOR THEContact Number: 874-0009Mailing Address: CHURCH

Alternative Num: _____

605 McRivine Rd, Fort Frances, P9A 3X7

Reason for Application: (Check one box only)

- ☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a)
 ☐ Sickness or extreme poverty - 357(1)(d.1)
- ☒ Became exempt - 357(1)(c)
 ☐ Mobile unit removed - 357(1)(e)
- ☐ Razed by fire, demolition or otherwise - 357(1)(d)(i)
 ☐ Gross or manifest clerical/factual error - 357(1)(f)
- ☐ Damaged and substantially unusable - 357(1)(d)(ii)
 ☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: PROPERTY PURCHASED BY CHURCHEffective from: 11-01-17 to 12-31-17Applicant Signature: Cheyl RogozaDate: 11-09-17

ASSESSMENT REPORT: MUNICIPALITY

ASSESSOR

Assessment Roll
As ReturnedRevised Since
Roll Return☐

Enter Revisions Below:

Assessment Report

School Bd:

☐ Eng☐ Fr☐ Other☐ No Change in Assessment☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2006 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2006 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
CTN			603,000	Exempt				

Revised:

Reason for Change (Assessor Comments):

Change in use from Commercial to
Exempt - place of worship
Effective November 12/17.

Reason Original Assessment Revised:

Assessor Name:

Signature:

Date: 11-1-17

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy
CTN	-603,000	0.04378504	50	3,616.76	26,402.38

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount: \$3,616.76

Comments:

Treasury Position: TreasurerSignature: Theresa A. LindbergDate: 05-14-18

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION:

Hearing Date (MM/DD/YY): 05-18-18
☐ Approved
 ☐ Amended & Approved
 ☐ Not Approved
 ☐ Applicant Did Not Appear
 ☐ Application Abandoned

Reason:

Appeared for Applicant

Appeared for Municipality

Signature of Council/ARB Member

Name/Title

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) THE TRUSTEES FOR THE EVANGELICAL FELLOWSHIP CHURCH
Roll number 5912-010-006-08870-0000
Property location 605 MCIRVINE RD
Property description MCIRVINE RIVER RANGE PT LOT 41 RP 48R3747 PART 2 PCL 26018
Municipality/Local taxing authority FORT FRANCES TOWN

Application number
Application reason Became Exempt
Received date February 16, 2018
Claim relief period From: November 12, 2017 - To: December 31, 2017
Taxation year 2017

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			2020
	Assessed Value	Assessed Value	2017	2018	2019	
OWNR COM C T	704,000	603,000	603,000	603,000	603,000	603,000
Total	704,000	603,000	603,000	603,000	603,000	603,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			2020
	Assessed Value	Assessed Value	2017	2018	2019	
OWNR RELE -	801,894	805,000	802,671	803,447	804,224	805,000
Total	801,894	805,000	802,671	803,447	804,224	805,000

MPAC Remarks

The property is eligible for exemption in accordance with section 3(1)3i of the Assessment Act, effective the first date of worship (Nov. 12/17). Increase in valuation due to change in valuation approach from Income to Cost approach. MPAC will be issuing a PRAN for the 2018 tax year to reflect the changes.

MPAC Representative:
Date:

Mark Cawston
April 26, 2018

Administration & Finance Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.com
www.fort-frances.com

May 14, 2018

Cheryl Rogoza, Treasurer
Trustees for the Evangelical Fellowship Church
605 McIrvine Road
Fort Frances, Ontario
P9A 3X7

Dear Mrs. Cheryl Rogoza:

Re: Hearing to Consider Section 357/358 Applications

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, May 28, 2018 in the Council Chambers located at the Civic Centre, 320 Portage Avenue, Fort Frances. The Committee of the Whole begins at 5:30 p.m.

The Council of the Town of Fort Frances will be conducting the hearing to consider Section 357/358 Applications, including the application with regard to property located at 605 McIrvine Road in Fort Frances.

The hearing will give you the opportunity to speak to the application (copy of applications enclosed) if you should so desire.

Sincerely,

A handwritten signature in black ink, appearing to read "L.A. Lindberg".

Laurie A. Lindberg, CMO
Treasurer

Enc.

2018 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	
Nov 12/17	2017	1.6.08870	-603,000	CT	0.0326533	0.0111317	-2,697.25					-919.51		-3,616.76	
							-2,697.25						-919.51	0.00	-3,616.76
357/358 Application															

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 16, 2018
SUBJECT: 357/358 Applications for Tax Adjustment
Re: 1008 Walker Ave. (2017) Roll# 5912-010-007-21400-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment for 2017 taxes for 1008 Walker Ave. resulting from change of property use from taxable to exempt in accordance with Section 3(1)11 of the Assessment Act from December 1 – 31, 2017.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act*. In accordance with Section 357 (5) of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

Section 357 (5) (b) of the *Municipal Act* states that the Municipality must notify the applicant(s) of the meeting by mail sent 14 days before the meeting. Notice of Hearing to consider this Section 357/358 application for 2017 was mailed to the applicant indicating notification that the public hearing is scheduled for Monday, May 28, 2018.

