

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - May 7, 2019 - Noon

MEETING -Committee Room, Civic Centre

Session No. 10

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 9 dated April 16, 2019. 3 - 4
5. **In-Camera**
6. **Items Referred from Council**
 - 6.1 Fort Frances Canadian Bass Championship Requests. 5 - 10
7. **New Business**
 - 7.1 Amendment to the Emergency Management Program By-Law. 11 - 50
 - 7.2 Amendment to the Emergency Management Plan By-Law. 51 - 52
(please refer to the Town of Fort Frances Emergency Plan attached from item 7.1).
 - 7.3 Waiving of Procurement Policy. 53
 - 7.4 Doug Brown - NOMA Annual Meeting and Conference Travel Expense and Per Diem. 54 - 61
 - 7.5 Mayor June Caul - NOMA Annual Meeting and Conference Travel Expense and Per Diem. 62 - 69
 - 7.6 Councillor Michael Behan - NOMA Annual Meeting and Conference Travel Expense and Per Diem. 70 - 77
 - 7.7 Councillor Rick Wiedenhoeft - NOMA Annual Meeting and Conference Travel Expense and Per Diem. 78 - 86
8. **Outstanding Items**

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| 8.1 2019 Schedule of Fees Amendment (Emergency Response Cost Recovery). | 87 |
| 9. <u>Adjourn / Next Meeting Date - May 21st, 2019</u> | |

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 9

April 16, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on April 16, 2019 from 12:02 p.m. to 12:35 p.m.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC (12:02 p.m. to 12:28 p.m.), J. Forbes, Human Resources Manager, K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

1. Call to Order - 12:02 p.m.

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting, - no items identified

3. Disclosure of pecuniary interest and the general nature thereof - no disclosures.

4. Approval of Previous Committee Minutes

4.1 Session #8 dated April 2, 2019.

Hallikas-Caul: Approved as presented.

CARRIED

5. In-Camera - no items identified

6. Items Referred from Council

6.1 Ducks Unlimited Canada Request.

- Council recommended receiving the request only with no further action taking place.

6.2 Fort Frances High School Chem Free Grad Party Donation Request.

- Councillor Hallikas advised that at an earlier meeting of Community Services Executive Committee this matter was unanimously recommended for approval. A&F Committee recommended approval of a donation to the FFHS Chem Free Grad Committee in the amount of \$1,015.62 for the 2019 Chem Free Grad event taking place at the Memorial Sports Centre on June 27, 2019.

7. New Business

7.1 2019 Schedule of Fees Amendment (Emergency Response Cost Recovery).

T. Moffitt was present to provide an overview of the request as laid out in the report. Committee recommended deferring the matter to the next regular meeting and requested that further investigation be undertaken respecting the insurance implications.

7.2 P.O.A. Audited Statements for the year ending December 31, 2018.

- D. Galusha provided an overview of the audited financial statements as prepared by BDO Canada LLP. Committee recommended authorizing the acceptance of the Provincial Offences - Fort Frances Court Services Area Trust Fund audited financials for the year ended December 31, 2018 as prepared by BDO Canada LLP and authorize payment of the invoice in the amount of \$4,162.36 for their services.

7.3 Health and Safety Policy - Annual Review.

J. Forbes was present to provide a brief overview of the document. Committee recommended approval of the Annual Health and Safety Policy.

8. Non-agenda Items - no items identified.

9. Information

9.1 Fort Frances Fire & Rescue - March 2019 Report.
- received as information.

9.2 Fort Frances Fire & Rescue - 2018 Annual Report.
- received as information.

9.3 2019 Reserve Funds - 1st Quarter.
- received as information.

10. Adjourn 12:35 p.m./ Next Meeting Date - May 7, 2019

Executive Committee Chair

D. Brown, CAO

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: April 30, 2019

SUBJECT: Fort Frances Canadian Bass Championship Requests

BACKGROUND

At the April 8, 2019 Council Meeting, the attached letter received from Fort Frances Canadian Bass Championship Inc (FFCBC) requesting support of their annual live release tournament was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operations & Facilities and Committee Services Executive Committees.

FFCBC has requested in-kind services for the up coming live release tournament event planned for July 17-20, 2019. The requests that are to be considered by the Administration & Finance Executive Committee are as follows, with both tasks are completed by the Clerk's Office:

- Item 1. Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant Community Festival and event, and
- Item 3. Supply the FFCBC with the necessary documents to facilitate closing the road to accommodate the tent for the period July 12th to July 22nd inclusive.

Attached are the reports and/or comments from the Operations & Facilities Executive Committee, Planning & Development Executive Committee and Community Services Executive Committee.

Further, the responsible entity for the Fort Frances Canadian Bass Championship must ensure adequate liability insurance for the waterfront event site until the take down of the event tent.

April 17, 2018

Report To: Administration and Finance Executive Committee

From: Operations and Facilities Executive Committee

RE: Request for support – 2019 Fort Frances Canadian Bass Championship

Fort Frances Canadian Bass Championship Inc. wrote a letter to Mayor & Council requesting in-kind services and support for the up-coming Bass Tournament in July of 2019. Please find attached a letter dated March 22, 2019 from FFCBC co- chairmen; Mr. Wayne Allen & Jim Cuthbertson, I have taken the liberty to comment *only* on items related to the Operations & Facilities Division;

Continued Operational Assistance;

Item 2) **Supply of Picnic Tables** - the Town will provide picnic tables where the FFCBC tournament volunteers will be responsible to have the picnic tables delivered to the event site, properly located within the site and returned after the event. Co-ordinate through Milt Strachan, Transportation Superintendent at 274-9893 or Trevor McKinnon, Parks Working Foreman at 276-5761.

Item 4) **Use of Four Barricades** – the Town will deliver 4 barricades to the Sorting Gap Parking lot prior to the event and will pick them up after the event. Co-ordinate through Milt Strachan at 275-5255.

Item 9) **Allow the Tournament to attach pennants, signs & banners to streetlight poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed.** The installation of banners, signs & pennants should not create a safety hazard to pedestrians walking or riding bikes along the Waterfront walkways. Also motorists sight lines or vision should not be obstructed when driving along Front Street. Ensure that the same method of attaching the banners, signs & pennants to the streetlight poles as in 2018 is utilized in 2019.

Item 11) **Requesting assistance from the Town of Fort Frances with the setting up of the tent on July 12th and taking down the tent on July 22nd.** In past O&F Division Staff have assisted in the set up & take down of the Main Event Tent – 4 PW workers and 4 Parks workers provided assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent. Staff again will be allocated to assist in the setup and takedown of the tent in 2019, Co-ordinate through Milt Strachan.

Other divisions within the Town's organization will deal with all other items outlined in the letter dated March 22, 2019.

The Operations & Facilities Executive Committee recommends the following;

- 1) That the Operations & Facilities Division continues to provide in-kind services and materials for items No. 2 & 4 as outlined in the March 22, 2019 letter from FFCBC co-chairmen, Wayne Allen & Jim Cuthbertson;
- 2) That permission is granted to the FFCBC organization in regards to item No.9 in accordance with the guidelines listed above.

- 3) Assist in the set up & take down of the Main Event Tent - the O & F division workforce – 4 PW workers and 4 Parks workers will provide assistance in installing/removing the perimeter support pegs and installing/removing the large main tent poles. Each worker puts in approximately 12 hours providing assistance with installing/removing the main event tent.

Respectfully submitted,

Rick Wiedenhoeft, Chairman

Operations & Facilities Executive Committee

2019April FFCBC Request for Support

Dawn Galusha

From: Patrick Briere
Sent: Monday, April 2, 2018 8:32 AM
To: Laurie Lindberg; Dawn Galusha
Cc: Kathy Lawson
Subject: Fort Frances Bass Championships Request - PDEC

Good Morning Laurie & Dawn,

At the meeting of the PDEC this morning, the request from the Fort Frances Canadian Bass Championships Inc. was considered. Items #5, 8 & 9 were identified as relevant to the PDEC. The PDEC is recommending to support items #5, 8 & 9 as presented.

#5 – The Building Permit Fees for the erection of the tent will be waived. Staff will ensure that standard practice is done relating to tent permits and inspections.

#8 & #9 – Staff will work with the organizing committee and ensure that standard practice is done relating to the removal of banners after the event is over.

Should AFEC have any other concerns, please let us know.

Best regards,

Patrick Briere, CMM I, Property Standards Professional
MLEO/Public Information Officer, Planning & Development Division
PH: 1-807-274-5323 ext. 1218
pbriere@fortfrances.ca

REPORT

TO: Administration & Finance Executive Committee

FROM: Jason Kabel, Community Services Division Manager

DATE: April 11, 2019

RE: **Fort Frances Canadian Bass Championship Request**

At the regular meeting of Council on April 8, 2019, the attached request from the Fort Frances Canadian Bass Championship Committee was referred to the Administration and Finance Executive Committee for recommendation with input from the all other Executive Committees.

In the attached letter of request there are 11 of items of request, 6 of which pertain to the Community Services Division, as follows:

- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 19th to 21st . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.

RECOMMENDATION

The Community Services Executive Committee recommends:

- 2) to authorize use of the rental stage and wooden tables, chairs, and picnic tables that have been used in the past (to be returned after cleaning).
- 6) Memorial Sports Centre staff provide tournament directors with a list of Marina slip lessees when they make contact in the Spring.

- 7)to waive launch fees for tournament competitors and volunteers from July 18th to 20th with the list of pertinent participants being provided to Memorial Sports Centre staff.
- 8)authorize the temporary installation of poles & flags as requested.
- 9) permit tournament committee to attach pennants, signs, and banners as requested.
- 10) Provide two dock keys as requested.

Respectfully Submitted,



Jason Kabel

Date: April 26th, 2019

Report To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC.

Re: Amendment to the Emergency Management Program By-Law.

The Municipal Emergency Management Program Committee during their 2019 annual review of the Town of Fort Frances Emergency Management Program, updated Schedules A, B, C & D as changes to personnel were made to the Program Committee and to some of the roles required to be designated through a By-Law.

During the 2019 program review, the Municipal Emergency Management Program Committee made the following changes to Schedules A, B, C & D:

- Schedule A – Plan amendments as per the EM Plan report dated April 26th, 2019.
- Schedule B – Updated CEMC listing to remove L. Lindberg as Alternate CEMC and replace with addition of T. Dennis.
- Schedule C – Removed “or alternates” wording from page 3 where it lists Committee composed of the following positions.
- Schedule D – Update EIO listing to remove A. Petrin as Alternate EIO and replace with J. Forbes.

Therefore, with this stated, please find attached amendment By-Law #38/18 – A and Schedules A, B, C & D for your review.

The Municipal Emergency Management Program Committee is asking the Administration & Finance Executive Committee to recommend that Council approve the report as presented and authorize that a by-law be prepared for signing by Mayor and Clerk.

Respectfully submitted

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

TOWN OF FORT FRANCES

BY-LAW NO. 38/18-A

(Being a by-law to amend By-Law 38/18, being a by-law to adopt an Emergency Management Program for the Town of Fort Frances pursuant to Section 2.1 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended).

WHEREAS the Emergency and Civil Protection Act, Section 2.1 (1) requires every Municipality to develop and implement an Emergency Management Program;

AND WHEREAS on _____, Council approved a recommendation from the Fire Chief/CEMC to update the Town of Fort Frances Emergency Management Program.

NOW THEREFORE the Municipal Council of the Corporation of the Town of Fort Frances **HEREBY AMENDS** the following:

Section 2

- b) Schedule “A”, being the Emergency Plan for the Town of Fort Frances, pursuant to Section 3 of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E9, as amended;
- c) Schedule “B”, being a Schedule for the designation of a Community Emergency Management Coordinator;
- d) Schedule “C”, being a Schedule to establish the composition, organization and operational guidelines of the Emergency Management Program Committee;
- e) Schedule “D”, being a Schedule to designate and identify a community Emergency Information Officer;

READ THREE TIMES and finally passed in open Council this ____ day of ____, 2019.

J. Caul, Mayor

E. Slomke, Clerk



Municipal Emergency Plan

| | |
|------------------------|-----------------------------|
| Municipality of | FORT FRANCES |
| Designation | TOWN |
| Region/District | RAINY RIVER DISTRICT |
| Published | November 2011 |
| Revised | April 2019 |

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1.0 INTRODUCTION

1.1 Preamble

Municipal departments routinely respond to situations requiring fire, police, ambulance, and public works services; however, some situations may escalate beyond the scope of normal operations. These situations need to be dealt with via an emergency plan. The Town of Fort Frances Emergency Plan is a generic and flexible document, adaptable to any emergency situation.

While many emergencies could occur within the Town of Fort Frances, the most likely to occur are: severe storms, floods, air or rail crashes, toxic or flammable gas leaks, transportation incidents involving hazardous materials, electric power blackouts, uncontrollable fires, explosions, or any combination thereof. **(See Appendix J)**

The Town of Fort Frances Emergency Plan is a tool to assist emergency personnel in their response to such situations. In order to use this tool to its full potential, it is important that all personnel are aware of their roles and responsibilities within the response framework. To help increase this awareness, the Town of Fort Frances Emergency Plan provides for training, exercises, and evaluation.

