

# TOWN OF FORT FRANCES

## Administration and Finance Executive Committee

### AGENDA - December 4, 2018 - NOON

#### MEETING - Committee Room, Civic Centre

#### Session # 1

Page

1. **Call to Order**

1.1 Appointment of Chair and Vice Chair.

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

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

4. **Approval of Previous Committee Minutes**

4.1 Session No. 79 dated November 20, 2018.

3 - 4

5. **In-Camera**

6. **Items Referred from Council**

7. **New Business**

7.1 Award of RFP 18-AF-13 Delivery of Enterprise Network Switches 5 - 11

7.2 Councillor Wendy Brunetta NOMA Executive Meeting. 12 - 14

7.3 Councillor Ken Perry NOMA Executive Meeting. 15 - 16

7.4 Councillor Wendy Brunetta - Council Orientation Session. 17 - 18

7.5 Councillor Wendy Brunetta Expense Reimbursement. 19 - 21

7.6 Request for Reconsideration Minutes of Settlement (M.O.S.) Re: 641 Second Street East (2017). 22 - 25

7.7 Rural Ontario Municipal Association (ROMA) Annual Conference - January 27, 28 and 29, 2018. 26 - 28

7.8 Investments Policy No. 1.15 Update 29 - 36

7.9 Doug Brown, CAO - Entertainment Purchase Card Expense. 37 - 39

8. **Non-agenda Items**

9. **Information**

**10. Adjourn / Next Meeting Date - January 8, 2019**

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 79

November 20, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on November 20, 2018 from 12:05 p.m. to 12:27 p.m.

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

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, T. Moffitt, Fire Chief/CEMC (12:05 p.m. to 12:25 p.m.) R. Thoms 93.1 the Border and K. Lawson, Secretary

### REGRETS:

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

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

2.1 D. Galusha, Deputy Treasurer - Officers and Signing Authority.

#### **3. Disclosure of pecuniary interest and the general nature thereof - none identified**

#### **4. Approval of Previous Committee Minutes**

4.1 Session No. 78 dated November 6, 2018.

Ryan-Brunetta: Approved as presented.

CARRIED

#### **5. In-Camera - no items identified**

#### **6. Items Referred from Council**

6.1 Rainy River District Women's Shelter of Hope Support Request.

- committee recommended providing a letter of support to the Rainy River District Women's Shelter of Hope supporting their endeavor in principle and to advise that the charity rebate of 40% is available for organizations that are taxable and charitable. Committee felt that the funding portion of this endeavor should be up to the Rainy River District Social Services Administration Board.

6.2 2019 User Fee - Administration and Finance.

- T. Moffitt, Fire Chief/CEMC was present to provide a report on the 2019 Emergency Services User Fees & Charges in addition to the report provided by the Treasury Department for the 2019 User Fees for the Administration and Finance Division..  
- committee recommended approval of both the 2019 Emergency Services User Fees as amended and the 2019 Administration and Finance Division User Fees.

#### **7. New Business**

7.1 Fort Frances Meals on Wheels Request for 2019 Funding.

- committee recommended that the Fort Frances Meals on Wheels funding request of \$22,000.00 be referred to the 2019 budget process.

7.2 357/358 Applications for Tax Adjustment re: 560 Webster Avenue (2018).

- committee recommended approval of the adjustment of the 2018 taxes under Section

357/358 of the *Municipal Act* for property located at 560 Webster Avenue resulting from an unfinished allowance for extensive renovations to the structure.

7.3 Radio Season's Greetings Request.

- committee recommended approving the purchase of twenty-six 15 second Holiday Greetings to be aired on 93.1 the Border from December 19 to 31, 2018 at a cost of \$249.00 plus hst.

**8. Non-agenda Items**

8.1 Officers & Signing Authority.

- D. Galusha, Deputy Treasurer provided an overview of this report.

- committee recommended the following:

1. That of Officers of the Corporation of the Town of Fort Frances effective December 3rd, 2018 are:

i) Mayor - June Caul

ii) Councillors - Wendy Brunetta, Andrew Hallikas, Douglas Judson, John McTaggart, Michael Behan, Rick Wiedenhoeft;  
and

2. That the Signing Officers authorized to conduct financial transaction on behalf of the Corporation of the Town of Fort Frances are any two of the following listed:

i) Mayor - June Caul

ii) CAO - Doug Brown

iii) Treasurer - Laurie Lindberg

Dawn Galusha - effective January 1, 2019

iv) Clerk - Elizabeth Slomke

**9. Information**

9.1 Fort Frances Fire & Rescue Service - October 2018 Report.

- received as information.

**10. Adjourn 12:27 p.m. / Next Meeting Date - December 4, 2018**

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Executive Committee Chair

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D. Brown, CAO

DATE November 29, 2018

Report To: Administration and Finance Executive Committee

From: Shane Freamo, Information Technology Manager

**SUBJECT: Award of RFP 18-AF-13 Delivery of Enterprise Network Switches**

As part of the approved capital budget for 2018, an RFP for the Delivery Enterprise Network Switches was posted on November 7, 2018, and closed on November 27, 2018.