SECTION 357/358 APPLICATION

Application/Appeal #

TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Taxation Year: 2017

Municipality: TOWN OF FORT FRANKS Roll Number: 59-12-010-007-214-00
 Property Address: 1008 WALKER AVE Applicant Name: ALANNA BARN
 Owner Name: COMMUNITY LIVING FE & DISTRICT Contact Number: 874-5556
 Mailing Address: PO Box 147 Alternative Num: _____
FE 00 P9A 3M5

Reason for Application: (Check one box only)

- ☐ Ceases to be liable for tax at rate it was taxed - 357(1)(a) ☐ Sickness or extreme poverty - 357(1)(d.1)
☒ Became exempt - 357(1)(c) ☐ Mobile unit removed - 357(1)(e)
☐ Razed by fire, demolition or otherwise - 357(1)(d)(i) ☐ Gross or manifest clerical/factual error - 357(1)(f)
☐ Damaged and substantially unusable - 357(1)(d)(ii) ☐ Repairs/Reno's preventing normal use (min. 3 months) - 357(1)(g)

Details of Reason: Property purchased by charitable corporation

Effective from: 03/10/17 to 3/12/17 Applicant Signature: Alanna Barn Date: 30.02.18
 (MM/DD/YY) (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY				ASSESSOR				
Assessment Roll As Returned		Revised Since Roll Return <input type="checkbox"/>		Assessment Report School Bd: <input type="checkbox"/> Eng <input type="checkbox"/> Fr <input type="checkbox"/> Other				
		Enter Revisions Below		<input type="checkbox"/> No Change in Assessment <input type="checkbox"/> S357 Required for Next Year				
RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
<u>RTEP</u>			<u>83,000</u>	<u>Exempt</u>				
Revised:				Reason for Change (Assessor Comments):				
				<u>Change of Use to Exempt status from the date first tenant moved in confirmed date to be December 17</u>				
Reason Original Assessment Revised:								
Assessor Name:				Signature:		Date: <u>1-1-18</u>		

TREASURER'S REPORT ON TAX LIABILITY					
RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy
<u>RTEP</u>	<u>- 83,000</u>	<u>0.01865886</u>	<u>31</u>	<u>131.53</u>	<u>1548.69</u>

Recommended: ☐ No Adjustment ☒ Adjustment ☐ Cancellation ☐ Refund Total Amount \$131.53

Comments: _____

Treasury Position: Treasurer Signature: Laurie Lindberg Date: 05/14/18

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): 05/28/18

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason: _____

Appeared for Applicant: _____ Appeared for Municipality: _____

Signature of Council/ARB Member: _____ Name/Title: _____

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s) COMMUNITY LIVING FORT FRANCES AND DISTRICT
Roll number 5912-010-007-21400-0000
Property location 1008 WALKER AVE
Property description PLAN SM139 PT BLK 7 RR80 PART 1
Municipality/Local taxing authority FORT FRANCES TOWN

Application number
Application reason Became Exempt
Received date February 20, 2018
Claim relief period From: December 01, 2017 - To: December 31, 2017
Taxation year 2017

Current Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU R T	89,000	83,000	83,000	83,000	83,000	83,000
Total	89,000	83,000	83,000	83,000	83,000	83,000

Change to the Property Assessment

Property Classification	2012	2016	Phase-In Assessment for Taxation Years			
	Assessed Value	Assessed Value	2017	2018	2019	2020
OWNR RU E -	82,680	83,000	82,760	82,840	82,920	83,000
Total	82,680	83,000	82,760	82,840	82,920	83,000

MPAC Remarks

MPAC conducted a review of the exemption status for 1008 Walker Ave. Property qualifies for exemption under Section 3(1)11 of the Assessment Act from the date first tenant moved in, confirmed date to be Dec 1, 2017. PRAN processed for 2018 tax year.

MPAC Representative:
Date:

Mark Cawston
April 17, 2018

Administration & Finance Division
Planning & Development Division
Phone: 807-274-5323
Fax: 807-274-8479

Mailing Address for All Divisions:
Civic Centre
320 Portage Avenue
Fort Frances, ON
P9A 3P9



Operations & Facilities Division
Phone: 807-274-9893
Fax: 807-274-7360

Community Services Division
Phone 807-274-4561
Fax: 807-274-3799

email: town@fortfrances.com
www.fort-frances.com

May 14, 2018

Alanna Barr
Community Living Fort Frances & District
P.O. Box 147
Fort Frances, Ontario
P9A 3M5

Dear Mrs. Alanna Barr:

Re: Hearing to Consider Section 357/358 Applications

Please be advised that a public hearing has been scheduled for immediately following the Committee of the Whole Meeting of Council on Monday, May 28, 2018 in the Council Chambers located at the Civic Centre, 320 Portage Avenue, Fort Frances. The Committee of the Whole begins at 5:30 p.m.

The Council of the Town of Fort Frances will be conducting the hearing to consider Section 357/358 Applications, including the application with regard to property located at 1008 Walker Ave. in Fort Frances.

The hearing will give you the opportunity to speak to the application (copy of applications enclosed) if you should so desire.

Sincerely,



Laurie A. Lindberg, CMO
Treasurer

Enc.

