

TOWN OF FORT FRANCES

AGENDA - May 27, 2019

MEETING - Council Chambers , Civic Centre

Page

1. COUNCIL MEETING

(Session No. 016) to immediately follow the Committee of the Whole

1.1 Call to Order

1.2 Prayer

1.3 Non-agenda items identified to be considered later in this meeting

1.4 Disclosure of pecuniary interest and the general nature thereof.

2. Delegations/Deputations:

2.1 Northwestern Health Unit re: proposed changes to public health, funding model and implications to municipalities.

- Dr. Kit Young Hoon, Medical Officer of Health and Marilyn Herbacz, CEO

2.2 Fort Frances Public Library and Technology Centre re: Annual Report 4 - 26

- Caroline Goulding, CEO and Robin Dennis, Board Chair

2.3 Northwest Community Legal Clinic re: Legal Aid cuts 27 - 30

- Trudy McCormick, Executive Director/Lawyer

3. Consent Agenda:

3.1 Items Referred from Committee of the Whole

3.2 Letter dated May 14, 2019 from P. Fuselli, Interim CEO, Parachute re: Proclamation Request 31 - 32

- will be advised of Council's proclamation

4. Approval of Council Minutes: *

4.1 Session No. 015 dated May 13, 2019.

5. Approval of Committee of the Whole Minutes: *

5.1 Session No. 016 dated May 13, 2019.

6. Resolutions from tonight's Committee meeting

	Page
7. <u>By-Laws:</u>	
7.1 By-law 37/18-A being a by-law to amend by-law 37/18, to adopt an Emergency Plan under the Emergency Management & Civic Protection Act.	33 - 64
7.2 By-law 38/18-A being a by-law to amend by-law 38/18, to adopt an Emergency Management Program for the Town of Fort Frances pursuant to the Emergency Management & Civic Protection Act.	65 - 103
7.3 By-law 17/17-A being a by-law to amend 17/17, to approve an extension agreement with the Northern Ontario Heritage Fund Corporation (NOHFC) for funding for an Asset Management Plan Coordinator Intern.	104 - 117
7.4 By-law 14/19 being a by-law to authorize the levy and collection of taxes for all municipal purposes in the Town of Fort Frances for the year 2019.	118 - 120
7.5 By-law 15/19 being a by-law to adopt the estimates of all sums required for all municipal purposes during the year 2019.	121 - 122
7.6 By-law 16/19 being a by-law to approve an agreement with Bay City Contractors awarded through a tender process (19-OF-03).	123 - 128
7.7 By-law 17/19 being a by-law to approve an agreement with Ed Kaun & Sons Ltd. awarded through a tender process (19-OF-04).	129 - 135
7.8 By-law 60/18-A being a by-law to amend certain user fees in 2019.	136 - 137
8. <u>Information Correspondence:</u>	
8.1 Association of Municipalities of Ontario (AMO) Watchfile dated May 9th, May 16th, and May 23, 2019.	138 - 143
8.2 Request from Township of McNab/Braeside re: support resolution E-Learning	144
8.3 Request from Township of Bonnechere Valley re: Bill C-68 Fisheries Act Amendment	145
9. <u>Minutes:</u>	
9.1 Administration and Finance Executive Committee dated May 7, 2019.	146 - 148
9.2 Planning and Development Executive Committee dated May 6, 2019.	149 - 150
9.3 Operations and Facilities Executive Committee dated April 17, 2019.	151 - 152

	Page
9.4 Community Services Executive Committee - May 6, 2019	153 - 154
10. <u>Non-agenda Items</u>	
11. <u>ADJOURNMENT</u>	
12. <u>* Previously distributed to Council</u>	
13. <u>** Items can be viewed by contacting the Clerk</u>	

2018 ANNUAL REPORT



**FORT
FRANCES
PUBLIC LIBRARY
TECHNOLOGY CENTRE**

MESSAGE FROM THE CHAIR

It is a privilege to speak publicly regarding our innovative and progressive Library, its programming, and its wonderful staff. Every year we strive to improve the ways in which we serve our community. One of the many ways that this is done is by evaluating and improving our programming, technology and services.

We are very proud of our new strategic plan which was completed in 2018. It will guide us forward over the term of the new Library Board. We are excited about this initiative, which was prepared collaboratively with our community using input from many contributors. It reflects both our vision and mission statements and is available to the public upon request.

This year was one of staffing changes. We said farewell to a long serving, beloved staff member and hired new permanent and casual staff.

We evaluated, changed and increased our programming. For the first time we were able to hire a summer student devoted to programming for seniors. We increased outreach to places like the Senior's centre and Alberton through pop up libraries in various locations, and programming at the Senior's centre and Story Time in Alberton Park. We were proud to be involved in the first Borderland Pride Week. We continued to work with our existing community partners and seek out partnerships.

These days print books are only a small part of

what we offer. Nonetheless we re-evaluated our collection, updated our books, weeded out older materials and reshuffled our shelving.

If you can't come to us, we will come to you through outreach or E-books. We offer home deliveries through our volunteers. E-book usage is up, and we continue to increase this collection. You no longer have to physically go to the Library to access our services.

We are a Technology Centre and every year we add new technology to remain at the forefront of new developments. We are excited about the acquisition of Virtual Reality technology and the ability to produce professional quality videos using green screen technology.

One of our priorities is to provide meaningful programming for teens, this includes Nerd Night, Minecraft programs and gaming clubs. We have increased the number of computers dedicated to teen usage as well and added new software and current games.

We are mindful that we serve the entire community and ensure our programming is accessible, inclusive and has something for everyone. We offer programs for mothers and babies, toddlers, tweens, teens, young adults, adults and seniors. We sponsor and offer various clubs, drop in nights, movies, courses, crafts, concerts and much more.

LIBRARY BOARD MEMBERS

2018

Andrew Hallikas, Chair
Robert Schulz, Vice-Chair
June Caul, Council Representative
Sheri De Gagné
Robin Dennis
Ken Perry, Council Representative
Kerry Zucchiatti

2019

Robin Dennis, Chair
Robert Schulz, Vice-Chair
Mike Behan, Council Representative
Sheri De Gagné
Andrew Hallikas, Council Representative
Gord McBride
Kerry Zucchiatti
Page 5 of 154

QUICK FACTS

We consider ourselves to be a safe and welcoming place for any member of the community to drop in and hang out. You are welcome to relax in one of our lounges, read a book, current magazine, or newspaper, or access the internet. You can do crafts in our maker space, listen to music, watch a movie, or have a talking book read itself to you. There is no charge for any of these activities.

Above all, we pride ourselves in our dedicated and professional staff and committed group of volunteers. We could not possibly offer the services that we do, without the invaluable assistance of our hard working "Friends of The Library". In difficult economic times, they supply financial assistance allowing us to do the little extras that make our library unique. We are very grateful to the Town of Fort Frances, their employees and Mayor and Council for their assistance and in-kind services. We are guided by a very involved and knowledgeable Library Board who put in countless volunteer hours striving to provide the best possible Library services for our community. Finally, heart felt thanks to CEO Caroline Goulding for her progressive and dynamic leadership.

Our Library is second to none. This community hub is an inclusive and welcoming place of learning, fun, excitement, relaxation, activities, contemplation and safety. We stand for and support arts, culture, learning, diversity, equity, equality, democracy, critical thinking and knowledge. We pride ourselves on being relevant and, Inspiring Endless Opportunities. We are your Public Library!

Andrew Hallikas – Chair 2018

Robin Dennis – Chair 2019

4,557	Library members
104,766	visits to the Library
719	programs offered
13,326	program attendees
71,108	items checked out
19,503	computer sessions
13,429	Wi-Fi sessions
11,647	eBooks and audiobooks downloaded
3,904	databases accesses
1,502	social media interactions
74,407	people reached by social media
1,761	room bookings
30,756	website visits
2,044	items used in the Library



HIGHLIGHTS FROM 2018



Staff Changes

Nadine Cousineau took over Penny Shumaker's role after her retirement. Samantha Manty was hired as our new Public Services Clerk and Carolyn Mount as our new casual staff member. For the first time we were able to hire a summer student devoted to senior's programs through a grant from the Government of Ontario.

New Programs

Many new programs were held, including:

- Saturday Craft Club
- Nerd Night
- Toddler Time
- Community Café
- May I Ask Mondays
- Yoga for Adults
- Senior's Appreciation Tea
- Movie Discussions
- Imaging Club
- Pride Week events
- Outreach at the Fort Frances Senior's Centre
- Storytime in Alberton Park
- Grandparent's Tea
- UNFC's Science and Sensory
- Soapstone Carving
- Photoshop Workshop
- Ancestry.ca Workshop

Books on the move

We moved many of our collections around in order to give growing collections more space and make finding the next great read easier for our patrons.

