

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - March 19, 2019 - NOON

#### MEETING -Committee Room, Civic Centre

#### Session No. 7

	Page
1. <b><u>Call to Order</u></b>	
2. <b><u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u></b>	
3. <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>	
4. <b><u>Approval of Previous Committee Minutes</u></b>	
4.1 Session #6 dated March 5, 2019	3 - 4
5. <b><u>In-Camera</u></b>	
6. <b><u>New Business</u></b>	
6.1 Pre-Approved Capital Purchase of Two Sets of Bunker Gear.	5
6.2 Tender 19-AF-02 - Triple Combination Custom Pumper Fire Truck.	6 - 8
6.3 Councillor Andrew Hallikas - Training Travel Expense and Per Diem.	9 - 16
6.4 Councillor Douglas Judson - Training Travel Expense and Per Diem.	17 - 21
6.5 Councillor Michael Behan - Training Travel Expense and Per Diem.	22 - 26
6.6 Councillor John McTaggart - Training Travel Expense and Per Diem.	27 - 35
6.7 Councillor Rick Wiedenhoeft - Training Travel Expense and Per Diem.	36 - 44
6.8 Councillor Wendy Brunetta - Training Travel Expense and Per Diem.	45 - 50
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6.14 Award Request for Proposal (RFP) 17-AF-14.	68 - 72

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<b>7.     <u>Non-agenda Items</u></b>	
<b>8.     <u>Information</u></b>	
8.1     Fire and Rescue Service - February 2019 Report.	73 - 74
8.2     Ontario Municipal Partnership Fund (OMPF) 2019 Allocation Notice.	75 - 88
<b>9.     <u>Adjourn / Next Meeting Date - April 2nd, 2019</u></b>	

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 6

March 5, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on March 5, 2019 from 11:55 a.m. to 12:10 p.m.

PRESENT: Chairperson W. Brunetta, Councillor A. Hallikas, Mayor J. Caul

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, E. Slomke, Clerk T. Moffit, Fire Chief/CEMC, K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

1. **Call to Order 11:55 a.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - None identified**
3. **Disclosure of pecuniary interest and the general nature thereof - none identified.**

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

4.1 Session No. 5 dated February 19, 2019.

Hallikas-Caul: Approved as presented.

CARRIED

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

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

- 6.1 Clerk's verbal update - Town of Mono resolution - Inadequacy of the Municipal Election List.  
- E. Slomke, Clerk was in attendance to provide additional information. Committee recommended supporting the resolution as passed from the Town of Mono.

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

- 7.1 Municipal Accommodation Tax Software Upgrade or Purchase Grant.  
- committee recommended approval of the Municipal Accommodation Tax grants for the providers in the amount of \$3,071.98 as laid out in the report.
- 7.2 Agreement with Kenora Central Ambulance Communications Centre.

- committee recommended approving an agreement to extend an agreement with Kenora Central Ambulance Communications Centre Lake of the Woods District Hospital for the period April 1, 2019 to December 31st, 2019 as laid out in the report. During this period further investigation will be completed to explore other fire dispatch options.

**8. Non-agenda Items - None identified.**

**9. Adjourn 12:10 p.m. / Next Meeting Date - March 19, 2019**

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Executive Committee Chairperson

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D. Brown, CAO

**To:** Administration & Finance Executive Committee  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** March 11, 2019  
**Subject:** Pre-Approved Capital Purchase of Two Sets of Bunker Gear

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## **Background**

The Fort Frances Fire & Rescue Service Capital Budget has six sets of Bunker Gear listed as #1 in the prioritize capital listing at a cost of \$12,000.

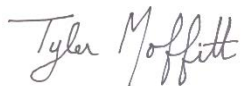
As I stated in the budget meeting on March 4<sup>th</sup>, 2019 in the Committee Room ... two members of the Fort Frances Fire & Rescue Service have Bunker Gear, which will expire at the end of April as they will have reached the life-expectancy of 10-years.

Quotes have been obtained from various suppliers and the two sets of Bunker Gear has been ordered.

## **Recommendation**

That the Administration & Finance Executive Committee approves this report and directs Council to bring forward the resolution to approve the capital purchase of two sets of Bunker Gear.

Respectfully submitted,



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

**To:** Administration & Finance Executive Committee  
**From:** Tyler Moffitt, Fire Chief/CEMC  
**Date:** March 11, 2019  
**Subject:** Tender 19-AF-02 Triple Combination Custom Pumper Fire Truck

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## Background

The Town of Fort Frances advertised a tender for a Triple Combination Custom Pumper Fire Truck. Tenders closed on Tuesday, March 5, 2019 at 2:00 PM CST with two tenderers' submitting a bid before the deadline. **Note:** These two tenderers are two of the major manufacturers of fire apparatus in North America.

The lowest bid was Fort Garry Fire Trucks from Winnipeg, MB; their bid was compliant to all the tender specifications.

Fort Garry Fire Trucks bid came in at **\$590,429.00**; the total net tender cost to the town would be **\$600,820.55**.

The other tenderer bid came in at **\$682,427.20**; the total net tender cost to the town would be **\$694,437.92**. This tenderer's bid was not compliant to all the tender specifications; they could not match the BODY WARRANTY OF 20-YEARS.

Meanwhile, the Fort Garry Fire Trucks bid was without trade-in of our 11-2 2008 Pumper Fire Truck; they did provide a trade-in value of **\$3,000** on our 11-1 1995 Pumper Fire Truck.

As stated in Fort Garry Fire Trucks bid, they did not feel they would be able to make an adequate offer on the 11-2 2008 Pumper Fire Truck. They have multiple similar units in stock that have been in stock for a few years without any interest of anyone wanting them.

As well, the other tenderer that came in at **\$694,437.92** also stated in an email prior to submitting a bid... they were unable to bid due to the restrictive descriptions contained within the tender documents ... referring to the statement that bidders **SHALL** include a trade-in value for the two pumper fire trucks.

On Friday, March 1, 2019 I contacted the two bidders via email and informed them of the following addendum:

## ***ADDENDUM #1***

*The requirement contained within **Tender 19-AF-02 TRIPLE COMBINATION CUSTOM PUMPER FIRE TRUCK**), which reads:*

*Supply the Town of Fort Frances with one (1) **Triple Combination Custom Pumper Fire Truck**.*

*a) All bid submission **shall** include a trade-in value of the following two separate pieces fire apparatus:*

**NOTE: THE REQUIREMENT THAT ALL BID SUBMISSIONS SHALL INCLUDE A TRADE-IN VALUE OF THE FOLLOWING TWO SEPARATE PIECES FIRE APPARATUS IS NO LONGER A REQUIREMENT AND IS THEREFORE REMOVED.**

As well, this **ADDENDUM #1** was placed with our advertised tender on our town's website by our clerk.

The delivery of a Triple Combination Custom Pumper Fire Truck from Fort Garry Fire Trucks would be in **2020**.

This new Pumper Fire Truck would be a **2020 Capital item**, which would have to be approved within the first week of this coming **April ...** to guarantee the pricing.

As well, Fort Garry Fire Trucks does offer a **Pre-Payment Discount Plan**, which is as follows:

<b>Fort Garry Fire Trucks Pre-Payment Discount Plan Options</b>			
25% Pre-Payment	50% Pre-Payment	75% Pre-Payment	100% Pre-Payment
\$1,500 off Total Price	\$3,000 off Total Price	\$4,500 off Total Price	\$6,000 off Total Price

Meanwhile, having this modern NFPA (National Fire Protection Association) compliant and essential Pumper Fire Truck in place will ensure our teams capability to continue onward with protecting our people, the property, the environment, and the economy of the Town of Fort Frances.

### **Additional Information**

In 2020, our 11-1 Pumper Fire Truck will be 25-years-old, our 11-3 Aerial Ladder Truck will be 32-years-old, and our 11-2 Pumper Fire Truck will be 12-years-old. The Town of Fort Frances Fire Apparatus is aging.

In fact, Fire Underwriters Survey classifies our 11-1 Pumper Fire as **Reserve Status** and it receives **no credit** with regards to insurance grading purposes.

Our 11-3 Aerial Ladder Truck because of its age ... receives **No Status** and receives **no credit** with regards to insurance grading purposes.

As well, in 2020 our 11-2 2008 Pumper Fire Truck will be 4-years away from being classified as **2<sup>nd</sup> Line Duty Status**.

According to NFPA (National Fire Protection Association) 1911 "Standard for Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus 2012 Edition" Annex "D" states: "Any apparatus over 25 years of age should be retired from service.

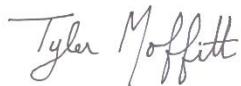
Meanwhile, 11-1 Pumper Fire Truck could potentially be relocated to the old ambulance garage north of the hospital. It would be a valuable water-tender for non-fire-hydrant areas, as well as training purposes etc. as our Airport Training Grounds has no fire hydrants.

In closing, I highly recommending we award **Tender 19-AF-02** to Fort Garry Fire Trucks.

### **Recommendation**

That the Administration & Finance Executive Committee approves this report and directs Council to bring forward the resolution to approve with proceeding to award **Tender 19-AF-02** to Fort Garry Fire Trucks for a total net tender cost of **\$600,820.55**.

Respectfully submitted,



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



**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 13, 2019**  
**SUBJECT: Councillor Andrew Hallikas–Training Travel Expense and Per Diem**

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**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Andrew Hallikas.

Expenses

1. Meals	\$113.00
2. Per Diem	<u>320.00</u>
Total travel and Per Diem Claims	<u>\$433.00</u>

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,241.18 to attend Training as authorized by Council.

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


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

1.	Attendee	Andrew Hallikas								
2.	Conference/Seminar Attended	AWO Work Shop								
	Location (Facility and City)	Thunder Bay								
	Dates	March 5/6/7/2017								
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total	
	Accommodation									
	Transportation									
	Breakfast				13.00	13.00			26.00	
	Lunch					17.00			17.00	
	Dinner			35.00	35.00				70.00	
	Per Diem									
	Other									
4.	Prepaid Expenses	Registration		Air Travel		Other		Total		
5.	Town Used Vehicle	Yes	No	Reason					Total	
	Mileage Claimed	KM x CRA rate =								
6.	Approved					Total Expenses				813.00
						Advance Received				
						Balance Claimed				
						Balance Refunded				

**The agenda must be attached to process payment**

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

March 11/19  
Date

  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

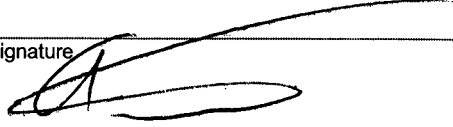
Date	Treasurer	A / P	Cashier

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

Attendee	Andrew Hallikas
Conference / Seminar Attended	AMO Workshop
Location	Thunder Bay
Dates	March 6, 7 / 2019

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		March 5	March 6	March 7				
Amount		\$80.00	\$160.00	\$80.00				\$320.00

Name (Please Print) Andrew Hallikas	Signature 
Approved	Date March 11 / 19

To be submitted to Payroll for processing when approved by Council

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials, lunch, and automatic access to AMO's So You Want to Run for Council available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$340 plus HST (\$384.20)
- **Registration Open to:** Newly-elected and returning elected officials in Ontario
- **Dates and Locations:** Registration opens at 8:00 am with the session running from 8:30 am to 4:00 pm

DATE	LOCATION
February 7: Toronto	<b>SOLD OUT</b>
March 6: Thunder Bay	Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5
March 8: North Bay	Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4
March 20: Kingston	Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1
March 21: Peterborough	Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3
March 22: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 27: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 28: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3

## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

The workshop will reinforce the central role that municipalities play in implementing and managing the land use policy framework in Ontario. It will include a review of the relevant elements of the Ontario Planning Act as well as a run-down of the key planning tools and how they are applied in the municipal context. The module will identify the nature and role of the Provincial Policy Statement as the overall roadmap for land use management in Ontario. The program will also update participants on the conversion of the Ontario Municipal Board to the new Local Planning Appeal Tribunal and the implications of this new regime on how municipal councils take decisions on planning matters.

## REGISTRATION OPTIONS

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## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials and automatic access to AMO's Land Use Planning: The Basics available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$200 plus HST (\$226.00)
- **Registration Open to:** Newly-elected and returning elected officials and municipal staff.
- **Dates and Locations:** Registration opens at 8:30 am and the session runs from 9:00 am to 12:00 pm

DATE	LOCATION
February 8: Toronto	<b>SOLD OUT</b>
March 7: Thunder Bay	Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5
March 9: North Bay	Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4
March 21: Kingston	Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1
March 22: Peterborough	Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3
March 23: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 28: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 29: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3



[www.valhallainn.com](http://www.valhallainn.com)

November 06th 2018

Mr Andrew Hallikas  
550 4th St. W.  
Fort Frances, ON P9A 3C3  
Canada

Dear Mr Andrew Hallikas,

Thank you very much for your reservation at Valhalla Inn Thunder Bay. Because your comfort is very important to us, we have listed below the accommodations that we have reserved for you. Please review and let us know if there is anything we can do to make your stay more enjoyable.