2018 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
357/358 Application	2017	1.7.21400	-83,000	RTEP	0.0168689	0.00179	-118.91	-12.62						-131.53

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 17, 2018
SUBJECT: Advisory Notice of Adjustment
RE: 375 Scott Street` (2017) Roll # 5912-020-002-04700-0000

BACKGROUND

Attached is the Advisory Notice of Adjustment for the 2017 property taxation year under the *Assessment Act* from MPAC as a result of a 2016 Assessment Review Board decision. This change is effective for taxation beginning January 1, 2017.

That total financial impact of the Advisory Notice of Adjustment is \$869.79 consisting of a reduction of municipal revenue of \$587.76, education revenue of \$200.37 and BIA Levy of \$81.66 as listed in the attached 2018 Write-offs/Tax Account Adjustment worksheet.



MUNICIPAL PROPERTY
ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION
FONCIÈRE DES MUNICIPALITÉS

Advisory Notice of Adjustment for the 2017 property tax year

Questions?

**Please include your roll number with
your enquiry.**

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

Web www.mpac.ca

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

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

DG10000089 32 1/2 4/18 ANA

EVANS NANCY LOUISE
KIRCHER MARGARET JEAN
BRUNETTA BEVERLY ANN
MAURO LAUREEN LYNN
SPENCE GERALDINE KAREN
C/O TRIDENT HOLDINGS
110 OAKWOOD RD
FORT FRANCES ON P9A 3V3

This Advisory Notice of Adjustment is not a property tax bill.

Why you are receiving this Advisory Notice of Adjustment

You are receiving this *Advisory Notice of Adjustment* as a result of a 2016 Assessment Review Board Decision.

Due to this recent decision, an adjustment was made to the property classification(s) and/or value(s) of your property that affects the assessed value for the 2017 property tax year. Your new assessed value is stated below.

The assessed value of your property is used as the basis for calculating your property taxes. MPAC's role is to accurately value and classify properties in Ontario. Your municipality/local taxing authority is responsible for setting property tax rates. For questions about your property taxes, contact your municipality/local taxing authority.

A copy of this *Advisory Notice of Adjustment* has been provided to your municipality/local taxing authority. Please keep a copy of this Notice for your records.

Property summary

Roll number	59 12 020 002 04700 0000
Property location and description	375 SCOTT ST PLAN SM163 LOT 6 TO 12 & W 1/2 LOT 13 PCL 6-2
Municipality /Local taxing authority	FORT FRANCES TOWN

Please login to
www.aboutmyproperty.ca
to see a profile of your property and
compare your property with similar
properties in your area free-of-charge.

Adjusted assessed value of your property

Under the *Assessment Act*, an increase in the assessed value of each separately classified portion of your property between January 1, 2012 and January 1, 2016 was phased in over four years, from 2017 to 2020.

If there was no change or a decrease in the assessed value of any portion of the property, this assessed value will be effective for the remaining property tax years. The assessed value(s) for each separately classified portion of your property are shown in the table below.

PROPERTY CLASSIFICATION	VALUE AS OF JAN 1, 2012	VALUE AS OF JAN 1, 2016	PHASED-IN ASSESSMENT FOR TAX YEAR 2017
Commercial	\$562,000	\$709,000	\$598,750
Total	\$562,000	\$709,000	\$598,750

If you don't have an account, please
register by entering:

Roll number: 59 12 020 002 04700 0000
Access key: 99414 241BF 60948

Or call MPAC at
1 866 296-MPAC (6722)

School support

PROPERTY CLASSIFICATION	SCHOOL SUPPORT	2017 ASSESSMENT
Commercial	Not Applicable	\$598,750
Total		\$598,750

2018 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
	2017	2.2.04700	-18,000	CT	0.0326533	0.0111317	-587.76					-200.37	-81.66	-869.79
Advisory Notice of Adjustment							-587.76	0.00	0.00	0.00	0.00	-200.37	-81.66	-869.79

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 17, 2018
SUBJECT: Councillor Ken Perry – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$84.74 and Schedule “F” – Mayor/Council Honorarium in the amount of \$560.00 for attendance at the NOMA Conference held in Kenora, ON from May 1 - 4, 2018, as submitted by Councillor Ken Perry.

Conference Expenses

1. Meals	\$ 34.00
2. Own Vehicle Gas	50.74
3. Per Diem (3 ½ days)	<u>560.00</u>
Total Per Diem & Travel Claims	<u>\$644.74</u>

The registration fee of \$350.00 and \$263.30 hotel accommodations were paid by the Town resulting in the total cost of \$1,258.04 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

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

1. Attendee	Ken Perry							
2. Conference/Seminar Attended	NOMA AGM							
Location (Facility and City)	Kenora Lakeside							
Dates	May 1, 2, 3, 4							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation								
Transportation								
Breakfast								
Lunch				17.00		17.00		34.00
Dinner								
Per Diem								
Other Gas		25.37	X 2					50.74
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
5. Town Used Vehicle	Yes	No <input checked="" type="checkbox"/>	Reason					Total
Mileage Claimed	KM x CRA rate =							
6. Approved								
	Total Expenses							84.74
	Advance Received							
	Balance Claimed							84.74
	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 May 8/18