1.2 Title

This document is the **Town of Fort Frances Emergency Plan**, herein referred to as the “Plan”.

1.3 Aim

The aim of the Plan is to provide a set of generic action guidelines to increase the Town’s ability to efficiently and effectively deploy services and resources to protect the property and the health, safety, and welfare of the residents of the Town of Fort Frances during emergency situations.

1.4 Amending Formula

Any amendments to the Town of Fort Frances Emergency Plan require an amending by-law approved by Town Council. The appendices do not form part of the Plan; proposals for amendments to the Plan or its appendices shall be submitted to the Community Emergency Management Coordinator.

1.5 **Emergency – Defined**

Emergencies are situations, or threats of serious impending situations, that will adversely affect a significant number of persons, properties or areas. By their nature or magnitude, these situations may require municipal expenditures, requests for additional resources, provisions for emergency shelter, or evacuation. These situations are distinct from normal operations where coordinated activities among agencies are adequate to resolve the situation.

1.6 **Definitions**

“Administrator” is responsible for running the EOC and coordinating all information and strategies of the MECG to all responding agencies.

“Command Post” is the central control/communications centre from which the Incident Commander will coordinate on-site activities and communicate with the Emergency Operations Centre and other operational sectors

“Municipal Emergency Control Group (MECG)” Is responsible for supporting the actions of all agencies responding to an emergency, defining overall strategy, and planning for secondary effects of any emergency or disaster.

“Municipal Emergency Management Program Committee” is a group appointed by Council that shall advise the Council on the development and implementation of the municipality’s emergency management program and shall conduct an annual review of the municipality’s emergency management program and shall make recommendations to the council for its revision if necessary.

“Emergency Information Officer” is the individual appointed to act as the primary media and public contact for the municipality in an emergency

“Emergency Operations Centre (EOC)” is the physical facility from which the Municipal Emergency Control Group supports the response effort of all the responding agencies to an emergency. This facility is located at a predetermined location with an alternate location designated if the primary EOC is not accessible.

“Incident Commander” is the individual responsible for directing and coordinating at the emergency site the actions of all the responding agencies. Statutory interest, or the municipal emergency control group in circumstance will establish the incident command position where the emergency is diffuse in nature. The position may change due to the evolution of the incident. The incident commander will report to the Municipal Emergency Control Group information relevant to the safety and security of the community

“Media Centre” is the location from which information, approved by the Municipal Emergency Control Group, is provided to the media. The centre will also monitor the emergency’s media coverage to provide the Municipal Emergency Control Group with effective strategies on dealing with media issues. Media emergency site tours, interviews, and photo opportunities are coordinated through the Media Centre.

“Sector Officer” is the individual representing his/her agency and may be based on as functional description or a geographic description. The sector officer will answer directly to the incident commander.

“Scribe” is responsible to the Administrator to assist him/her in the Emergency Operations Centre

2.0 AUTHORITY

2.1 The Emergency Management Act & Civil Protection Act

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, is the primary authority enabling passage of the by-law adopting the Plan. Important measures authorized under the legislation which form part of the Plan are:

- Expenditure of monies associated with the formulation and implementation of the Plan;
- Authorization for municipal employees to take appropriate action before formal declaration of an emergency;
- Procedures to be taken for safety and/or evacuation of persons in an emergency area;
- Designation of a Member of Council who may exercise powers and perform the duties of the Head of Council under the Plan during the absence or inability of the Head of Council to act;
- Establishment of committees and designation of employees to be responsible for reviewing the Plan, to train employees in their functions, and to implement the Plan during an emergency;
- Authorization to obtain and distribute materials, equipment, and supplies during an emergency; and
- Authorization to attend to such other matters as is considered necessary or advisable for the implementation of the Plan during an emergency.

2.2 Protection from Liability for Implementation of the Plan

Section 11 of the *Emergency Management & Civil Protection Act, R.S.O. 1990, c.E.9, as amended*, states:

- (1) No action or other proceeding lies or shall be instituted against a member of Council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency. 2002, c. 14, s. 14.;
- (2) Subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of Council or an employee of the municipality referred to in subsection (1), and the municipality is liable as if subsection (1) had not been enacted and, in the case of a member of council, as if the member were an employee of the municipality. R.S.O. 1990, c. E.9, s. 11 (3).

2.3 Public Accessibility to the Plan

Section 10 of the *Emergency Management & Civil Protection Act* provides that an emergency plan must be available to the public during regular business hours at the municipal office.

The Plan will be made available to the public at the Civic Centre – Front Desk in hard copy format and may be viewed at anytime in PDF format on the town web site.

2.4 Freedom of Information and Protection of Privacy

Any personal information collected under the authority of the Plan shall be used solely for the purpose of planning, preparing and responding to emergencies as defined within the Plan and the release of any information under this Plan shall be made in conformity with the *Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended*.

3.0 DECLARATION OF AN EMERGENCY

3.1 Authority to Declare

The *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9, as amended*, Section 4(1) states:

“The Head of Council of a Municipality may declare that an emergency exists in the Municipality or in any part thereof and may take such action and make

such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the Municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

In the event that the Head of Council (Mayor) is unavailable the Deputy Mayor will assume the authority to declare and terminate emergencies on behalf of the Municipality as outlined in Section 4 (1) above.

3.2 Notification to the Minister of Public Safety and Correctional Services

Under the *Emergency Management & Civil Protection Act, R.S.O. 1990, c. E.9*, as amended, states the Mayor must immediately notify the Minister of Public Safety and Correctional Services through the Duty Officer at Emergency Management Ontario of the declaration of an emergency. To notify the Minister’s office call:

Office of the Fire Marshall & Emergency Management 1-866-314-0472

The verbal declaration of an emergency to OFMEM shall be followed by a written declaration on Municipal letterhead faxed to the Duty Officer at 1-416-314-6220

Upon declaring an emergency, the Mayor will further notify:

1. Town Council Members
2. Public
3. Neighbouring Community Officials, as required
4. Local Members of Federal and Provincial Parliaments

PLAN IMPLEMENTATION

4.1 Assembling the Municipal Emergency Control Group

On receipt of an official request from a member of the Municipal Emergency Control Group, Fort Frances Fire and Rescue Service shall implement the “Emergency Plan – Alert Procedure” (**see Appendix A**).

Fort Frances Fire and Rescue Service 911

Municipal Emergency Control Group members may be directed to report to the Emergency Control Centre or be placed on standby. Upon being notified, it is the responsibility of all Municipal Emergency Control Group Members to inform their staff and volunteer organizations.

4.2 Activation of the Plan

If requested to report to the Emergency Operations Centre the Municipal Emergency Control Group shall activate the Plan, be responsible for establishing an overall strategy to mitigate the risk to the community, for

providing the necessary support and resources to the operational agencies, and for establishing a communication plan for notification of the public and the media.

4.3 Action Prior to Activation

When an emergency exists but has not yet been declared to exist, community employees may take such action(s) under this emergency response plan as may be required to protect property and the health, safety and welfare of the Town of Fort Frances.

4.4 Actions of Emergency Response Agencies

Upon notification of an emergency, response agencies shall perform duties and responsibilities as outlined in the Plan or shall place personnel on stand-by until further notice.

Each agency responding to the emergency shall report to the incident commander for assignment

4.5 Chain of Command

Each agency responding to the emergency shall operate within their organizational structure. For purposes of strategic direction all sector officers will take direction from the incident commander, tactical direction will be established at the sector officer level and tasks completed from that direction.

4.6 Emergency Operations Centre

The Emergency Operations Centre shall be established at Town Hall (320 Portage Avenue), downstairs. The backup locations are as follows:

- Fort Frances Library & Technology Centre.
- Fort Frances EMS Garage.

The first arriving Municipal Emergency Control Group Members are responsible for setting up the Emergency Operations Centre. The Community Emergency Management Coordinator (CEMC) is responsible for maintaining a level of preparedness within the Emergency Operations Centre by updating all print material and equipment. For a layout of the Emergency Operations Centre and equipment required, see **Appendix D for main EOC or Appendix E for back-up EOC.**

4.7 Media Centre

The Media Centre will be established in the Council Chambers or other location as deemed necessary by size or type of incident.

The Emergency Information Officer is responsible for setting up and maintaining the Media Centre.

4.8 Communications

Each responding agency is responsible for establishing its own telecommunications links with its Municipal Emergency Control Group representative.

4.9 Emergency Operations Centre Message Traffic

Due to the high volume of message traffic that will occur during the response to an emergency, a procedure must be used to effectively manage the handling of these messages. A hierarchy of all messages to and from the Emergency Operations Centre shall be in accordance with the following designations:

Critical is any message with implications of imminent death or serious injury to any person or groups of persons. Emergency alerts or immediate action directives are included in this category. Emergency messages take priority over all other traffic and should be used only when absolutely required.

Priority is assigned to important messages with a specific time limit or may result in a significant impact. It also includes those official messages not covered in the “emergency” category.

Routine covers most administrative or non-critical messages that are not time limited, including routine logistics support.

It is the responsibility of the originator of the message to designate the message according to the above hierarchy. The line(s) dedicated to incoming calls to the Emergency Operations Centre shall be operated by support staff under the direction of the Administrator - EOC Manager, and shall be responsible to ensure that all messages are properly classified and routed to their intended recipients. The message form is shown in **Appendix F**.

4.10 Command Post

The incident commander shall establish a temporary command post at the emergency site. The temporary command post shall be replaced by a mobile or fixed command post as determined by the incident commander and the agency with proprietary interest. All inter-agency communications shall be channeled through this command post and a direct link will be established with the Emergency Operations Centre.

4.11 Dissemination of Decisions by the Municipal Emergency Control Group

Decisions by the Municipal Emergency Control Group shall be transmitted to the incident commander through their agency representative. The Administrator - EOC Manager or alternate, shall coordinate this function.

4.12 Evacuation

Refer to **Appendix G** "Town of Fort Frances Evacuation Plan".

4.13 Request for Assistance

Assistance may be requested from the Province of Ontario or Federal Government at any time without any loss of control or authority. Assistance also may be requested from neighbouring municipalities and/or the private sector as required (**see Appendix B** "Resource Contact List").

4.14 Termination of a State of Emergency

The Mayor or alternate or Council as a whole or the Premier of Ontario can officially declare the termination of the emergency at any time and shall notify:

1. Minister of Public Safety (Emergency Management Ontario)
2. Town Council
3. Public and Neighbouring Communities
4. Members of Provincial and Federal Parliament
5. Duty Officer (Notice of termination faxed to 1-416-314-6220)

5.0 MUNICIPAL EMERGENCY CONTROL GROUP

5.1 Composition of the Municipal Emergency Control Group

Emergency response operations will be directed and controlled by the following officials or their alternates at an Emergency Operations Centre:

- Mayor
- Town Administrator
- Scribe
- Fire Chief, Community Emergency Management Coordinator
- Manager of Operations and Facilities
- Emergency Information Officer

- Treasurer

Not all members of the Municipal Emergency Control Group have to be present for the EOC to function and it therefore may function with only a limited number of persons depending upon the emergency. In addition an emergency does not have to be declared to have the group meet.

5.2 Responsibilities of the Municipal Emergency Control Group

Planning (Operating/Business) Cycle

Members of the Municipal Emergency Control Group shall gather at regular intervals to inform each other of actions taken and problems encountered. The Administrator - EOC Manager, will establish frequency of planning cycles and agenda items. Maps and status boards shall be prominently displayed and kept up to date by the Duty Officer.

The incident commander shall schedule regular briefings with sector officers. The Municipal Emergency Control Group is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well being of persons; property and infrastructure; essential services; the environment; the local economy, and to instill a level of confidence to the public.

The responsibilities of the Municipal Emergency Control Group are to:

- (1) advise the Mayor as to whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;
- (2) ensuring that Emergency Management Ontario has been notified of declared or impending emergencies;
- (3) ensuring an incident commander has been appointed;
- (4) activating the Town of Fort Frances emergency response plan;
- (5) authorizing the expenditure of money;
- (6) managing information, including maintenance and retention of events log and records pertaining to expenditures;
- (7) maintaining a log outlining decisions made and actions taken;
- (8) managing emergency information;
- (9) directing the movement of equipment and resources beyond the immediate emergency site(s);

- (10) ordering evacuations as necessary based on site requirements of the incident commander;
- (11) discontinuing utilities or services on a wide scale;
- (12) directing the use of municipal resources;
- (13) arranging extra resources (human and material);
- (14) liaising with other municipalities and other levels of government, including the activation of mutual aid agreements;
- (15) recommending the termination of the state of emergency, when appropriate;
- (16) implementing a recovery strategy; and
- (17) participating in post-emergency debriefings.

5.3 Mayor

Upon learning of a potential emergency, the Mayor should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” **(see Appendix A)**.