**Reservation Information**

Your Confirmation Number	435478
Arrival Date:	Tuesday, March 05, 2019
Departure Date:	Thursday, March 07, 2019
Number of Nights:	2 Night (s)
Number of Guests:	1 Adult (s)
Room Type:	King Renovated
Nightly Rate:	\$115.00
Room Tax:	13.0%

**Deposit Information**

Total Cost of Stay:	\$270.30
Deposit Paid	\$
Remaining Balance	\$270.30

*\*The displayed total is an estimate only and does not include any additional charges and fees that may be incurred at the hotel*

**Hotel Policy**

Check-in Time:	3:00 PM
Check-out Time:	11:00 AM
Cancellation Policy:	24 Hours prior to arrival date

**Contact Information**

Main Number:	(807) 577-1121
Email	<a href="mailto:reservations@valhallainn.com">reservations@valhallainn.com</a>
Hotel Website:	<a href="http://www.valhallainn.com">www.valhallainn.com</a>

Sincerely,

Reservations Office

Valhalla Inn

Association of Municipalities of Ontario  
200 University Ave., Suite 801, Toronto, Ontario M5H 3C6

**Meeting Confirmation**

Andrew Hallikas  
Councillor  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

**As a Member of Council What You Need To Know**  
Thursday, February 07, 2019 through Thursday, March 28, 2019  
Canada

Coordinators: For all enquiries please contact [events@amo.on.ca](mailto:events@amo.on.ca)

You are registered for the following:

Function	Quantity	Rate	Amount
Discount	1	-54.00	-54.00
Mar 6: Thunder Bay	1	360.00	360.00
		Subtotal	306.00
		Tax	39.78
		Total	345.78
		Payment	345.78
		Balance	0.00

Credit Card Number: AV \*\*\*\*\*1403 345.78  
Total GST: 39.78  
GST Remittance Number: 106732944RT0001

We can also confirm your dietary requirements as:  
None

Association of Municipalities of Ontario  
200 University Ave., Suite 801, Toronto, Ontario M5H 3C6

**Meeting Confirmation**

Andrew Hallikas  
Councillor  
Town of Fort Frances  
320 Portage Avenue  
Fort Frances, ON P9A 3P9

**Land Use Planning: Beyond the Basics**  
Friday, February 08, 2019 through Friday, March 29, 2019  
Canada

Coordinators: For all enquiries please contact [events@amo.on.ca](mailto:events@amo.on.ca)

You are registered for the following:

Function	Quantity	Rate	Amount
Discount Fee	1	-30.00	-30.00
Mar 7: Thunder Bay	1	200.00	200.00
Subtotal			170.00
Tax			22.10
Total			192.10
Payment			192.10
Balance			0.00

Credit Card Number: AV \*\*\*\*\*1403 192.10  
Total GST: 22.10  
GST Remittance Number: 106732944RT0001

We can also confirm your dietary requirements as:  
None



**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 13, 2019**  
**SUBJECT: Councillor Douglas Judson–Training Travel Expense and Per Diem**

---

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Douglas Judson.

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The registration fee of \$537.88 and \$146.90 hotel accommodations was paid by the Town resulting in the total cost of \$1,117.78 to attend Training as authorized by Council.

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

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

1.	Attendee	Douglas Judson							
2.	Conference/Seminar Attended	Cancellor							
	Location (Facility and City)	Victoria Inn, Thunder Bay, ON							
	Dates	March 5-7, 2019							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				13.00	13.00			26.00
	Lunch					17.00			17.00
	Dinner			35.00	35.00	<del>35.00</del>			70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
								113.00	
5.	Town Used Vehicle	Yes	No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved								Total Expenses
									113.00
									Advance Received
									Balance Claimed
									Balance Refunded

**The agenda must be attached to process payment**

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

March 11/2019  
Date

Douglas Judson  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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


Date	Treasurer	A / P	Cashier

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

Attendee	Douglas Judson
Conference / Seminar Attended	Councillor Trainings
Location	Victoria Inn, Thunder Bay, ON
Dates	March 5-7, 2019

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			Mar 6	Mar 7				2
Amount			160. <sup>00</sup>	160. <sup>00</sup>				320. <sup>00</sup>

Name (Please Print)	Signature
Douglas Judson	
Approved	Date

To be submitted to Payroll for processing when approved by Council

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

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This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
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- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

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March 27: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
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## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

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DATE	LOCATION
February 8: Toronto	<b>SOLD OUT</b>
March 7: Thunder Bay	Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5
March 9: North Bay	Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4
March 21: Kingston	Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1
March 22: Peterborough	Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3
March 23: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 28: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 29: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 13, 2019**  
**SUBJECT: Councillor Michael Behan–Training Travel Expense and Per Diem**

---

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Michael Behan.

Expenses

1. Meals	\$113.00
2. Per Diem	<u>400.00</u>
Total travel and Per Diem Claims	<u>\$513.00</u>

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,321.18 to attend Training as authorized by Council.

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

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

1.	Attendee	MICHAEL BEHAN							
2.	Conference/Seminar Attended	New Councilor & land use planning							
	Location (Facility and City)	Thunder Bay							
	Dates	March 5-7/2019							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast				13.00	13.00			26.00
	Lunch					17.00			17.00
	Dinner			35.00	35.00	<del>35.00</del>			70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other			Total
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved	Total Expenses							113.00
		Advance Received							
		Balance Claimed							
		Balance Refunded							

**The agenda must be attached to process payment**

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

March 11/2019  
Date

Michael Behan  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Date	Treasurer	A / P	Cashier

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

Attendee	MICHAEL BEHAN
Conference / Seminar Attended	NEW COUNCILLOR & LAND USE PLANNING
Location	THUNDER BAY
Dates	MARCH 5-7, 2019

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		MARCH 5	MARCH 6	MARCH 7				
Amount		\$80	\$160	\$160				\$400

Name (Please Print)	Signature
MICHAEL BEHAN	Michael Behan
Approved	Date
	MARCH 12/2019

To be submitted to Payroll for processing when approved by Council



# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials, lunch, and automatic access to AMO's So You Want to Run for Council available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$340 plus HST (\$384.20)
- **Registration Open to:** Newly-elected and returning elected officials in Ontario
- **Dates and Locations:** Registration opens at 8:00 am with the session running from 8:30 am to 4:00 pm

DATE	LOCATION
February 7: Toronto	<b>SOLD OUT</b>
March 6: Thunder Bay	Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5
March 8: North Bay	Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4
March 20: Kingston	Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1
March 21: Peterborough	Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3
March 22: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 27: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 28: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3

## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

The workshop will reinforce the central role that municipalities play in implementing and managing the land use policy framework in Ontario. It will include a review of the relevant elements of the Ontario Planning Act as well as a run-down of the key planning tools and how they are applied in the municipal context. The module will identify the nature and role of the Provincial Policy Statement as the overall roadmap for land use management in Ontario. The program will also update participants on the conversion of the Ontario Municipal Board to the new Local Planning Appeal Tribunal and the implications of this new regime on how municipal councils take decisions on planning matters.

## REGISTRATION OPTIONS

Register for this session and As a Member of Council What You Need to Know and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one print and submit form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials and automatic access to AMO's Land Use Planning: The Basics available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$200 plus HST (\$226.00)
- **Registration Open to:** Newly-elected and returning elected officials and municipal staff.
- **Dates and Locations:** Registration opens at 8:30 am and the session runs from 9:00 am to 12:00 pm

DATE	LOCATION
February 8: Toronto	<b>SOLD OUT</b>
March 7: Thunder Bay	Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5
March 9: North Bay	Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4
March 21: Kingston	Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1
March 22: Peterborough	Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3
March 23: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 28: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 29: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 13, 2019**  
**SUBJECT: Councillor John McTaggart–Training Travel Expense and Per Diem**

---

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor John McTaggart.

Expenses

1. Meals	\$ 87.00
2. Gasoline	<u>84.05</u>
	171.05
3. Per Diem	<u>400.00</u>
Total travel and Per Diem Claims	<u>\$571.05</u>

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,379.23 to attend Training as authorized by Council.

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

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

1.	Attendee	JOHN McTAGGART						
2.	Conference/Seminar Attended	AMD TRAINING - "AS A MEMBER OF COUNCIL", "LAND USE PLANNING"						
	Location (Facility and City)	VICTORIA INN THUNDER BAY ON						
	Dates							

3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation				43.50	40.55			84.05
	Breakfast			X	X	X			
	Lunch			X	X	17.00			17.00
	Dinner			35.00	35.00				70.00
	Per Diem								
	Other								

4.	Prepaid Expenses	Registration	Air Travel	Other	Total

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

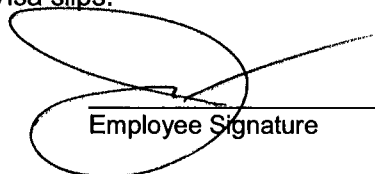
  

6.	Approved		Total Expenses	171.05
			Advance Received	0
			Balance Claimed	171.05
			Balance Refunded	

**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.

Mar 9, 2019  
Date

  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

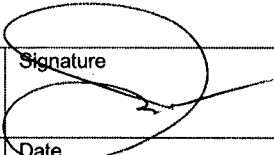
Date	Treasurer	A / P	Cashier

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

Attendee	JOHN McTAGGART
Conference / Seminar Attended	AMO TRAINING "AS A MEMBER OF COUNCIL" "LAND USE PLANNING"
Location	VICTORIA INN THUNDERBAY ON.
Dates	MAR 6 - 7, 2019.

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		MAR 5/19	MAR 6/19	MAR 7/19				
Amount		80. <sup>00</sup>	160. <sup>00</sup>	160. <sup>00</sup>				400. <sup>00</sup>

Name (Please Print) JOHN D. McTAGGART	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council

SHELL CANADA PRODUCTS  
1110 WEST ARTHUR STREET  
THUNDER BAY, ON P7E 6P9  
(807) 473-4325

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

H Bronze No6		
37.535 L @ \$1.159/ L		\$43.50

Sub Total	\$43.50
13.0% HST tax on	\$0.00
5.0% HST-F tax on	\$0.00
<b>TOTAL</b>	<b>\$43.50</b>
MASTERCARD:	\$43.50
Change	\$0.00

Fuel Includes HST	13.0%	\$5.00
Fuel Includes HST-F	5.0%	\$0.00
HST - Fuel - ON No.		137400032RT

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX4852  
TERMINAL No. 89203442

PURCHASE  
INV No. 2034427993  
APPROVAL No. 031075

**NO SIGNATURE  
TRANSACTION**

IMPORTANT  
retain this copy for your records

AIR MILES  
Card Num : XXXXXX6163  
Terminal : 20344  
Approval : 201041982020019030610052960

\*\*\*\*\*

# SAFeway

Safeway Fort Frances  
417 Scott Street Fort Frances ON  
Phone: 807.274.4521  
GST# 895588788RT001

Served by: Hayley S

<b>FUEL</b>	
Gas Unleaded	\$40.55
SUBTOTAL	\$40.55
TOTAL TAX	\$0.00
<b>TOTAL</b>	<b>\$40.55</b>
MasterCard	\$40.55
Cash	\$0.00
TENDER	
CHANGE	

NUMBER OF ITEMS 1

MERCHANT 22260091 RF  
TERMINAL ID SB2226009185  
\*\* Purchase \*\* \$ 40.55  
CARD MasterCard RCPT 7618000  
NO. \*\*\*\*\*4852 RESP 001  
DATE 03/07/2019 TIME 17:03:36  
AUTH # 00088S REF# 001564064

Approved - Thank you

I AGREE TO PAY THE ABOVE TOTAL AMOUNT  
ACCORDING TO THE CARD ISSUER AGREEMENT  
(MERCHANT AGREEMENT IF CREDIT VOUCHER)

Term	Tran	Store	Oper	03/07/19
85	7618	4809	234	16:03:35

Thank you for shopping at Our Store  
Come Again Soon



**Kathryn Lawson**  
**320 Portage Ave**  
**Fort Frances, ON P9A 3P5**  
**Canada**  
 MCTaggart, John  
 Company Name: Town of Fort Frances

Room No. : 502  
 Arrival : 03/05/19  
 Departure : 03/07/19  
 Invoice No. :  
 Conf. No. : 435479  
 Cashier No. : 12  
 Purchase Order :  
 A/R No. :

Group Name:

**INVOICE**

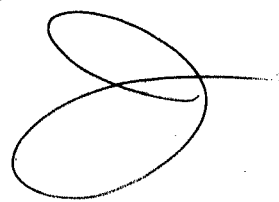
HST No.: 10009 4077 RT 0004

Date	Description	Charges	Credits
03/05/19	Room Charge	115.00	
03/05/19	Municipal Accommodation Tax (4%)	4.60	
03/05/19	HST on MAT (13%)	0.60	
03/05/19	Harmonized Sales Tax (13%)	14.95	
03/06/19	Room Charge	115.00	
03/06/19	Municipal Accommodation Tax (4%)	4.60	
03/06/19	HST on MAT (13%)	0.60	
03/06/19	Harmonized Sales Tax (13%)	14.95	
03/07/19	Visa - Front Desk		270.30

<b>Total Charges</b>	270.30	
<b>Total Credits</b>		270.30
<b>Balance</b>		<b>0.00</b>

Page No. 1 of 1

*PREPAID ON TOWN CREDIT CARD*



Signature: \_\_\_\_\_

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

## REGISTRATION OPTIONS

Register for both this workshop and Land Use Planning: Beyond the Basics and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one 'print and submit' form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials, lunch, and automatic access to AMO's So You Want to Run for Council available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$340 plus HST (\$384.20)
- **Registration Open to:** Newly-elected and returning elected officials in Ontario
- **Dates and Locations:** Registration opens at 8:00 am with the session running from 8:30 am to 4:00 pm

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February 7: Toronto	<b>SOLD OUT</b>
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March 27: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 28: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3

## WE ALSO OFFER:



# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

The workshop will reinforce the central role that municipalities play in implementing and managing the land use policy framework in Ontario. It will include a review of the relevant elements of the Ontario Planning Act as well as a run-down of the key planning tools and how they are applied in the municipal context. The module will identify the nature and role of the Provincial Policy Statement as the overall roadmap for land use management in Ontario. The program will also update participants on the conversion of the Ontario Municipal Board to the new Local Planning Appeal Tribunal and the implications of this new regime on how municipal councils take decisions on planning matters.

## REGISTRATION OPTIONS

Register for this session and As a Member of Council What You Need to Know and an automatic 10% discount will be applied to your overall purchase. Discount applies for multiple course registrations made on one print and submit form. Discounts cannot be applied retroactively.