The Town received proposals from CDW Canada Corp., Sight and Sound, and Elco Systems Inc.

All three proposals included the same products that were listed in the Intended Equipment section of the RFP. This list is provided in the table below.

**Intended Network Equipment**

Quantity	Description
1	Aruba 3810M 24G PoE+ 1-slot Switch JL073A
1	HPE 1Y NBD Exch Aruba 3810M 24G P SVC U7CW8E
2	INCLUDED: Power Cord – U.S. Localization JL086A ABA
20	Aruba 2930F 24G PoE+ 4SFP Switch JL261A
1	HPE 1Y FC NBD Exch Aruba 2930F 24G P SVC H1YC9E
22	Aruba 1G SFP RJ45 T 100m Cat5e Transceiver

All three proposals are broken down by price for each product and totals including HST are included at the bottom of each table.

**CDW Canada Corp.**

Item	Quantity	Unit Price	Extended Price
Aruba 3810M 24G PoE+ 1-slot Switch JL073A	1	\$3,200.00	\$3,200.00
HPE 1Y NBD Exch Aruba 3810M 24G P SVC U7CW8E	1	\$299.00	\$299.00
Power Cord – U.S. Localization JL086A ABA	2	\$540.52	\$1,081.04
Aruba 2930F 24G PoE+ 4SFP Switch JL261A	20	\$1,750.00	\$35,000.00
HPE 1Y FC NBD Exch Aruba 2930F 24G P SVC H1YC9E	1	\$208.09	\$208.09
Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	22	\$260.00	\$5,720.00

**Total \$51,424.19 including HST**

**Sight and Sound**

Item	Quantity	Unit Price	Extended Price
Aruba 3810M 24G PoE+ 1-slot Switch JL073A	1	\$3,780.71	\$3,780.71
HPE 1Y NBD Exch Aruba 3810M 24G P SVC U7CW8E	1	\$351.11	\$351.11
Power Cord – U.S. Localization JL086A ABA	2	\$520.07	\$1,040.13
Aruba 2930F 24G PoE+ 4SFP Switch JL261A	20	\$1566.93	\$31,338.50
HPE 1Y FC NBD Exch Aruba 2930F 24G P SVC H1YC9E	1	\$205.56	\$205.56
Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	22	\$322.80	\$7,101.60

**Total \$49,513.90 including HST****Elco Systems Inc.**

Item	Quantity	Unit Price	Extended Price
Aruba 3810M 24G PoE+ 1-slot Switch JL073A	1	\$3,750.00	\$3,750.00
HPE 1Y NBD Exch Aruba 3810M 24G P SVC U7CW8E	1	\$297.00	\$297.00
Power Cord – U.S. Localization JL086A ABA	2	\$368.00	\$736.00
Aruba 2930F 24G PoE+ 4SFP Switch JL261A	20	\$1,299.00	\$25,980.00
HPE 1Y FC NBD Exch Aruba 2930F 24G P SVC H1YC9E	1	\$175.00	\$175.00
Aruba 1G SFP RJ45 T 100m Cat5e Transceiver	22	\$251.00	\$5,522.00

**Total \$41,254.04 including HST**

All three proposals were scored using a weighted scoring matrix on the following criteria.

1. Cost
2. Functionality of standard equipment and features to meet our specific needs
3. Availability of additional capabilities to add as needed and system growth and expansion
4. Ease of use
5. Product quality, reliability, and warranty plan
6. Vendor qualifications

7. Service and support resources
8. Experience and expertise with the product being offered
9. Certified vendor relationship with product manufacturer
10. References where similar systems have been installed
11. Quality of the proposal submitted - ease of understanding, required components of the equipment being delivered.
12. Schedule

The proposals were scored by three people independently from each other. The results are listed on pages 4, 5 and 6.

## Score 1

Criteria	Weight	CDW		Sight and Sound		Elco Systems	
		Rating	Weighted Score	Rating	Weighted Score	Rating	Weighted Score
Cost	700	50%	350	75%	525	100%	700
Functionality of standard equipment and features to meet our specific needs	10	100%	10	100%	10	100%	10
Availability of additional capabilities to add as needed and system growth and expansion	10	100%	10	100%	10	100%	10
Ease of use	10	100%	10	100%	10	100%	10
Product quality, reliability and warranty plan	10	100%	10	100%	10	100%	10
Vendor qualifications	10	100%	10	100%	10	100%	10
Service and support resources	20	100%	20	100%	20	100%	20
Experience and expertise with the product being offered	50	100%	50	50%	25	75%	37.5
Certified vendor relationship with product manufacturer	50	100%	50	0%	0	0%	0
References where similar systems have been installed	70	100%	70	100%	70	0%	0
Quality of proposal submitted	10	100%	10	75%	7.5	50%	5
Schedule	50	100%	50	75%	37.5	0%	0
Totals	1000		650		735		812.5