The Mayor or alternate shall:

- (1) declare an emergency to exist. Complete the “Declaration of an Emergency” form **(see Appendix F)**;
- (2) notify the Minister of Community Safety and Correctional Services of the declaration of an emergency and of the termination of an emergency;
- (3) take action to make orders, not contrary to law, to implement the Plan and to protect the property, health, safety, and welfare of the inhabitants of the Town;
- (4) participate in decision making, determining priorities, and issuing strategic directives through the Town Administrator for the resolution of the emergency;
- (5) request assistance from senior levels of government, when required;
- (6) in consultation with the Town Administrator, approve news releases and public announcements;

- (7) as the Town of Fort Frances's key spokesperson, address the media as soon as possible after declaring an emergency. Staff advisors shall accompany the Mayor to address technical questions;
- (8) keep Council updated regarding the situation and actions being taken to resolve the emergency;
- (9) terminate the emergency at the appropriate time and ensure all concerned have been notified.

5.4 Town Administrator – EOC Manager

Upon learning of a potential emergency, the Town Administrator should consider the possible need for activation of the Plan, and if warranted, shall trigger the "Emergency Plan – Alert Procedure" (**see Appendix A**).

The Town Administrator or alternate shall:

- (1) chair the meetings of the Municipal Emergency Control Group;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) organize and supervise all activities within the Emergency Operations Centre;
- (4) advise the Municipal Emergency Control Group on administrative matters including Corporate Policies and Procedures;
- (5) conduct planning Cycle meetings on a scheduled basis;
- (6) disseminate decisions or directions to all response agencies made by the Municipal Emergency Control Group;
- (7) in conjunction with the Municipal Emergency Control Group direct the appointment of an liaison officer.
- (8) in the Mayor's or designates absence, or at the request of the Mayor or designate, assume the Mayor's responsibilities in the Emergency Operations Centre;
- (9) approve news releases and public service announcements from the EOC prior to their release;

- (10) liaise with Town Managers or Chief Administrative Officers of neighbouring municipalities affected by the emergency or providing assistance to Town of Fort Frances emergency operations;
- (11) maintain a detailed log of all actions taken by the Town Administrator;
- (12) coordinate and chair a post-emergency debriefing of all key personnel involved in the emergency operations;
- (13) prepare a post-emergency report for submission to Town Council.

5.5 Emergency Information Officer

The Emergency Information Officer or alternate shall:

- (1) advise the Municipal Emergency Control Group on matters pertaining to public information, public affairs, and media relations;
- (2) gather, process and disseminate information for use by the Municipal Emergency Control Group;
- (3) upon approval of the Administrator or designate, release information to the public and media;
- (4) direct the establishment and operation of a Media Centre, a Call (Information) Centre, and an emergency site media centre;
- (5) issue public announcements, instructions, or warnings as directed by the Mayor or designate or Administrator;
- (6) provide public relations support as required;
- (7) coordinate all media requests, including arrangements for supervised tours near the emergency site(s);
- (8) arrange for photo or video records of the emergency operations;
- (9) maintain a detailed log of all actions taken by the Emergency Information Officer;
- (10) participate in a post-emergency debriefing.

5.6 Scribe

The scribe or alternate will:

- (1) assist the Town Administrator with their functions as requested;
- (2) ensure that timely and correct information is displayed on the Main Event Board within the Emergency Operations Centre;
- (3) maintain a detailed log of all actions taken by the Municipal Emergency Control Group;
- (4) coordinate the provision of clerical staff to assist in the Emergency Operations Centre as required;
- (5) if directed by the Mayor or designate, ensure that all Councillors are advised of the declaration and termination of the emergency;
- (6) if directed by the Mayor or designate, arrange a special Council meeting(s);
- (7) coordinate the arrangements for identification cards to be issued to the Municipal Emergency Control Group, Town support staff and external resource personnel as required;
- (8) setup and maintain the operation of feeding, sleeping and meeting areas at the Emergency Operations Centre as required;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator;
- (10) ensure the security of the Emergency Operations Centre.

5.7 Fire Chief

Upon learning of a potential emergency, the Fire Chief should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The Fire Chief or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on fire service matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) establish a communications link with the onsite fire officer;

- (5) if required activate mutual aid arrangements for the provision of additional firefighting resources and equipment;
- (6) arrange for additional equipment and materials as required;
- (7) coordinate assistance with other municipal, regional, provincial, or federal departments and agencies;
- (8) maintain a detailed log of all actions taken by the Fort Frances Fire and Rescue Service;
- (9) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.8 Community Emergency Management Coordinator

Upon learning of a potential emergency, the CEMC should consider the possible need for the activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The CEMC shall:

- (1) be responsible and accountable for the development and implementation of the Town of Fort Frances emergency management program;
- (2) provide the Municipal Emergency Control Group with information and advice on emergency management and progress of the program;

5.9 Manager of Operations and Facilities

Upon learning of a potential emergency, the Manager of Operations and Facilities should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

The Manager of Operations and Facilities or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on engineering and transit matters;
- (2) participate in decision making, determining priorities, and issuing operational directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.

- (4) direct and coordinate all Public Works operations in accordance with the Plan and directions issued by the Municipal Emergency Control Group;
- (5) maintain liaison with flood control centres, conservation and environmental agencies and be prepared to conduct relief or preventative operations;
- (6) provide engineering, personnel, materials, supplies, and equipment as required in support of emergency operations;
- (7) arrange for and coordinate provision and use of personnel, engineering materials, and equipment from other municipal, regional, provincial, or federal departments or private/commercial agencies;
- (8) assist with traffic control and emergency operations by clearing emergency routes, assisting the police in closing and opening roadways, marking obstacles, installing emergency road signs, and other actions as required;
- (9) coordinate the provision and use of all transportation resources in support of evacuation or other emergency operations as required;
- (10) coordinate the provision of emergency potable water, supplies, and sanitation facilities in support of emergency operations;
- (11) maintain liaison with regional public works and utility service agencies (i.e. hydro, gas, telephone, cable) and issue directions for the disconnection and reconnection of services
- (12) coordinate efforts to re-establish essential services;
- (13) coordinate debris removal activities;
- (14) coordinate demolition or securing of all “unsafe” buildings as directed by the Chief Building Official;
- (15) coordinate Public Works support for restoration and clean-up activities following the termination of the emergency;
- (16) maintain a detailed log of all actions taken by the Public Works Department;
- (17) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

5.10 Treasurer

Upon learning of a potential emergency, the Treasurer should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

The Town Treasurer or their alternate shall:

(1) Alternate as a scribe while in the EOC. Should no scribe be designated by the Town Administrator the Treasurer or their designate will act in this role, until otherwise directed by the Town Administrator;

(2) The provision of information and advice on financial matters as they relate to the emergency;

(3) Liaison, if necessary, with the Treasurers of other local and neighbouring municipalities;

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4) Ensuring that records of expenses are maintained for future claim purposes;

(5) Ensuring the prompt payment and settlement of all legitimate invoices and claims incurred during an emergency;

(6) The provision and securing of equipment and supplies not owned by the Town of Essex.

5.11 Chief Building Official

If requested, the Chief Building Official shall coordinate with the Manager of Operations and Facilities in the securing of unsafe buildings, or demolition of structures found to be unsafe. The CBO shall also maintain a detailed log of all actions taken and if requested participate in a post-emergency debriefing.

6.0 SUPPORT GROUPS

6.1 Introduction

Municipal Emergency Control Group Advisory & Support Staff may be formed from Other Town staff, Government Officials, Community Stakeholders and Outside Experts may be called by the Administrator to join the Municipal Emergency Control Group for resource and advisory purposes. These individuals do not have to be appointed by council as their invitation is specific to their expertise. Their advice, resources and information will assist the Municipal Emergency Control Group in making decisions. The Administrator, Fire Chief/CEMC or EIO are responsible for notifying Support Group personnel to report to the Emergency Operations Centre.

The following are members of the Community Emergency Control Group Advisory & Support Staff:

- OPP Detachment Commander or their Alternate;
- Superintendent of Power Corporation;
- Riverside Health Representative or their Alternate;
- RRDSSAB Representative or their Alternate;
- Northwestern Health Unit Representative or their Alternate;
- Ambulance Representative or their Alternate;
- Resolute FP Representative or their Alternate;
- MNR Representative or their Alternate;
- 93.1 The Border Representative or their Alternate;
- Centra Gas Representative or their Alternate;
- Union Gas Representative or their Alternate;
- Red Cross Representative or their Alternate;
- Victim Services Representative or their Alternate;
- RRDSB Representative or their Alternate;
- NWCDNB Representative or their Alternate;
- CN Police Representative or their Alternate.

6.2 Incident Commander

The incident commander shall:

- (1) organize and coordinate the response at the emergency site(s) with all sector officers;
- (2) assess the situation under existing and potential conditions by consulting with sector officers and other agencies, take/authorize any action appropriate to preserve life, protect property and otherwise mitigate the adverse effects of the emergency;
- (3) coordinate with the Municipal Emergency Control Group and sector officers to ensure that the necessary equipment, supplies, and personnel are available;
- (4) provide, at regular intervals, information updates and reports regarding activities at the emergency site to the Municipal Emergency Control Group;
- (5) schedule briefings with individual and collective sector officers as to agency response status;
- (6) activate or coordinate with agencies, the evacuation of the immediate area or any area likely to be placed at risk, if warranted by conditions,
- (6) consider response alternatives and determine appropriate response actions (evacuation, containment, etc.) in consultation with sector officers and the Municipal Emergency Control Group;

- (7) establish an on-site Command Post at an appropriate distance from the emergency area that provides a good vantage point from which access to the emergency site can be controlled;
- (8) brief sector officer regarding the situation as they become involved;
- (9) obtain background information from those involved in the emergency or those who may have witnessed the incident, concerning the nature of hazardous material(s) and/or situation(s). Consult with experts, as required, to mitigate the emergency;
- (10) develop an Emergency Site Organization Plan/Layout with the assistance of sector officers and establish inner and outer perimeters and staging areas to control access to and movement within emergency site(s);
- (11) the release of information at the scene with the emergency information officer and the Municipal Emergency Control Group;
- (12) request, from the Municipal Emergency Control Group, logistical support for emergency operations and personnel at the scene;
- (13) ensure the overall safety of the emergency site, in particular that safety precautions are enforced regarding wearing personal protective equipment;
- (14) In consultation with sector officers, develop a demobilization plan for all resources within the emergency site. Implement this plan upon official notification of the termination of the emergency;
- (15) ensure that all sector officers have established work schedules for their personnel at the emergency site(s);
- (16) maintain a detailed log of all actions taken;
- (17) participate in a post-emergency debriefing and provide such reports as requested by the Administrator.

6.3 Northwestern Health Unit Representative

The Medical Officer of Health or Health Unit Representative shall:

- (1) provide the Municipal Emergency Control Group with information and advice on matters pertaining to public and/or environmental health;

- (2) participate in decision making, determining priorities, and issuing operational directives for the resolution of the emergency, as requested by the Municipal Emergency Control Group;
- (3) receive and distribute vaccine in the event of a pandemic;
- (4) liaise with the Ministry of Health, Public Health branch;
- (5) provide recommendations regarding the evacuation of buildings or areas for reasons of health;
- (7) coordinate response to disease related emergencies or anticipated emergencies such as epidemics, in accordance with the Ministry of Health policies;
- (8) liaise with the Manager of Operations and Facilities regarding the provision and testing of potable water and sanitation facilities;
- (9) liaise with the Director of Ontario Works and other agencies on areas of mutual concern regarding health services in emergency areas including: food safety, counseling of victims, general safety and sanitation, accommodation standards, air monitoring, provision of home care services;
- (10) maintain detailed log of actions taken by the Northwestern Health Unit;
- (11) participate in a post-emergency debriefing and provide reports as requested by the Administrator;
- (12) coordinate with the Community Care Access Centre for appropriate home care for any early discharge of patients.

6.4 Rainy River District Social Services Board Representative

- (1) coordinate assistance from other municipal, regional, provincial, federal departments, or private agencies; Control community service agencies to assist at reception, and other tasks as directed by group
- (2) maintain a detailed log of all actions taken by the Community Services Division;
- (3) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.5 Media Communications

- (1) The Municipal Emergency Control Group shall use B93 FM to inform emergency personnel and the public of the situation and of the action to

be taken. In the event that B93FM is unable to broadcast, KBWH FM (99.5) will be the alternate station.

6.6 Hospital Official

- (1) provide the Community Control Group with information and advice;
- (2) implement the hospital emergency plan;
- (3) coordinate with ambulance services the transportation and delivery of casualties to hospital and/or treatment Centres.

6.7 Ambulance Service Representative

The Ambulance Service Representative or alternate shall:

- (1) provide the Community Control Group with information and advice on health service matters;
- (2) participate in decision making, determining priorities, and issuing operational directives to support the resolution of the emergency
- (3) activate the appropriate emergency call out procedures;
- (4) coordinate the acquisition of ambulance resources as required by the incident commander or sector officer;
- (5) coordinate with senior police officials the movement of ambulances to and from the emergency site(s);
- (6) coordinate with other Emergency Services and Duty Officer for the provision of triage and treatment at the emergency site(s), casualty collection posts, and the distribution of casualties in accordance with the Plan and directions issued by the Community Control Group;
- (7) coordinate the provision of special emergency health service resources at the emergency site (i.e. ambulances, support units, paramedics, ambulance helicopters, etc.);
- (8) coordinate with the MOH in time of epidemics for the provision of triage and emergency treatment at the emergency site(s), casualty collection posts and the distribution of casualties.