## WORKSHOP DETAILS

- **Cost:** Registration includes all all materials and automatic access to AMO's Land Use Planning: The Basics available at [MunicipalEducation.ca](http://MunicipalEducation.ca) - \$200 plus HST (\$226.00)
- **Registration Open to:** Newly-elected and returning elected officials and municipal staff.
- **Dates and Locations:** Registration opens at 8:30 am and the session runs from 9:00 am to 12:00 pm

DATE	LOCATION
February 8: Toronto	<b>SOLD OUT</b>
March 7: Thunder Bay	Victoria Inn, 555 W. Arthur St, Thunder Bay ON P7E 5R5
March 9: North Bay	Best Western, 700 Lakeshore Drive, North Bay ON P1A 2G4
March 21: Kingston	Four Points by Sheraton Kingston, 285 King Street East, Kingston ON K7L3B1
March 22: Peterborough	Best Western Plus Otonabee Inn, 84 Lansdowne Street East, Peterborough ON K9J 6Z3
March 23: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 28: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 29: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3

**Kathy Lawson**

---

**From:** AMO Events <Events@amo.on.ca>  
**Sent:** Saturday, February 9, 2019 1:08 PM  
**To:** John McTaggart  
**Cc:** AMO Events  
**Subject:** Your registration details for As a Member of Council What You Need To Know



**Association of Municipalities of Ontario**  
**200 University Ave., Suite 801, Toronto, Ontario M5H 3C6**

**Meeting Confirmation**

John McTaggart  
Councillor  
Town of Fort Frances  
320 Portage Avenue Fort Frances, ON P9A 3P9

You have been registered for **As a Member of Council What You Need To Know**  
2/7/2019 through 3/28/2019

**Coordinators:**

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344

You are registered for the following:

Function	Quantity	Unit Price
Mar 6: Thunder Bay	1.00	\$360.00
Discount	1.00	\$-54.00

Subtotal	\$306.00
Tax	\$39.78
Total	\$345.78
Payments	\$345.78
Balance	\$0.00

Total HST: \$39.78  
HST Remittance Number: 106732944RT0001

**We can also confirm:**

**Kathy Lawson**

---

**From:** AMO Events <Events@amo.on.ca>  
**Sent:** Saturday, February 9, 2019 1:09 PM  
**To:** John McTaggart  
**Cc:** AMO Events  
**Subject:** Your registration details for Land Use Planning: Beyond the Basics



**Association of Municipalities of Ontario**  
**200 University Ave., Suite 801, Toronto, Ontario M5H 3C6**  
**Meeting Confirmation**

John McTaggart  
Councillor  
Town of Fort Frances  
320 Portage Avenue Fort Frances, ON P9A 3P9

You have been registered for **Land Use Planning: Beyond the Basics**  
2/8/2019 through 3/29/2019

**Coordinators:**

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344

You are registered for the following:

Function	Quantity	Unit Price
Mar 7: Thunder Bay	1.00	\$200.00
Discount Fee	1.00	\$-30.00

Subtotal	\$170.00
Tax	\$22.10
Total	\$192.10
Payments	\$192.10
Balance	\$0.00

Total HST: \$22.10  
HST Remittance Number: 106732944RT0001

We can also confirm:

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 13, 2019**  
**SUBJECT: Councillor Rick Wiedenhoeft–Training Travel Expense and Per Diem**

---

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Rick Wiedenhoeft.

Expenses

1. Meals	\$ 113.00
2. Gasoline	102.04
3. Tire Repair	<u>214.68</u>
	429.72
4. Per Diem	<u>400.00</u>
Total travel and Per Diem Claims	<u>\$ 829.72</u>

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,423.22 (plus tire repairs) to attend Training as authorized by Council.

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

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

1. Attendee	Rick WIEDENHOEFF.							
2. Conference/Seminar Attended	COUNCILLOR TRAINING							
Location (Facility and City)	VICTORIA INN Thunder Bay							
Dates	March 5 to March 7, 2019.							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation			—	—				—
Transportation								
Breakfast				13.00	13.00			26.00
Lunch					17.00			17.00
Dinner			35.00	35.00	35.00			70.00
Per Diem								
Other	TIRE REPAIR in Thunder Bay							214.68
4. Prepaid Expenses	Registration		Air Travel		Other			Total
5. Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
Mileage Claimed	KM x CRA rate =		Gasoline 77.03 + 25.01					102.04
6. Approved						Total Expenses		429.72
						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.

Monday March 11, 2019  
Date

R. Wiedenhoeff  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

Date	Treasurer	A / P	Cashier

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

Attendee	<i>Rick WIEDENHOEFT.</i>
Conference / Seminar Attended	<i>Councillor Training</i>
Location	<i>Victoria Inn Thunder Bay.</i>
Dates	<i>March 5 to March 7, 2019.</i>

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		<i>March 5</i>	<i>March 6</i>	<i>March 7</i>				<i>2 1/2</i>
Amount		<i>80.00</i>	<i>160.00</i>	<i>160.00</i>				<i>400.00</i>

Name (Please Print) <i>RICK WIEDENHOEFT</i>	Signature <i>R. Wiedenhoef</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council

SHELL CANADA PRODUCTS  
HWY 11 EAST  
FORT FRANCES, ON P9A 3M3  
(807) 274-2221

Tax Description	Qty	Amount
H Bronze	No1	
64.246 L @ \$1.199/ L		\$77.03
Sub Total		\$77.03
13.0% HST tax on	\$0.00	\$0.00
5.0% HST-F tax on	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$77.03</b>
MASTERCARD:		\$77.03
Change		\$0.00

Fuel Includes HST 13.0% \$8.86  
Fuel Includes HST-F 5.0% \$0.00  
HST - Fuel - ON No. R106555360

\*\*\*\*\*  
\*\*\*\*\* YOUR OPINION COUNTS \*\*\*\*\*  
Tell us about your recent visit at  
[www.shell.ca/opinion](http://www.shell.ca/opinion)  
and you could win FUEL FOR A YEAR  
\*Receipt Required

THANK YOU  
Questions? 1-800-661-1600

REG: 1 CSH: Bear, Great TRAN: 786082  
3/7/2019 15:44:54 ST: C10238

BRUCE STONE ENTERPRISES LIMITED  
CANADIAN TIRE #034  
1221 W. ARTHUR ST. THUNDER BAY  
(37) 475-4235  
HST #129090775  
REG #54 03/06/2019 12:27:39 TRANS #19  
OPERATOR #39 Float 001

==REPAIR ORDER #: 20003400074434==  
SHOP CHARGES \$ 30.00  
108-0050-6 MOTOMASTER \*235 \$ 142.99  
299-0102-8 REPLACEMENT AD \$ 12.99  
298-6256-8 TRF \$ 4.00  
==END OF ORDER #: 20003400074434==

SUBTOTAL \$ 189.98  
13% HST \$ 24.70  
5% HST \$ 0.00  
T O T A L \$ 214.68  
M/C TEND \$ 214.68

CUSTOMER COPY  
Visit [canadiantire.ca](http://canadiantire.ca) or download the  
Canadian Tire Mobile App today!

Win a \$1000 Canadian Tire Gift Card!  
Survey & rules at [telicdnfire.com](http://telicdnfire.com) or  
1-888-431-5595. No purchase necessary.  
Monthly contest. Skill testing  
question. Odds of winning vary.  
3309-4000-03600-198

0003419030623900000000010009

CHRISTMAS DECORATION AND PRODUCTS MAY  
ONLY BE RETURNED UNTIL DECEMBER 24TH.  
ALL SALES ON CHRISTMAS ITEMS MADE AFTER  
DECEMBER 24TH ARE FINAL.

WITHOUT A RECEIPT, RETURNS WILL BE  
PROCESSED AT OUR DISCRETION.  
FOR WARRANTY, RETURN WITH A RECEIPT.  
Thank you for shopping at Canadian Tire.

\*\*\*\*\* YOUR OPINION COUNTS \*\*\*\*\*  
Tell us about your recent visit at  
[www.shell.ca/opinion](http://www.shell.ca/opinion)  
and you could win FUEL FOR A YEAR  
\*Receipt Required  
THANK YOU  
Questions? 1-800-661-1600  
REG: 2 CSH: Gene, Gene TRAN: 3455097  
3/7/2019 12:06:06 ST: C20344

Tax Description	Qty	Amount
H Bronze	No5	
21.580 L @ \$1.159/ L		\$25.01
Sub Total		\$25.01
13.0% HST tax on	\$0.00	\$0.00
5.0% HST-F tax on	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$25.01</b>
Cash		\$25.01
Change		\$0.00
Fuel Includes HST 13.0%		\$2.88
Fuel Includes HST-F 5.0%		\$0.00
HST - Fuel - ON No. 137400032RT		

**Kathy Lawson**

---

**From:** AMO Events <Events@amo.on.ca>  
**Sent:** Saturday, February 9, 2019 1:08 PM  
**To:** Rick Wiedenhoeft  
**Cc:** AMO Events  
**Subject:** Your registration details for As a Member of Council What You Need To Know



**Association of Municipalities of Ontario**  
200 University Ave., Suite 801, Toronto, Ontario M5H 3C6

**Meeting Confirmation**

Rick Wiedenhoeft  
Councillor  
Town of Fort Frances  
320 Portage Avenue Fort Frances, ON P9A 3P9

You have been registered for **As a Member of Council What You Need To Know**  
2/7/2019 through 3/28/2019

**Coordinators:**

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344

You are registered for the following:

Function	Quantity	Unit Price
Mar 6: Thunder Bay	1.00	\$360.00
Discount	1.00	\$-54.00

Subtotal	\$306.00
Tax	\$39.78
Total	\$345.78
Payments	\$345.78
Balance	\$0.00

Total HST: \$39.78  
HST Remittance Number: 106732944RT0001

We can also confirm:



**Kathy Lawson**

---

**From:** AMO Events <Events@amo.on.ca>  
**Sent:** Saturday, February 9, 2019 1:09 PM  
**To:** Rick Wiedenhoeft  
**Cc:** AMO Events  
**Subject:** Your registration details for Land Use Planning: Beyond the Basics



**Association of Municipalities of Ontario**  
**200 University Ave., Suite 801, Toronto, Ontario M5H 3C6**  
**Meeting Confirmation**

Rick Wiedenhoeft  
Councillor  
Town of Fort Frances  
320 Portage Avenue Fort Frances, ON P9A 3P9

You have been registered for **Land Use Planning: Beyond the Basics**  
2/8/2019 through 3/29/2019

**Coordinators:**

Registration inquiries: Anita Surujdeo - asurujdeo@amo.on.ca | 416-971-9856 x344

You are registered for the following:

Function	Quantity	Unit Price
Mar 7: Thunder Bay	1.00	\$200.00
Discount Fee	1.00	\$-30.00

Subtotal	\$170.00
Tax	<u>\$22.10</u>
Total	\$192.10
Payments	<u>\$192.10</u>
Balance	\$0.00

Total HST: \$22.10  
HST Remittance Number: 106732944RT0001

We can also confirm:



Kathryn Lawson  
320 Portage Ave  
Fort Frances, ON P9A 3P5  
Canada

Wiedenhoeft, Rick

Company Name: Town of Fort Frances

Group Name:

**INVOICE**

HST No.: 10009 4077 RT 0004

Room No. 415  
Arrival : 03/05/19  
Departure : 03/07/19  
Invoice No. :  
Conf. No. : 435482  
Cashier No. : 12  
Purchase :  
Order :  
A/R No. :

Date	Description	Charges	Credits
03/05/19	Room Charge	115.00	
03/05/19	Municipal Accommodation Tax (4%)	4.60	
03/05/19	HST on MAT (13%)	0.60	
03/05/19	Harmonized Sales Tax (13%)	14.95	
03/06/19	Room Charge	115.00	
03/06/19	Municipal Accommodation Tax (4%)	4.60	
03/06/19	HST on MAT (13%)	0.60	
03/06/19	Harmonized Sales Tax (13%)	14.95	
03/07/19	Visa - Front Desk		270.30

<b>Total Charges</b>	270.30	
<b>Total Credits</b>		270.30

<b>Balance</b>	<b>0.00</b>
----------------	-------------

*Paid by T.O.F.F.*

Page No. 1 of 1

Signature: \_\_\_\_\_

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn

1 Valhalla Inn Road, Thunder Bay, P7E 6J1 || Telephone: 807-577-1121 || Fax: 807-475-4723 || [www.valhallainn.com](http://www.valhallainn.com)

# AS A MEMBER OF COUNCIL WHAT YOU NEED TO KNOW

## ON THE AGENDA

This day and half training, when coupled with Land Use Planning: Beyond the Basics, will prepare Members of Council for the term ahead. Topics on the agenda include:

- The ABC's of Municipal Government
- Limiting Your Risk - The Rules
- Making a Difference
- Managing Differences
- Improved Budgeting and Planning...
- and more...

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March 22: Orillia	Best Western Plus, 400 Memorial Avenue, Orillia ON L3V 6H1
March 27: Owen Sound	Quality Inn, 950 Sixth St. East, Owen Sound, ON, N4K 1H1, CA
March 28: London	Best Western Plus Lamplighter Inn & Conference Centre, 591 Wellington Road South, London, ON N6C 4R3

## WE ALSO OFFER:

# LAND USE PLANNING: BEYOND THE BASICS

## ON THE AGENDA

Aimed at both seasoned and first-term councillors, the land-use planning module of AMO's municipal councillor training program is designed to build upon the Association's on-line primer on planning. This three-hour workshop is presented back to back with As a Member of Council What You Need to Know. It is also available as a stand-alone educational session.

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**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: March 13, 2019**  
**SUBJECT: Councillor Wendy Brunetta–Training Travel Expense and Per Diem**

---

**BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$113.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$320.00 for attendance at the “As a Member of Council what you need to know” and “Land Use Planning: Beyond the Basics” Training in Thunder Bay, on March 6-7, 2019 as submitted by Councillor Wendy Brunetta.

Expenses

1. Meals	\$113.00
2. Per Diem	<u>400.00</u>
Total travel and Per Diem Claims	<u>\$513.00</u>

The registration fee of \$537.88 and \$270.30 hotel accommodations was paid by the Town resulting in the total cost of \$1,321.18 to attend Training as authorized by Council.