## Score 2

Criteria	Weight	CDW		Sight and Sound		Elco Systems	
		Rating	Weighted Score	Rating	Weighted Score	Rating	Weighted Score
Cost	700	50%	350	75%	525	100%	700
Functionality of standard equipment and features to meet our specific needs	10	100%	50	100%	10	100%	10
Availability of additional capabilities to add as needed and system growth and expansion	10	100%	10	100%	10	100%	10
Ease of use	10	100%	10	100%	10	100%	10
Product quality, reliability and warranty plan	10	100%	10	100%	10	100%	10
Vendor qualifications	10	100%	10	75%	7.5	25%	2.5
Service and support resources	20	75%	15	100%	20	50%	10
Experience and expertise with the product being offered	50	100%	50	75%	37.5	50%	25
Certified vendor relationship with product manufacturer	50	100%	50	0%	0	0%	0
References where similar systems have been installed	70	100%	70	75%	52.5	50%	35
Quality of proposal submitted	10	100%	10	75%	7.5	50%	5
Schedule	50	100%	50	100%	50	50%	25
Totals	1000		685		740		842.5

### Score 3

Criteria	Weight	CDW		Sight and Sound		Elco Systems	
		Rating	Weighted Score	Rating	Weighted Score	Rating	Weighted Score
Cost	700	85%	595	90%	630	100%	700
Functionality of standard equipment and features to meet our specific needs	10	100%	10	100%	10	100%	10
Availability of additional capabilities to add as needed and system growth and expansion	10	100%	10	100%	10	100%	10
Ease of use	10	100%	10	100%	10	100%	10
Product quality, reliability and warranty plan	10	100%	10	100%	10	100%	10
Vendor qualifications	10	100%	10	100%	10	100%	10
Service and support resources	20	100%	20	95%	19	95%	19
Experience and expertise with the product being offered	50	100%	50	100%	50	100%	50
Certified vendor relationship with product manufacturer	50	100%	50	50%	25	100%	50
References where similar systems have been installed	70	100%	70	90%	63	95%	66.5
Quality of proposal submitted	10	95%	9.5	95%	9.5	95%	9.5
Schedule	50	100%	50	100%	50	95%	47.5
Totals	1000		894.5		896.5		992.5

Proposal	Score 1	Score 2	Score 3	Average
CDW Canada Inc.	650	685	894.5	743.17
Sight and Sound	735	740	896.5	790.5
<b>Elco Systems Inc.</b>	<b>812.5</b>	<b>842.5</b>	<b>992.5</b>	<b>882.5</b>

Based on the weighted score once averaged between the three results provided above, Elco Systems Inc. has the highest average score of 882.5 out of a possible 1000 points.

It is recommended that Council support awarding RFP 18-AF-13 to Elco Systems Inc., for a total amount of \$41,254.04 including HST.

Respectfully submitted,



Shane Freamo  
Information Technology Manager



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/127**

**TO:** Administration & Finance Executive Committee

**FROM:** Dawn Galusha, Deputy Treasurer

**DATE:** November 28, 2018

**SUBJECT:** Councillor Wendy Brunetta NOMA Executive Meeting

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018 as submitted by Councillor Wendy Brunetta.


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

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	NOMA Exec. Mtg.
Location	Fort Thunder Bay, ON
Dates	Nov. 27-28/18

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Nov 27	Nov 28					
Amount		\$80	\$160					\$240

Name (Please Print) Wendy Brunetta	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council

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

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

Therefore, the undersigned acknowledges that:

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

Name (Please Print) <i>Wendy Brunetta</i>	Signature <i>Wendy Brunetta</i>
Approved	Date



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/128**

**TO: Administration & Finance Executive Committee**

**FROM: Dawn Galusha, Deputy Treasurer**

**DATE: November 28, 2018**

**SUBJECT: Councillor Ken Perry NOMA Executive Meeting**

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$240.00 to attend the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018 as submitted by Councillor Ken Perry.

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

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

Attendee	Kew Perry
Conference / Seminar Attended	NOM A Board Meeting
Location	Thunder Bay Victoria Inn
Dates	Nov 28

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Nov 27	Nov 28					
Amount		80. <sup>00</sup>	160. <sup>00</sup>					240. <sup>00</sup>

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

To be submitted to Payroll for processing when approved by Council





**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/129**

**TO: Administration & Finance Executive Committee**

**FROM: Dawn Galusha, Deputy Treasurer**

**DATE: November 28, 2018**

**SUBJECT: Councillor Wendy Brunetta Council Orientation Session**

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "F" Travel Statement – Mayor/Council Honorarium per diem in the amount of \$400.00 to attend the Council Orientation Session on November 21-23, 2018 as submitted by Councillor Wendy Brunetta.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-D Schedule 'A' as Other Special Functions as Approved by Resolution which will be presented on December 10, 2018.

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	Council Orientation
Location	
Dates	Nov 21-23/18

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Nov 21	Nov 22	Nov 23			
Amount			160	160	80			<del>\$320</del> 400

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

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/130**

**TO:** Administration & Finance Executive Committee

**FROM:** Dawn Galusha, Deputy Treasurer

**DATE:** November 28, 2018

**SUBJECT:** Councillor Wendy Brunetta Expense Reimbursement

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**BACKGROUND**

Attached is a copy of the Town of Fort Frances Schedule "B" Travel Expense Statement in the amount of \$124.30 for reimbursement of an iPad Otterbox case as submitted by Councillor Wendy Brunetta.