- (9) provide the main radio communication link among health services and RRDSSAB Health Services Manager for notifying and requesting assistance of the Ontario Ministry of Health and Long Term Care, Emergency Health Services;
- (10) liaise with the Medical Officer of Health and assist with the organization and transportation of persons in health care facilities, homes for the aged, nursing and rest homes, and disabled citizens that need to be evacuated;
- (11) maintain a detailed log of all actions taken by the Ambulance Service;
- (12) participate in a post-emergency debriefing and provide reports as requested by the Administrator.

6.8 Red Cross, if requested:

- (1) Coordinate (lead role) the provision of emergency feeding, reception, accommodations, clothing, identification, registration and inquiry;
- (2) Provide registration and inquiry services and assist at reception center(s) as required;
- (3) Provide first aid services at evacuation centers and other locations required;
- (4) Maintain a detailed log of all actions taken and provided reports are requested by the administrator-EOC Managers/CCG Fort Frances;
- (5) The Canadian Red Cross staff or designates will act as public information Liaison at all disaster response, concerning Canadian Red Cross matters;
- (6) Responding to the dispatch call by arriving on the scene within three hours from call;
- (7) Volunteers will, at minimum wear Red Cross lanyard and identification card, as well as a Canadian Red Cross vest;
- (8) Canadian Red Cross will provide for immediate emergency needs, such as lodging, comfort kits, food and clothing and family reunification, for a period of up to 72 hours or as needed;
- (9) The Canadian Red Cross team leader will assess the situation and the needs of the victims;
- (10) The Canadian Red Cross team leader, or designate, will liaise at the emergency scene with RRDVSP Team Leader/s.

6.9 Rainy River Districts Victim Services Program, will provide, on request:

- (1) Team leaders that will dispatch the correct number of RRDVSP volunteers as requested RRDSSAB or CRCS
- (2) Volunteers will take direction from a RRDVSP Team Leader, liaise with the RRDSSAB and CRCS staff/ volunteers on –scene, and follow their own protocols within their mandate.
- (3) Provide victims with emotional support, practical assistances and referral information in keeping with the policies.
- (4) Follow-up Services with victims with regard to emotional, practical and referral support in the days following the event, if victims have consented. If at any time, a further need is identified that can be met by CRC or RRDSSAB, victims will be referred to their services for additional assistance
- (5) Volunteers with proper identification and emergency vests
- (6) Personal services (if applicable) for referrals to, hospital, clinics, veterinarians, pet shelters, clergy, spiritual advisors, access to counseling services, local transportation, etc.
- (7) Provide (dependant on numbers) emergency, one- time personal hygiene supplies for all adults, diapers etc.

6.10 Amateur Radio Operators

If requested, the Fort Frances Amateur Radio Operators shall provide radio equipment and operators at the Emergency Operations Centre and other locations as required and directed by the Community Control Group. It shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator

6.11 Ministry of Natural Resources

If requested, the Ministry of Natural Resources shall provide additional personnel and equipment as required. They shall also maintain a detailed log of all actions taken and provide reports as requested by the Administrator. The MNR shall be accessed through the Duty Officer for EMO

6.13 Critical Incident Stress Management Team

If requested, the CISM Team will work with the Administrator and/or Incident Commander to provide debriefings and follow-ups for emergency service personnel and community intervention as required.

6.14 OPP Detachment Commander

Upon learning of a potential emergency, the Detachment Commander should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedure” (**see Appendix A**).

The Detachment Commander or alternate shall:

- (1) provide the Municipal Emergency Control Group with information and advice on law enforcement matters;
- (2) participate in decision making, determining priorities, and issuing strategic directives for the resolution of the emergency;
- (3) activate the OPP Emergency Call Out Procedures;
- (5) establish a communications link with the Police Incident Commander;
- (6) direct the establishment of inner and outer perimeters around the emergency site(s);
- (7) direct and control the dispersal of crowds within the emergency site(s);
- (8) direct the movement of emergency vehicles to and from the emergency site(s);
- (9) coordinate the arrangements for police operations with other municipal, provincial, or federal departments and arrange for additional supplies and equipment as required;
- (10) maintain law and order in evacuation and reception centres and other temporary facilities;
- (11) protect property and maintain law and order at the emergency site(s);
- (12) maintain a detailed log of all actions taken by the OPP;
- (13) participate in a post-emergency debriefing, and provide reports as requested by the Town Administrator.

6.15 Superintendent of the Power Corporation

Upon learning of a potential emergency, the Superintendent of Power Corporation should consider the possible need for activation of the Plan, and if warranted, shall trigger the “Emergency Plan – Alert Procedures” (**see Appendix A**).

- (1) provide the Municipal Emergency Control Group with information and advice on electrical matters;

- (2) participate in decision making, determining priorities, and issuing strategic directives through the Administrator - EOC Manager for the resolution of the emergency;
- (3) Ensure an incident commander or sector officer has been appointed to control operations at the emergency site.
- (4) discontinue private or public electrical service in the emergency area if continuation of electrical service constitutes a hazard to public safety.
- (5) provide alternate supplies of electrical power where necessary and practicable
- (6) maintain a detailed log of all actions taken by the Power Corporation;
- (7) participate in a post-emergency debriefing and provide reports as requested by the Town Administrator.

7.0 Composition of the Emergency Management Program Committee

The Municipal Emergency Management Program Committee is the group responsible for conducting an annual review of the Municipalities Emergency Management Program and shall make recommendations to the Council for its revision if necessary.

The following are members of the Emergency Management Program Committee, as approved by Council:

- Mayor;
- Administrator;
- Fire Chief/CEMC;
- EIO;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official.

8.0 TRAINING AND EVALUATION

8.1 Introduction

Training, exercise, and evaluation form the basis for ensuring that collective efforts at all levels can be properly coordinated and controlled. Effective emergency response is possible only when people understand the Plan and have had the opportunity to practice the procedures.

The Plan must provide for:

- (1) the education of Town staff concerning emergency preparedness and their responsibilities established within the Plan;
- (2) individual and collective training to ensure personnel are prepared to implement the Plan; and
- (3) exercises and evaluations to practice and confirm the state of readiness of Town staff to respond to an emergency.

8.2 Definitions

Simulated Exercises:

Individual control agencies practice operational procedures without the actual deployment of personnel or resources. Common approaches to this type of exercise include paper exercises and tabletop discussions. The actions of upper and lower operations are simulated by the exercise design staff.

Specialty Exercises:

These exercises practice response to a specific risk such as: bomb threats, aircraft disaster, major flooding, or radiation spill. These types of exercises can involve a simulated approach or actual deployment of resources.

Communication Exercises:

These exercises are designed to test the emergency notification procedures or to practice or evaluate communication resources.

Emergency Operations Centre Exercises:

The Emergency Operations Centre staff shall convene to test and develop operational procedures, problem solving skills, communication systems, and interoperability within the Town of Fort Frances and other outside agencies. The conduct of these exercises is usually in the form of a paper or communication exercise with staff participating as the Emergency Site Manager and representing coordinated departmental control centres.

8.3 Definitions - continued

Major Exercise:

This exercise involves the physical deployment of resources in response to a staged emergency situation. It may be undertaken by a single department or agency or may be conducted in conjunction with others.

Mass Exercise:

This is a wide-scale, comprehensive exercise that involves all, or the majority of responding agencies and the actual deployment and exercise of resources at all levels. A mass exercise includes the activation of the Municipal

Emergency Control Group, Emergency Operations Centre and one or more emergency sites.

8.4 Training

Each Department is responsible for conducting individual, team, and combined training to ensure that staff are prepared to perform the tasks and responsibilities outlined in their respective Emergency Response Procedures.

8.5 Exercises

The purposes of exercises are:

- (1) to practice, test, evaluate, and improve plans and operational capabilities;
- (2) to promote and refine co-operation and coordination among operational teams, staff, and support groups, and command and control elements;
- (3) to stimulate and maintain interest and enthusiasm.

Departments are responsible for developing and conducting simulated, specialty, communication, and major exercises within their departments.

The Municipal Emergency Control Group shall conduct a minimum of one exercise each year. This may be a simulated or communication exercise.

8.6 Evaluation

Each department or agency is responsible for the evaluation of its Emergency Response Procedures and the readiness of its respective organization. Significant occurrences that limit or preclude an organization from performing the responsibilities outlined in the Plan must be reported to the Fire Chief.

9.0 PLAN MAINTENANCE AND REVISION

An Emergency Planning & Evaluation Committee chaired by the Community Emergency Management Coordinator or designate, will be composed of staff from various Town departments and outside agencies. The Committee will be responsible for keeping the Plan (and its appendices) current with respect to legislation, agency roles and responsibilities and any other pertinent information.

Town departments are responsible for reviewing and amending their internal sub-plans annually.

The Emergency Planning & Evaluation Committee will review and revise the Plan in January of every year, and any amendments shall be distributed to all of the Plan holders in a timely manner (see **Appendix I**, Distribution List).



Community Emergency Management Coordinator (CEMC) Designate

Every municipality is required to designate an Emergency Management Program Coordinator, otherwise referred to as a Community Emergency Management Coordinator (CEMC). This CEMC is also required to complete certain training, within one year of designation as CEMC.

References

O Reg 380/04 states:

Emergency management program co-ordinator

10. (1) Every municipality shall designate an employee of the municipality or a member of the council as its emergency management program co-ordinator.

(2) The emergency management program co-ordinator shall complete the training that is required by the Chief, Emergency Management Ontario.

(3) The emergency management program co-ordinator shall co-ordinate the development and implementation of the municipality's emergency management program within the municipality and shall co-ordinate the municipality's emergency management program in so far as possible with the emergency management programs of other municipalities, of ministries of the Ontario government and of organizations outside government that are involved in emergency management.

(4) The emergency management program co-ordinator shall report to the municipality's emergency management program committee on his or her work under subsection (3).

Further, section 1 of the EMCPA defines "employee of a municipality" as:

"employee of a municipality" means an employee as defined in section 278 of the Municipal Act, 2001 or a designated employee as defined in section 217 of the City of Toronto Act, 2006, as the case may be; ("employé municipal").

The section of the Municipal Act, 2001, referenced above states:

278. (1) In sections 279, 280 and 282,

“employee” means any salaried officer, or any other person in the employ of the municipality or of a local board and includes,

(a) a member of the police force of the municipality,

1 In this section Minister refers to the Minister of Municipal Affairs.

Similarly, the City of Toronto Act, 2006, states:

“designated employee” means any salaried officer, or any other person in the employ of the City or of a local board (extended definition) of the City and includes,

(a) a member of the city police force,

(b) persons that provide their services on behalf of the City without remuneration, exclusive of reimbursement of expenses or honoraria, if city council has passed a by-law designating such persons or classes of persons as designated employees for the purposes of this section, and

(c) any other person or class of persons designated as a designated employee by the Minister of Municipal Affairs and Housing; (“employé désigné”).

Regarding the CEMC training requirements, on 2017-01-09 the Fire Marshal and Chief, Emergency Management Ontario issued a guidance document that stated:

Municipal emergency management program coordinators, as designated by their municipality under O Reg 380/04 s. 10 (1), will complete the following courses offered by the OFMEM, within one year of their appointment as emergency management program coordinator.

- *EM 200 – Basic Emergency Management*
- *EM 300 – Community Emergency Management Coordinator Course*
- *IMS 100 – Introduction to Incident Management System (available online)*
- *IMS 200 – Basic Incident Management System*

Emergency management program coordinators that have already completed this training will not be required to repeat it.

Interpretation and Verification Requirements

The EMPCA specifies that the CEMC be an employee of the municipality as defined by the Municipal Act, 2001, or the City of Toronto Act, 2006, as referenced above. We have considered this definition in two particular circumstances:

- Volunteers – As long as the municipality has either passed a by-law which designates the individual as a municipal employee, or have passed a by-law which designates a volunteer group (e.g. a Volunteer Fire Service) that the individual is a member of, as municipal employees, this individual can be appointed as the CEMC; and
- Consultants – As a consultant is not a municipal employee, a consultant may not be appointed as a CEMC.

To verify compliance with these requirements of the EMCPA, OFMEM requests a properly completed and signed Form 4-1 (attached), whenever a new CEMC is appointed, along with verification that the appointed CEMC has completed the required training within one year of designation. It is not necessary for a Form 4-1 to be submitted annually; only when there is a new CEMC designated.

The Town of Fort Frances Community Emergency Management Coordinator is:
Tyler Moffitt, Fire Chief/CEMC.

The Alternate Community Emergency Management Coordinators are:

Patrick Briere, MLEO/Alternate CEMC/EIO.

Kathryn Lawson, Deputy Clerk/Alternate CEMC.