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

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

1.	Attendee	Wendy Brunetta							
2.	Conference/Seminar Attended	New Councillor & Land Use Planning Training							
	Location (Facility and City)	Thunder Bay							
	Dates	Mar 5-7/19							
3.		Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
	Accommodation								
	Transportation								
	Breakfast			<del>15.00</del>	13.00	13.00			26.00
	Lunch					17.00			17.00
	Dinner			35.00	35.00				70.00
	Per Diem								
	Other								
4.	Prepaid Expenses	Registration		Air Travel		Other		Total	
5.	Town Used Vehicle	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Reason					Total
	Mileage Claimed	KM x CRA rate =							
6.	Approved	Total Expenses							113.00
		Advance Received							
		Balance Claimed							
		Balance Refunded							

**The agenda must be attached to process payment**

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

Mar 11/19  
Date

Wendy Brunetta  
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

Date	Treasurer	A / P	Cashier

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

Attendee	Wendy Brunetta
Conference / Seminar Attended	New Councillor + Land Use Planning Training
Location	Thunder Bay
Dates	Mar 5-7/19

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date		Mar 6	Mar 7	Mar 8				
Amount		80.00	160.00	160.00				400.00

Name (Please Print) Wendy Brunetta	Signature <i>Wendy Brunetta</i>
Approved	Date Mar. 11/19

To be submitted to Payroll for processing when approved by Council

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**Kathryn Lawson**  
**320 Portage Ave**  
**Fort Frances, ON P9A 3P5**  
**Canada**  
Brunetta, Wendy  
Company Name: Town of Fort Frances

Room No. 504  
Arrival : 03/05/19  
Departure : 03/07/19  
Invoice No. :  
Conf. No. : 435481  
Cashier No. : 12  
Purchase :  
Order :  
A/R No. :

Group Name:

**INVOICE**

HST No.: 10009 4077 RT 0004

Date	Description	Charges	Credits
03/05/19	Room Charge	115.00	
03/05/19	Municipal Accommodation Tax (4%)	4.60	
03/05/19	HST on MAT (13%)	0.60	
03/05/19	Harmonized Sales Tax (13%)	14.95	
03/06/19	Room Charge	115.00	
03/06/19	Municipal Accommodation Tax (4%)	4.60	
03/06/19	HST on MAT (13%)	0.60	
03/06/19	Harmonized Sales Tax (13%)	14.95	
03/07/19	Visa - Front Desk		270.30

<b>Total Charges</b>	270.30	
<b>Total Credits</b>		270.30
<b>Balance</b>		<b>0.00</b>

Page No. 1 of 1

Signature: \_\_\_\_\_

I agree to the charges and understand that any outstanding charges will be charged to my credit card after departure.

Valhalla Inn



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/29**

**TO:** Mayor Caul & Members of Council  
**FROM:** Dawn Galusha, Treasurer  
**DATE:** March 19, 2019  
**SUBJECT:** Uncollectible Accounts Receivable Customer Accounts

---

**BACKGROUND**

Attached is the background for Accounts Receivable Customers #GRAYN0001 and SUTTO0001 outlining the account history and collection attempts for the account balances owing.

These accounts have exhausted our collection efforts and therefore we are requesting consideration to write this account off as bad debt expense in the amount of \$319.04 inclusive of interest/penalty.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommendation is that Council approves the write off of Customers Accounts Receivable #GRAYN0001 and SUTTO0001 balances owing in the total amount of \$319.04 as uncollectible.

Council Approval of This Report Will Agree to the recommendation of the Administration & Finance Executive Committee to approve the write-off of Customers #GRAYN0001 and SUTTO0001 Accounts Receivable balances owing in the total amount of \$319.04 as uncollectible.

# THE TOWN OF FORT FRANCES



**FORT FRANCES, ONTARIO**  
CANADA

## MEMORANDUM

**Date:** March 8, 2019  
**To:** Dawn Galusha, Treasurer, CPA  
**From:** Heather Hatch, Tax Administrator  
**RE:** **Doubtful Accounts**

---

Requesting approval to write off the following accounts:

1. Nicole Gray (A/R Customer GRAYN0001) - \$229.94 outstanding:
  - a. Original Invoice #1663 (\$438.00) issued August 2017 Daycare. Deposit of \$266.28 put against invoice, leaving \$171.72 outstanding. Sent to Collection Agency July 17, 2018 with "0" payment received, has now been suspended by the Collection Agency.
    1. Current outstanding balance of \$229.94.
2. Naomi Sutton (A/R Customer SUTTO0001) - \$89.10 outstanding:
  - a. Original Invoice #2053 (\$75.00) issued October 2017 for Daycare. Nothing paid, therefore sent to Collection Agency July 17, 2018 with "0" payment received., has now been suspended by the Collection Agency/
    1. Current outstanding balance of \$89.10

System: 2019-03-08 4:01:37 PM  
Server Date: 2019-03-08

Town of Fort Frances  
TRANSACTION BY CUSTOMER INQUIRY REPORT  
Receivables Management

Page: 1  
User ID: hhatch

Customer ID: SUTTO0001

SUTTON NAOMI

Language: From: To:  
Document Number First Last  
Document Date First Last

Sorted By: Document Number

Include: Open

Voided

Origin	Type	Document Number	Cheque Number	Due Date	Audit Trail Code	Batch ID	Currency ID
Doc Date	Description	Discount Amount	Writeoff Amount	Document Amount	Amount Remaining		
Open	SLS	IVC0000002053		2017-12-10	INVCE00000174	HH11102017DAYC	
2017-11-10	IVC0000002053	\$0.00	\$0.00	\$75.00	\$75.00		
Open	FIN	FCHRG00000000673		2018-01-02	RMSLS00000084	RM FIN CHG10000	
2018-01-02	Jan. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000717		2018-02-01	RMSLS00000085	RM FIN CHG10000	
2018-02-01	Feb. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000767		2018-03-02	RMSLS00000091	RM FIN CHG10000	
2018-03-02	Mar. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000821		2018-04-02	RMSLS00000097	RM FIN CHG10000	
2018-04-02	Apr. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000867		2018-05-01	RMSLS00000102	RM FIN CHG10000	
2018-05-01	May 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000889		2018-06-01	RMSLS00000112	RM FIN CHG10000	
2018-06-01	June 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000924		2018-07-03	RMSLS00000119	RM FIN CHG10000	
2018-07-03	July 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000000967		2018-08-01	RMSLS00000132	RM FIN CHG10000	
2018-08-01	Aug. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001034		2018-09-04	RMSLS00000150	RM FIN CHG10000	
2018-09-04	Sep. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001095		2018-10-01	RMSLS00000165	RM FIN CHG10000	
2018-10-01	Oct. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001163		2018-11-01	RMSLS00000182	RM FIN CHG10000	
2018-11-01	Nov. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001237		2018-12-03	RMSLS00000192	RM FIN CHG10000	
2018-12-03	Dec. 2018 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001288		2019-01-02	RMSLS00000203	RM FIN CHG10000	
2019-01-02	Jan. 2019 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001331		2019-02-04	RMSLS00000219	RM FIN CHG10000	
2019-02-04	Feb. 2019 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		
Open	FIN	FCHRG00000001376		2019-03-01	RMSLS00000230	RM FIN CHG10000	
2019-03-01	Mar. 2019 Finance Charge	\$0.00	\$0.00	\$0.94	\$0.94		

Total Documents: 16

Totals: \$89.10 \$89.10

- to Collection Agency - July 17/18  
- pymts - "0"

System: 2019-03-08 3:59:24 PM  
User Date: 2019-03-08

Town of Fort Frances  
TRANSACTION BY CUSTOMER INQUIRY REPORT  
Receivables Management

Page: 2  
User ID: hhatch

Customer ID: GRAYN0001

GRAY NICOLE

\* Voided

Origin	Type	Document Number	Cheque Number	Due Date	Audit Trail Code	Batch ID	Currency ID
Doc Date		Description		Discount Amount	Writeoff Amount	Document Amount	Amount Remaining
Open	FIN	FCHRG000000001308		2019-02-04	RMSLS00000219	RM FIN CHG10000	
2019-02-04		Feb. 2019 Finance Charge		\$0.00	\$0.00	\$2.15	\$2.15
Open	FIN	FCHRG000000001353		2019-03-01	RMSLS00000230	RM FIN CHG10000	
2019-03-01		Mar. 2019 Finance Charge		\$0.00	\$0.00	\$2.15	\$2.15
Total Documents: 19						Totals:	\$496.22 \$229.94

- to Collection Agency - July 17/18  
- payments - "0"

Customer ID: GRAYN0001 GRAY NICOLE

Ranges: From: To:  
Document Number First Last  
Document Date First Last

Sorted By: Document Number Include: Open

\* Voided

Origin	Type	Document Number	Cheque Number	Due Date	Audit Trail Code	Batch ID	Currency ID
Doc Date	Description	Discount Amount	Writeoff Amount	Document Amount	Amount Remaining		
Open	SLS	IVC0000001663		2017-10-20	INVCE00000140	CB09202017DAYC	
2017-09-20	IVC0000001663	\$0.00	\$0.00	\$438.00		\$171.72	
Open	FIN	FCHRG000000000441		2017-10-03	RMSLS000000055	RM FIN CHG10000	
2017-10-03	Oct. 2017 Finance Charge	\$0.00	\$0.00	\$1.67		\$1.67	
Open	FIN	FCHRG000000000488		2017-11-02	RMSLS000000064	RM FIN CHG10000	
2017-11-02	Nov. 2017 Finance Charge	\$0.00	\$0.00	\$7.15		\$7.15	
Open	FIN	FCHRG000000000533		2017-12-04	RMSLS000000070	RM FIN CHG10000	
2017-12-04	Dec. 2017 Finance Charge	\$0.00	\$0.00	\$7.15		\$7.15	
Open	FIN	FCHRG000000000663		2018-01-02	RMSLS000000084	RM FIN CHG10000	
2018-01-02	Jan. 2018 Finance Charge	\$0.00	\$0.00	\$7.15		\$7.15	
Open	FIN	FCHRG000000000700		2018-02-01	RMSLS000000085	RM FIN CHG10000	
2018-02-01	Feb. 2018 Finance Charge	\$0.00	\$0.00	\$7.15		\$7.15	
Open	FIN	FCHRG000000000747		2018-03-02	RMSLS000000091	RM FIN CHG10000	
2018-03-02	Mar. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000797		2018-04-02	RMSLS000000097	RM FIN CHG10000	
2018-04-02	Apr. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000852		2018-05-01	RMSLS000000102	RM FIN CHG10000	
2018-05-01	May 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000879		2018-06-01	RMSLS000000112	RM FIN CHG10000	
2018-06-01	June 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000907		2018-07-03	RMSLS000000119	RM FIN CHG10000	
2018-07-03	July 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000000946		2018-08-01	RMSLS000000132	RM FIN CHG10000	
2018-08-01	Aug. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001010		2018-09-04	RMSLS000000150	RM FIN CHG10000	
2018-09-04	Sep. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001076		2018-10-01	RMSLS000000165	RM FIN CHG10000	
2018-10-01	Oct. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001140		2018-11-01	RMSLS000000182	RM FIN CHG10000	
2018-11-01	Nov. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001213		2018-12-03	RMSLS000000192	RM FIN CHG10000	
2018-12-03	Dec. 2018 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	
Open	FIN	FCHRG000000001259		2019-01-02	RMSLS000000203	RM FIN CHG10000	
2019-01-02	Jan. 2019 Finance Charge	\$0.00	\$0.00	\$2.15		\$2.15	

DATE March 14, 2019

Report To: Administration and Finance Executive Committee

From: Shane Freamo, Information Technology Manager

**SUBJECT: Pre-Approved Capital Purchase of Computer Hardware**

Currently, there are no new computers in stock to replace aging computers or have as a backup if a computer was to fail. Each year an amount is budgeted for the purchase of new computer hardware. The total budgeted amount for computer hardware in 2019 is \$31,000.

Quotes will be obtained to follow the procurement policy if the purchase is approved by Council.

It is recommended that Council support the pre-approved capital purchase of computer hardware for \$10,000.

Respectfully submitted,



Shane Freamo  
Information Technology Manager



**TO:** Administration and Finance Executive Committee

**FROM:** Dawn Galusha, Treasurer

**DATE:** March 14, 2018

**SUBJECT:** 2018 Capital Financing

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## **BACKGROUND**

The 2018 Capital Budget in total was \$8,187,424.00 with intended financing of \$3,547,845.00 from Corporate Reserve Funds (\$2,968,192), Library/Technology Reserve Fund (\$25,000), Federal Gas Tax Reserve Funds (\$579,653), and with the balance of funding from Federal & Provincial Grants, contributions from others and Water and Sewer Rates (\$1,759,895).

The attached 2018 Capital & Reserve Fund Balancing report lists the budgeted reserve fund allocations for the individual projects/purchases, the Capital expense to December 31/18, other sources of revenue received, amount of reserve funds allocated to date, and the remaining funds required for financing the Capital Fund. The second-last column (light green column) is the difference between the Reserve Fund allocation as per approved Capital Fund budget and the total Reserve Funds to support the Capital Fund. This indicates that overall the Reserves Funds required to fund capital is \$541,153.38 less than the 2018 budgeted Reserve Fund allocation resulting from projects/purchases that were not completed, or the projects/purchases came in under the budget amount.