New and Expanded Collections

Through funds from the community, our Friends of the Library, and the Government of Ontario we were able to purchase more Western paperbacks and French Children's books, as well as our new Out and About Nature Packs.

Continued Programs

We continued to offer many wonderful programs, including:

- Tween Club
- Pokemon League
- Story Time
- Rainy Lake Readers Book Club
- Fireside Lounge Knitting Club
- Baby Time
- Public Library Players League
- TD Summer Reading Club
- Trunk or Treat
- Teddy Bear Picnic
- Movie Matinees
- Family Movies
- Minecraft Programs
- 3D Print Certification Courses
- 3D Quick Prints

New Technology

We added new technology to our MakerSpace this year with the purchase of a Cricut Cutter and Virtual Reality technology. You can now use VR in the Library or check out a pair of googles to use at home! We also expanded the number of computers in our teen gaming centre.



MAKING IT ALL POSSIBLE



Our Volunteers

Many of our most vital services and programs are made possible by volunteers who generously give their time to the Library. This includes our book delivery service which saw 3,926 items delivered this year. This wonderful service is entirely run by volunteers, from book selection to delivery.

A number of community members also volunteer with our programs. They lend their skill and expertise to help the community learn and grow. We thank our volunteers for all they give us every year.



The Friends of the Fort Frances Public Library

We continue to receive ongoing support of our programs from our Friends of the Fort Frances Public Library. Throughout the year, every year, the Friends work tirelessly to help the Library be the best that it can be. This includes donating funds to cover the costs of our programs each year as well as to support special projects. This year the Friends paid for the purchase of new shelving for our new books section. We are incredibly grateful for all the Friends of the Fort Frances Public Library do for us.



If you would like to join the Friends they meet the third Thursday of every month, except for July and August, at 2pm.

REVENUE AND EXPENSES*

REVENUE		EXPENSES	
Library Generated	\$42,101	Salaries, Wages, Benefits	\$414,865
Donations	\$26,520	Contracted Services	\$6,224
Grants	\$50,947	Building and Grounds	\$84,150
Municipality	\$497,053	Library Services	\$79,510
TOTAL REVENUE	\$616,622	Supplies/Materials	\$11,916
		Rents & Services	\$18,707
		Financial Services	\$1,250
		TOTAL EXPENSES	\$616,622

*unaudited





FORT FRANCES PUBLIC LIBRARY TECHNOLOGY CENTRE

If you have any questions about our annual report, please contact:

Caroline Goulding

Chief Executive Officer

ceo@ffpltc.ca

FFPLTC Annual Performance Measurement Indicators and Statistics Report – 2018

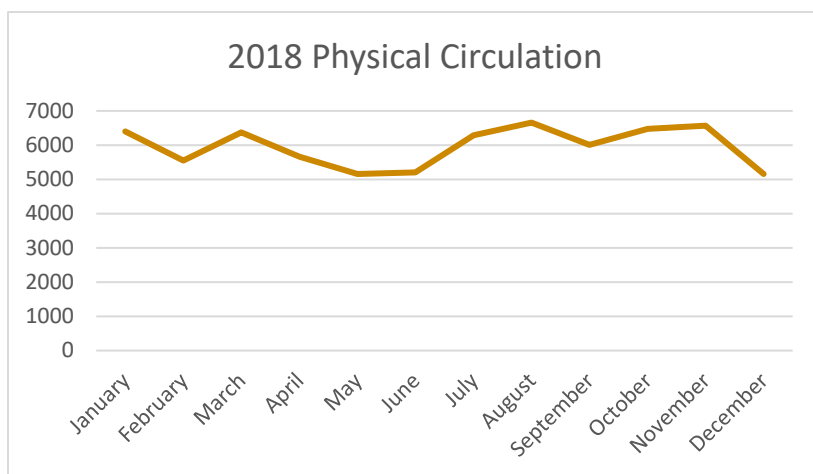
Executive Summary

Based on the results of the data analysis within this report in 2019 we should:

- Continue the redevelopment of the Summer Learning Program
- Complete the Marketing Strategy as outlined in the 2019-2023 Strategic Plan; including regular collections marketing and a social media strategy
- Work towards the objectives listed in the Strategic Plan under “Engaging the Community and Communicating Our Message”
- Engage primary classes in visits and outreach programs as outlined in the Strategic Plan
- Complete the Programming Plan
- Investigate the possibility of permanently deploying Tumblebooks in the children’s library
- Begin implementing the objectives included in the Strategic Plan around mental health and addictions

Circulation

A number of changes were made in 2018 that may have impacted circulation. This included moving the new books deeper into the collection, increasing the number of story sacks, and engaging in more frequent collection advertisement. Moving the new books to a larger area that allowed for more display space. By increasing the number of story



sacks (bags with 10 pre-selected picture books) staff were able to directly market the service more. Staff also began regularly advertising new additions to the collection.

Physical Circulation - Overall

Total circulation for 2018 was 71,108. This represents an overall decrease in circulation from 2017 of 7.8%. This continues the trend seen between 2017 and 2016. What is heartening is the increases in circulation experienced at the end of the year, with November and December seeing gains in physical circulation over 2017.

Following from the 2017 APMIS report the months of July and August were targeted for physical circulation improvement through the summer reading program, which was redesigned to increase emphasis on reading. While those months saw overall losses in circulation compared to 2017, the steepness of the decline (2.5%) was significantly halted compared to 2017 over 2016 (14.5%).

It should be noted that our circulation figures compare very favourable to other libraries of our size in Ontario. The 2017 Ontario Public Library Statistics, which is the most recent year available, had an average circulation rate of 5.9 volumes per capita; our 2018 rate was 8.5 volumes per capita. Moving forward the Library should continue to further the work begun in 2018, including the redesign of the summer reading program and the development of marketing materials for new titles.

Physical Circulation by User Type

User Type	Total Checkouts		Percent change
	2018	2017	
Adult	50,664	55,045	-7.9%
Child	3,824	3,081	24.1%
Fine Free	1,375	1,162	18.3%
Non Resident	10,786	11,444	-5.7%
Home Delivery	3,926	4,610	-15.0%
6 Month	362	403	-10.2%
1 Month	504	653	-22.8%
Teen	354	501	-29.3%

When looking at circulation through the lens of membership type, some interesting trends emerge. Adult circulation decreased, despite as will be discussed later, the increase in the number of adult members. This suggests that on average adults are checking out fewer materials than previously. Staff have already implemented a number of measures to increase adult circulation, including the rearrangement of the entire adult collection in order to increase shelf space for high demand collections and to allow for more in-library marketing.

All of the non-resident circulation types as well as teen members checked out fewer books in 2018, this reverses trends seen in 2017. There were decreases in the number of non-resident and teen members in 2018, and therefore decreases in circulation rates are not unexpected. The 6 and 1 month membership types were fairly static in the number of members across 2017 and 2018, yet their circulation rates fell. Taking all of this into account it might suggest that across the bulk membership types fewer items are being checked out on average by each member. The decrease to the home delivery rates due to fewer Rainycrest residents taking advantage of the service.

Two membership types, fine free and child, experienced increases in circulation rates. The number of fine free members grew slightly however, the number of child members decreased. When comparing the change in circulation of 2018 over 2017 (24.1%) to 2017 over 2016 (62.2%), the impact of the decrease in membership can be seen. Moving forward, staff should continue to build on the gains in children's circulation.

Digital Circulation

Type	Audiobooks	eBooks	Multimedia	Total
2018	3,682	7,647	318	11,647
2017	3,263	6,279	334	9,876

The circulation of digital materials continues to grow. Overall, our digital collection circulated 18% more in 2017. There continued to be growth in both audiobook and eBook circulation. There was a decrease in multimedia downloads, which includes magazine and music downloads.

The Board has continued to fund the purchase of additional titles for our OverDrive Advantage collection, above what is accessible through the shared Ontario collection. It should be noted that the current consortium agreement with Overdrive is up for renewal this year. Should negotiations result in a change in vendors we will likely experience a decrease in digital circulation. We have spent considerable efforts

in promoting and supporting the use of OverDrive in the community. A switch in vendors will mean we will need to repeat this process. We would still have access to our Advantage titles however, it would mean that users would need to access multiple platforms to take full advantage of what is available as well as learn a new platform. The Library could choose to leave the consortium; and invest the membership funds in additional OverDrive titles on our own. This is not suggested however; as there would be a very significant decrease in the number of titles available to our patrons.