Tyson Dennis, CBO/Planner/Alternate CEMC.



Municipal Emergency Management Program

Municipality of FORT FRANCES

Designation TOWN

Region/District RAINY RIVER DISTRICT

Published March 2018

Revised March 2019

TOWN OF FORT FRANCES EMERGENCY MANAGEMENT PROGRAM

The Emergency Management and Civil Protection Act, R.S.O. 1990, c.E.9, as amended and its associated regulations and standards, requires the implementation of a mandatory emergency management program by all Ontario Municipalities.

The Emergency Management Program shall consist of the following:

- Designation of a Community Emergency Management Coordinator (CEMC);
- Formation of a Municipal Emergency Management Program Committee;
- Publication of an appropriate Emergency Operations Centre (EOC);
- Development of an appropriate Emergency Response Capability;
- Conduct annual training and exercises for the MECG and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
- Development and Implementation of a Public Awareness Program & Education on risks to public safety and preparedness for emergencies;
- Identification of individuals to act as Emergency Information Officers;
- Conduct an Annual Review of the Emergency Management Program.

MISSION/GOAL

The mission of the Town of Fort Frances MECG is to provide the highest level of emergency preparedness to the visitors and citizens of Fort Frances. Our goal is to save lives, protect property and the environment through prevention, mitigation, preparedness, response and recovery actions.

Prevention – Actions taken to prevent an emergency or disaster.

Mitigation – Actions taken to reduce the effects of an emergency or disaster.

Preparedness – Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of an emergency response plan, training, exercises and public awareness and education.

Response – Actions taken to respond to an emergency or disaster.

Recovery – Actions taken to recover from an emergency or disaster and to return the Town of Fort Frances or the affected area back to normal after an emergency or disaster.

MEMBERS OF THE EMERGENCY MANAGEMENT PROGRAM COMMITTEE

The emergency management program committee acts as an advisory committee to the MECG and its advisory & support members. The program committee guides the development, implementation and maintenance of the Town of Fort Frances Emergency Management Program. The formation of this committee is a key organizational step towards making the emergency management process work at the local level.

The Committee is chaired by the Town Administrator and is composed of the following positions:

- Mayor or Deputy Mayor;
- Town Administrator (CHAIR);
- Emergency Information Officer;
- Fire Chief/CEMC;
- Manager of Operations & Facilities;
- Treasurer;
- Chief Building Official.

The emergency management program chair and committee members are approved by Municipal By-Law by the Mayor & Council of the Town of Fort Frances.



Emergency Information Officer Designate

Every municipality must designate an employee of the municipality as its EIO, who acts as the primary media and public contact for the municipality in an emergency.

References

O. Reg 380/04, Para 14 states:

Emergency information officer

14. (1) Every municipality shall designate an employee of the municipality as its emergency information officer.

(2) The emergency information officer shall act as the primary media and public contact for the municipality in an emergency.

Interpretation and Verification Requirements

The designated EIO must be an employee of the municipality. It is the responsibility of the municipality to ensure that the designated EIO is an employee of the municipality, as defined in the Municipal Act, 2001 (refer to section 1 of this guide).

Therefore, in order to verify compliance with the EMCPA regarding the designation of a municipal EIO, OFMEM requests the name and contact information of the designated EIO.

The Town of Fort Frances Emergency Information Officer is:

Patrick Briere, MLEO/Alternate CEMC.

The Alternate Emergency Information Officer is:

Jordan Forbes, HR Manager.

Date: April 26th, 2019

Report To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC.

Re: Amendment to the Emergency Management Plan By-Law.

The Municipal Emergency Management Program Committee during their 2019 annual review of the Town of Fort Frances Emergency Management Program, received recommendations from our OFMEM Amethyst Sector Field Officer to make 3 housekeeping changes to our Emergency Management Plan.

During the 2019 program review, the Municipal Emergency Management Program Committee accepted the recommendations from the OFMEM and made the necessary housekeeping changes to the Emergency Plan. The housekeeping changes were as follows:

- Page 9 change name of Ministry from EMO to OFMEM.
- Page 28 where it references EMPC it states “or alternates” this will need to be removed. Appendix C also had this term used.
- Addition to Section 3.1 – add a notation regarding declarations occurring if the Head of Council cannot do so.

Therefore, with this stated, please find attached amendment By-Law #37/18 – A (Updated Town of Fort Frances Emergency Plan) for your review.

The Municipal Emergency Management Program Committee is asking the Administration & Finance Executive Committee to recommend that Council approve the report as presented and authorize that a by-law be prepared for signing by Mayor and Clerk.

Respectfully submitted

Original Signed By

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

TOWN OF FORT FRANCES

BY-LAW NO. 37/18-A

(Being a by-law to amend By-Law 37/18, being a by-law to adopt an Emergency Plan under Sections 2.1 (2) (a) and 3 (1) of the Emergency Management & Civil Protection Act, R.S.O., 1990, Ch. E 9, as amended).

WHEREAS the Emergency and Civil Protection Act, Sections 2.1 (2) (a) and 3 (1) requires every Municipality to develop and implement an emergency plan;

AND WHEREAS on _____, Council approved a recommendation from the Fire Chief/CEMC to update the Town of Fort Frances Emergency Plan.

NOW THEREFORE the Municipal Council of the Corporation of the Town of Fort Frances **HEREBY ENACTS** as following:

- 1) The document entitled the Town of Fort Frances Municipal Emergency Plan attached hereto as Schedule “A” shall be and is adopted as the emergency plan of the Town of Fort Frances.

READ THREE TIMES and finally passed in open Council this _____ day of _____, 2019.

J. Caul, Mayor

E. Slomke, Clerk

To: Administration & Finance Executive Committee
From: Tyler Moffitt, Fire Chief/CEMC
Date: April 30, 2019
Subject: Waiving of Procurement Policy

Background

The 2019 Capital Budget of \$15,000 for Air Monitors & Testing/Charging Stations was approved.

The authorized dealer for the brand of Air Monitors & Testing/Charging Stations we operated with is in Winnipeg, Manitoba. As well, the brand representative is also in Winnipeg.

When I go out for quotes ... each authorized dealer across Canada will contact the same head office representative who then provides pricing. They only will provide any type of special pricing to one authorized dealer.

As per the Procurement Policy, this purchase with tax falls into the Purchases over \$5,000 but not exceeding \$35,000 category. As well, as per the policy, at least three written quotes prior to ordering is required.

Given the circumstances of this unique piece of equipment and limited suppliers in Canada, I am requesting to waive the Procurement Policy for this purchase.

Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to bring forward the resolution to waive **4.0 PROCUREMENT PROCEDURES / D. Purchasing Methods / iii Purchases over \$5,000 but not exceeding \$35,000**, with regards to purchasing the Air Monitors & Testing/Charging Stations.

Respectfully submitted,



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

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 1, 2019
SUBJECT: Doug Brown–NOMA Annual Meeting and Conference Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$100.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Doug Brown.

Expenses

| | |
|----------------------------------|-----------------|
| 1. Meals | \$ 70.00 |
| 2. Per Diem | 30.00 |
| 3. Gas | <u>38.92</u> |
| Total travel and Per Diem Claims | <u>\$138.92</u> |

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,090.21 to attend the conference as authorized by Council.

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

| | | | | | | | | | |
|----|------------------------------|--|-------|--------|--------|--------|-------|------|---------|
| 1. | Attendee | Doug Brown | | | | | | | |
| 2. | Conference/Seminar Attended | Annual General Meeting Noma | | | | | | | |
| | Location (Facility and City) | Thunder Bay - Victoria Inn | | | | | | | |
| | Dates | April 23 to 26, 2019 | | | | | | | |
| 3. | | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Total |
| | Accommodation | | Kathy | 150.43 | 150.43 | 150.43 | | | 451.29 |
| | Transportation | | | | | | | | |
| | Breakfast | | | / | / | / | / | | 0 |
| | Lunch | | | / | / | / | / | | 0 |
| | Dinner | | | 35.00 | 36.00 | / | / | | 70.00 |
| | Per Diem | | | 5 | 10 | 10 | 5 | | 30.00 |
| | Other | | | | | 44 | 38.92 | | 38.92 |
| 4. | Prepaid Expenses | <div>Registration</div> <div>500 Kathy's Visa</div> <div>Air Travel</div> <div>Other</div> | | | | | | | Total |
| | | | | | | | | | 500.00 |
| 5. | Town Used Vehicle | Yes | No | Reason | | | | | Total |
| | Mileage Claimed | KM x \$0.47 = | | | | | | | |
| 6. | Approved | | | | | | | | |
| | | Total Expenses | | | | | | | 1090.21 |
| | | Advance Received | | | | | | | / |
| | | Balance Claimed | | | | | | | 138.92 |
| | | Balance Refunded | | | | | | | 138.92 |

The agenda must be attached to process payment

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

Date April 29/19

Doug Brown
Employee Signature

Date _____

Supervisor Signature

Date _____

Division Manager Signature

| | | | |
|------|-----------|-------|---------|
| | | | |
| Date | Treasurer | A / P | Cashier |



VICTORIA INN

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Douglas Brown

Page # 1
Res. # 615255
Checked in Tue Apr 23/19 - 6:37pm
Departing Fri Apr 26/19
Nights 3

Promo Code
Room 231

Group: Noma*

| Date | Description | Reference | Charges | Credits |
|-------|--------------------------------|-----------|---------|---------|
| Apr23 | Room - Government Rate | | 128.00 | |
| Apr23 | Municipal Accommodation Tax By | | 5.12 | |
| Apr23 | HST | | 17.31 | |
| Apr24 | Room - Government Rate | | 128.00 | |
| Apr24 | Municipal Accommodation Tax By | | 5.12 | |
| Apr24 | HST | | 17.31 | |
| Apr25 | Room - Government Rate | | 128.00 | |
| Apr25 | Municipal Accommodation Tax By | | 5.12 | |
| Apr25 | HST | | 17.31 | |
| | | | ----- | ----- |
| | | | 451.29 | 451.29 |
| | | | | 0.00 |

N.O.M.A.
Attn: Kristen Oliver
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8

As of September 1, 2018 a new 4% Municipal Accommodation
Tax has been implemented by the City of Thunder Bay.
For information on tax by-law 74/2018 visit
www.thunderbay.ca/MAT or call 807.625.2230.

Our H.S.T. # is 835058603

Charge Summary:
HST

51.93

| | | | |
|--|-----------------|---|-----------------|
| NOMA Annual General Meeting 2019 - Andrew Hallikas | \$500.00 CAD | 1 | \$500.00 CAD |
|--|-----------------|---|-----------------|

| | | | |
|---|-----------------|---|-----------------|
| NOMA Annual General Meeting 2019 - Rick Wiedenhoeft | \$500.00 CAD | 1 | \$500.00 CAD |
|---|-----------------|---|-----------------|

| | | | |
|--|-----------------|---|-----------------|
| NOMA Annual General Meeting 2019 - Douglas Brown | \$500.00 CAD | 1 | \$500.00 CAD |
|--|-----------------|---|-----------------|

| | |
|---------------|---------------------------|
| Subtotal: | \$3,500.00 CAD |
| Discount: | -\$0.00 CAD |
| Insurance: | ---- |
| Total: | \$3,500.00 CAD |

Receipt No: 0934-3007-7530-1927

Please keep this receipt number for future reference. You'll need it if you contact customer service at Northwestern Ontario Municipal Association or PayPal.



[Help](#) | [Security Centre](#)

This email was sent to klawson@fortfrances.ca for the ongoing support and maintenance of your account. To manage your communication preferences, please visit our [Preference Centre](#).

Please do not reply to this email. We are unable to respond to inquiries sent to this address. For immediate answers to your questions, visit our Help Centre by clicking "Help" located on any PayPal page or email.