Ken Perry
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

Date	Treasurer	A / P	Cashier

CANADIAN TIRE #1016
1201 HWY. #17 EAST
KENORA, ONTARIO
P9N 1L9
807-468-8746

PAYPOINT : 03P
HST #: R100773019
TRANS #: 768902
HOST TIME :
2018-05-04 11:40:07
LOCAL TIME :
2018-05-04 12:38:14

PUMP 03
REGULAR
45.382L AT \$1.399/L

FUEL SALES \$ 63.49

HST INCLUDED \$ 7.30

TOTAL \$ 63.49

PURCHASE
VISA *Claim \$25.37*
*****3306

REFERENCE #:
66227541 0010010011C
INVOICE # 195119
SEQUENCE #: 0219
AUTH# 044402

UISA
00000000031010
0000000000
F800

VERIFIED BY PIN

01/027 APPROVED

THANK YOU

SAVE 10C/L ON FUEL
ASK US HOW TODAY!

COLLECT CT MONEY

Husky



Want great rewards? Visit myHuskyRewards.ca

Fort Frances Husky
800 Kings Highway
Fort Frances ON
P9A 3P8
(807) 274-7688
GST# 804707339
Retailer ID 4976296
Rct:15957 7228-2
Batch:2387-75

2018/05/04 16:01:47

Pump# 2
Eth Regular \$25.37
18.195 L @ \$1.399/L
AMOUNT \$25.37
HST(Inc Pump) \$2.92

Pre Auth Completion
VISA

AID: A0000000031010

*****3306 C

EXP: **/**

Date: 05/04/2018

Time: 16:01:47

AUTHCODE:079214 722802EC

S151001001016 00 000

TUR: 000000000 TSI: F800

Approved



PLEASE TELL US
HOW WE DID!
myHusky.ca/feedback

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>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date

2018 NOMA Annual Meeting & Conference Agenda

**Wednesday, May 2, 2018 Location: Clarion Lakeside Inn, Kenora
Rosewood Terrace Room**

1:30 pm **Registration Opens**

2:00 pm **Conference Welcome**

*Call to Order & Greetings from NOMA – Mayor Wendy Landry, President
Roll Call*

Greetings from the City of Kenora – Mayor David Canfield

Greetings from FONOM – Mayor Alan Spacek, President

2:15 pm **NWMO Update**

Presented by: Mahrez Ben Belfadhel, Vice President, Site Selection

2:30 pm **Keynote: Local Say, Local Share**

Presented by: Lynn Dollin, President, & Monika Turner, Director of Policy, AMO

3:30 pm ***Health Break***

3:45 pm **NOMA Annual General Meeting**

1. Call to Order
 2. Approval of minutes of 71st Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2018
 7. Approval of 2018 Operating Estimates
 8. Approval to receive Committee & District Associations Reports
- Adjournment

5:00 pm ***Conference concludes for the day***

6:00 pm to **Opening Reception**

8:00 pm *Join your colleagues for networking, appetizers and a cash bar. Be sure and visit the exhibitors who have registered for the 2018 conference*

Thursday, May 3, 2018 Location: Clarion Lakeside Inn, Kenora
Rosewood Terrace Room

7:30 am to 5:00 pm Registration & Expo

7:45 am

Buffet Breakfast

8:30 am

Diverse Voice for Change

Presented by: Yolaine Kirlew, Councillor, Municipality of Sioux Lookout & FCM

9:00 am

Keynote Address: Governance in Northern Ontario – Taking Ownership

Presented by: David MacKinnon, Author, Study commissioned by the Northern Policy Institute

10:00 am

Health Break

10:15 am

MPAC – Working to Enhance our Municipal Partnerships

Presented by: Mary Dawson Colè, Regional Manager, Municipal & Stakeholder Relations

10:45 am

Forestry Presentation

Presented by: Ian Dunn, OFIA & Marianne Berube, WoodWorks!

11:30 am

Thunder Bay Regional Health Sciences Foundation

Presented by: Barry Streib Foundation Board of Director

12:00 pm

Lunch Buffet

1:00 pm

Health Equity, the relationship between income and health, and policies that address inadequate income

Presented by: Dr. Kit Young Hoon, Medical Officer of Health Northwest Health Unit

1:45 pm

Andrea Horwath, Leader, New Democratic Party of Ontario

2:15 pm

Valuing Public Libraries in the North: Social Return on Investment

Crystal Alcock, CEO, Kenora Public Library
Marjatta Asu, Service Team Lead, Skills Development

2:45 pm

Health Break

3:00 pm

Common Voice Northwest – What Does Their Future Hold

Presented by: Iain Angus, Executive Director

3:45 pm

Bob Nault, Member of Parliament - Kenora

4:00 pm

Premier Kathleen Wynne – Joined by Minister Michael Gravelle, Ministry of Northern Development & Mines and Minister Bill Mauro, Ministry of Municipal Affairs