In-House Use

In 2018, 2,044 items were used in the Library. These “in-house” items are predominately our musical instruments, board games, and newspapers. The total use dropped 30% from 2017. The use of in-house items has a tendency to vary widely from year to year. The 5 year average for this type of use is 2,459. While in-house use can be an important metric related to library visitation, in order to ensure staff workloads are not overloaded encouraging more in-house use will be a future consideration. The Library has a wide array of items for use in-house and adding to these collections will not be a priority in 2019.

Memberships

User Type	Number of Members	
	2018	2017
Adult	2,700	2,488
Child	1,081	1,195
Fine Free	28	27
Non Resident	312	336
Home Delivery	74	79
6 Month	16	14
1 Month	58	56
Teen	288	352
TOTAL	4,528	4,547

Overall, membership remained static in 2018 compared to 2017. There was growth in the number of adult members and a decrease in the number of child and youth members. All other membership types saw very little change in the past year. The decreases in child and youth memberships are likely linked to declining student enrolment. With the service agreements in place through the Rainy River District Library Cooperative the number of memberships for student-aged patrons is causally linked to enrolment.

An interesting point to consider is that while the Non-Resident membership classes fell 5% in total memberships,

Non-Resident Membership revenue decreased by only 2%. This suggests that there are now more members paying for a membership individually as opposed to multiple people taking advantage of one family membership. Membership types in our Integrated Library System have been changed to reflect the new individual and senior rates so that the type of membership can be more fully tracked moving forward.

In total 54% of the residents in our catchment area (Fort Frances and Alberton) have a library card that they have used in the last two years. For comparison, 33% of Ontarians served by a local library in 2017, the most recent year for which data is available, have a card that they have used in the last two years. Our comparative successes in membership engagement does not mean that there is not more work we can do to engage the community. Moving forward we should work to achieve the objectives included within our Strategic Plan under the section “Engaging the Community and Communicating Our Message.”

Number of Programs and Attendance

Programs	2018		2017	
	Programs	Attendance	Programs	Attendance
Early literacy and early learning	98	2,519	91	2,444
Other Children's Programming	126	1,729	88	1,588
Summer Reading	2	85	1	46
Class Instruction at a Library or School	80	1,488	101	1,917
Teen Programming	92	1,235	100	1,359
Community Development	73	3,611	36	5,013
Technology, social media, and computer literacy	65	77	82	82
Genealogy	1	2	0	0
Adult learning (not covered elsewhere)	93	889	67	709
Senior Programming	12	81	9	119
Culture days, poetry and story readings, art shows	5	461	13	423
Book Clubs	7	68	10	61
Maker space, Digital media lab, self-publishing	47	396	18	174
Other Programs	17	678	1	6
Ontario Public Library Week	1	7	1	39
TOTAL	719	13,326	620	14,022

The number of programs offered in 2018 rose by 16% and the overall attendance fell by 5%. The reduction of attendance can be attributed to two factors. One, the Library ceased hosting SnOasis as a partner event, which significantly impacted attendance numbers under Community Development. Additionally, there was a technical issue with our door counter. Previously, we relied on the numbers provided by our gate counters to provide an estimate of the number of attendees. This year the door counting software glitched and while overall visit statistics are available, the software was not updating per day metrics. Staff used best estimates for attendance based on previous figures in order to make a best guess at attendance for events like Trunk or Treat and the Friends Book Sale. Figures were rounded down avoid over-reporting.

Children's programming saw some fluctuations up and down in terms of the number of programs offered and attendance. We offered more general children's programs, including the introduction of a Saturday Craft Hour, Toddler Time pilot program, and increased summer programs. The number of Class Visits decreased by 20%, engaging primary grades in Class Visits is a part of the new Strategic Plan. The number of early literacy programs and their attendance remained fairly static in 2018 over 2017. Staff should continue to offer current programs and work towards the goals outlined within the Strategic Plan.

Teen programming saw a slight decrease in the number of events and attendance. A series of events took place that impacted the number of Magic: The Gathering events we were able to offer, particularly pre-releases. Firstly, a partnership that allowed us to offer sanctioned events fell through. Then, our attempts to receive sanctioning through a partnership with Betty's were rejected by Wizards of the Coast, Magic's parent organization. Finally, we were able to develop a new partnership with Thunder Games, which allowed us to begin offering pre-releases once more in April 2019. Efforts will be made in 2019 to increase

attendance at these events. These include adjusting the type of Magic being played on Friday nights, from Standard to the more accessible Modern, as well as offering more introduction to Magic programs. Staff have also begun working with the Youth Programming Committee in Town to partner together to offer more teen programs in general, aside from Magic: the Gathering.

The number of adult programs increased in 2018, this was made possible through the staffing re-organization that took place in 2018. After a retirement, a new Adult Services Clerk position was created whose focus is on developing and maintaining the adult collections and programs. We are now committed to offering at least one adult workshop per month.

We continued to work to make our MakerSpace more user-friendly and accessible. We also increased the number of technologies available in the space by adding Virtual Reality and a Cricut cutter. Both technologies can be used without staff supervision. The vision for the space is to move towards a completely self-serve model. These changes led to more community members accessing our MakerSpace in 2018. There was a decrease in one-on-one technology appointments. It is important to note that only one-on-one appointments are included in these metrics, the ad-hoc assistance with technology offered by staff daily is not included. The availability of one-on-one technology help is already regularly advertised, and increasing the number of appointments should not be a staff focus in 2019.

We began offering two passive programs in 2019, “May I Ask Mondays” in the Library’s great space and a puzzle seek and find in the children’s library. “May I Ask Mondays” sees staff ask the community a new question every week. Some of the questions can act as mini-surveys and others are just for fun. The puzzle seek and find sees Library staff laminating the front cover of a picture book and cutting it up into puzzle pieces. The pieces are then hidden around the children’s section for children to find and assemble. Both programs have proven very popular.

Moving forward Library Staff should finish writing the Programming Plan, which will be used as a part of the Accreditation process. Staff should also focus on accomplishing the programs and objectives outlined in the Strategic Plan.

Database Use

Database use was static in 2018 compared to 2017. A number of measures were put in place to try to boost the use of our eResources. While the majority of the databases we subscribe to either experienced increases in use (Pebble Go children’s resources, Ancestry.ca) or remained static (Flipster, Gale, etc.) our Tumblebooks and Novelist resources saw decreases in use.

We had promoted Ancestry.ca and Tumblebooks in 2018. Ancestry.ca was promoted through a workshop in how to use it and Tumblebooks became the main landing page of the children’s computers. The Tumblebooks promotion strategy will need to be revisited in 2019. The redesign of the toddler area in the children’s library allows for more room for resource deployment. In 2019, staff will investigate the possibility of permanently deploying a tablet in the toddler area that can be used to access books.

Social Media Interactions

Facebook				
Year	Reach	Comments	Likes	Shares
2018	73,899	105	1,147	158
2017	103,937	185	1,755	276
Instagram				
Year	Reach	Comments	Likes	Shares
2018	508	1	91	0
2017	955	6	189	4

Social Media interactions fell in 2019. We continue to struggle with making regular social media posts. Marketing is a shared responsibility, and as such tends to become an add-on rather than a part of regular work. Events are posted regularly but we are not fully utilizing the engagement side of social media. As a part of the new Strategic Plan we have committed to creating and implementing a marketing plan. Social media engagement should be a key part. A plan will be presented to the Board prior to January 1, 2020.

Computer and Wi-Fi Use

Use of computers increased this year. Changes were made to the computer filters and spaces this year. A filter was added to block Roblox on the children's computers. This was in response to patron complaints regarding the first person shooters available through Roblox and the language playing these games sparked. Because of this, the use of the teen and lab computers spiked, requiring us to increase the number of teen computers available.

Wi-Fi		
Year	Users	Usage (GB)
2018	13,429	2,444
2017	13,536	2,871
Computers		
Year	Sessions	
2018	19,503	
2017	17,946	

Four computers that had been the tween section were moved to the teen section. The young adult graphic novels were moved in order to make space and allow for better sight lines for staff. The Early Learning Stations were moved to where the tween computers had been and one of the armchairs was moved as well, making the space more of a reading nook.

The number of Wi-Fi users remained fairly static, but the amount of data they used dropped in 2018. This is a welcome statistic. Had the amount of gigabits used continued to expand at the rapid rate it did in 2017, we might have had to upgrade our internet package to keep up with demand. We should still continue to revisit our internet service package to ensure we are offering excellent service at a reasonable cost to the Library.

Number of Library Visits

The number of visits increased in 2018 compared to 2017 by 9% to 104,766. This is a sign that the Library is being accessed more frequently. While the number of visits is an important statistic that indicates how many times the community has accessed the Library as a physical space, it is not a statistic that can be increased in a vacuum. Staff cannot set out to impact this statistic as a sole result. The only way to affect this statistic is through program and service delivery as well as offering excellent customer service.