Reserve Funds allocated to finance 2018 Capital less Reserve Funds Actual to December 31, 2018 is \$1,960,558.70 and the additional Reserve Funds required to finance the balance of the projects/purchases for 2018 is \$482,891.70 and General Revenue Funding for Town employee salaries, benefits, stores and own equipment rental of \$34,930.52 for capital project as follows:

	<u>Amount</u>	<u>Reserve Fund</u>	<u>Revenue Fund</u>
Land Purchase	\$ 27,495.37	Corporate Projects	
Bunker Gear	\$ 1,486.09	Corporate Projects	
Fire- Rescue Tool and Hose	\$ 2,341.60	Corporate Projects	
Attachments for New Track Loader	\$ 1,132.45	Corporate Vehicles/Equip	
Nelson Street – Mosher Ave	\$ 15,039.57	Corporate Projects	
Phair Ave Reconstruction 3 <sup>rd</sup> St -5 <sup>th</sup> St	\$ 34,681.48	Corporate Projects	
Kings Hwy – Wright to York	\$ 20,430.19	Corporate Projects	
Mill Road Overpass	\$202,768.81	Corporate Projects	
Parks & Cemeteries- Small Equip	\$ 74.23	Corporate Vehicles/Equip	
FF Cemetery Renovation	\$ 86,685.08	Corporate Buildings	\$11,776.84
MSC Pool Roof Repairs and Insul.	\$ 1,260.41	Corporate Buildings	
Auditorium Flooring	\$ 15,602.22	Corporate Buildings	

	<u>Amount</u>	<u>Reserve Fund</u>	<u>Revenue Fund</u>
Lobby Flooring	\$ 17,316.65	Corporate Buildings	
Dehumidifier	\$ 5,336.42	Corporate Projects	
MSC Fire Alarm Upgrades	\$ 18,813.53	Corporate Projects	
Tennis Courts	\$ 5,465.00	Corporate Projects	\$ 45.00
Museum Washroom & Ramp	\$ 406.68	Corporate Buildings	
Owandem Project	\$ 18,250.00	Museum Donation Reserve	
RL Market Square Project	\$ 8,305.92	Corporate Projects	
Asset Management Plan			\$23,108.68
	<b><u>\$482,891.70</u></b>		<b><u>\$34,930.52</u></b>

The allocation of Contributions to Capital from Reserve Funds in the amount of \$482,891.70 and Contributions to Capital in the amount of \$34,930.52 from the General Operating Fund to finance 2018 Capital Fund expenditures are outlined in this report and summarized as follows:

General Fund Contribution	\$ 34,930.52
And	
Corporate Building Reserve Fund	\$ 121,271.04
Corporate Vehicle/Equip Reserve Fund	\$ 1,206.68
Museum Donations Reserve Fund	\$ 18,250.00
Corporate Projects Reserve Fund	<u>\$ 342,163.98</u>
	<u><u>\$ 518,822.22</u></u>

2018 CAPITAL & RESERVE FUND BALANCING

					REVENUE SOURCES						
	Account #	RESERVE FUND	Reserve Funds as per Capital Budget	Capital Expense to December 31/18	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2018	Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	NOTES
<b>GENERAL GOVERNMENT</b> Backups/Hard drives/DAS/Computer Hardware Treasury Financial Software Ethernet Switches Fiber Optic to Town Facilities General Government Land Purchase <b>TOTAL GENERAL GOVERNMENT</b>	20-020-0265-9109-71471	Corporate Projects	65,500.00	63,222.08		63,222.08		63,222.08		2,277.92	Approved via Council Report     ok
	20-020-0265-9109-71503	Corporate Projects		8,798.42		8,798.42		8,798.42			
	20-020-0265-9112-71471	Corporate Projects	100,000.00	49,019.52		49,019.52		49,019.52		50,980.48	
	20-020-0265-9125-71471	Corporate Projects	45,000.00	43,052.31		43,052.31		43,052.31		1,947.69	
	20-020-0240-9100-70000	Corporate Projects	-	27,495.37		-	27,495.37	27,495.37		(27,495.37)	
			<b>210,500.00</b>	<b>191,587.70</b>	-	<b>164,092.33</b>	<b>27,495.37</b>	<b>191,587.70</b>	-	<b>27,710.72</b>	
<b>PROTECTION</b> <b>Fire</b> Seven Sets of Bunker Gear (life expectancy is 10 years) Rescue Tool Extrication eDRAULTICS Cutters & Spreaders & Fire Hose  Self Contained Breathing Apparatus & Air Cylinders GIS Capital Backup Generator- Secondary Evacuation Centre <b>TOTAL PROTECTION</b>	20-040-0410-9120-71480	Corporate Projects	12,000.00	13,486.09		12,000.00	1,486.09	13,486.09		(1,486.09)	CF to 2019
	20-040-0410-9239-71431	Corporate Projects	39,000.00	38,341.60		36,000.00	2,341.60	38,341.60		658.40	
	20-040-0410-9122-75363	Corporate Projects	5,500.00	5,464.49		5,464.49		5,464.49		35.51	
	20-040-0410-9123-71471	Corporate Projects	509.00	28.83		28.83		28.83		480.17	
	20-040-0450-9260-71471	Corporate Projects	125,000.00	-				-		125,000.00	
			<b>182,009.00</b>	<b>57,321.01</b>	-	<b>53,493.32</b>	<b>3,827.69</b>	<b>57,321.01</b>	-	<b>124,687.99</b>	
<b>TRANSPORTATION</b> <b>Public Works Buildings/General Misc.</b> Asset Management Plan Replace 5 Overhead Doors, Paint front washrooms, back hallway PW Small Equipment Purchases GIS Capital Contribution  <b>Large Equipment &amp; Vehicles</b>  Replace 1999 E205 Grader (c/w new plow and wing) Attachments for New track loader (Brush cutter, Cold Planer)	20-060-0614-9115-71523	Federal Gas Tax	-	74,141.32	51,032.64			-	23,108.68	-	CF to 2019
	20-060-0614-9127-71471	Corporate Buildings	35,000.00	26,137.78		26,137.78		26,137.78		8,862.22	
	20-060-0614-9105-71471	Corporate Projects	8,000.00	6,756.10		6,756.10		6,756.10		1,243.90	
	20-060-0624-9123-71471	Corporate Projects	763.00	43.24		43.24		43.24		719.76	
			<b>43,763.00</b>	<b>107,078.44</b>	<b>51,032.64</b>	<b>32,937.12</b>	-	<b>32,937.12</b>	<b>23,108.68</b>	<b>10,825.88</b>	
	20-060-0619-4516-71471	Corporate Vehicles/Equip	300,000.00	888.97		888.97		888.97		299,111.03	
	20-060-0619-4514-71471	Corporate Vehicles/Equip	30,000.00	31,132.45		30,000.00	1,132.45	31,132.45		(1,132.45)	
<b>Roads / Storm Sewers</b> Nelson Street Reconstruction from Mosher Ave west to mid block- (Carryover from 2017) Second Street E. Reconstruction between Mowat Ave & Portage Ave (Carryover from 2017- Asphalt and line painting) Phair Ave- 3rd to 5th Cont Works Third Street from Williams to Colonization Road E (2017 Tender)	20-060-0611-9272-71523	Corporate Projects	48,985.00	83,545.90	19,521.33	48,985.00	15,039.57	64,024.57		(15,039.57)	Engineering PY     OCIF \$422,277, FGT \$531,165.30
	20-060-0611-9275-71523	Corporate Projects	46,151.00	85,994.97	57,949.22	28,045.75		28,045.75		18,105.25	
	20-060-0611-9272-71523	Corporate Projects	-	34,681.48			34,681.48	34,681.48		(34,681.48)	
	20-060-0611-9267-71523	Corporate Projects	337,998.00	1,213,419.29	953,442.30	259,976.99		259,976.99		78,021.01	
			<b>433,134.00</b>	<b>1,417,641.64</b>	<b>1,030,912.85</b>	<b>337,007.74</b>	<b>49,721.05</b>	<b>386,728.79</b>	-	<b>46,405.21</b>	

2018 CAPITAL & RESERVE FUND BALANCING

					REVENUE SOURCES						
	Account #	RESERVE FUND	Reserve Funds as per Capital Budget	Capital Expense to December 31/18	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2018	Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	NOTES
<b>Connecting Link</b> Kings Highway- Wright-York- Contr Works Reconstruction of Mill Road Overpass and related Road Works (Connecting Link Funding)	20-060-0616-9273-71523	Corporate Projects	-	20,430.19			20,430.19	20,430.19		(20,430.19)	
	20-060-0616-9303-71523	Corporate Projects	206,703.00	2,462,677.81	2,053,206.00	206,703.00	202,768.81	409,471.81		(202,768.81)	
			206,703.00	2,483,108.00	2,053,206.00	206,703.00	223,199.00	429,902.00	-	(223,199.00)	
<b>Sidewalks</b> Third Street from Williams to Colonization Road E (2017 Tender)	20-060-0617-9267-71523	Corporate Projects	76,714.00	9,342.13		9,342.13		9,342.13		67,371.87	
	20-060-0617-9289-71523	Corporate Projects	15,000.00	-				-		15,000.00	
	20-060-0617-9299-71523	Corporate Projects	259,901.00	407,617.22	67,626.18	339,991.04		339,991.04		(80,090.04)	
<b>Streetlight Pole Replacement &amp; Traffic Lighting</b> 2018 Pole Replacement- 20 poles along Waterfront walkway in 2014-2018- Phase 1	20-060-0623-9135-71471	Corporate Projects	30,000.00	20,327.96		20,327.96		20,327.96		9,672.04	
	20-060-0623-9136-71471	Corporate Projects	125,000.00	-				-		125,000.00	
	20-060-0623-9136-71471	Corporate Projects	52,000.00	40,827.67		40,827.67		40,827.67		11,172.33	
<b>TOTAL TRANSPORTATION</b>			207,000.00	61,155.63	-	61,155.63	-	61,155.63	-	145,844.37	
			1,572,215.00	4,517,964.48	3,202,777.67	1,018,025.63	274,052.50	1,292,078.13	23,108.68	280,136.87	
<b>PARKS &amp; CEMETERIES</b> <b>Parks</b> Replace roof- Point Park Garage Small Equipment Replacement- small mowers and whipper snippers	20-160-1611-9127-71523	Corporate Buildings	20,000.00	6,822.89		6,822.89		6,822.89		13,177.11	
	20-160-1610-9105-71471	Corporate Vehicles/Equip	6,250.00	6,324.23		6,250.00	74.23	6,324.23		(74.23)	
			26,250.00	13,147.12	-	13,072.89	74.23	13,147.12	-	13,102.88	
<b>Cemeteries</b> Exterior Renovations and addition to Garage & Storage Building at the Fort Frances Cemetery Side By Side Utility Vehicle to replace 2008 John Deere Gator- Existing Gator will be transferred to the Airport	20-100-1040-9127-71523	Corporate Buildings	250,000.00	348,461.92		250,000.00	86,685.08	336,685.08	11,776.84	(86,685.08)	
	20-160-1610-7174-71471	Corporate Vehicles/Equip	17,000.00	16,692.65		16,692.65		16,692.65		307.35	
	20-160-1610-7174-71471	Corporate Vehicles/Equip	23,500.00	30,421.15	7,123.20	23,297.95		23,297.95		202.05	
<b>TOTAL PARKS &amp; CEMETERIES</b>	20-100-1041-9620-71471	Corporate Projects	22,000.00	-				-		22,000.00	
			312,500.00	395,575.72	7,123.20	289,990.60	86,685.08	376,675.68	11,776.84	(64,175.68)	
			338,750.00	408,722.84	7,123.20	303,063.49	86,759.31	389,822.80	11,776.84	(51,072.80)	

2018 CAPITAL & RESERVE FUND BALANCING

	Account #	RESERVE FUND	REVENUE SOURCES				Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual	NOTES
			Reserve Funds as per Capital Budget	Capital Expense to December 31/18	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2018					
<b>AIRPORT</b>								-			
Airport Tractor Repairs	20-060-0660-9174-71471	Corporate Vehicles/Equip		13,312.14		13,312.14		13,312.14		(13,312.14)	
Replace 2010 Chevy 2WD Crew Cab with new 4X4 Crew Cab Half Ton Truck- Old truck to go to Parks to replace 1997 Chevy 2WD Regular Cab	20-060-0660-9133-71471	Corporate Vehicles/Equip	42,000.00	41,389.01		41,389.01		41,389.01		610.99	
<b>TOTAL AIRPORT</b>			<b>42,000.00</b>	<b>54,701.15</b>	<b>-</b>	<b>54,701.15</b>	<b>-</b>	<b>54,701.15</b>	<b>-</b>	<b>(12,701.15)</b>	
<b>WASTE MANAGEMENT SYSTEM</b>											
Landfill Site Expansion - 2018 RFP and 1st Phase Design activities	20-080-0860-9238-71523	Corporate Projects	75,000.00	2,760.24		2,760.24		2,760.24		72,239.76	
<b>TOTAL WASTE MANAGEMENT SYSTEM</b>			<b>75,000.00</b>	<b>2,760.24</b>	<b>-</b>	<b>2,760.24</b>	<b>-</b>	<b>2,760.24</b>	<b>-</b>	<b>72,239.76</b>	
<b>Memorial Sports Centre</b>											
IFK Compressor #2 Rebuild	20-160-1634-9633-71471	Corporate Projects	40,000.00	32,317.00		32,317.00		32,317.00		7,683.00	
IFK Brine Pump Filter rebuild	20-160-1634-9639-71523	Corporate Projects	5,000.00					-		5,000.00	
REAL ICE Water Purification for Zamboni	20-160-1634-9641-71471	Corporate Vehicles/Equip	44,399.00					-		44,399.00	
MSC Pool- Roof Repairs and Insulation	20-160-1634-9642-71523	Corporate Buildings	40,000.00	41,260.41		40,000.00	1,260.41	41,260.41		(1,260.41)	
Auditorium Flooring	20-160-1634-9638-71523	Corporate Buildings	40,300.00	55,902.22		40,300.00	15,602.22	55,902.22		(15,602.22)	
Ladies Changeroom (flooring and walls) & Fitness Lobby Flooring	20-160-1634-9127-71523	Corporate Buildings	38,600.00	55,916.65		38,600.00	17,316.65	55,916.65		(17,316.65)	
Squash Court #2	20-160-1634-9626-71523	Corporate Buildings	56,000.00	-				-		56,000.00	
Dehumidifier	20-160-1634-9269-71523	Corporate Projects		5,336.42			5,336.42	5,336.42		(5,336.42)	
MSC Fire Alarm Upgrades	20-160-1634-9643-71471	Corporate Projects		18,813.53			18,813.53	18,813.53		(18,813.53)	
East End Hall	20-160-1634-9640-71523	Corporate Buildings	10,000.00	343.43		343.43		343.43		9,656.57	
			<b>274,299.00</b>	<b>209,889.66</b>	<b>-</b>	<b>151,560.43</b>	<b>58,329.23</b>	<b>209,889.66</b>	<b>-</b>	<b>64,409.34</b>	
<b>Recreation</b>											
Fitness Equipment (annual) & Aqua Spin Bikes- 12	20-160-1620-9624-71471	Corporate Vehicles/Equip	13,395.00	30,122.68	18,414.33	11,708.35		11,708.35		1,686.65	
Sunny Cove Upgrades	20-160-1614-9108-71523	Corporate Projects	8,000.00	5,945.41		5,945.41		5,945.41		2,054.59	
Tennis Courts	20-160-1636-9294-71471	Corporate Projects		5,510.00			5,465.00	5,465.00	45.00	(5,465.00)	
Sorting Gap Marina- Dock Replacement	20-160-1631-9627-71471	Corporate Projects	48,000.00	-				-		48,000.00	
			<b>69,395.00</b>	<b>41,578.09</b>	<b>18,414.33</b>	<b>17,653.76</b>	<b>5,465.00</b>	<b>23,118.76</b>	<b>45.00</b>	<b>46,276.24</b>	
<b>Townshend Theatre</b>											
Projector and Powered Projector Screen	20-160-1635-9105-71471	Townshend Theatre	11,000.00	7,697.10		7,697.10		7,697.10		3,302.90	
			<b>11,000.00</b>	<b>7,697.10</b>	<b>-</b>	<b>7,697.10</b>	<b>-</b>	<b>7,697.10</b>	<b>-</b>	<b>3,302.90</b>	
<b>Museum</b>											
Accessible Washroom and Ramp at front of Museum	20-160-1645-9127-71523	Corporate Buildings	4,805.00	96,952.27	91,740.59	4,805.00	406.68	5,211.68		(406.68)	
Owandem Project	20-160-1645-9116-71523	Museum Donation Res		18,300.00	50.00		18,250.00	18,250.00		(18,250.00)	
Hallett Repairs	20-160-1645-9117-71523	Corporate Buildings	22,600.00	19,411.20		19,411.20		19,411.20		3,188.80	
			<b>27,405.00</b>	<b>134,663.47</b>	<b>91,790.59</b>	<b>24,216.20</b>	<b>18,656.68</b>	<b>42,872.88</b>	<b>-</b>	<b>(15,467.88)</b>	
<b>TOTAL RECREATION &amp; CULTURAL SERVICES</b>			<b>382,099.00</b>	<b>393,828.32</b>	<b>110,204.92</b>	<b>201,127.49</b>	<b>82,450.91</b>	<b>283,578.40</b>	<b>45.00</b>	<b>98,520.60</b>	