6:00 pm

Annual Banquet – Clarion Lakeside Inn in the Rosewood Terrace Room

Friday, May 4, 2018 Location: Clarion Lakeside Inn, Kenora
Rosewood Terrace Room

13 20
13 20
13 20
169

7:45 am

Buffet Breakfast

8:30 am

Collaboration in an Evolving Energy Sector, IESO

Presented by: Terry Young, Vice President of Policy, Engagement and Innovation

9:15 am

LAS Road Assessment Case Study: City of Kenora

*Presented by: Tanner Watt, LAS Municipal Energy Specialist &
Michelle Hjort, StreetScan, Director of Business Development Canada*

9:45 am

Ontario Trillium Foundation

Presented by: Carmen Robillard, Program Manager

10:15 am

Health Break

10:30 am

Ontario Good Roads Association

Presented by: Joe Tiernay, Executive Director

11:00 am

Tourism Northern Ontario: Working With Northern Ontario Communities

Presented by: Pat Forrest, Senior Coordinator, Partnerships and Initiatives, Tourism Northern Ontario

11:30 am

Conference Wrap Up – Draw for an iPad

NOON

Adjournment

Safe travels home!
See you at the Regional Conference
September 19 to 21, 2018 in Thunder Bay



**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327457

Date: 5/4/18

Room: 703 GROUP-

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 10:00 AM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: tgalli

Total Balance Due: 0.00

Perry, Ken

NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#703 Perry, Ken	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#703 Perry, Ken	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Visa Payment		(263.30)
		XXXXXXXXXXXX1403	

Folio Summary 5/2/18 - 5/4/18

Room Charge	230.00
Destination Marketing Fee	3.00
HARMONIZED SALES TAX	30.30
Visa Payment	(263.30)
Balance Due:	<u>0.00</u>

This rate is not eligible for partner rewards.

GST824199590

x



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

Attendee	Ken Perry
Conference / Seminar Attended	Nom A AGM
Location	Kew or 9 Lake side Inn
Dates	May 1, 2, 3, 4

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		80.00	160.00	160.00	160.00			560.00
Amount								

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

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 17, 2018
SUBJECT: Councillor Doug Kitowski – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$122.82 and Schedule “F” – Mayor/Council Honorarium in the amount of \$480.00 for attendance at the NOMA Conference held in Kenora, ON from May 2 - 4, 2018, as submitted by Councillor Doug Kitowski.

Conference Expenses

1. Meals	\$ 34.00
2. Own Vehicle Gas	88.82
3. Per Diem (3 days)	<u>480.00</u>
Total Per Diem & Travel Claims	<u>\$602.82</u>

The registration fee of \$350.00 and \$171.19 hotel accommodations were paid by the Town resulting in the total cost of \$1,124.01 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

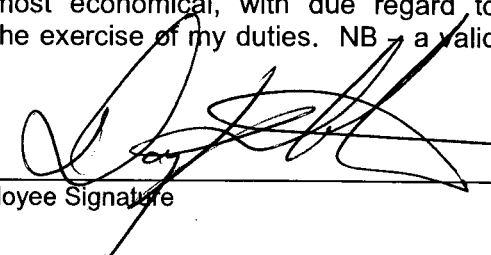
TOWN OF FORT FRANCES - SCHEDULE "B"
TRAVEL EXPENSE STATEMENT

1. Attendee	Doug Kifowski							
2. Conference/Seminar Attended	N.O.M.A.							
Location (Facility and City)	KENORA - ONT CLARION INN							
Dates	MAY 2-3-4 2018							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation							88.82	88.82
Transportation	GAS PAID BY DE							
Breakfast				17.00		17.00		34.00
Lunch								
Dinner								
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 CCRA rate =							
6. Approved								
	Total Expenses							122.82
	Advance Received							
	Balance Claimed							
	Balance Refunded							

The agenda must be attached to process payment

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

MAY 14 2018
 Date


 Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

Husky



Want great rewards? Visit myHuskyRewards.ca

Fort Frances Husky
800 Kings Highway
Fort Frances ON
P9A 3P8
(807) 274-7680
GST# 804707339
Retailer ID 4976296
Rct:16081 7220-6
Batch:2388-67

myHusky Rewards

707610####3811

Earned: 119

Used today: 0

Balance: 6051

2018/05/05 17:50:01

Unit#: 600

Item	Amount
------	--------

Pump# 6

Eth Midgrad \$88.82

59.253 L @ \$1.499/L

AMOUNT \$88.82

HST(Inc Pump) \$10.22

HUSKYPRO

*****4406

2018/05/05 17:47:09

A#:589511



PLEASE TELL US

HOW WE DID!

myHusky.ca/Feedback

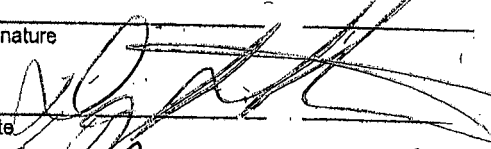
*F.F. to Rn
Rn to F.F.
DKT 100*

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) - Doug Kitowski	Signature 
Approved	Date MAY 14-2008



**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 549134966

Date: 5/8/18

Room: 315 SGM

Arrival Date: 5/2/18

Departure Date: 5/5/18

Check In Time: 5/2/18 12:26 PM

Check Out Time: 5/5/18 12:11 PM

Rewards Program ID:

You were checked out by: ls

You were checked in by: shew

Total Balance Due: 0.00

KITOWSKI, LINDA
Unknown
Fort Frances, ON P9A 3M3

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		19.70
5/2/18	Room Charge	#315 KITOWSKI, LINDA	149.99
5/2/18	Destination Marketing Fee		1.50
5/5/18	Visa Payment	XXXXXXXXXXXX1403	(171.19)

Folio Summary 5/2/18 - 5/5/18

Room Charge	149.99
Destination Marketing Fee	1.50
HARMONIZED SALES TAX	19.70
Visa Payment	(171.19)
Balance Due:	0.00

This rate is eligible for partner rewards. If this rate is changed, you may no longer be entitled to partner rewards.