Patron surveys often indicate that the staff are one of the largest encouragements to use our services. During 2018 staff developed a customer service promise statement, which was then adopted by the

Board. Staff have promised that they will “connect the community to a wide-range of resources through a friendly and welcoming environment.” We try our best to uphold this promise every day.

Room Use

The study rooms were booked 1,133 times, a 22% increase over 2017, for a total of 2,242 hours, a 20% increase. The use of our study rooms has continued to increase. The busiest times tend to be the later afternoon to evening period, essentially once school has let out. Our study rooms are used for a variety of purposes. They are used by students, tutors, community groups, home businesses, families, and by Library staff. The rooms’ continued gains in popularity show the value our community places on being able to have a quiet place to work and collaborate.

Holdings

We were able to add 3,027 new items to the collection in 2018. The Library engaged in a large and extensive weeding program in 2018. Overall, our collection size was reduced by 12.7%. Weeding is an essential part of ensuring a relevant and vibrant collection. Older and worn material needs to be removed in order to ensure space for newer material. While it might seem counter-intuitive to some, a full library shelf is not a good thing. Each shelf in the library should only be about three quarters to four fifths full. Less full shelves allows for on-shelf display, ease of retrieval, and ease of re-shelving.

Active Item, Collection Age, and Turnover

An item is considered “active” when it has circulated within the past two years, this is in keeping with the Ministry of Tourism Culture and Sport’s definition of an active user. A collection’s turnover rate is a comparison between the number of times items in that collection circulated within the last year compared to its total number of items. The tables include the percentage of each collection which has circulated within the past two years, the percentage of the collection that is older than 5 years, and the collection’s turnover rate. They tables also utilize heat maps to better identify which collections need increased attention in 2019.

By comparing these three metrics we will be able to identify purchasing and weeding priorities for 2019. It is important to look at these figures as a whole, as each number influences the interpretation of the others. A heat map has been used to help identify priority areas for 2019. It is important to note that while an item might not be listed as a “priority” it does not mean that regular collection development and maintenance will not occur for that collection.

First looking at the Adult Audiobook collection, which includes regular Audiobooks, MP3 Audiobooks, Daisy Readers and Playaways. The regular Audiobook and Playaway collections are average for all three metrics. They should not need special attention beyond regular development and maintenance. The MP3 Audiobooks have low turnover while being fairly active, meaning many of the items are leaving the collection but that they are not leaving repeatedly. This suggests that only a small number of users are accessing the collection. Given this, despite its low turnover, this collection should also not be a priority area. Daisy CDs have some concerning metrics, however this is a free collection and is essential for the users that use it. It is also grew in 2018, so it may be that demand has not yet caught up to supply. Given the changing demographics for the area, it is suggested that this collection continue to grow at its current rate. The Daisy Readers have been circulating frequently and are fairly new, they will not be a priority area in 2019.

The adult fiction collection has an average number of active items and turnover rate. It does have a higher than average number of items that are older than 5 years. That being said, these metrics indicate that the collection should only receive regular maintenance this year. Adult Graphic Novels should be a priority purchasing area in 2019. While it is a new collection with an average number of active items the high turnover rate indicates that there is significant demand for this collection and it needs to grow. Adult paperbacks are fairly new and active with slightly lower turnover. As a whole, the metrics indicate that they do not need special attention.

Adults			
Collection	Active Items	Older Items	Turnover Rate
Audiobook	77%	69%	1.29
Audiobook MP3	73%	57%	0.71
Daisy Reader	50%	0%	2.5
Daisy Reader CD	54%	0%	0.69
DVD	93%	51%	4.68
Fiction	70%	72%	1.44
Graphic Novel	75%	17%	2.19
Large Print Fiction	90%	86%	1.49
Large Print Non-Fiction	91%	72%	1.62
Music CD	67%	70%	1.2
Non-Fiction	58%	83%	0.91
Pamphlet	17%	96%	0.91
Paperback	75%	56%	1.17
Periodical	47%	18%	1.52
Playaway	75%	43%	1.29

Large Print Fiction and Non-Fiction both need to continue to be priority purchasing areas for 2019. These collections are difficult to grow rapidly, there is a paucity of large print non-fiction released each year and these items are more expensive than regular print items. Both of these collections have some of the highest number of active items and the highest number of older items. This indicates that these collections need to grow to meet demand and remain fresh. The turnover rates are only just above average, but this could be influenced by who these items circulate too, given that home delivery patrons are allowed to keep items for an indefinite period and therefore the items may be in the Library less frequently.

Adult Non-Fiction remains a weeding priority for 2019. The low number of active items, coupled with their age and low

turnover rate continue to indicate the collection needs attention. Significant work was done in revamping this collection in 2018, which will need to continue. It should be noted that there will always be a sections of this collection that will be older and will not circulate frequently, namely local history. Our local history collection is not something which should be weeded for age or low circulation as these are items unique to our area which we would not be able to loan from other libraries. It may be worthwhile in the future to remove the local history collection from statistical analysis.

Our pamphlet collection is one that will be a priority area for 2019, it will be listed as both a purchasing and a weeding priority as this is collection that little data is available for. Items included in this collection include maps, sheet music, and information booklets. In our Integrated Library System, they are all simply catalogued as “pamphlet” so it is difficult to draw simple conclusions as to how this collection is circulating. It may be that a particular subsection is the source of the majority of circulations and we need to add to it. Staff should investigate and examine this collection in order to make decisions on what should be removed and what might need to be increased, if anything.

Our periodical collection is recent and has slightly higher than average turnover. That being said only about half of the collection has left the shelves in the past two years. It should be noted that we only keeps the past two years of any magazine issues on hand at a given time and that the most recent issue is not allowed to circulate³, which would skew the active metric to some extent. This should be a purchasing priority area for 2019, in that we review the subscriptions we currently purchase in order to ensure that they are all still circulating and warrant renewed subscriptions. Adult CDs will be a weeding priority for 2019, given the low activity and age of the collection.

Lastly, DVDs are a purchasing priority area. The demand for this collection far outstrips its supply. This collection has one of the highest circulation rate per item and the highest number of active items, a figure that increased in 2018 compared to 2017 despite new DVDs accounting for 12% of our total purchases in 2018. This collection is beginning to outgrow its shelves and staff will likely need to come up with creative solutions to expand the shelf capacity for this collection. The FFPL Board will need to consider increasing this budget line in future years in order to reflect the increasing demand for this collection.

Our young adult collection is one of our trickiest collections to manage. Teens are difficult to purchase for and the collection ages more rapidly than any other. What was popular with teens four years ago, is not popular now. The teen space itself is also problematic. The area has become dominated by the computer section, and while the increased resource usage is a positive in itself, may have had a negative impact on circulation. The area no longer invites browsing after school or on weekends due to the sometimes rambunctious groups that form.

Young Adult			
Collection	Active Items	Older Items	Turnover Rate
Fiction	50%	66%	0.62
Graphic Novel	67%	69%	0.76
Non-Fiction	32%	53%	0.45

It is clear from the numbers that each of these collections needs to be a priority area in 2019. Beyond simply prioritizing weeding and purchasing, staff need to focus on engagement strategies for youth. We have already begun implementing some changes, including moving the young adult graphic novels and displaying new teen books with the new adult books, but we need to implement more moving forward. Staff have begun working with other local committees on ways to engage youth.

Our children's department collections circulate at fantastic rates. It also saw an increase in circulation over the past few months. More children's books are leaving our shelves than have in recent years. The Library should work to continue this trend through careful collection development, maintenance, and promotion.

Our Integrated Library Service is provided through a consortium, JASI. In 2018, JASI began a large information architecture project to try to streamline the number of item types. The project has since been discontinued; however the changes they had already instituted for audiobooks have made it impossible to generate the necessary statistics for our juvenile audiobook collection. We have logged tickets regarding the issue. Playaways will continue to be a purchasing priority in 2019, its number of active items and turnover rate suggest high patron demand. Staff should continue to grow this collection in 2019.

An additional area of purchasing priority should be board books. Given the collection's high turnover rate and its age new items need to be bought. Oftentimes if a collection is older but numerous items are still circulating it could be a sign that the small nature of the collection means that patrons are limited in selection so take out items they otherwise would not. Previously, this collection suffered from space

constraints. Changes made to the configuration of the children's library this year means that there is now room for this collection to grow.

We have three easy reader collections: hardcover, paperback, and non-fiction. The non-fiction collection was added December 2018 and has been removed from the statistics due to insufficient data. The hardcover easy readers will be a priority purchasing area due to its age. This collection tends to consist of the "classic" easy readers (Dr. Seuss, P.D. Eastman, etc.). This means that items should not be weeded simply to bring the age metric down. Regular weeding based on circulation should be sufficient. The paperback easy reader collection is one of our strongest. Despite the fact that the majority of this collection is still new, it should be a purchasing priority in 2019 due to the obvious patron demand.