2018 CAPITAL & RESERVE FUND BALANCING

							REVENUE SOURCES						
			Reserve Funds as per Capital Budget	Capital Expense to December 31/18	Other Grants/Project Funding	Reserve Funds Actual to December 31, 2018	Additional Reserve Funds Required	Total Reserve Funds to Support Capital	Revenue Fund Required (Distributed Salaries/Benefits /Equip)	Difference Between Reserve Funds Budgeted & Reserve Funds Actual			
	Account #	RESERVE FUND											NOTES
<b>Library</b> Computer Upgrades Maker Space Equipment New Library Capital Surveillance Upgrade Storage Garage	20-160-1640-9109-71471	Library Reserve	15,000.00	14,707.16		14,707.16		14,707.16		292.84	Library Board has approved		
	20-160-1640-9105-71471	Library Reserve	5,000.00	4,987.91		4,987.91		4,987.91		12.09			
	20-160-1640-9165-71471	Library Reserve	4,000.00	9,499.50		9,499.50		9,499.50		(5,499.50)			
	20-160-1640-9220-71471	Library Reserve	1,000.00	3,113.86		3,113.86		3,113.86		(2,113.86)			
	20-160-1640-9114-71523		-					-		-			
			25,000.00	32,308.43	-	32,308.43	-	32,308.43	-	304.93			
<b>PLANNING &amp; DEVELOPMENT</b> <b>Building/Planning</b> GIS Capital Software, Camera and Tablet device for on-site building permit inspection reporting	20-180-1810-9123-71471	Corporate Projects	763.00	43.23		43.23		43.23		719.77			
	20-180-1810-9109-71471	Corporate Projects	9,160.00	8,787.59		8,787.59		8,787.59		372.41			
			9,923.00	8,830.82	-	8,830.82	-	8,830.82	-	1,092.18			
<b>Civic Centre</b> Upgrades to both the Downstairs Committee Room and Council Chambers- Sound and IT Equipment (Installation of Smart Boards) Fibre Optic to Town Facilities- Conduit Portion Conversion Lighting to LED Bulbs New Administration Vehicle- Old one to transfer to CBO	20-020-0253-9210-71523	Corporate Buildings	20,000.00	17,479.06		17,479.06		17,479.06		2,520.94			
	20-020-0253-9125-71523	Corporate Buildings	5,000.00					-		5,000.00			
	20-020-0253-9127-71523	Corporate Buildings	6,899.00	13,226.96	6,517.00	6,709.96		6,709.96		189.04			
	20-020-0263-9133-71471	Corporate Vehicles/Equip	28,797.00	27,966.78		27,966.78		27,966.78		830.22			
			60,696.00	58,672.80	6,517.00	52,155.80	-	52,155.80	-	8,540.20			
Old Rainy Lake Hotel Site Development - Market Square (2017 Carryover) <b>TOTAL PLANNING &amp; DEVELOPMENT</b>	20-020-0251-9286-71523	Corporate Projects	70,000.00	78,305.92		70,000.00	8,305.92	78,305.92		(8,305.92)			
			140,619.00	145,809.54	6,517.00	130,986.62	8,305.92	139,292.54	-	1,326.46			
<b>TOTAL CAPITAL</b>			2,968,192.00	5,805,003.71	3,326,622.79	1,960,558.70	482,891.70	2,443,450.40	34,930.52	541,153.38			

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha**  
**DATE: March 13, 2019**  
**SUBJECT: Land Sales Contributions to Reserve Funds**

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## **BACKGROUND**

In preparation for year end, administration is seeking direction for the 2018 unallocated land sales revenue. The Huffman Court lot sales realized \$39,900.00 and industrial lot sales realized \$197,002.00 for a total of \$236,902.00.

When planning the development of the old Huffman School property, it was understood that the proceeds from the sale of Huffman Court lots would be transferred back to the Reserve funds that financially supported the construction of the sub-division; being the Corporate Building, Corporate Projects and Water & Sewer Reserve Funds.

For your review, I have attached a report that summarizes the reserve fund allocations for the development, the related percentages of their contributions from 2010 to 2015, and the suggested amounts of contributions to those reserve funds for the 2018 Huffman Court Sales.

The sale of the Industrial lot property could also be directed as contributions to the Corporate Projects Reserve fund if so directed to assist with future development or capital projects.

Approval of the 2018 year-end land sales revenue contributions to the Reserve Funds would be as follows:

Corporate Building Reserve Fund	\$ 6,579.51
Corporate Projects Reserve Fund	\$211,912.63
Water & Sewer Reserve Fund	<u>\$ 18,409.86</u>
Total Contribution	<u>\$236,902.00</u>

2018 LAND SALES

	Sale Price Land Sales	0.13 HST	Total
Lot 27 & Lot 28 Mclrvine	3,500.00		3,500.00
Lot 11,12,13,14 SN129 Mclrvine	193,500.00		193,500.00
Huffman Crt - Lot 3	39,900.00	5,187.00	45,087.00
Lot 39 River Range Mclrvine	2.00	0.26	2.26
	<u>236,902.00</u>	5,187.26	242,089.26

Huffman Court Lot Sales	\$39,900.00
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# Huffman Court Sub-Division

2010 Purchase of FF Huffman School Property  
 2012 Sub-Division Construction  
 2013 Sub-Division Construction  
 2014 Sub-Division Construction  
 2015 Sub-Division Construction

15,135.65  
 643,498.73  
 145,934.06  
 28,806.45

160,960.02

Bell Canada Infrastructure/Additional Sub-Grade Expenses

833,374.89  
994,334.91

	Size sq. m.	Construction	Land Purchase	Total Lot Cost	2014 Lot Sold	2015 Lot Sold	2016 Lot Sold	2017 Lot Sold	2018 Lot Sold	Loss on Sale
Lot 1	752.50	42,305.15	8,170.92	50,476.07				39,900.00		10,576.07
Lot 2	752.50	42,305.15	8,170.92	50,476.07				39,900.00		10,576.07
Lot 3	752.50	42,305.15	8,170.92	50,476.07					39,900.00	50,476.07
Lot 4	752.50	42,305.15	8,170.92	50,476.07				39,900.00		10,576.07
Lot 5	752.50	42,305.15	8,170.92	50,476.07				39,900.00		10,576.07
Lot 6	1,015.00	57,062.76	11,021.24	68,084.00	45,500.00					10,576.07
Lot 7	796.30	44,767.56	8,646.51	53,414.08			41,500.00			22,584.00
Lot 8	796.30	44,767.56	8,646.51	53,414.08				41,500.00		11,914.08
Lot 9	796.30	44,767.56	8,646.51	53,414.08						11,914.08
Lot 10	993.20	55,837.17	10,784.53	66,621.70			41,500.00			11,914.08
Lot 11	1,640.40	92,222.41	17,812.06	110,034.47			49,500.00			17,121.70
Lot 12	1,641.50	92,284.25	17,824.00	110,108.26			65,000.00			45,034.47
Lot 13	993.20	55,837.17	10,784.53	66,621.70			65,000.00			45,108.26
Lot 14	796.30	44,767.56	8,646.51	53,414.08			49,500.00			17,121.70
Lot 15	796.30	44,767.56	8,646.51	53,414.08			41,500.00			11,914.08
Lot 16	796.30	44,767.56	8,646.51	53,414.08		41,500.00	41,500.00			11,914.08
	14,823.60	833,374.89	160,960.02	994,334.91	45,500.00	41,500.00	395,000.00	201,100.00	39,900.00	311,234.91
							<b>\$723,000.00</b>			

# HUFFMAN COURT RESERVE FUND ALLOCATION

Year	Reserve Funds			Sub-Total	General Fund Cont Salary/Benefits/Equip	TOTAL	NOTES
	Corporate Building	Corporate Projects	Water & Sewer				
2010	\$160,960.02			\$160,960.02		\$160,960.02	Purchase of Huffman School Property
2012		\$15,135.65		\$15,135.65		\$15,135.65	Property Development
2013		\$320,901.82	\$308,036.96	\$628,938.78	\$14,559.95	\$643,498.73	Property Construction
2014			\$142,559.83	\$142,559.83	\$3,374.23	\$145,934.06	Curb/Gutter/Sod
2015		\$28,806.45		\$28,806.45		\$28,806.45	Bell/Complete Deficiencies
	\$160,960.02	\$364,843.92	\$450,596.79	\$976,400.73	\$17,934.18	\$994,334.91	

2016	16.49%	37.37%	46.14%	100.00%
	\$65,135.50	\$147,611.50	\$182,253.00	\$395,000.00
2017		\$75,151.07	\$92,787.54	\$201,100.00
2014 & 2015	\$33,161.39	\$32,511.90	\$40,141.80	\$87,000.00
2018	\$6,579.51	\$14,910.63	\$18,409.86	\$39,900.00
	\$54,087.20	\$122,573.60	\$151,339.20	\$328,000.00
	\$119,222.70	\$270,185.10	\$333,592.20	\$723,000.00



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2019/32**

**TO:** Administration & Finance Executive Committee

**FROM:** Dawn Galusha, Treasurer

**DATE:** March 14, 2019

**SUBJECT:** 2018 Contributions to Reserve Funds

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**BACKGROUND**

We are nearing the end of our year-end preparation for the fiscal period ending December 31, 2018. In accordance with our Long-Term Capital Financial Plan, Policy No. 1.19, being a plan to help align short-term actions with long-term financial management strategy and that identifies, that with Council approval, that Operating Surplus be transferred to the Corporate Reserve Funds, and that Water & Sewer Fund surpluses be transferred to Waterworks & Sanitary Sewer Reserve Fund at year end.

The Water Fund and Sewer Fund surplus amount transferred to the Waterworks & Sanitary Sewer Reserve Fund amount is \$692,425.61 for the 2018 fiscal year end at this point in time.

The General Operating Fund is realizing a surplus due mostly to under spending of Corporate legal fees budgeted, the Operations and Facilities division had unspent salaries and benefits, savings on winter operations due to favorable weather conditions, and savings on other road and sidewalk work, in addition to increased Private Crossing Revenue and Airport Fuel revenue. In 2018 we also had HR expense savings, Treasury salary & benefits were underspent, combined with additional revenue in administration and finance, and increased revenue for building permits and planning fees. We are projecting a 2018 surplus as we work towards finalizing the 2018 year end.

**RECOMMENDATION**

The Administration & Finance Executive Committee recommends approval of the year-end contributions to the Reserve Funds as follows:

Waterworks & Sanitary Sewer	-	100% Water & Sewer Operating Surplus
Corporate Vehicle/Equipment	-	100% of General Operating Surplus

March 8th, 2019

Report To: Mayor & Council

From: Doug Brown, CAO

**SUBJECT: Awarding Request for Proposal (RFP) 17-AF-14 – Land Use & Economic Development Feasibility Study for the Shevlin Wood Yard & Former Nursing Station**

As you are probably not aware, back in September of 2018, the Town submitted economic development funding applications to both levels of senior government; Fednor (Federal) & Rural Economic Development (RED) Program (Provincial) to complete a feasibility study on the re-development of the Shevlin Wood Yard and the former Resolute Forest Products' nursing station (herein referred to as a Gateway to the Market Square). The study is to be conducted through consultation with local stakeholders, the economic development office, Mayor and Council. The purpose of this study is to evaluate how the properties can be best utilized to maximize its economic potential. The study will analyze the sites and the surrounding environment to understand which investments are appropriate and what steps are needed to attract new investment. To date, the Town has received verbal notification that the Fednor funding is in place, with the funding agreements being forth coming for execution.

