

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

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



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

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

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

September 18, 2016

Tyler Moffitt

Dear Mr. Moffitt:

I am pleased to confirm that a recommendation will be made to Council on September 26 that you be appointed to the position of Fire Chief/Community Emergency Management Coordinator, effective October 11, 2016.

Your starting salary of \$ per annum is based on 2015 rates, which are subject to an inflationary increase in 2016. All subsequent performance-based salary increases will be in accordance with the Town's Performance Appraisal Policy.

You will be entitled to of vacation in 2016, and of vacation effective January 1, 2017. Your vacation entitlement will increase to on January 1, and any subsequent increases will be in accordance with the Town's Management/Non-Union Benefits Policy

There will be a one-year probationary period for this position, and your performance will be reviewed semi-annually by the Chief Administrative Officer during the first year of your employment.

Congratulations on your accomplishment, Tyler! If you have any further questions, please feel free to contact me.

Best regards,

Aaron Petrin
Human Resources Manager

cc supervisor, payroll, personnel file

Accepted and agreed to as above, by the undersigned:

Tyler Moffitt

SEPT 19, 2016

Date