Juvenile			
Collection	Active Items	Older Items	Turnover Rate
Audiobook	No Data	No Data	No Data
Board Book	82%	73%	1.73
Fiction	67%	61%	1.01
French	62%	69%	0.75
Graphic Novel	89%	53%	3.09
Hard Cover Easy Reader	67%	97%	1.44
Kit	60%	95%	0.9
Music CD	81%	91%	1.16
Non-Fiction	44%	86%	0.61
Paperback	78%	57%	12.42
Paperback Easy Reader	90%	48%	2.68
Paperback Picture Book	84%	92%	1.61
Picture Book	71%	88%	1.42
Playaway	85%	52%	2.65

Juvenile Fiction should be a weeding priority in 2019 due to the lower number of active items and the turnover rate of the collection. It should be reiterated that simply because a collection is not listed as a purchasing priority, does not mean that no new juvenile fiction books will be purchased in 2019.

We hold two types of Picture Books, hardcover and paperback. The hardcover collection should be a weeding priority as it is older and has fewer active items. The paperback collection needs to be both a weeding and purchasing priority. The collection is one of the older ones, however many of the items are still leaving the Library. New items need to be purchased before older ones can be weeded.

The Juvenile Graphic Novel collection will need to be a purchasing priority, despite its comparative newness. The high number of active items coupled with its significantly higher turnover rate means that there is high demand for the collection and it needs to continue to grow.

The Music CD collection was fairly active in 2018. It is an older collection and a small one. Children's music should be a priority area in 2019. The storybook kits are an older collection with below average activity and low turnover. It may be that this collection will need to be phased out in the coming years. It is also an older collection and a small one, similar to music CDs. Staff should purchase a few new kits to freshen the collection up this year, but should not invest heavily in the collection given its low circulation.

Juvenile Non-Fiction is a collection that has received a great deal of attention over the past few years, with heavy weeding taking place. In the past this collection was a cornerstone of homework help for the community, its focus has now shifted to an interest driven collection, similar to fiction books. Staff developed a report in 2018 that shows the turnover rates for each Dewey "decimal" in order to help identify purchasing priorities. Staff should continue to utilize this report when making purchasing decisions for the collection and continue with regular collection maintenance.

The French collection was expanded in 2018 through in memoriam donations and the generous support of our Friends of the Library. Demand has not quite caught up to the new supply. Staff should continue to monitor this collection and engage in regular collection development and maintenance in order to ensure it continues to reflect the needs of the community.

We have a number of pieces of equipment, devices, and games for loan. We were able to add to these collections through grants this year. Many of the items are either brand new or more recent purchases. The exception being video games, which is an older collection. The budget line for Video Games was increased in 2019, and staff should collect new items accordingly.

Equipment, Devices, and Games			
Collection	Active Items	Older Items	Turnover Rate
Electronic Device	88%	0%	1.56
Equipment	69%	0%	3.22
eReader	21%	0%	0.71
Tackle Share	75%	0%	2
Video Game	80%	70%	1.63

Two notes to keep in mind going forward for the eReader and Tackle Share items is that the age metric for these items should by and large be ignored. The fishing rods and tackle will likely only need to be replaced as the items themselves become worn or break. EReaders, as a technological resource, should be replaced more frequently than the 5 year standard. Currently, their circulation is low, however they are an important accessibility resource and the collection ought to be continued.

Summary - Purchasing and Weeding Priorities for 2019

Through the extensive work done in 2018 to remove items that were not circulating we were able to either achieve or make progress in many of the priority areas identified in the 2017 APMIS report. Each year however, brings a new crop of books that need to be removed. Moving forward, we will be able to engage in a consistent and regular weeding schedule for many of our collections.

We also engaged in large shifting projects in both the children's and adult collections. These projects made way finding for patrons easier and will also allow for room to grow the collections into the future.

It is important to allow that staff allow patron demand and feedback guide collection development and maintenance. Collections should never be weeded simply to make room on a shelf. If a collection is growing such that we are running out of room on the shelf, staff should consider how our collections might be rearranged in order to facilitate that growth. Libraries are living institutions and as staff our work is to facilitate and guide that growth.

It should be noted that the announcements regarding Interlibrary Loan may necessitate a change in how Staff weed collections.

Purchasing Priorities
Adult Graphic Novels
Large Print Fiction
Large Print Non-Fiction
Pamphlets
Periodicals (Purchase Review)
DVDs
Young Adult Fiction
Young Adult Graphic Novels
Young Adult Non-Fiction
Juvenile Playaways
Hardcover Easy Readers
Paperback Easy Readers
Juvenile Graphic Novels
Juvenile Music CDs
Weeding Priorities
Adult Non-Fiction
Pamphlets
Young Adult Fiction
Young Adult Graphic Novels
Young Adult Non-Fiction
Juvenile Fiction
Adult Music CDs

Staffing Levels

Reported Incidents

The number of reported incidents grew by 49% over 2017, which had in turn had seen similar increases over 2016. The steady and continued growth in the number of incidents has led to a reconsideration of staffing levels. In 2018, one adult staff member and one high school student worked on Sundays. Starting in 2019, staffing hours have been redistributed in order to ensure that there are two adult staff members working on Sunday with one student. This was done to ensure the safety of staff and patrons.

The FFPL Board recognized the impact the growth in incidents has had on staff and operations. As such, objectives were included in the new Strategic Plan that listed the need to evaluate and implement action plans regarding the impact the additions has had on the Library. As an organization, we committed to deciding how we were going to work to protect everyone's right to use the Library and our status as a safe space within the community.

We continue to implement our progressive discipline procedures. We have established ourselves as a space that will enforce our code of conduct, that will remove patrons who are violating it, that will call the police, and that will give out a no trespassing notice. At the same time, we work to maintain a welcoming and friendly atmosphere. We will welcome people back, we will work with them to ensure they understand our expectations, and we do recognize that people are capable of change.

2018 Incidents	
Type	Percentage
Involved Youth	53%
Intoxicated/under the influence of drugs	35%
Resulted in the Police being called	35%
Disruptive behaviour	18%
Resulted in a Break Notice	18%
Foul Language	16%
Resulted in a No Trespassing Notice	16%
Confrontational Behaviour	9%
Patron had something stolen from them	9%
Aggressive Behaviour	7%
Hidden/discarded contraband found (beer, needles, drugs)	7%
Patron with a no trespassing notice on the premises	7%
Stolen Materials/Library Property	7%
Unattended children	7%
Verbal Abuse	5%
Health and Safety Issue	5%
Patron was hurt by another patron	4%
Patron needed an ambulance	4%
Library property was vandalized	2%
Weapon	2%
Library used or suspected to be used for illegal activity	2%
Total Number of Incidents	55

SROI & ROI Updates

The majority of the SROI and ROI statistic mirror what has already been reported on within this document. For instance, the decrease in circulation leads to lower SROI and ROI under the Collection Use and Entertainment and Enjoyment headers. The increase in computer sessions leads to increases in the SROI and ROI for Technology Access and Social Inclusion metrics.

Social Return on Investment Data	2018	2017
Cultural Integrity & Regional Identity	\$64,653	\$73,210
Social Inclusion	\$475,370	\$433,484
Cognitive & Literacy Development	\$556,060	\$533,683
Health and Wellness	\$274,196	\$175,921
Engaged Citizens & Safer Communities	\$2,254,566	\$2,320,581
Entertainment & Enjoyment	\$2,869,523	\$2,971,574
Economic Development	\$828,974	\$784,305
<i>Total Economic Benefit</i>	<i>\$7,323,343</i>	<i>\$7,292,758</i>
Economic Benefit with Premium	\$8,357,647	\$8,322,742
Benefit per Resident	\$973	\$969
Impact per household	\$2,278	\$2,269
Impact of an Open Hour	\$1,304	\$1,303
Total Social Return on Investment	\$16.81	\$17.16

On the whole, the SROI figures remained fairly static. The Total Benefit and Impact metrics scaled up and the total SROI scaled down by \$0.35. The reason the SROI figure went down despite the total economic benefit raising, was the increased municipal investment in 2018 which was necessary to offset the raise in power costs.

The real value of the SROI report does not come from the overall metrics, it comes from examining the results from the 7 key areas and using them to guide decision making. Similar to the 2017 data Cultural Integrity and Regional Identity and Health and Wellness remained our weakest areas. Improvements were made in the area of Health and Wellness as shown by its increased SROI. The bulk of this improvement came from the new Yoga lessons that were offered. Staff should continue to focus efforts in these two areas. For Health and Wellness, staff should continue to seek our community partners and volunteers in order to offer authoritative programming. For Cultural Integrity & Regional Identity Staff should focus on the objectives related to the Canadian Federation of Library Associations Truth and Reconciliation Report and Recommendations.