The scope of study identified in the Terms of Reference document included the following 5 main components;

1. Review the background reports and conceptual designs previously completed for the property redevelopment.
2. Conduct public consultations on the proposed use of the property.
  - a. Consultations are to be conducted with the Economic Development Office, Mayor and Council, key stakeholders, and community at large.
  - b. Consultations are to take place during times that will facilitate the majority of stakeholders.
3. Evaluate the recommendations & feedback from the public consultations and previous studies and develop three draft design plans, to be presented in-person to Mayor and Council.
4. Complete any revisions and present in-person a final report to Mayor and Council.
5. The successful firm will be required to travel to the Town of Fort Frances to conduct the public consultations as well as to present the draft and final report to Mayor and Council.

The Town administration & Tannis Drysdale, ED consultant prepared the RFP package which closed on Tuesday, December 18, 2018. Seven (7) proposals were received where administration established a committee to review the proposals and make recommendations to Council. The review committee consisted of; Travis Rob- Operation & Facilities Manager, Crystal Tan- AMP Coordinator, Tyson Dennis – CBO/Planner, Tannis Drysdale – ED consultant and myself.

The proposals submitted by each consultant firm were reviewed and scored. A scoring system utilized the following 6 main categories:

- 1) Quality of the proposal submitted - ease of understanding, required components of the proposed structure, work schedule.
- 2) Past Experience in completing similar projects.
- 3) Key Personnel assigned to the project.
- 4) Cost of Proposal.
- 5) Value of proposal (considers quality & cost).
- 6) Schedule.

The review committee is of the opinion that the quality of proposals were outstanding and several of the firms were more than capable of completing the project within the established scope of work outlined in the term of reference and had extensive experience in completing similar projects for other municipalities in Northwestern Ontario. See attached summary spreadsheet No. 1. The review committee is of the opinion that it is not necessary to establish a steering committee based on the fact that the entire community will be engaged through public consultation throughout the process and the Town itself has no partners on the project. Additionally, Administration, Council and our ED consultant will participate and be consulted in finalizing the preferred method for developing these two properties in order to maximize economic return to our community for the long term.

The review and selection committee is recommending that HTFC planning and design out of Winnipeg, Manitoba be selected based on the following factors;

- 1) Past Experience – HTFC was previously involved with developing and establishing several long-term visionary economic development plans for our community such as the reinventing Fort Frances project, Gateway to Canada Plan, Fort Frances Heritage Tourism Implementation, Fort Frances Active Transportation, Phase 1 of the Rainy Lake Square Property.
- 2) Highest Time allotment to complete the study – 963 hours.
- 3) Most public consultation sessions and visits to Fort Frances - 6 trips total
- 4) The lowest average hourly rate at \$ 136.18 per hour.

- 5) All-encompassing project team assembled for the study consisting of an Economic Development firm– Catapult Community Planning, Real Estate firm – CSB Management and local engineering firm- Saulteaux Engineering.
- 6) 6 month completion schedule for the feasibility study once awarded.

### **Financial Implications**

The feasibility study is estimated to have a net cost of \$ 131, 138.11. It is funded by three components;

Town – \$ 16,000

Provincial Government- Rural Economic Development (RED) Program- \$ 75,000

Federal Government- Fednor - \$ 60,000.

Total Funding is estimated at \$151,000

The review committee recommends the following;

- 1) That once all funding from senior levels of government is secured and in place, that the feasibility study on the re-development of the Shevlin Wood Yard and former RFP's nursing station be awarded to HTFC of Winnipeg at a total estimated cost of \$145,623.10 (all taxes included) as per the Town's terms of reference and as outlined in their proposal dated December 18, 2018.
- 2) That the Mayor and Clerk be authorized to execute the contract documents with HTFC on behalf of the Corporation of the Town of Fort Frances once all funding from senior levels of government is secured and in place.
- 3) That the Mayor and Clerk be authorized to execute the funding agreements under the Fednor funding program through the Federal Ministry of Innovation, Science and Economic Development Canada behalf of the Corporation of the Town of Fort Frances.
- 4) That the Mayor and Clerk be authorized to execute the funding agreements under the Rural Economic Development (RED) Program through the Provincial Ministry of Agriculture, Food and Rural Affairs behalf of the Corporation of the Town of Fort Frances.

Respectfully Submitted  
Operations & Facilities Division



Doug Brown, P. Eng.  
CAO

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

- 1) That once all funding from senior levels of government is secured and in place, the feasibility study on the re-development of the Shevlin Wood Yard and former RFP's nursing station be awarded to HTFC of Winnipeg at a total estimated cost of \$ 145,623.10 (all taxes included) as per the Town's terms of reference and as outlined in their proposal dated December 18, 2018.
- 2) That the Mayor and Clerk be authorized to execute the contract documents with HTFC on behalf of the Corporation of the Town of Fort Frances once all funding from senior levels of government is secured and in place.
- 3) That the Mayor and Clerk be authorized to execute the funding agreements under the Fednor funding program through the Federal Ministry of Innovation, Science and Economic Development Canada behalf of the Corporation of the Town of Fort Frances.
- 4) That the Mayor and Clerk be authorized to execute the funding agreements under the Rural Economic Development (RED) Program through the Provincial Ministry of Agriculture, Food and Rural Affairs behalf of the Corporation of the Town of Fort Frances.

2019MarchRFPwoodyard

Spreadsheet No. 1 - February of 2019 - RFP No. 18-AF -14 Land Use/Economic Development Feasibility Study for the Shevlin Wood Yard/ old Nursing Station Properties

	1	2	3	4	5	6	7	
	Evaluation Parameters	Stantec	Brook McIlroy	HTFC	Scatliff+Miller+Murray	ft3	Urban Systems	Re: Public
1	Number of Project Team Members	10	13	7	9	5	5	6
2	Project Lead	Paula Sdao	Calvin Brook/Katie Black	Glen Manning	Tom Janzen	Jerald D Peters	Andrew Baigent	Paul Hicks
3	subcontractors/Associates	Explorer Solutions (ED)	Golder Associates, TBT Engineering, Bain Smith consulting (ED& Financial), AW Hooker Associate	Catapult Community Planning (ED), CSB Management (Real Estate management), Saulteaux Engineering	MDB Insight (ED) & The Planning Partnership	Landmark Planning & Design Inc. McClure (ED)	none	Colliers Project leaders (real estate) Doyletech (ED)
4	Total numbers of hours	765	958	963	922	713	434	779
5	Total fees	\$102,555.00	\$136,313.00	\$119,370.00	\$139,286.00	\$155,500.00	\$71,000.00	118950
6	Disbursements	\$15,220.00	\$11,000.00	\$9,500.00	\$8,000.00	\$29,500.00	\$6,850.00	12650
7	Subtotal Cost	\$117,775.00	\$147,313.00	\$128,870.00	\$147,286.00	\$185,000.00	\$77,850.00	\$131,600.00
8	HST	\$15,310.75	\$19,150.69	\$16,753.10	\$19,147.18	\$24,050.00	\$10,120.50	\$17,108.00
9	Total Cost	\$133,085.75	\$166,463.69	\$145,623.10	\$166,433.18	\$209,050.00	\$87,970.50	\$148,708.00
10	Net cost to Town	\$119,847.84	\$149,905.71	\$131,138.11	\$149,878.23	\$188,256.00	\$79,220.16	\$133,916.16
11	Cost per hour	\$156.66	\$156.48	\$136.18	\$162.56	\$264.03	\$182.53	\$171.91
12	Range of Hourly Rates	\$ 75.00 to \$190	\$90 to \$ 230	\$100 to \$ 200	\$ 95 to \$233	\$200 to \$ 300	???	\$125 to \$ 200
13	Duration of Project	5.5 months or 22 weeks	7 months	6 months	9 months	6 months	5 months	6 months
14	Trips to Fort Frances	4	2	6	3	4	3	3
15	Firm Location	Thunder Bay	Thunder Bay	Winnipeg	Winnipeg	Winnipeg	Winnipeg	Montreal
16	Notes	Public Consultation with the Youth, Couchiching Community Business Stakeholders, Real and Measurable ED solutions	Thunder Bay - Prince Arthur Landing Master Plan & Implementation, WaterGarden Pavilion - Thunder Bay, Delta Waterfront Hotel -Thunder Bay Thunder Bay Age friendly Action Plan ( Senior housing needs) Public Consultation with Couchiching Dawn Powell Real Estate expert with Bain Smith, Proposed Adjustments to Cost estimates ( C to D)	4 phase approach wants a core owner team- steering committee " The Spirit of the Place" concept, The Core Owner Team, Broader Stakeholder engagement - FFCC& BIA Why??? First Nation Inclusion- Kenora - Downtown Renewal Plan and Kenora Harbourfront Business Development Plan, Dryden Waterfront Revitalization Plan Sioux Lookout Wellington Avenue & Beach Revitalization	7 Pillars approach- Community Based Marketing & ED Strategic planning concept - Rainy Lake Market Square design & Project Management- Kenora - 2010 - Beaches, Parks +Trails Yellowknife Habour Plan	22 Tasks to complete Study - Sioux Lookout Hostel, Red Lake Fire Management Headquarters	Boundless Aspirations - sound & reliable market research- Rainy River First Nations	First Nation Consultation- Red lake & Kenora - Official Plan & zoning by-laws Review
	Proposal Quality: 30%	1	4	2	3			
	Past Experience: 45%	2	4	4	4			
	Key Personnel: 10%	1	4	4	4			
	Proposal Cost: 10%	2	3	4	1			
	Schedule:5%	4	2	3	1			
	Total Score	10	17	17	13			
		250	425	425	325			





# FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



## FEBRUARY 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2018:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
36.6	4	1	11	0	3	4	\$ 201,000
Alarm Calls:	MVC Calls:	Ice / Water Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
7	4	0	4	0	0	0	0

### TEAM MEMBERS RESPONDED TO 22 EMERGENCY RESPONSE CALLS DURING FEBRUARY 2019.

#### Total Hours:

- **21.6 Hours** was spent on responding to emergency incidents.
- **1 Hours** was spent on public service and public education.
- **14 Hours** was spent on training.

#### Time of Day:

During this month, **65%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **35%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

#### Fire Response Calls:

There were **4 (four)** Fire Response Calls. **2 (two)** were cooking related (no actual fire), and **1 (one)** was a vehicle fire.

As well, team members responded to a house fire; one occupant of the home was sleeping when they were alerted by the sound of a smoke alarm sounding, which enabled them to escape the fire.

All six of our full-time firefighters, nine part time firefighters, and I responded to the fire.

I would like to thank all our team members who responded to this serious incident. Due to the quick response by our on-duty fire officer, as well as our personnel ... this fire was quickly knocked down and extinguished.

More importantly, I would like to thank the occupant of this home for taking the responsibility to ensure they had working smoke alarms ... these life saving devices saved their life!



# FIRE & RESCUE SERVICE

"PRIDE & HONOUR"

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



## FEBRUARY 2019 REPORT FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

### Fire Prevention Inspections / Re-inspections:

**11 (eleven)** inspections / re-inspections were completed in February, which brings our total to **28** inspections / re-inspections completed since January 1<sup>st</sup>, of this year.

### Emergency Medical Services (EMS) Response Calls:

There were **3 (three)** Emergency Medical Services (EMS) Calls.

### Fire Alarms:

There were **7 (seven)** False Fire Alarm Calls.

### MVC (Motor Vehicle Crashes):

There was **4 (four)** MVC Calls.

### (CO) Carbon Monoxide / Gas Leak Calls:

There was **3 (three)** false (CO) Carbon Monoxide Calls, and **1 (one)** false Natural Gas leak Call.

### Training:

Training consisted of three separate 2-hour training sessions; each month a third training session is scheduled as a make-up session for members to attend who missed the previous two training sessions.

As well, our one part-time firefighter who is trained for fulltime fill-in relief came in for an 8-hour working training session ... so to maintain his skills.

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

Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin, as well as on our towns official Facebook Page.

Meanwhile, team members attended a residence to install new battery-operated smoke alarms for an elderly person. The individual had no one available to change out two new smoke alarms, which they purchased. As well, team members confirmed that there were no fuel-fired appliances in the home, as there was no CO (Carbon Monoxide) Alarm present.

Fact, our senior population in our town continues to increase. As well, many seniors live alone and are unable to perform specific tasks such as changing Smoke Alarm and CO (Carbon Monoxide) batteries, and/or installing these live saving devices.

Some seniors are fortunate ... they can ask a friend or family member to change the batteries and/or install new Smoke and Carbon Monoxide Alarms ... but if they have no one to assist them, we want to get the message out there ... they can contact us.



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Toronto ON M7A 1Y7  
Telephone: 416-325-0400  
Facsimile: 416-325-0374

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-325-0400  
Télécopieur: 416-325-0374

March 14, 2019

Dear Head of Council:

We are writing to announce the release of the 2019 Ontario Municipal Partnership Fund (OMPF) allocations.

As communicated in February, the government is maintaining the current structure of the OMPF for 2019. This means the program is the same as it was in 2018, while allowing for annual data updates and related adjustments.

Consistent with prior years, Transitional Assistance will ensure that the 2019 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2018 OMPF allocation and for municipalities in southern Ontario will be at least 85 per cent of their 2018 OMPF allocation.

Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their guarantee enhanced up to 100 per cent of the prior year's allocation.

As in prior years, Transitional Assistance continues to adjust in 2019 as fewer municipalities require this funding. As a result, the 2019 OMPF will provide a total of \$505 million to 389 municipalities across the province.

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2019 OMPF. This information and other supporting materials will be posted online at <http://www.fin.gov.on.ca/en/budget/ompf/2019>.

We look forward to consulting with municipalities to ensure the OMPF program is sustainable and focused on the Northern and rural municipalities that need this funding the most. We are committed to announcing the 2020 allocations well in advance of the municipal budget year so you have appropriate time to plan.

../cont'd

- 2 -

Working together, we can protect the public services that matter most to Ontario families and build a responsible and sustainable path forward for communities across our province.