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

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	N/A							
	Location (Facility and City)								
	Dates								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast								
	Lunch								
	Dinner								
	Per Diem								
	Other <i>Other Box for iPad</i>								\$124.30
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved	Total Expenses							124.30
		Advance Received							
		Balance Claimed							124.30
		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.

*Nov. 23, 2018*  
Date

*Wendy Brunetta*  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Date	Treasurer	A / P	Cashier

# Gordie's Cellphone Repair Inc.

## Receipt

"Fast turnaround @ the right price"  
(GST/HST account: 77676 7329 RT0001)

DATE: 8/17/2018  
INVOICE # 8/17/2018BW  
Cash/Debit

Address: 555 Central Ave  
Thunder bay, Ontario, P7V 5J3  
Phone: (807) 286-1816

### BILL TO:

Wendy Brunetta wendyb7@shaw.ca 8072743508 916 Portage ave  
P9A2A8

### DESCRIPTION

IPad pro case

110.00

### OTHER COMMENTS

Total payment due upon receipt.

SUBTOTAL	\$110.00
TAX RATE	13.000%
TAX	\$14.30
OTHER	
TOTAL	\$124.30

If you have any questions about this invoice, please contact  
Guo Li (807) 472-1816 ligu06@hotmail.com

**Thank You For Your Business!**

GORDIE'S CELLPHONE  
REPAIR  
555 CENTRAL AVE SUITE 8  
THUNDER BAY ON

CARD \*\*\*\*\*4158  
CARD TYPE MASTERCARD  
DATE 2018/08/17  
TIME 14:28:24  
RECEIPT NUMBER  
C84066787-001-001-415-0

PURCHASE  
TOTAL

**\$124.30**

MasterCard  
A0000000041010  
E56444642A43B38  
000008000-E800  
470B0B811494C4BD

**APPROVED**

AUTH# 04691Z 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**TO:** Administration & Finance Executive Committee  
**FROM:** Dawn Galusha, Deputy Treasurer  
**DATE:** November 28, 2018  
**SUBJECT:** Request for Reconsideration M.O.S.  
**RE:** 641 Second St E (2017) Roll # 5912-030-002-07400-0000

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## **BACKGROUND**

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

- 641 Second Street East – Residential (RT) CVA of 335,911 reduced to CVA of 290,495 effective September 10, 2017 for the 2017 taxation year resulting from updated structure data.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being February 27, 2019.

That total financial impact of the Minutes of Settlement is \$262.35 consisting of a reduction of municipal revenue of \$237.18 and education revenue of \$25.17 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

**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
<b>Minutes of Settlement</b>														
Sept 10/17	2017	3.2.074	-45,416	RTEP	0.01686886	0.00179000	-237.18					-25.17		-262.35
							-237.18	0.00	0.00	0.00	0.00	-25.17	0.00	-262.35

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



MUNICIPAL PROPERTY  
ASSESSMENT CORPORATION  
SOCIÉTÉ D'ÉVALUATION  
FONCIÈRE DES MUNICIPALITÉS

JAMIE LESLIE KAUN  
29 RMB 29  
RR 1 STN MAIN  
FORT FRANCES ON P9A 3M2

**Contact Us**



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



Email: enquiry@mpac.ca



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

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

**MPAC  
RECEIVED  
NOV 26 2018  
FORT FRANCES**

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

Owner name(s)	JAMIE LESLIE KAUN
Roll Number	59-12-030-002-07400-0000
Property location and description	641 SECOND ST E PLAN M94 LOT 54 W PT LOT 55 PCL 11125
Municipality/Local taxing Authority	Town of Fort Frances

**INFORMATION from your Property Assessment Change Notice**

Adjustment Type*	Property Class / Qualifier**	Current Value Assessed	
		2012	2016
R	RT	\$333,949	\$340,500
Total		\$333,949	\$340,500

Adjustment Type*	Property Class / Qualifier**	Effective date: September 10, 2017 Phase-in Assessment for Taxation Years			
		2017	2018	2019	2020
R	RT	\$335,911	\$337,441	\$338,970	\$340,500
Total		\$335,911	\$337,441	\$338,970	\$340,500

**RECOMMENDED change to your Property Assessment Change Notice**

Adjustment Type*	Property Class / Qualifier**	Current Value Assessed	
		2012	2016
IM	RT	\$288,728	\$294,500
Total		\$288,728	\$294,500

Adjustment Type*	Property Class / Qualifier**	Effective date: September 10, 2017 Phase-in Assessment for Taxation Years			
		2017	2018	2019	2020
IM	RT	\$290,495	\$291,830	\$293,165	\$294,500
Total		\$290,495	\$291,830	\$293,165	\$294,500



### Explanation of recommended change and other important information

- Updated structure data
- Updated structure data

#### \*Adjustment type

IM Improvement to property  
R Previously Omitted Realty Assessment

#### \*\*Property class / qualifier

RT Residential

### What this change means to you

Under Ontario's Assessment Act, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2017 - 2020 property taxes. MPAC will introduce any increase in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make any decrease in the assessed value of your property right away.