Economic Return on Investment Data		2018 Midpoint	2017 Midpoint
Direct Tangible Benefits	Collection Use	\$1,567,551.42	\$1,737,012.91
	Programs	\$294,246.00	\$343,130.00
	Reference and Database Services	\$551,350.00	\$203,550.00
	Technology Access	\$164,660.00	\$122,490.00
	Meeting and Study Space	\$237,982.26	\$215,176.54
	<i>Total Direct Tangible Benefits</i>	<i>\$2,815,789.68</i>	<i>\$2,621,359.45</i>
Direct Spending	Operations	\$137,808.74	\$127,297.55
	Capital (annual average)	\$32,400.09	\$32,445.92
	Employment	\$414,864.95	\$396,023.59
	Materials	\$63,947.87	\$55,849.70
	Total Gross spending	\$649,021.65	\$611,616.76
	Revenue Offsets to Costs	\$151,968.94	\$127,400.10
	<i>Total Direct Spending</i>	<i>\$497,052.71</i>	<i>\$484,216.66</i>
Indirect Tangible Benefits	Operations	\$96,466.12	\$89,108.29
	Capital (annual average)	\$22,680.06	\$22,712.14
	Employment	\$290,405.47	\$277,216.51
	Materials	\$44,763.51	\$39,094.79
	Pages Employment Experience Benefits	\$9,433.20	\$9,433.20
	<i>Total Indirect Tangible Benefits</i>	<i>\$463,748.35</i>	<i>\$437,564.93</i>
Total Economic Impact		\$3,776,590.74	\$3,543,141.04
Impact per Dollar Spent		\$7.60	\$7.32
Impact per Resident (as defined in SROI)		\$439.80	\$412.62
Impact per Household (as defined in SROI)		\$1,029.60	\$965.96
Total Benefits		\$3,279,538.03	\$3,058,924.38
Return on Investment		660%	632%
Average Value of One Open Hour		\$803.98	\$756.37

Each of the ROI key areas increased in 2018. The reason the ROI would go up while the SROI went down, was the differences in how the two statistics are measured and what is valued as a part of the measurements. The ROI metrics support many of the findings previously outlined within this report.

Previous Report Follow-Up

The 2017 FFPLTC Annual Performance Measurement Indicators and Statistics Report suggested a number of goals to achieve in 2018 based on the results of our data analysis. Based on those we were able to accomplish a number of achievements in 2018.

We restructured our summer reading program. This included developing more community partnerships and outreach. We increased the number of weekly programs and focused on promoting our summer reading program to families in our community. We were able to achieve a 31% increase in programming, a 24% increase in attendance at our summer programs, and a 67% increase in the number of children registered in the summer reading program.

We launched a number of advertising initiatives. This included advertising our visitor memberships, with the creation of promotional materials and a display at the Tourist Information Centre. We also began advertising our new books by using the Library's digital signage and social media.

We increased our range of programming offerings for teens and seniors. Over the summer months through a Summer Experience Program grant offered by the Government of Ontario we were able to hire a summer student devoted to senior's programming. They were able to offer a number of programs both within the Library and out in the community. We also were able to pilot a new weekly teen program "Nerd Night" through a Youth Job Connection grant from Northern Community Development Services starting December 2019.

In early 2019, we began offering Genealogy assistance appointments, similar to the one-on-one technology appointments. This new service offering is being facilitated through two community volunteers. Based on popularity, in the future staff may need to consider taking over this service offering once the volunteers move away. We also added changed the landing page for our children's and tween computers to the Tumblebooks homepage.

We began tracking our filled interlibrary loan and purchase requests. This was done so that we can better investigate trends and ensure that our collections match patron demand. We also developed new item types to allow us to make purchasing and weeding comparisons. We followed the weeding and purchasing priorities as outlined in the 2017 report, and the impact shows in many of the changes to our active volumes and age statistics and how much shorter the priority list is for 2019.

Background Information for Resolution

Ontario's community legal clinics serve individuals and families in communities across Ontario. Funded by Legal Aid Ontario ("LAO"), through modest capped budgets, they offer a broad range of legal services to address the basic legal needs of low-income Ontarians.

Community clinics serve the most vulnerable Ontarians on issues that are most critical to them. The work that clinics do is aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their communities. Most clinics serve geographic communities, while a handful of clinics serve specific communities such as the elderly or the disabled. Clinics are rooted in the communities they serve, using their limited resources to provide the services that are most needed by that community, and working closely with other local agencies to ensure that clients are well-served.

There are 72 community clinics in Ontario, operating on a budget of approximately \$80 million. In 2017, community clinics across Ontario provided services to over 240,000 people: clinics represented 21,289 people at courts or tribunals, gave 171,172 people detailed advice and assistance, and carried out 6,974 public legal education, community development, and law reform projects and initiatives.

Clinics are store-front offices located in the community they serve, with minimal administration and no bureaucracy, enabling them to be flexible and client-oriented. Clinic work is client-centered, with some clients receiving full representation, while others may receive summary advice or self-help assistance, depending on their circumstances.

Client surveys indicate tremendously high satisfaction with the work done by clinics. Clinics provide access to justice to hundreds of thousands of low income Ontarians every year, in a cost-effective manner. Community clinics operate on capped budgets, providing cost certainty to government. Clinics are accountable to their funder, LAO – they submit annual funding applications, quarterly statistical and financial reports, and undergo periodic quality service reviews/audits.

International research shows that investing in community legal clinics reduces costs to the legal system and across multiple government programs by keeping people housed and able to live independently and participate in their communities. Studies in the United States identify a return to government of approximately \$5 for every dollar invested.

Clinics work to understand and respond to individual and community needs. Clinics use lawyers, non-lawyers, public education initiatives and other delivery systems in order to deliver services cost-effectively. Clinics follow LAO's eligibility guidelines, but have the flexibility to provide some services to those that don't financially qualify.

Clinics prioritize client and community needs and attempt to meet them strategically, making efficient use of scarce resources. Clinics develop linkages to non-legal service providers such as health care, housing help and employment supports, sometimes co-locating in service hubs, ensuring that their clients receive "wrap-around" services.

Clinics are identified by numerous independent reviews as the best way to provide community law services to low-income communities/individuals. As an essential local resource, they are

accountable to our communities. As part of their transparency, they report on activities and outcomes annually.

In the Northwest Community Legal Clinic's 2018 Annual Report/Information Source Document, 41 percent of northwest Housing files were settled pre-hearing and another 35 percent through Landlord and Tenant Board mediation with favorable outcomes.

Providing these services they were able to keep many housed and thus providing overall savings to taxpayers. A chronically homeless person costs the tax payer an average of \$35,578 per year. By keeping citizens from sliding into homelessness our legal clinic facilitates significant savings to the community. In 2018, the 118 citizens who remained housed led to an estimated savings of \$4,198,204 within our service catchment area. Most of these costs would have been borne by our health and social services systems.

The Northwest Community Legal Clinic's Ontario Disability Support Program files saw pre-adjudication settlements for 35 percent of cases and 28 percent at the tribunal level. The earlier a satisfactory resolution is achieved, the more cost effective the service has been for the justice system overall.

RESOLUTION REGARDING LEGAL AID CUTS

WHEREAS:

1. The Northwest Community Legal Clinic (the “**Clinic**”) has delivered services in the Rainy River and Kenora Districts for over 40 years, including through an office in the Town of Fort Frances (the “**Municipality**”);
2. The Clinic assists area residents who cannot afford legal assistance due to financial hardship – including those on social assistance, pensioners, the unemployed, or those with low income;
3. The Clinic’s services are aimed at ensuring that people with low incomes are able to meet their most basic needs, which in turn gives them the ability to live with health and dignity as active members of their community;
4. The Clinic is committed to upholding the rights of the most vulnerable people of the Rainy River and Kenora Districts on issues that are most critical to them – including Ontario Works, the Ontario Disability Support Program, Canada Pension Plan, landlord and tenant issues, Criminal Injuries Compensation, powers of attorney, consumer and debt issues, Aboriginal Status Registrations, Birth/Death Certificates, name changes, and many other areas that impact low-income people;
5. Like other community legal clinics across the province, the Clinic carries out this work through funding provided by Legal Aid Ontario (“**LAO**”);
6. The provincial government’s 2019 budget cut funding to LAO by \$133 million – which is 30% of its budget – retroactive to April 1, 2019;
7. This significant cut will result in a loss of legal services to low income residents in our community, including a loss of critical legal clinic services – such as access to landlord-tenant law, consumer debt issues, legal interventions that ensure access to income supports, protection for injured workers, and public legal education;
8. The cut to the LAO budget has already had a direct negative impact on the Clinic and the services they provide, and in the near future, it will have a devastating impact on the Clinic’s ability to continue to provide legal services to our community’s most vulnerable citizens;
9. The absence of the Clinic’s services will have adverse social consequences for the Municipality and other communities served by the Clinic – including by increased homelessness resulting from avoidable evictions, and increased poverty resulting from lack of income supports and employment supports;
10. The absence of these services will have adverse economic consequences for the Municipality and surrounding communities as well – resulting from increased reliance on municipal services such as warming centres, shelters, and public housing, increased demand on our local court from unrepresented people appearing without legal assistance, and increased reliance on social assistance administration resulting from people being denied appropriate supports;