GST824199590

COPY

x _____



You could be earning free nights and other great rewards. Join Choice Privileges today, at www.choiceprivileges.com.

10-020-0240-1500-71531
Council - Conf/Courses

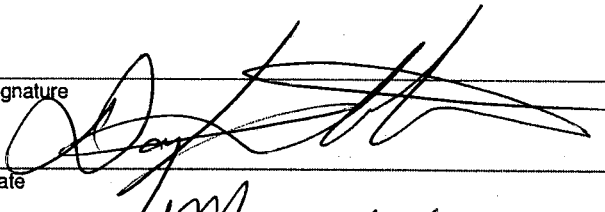
EL

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

Attendee	Doug Kitowski
Conference / Seminar Attended	N.O.M.A.
Location	KENORA - ONT
Dates	MAY - 2-3-4 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			MAY 2-18	MAY 3-18	MAY 4-18			
Amount			160.00	160.00	160.00			480.00

Name (Please Print)	Signature
Doug Kitowski	
Approved	Date
	May 14-2018

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 16, 2018
SUBJECT: Councillor Paul Ryan – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$297.30 and Schedule “F” – Mayor/Council Honorarium in the amount of \$480.00 for attendance at the NOMA Conference held in Kenora, ON from May 2 - 4, 2018, as submitted by Councillor Paul Ryan.

Conference Expenses

1. Meals	\$ 34.00
2. Hotel Accommodations	263.30
3. Per Diem (3days)	<u>480.00</u>
Total Per Diem & Travel Claims	<u>\$777.30</u>

The registration fee of \$350.00 was paid by the Town resulting in the total cost of \$1,127.30 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

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

1.	Attendee	<u>PAUL RYAN</u>									
2.	Conference/Seminar Attended	<u>7th NOMA Annual General Meeting + Conference</u>									
	Location (Facility and City)	<u>Carion Lakeside Inn - Kenora Ontario</u>									
	Dates	<u>May 2, 3, 4 / 2018</u>									

3.		<u>May</u>	Sun.	Mon.	Tues.	Wed. 2 nd	Thurs. 3 rd	Fri. 4 th	Sat.	Total
	Accommodation					<u>131.65</u>	<u>131.65</u>			<u>263.30</u>
	Transportation									
	Breakfast					<u>/</u>	<u>/</u>	<u>/</u>		
	Lunch					<u>/</u>	<u>/</u>	<u>/</u>		
	Dinner					<u>/</u>	<u>/</u>	<u>/</u>		<u>34.00</u>
	Per Diem									
	Other									

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
	<u>By Town of Ft Frances</u>	<u>YES</u>			<u>/</u>

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

6.	Approved		Total Expenses	<u>297.30</u>
			Advance Received	<u>/</u>
			Balance Claimed	<u>/</u>
			Balance Refunded	<u>/</u>

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.

<u>May 7 / 2018</u> Date _____	<u>Paul Ryan</u> Employee Signature _____
_____ Date _____	_____ Supervisor Signature _____
_____ Date _____	_____ Division Manager Signature _____

Date	Treasurer	A / P	Cashier



**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327458

Date: 5/4/18

Room: 501 GROUP-

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 4:04 PM

Check Out Time:

Rewards Program ID:

You were checked out by:

You were checked in by: pdet

Total Balance Due: 0.00

Ryan, G.Paul

NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#501 Ryan, G.Paul	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#501 Ryan, G.Paul	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Master Card	XXXXXXXXXXXX7005	(263.30)

Folio Summary 5/2/18 - 5/4/18

Room Charge	230.00
Destination Marketing Fee	3.00
HARMONIZED SALES TAX	30.30
Master Card	(263.30)
Balance Due:	<u>0.00</u>

This rate is not eligible for partner rewards.

GST824199590

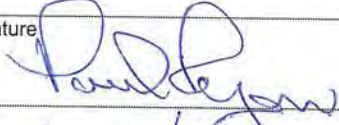


TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	PAUL RYAN
Conference / Seminar Attended	72 ND NORTHERN AGM + Conference
Location	CLARION LAKESIDE INN - KENORA ON.
Dates	MAY 2, 3, 4 / 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			MAY 3/18	MAY 3/18	MAY 4/18			—
Amount			160.00	160.00	160.00			480.00

Name (Please Print)	PAUL RYAN	Signature	
Approved		Date	MAY 7/2018

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 17, 2018
SUBJECT: Councillor June Caul – NOMA Conference Travel & Per Diem Claims

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$253.00 and Schedule “F” – Mayor/Council Honorarium in the amount of \$480.00 for attendance at the NOMA Conference held in Kenora, ON from May 2 - 4, 2018, as submitted by Councillor June Caul.