### Please check (✓) one of the following:

☒ I **accept** my recommended assessment

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

OR

☐ I **reject** my recommended assessment

I understand that if I **reject** the recommended assessment on page one of this form, the supplementary/omitted assessment of my property will stay the same as it appears on my 2016 Property Assessment Change Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by December 24, 2018.

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

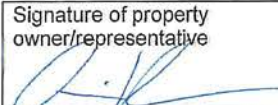


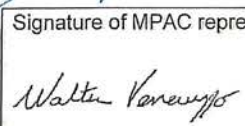
Email: [enquiry@mpac.ca](mailto:enquiry@mpac.ca)



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

We must receive your response no later than November 09, 2018. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative 	Print name Jamie Kain	Date (yyyy/mm/dd) 2018/11/26
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Signature of MPAC representative 	Print name Walter Veneruzzo, Director, Valuation and Customer Relations	Date (yyyy/mm/dd) 2018/09/25
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### Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)
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Last date for a municipal appeal: February 27, 2019

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

Tax Year: 2017 Roll Number: 59-12-030-002-07400-0000

November 28, 2018

Report To: Administration & Finance Executive Committee - (Mayor & Council)

From: Doug Brown, CAO

**SUBJECT: Rural Ontario Municipal Association (ROMA) - Annual Conference – January 27, 28 & 29, 2019**

Traditionally, the Mayor, two members of Council, and the CAO have attended the ROMA Conference scheduled during the last week in January of each year. The Town's main purpose of attending the ROMA conference was to bring community issues, concerns and challenges to the appropriate provincial government ministries for awareness and assistance. Secondary, it was also an opportunity for additional training and development of Council members. (Please refer to the attached draft 2019 ROMA Conference agenda for your reference).

In order to meet with Ministries, there is a delegation request process that must be adhered to. The deadline for submitting delegation requests for the 2019 ROMA conference is December 10, 2018. There is never a guarantee that the Town's official delegation requests will be granted. A similar exercise takes place for the Association of Municipalities of Ontario (AMO) for its annual conference scheduled mid-August of each year and the Town has also been sending a delegation of 4 members to this conference.

The political landscape in the Rainy River District has recently changed, with our local MP, The Honourable Greg Rickford, Minister of Indigenous Affairs, Minister of Energy, & Northern Development and Mines suggesting that Council should meet directly with him to discuss local issues and challenges, at his office in Fort Frances on a regular basis. It is his opinion that the 15-minute delegation "dog and pony show" with the individual ministries doesn't provide sufficient results and is costly to the municipality. He has indicated that it is his job to ensure our issues are addressed by him throughout the year and that adequate responses to the issues are achieved in a timely fashion.

Presently, administration has already pre-registered 4 members for the ROMA conference and booked the hotel rooms. From a financial standpoint, the Town will be subject to cancellation charges in amount of \$ 868 plus potential Conference fees. The impact to the Town of the provincial government moving towards balancing a provincial budget is not fully obvious at the time of the preparation of this report.

At this time, a decision on whether or not to attend the 2019 ROMA conference is required. If the decision of Council is that the Town will attend the Conference, then Council will then be polled to determine what are some of issues, concerns and challenges to be addressed. In addition, Council will by resolution select two members they wish to attend the conference. The selection of the two Council members will be addressed during the COW portion of Council meeting where the recommendation of the A&F Executive Committee will be discussed.

The Administration & Finance Executive Committee recommends the following with respect to the 2019 ROMA Conference;

1)

Respectfully submitted,

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

Doug Brown, CAO

**Council approval of this report will** ensure the following:

1)

2018NovemberROMAconference



The ROMA Conference returns to the Sheraton Centre, downtown Toronto, January 27 – 29, 2019.

Rural Matters 2019 will be a full educational conference, with access to industry experts, provincial representatives, and product and service providers.

## Sunday, January 27:

1:00 – 6:00 pm: Exhibit Hall Open  
1:00 – 2:15 pm: Concurrent Sessions  
2:45 – 4:30 pm: Plenary Stage Programming  
4:30 – 6:00 pm: Welcome Reception

## Monday, January 28:

7:30 am – 3:00 pm: Exhibit Hall Open  
7:30 – 8:15 am: Breakfast  
8:30 – 10:00 am: Plenary Stage Programming  
10:30 – 11:45 am: Concurrent Sessions  
11:45 am – 12:45 pm: Learning Lunches  
1:15 – 2:30 pm: Concurrent Sessions  
3:00 – 5:00 pm: Plenary Stage Programming

## Tuesday, January 29:

7:30 – 8:15 am: Learning Breakfasts  
8:30 – 11:45 am: Plenary Stage Programming

## Plenary Stage Programming includes:

- Opening Keynote Speaker: Lance Secretan
- Cannabis Update: Regulations and Implementation
- Michael J. Smither Question Box
- Closing Keynote Speaker: Peter Kenyon, Founder and Director, Bank of I.D.E.A.S.