11. Full and effective access to the justice system is a fundamental right that should be accorded to all the people in our municipality, including our most vulnerable, many of which experience poverty or live on low incomes; and
12. The Council of the Municipality believes all levels of government should provide fair, economically-sound, and evidence-based programs and supports to help low-income residents, vulnerable people, and other equity-seeking individuals escape poverty, precarious housing, and systemic disadvantage, and realize their full potential by living healthy and safe lives.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality:

13. Calls upon the Premier and the Attorney General to make a commitment to access to justice, to respect the commitment of their government to not decrease front line services; and to confirm that funding for community legal clinics will not be decreased;
14. Urges the province to restore funding to these critical services and ensure that all the residents of the Rainy River District have access to a fair and equitable justice system, regardless of their incomes; and
15. Directs that a copy of this resolution be issued forthwith to the MPP for Kenora-Rainy River, the Attorney General, and all Rainy River District municipalities.



May 14, 2019

Dear Mayor June Caul,

On behalf of Parachute, Canada's national charity dedicated to injury prevention, I am writing to you today regarding an official public proclamation recognizing Parachute Safe Kids Week June 3 to 9, 2019.

In Safe Kids Week's 23rd year, we will focus on the topic of preventing harm from children's falls in the home and at play. The week will draw attention to predictable and preventable fall-related injuries in children, and the need to address key hazards for children that cause serious injuries from falls.

Falls are the leading cause of injury to Canadian children. Falling is a normal part of children's development, as they walk, climb, run, jump, play and explore their environment. While most falls do not result in serious injury, each year more than 140,000 children are seen in emergency departments for fall-related injuries. Most of these injuries to children under 5 occur in the home. This week will highlight the evidence-based solutions and injury prevention strategies.

I am requesting that Parachute's Safe Kids Week 2019 be publicly proclaimed in your jurisdiction in order to bring attention and awareness about preventing harmful child falls in the home and at play in your community.

I have enclosed a sample proclamation with suggested text for Parachute Safe Kids Week 2019. I look forward to following up with your office shortly.

Thank you in advance for your consideration and support of child and youth safety.

Sincerely,

Pamela Fuselli
Interim CEO

WHEREAS Parachute Canada's theme for Safe Kids Week 2019 is preventing harm from children's falls in the home and at play, and

WHEREAS preventable injuries are the number one killer of Canadians aged 1 to 44. Preventable injuries are costing the Canadian economy tens of billions of dollars, and

WHEREAS preventing harmful child falls in the home and at play is important. Falls are the leading cause of injury to Canadian children. While most child falls do not result in death, each year more than 140,000 children are seen in emergency departments for fall-related injuries. Most of these injuries to children under 5 occur in the home.

WHEREAS everyone can follow simple fall prevention tips to our children safe in the home and at play, and

WHEREAS Safe Kids Week is a week dedicated to raising awareness and seeking solutions to preventable child fatalities and serious injuries across Canada.

Everyone has a role to play in creating change among their peers, in classrooms and in their communities;

THEREFORE, I/We, _____, do hereby proclaim June 3 to June 9, 2019 as **Parachute Safe Kids Week** in _____.

(Signature)

(Title)

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



Municipal Emergency Plan

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

TABLE OF CONTENTS

1.0	Introduction	
1.1	Preamble	1
1.2	Title	1
1.3	Aim	1
1.4	Amending Formula	1
1.5	Emergency – Defined	2
1.6	Definitions	2-4
2.0	Authority	
2.1	The Emergency Management Act	4
2.2	Protection from Liability for Implementation of Plan	5
2.3	Public Accessibility to Plan	5
2.4	Freedom of Information & Protection of Privacy	5
3.0	Declaration of an Emergency	
3.1	Authority to Declare	5
3.2	Notification to Solicitor General	6
4.0	Plan Implementation	
4.1	Assembling the MECG	6
4.2	Activation of Plan	6
4.3	Actions Prior to an Emergency	6-7
4.4	Actions of Emergency Response Agencies	7
4.5	Chain of Command	7
4.6	Emergency Operations Centre	7
4.7	Media Centre	7
4.8	Communications	7
4.9	Command Post	8
4.10	Dissemination of Decisions by the MECG	8
4.11	Evacuation	8
4.12	Request for Assistance	9
4.13	Termination of State of Emergency	9
5.0	Municipal Emergency Control Group Responsibilities	
5.1	Composition of the MECG	9
5.2	Responsibilities of the MECG	9-10
5.3	Mayor (Head of Council)	11
5.4	Administrator	11-12
5.5	Emergency Information Officer	12-13
5.6	Scribe	13-14

5.7	Fire Chief	14
5.8	Community Emergency Management Coordinator (CEMC)	14-15
5.9	Manager of O&F	15-16
6.0	Support Groups	
6.1	Introduction	16-17
6.2	Incident Commander	17-18
6.3	NWHU Representative	18-19
6.4	RRDSSAB Representative	19
6.5	Media Communications	19
6.6	Hospital Representative	19
6.7	Ambulance Service Representative	20
6.8	Red Cross Representative	20-21
6.9	Victim Services Representative	21-22
6.10	Amateur Radio Operators	22
6.11	Ministry of Natural Resources	22
6.12	Chief Building Official	22
6.13	CISM Team	22
6.14	OPP Detachment Commander	22-23
6.15	Superintendent of FFPC	23-24
7.0	Composition of the Emergency Management Program Committee	24
8.0	Training & Education	
8.1	Introduction	24
8.2	Definitions	25
8.3	Definitions – Continued	25
8.4	Training	25
8.5	Exercises	25
8.6	Evaluation	25
9.0	Plan Maintenance & Revision	26
Appendices		
Appendix A – EM Plan Notification Procedure		
Appendix B – Resource Contact List		
Appendix C – Chain of Command		
Appendix D – Primary EOC Floor Plan		
Appendix E – Alternate EOC Floor Plans		
Appendix F – Forms		
Appendix G – Evacuation Plan		

Appendix H – Recovery Plan
Appendix I – Distribution List
Appendix J – HIRA
Appendix K – Critical Infrastructure List
Appendix L – Evacuee Shelter Plan
Appendix M – Information Plan
Appendix N – MECG Program
Appendix O – Evac Mapping & Back-Up Power Locations

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 MCEG 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;

(

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;
- NWCDSD 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).

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

TABLE OF CONTENTS

1.0	Introduction	
1.1	Preamble	1
1.2	Title	1
1.3	Aim	1
1.4	Amending Formula	1
1.5	Emergency – Defined	2
1.6	Definitions	2-4
2.0	Authority	
2.1	The Emergency Management Act	4
2.2	Protection from Liability for Implementation of Plan	5
2.3	Public Accessibility to Plan	5
2.4	Freedom of Information & Protection of Privacy	5
3.0	Declaration of an Emergency	
3.1	Authority to Declare	5
3.2	Notification to Solicitor General	6
4.0	Plan Implementation	
4.1	Assembling the MECG	6
4.2	Activation of Plan	6
4.3	Actions Prior to an Emergency	6-7
4.4	Actions of Emergency Response Agencies	7
4.5	Chain of Command	7
4.6	Emergency Operations Centre	7
4.7	Media Centre	7
4.8	Communications	7
4.9	Command Post	8
4.10	Dissemination of Decisions by the MECG	8
4.11	Evacuation	8
4.12	Request for Assistance	9
4.13	Termination of State of Emergency	9
5.0	Municipal Emergency Control Group Responsibilities	
5.1	Composition of the MECG	9
5.2	Responsibilities of the MECG	9-10
5.3	Mayor (Head of Council)	11
5.4	Administrator	11-12
5.5	Emergency Information Officer	12-13
5.6	Scribe	13-14