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PayPal Email ID PP1469 - 35e1a129632bb

SHELL CANADA PRODUCTS
4794 HIGHWAY 11 & 17
Kakabeka Falls, ON P0T 1W0
(807) 577-8767

| Tax Description | Qty | Amount |
|-----------------------|-----|----------------|
| H Bronze No1 | | |
| 27.626 L @ \$1.449/ L | | \$40.03 |
| 0.040 /L Discount | | |
| PROMO 90 | 1 | \$0.00 |
| Offer Discount | 1 | (\$1.11) |
| Sub. Total | | \$38.92 |
| 13.0% HST tax on | | \$0.00 |
| 5.0% HST-F tax on | | \$0.00 |
| TOTAL | | \$38.92 |
| VISA: | | \$38.92 |
| Change | | \$0.00 |

Fuel Includes HST 13.0% \$4.48
Fuel Includes HST-F 5.0% \$0.00
HST - Fuel - ON No. 863700670RT0001

01 APPROVED - THANK YOU 001

VISA

XXXXXXXXXXXX3059

TERMINAL No. 89221561

C

PURCHASE

INV No. 2215615321

APPROVAL No. 04283I

VISA CREDIT

AID A0000000031010

TVR 8080008000

TSI 6800

VERIFIED BY PIN

2019 NOMA Annual Meeting & Conference Agenda
Wednesday, April 24, 2019 Location: Victoria Inn & Conference Center,
Thunder Bay, Embassy Room

- 10:30 am **Registration Opens**
- 11:00 am **Conference Welcome**
Call to Order & Greetings from
Mayor Wendy Landry, President
Mayor Bill Mauro, City of Thunder Bay
Mayor Allan Thompson, ROMA
Roll Call
Greetings from Michael Gravelle, MPP Thunder Bay – Superior North
Judith Monteith Farrell, MPP Thunder Bay – Atikokan
Peter Collins, Chief, Fort William First Nation
- 11:20 am **Keynote: AMO Update**
Presented by: Jamie McGarvey, President, & Matthew Wilson, Senior Advisor
Association of Ontario Municipalities
- NOON **LUNCH**
- 12:45 pm **Cyber Security**
Presented by: Jessica Jaremchuk, Frank Cowan Company
- 1:30 pm **Hydro One Investing in Northwestern Ontario**
Presented by: Jason Fitzsimmons, Chief Corporate Affairs and Customer Care Officer
- 2:15 pm **The Hon. Monte McNaughton, Minister of Infrastructure**
- 2:30 pm **Schedule One Update – WSIB**
Presented by: Janine Dyck, Vice President, Employer Services
- 3:15 pm **HEALTH BREAK**
- NOMA Annual General Meeting**
- 3:30 pm to 1. Call to Order
4:30 pm 2. Approval of minutes of 72nd Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2019
 7. Approval of 2019 Operating Estimates
 8. Approval to receive Committee & District Associations Reports
 Adjournment
- 6pm to 8pm Opening Reception

Thursday, April 25, 2019, Embassy Ballroom

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

7:45 am

Buffet Breakfast

8:30 am

LAS Update

Presented by: Jeff Barten, Energy & Asset Services Manager

9:15 am

IESO

Presented by: Terry Young, Vice President, Policy, Engagement & Innovation

10:00 am

Health Break

10:15 am

Starting and Supporting Youth Advisory Committees, Parks & Recreation Ontario

Presented by: Sue Peterson, Project Manager, Youth Engagement Project

10:45 am

Understanding MPAC and our role in the Property Assessment and Taxation System.

Presented by: Carmelo Lipsi, Vice President and COO & Mary Dawson Cole, Regional Manager, Municipal and Stakeholder Relations.

11:30 am

Cardiovascular Surgery is Coming to Thunder Bay & Northwestern Ontario!

Presented by: Mayor Wendy Landry, Dr. Peter Voros, EVP In-Patient Care Programs, Mr. Barry Streib, Board Member - Thunder Bay Regional Health Sciences Foundation and Cindy Levanto-Kawahara, Staff, Thunder Bay Regional Health Sciences Foundation

12:00 pm

Lunch Buffet

1:00 pm

Keynote: Magic Wand: How pro-active government can turn around practically any city, town or village and case studies that prove it
Presented by: Bruce Firestone, Real Estate Investment and Business coach

2:00 pm

Ombudsman Ontario

Presented by: Laura Pettigrew, General Counsel

2:45 pm

Health Break

3:00 pm

Centre for Rural & Northern Health Research Thunder Bay Drug Strategy & Lakehead University

Presented by: Dr. Mushquash, Dr. Mary Ellen Hill and Shevaun Nadin & Cynthia Olsen, Coordinator, Thunder Bay Drug Strategy

3:45 pm

Ontario Northland

Presented by: Corina Moore, President and CEO

6:00 pm

Reception Annual Banquet – Embassy Ballroom, Victoria Inn

6:30 pm

Dinner is served

7:30 pm

Entertainment – The Duelling Pianos

Friday, April 26, 2019 Location: Embassy Ballroom

7:30 am

Buffet Breakfast

7:30 am to 8am **East-West Tie Construction Update, NextBridge**

Presented by: Matthew Jackson, Manager, Community & Indigenous Engagement, Eastern Canada, Enbridge Pipelines Inc.

8:00 am

TEC HUB – Training and Educating for the Future *Presented by: Emilio Rigato*

8:15 am

Marc Serré, MP, Parliamentary Secretary to the Minister of Rural Economic Development

8:30 am

GEMS 2+1 Road Pilot Project
Presented by: Mark Wilson

9:00 am

The Case of the Shrinking Wood Supply: Working Together We Can Reverse the Trend
Presented by: Jamie Lim, President, OFIA

9:45 am

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay - Atikokan

10:00 am

Health Break

10:15 am

Creative Destruction in the Forest Sector--Where Do we Go From Here?
Presented by: Howard Hampton and Peter Love, Pilot Law

10:45 am

Prosperity and Growth Strategy for Northern Ontario
Presented by: Aime DiMatteo, Director General, FEDNOR

11:15 am

Hon. Steve Clark, Minister of Municipal Affairs & Housing
Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs
Hon. Sylvia Jones, Minister of Community Safety & Correctional Services

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 1, 2019
SUBJECT: Mayor June Caul–NOMA Annual Meeting and Conference Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$100.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Mayor June Caul.

Expenses

| | |
|----------------------------------|-----------------|
| 1. Meals | \$100.00 |
| 2. Per Diem | <u>560.00</u> |
| Total travel and Per Diem Claims | <u>\$660.00</u> |

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,611.29 to attend the conference 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 | June Caul | | | | | | | |
| 2. Conference/Seminar Attended | NOMA | | | | | | | |
| Location (Facility and City) | Victoria Inn, Thunder Bay | | | | | | | |
| Dates | April 23, 24, 25, 26 | | | | | | | |
| 3. | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Total |
| Accommodation | | | | | | | | |
| Transportation | | | | | | | | |
| Breakfast | | | | 13.00 | | | | 13.00 |
| Lunch | | | | | | 17.00 | | 17.00 |
| Dinner | | | 35.00 | 35.00 | | | | 70.00 |
| Per Diem | | | 80.00 | 160.00 | 160.00 | 160.00 | | 560.00 |
| Other | | | | | | | | |
| 4. Prepaid Expenses | Registration | | Air Travel | | Other | | Total | |
| | | | | | | | | |
| 5. Town Used Vehicle | Yes | No | Reason | | | | | Total |
| Mileage Claimed | KM x CRA rate = | | | | | | | |
| | | | | | | | | 100.- |
| 6. Approved | | | | Total Expenses | | | | 660.00 |
| | | | | 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.

April 29, 2019
Date

June Caul
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 | June Caul |
| Conference / Seminar Attended | NOMA |
| Location | Victoria Inn, Thunder Bay |
| Dates | April 23, 24, 25, 26 |

Details of Per Diem

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|--------|----------|-----------|----------|---------|----------|--------|-----------|
| Date | | Apr. 23 | Apr. 24 | Apr. 25 | Apr. 26 | | | 3½ |
| Amount | | \$ 80.00 | 160.00 | 160.00 | 160.00 | | | \$ 560.00 |

| | |
|----------------------------------|------------------------|
| Name (Please Print) June Caul | Signature June Caul |
| Approved | Date |

To be submitted to Payroll for processing when approved by Council

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

June Caul
Town of Fort Frances
320 Portage Ave
Fort Frances ON
P9A 3P9

Page # 1
Res. # 615247
Checked in Tue Apr 23/19 - 6:45pm
Checked out Fri Apr 26/19 - 7:17am
Nights 3

Promo Code
Room 260

Group: Noma*

| Date | Description | Reference | Charges | Credits |
|-------|--|-----------|---------|---------|
| Apr23 | Room - Government Rate | | 128.00 | |
| Apr23 | Municipal Accommodation Tax By | | 5.12 | |
| Apr23 | HST | | 17.31 | |
| Apr24 | Room - Government Rate | | 128.00 | |
| Apr24 | Municipal Accommodation Tax By | | 5.12 | |
| Apr24 | HST | | 17.31 | |
| Apr25 | Room - Government Rate | | 128.00 | |
| Apr25 | Municipal Accommodation Tax By | | 5.12 | |
| Apr25 | HST | | 17.31 | |
| Apr26 | PAID BY VISA - Th auth #053503 *****8250 | | | 451.29 |
| | | 0.00 | 451.29 | 451.29 |

N.O.M.A.
Attn: Kristen Oliver
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8

As of September 1, 2018 a new 4% Municipal Accommodation Tax has been implemented by the City of Thunder Bay. For information on tax by-law 74/2018 visit www.thunderbay.ca/MAT or call 807.625.2230.

Our H.S.T. # is 835058603

Charge Summary:
HST

51.93

Kathy Lawson

From: service@intl.paypal.com
Sent: Tuesday, March 12, 2019 10:25 AM
To: Kathy Lawson
Subject: Your payment to Northwestern Ontario Municipal Association



You sent a payment of \$3,500.00 CAD to Northwestern Ontario Municipal Association.

12-Mar-2019 11:25:01 GMT-04:00
Receipt No:0934-3007-7530-1927

Hello Kathryn Lawson,

This charge will appear on your credit card statement as payment to PAYPAL
*NORTHWESTER.

Save time with a PayPal account

Create a PayPal account and save your payment information. You won't need to enter your payment information every time you shop online.

[Sign Up Now](#)

Shop with confidence

We keep your financial information secure.

Transactions monitored 24/7

Our fraud specialists help protect your account.

You're protected

Zero fraud liability for eligible unauthorized purchases. [See eligibility](#)



Merchant information:
Northwestern Ontario Municipal Association

Instructions to merchant:
None provided



Shipping information:

Shipping method:
Not specified

| Description | Unit price | Qty | Amount |
|--|-----------------|-----|-----------------|
| NOMA Annual General Meeting 2019 - June Caul | \$500.00 CAD | 1 | \$500.00 CAD |
| NOMA Annual General Meeting 2019 - Michael Behan | \$500.00 CAD | 1 | \$500.00 CAD |
| NOMA Annual General Meeting 2019 - Wendy Brunetta | \$500.00 CAD | 1 | \$500.00 CAD |
| NOMA Annual General Meeting 2019 - Douglas Judson | \$500.00 CAD | 1 | \$500.00 CAD |

2019 NOMA Annual Meeting & Conference Agenda
Wednesday, April 24, 2019 Location: Victoria Inn & Conference Center,
Thunder Bay, Embassy Room

- 10:30 am **Registration Opens**
- 11:00 am **Conference Welcome**
Call to Order & Greetings from
Mayor Wendy Landry, President
Mayor Bill Mauro, City of Thunder Bay
Mayor Allan Thompson, ROMA
Roll Call
Greetings from Michael Gravelle, MPP Thunder Bay – Superior North
Judith Monteith Farrell, MPP Thunder Bay – Atikokan
Peter Collins, Chief, Fort William First Nation
- 11:20 am **Keynote: AMO Update**
Presented by: Jamie McGarvey, President, & Matthew Wilson, Senior Advisor
Association of Ontario Municipalities
- NOON **LUNCH**
- 12:45 pm **Cyber Security**
Presented by: Jessica Jaremchuk, Frank Cowan Company
- 1:30 pm **Hydro One Investing in Northwestern Ontario**
Presented by: Jason Fitzsimmons, Chief Corporate Affairs and Customer Care Officer
- 2:15 pm **The Hon. Monte McNaughton, Minister of Infrastructure**
- 2:30 pm **Schedule One Update – WSIB**
Presented by: Janine Dyck, Vice President, Employer Services
- 3:15 pm **HEALTH BREAK**
- NOMA Annual General Meeting**
- 3:30 pm to
4:30 pm
 1. Call to Order
 2. Approval of minutes of 72nd Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2019
 7. Approval of 2019 Operating Estimates
 8. Approval to receive Committee & District Associations Reports

Adjournment
- 6pm to 8pm **Opening Reception**

Thursday, April 25, 2019, Embassy Ballroom

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

7:45 am

Buffet Breakfast

8:30 am

LAS Update

Presented by: Jeff Barten, Energy & Asset Services Manager

9:15 am

IESO

Presented by: Terry Young, Vice President, Policy, Engagement & Innovation

10:00 am

Health Break

10:15 am

Starting and Supporting Youth Advisory Committees, Parks & Recreation Ontario

Presented by: Sue Peterson, Project Manager, Youth Engagement Project

10:45 am

Understanding MPAC and our role in the Property Assessment and Taxation System.

Presented by: Carmelo Lipsi, Vice President and COO & Mary Dawson Cole, Regional Manager, Municipal and Stakeholder Relations.

11:30 am

Cardiovascular Surgery is Coming to Thunder Bay & Northwestern Ontario!