## Concurrent Sessions Topics include:

- Conflict of Interest
- Alternate Funding Sources and Revenue Streams
- Asset Management Plans
- Government Relations
- Planning
- Communications without Local Media
- Affordable Housing
- Economic Revitalization through Food Tourism
- Transit for Large Geographical Areas
- Small Servicing Innovations
- Bill 68
- Building Code

## Plenary Stage Speakers



Lance Secretan



Peter Kenyon

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** November 29, 2018  
**SUBJECT:** Investments Policy No. 1.15 Update

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## **BACKGROUND**

The Town of Fort Frances Investments Policy No. 1.15 was first enacted in June 1997 followed by one revision December 2010. This policy is to govern the investments of surplus cash, reserve and reserve funds in accordance with the Municipal Act.

The attached Investments Policy (Draft), is to provide guiding principles for the prudent management for investments, to provide acceptable investment risk tolerance level and to govern the investment of surplus cash, reserve and reserve funds for the Corporation.

Provided as part of this report, is an overview of different credit ratings from Standard & Poor's and Moody's, which gives a brief description of the credit ratings that are referred to Appendix A – Credit Ratings in the draft investments policy.

# THE TOWN OF FORT FRANCES

## Section: Administration & Finance

### Policy: Investments Policy

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**Creation Date:** June 1997  
**Revised Date:** December 2010  
**Review by Date:**  
**Resolution Number:**  
**Supersedes Resolution Number:** 004 (consent) 12/10  
**Policy Number:** 1.15

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#### 1. POLICY STATEMENT

The purpose of this Policy is to provide guiding principles for the prudent management of the Town of Fort Frances investments within an acceptable investment risk tolerance level and will govern the investment of surplus cash, reserve and reserve funds of the Corporation in accordance with Ontario Regulation 438/97 made under the *Municipal Act, 2001*.

It is the policy of the Town of Fort Frances to invest public funds so as to maximize the rate of investment returns and principal protection while meeting the daily cash flow and liquidity demands of the Town of Fort Frances and complying with statutory requirements of the *Municipal Act, 2001*.

#### 2. OBJECTIVES

##### **Principal Protection**

Preservation of capital is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. The goal is to manage credit risk and interest rate risks.

##### **Eligible Investments**

In accordance with Ontario's Eligible Investments, Related Financial Agreements and Prudent Investment Regulation, the Town is not authorized to invest in securities other than those listed in the Regulation.

**Liquidity**

The Investment portfolio shall remain sufficiently liquid to meet all operating or cash flow requirements that may be reasonably anticipated and limit temporary borrowing requirements. Since all possible cash demands cannot be anticipated, the portfolio shall consist largely of securities with active secondary markets.

**Return on Investment**

The Investment portfolio shall be constructed with the objective of attaining, at minimum, a fair rate of return throughout varying budgetary and economic cycles, taking into account investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the preservation of capital and liquidity objectives.

**Performance Benchmarks**

The investment portfolio will be managed in accordance with the parameters specified within this policy. The portfolio should obtain a market average rate of return throughout the budgetary and economic cycles that is appropriate with the investment risk constraints and cash flow needs of the Town. Market yields should be higher than the rate given by the Town's bank for the various bank accounts.

**Market Value**

The market value of the portfolio shall be calculated at least annually as at December 31<sup>st</sup>.

**Maximum Maturities**

To the extent possible, the Town shall attempt to match investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than ten (10) years from the date of the purchase. Reserve Funds and Trust funds with longer-term horizons may be invested in securities exceeding ten (10) years if the maturities of such investments are made to coincide as nearly as practicable with the expected use of the funds.

**3. STANDARD OF CARE****Prudence**

Investments shall be made with judgement and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, considering the probable safety of their capital as well as the probable income to be derived.

**Internal Controls**

Management shall establish a system of internal controls. The internal controls shall be designated to present the loss of public funds arising from fraud, employee error, and misrepresentation by third parties.

#### **4. ETHICS & CONFLICT OF INTEREST**

Officers and employees involved in the investment process shall refrain from personal business activity with the same individual(s) with whom business is conducted on behalf of the Town of Fort Frances. Individuals involved with the investment process shall refrain from personal business activity that could conflict with proper execution and management of the investment program or impair their ability to make impartial investment decisions.

#### **5. INDIVIDUAL RESPONSIBILITY**

##### **Delegation of Authority**

The Treasurer and/or CAO has overall responsibility of the prudent investment of the Town's portfolio. Authority to manage and implement the investment program may be granted for all or a portion of the Town's overall investment portfolio, to an external investment Agent, to act as an Investment Manager on behalf of the Town. That Agent shall act in accordance with the established procedures and internal controls consistent with this investment policy. Those investments governed by the provisions of One Investments – The Public Sector Group of Funds agreement shall be deemed delegated to that Agent.