Sincerely,

*Information Copy*  
*Original signed by*

Vic Fedeli  
Minister of Finance

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing

**Ministry of Finance**  
Provincial-Local  
Finance Division  
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777 Bay Street  
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**Ministère des Finances**  
Division des relations provinciales-  
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10<sup>e</sup> étage  
777 rue Bay  
Toronto (Ontario) M5G 2C8  
Tél. (416) 327-0264  
Télééc. (416) 325-7644



March 14, 2019

Dear Treasurer/Clerk-Treasurer:

In the March 14 letter to Heads of Council, the government announced the 2019 Ontario Municipal Partnership Fund (OMPF) municipal allocations. I am writing to provide you with additional details regarding your 2019 allocation.

Your municipality will benefit from an increase in OMPF funding compared to 2018 as a result of the responsiveness of the program to changing municipal circumstances. The details specific to your municipality's 2019 allocation are outlined in the attached *2019 OMPF Allocation Notice and Inserts*.

## 2019 OMPF

In 2019, the government is maintaining the current structure of the OMPF. This means that the program is remaining the same as in 2018, while allowing for annual data updates and related grant parameter adjustments.

All four core grant components of the 2019 OMPF are providing the same level of support as in 2018. As in prior years, Transitional Assistance will continue to adjust as fewer municipalities require this funding.

As a result, the 2019 OMPF will provide a total of \$505 million to 389 municipalities across the province through the following grant components and Transitional Assistance:

- The **Northern and Rural Fiscal Circumstances Grant** is providing \$89 million to support municipalities with more challenging fiscal circumstances.
- The **Northern Communities Grant** component is providing \$89 million in recognition of the challenges of northern municipalities.
- The **Rural Communities Grant** component is providing \$150 million to support rural communities across the province.

.../2

- The **Assessment Equalization Grant** component is providing \$149 million to support municipalities with limited property assessment.
- Consistent with prior years, the **Transitional Assistance** component of the OMPF will ensure that the 2019 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2018 OMPF allocation, and for municipalities in southern Ontario will be at least 85 per cent of their 2018 OMPF allocation. Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their funding enhanced up to 100 per cent of the prior year's allocation.

More information on the 2019 OMPF can be found in the accompanying supporting materials.

## **2019 OMPF – SUPPORTING MATERIAL**

In order to assist municipalities in understanding the OMPF and their individual 2019 allocations, the Ministry of Finance has prepared detailed and customized supporting documentation:

- A.** 2019 OMPF Allocation Notice and Inserts
- B.** 2019 OMPF Technical Guide
- C.** Municipal Workbooks

### ***A. 2019 OMPF Allocation Notice and Inserts***

The *OMPF Allocation Notice* and *Insert* outline individual municipal OMPF allocations by grant component, and also provide a summary of key data inputs for 2019. Your municipality's 2019 funding allocation is noted on line A.

### ***B. 2019 OMPF Technical Guide***

The *2019 OMPF Technical Guide* provides information with respect to individual grant thresholds, parameters and data sources.

### ***C. 2019 Municipal Workbooks***

The *2019 OMPF Workbook* and the *2019 Northern and Rural MFCI Workbook* (if applicable) provide detailed calculations of the 2019 OMPF grant components, and the determination of the Northern and Rural Municipal Fiscal Circumstances Index (MFCI), as well as outline all underlying data elements.

.../3

These workbooks will be provided electronically to municipal treasurers and clerk-treasurers in the coming weeks.

The *2019 OMPF Technical Guide*, as well as individual municipal *OMPF Allocation Notices*, are also available electronically on the Ministry's website:

<http://www.fin.gov.on.ca/en/budget/ompf/2019>

## 2019 PAYMENT SCHEDULE

The *2019 Cash Flow Notice* identifies your municipality's quarterly payment schedule.

To assist your municipality with cash flow administration, a 2019 interim first quarterly payment was issued in January, 2019. This interim payment was equivalent to your municipality's 2018 OMPF quarterly payment.

The remaining 2019 quarterly payments will be adjusted to reflect your municipality's actual 2019 OMPF allocation and will be processed at the end of April, July, and October 2019.

## 2019 REPORTING OBLIGATIONS

We would like to remind you that municipalities are required to submit their 2018 Financial Information Return (FIR) to the Ministry of Municipal Affairs and Housing (MMAH) by **May 31, 2019**.

Municipalities are also required to submit their 2019 tax rates through the Online Property Tax Analysis (OPTA) system or to MMAH by **September 30, 2019**.

Payments for municipalities that do not meet these reporting obligations will be subject to holdback, beginning with the 2019 fourth quarterly payment, until these documents have been filed.

If you require additional information regarding the OMPF, you may e-mail your inquiries and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca).

## OMPF REVIEW

The OMPF is under review to ensure that the program is sustainable and focused on northern and rural municipalities that need this funding the most. The government is committed to announcing 2020 allocations well in advance of the municipal budget year so that municipalities have appropriate time to plan.

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In closing, we would like to thank our municipal partners and all municipalities that shared their input on the OMPF. We look forward to our continued collaboration.

Sincerely,

*Information Copy*

*Original signed by*

Allan Doheny  
Assistant Deputy Minister  
Provincial-Local Finance Division

c. Kate Manson-Smith  
Assistant Deputy Minister  
Local Government and Planning Policy Division  
Ministry of Municipal Affairs and Housing

Marcia Wallace  
Assistant Deputy Minister  
Municipal Services Division  
Ministry of Municipal Affairs and Housing



# Ontario Municipal Partnership Fund (OMPF) 2019 Allocation Notice



Town of Fort Frances

5912

In 2019, the Province is providing the Town of Fort Frances with \$3,363,500 in funding through the OMPF, which is the equivalent of \$885 per household.

<b>A</b>	<b>Total 2019 OMPF</b>	<b>\$3,363,500</b>
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1. Assessment Equalization Grant	\$1,392,500
2. Northern Communities Grant	\$914,200
3. Rural Communities Grant	\$501,800
4. Northern and Rural Fiscal Circumstances Grant	\$555,000
5. Transitional Assistance	-

## B Key OMPF Data Inputs

1. Households	3,801
2. Total Weighted Assessment per Household	\$174,651
3. Rural and Small Community Measure	100.0%
4. Farm Area Measure	n/a
5. Northern and Rural Municipal Fiscal Circumstances Index	7.4
6. 2019 Guaranteed Level of Support	98.1%
7. 2018 OMPF (Line A from 2018 Allocation Notice)	\$3,342,100

Note: See line item descriptions on the following page.

Issued: March 2019

## Ontario Municipal Partnership Fund (OMPF)

### 2019 Allocation Notice

Town of Fort Frances

5912

#### 2019 OMPF Allocation Notice - Line Item Descriptions

- A** The OMPF grants are described in detail in the 2019 OMPF Technical Guide - this document can be found on the Ministry of Finance's website at: <http://www.fin.gov.on.ca/en/budget/ompf/2019>
- A5** If applicable, reflects the amount of transitional support provided to assist the municipality in adjusting to year-over-year funding shifts. See the enclosed Transitional Assistance Calculation Insert for further details.
- B1** Measure of households based on the 2018 returned roll from the Municipal Property Assessment Corporation (MPAC).
- B2** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
- B3** Represents the proportion of a municipality's population residing in rural areas and/or small communities. For additional information, see the 2019 OMPF Technical Guide.
- B4** Represents the percentage of a municipality's land area comprised of farm land. Additional details regarding the calculation of the Farm Area Measure are provided in the 2019 OMPF Technical Guide.
- B5** Measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province, and ranges from 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances. For additional information, see the enclosed MFCI Insert, and the 2019 OMPF Technical Guide.
- B6** Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.
- B7** 2018 OMPF allocation

*Note: Grant components are rounded up to multiples of \$100.*

**Ontario Municipal Partnership Fund (OMPF)  
2019 Transitional Assistance Calculation Insert**



**Town of Fort Frances**

5912

**A 2019 OMPF Transitional Assistance (Line B2 - Line B1, if positive)**

**n/a**

*As the municipality's 2019 OMPF identified on line B1 exceeds the guaranteed support identified on line B2, Transitional Assistance is not required.*

**B Supporting Details**

**1. Sum of 2019 OMPF Grants, excluding Transitional Assistance** **\$3,363,500**

**2. 2019 Guaranteed Support (Line B2a x Line B2b)** **\$3,278,700**

a. 2018 OMPF (Line A from 2018 Allocation Notice) **\$3,342,100**

b. 2019 Guaranteed Level of Support (Line C) **98.1%**

**C 2019 Guaranteed Level of Support (Line C1 + Line C2)**

**98.1%**

1. 2019 OMPF Minimum Guarantee **90.0%**

2. Enhancement Based on Northern and Rural Municipal Fiscal Circumstances Index **8.1%**

*Note: See line item descriptions on the following page.*

Issued: March 2019

## Ontario Municipal Partnership Fund (OMPF)

### 2019 Transitional Assistance Calculation Insert

Town of Fort Frances

5912

#### 2019 Transitional Assistance Calculation Insert - Line Item Descriptions

**A** Transitional Assistance ensures that in 2019, northern municipalities will receive a minimum of 90 per cent of the support they received through the OMPF in 2018. The Town of Fort Frances' 2019 OMPF exceeds this level. As a result, Transitional Assistance is not required.

**B1** Sum of 2019 Assessment Equalization, Northern Communities, Rural Communities, and Northern and Rural Fiscal Circumstances Grants.

**B2** Guaranteed amount of funding through the 2019 OMPF

**B2a** 2018 OMPF allocation

**B2b** Represents the guaranteed level of support the municipality will receive from the Province through the 2019 OMPF. For additional information, see the 2019 OMPF Technical Guide.

**C1** Reflects the minimum level of support for northern municipalities.

**C2** Reflects the enhancement to the minimum level of support based on the municipality's Northern and Rural MFCI.

*Note: Grant components are rounded up to multiples of \$100.*

# Ontario Municipal Partnership Fund (OMPF)

## 2019 Northern and Rural Municipal Fiscal Circumstances Index



Town of Fort Frances

5912

### A Northern and Rural Municipal Fiscal Circumstances Index

7.4

The Northern and Rural Municipal Fiscal Circumstances Index (MFCI) measures a municipality's fiscal circumstances relative to other northern and rural municipalities in the province on a scale of 0 to 10. A lower MFCI corresponds to relatively positive fiscal circumstances, whereas a higher MFCI corresponds to more challenging fiscal circumstances.

The Northern and Rural MFCI is determined based on six indicators that are classified as either primary or secondary, to reflect their relative importance in determining a municipality's fiscal circumstances.

The table below provides a comparison of the indicator values for the Town to the median for northern and rural municipalities.

### B Northern and Rural MFCI - Indicators

	Fort Frances T	Median
<b>Primary Indicators</b>		
1. Weighted Assessment per Household	\$174,651	\$273,000
2. Median Household Income	\$62,928	\$69,000
<b>Secondary Indicators</b>		
3. Average Annual Change in Assessment (New Construction)	0.2%	1.0%
4. Employment Rate	56.9%	56.0%
5. Ratio of Working Age to Dependent Population	174.7%	170.0%
6. Per cent of Population Above Low-Income Threshold	84.0%	86.0%

*Note: An indicator value that is higher than the median corresponds to relatively positive fiscal circumstances, while a value below the median corresponds to more challenging fiscal circumstances.*

Additional details regarding the calculation of the Northern and Rural MFCI are provided in the 2019 OMPF Technical Guide, as well as in the customized 2019 Northern and Rural MFCI Workbook.

Issued: March 2019

## Ontario Municipal Partnership Fund (OMPF)

### 2019 Northern and Rural Municipal Fiscal Circumstances Index

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Town of Fort Frances

5912

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#### 2019 Northern and Rural Municipal Fiscal Circumstances Index - Line Item Descriptions

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- A** The municipality's 2019 Northern and Rural MFCI. Additional details are provided in the municipality's customized 2019 Northern and Rural MFCI Workbook.
- 
- B1** Refers to the total assessment for a municipality weighted by the tax ratio for each class of property (including payments in lieu of property taxes retained by the municipality) divided by the total number of households.
- 
- B2** Statistics Canada's measure of median income for all private households in 2015.
- 
- B3** Measures the five-year (2013 - 2018) average annual change in a municipality's assessment, for example, as a result of new construction or business property closures, excluding the impact of reassessment.
- 
- B4** Statistics Canada's measure of number of employed persons, divided by persons aged 15 and over.
- 
- B5** Statistics Canada's measure of working age population (aged 15 to 64), divided by youth (aged 14 and under) and senior population (aged 65 and over).
- 
- B6** Statistics Canada's measure of the population in private households above the low-income threshold for Ontario compared to the total population in private households.
-

**Ontario Municipal Partnership Fund (OMPF)  
2019 Cash Flow Notice**



**Town of Fort Frances**

5912

<b>A</b>	<b>Total 2019 OMPF (2019 Allocation Notice, Line A)</b>	<b>\$3,363,500</b>
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<b>B</b>	<b>2019 Interim OMPF First Quarter Amount</b>	<i>Issued January 2019</i>	<b>\$835,525</b>
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<b>C</b>	<b>2019 OMPF Quarterly Payments Schedule (Line A - Line B)</b>	<b>\$2,527,975</b>
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1.	2019 OMPF Second Quarter Payment	<i>Scheduled for April 2019</i>	<b>\$842,659</b>
2.	2019 OMPF Third Quarter Payment	<i>Scheduled for July 2019</i>	<b>\$842,658</b>
3.	2019 OMPF Fourth Quarter Payment	<i>Scheduled for October 2019</i>	<b>\$842,658</b>

**Ontario Municipal Partnership Fund (OMPF)**  
**2019 Cash Flow Notice**



**Town of Fort Frances**

5912

**2019 Cash Flow Notice - Line Item Descriptions**

A	Total 2019 OMPF allocation. See 2019 OMPF Allocation Notice, Line A.
B	2019 OMPF Interim First Quarterly Payment issued in January 2019 to support municipalities with cash flow administration.
C1 - C3	Remaining scheduled quarterly payments in respect of the 2019 OMPF allocation. Fourth quarter payment will be subject to holdback pending submission of all 2019 OMPF reporting requirements.