Presented by: Mayor Wendy Landry, Dr. Peter Voros, EVP In-Patient Care Programs, Mr. Barry Streib, Board Member - Thunder Bay Regional Health Sciences Foundation and Cindy Levanto-Kawahara, Staff, Thunder Bay Regional Health Sciences Foundation

12:00 pm

Lunch Buffet

1:00 pm

Keynote: Magic Wand: How pro-active government can turn around practically any city, town or village and case studies that prove it
Presented by: Bruce Firestone, Real Estate Investment and Business coach

2:00 pm

Ombudsman Ontario

Presented by: Laura Pettigrew, General Counsel

2:45 pm

Health Break

3:00 pm

Centre for Rural & Northern Health Research Thunder Bay Drug Strategy & Lakehead University

Presented by: Dr. Mushquash, Dr. Mary Ellen Hill and Shevaun Nadin & Cynthia Olsen, Coordinator, Thunder Bay Drug Strategy

3:45 pm

Ontario Northland

Presented by: Corina Moore, President and CEO

6:00 pm

Reception Annual Banquet – Embassy Ballroom, Victoria Inn

6:30 pm

Dinner is served

7:30 pm

Entertainment – The Duelling Pianos

Friday, April 26, 2019 Location: Embassy Ballroom

7:30 am

Buffet Breakfast

7:30 am to 8am **East-West Tie Construction Update, NextBridge**

Presented by: Matthew Jackson, Manager, Community & Indigenous Engagement, Eastern Canada, Enbridge Pipelines Inc.

8:00 am

TEC HUB – Training and Educating for the Future *Presented by: Emilio Rigato*

8:15 am

Marc Serré, MP, Parliamentary Secretary to the Minister of Rural Economic Development

8:30 am

GEMS 2+1 Road Pilot Project
Presented by: Mark Wilson

9:00 am

The Case of the Shrinking Wood Supply: Working Together We Can Reverse the Trend
Presented by: Jamie Lim, President, OFIA

9:45 am

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay - Atikokan

10:00 am

Health Break

10:15 am

Creative Destruction in the Forest Sector--Where Do we Go From Here?
Presented by: Howard Hampton and Peter Love, Pilot Law

10:45 am

Prosperity and Growth Strategy for Northern Ontario
Presented by: Aime DiMatteo, Director General, FEDNOR

11:15 am

Hon. Steve Clark, Minister of Municipal Affairs & Housing
Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs
Hon. Sylvia Jones, Minister of Community Safety & Correctional Services

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 1, 2019
SUBJECT: Councillor Michael Behan–NOMA Annual Meeting and Conference Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$100.00 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Councillor Michael Behan.

Expenses

| | |
|----------------------------------|-----------------|
| 1. Meals | \$100.00 |
| 2. Per Diem | <u>560.00</u> |
| Total travel and Per Diem Claims | <u>\$660.00</u> |

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,611.29 to attend the conference 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 | NOMA | | | | | | |
| | Location (Facility and City) | THUNDER BAY | | | | | | |
| | Dates | APRIL 23-26 | | | | | | |

| 3. | | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Total |
|----|----------------|------|------|---------|---------|--------|---------|------|---------|
| | Accommodation | | | | | | | | |
| | Transportation | | | | | | | | |
| | Breakfast | | | | \$13.00 | | | | \$13.00 |
| | 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 | \$100.00 |
| | | 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.

APRIL 30/2019

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 | NOMA |
| Location | THUNDER BAY |
| Dates | APRIL 23-26 |

Details of Per Diem

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|--------|----------|-----------|----------|----------|----------|--------|-------|
| Date | | APRIL 23 | APRIL 24 | APRIL 25 | APRIL 26 | | | |
| Amount | | \$50 | \$160 | \$160 | \$160 | | | 560. |

| | |
|---------------------|---------------|
| Name (Please Print) | Signature |
| MICHAEL BEHAN | Michael Behan |
| Approved | Date |
| | APRIL 30/2019 |

To be submitted to Payroll for processing when approved by Council

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Michael Behan

Page # 1
Res. # 615251
Checked in Tue Apr 23/19 - 6:49pm
Checked out Fri Apr 26/19 - 7:13am
Nights 3

Promo Code
Room 227

Group: Noma*

| Date | Description | Reference | Charges | Credits |
|-------|--|-----------|---------|---------|
| Apr23 | Room - Government Rate | | 128.00 | |
| Apr23 | Municipal Accommodation Tax By | | 5.12 | |
| Apr23 | HST | | 17.31 | |
| Apr24 | Room - Government Rate | | 128.00 | |
| Apr24 | Municipal Accommodation Tax By | | 5.12 | |
| Apr24 | HST | | 17.31 | |
| Apr25 | Room - Government Rate | | 128.00 | |
| Apr25 | Municipal Accommodation Tax By | | 5.12 | |
| Apr25 | HST | | 17.31 | |
| Apr26 | PAID BY VISA - Th auth #004284 *****8250 | | | 451.29 |
| | | 0.00 | 451.29 | 451.29 |

N.O.M.A.
Attn: Kristen Oliver
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8

As of September 1, 2018 a new 4% Municipal Accommodation Tax has been implemented by the City of Thunder Bay. For information on tax by-law 74/2018 visit www.thunderbay.ca/MAT or call 807.625.2230.

Our H.S.T. # is 835058603

Charge Summary:

HST 51.93

Kathy Lawson

From: service@intl.paypal.com
Sent: Tuesday, March 12, 2019 10:25 AM
To: Kathy Lawson
Subject: Your payment to Northwestern Ontario Municipal Association



You sent a payment of \$3,500.00 CAD
to Northwestern Ontario Municipal
Association.

12-Mar-2019 11:25:01 GMT-04:00
Receipt No:0934-3007-7530-1927

Hello Kathryn Lawson,

This charge will appear on your credit card statement as payment to PAYPAL
*NORTHWESTER.

Save time with a PayPal account

Create a PayPal account and save your payment
information. You won't need to enter your payment
information every time you shop online.

[Sign Up Now](#)

Shop with confidence

We keep your financial information
secure.

Transactions monitored 24/7

Our fraud specialists help protect
your account.

You're protected

Zero fraud liability for eligible
unauthorized purchases. [See
eligibility](#)



Merchant information:
Northwestern Ontario Municipal
Association

Instructions to merchant:
None provided



Shipping information:

Shipping method:
Not specified

| Description | Unit price | Qty | Amount |
|--|-----------------|-----|-----------------|
| NOMA Annual General Meeting 2019 - June Caul | \$500.00 CAD | 1 | \$500.00 CAD |
| NOMA Annual General Meeting 2019 - Michael Behan | \$500.00 CAD | 1 | \$500.00 CAD |
| NOMA Annual General Meeting 2019 - Wendy Brunetta | \$500.00 CAD | 1 | \$500.00 CAD |
| NOMA Annual General Meeting 2019 - Douglas Judson | \$500.00 CAD | 1 | \$500.00 CAD |

2019 NOMA Annual Meeting & Conference Agenda
Wednesday, April 24, 2019 Location: Victoria Inn & Conference Center,
Thunder Bay, Embassy Room

- 10:30 am **Registration Opens**
- 11:00 am **Conference Welcome**
Call to Order & Greetings from
Mayor Wendy Landry, President
Mayor Bill Mauro, City of Thunder Bay
Mayor Allan Thompson, ROMA
Roll Call
Greetings from Michael Gravelle, MPP Thunder Bay – Superior North
Judith Monteith Farrell, MPP Thunder Bay – Atikokan
Peter Collins, Chief, Fort William First Nation
- 11:20 am **Keynote: AMO Update**
Presented by: Jamie McGarvey, President, & Matthew Wilson, Senior Advisor
Association of Ontario Municipalities
- NOON **LUNCH**
- 12:45 pm **Cyber Security**
Presented by: Jessica Jaremchuk, Frank Cowan Company
- 1:30 pm **Hydro One Investing in Northwestern Ontario**
Presented by: Jason Fitzsimmons, Chief Corporate Affairs and Customer Care Officer
- 2:15 pm **The Hon. Monte McNaughton, Minister of Infrastructure**
- 2:30 pm **Schedule One Update – WSIB**
Presented by: Janine Dyck, Vice President, Employer Services
- 3:15 pm **HEALTH BREAK**
- NOMA Annual General Meeting**
- 3:30 pm to
4:30 pm 1. Call to Order
 2. Approval of minutes of 72nd Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2019
 7. Approval of 2019 Operating Estimates
 8. Approval to receive Committee & District Associations Reports
 Adjournment
- 6pm to 8pm **Opening Reception**

Thursday, April 25, 2019, Embassy Ballroom

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

7:45 am

Buffet Breakfast

8:30 am

LAS Update

Presented by: Jeff Barten, Energy & Asset Services Manager

9:15 am

IESO

Presented by: Terry Young, Vice President, Policy, Engagement & Innovation

10:00 am

Health Break

10:15 am

Starting and Supporting Youth Advisory Committees, Parks & Recreation Ontario

Presented by: Sue Peterson, Project Manager, Youth Engagement Project

10:45 am

Understanding MPAC and our role in the Property Assessment and Taxation System.

Presented by: Carmelo Lipsi, Vice President and COO & Mary Dawson Cole, Regional Manager, Municipal and Stakeholder Relations.

11:30 am

Cardiovascular Surgery is Coming to Thunder Bay & Northwestern Ontario!

Presented by: Mayor Wendy Landry, Dr. Peter Voros, EVP In-Patient Care Programs, Mr. Barry Streib, Board Member - Thunder Bay Regional Health Sciences Foundation and Cindy Levanto-Kawahara, Staff, Thunder Bay Regional Health Sciences Foundation

12:00 pm

Lunch Buffet

1:00 pm

Keynote: Magic Wand: How pro-active government can turn around practically any city, town or village and case studies that prove it
Presented by: Bruce Firestone, Real Estate Investment and Business coach

2:00 pm

Ombudsman Ontario

Presented by: Laura Pettigrew, General Counsel

2:45 pm

Health Break

3:00 pm

Centre for Rural & Northern Health Research Thunder Bay Drug Strategy & Lakehead University

Presented by: Dr. Mushquash, Dr. Mary Ellen Hill and Shevaun Nadin & Cynthia Olsen, Coordinator, Thunder Bay Drug Strategy

3:45 pm

Ontario Northland

Presented by: Corina Moore, President and CEO

6:00 pm

Reception Annual Banquet – Embassy Ballroom, Victoria Inn

6:30 pm

Dinner is served

7:30 pm

Entertainment – The Duelling Pianos

Friday, April 26, 2019 Location: Embassy Ballroom

7:30 am

Buffet Breakfast

7:30 am to 8am **East-West Tie Construction Update, NextBridge**

Presented by: Matthew Jackson, Manager, Community & Indigenous Engagement, Eastern Canada, Enbridge Pipelines Inc.

8:00 am

TEC HUB – Training and Educating for the Future *Presented by: Emilio Rigato*

8:15 am

Marc Serré, MP, Parliamentary Secretary to the Minister of Rural Economic Development

8:30 am

GEMS 2+1 Road Pilot Project
Presented by: Mark Wilson

9:00 am

The Case of the Shrinking Wood Supply: Working Together We Can Reverse the Trend
Presented by: Jamie Lim, President, OFIA

9:45 am

Andrea Horwath, Leader of the Official Opposition, NDP introduced by Judith Monteith Farrell, MPP Thunder Bay - Atikokan

10:00 am

Health Break

10:15 am

Creative Destruction in the Forest Sector--Where Do we Go From Here?
Presented by: Howard Hampton and Peter Love, Pilot Law

10:45 am

Prosperity and Growth Strategy for Northern Ontario
Presented by: Aime DiMatteo, Director General, FEDNOR

11:15 am

Hon. Steve Clark, Minister of Municipal Affairs & Housing
Hon. Greg Rickford, Minister of Energy, Northern Development & Mines & Indigenous Affairs
Hon. Sylvia Jones, Minister of Community Safety & Correctional Services

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: May 7, 2019
SUBJECT: Councillor Rick Wiedenhoeft–NOMA Annual Meeting and Conference Travel Expense and Per Diem

BACKGROUND

Attached is a copy of the Schedule “B” Travel Expenses of \$193.60 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$560.00 for attendance at the NOMA Annual Meeting and Conference in Thunder Bay, on April 23-26, 2019 as submitted by Councillor Rick Wiedenhoeft.