##### **Signing Authority**

Transactions related to investments made by the Town require staff approval by the Treasurer. In the absence of that individual, staff approval may be given by the CAO.

Decision making related to investment transactions may be delegated by the Town directly to an Investment Manager, following an independent and competitive bidding process, to the extent that the Treasurer and/or CAO provides that Investment Manager with funds to invest and manage on behalf of the Town of Fort Frances.

##### **Responsibilities**

The Treasurer and CAO may enter into arrangements with Investment Managers, execute and sign documents on behalf of the Town. The Treasurer performs all related acts in the day to day operation of the investment and cash management program, maintains all necessary operating procedures for effective control and management of the investment function and reasonable assurance that the Town's investments are properly managed and adequately protected.

The Treasurer and/or CAO shall ensure adequate insurance coverage to guard against any losses that may occur due to misappropriation, theft, or other unscrupulous acts of fraud with respect to the Town's financial assets.

##### **Reporting**

The Treasurer will provide semi-annual reports, at a minimum, to the Administration & Finance Executive Committee, which includes the performance and any risk characteristics of the Town's Investment Portfolio and will provide an annual report to Council on the performance of the portfolio during the first quarter of the following year.



## 6. RATINGS

### Risk Tolerance

All securities must be readily marketable.

Investments held in the fund must be rated by at least one rating agency, namely Moody's, Standard & Poor's (S&P) or Dominion Bond Rating Service (DBRS). All investments must be investment Grade (at least BBB by S&R, or equivalent by DBRS or Moody's) as classified in Appendix A. In the case where a security is rated by more than one agency listed, the higher rating will apply.

The total Fund will be limited to the following credit rating thresholds on a weighted basis (as defined by S&P or equivalent):

Rating	Up to %
AAA	100%
AA	50%
A	30%
BBB	10%

The maximum exposure to a single investment security, as a percentage of the total portfolio cannot exceed 10%

Due to market fluctuations, maximum percentages may be exceeded at a point in time. Securities need not be liquidated to rebalance the portfolio; however, consideration should be given to this matter when future purchases are made to ensure that appropriate diversification is maintained.

## APPENDIX A – CREDIT RATINGS

Grade	Moody's		Standard & Poor's		DBRS	
	Long-Term	Short-Term	Long-Term	Short-Term	Long-Term	Short-Term
Investment Grade	Aaa	P-1	AAA	A-1+	AAA	R-1 (high)
	Aa1	P-1	AA	A-1	AA (high)	R-1 (high)
	Aa2	P-1	AA	A-1	AA	R-1 (middle)
	Aa3	P-1	AA	A-1	AA (low)	R-1 (middle)
	A1	P-1	A	A-2	A (high)	R-1 (low)
	A2	P-1	A	A-2	A	R-1 (low)
	A3	P-1	A	A-2	A (low)	R-1 (low)
	Baa1	P-2	BBB	A-3	BBB (high)	R-2 (high)
	Baa2	P-2	BBB	A-3	BBB	R-2 (middle)
	Baa3	P-3	BBB	A-3	BBB (low)	R-2 (low)
Speculative Grade	Ba1	NP	BB	B	BB (high)	R-3
	Ba2	NP	BB	B	BB	R-4
	Ba3	NP	BB	B	BB (low)	R-4
	B1	NP	B	B	B (high)	R-4
	B2	NP	B	B	B	R-5
	B3	NP	B	B	B (low)	R-5
	Caa1	NP	CCC	C	CCC	R-5
	Caa2	NP	CCC	C	CCC	R-5
	Caa3	NP	CCC	C	CCC	R-5
	Ca	NP	CC	C	CC	R-5
	C	NP	R	R	C	R-5
			D	D	D	D

### Overview of different credit ratings from Standard & Poor's and Moody's

Basically, the long-term credit ratings are orientated on the US-American grade system. Ratings from AAA to BBB- are being considered investment grade, lower ratings are being referred to as non investment grade. A positive or negative outlook respectively signals that the credit rating in the medium- to long-term might be raised or lowered, while a stable outlook indicates that the rating most probably will stay at the same level.

Standard & Poor's			Moody's		Credit Rating	
long-term	short-term		long-term	short-term*		
AAA	A1+		Aaa	P1	Highest credit quality, virtually no risk of default	Investment Grade
AA+	A1+		Aa1	P1	High probability of timely and completely payment	
AA	A1+		Aa2			
AA-	A1+		Aa3			Investment Grade
A+	A1+/A1		A1	P1	Adequate capacity to meet financial commitments, many positive investment attributes but also elements susceptible to adverse effects of changes in economic conditions	
A	A1		A2	P1/P2		
A-	A1/A2		A3	P2	Adequate capacity to meet financial commitments, but also speculative characteristics or lack of protection against changes of economic conditions	Non- investment Grade
BBB+	A2		Baa1	P2/P3		
BBB	A2/A3		Baa2	P3		
BBB-	A3		Baa3	NP	Moderate capacity to meet financial commitments, also in good economic conditions	Non- investment Grade
BB+	B		Ba1			
BB	B		Ba2			
BB-	B		Ba3			Non- investment Grade
B+	C		B1	NP	Weak protection of interest and repayment	
B	C		B2			
B-	C		B3			Non- investment Grade
CCC	C		Caa (1-3)	NP	Lowest credit quality, lowest protection of investors, in immediate danger of credit default	
CC	C		Ca			
SD/D	D		C	NP	In credit default	