Conference Expenses

1. Own Vehicle Gas	\$ 43.01
2. Per Diem (3 days)	<u>480.00</u>
Total Per Diem & Travel Claims	<u>\$523.01</u>

The registration fee of \$350.00 and \$263.30 hotel accommodations were paid by the Town resulting in the total cost of \$1,346.30 to attend the NOMA Conference as authorized by Council.

The travel expenses and per diem claim are in compliance with Town of Fort Frances Travel Policy Number 3.11 and By-Law 02/10-D.

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

1.	Attendee	June Caul						
2.	Conference/Seminar Attended	NOMA Conference						
	Location (Facility and City)	Kenora, ON						
	Dates	May 2, 3, 4 / 2018						

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation					Pre-Paid by Town			
	Transportation								
	Breakfast				—	—	—		
	Lunch				—	—	—		
	Dinner				—	—	—		
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total
		✓			

5.	Town Used Vehicle	Yes	(No)	Reason	Total
	Mileage Claimed			Used by Others 460 x Gas	43.01

6.	Approved	Total Expenses	43.01
		Advance Received	
		Balance Claimed	
		Balance Refunded	

The agenda must be attached to process payment

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

May 14, 2018
Date

June Caul
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier



Safeway Fort Frances
417 Scott Street Fort Frances ON
Phone: 807.274.4521
GST# 831536503

Served by: Derwin D

FUEL	
Gas Unleaded	\$43.01
<hr/>	
SUBTOTAL	\$43.01
TOTAL TAX	\$0.00
TOTAL	\$43.01
Debit	TENDER \$43.01
Cash	CHANGE \$0.00
<hr/>	
NUMBER OF ITEMS	1

MERCHANT 22260091 C
TERM SB2226009186 RCPT 2591000

** Purchase ** 43.01
MERCHANT 22260091 C
DEBIT #*****2047
ACCOUNT Chequing RESP 001
DATE 05/04/2018 TIME 15:11:31
AUTH # 153278 REF# 001263054
APPL. Interac
AID A0000002771010

00 APPROVED - THANK YOU

BY ENTERING A VERIFIED PIN, CARDHOLDER
AGREES TO PAY ISSUER SUCH TOTAL IN
ACCORDANCE WITH ISSUER'S AGREEMENT WITH
CARDHOLDER

Retain this copy for your record

Term	Tran	Store	Oper	05/04/18
86	2591	4809	240	14:11:31

Thank you for shopping at Our Store
Come Again Soon



**Clarion Lakeside Inn and
Conference Centre (CNA65)**

470 First Avenue South
Kenora, ON P9N 1W5
(807) 468-5521
GM.CNA65@choicehotels.com

Account: 565327447

Date: 5/4/18

Room: 305 GROUP~

Arrival Date: 5/2/18

Departure Date: 5/4/18

Check In Time: 5/2/18 4:05 PM

Check Out Time: 5/4/18 8:51 AM

Rewards Program ID:

You were checked out by: tgalli

You were checked in by: pdet

Total Balance Due: 0.00

Caul, June
NOMA

*

Fort Frances, ON P9A3P9

Post Date	Description	Comment	Amount
5/2/18	HARMONIZED SALES TAX		15.15
5/2/18	Room Charge	#305 Caul, June	115.00
5/2/18	Destination Marketing Fee		1.50
5/3/18	HARMONIZED SALES TAX		15.15
5/3/18	Room Charge	#305 Caul, June	115.00
5/3/18	Destination Marketing Fee		1.50
5/4/18	Visa Payment		(263.30)
		XXXXXXXXXXXX1403	

Folio Summary 5/2/18 - 5/4/18

Room Charge	230.00
Destination Marketing Fee	3.00
HARMONIZED SALES TAX	30.30
Visa Payment	(263.30)
Balance Due:	0.00

This rate is not eligible for partner rewards.

GST824199590



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>May 1, 2018</i>

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

Attendee	June Caul
Conference / Seminar Attended	NOMA
Location	Kenora, ON
Dates	May 2, 3, 4 2018

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			May 2	May 3	May 4			
Amount			160.00	160.00	160.00			480.00

Name (Please Print)	Signature
June Caul	June Caul
Approved	Date
	May 17, 2018

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2018/76**

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: May 17, 2018
SUBJECT: Rainy River District Municipal Association Per Capita Request

BACKGROUND

The attached Rainy River District Municipal Association 2018 Per Capita Levy that was approved at their General Membership meeting held on May 16, 2018.

The 2018 levy request of \$6,761.75, at a rate of \$0.85/per capita, is based on the 2018 AMCTO Municipal Directory population count for the Rainy River District municipalities.

**RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION
2018 PER CAPITA LEVY**

MUNICIPALITY	POPULATION	RATE	AMOUNT @ \$.85 per capita
Fort Frances	7955	\$0.85	\$6,761.75
Rainy River	842	\$0.85	715.70
Alberton	969	\$0.85	823.65
Atikokan	2800	\$0.85	2,380.00
Chapple	638	\$0.85	542.30
Dawson	457	\$0.85	388.45
Emo	1186	\$0.85	1,008.10
La Vallee	943	\$0.85	801.55
Lake of the Wood	228	\$0.85	193.80
Morley	<u>500</u>	\$0.85	<u>425.00</u>
	<u>16518</u>		<u>\$14,040.30</u>

Approved at the General Membership meeting May 16, 2018.

Population figures taken from the 2018 Ontario Municipal Directory, a publication of the Association of Municipal Managers, Clerks and Treasurers of Ontario.

Fees are payable on or before June 30th, 2018.

Mail cheques payable to the Association to Peggy Johnson, Secretary-Treasurer,
Rainy River District Municipal Association, c/o P.O. Box 4, Barwick, Ontario P0W 1A0

2018 BUDGET WORKSHEET

EXPENSES:-

	2018	2018		Item
	ESTIMATES	ACTUAL	BALANCE	Notes
Postage/Office Supplies	\$ 120.00	\$47.41	\$ 72.59	
Honorarium	\$ 4,000.00		\$ 4,000.00	
Mileage	\$ 350.00	\$ 90.00	\$ 260.00	
Audit	\$ 100.00	\$ 100.00		
NOMA Dues	\$ 5,345.84	\$ 5,345.84	\$ -	
Meeting Expenses	\$ 3,500.00		\$ 3,500.00	
Municipal Reimbursement	\$ 5,600.00		\$ 5,600.00	
Donations	\$ 1,000.00		\$ 1,000.00	
Miscellaneous	\$ 150.00		\$ 150.00	
Replenish Spec'l Reserve			\$ -	
Bank Charges	\$ 125.00	\$ 38.41	\$ 86.59	

\$20,290.84 \$5,621.66 \$14,669.18

REVENUE:-

Per Capita Fee	\$ 14,040.30		\$14,040.30
(16,518 x \$0.85)	\$ 390.40	\$ 390.40	
2017 Operating surplus	\$ 2,284.18	\$ 2,284.18	
From: AGM Profit	\$ 3,575.96	\$ -	\$ 3,575.96
From: Special Reserve			

\$20,290.84 \$2,674.58 \$17,616.26

Based on AMCTO Municipal Directory 2018

RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION

Date: May 16, 2018

No. 3

MOVED BY:

David Armstrong

Armstrong

SECONDED BY:

Jack Siemens

Siemens

That the 2018 per capita levy be set at \$ ^{0.85} per capita for the member Municipalities. The per capita levy will support expenditures totaling \$ 20,290.⁸⁴ as set out in the 2018 Budget.

☒ Carried

☐ Defeated

Ken Perry
PRESIDENT



FIRE & RESCUE SERVICE

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



April 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:
32.9	4	1	32	0	5	1	\$ 0
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
2	0	0	0	0	0	0	0

FORT FRANCES FIRE & RESCUE SERVICE RESPONDED TO 8 EMERGENCY RESPONSE CALLS DURING APRIL 2018.

Total Hours:

A total of **3.9 Hours** was spent on responding to emergency incidents; a total of **17 Hours** was spent on training; and a total of **12 Hours** was spent on Public Service Events.

Time of Day:

During this month, **50%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **50%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

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

Weekly Fire Safety Tips continues in the Thursday edition of the Fort Frances Bulletin. As well, our Weekly Fire & Life Safety Tip on our towns official Facebook Page continues onward.

On April 27th and 28th, our team members took part in the Business & Community Expo 2018 at the Fort Frances Curling Club. Over 700-plus people attended the Friday evening and all-day Saturday event.





FIRE & RESCUE SERVICE

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



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

Meanwhile, our team will be raising awareness about the importance of Emergency Preparedness and Fire & Life Safety at Safeway on **May 12th**.

Fire Prevention Inspections / Re-inspections:

32 (thirty-two) inspections / re-inspections were completed. Countless hours are put towards these inspections; the paper work and follow-up are time consuming, but a necessity. We inspect to correct fire hazards and code violations ... our citizens of Fort Frances, and visitors deserve nothing less!

For the month of May, we will be completing our Vulnerable Occupancy Annual Fire Drills.

Emergency Medicals Service (EMS) Response Calls:

There were **5 (five)** Emergency Medical Service (EMS) requests.

Fire Response Calls:

There was **1 (one) Fire Response Call**, which was a grass fire across from the Public Works Building.

Fire Alarms:

There were **2 (two)** False Fire Alarm calls this month.

Accomplishments:

Congratulations goes out to Mike Barlow (Volunteer Firefighter) for attaining his multiple certifications and seals from Texas A&M Engineering Extension Service (The Texas A&M University System). Mike received his Firefighter Level I (NFPA 1001 2013 Ed.); Firefighter Level II (NFPA 1001 2013 Ed.); Hazardous Materials: First Responder Awareness (NFPA 472 2013 Ed.); Hazardous Materials Operations Chapter 5 (NFPA 472 2013 Ed.); Hazardous Materials: PPE Chapter 6.2 (NFPA 472 2013 Ed.); and Hazardous Materials: Product Control Chapter 6.6 (NFPA 472 2013 Ed.). Well done Mike!