Expenses

| | |
|----------------------------------|-----------------|
| 1. Meals | \$100.00 |
| 2. Gas | 93.60 |
| 3. Per Diem | <u>560.00</u> |
| Total travel and Per Diem Claims | <u>\$753.60</u> |

The registration fee of \$500.00 and \$451.29 hotel accommodations was paid by the Town resulting in the total cost of \$1,704.89 to attend the conference 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 | <i>RICK WIEDENHOEFF</i> | | | | | | | | |
| 2. | Conference/Seminar Attended | <i>NOMA.</i> | | | | | | | | |
| | Location (Facility and City) | <i>Victoria Hotel Thunder Bay</i> | | | | | | | | |
| | Dates | <i>Tuesday April 23 - Friday April 26, 2019</i> | | | | | | | | |
| 3. | | Sun. | Mon. | Tues. | Wed. | Thurs. | Fri. | Sat. | Total | |
| | Accommodation | <i>Paid by Town</i> | <i>✓</i> | <i>✓</i> | <i>✓</i> | | | | <i>—</i> | |
| | Transportation | | | | | | | | | |
| | Breakfast | | | | <i>13.00</i> | | | | <i>13.00</i> | |
| | Lunch | | | | | | <i>17.00</i> | | <i>17.00</i> | |
| | Dinner | | | <i>35.00</i> | <i>35.00</i> | | | | <i>70.00</i> | |
| | Per Diem | | | | | | | | | |
| | Other | | | | | | | | | |
| 4. | Prepaid Expenses | Registration | | Air Travel | | Other | | Total | | |
| | | | | | | | | | | |
| 5. | Town Used Vehicle | <i>Yes</i> | No | Reason | | | | | Total | |
| | Mileage Claimed | KM x CRA rate = | | | <i>GAS 25.04 + 68.56</i> | | | | <i>93.60</i> | |
| 6. | Approved | | | | | Total Expenses | | | | <i>193.60</i> |
| | | | | | | 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 April 29, 2019
Date

R. Widenhoff
Employee Signature

Date

Supervisor Signature

Date

Division Manager Signature

| | | | |
|------|-----------|-------|---------|
| | | | |
| Date | Treasurer | A / P | Cashier |

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

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

| | | |
|---------------------------------------|--|---------|
| H Bronze No8 17.900 L @ \$1.399/ L | | \$25.04 |
|---------------------------------------|--|---------|

| | | |
|-------------------|--------|----------------|
| Sub Total | | \$25.04 |
| 13.0% HST tax on | \$0.00 | \$0.00 |
| 5.0% HST-F tax on | \$0.00 | \$0.00 |
| TOTAL | | \$25.04 |
| Cash | | \$30.25 |
| Change | | \$5.21 |

| | | |
|---------------------|-------|-------------|
| Fuel Includes HST | 13.0% | \$2.88 |
| Fuel Includes HST-F | 5.0% | \$0.00 |
| HST - Fuel - ON No. | | 137400032RT |

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

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

| | | |
|--|--|---------|
| H Bronze FS No1 47.978 L @ \$1.429/ L | | \$68.56 |
|--|--|---------|

| | | |
|-------------------|--------|----------------|
| Sub Total | | \$68.56 |
| 13.0% HST tax on | \$0.00 | \$0.00 |
| 5.0% HST-F tax on | \$0.00 | \$0.00 |
| TOTAL | | \$68.56 |
| MASTERCARD: | | \$68.56 |
| Change | | \$0.00 |

| | | |
|---------------------|-------|------------|
| Fuel Includes HST | 13.0% | \$7.89 |
| Fuel Includes HST-F | 5.0% | \$0.00 |
| HST - Fuel - ON No. | | R106555360 |

01 APPROVED - THANK YOU 001

MASTERCARD XXXXXXXXXXXX3783
TERMINAL No. 89102381

PURCHASE
INV No. 023815536
APPROVAL No. 08421Z
MasterCard
AID A0C00000041010
TVR 00C0008000
TSI E80C

VERIFIED BY PIN

IMPORTANT
retain this copy for your records

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

| | |
|-------------------------------|--|
| Attendee | <i>Rick Wiedenheft</i> |
| Conference / Seminar Attended | <i>NOMA</i> |
| Location | <i>Victoria Inn Thunder Bay</i> |
| Dates | <i>Tuesday April 23 - Friday April 26 / 19</i> |

Details of Per Diem

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday | Total |
|--------|--------|-----------------|-----------------|-----------------|-----------------|----------|--------|---------------|
| Date | | <i>April 23</i> | <i>April 24</i> | <i>April 25</i> | <i>April 26</i> | | | <i>3 1/2</i> |
| Amount | | <i>80.00</i> | <i>160.00</i> | <i>160.00</i> | <i>160.00</i> | | | <i>560.00</i> |

| | |
|---|-----------------------------------|
| Name (Please Print) <i>RICK WIEDENHEFT</i> | Signature <i>R. Wiedenheft</i> |
| Approved | Date |

To be submitted to Payroll for processing when approved by Council

| | | | |
|---|-----------------|---|---------------------------|
| NOMA Annual General Meeting 2019 - Andrew Hallikas | \$500.00 CAD | 1 | \$500.00 CAD |
| NOMA Annual General Meeting 2019 - Rick Wiedenhoeft | \$500.00 CAD | 1 | \$500.00 CAD |
| NOMA Annual General Meeting 2019 - Douglas Brown | \$500.00 CAD | 1 | \$500.00 CAD |
| Subtotal: | | | \$3,500.00 CAD |
| Discount: | | | -\$0.00 CAD |
| Insurance: | | | ---- |
| Total: | | | \$3,500.00 CAD |

Receipt No: 0934-3007-7530-1927

Please keep this receipt number for future reference. You'll need it if you contact customer service at Northwestern Ontario Municipal Association or PayPal.

[Help](#) | [Security Centre](#)

This email was sent to klawson@fortfrances.ca for the ongoing support and maintenance of your account. To manage your communication preferences, please visit our [Preference Centre](#).

Please do not reply to this email. We are unable to respond to inquiries sent to this address. For immediate answers to your questions, visit our Help Centre by clicking "Help" located on any PayPal page or email.

PayPal is committed to your privacy, learn more about our [privacy policy](#).

Copyright © 2019 PayPal, Canada, 130 King St. W, PO Box 427, Toronto, ON M5X 1E3. All rights reserved.

PayPal Email ID PP1469 - 35e1a129632bb



VICTORIA INN

Victoria Inn Thunder Bay
555 W. Arthur St
Thunder Bay, ON
P7E 5R5

Telephone: 807-577-8481 Fax: 807-475-8961

Rick Wiedenhoeft

Page # 1
Res. # 615254
Checked in Tue Apr 23/19 - 6:47pm
Departing Fri Apr 26/19
Nights 3

Promo Code
Room 237

Group: Noma*

| Date | Description | Reference | Charges | Credits |
|--------|--------------------------------|-----------|---------|---------|
| Apr 23 | Room - Government Rate | | 128.00 | |
| Apr 23 | Municipal Accommodation Tax By | | 5.12 | |
| Apr 23 | HST | | 17.31 | |
| Apr 24 | Room - Government Rate | | 128.00 | |
| Apr 24 | Municipal Accommodation Tax By | | 5.12 | |
| Apr 24 | HST | | 17.31 | |
| Apr 25 | Room - Government Rate | | 128.00 | |
| Apr 25 | Municipal Accommodation Tax By | | 5.12 | |
| Apr 25 | HST | | 17.31 | |
| | | 451.29 | 451.29 | 0.00 |

N.O.M.A.
Attn: Kristen Oliver
P.O. Box 10308
Thunder Bay, On. (NOMA01)
P7B 6T8

As of September 1, 2018 a new 4% Municipal Accommodation Tax has been implemented by the City of Thunder Bay.
For information on tax by-law 74/2018 visit
www.thunderbay.ca/MAT or call 807.625.2230.

Our H.S.T. # is 835058603

Charge Summary:
HST

51.93

Paid by Town.
Rw.

2019 NOMA Annual Meeting & Conference Agenda

**Wednesday, April 24, 2019 Location: Victoria Inn & Conference Center,
Thunder Bay, Embassy Room**

- 10:30 am **Registration Opens**
- 11:00 am **Conference Welcome**
Call to Order & Greetings from NOMA – Mayor Wendy Landry, President
Roll Call
Greetings from Invited Dignitaries
- 11:20 am **Keynote: AMO Update**
Presented by: Jamie McGarvey, President, Association of Ontario Municipalities
- NOON **LUNCH**
- 12:45 pm **Cyber Security**
Presented by: Jessica Jaremchuk, Frank Cowan Company
- 1:30 pm **Hydro One**
Presented by: TBD
- 2:15 pm **The Hon. Monte McNaughton, Minister of Infrastructure**
- 2:30 pm **Schedule One Update – WSIB**
Presented by: TBD
- 3:15 pm **HEALTH BREAK**
- 3:30 pm
to 4:30 pm **NOMA Annual General Meeting**
 1. Call to Order
 2. Approval of minutes of 72nd Annual General meeting
 3. Approval to receive the Presidents Report
 4. Resolutions Committee
 5. Approval of Auditors Report
 6. Appointment of Auditors for 2019
 7. Approval of 2019 Operating Estimates
 8. Approval to receive Committee & District Associations Reports

Adjournment
- 6:00 pm to
8:00 pm **Opening Reception**
Join your colleagues for networking, appetizers and a cash bar. Be sure and visit the exhibitors who have registered for the 2019 conference

Thursday, April 25, 2019, Embassy Ballroom

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

7:45 am

Buffet Breakfast

8:30 am

LAS Update

Presented by: Jeff Barten, Energy & Asset Services Manager

9:15 am

IESO

Presented by: Terry Young, Vice President, Policy, Engagement & Innovation

10:00 am

Health Break

10:15 am

Starting and Supporting Youth Advisory Committees, Parks & Recreation Ontario

Presented by: Sue Peterson, Project Manager, Youth Engagement Project

10:45 am

MPAC

Presented by: Carmelo Lipsi, Vice President and COO & Mary Dawson-Cole, Regional Manager, Municipal Stakeholder Relations

11:30 am

Thunder Bay Regional Health Sciences Foundation

Presented by: Barry Streib Foundation Board of Director

12:00 pm

Lunch Buffet

1:00 pm

Keynote: Magic Wand: How pro-active government can turn around practically any city, town or village and case studies that prove it

Presented by: Bruce Firestone, Real Estate Investment and Business coach

2:00 pm

Ombudsman Ontario

Presented by: Laura Pettigrew

2:45 pm

Health Break

3:00 pm

Centre for Rural & Northern Health Research Thunder Bay Drug Strategy & Lakehead University

Presented by: Dr. Mushquash

3:45 pm

HOLD: FOR ONTARIO NORTHLAND

4:30 pm to 4:45 pm

HOLD: Marc Serre, MP, Parliamentary Secretary to the Minister of Rural Economic Development

6:00 pm

Reception Annual Banquet – Embassy Ballroom, Victoria Inn

6:30 pm

Dinner is served – Entertainment The Duelling Pianos

Friday, April 26, 2019 Location: Embassy Ballroom

7:45 am

Buffet Breakfast

8:30 am

GEMS 2+1 Road Pilot Project

Presented by: Mark Wilson

9:00 am

The Case of the Shrinking Wood Supply: Working Together We Can Reverse the Trend

Presented by: Jamie Lim, President, OFIA

9:45 am

Prosperity and Growth Strategy for Northern Ontario

Presented by: Aime DiMatteo, Director General, FEDNOR

10:15 am

Health Break

10:30 am

HOLD – NOHFC Update

On hold for Elected Officials and the Bearpit

Confirmed to date:

11:00 am or

Minister Steve Clark, Minister of Municipal Affairs & Housing

12:45 pm

Minister Greg Rickford, Minister of Energy, Northern Development & Mines and Indigenous Affairs

Minister Sylvia Jones, Minister of Community Safety & Correctional Services

The agenda is still in the planning stages as we await confirmations from the government and regional elected officials. The latest it will go is 2:00 pm but could conclude sooner. The agenda will be updated as confirmations are received.

To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC

Date: April 16, 2019

Subject: **Update Report: 2019 Schedule of Fees Amendment (Emergency Response Cost Recovery)**

Background

On April 16, 2019 I presented a report to the Administration & Finance Executive Committee recommending amending the Emergency Services Schedule of Fees to include Emergency Response Cost Recovery.

As I stated in my report ... most insurance policies provide coverage for an insured property owner for a number of **insured perils** and commonly insurance companies include provisions for **fire department expenses** in varying amounts typically ranging from **\$1,000.00 to \$10,000**.

The recovery rate is specific to the amount that is underwritten in each insurance policy and as such will vary from policy to policy ... as some companies don't have any coverage, some include it in the full limits of policy ... others put a specific amount on the individual policy for that property ... some have a total amount in addition and beyond the policy limits.

It should be noted that payment to the fire departments in no way affects the claim of the individual who may have suffered a loss (payments are not deducted from those which are due to the policy holder).

As well, no attempt will be made to collect any receivables from any property owner or individual who is not insured.

However, I was directed by the Administration & Finance Executive Committee to investigate the following: Would adding an invoice for our Fire & Rescue Services to a fire claim have an additional effect on the home owners policy.

Meanwhile, our Deputy Treasurer has received the following confirmation from Gillons Insurance Brokers: If our Fire & Rescue Service submits an invoice for services ... it will be a part of the same claim as the fire. As well, most insurance policies have provisions for such expenses and adding an invoice for our services to a fire claim has no additional effect on the home owners policy, as it is a part of the initial fire claim.

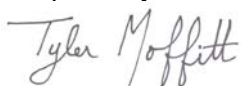
Therefore, below is an amended 2019 Schedule of Fees, which includes Emergency Response Cost Recovery. Please refer to the amended **3.16.5.1**.

| | | | |
|-----------------|--|------------|--|
| 3.16.5.1 | Fire Response to Structural Fires: Residential Commercial Industrial | N/C | MTO Prescribed Rates per apparatus per hour and personnel rates per hour plus any costs to Fort Frances Fire & Rescue Service or the Town of Fort Frances for each and every call |
|-----------------|--|------------|--|

Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to approve the amended Emergency Services Schedule of Fees Amendment regarding Emergency Response Cost Recovery.

Respectfully submitted,



Tyler Moffitt, Fire Chief/CEMC