\*P1 = Prime 1 , P2 = Prime 2 , P3 = Prime 3 , NP = Not Prime

<i><b>The Town of Fort Frances</b></i>	<b>SECTION</b>
<b><u>INVESTMENTS</u></b>	ADMINISTRATION AND FINANCE
<b><u>POLICY</u></b>	<b>NEW</b> June 1997 <b>REVISED</b> December 2010
Resolution No. 004 (consent) 12/10	Supercedes Resolution No.
Policy Number 1.15	<b>PAGE 1 of 1</b>

## 1. POLICY STATEMENT

This policy will govern the investment of surplus cash, reserve and reserve funds and sinking funds of the Corporation of the Town of Fort Frances in accordance with Ontario Regulation 438/97 and 77/97 made under the Municipal Act.

This policy will govern the management of fair market value of assets held in Trust.

## 2. EFFECTIVE DATE

This policy comes into effect on June 1, 1997 and cancels and supercedes all previous investment policies.

## 3. INVESTMENT GOAL

The goal of this policy is to invest all available funds of the Corporation in a prudent manner so as to maximize the rate of return while minimizing the degree of risk and ensuring an adequate level of liquidity.

## 4. ELIGIBLE INVESTMENTS

All investments by the Corporation of the Town of Fort Frances will be subject to Section 418 and Section 420 of the Municipal Act and Ontario Regulation 438/97 and 77/97 made under the Municipal Act.

## 5 TRUST INVESTMENTS

Trust Fund investments will be adjusted at year-end to recognize any gain or loss changes in the fair market value.



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2018/133**

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Lindberg, Treasurer  
**DATE:** November 29, 2018  
**SUBJECT:** Doug Brown, CAO – Entertainment Purchase Card Expense

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**BACKGROUND**

Attached is a copy of the Purchase Card expense related to a luncheon meeting with M. Martel, Resolute Vice-President Operations, Mayor Roy Avis and Mayor Elect June Caul on November 28, 2018 as submitted by Doug Brown, CAO.

The Entertainment Expense is in compliance with Town of Fort Frances Travel Policy Number 3.11.

**TOWN OF FORT FRANCES - SCHEDULE "C"  
TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance  
Please include completed Travel expense statement (schedule B) so as to properly account for the HST

**TOWN OF FORT FRANCES - SCHEDULE "D"  
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <u>Doug Brown</u>	Date <u>Nov 28/18</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Doug Brown - CAO</u>	
2. <u>Michael Martel - Resolute</u>	
3. <u>Roy Avis - Mayor</u>	
4. <u>Jane Cull - Councillor / Mayor-Elect</u>	
Purpose of Entertainment <u>update meeting with Resolute on the mill assets in Fort Frances. also to introduce Michael Martel, VP Operations to the Mayor Elect, Jane Cull.</u>	
Amount Claimed <u>\$84.67</u>	G/L # <u>10-020-0240-1500-71592</u>
Treasurer Signature	Date <u>Nov 29/18</u>

An itemized receipt must be attached to process payment

LA PLACE RENDEZ-VOUS  
1201 IDYLVILD DRIVE  
FORT FRANCES ON

CARD \*\*\*\*\*4124  
CARD TYPE VISA  
DATE 2018/11/28  
TIME 8710 14:07:26  
CLERK ID 69  
RECEIPT NUMBER  
C85003733-001-141-024-0

PURCHASE  
AMOUNT \$79.67  
TIP \$5.00  
TOTAL

**\$84.67**

Visa Credit  
A0000000031010  
CF9231BEFEA9AD05  
0080008000-E800  
CECAE4E1CBB7512A  
0080008000-F800

**APPROVED**

AUTH# 017895 01-027  
THANK YOU

CARDHOLDER COPY

IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS



La Place  
**RENDEZ-VOUS**  
DINING. LOUNGE. PATIO.

1201 Idylwld Drive  
Fort Frances, ON P9A 3M3  
Phone: (807) 274-9811  
rendezvoushotel.com  
GST # R10447667

Server: Kevin 11/28/2018  
Table 6/1 2:06 PM  
Guests: 5 30013

EXPRESS LUNCH 12.00  
Full Sandwich  
Add Cup WR 0.75  
LUNCH SPECIAL 16.00  
wild rice 1.00  
GOAT CH SALAD 18.25  
CLASSIC CLUB 14.50  
wild rice 1.00  
WILD RICE 7.00

Subtotal 70.50

HST Tax 9.17

Total 79.67

**Balance Due \$79.67**

U.S. U.S1.25 63.74

ROOM# \_\_\_\_\_

Tip : \_\_\_\_\_

TOTAL : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

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

Please Pay Server at Table