5.7	Fire Chief	14
5.8	Community Emergency Management Coordinator (CEMC)	14-15
5.9	Manager of O&F	15-16
6.0	Support Groups	
6.1	Introduction	16-17
6.2	Incident Commander	17-18
6.3	NWHU Representative	18-19
6.4	RRDSSAB Representative	19
6.5	Media Communications	19
6.6	Hospital Representative	19
6.7	Ambulance Service Representative	20
6.8	Red Cross Representative	20-21
6.9	Victim Services Representative	21-22
6.10	Amateur Radio Operators	22
6.11	Ministry of Natural Resources	22
6.12	Chief Building Official	22
6.13	CISM Team	22
6.14	OPP Detachment Commander	22-23
6.15	Superintendent of FFPC	23-24
7.0	Composition of the Emergency Management Program Committee	24
8.0	Training & Education	
8.1	Introduction	24
8.2	Definitions	25
8.3	Definitions – Continued	25
8.4	Training	25
8.5	Exercises	25
8.6	Evaluation	25
9.0	Plan Maintenance & Revision	26
Appendices		
Appendix A – EM Plan Notification Procedure		
Appendix B – Resource Contact List		
Appendix C – Chain of Command		
Appendix D – Primary EOC Floor Plan		
Appendix E – Alternate EOC Floor Plans		
Appendix F – Forms		
Appendix G – Evacuation Plan		

Appendix H – Recovery Plan
Appendix I – Distribution List
Appendix J – HIRA
Appendix K – Critical Infrastructure List
Appendix L – Evacuee Shelter Plan
Appendix M – Information Plan
Appendix N – MECG Program
Appendix O – Evac Mapping & Back-Up Power Locations

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 MCEG 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;

(

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.

TOWN OF FORT FRANCES

BY-LAW NO. 17/17-A

(Being a by-law to amend by-law 17/17, to approve an extension agreement with the Northern Ontario Heritage Fund Corporation (NOHFC) for funding for an Asset Management Plan Coordinator Intern from the Northern Ontario Internship Program)

WHEREAS on May 13, 2019, Council approved a report from T. Rob, Manager of Operations & Facilities which received support from the Operations & Facilities Executive Committee to authorize the extension of the funding agreement with the Northern Ontario Heritage Fund Corporation for the 2nd year of the internship.

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the agreement in the form attached hereto as Schedule “A” with the Northern Ontario Heritage Fund Corporation be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 27th day of May 2019.

J. Caul, Mayor

E. Slomke, Clerk

Internship Project Number: 8520172

**Northern Ontario Heritage Fund Corporation
Northern Ontario Internship Program Agreement**

THIS AGREEMENT is made effective as of **May 10, 2018** (the "Agreement")

B E T W E E N: **Northern Ontario Heritage Fund Corporation ("NOHFC")**

A N D: **TOWN OF FORT FRANCES (the "Employer")**

WHEREAS the Employer is a municipality under the laws of Ontario and wishes to obtain financial assistance from NOHFC to enable it to continue to employ Yingwen Tan (the "**Intern**") for an additional year so that the Intern can continue working towards her professional accreditation as a Professional Engineers of Ontario, as more fully described in Schedule B;

AND WHEREAS further to the approval letter from the Executive Director of NOHFC dated as of March 6, 2019 (the "**Approval Letter**"), NOHFC wishes to provide financial assistance towards the costs of the second year of the Position in the form of a conditional contribution that would not need to be repaid by the Employer provided that the terms and conditions of this Agreement are satisfied;

NOW THEREFORE in consideration of mutual promises and agreements contained in this Agreement and other good and valuable consideration, the parties agree as follows:

A. The Agreement

The following Schedules are attached to, and form part of, this Agreement:

- Schedule A - Terms and Conditions
- Schedule B - Position Description and Financial Information
- Schedule C - Form of Request for Reimbursement
- Schedule D - Final Report

Capitalised terms not otherwise defined in this document shall have the meanings ascribed to them in Schedule A.

B. Agreement Term and Internship Work Term

This Agreement shall be in effect until the earliest of:

- (i) the final day of the Work Term;
- (ii) the 24-month anniversary of the date of the Approval Letter, and
- (iii) the date this Agreement is otherwise terminated in accordance with its terms.

The Employer shall cause the Position to be filled and paid for during the Work Term. The Work Term must last for a period of 52 weeks and must be completed within 24 months after the date of the Approval Letter. No financial assistance will be provided for any employment after such date.

C. Contribution

The Contribution is limited to the lesser of:

- (i) ninety percent (**90%**) of Eligible Costs incurred and paid by the Employer to the Intern during the Work Term (Note: this percentage is based on the weekly wage set out in Schedule B; if the Employer pays the Intern more or less than that wage, NOHFC will adjust the percentage accordingly), and
- (ii) **thirty one thousand five hundred dollars** (\$31,500.00)

D. Specific Terms and Conditions

NOHFC's obligation to pay some or all of the Contribution to the Employer at any time during the term of this Agreement is conditional upon the Employer recruiting, hiring, training and paying the Intern in accordance with this Agreement and complying with all other provisions of this Agreement, including the additional terms set out in this section D, if any.

E. Contact

The contact information for the parties is as follows:

	NOHFC	TOWN OF FORT FRANCES
Full Legal Name	Northern Ontario Heritage Fund Corporation	TOWN OF FORT FRANCES
Address	70 Foster Drive, Suite 200 Sault St. Marie, Ontario P6A 6V8	320 Portage Avenue Fort Frances ON P9A 3P9
Contact Name	Melanie Muncaster	Travis Rob
	Executive Director	Manager, Operations and Facilities
Telephone	1 (800) 461-8329; 1 (705) 945-6700	
Facsimile	1 (705) 945-6701	
E-mail	nohfc@ndm.gov.on.ca	trob@fortfrances.ca

[Signature page follows]

F. Agreement to be Bound.

The parties to this Agreement acknowledge and agree that they have read it, understand it, have the authority to enter into it and agree to be bound by it. The signatories certify that they have the power and authority to bind the party on behalf of which they are executing this Agreement.

TOWN OF FORT FRANCES

By: _____ Date Signed: _____

Name (Print): _____ Title: _____

NORTHERN ONTARIO HERITAGE FUND CORPORATION

By: _____ Date Signed: _____
Melanie Muncaster, Executive Director

SCHEDULE A

TERMS AND CONDITIONS

1. Interpretation

- 1.1. In this Agreement, the following capitalized terms have the meanings set out below:
- (a) "Contribution" means the conditional contribution payable by NOHFC to the Employer in accordance with this Agreement;
 - (b) "Eligible Candidate" means an individual who (i) is a graduate of a college or university from any country with qualifications in a field of study that is related to the employment offered by the Employer and is eligible to work in Canada, and (ii) not an immediate family member or relative of the Employer;
 - (c) "Eligible Costs" means the actual salary or wages paid to the Intern which were incurred by the Employer during the Work Term, but does not include:
 - (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); sick pay; and
 - (ii) the Employer's portion of statutory remittances, including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums;
 - (d) "Intern" has the meaning set forth in the recitals of this Agreement, and
 - (e) "Northern Ontario" means the territorial districts of Algoma, Cochrane, Kenora, Manitoulin, Nipissing, Parry Sound, Rainy River, Sudbury, Thunder Bay and Timiskaming;
 - (f) "Position" means the internship position described in Schedule B;
 - (g) "Work Term" means the timing and duration of the Position set out in Schedule B. The Work Term may not commence prior to the date of the Employer's application to NOHFC in respect of this Agreement.
- 1.2. In the event of conflict between the provisions of the different components of this Agreement, the main body of this Agreement shall prevail over the Schedules, and Schedule A shall prevail over Schedule B.

2. Position and Hiring

- 2.1. The Employer shall fulfill its obligations under this Agreement with due diligence and in a businesslike manner. At all times, the Employer shall be responsible for (i) the identification and recruitment of Eligible Candidates, and (ii) the hiring, training, supervision and payment of the Intern. The Employer shall have provided (and shall

provide upon request) such information to the assigned project officer about the Intern as NOHFC may reasonably require (but not personal information, as defined in the Freedom of Information and Protection of Privacy Act, unless the disclosure of such personal information has been consented to by the prospective Intern) to satisfy NOHFC that the Intern meets the applicable eligibility criteria set out in the definition of Eligible Candidate, above. NOHFC has no responsibility for, no relationship with, and no liability for the actions of, any Intern.

- 2.2. The Employer agrees that it is responsible for recruiting Eligible Candidates through a fair selection process and will work through career centres of post-secondary educational institutions, where reasonably possible.
- 2.3. The Employer shall not alter any element of a Position (as described in its application for a Contribution) or permit or cause any other material change to the Position, without the prior written consent of NOHFC. NOHFC's consent shall not be withheld unreasonably.
- 2.4. The Contribution is intended to reimburse the Employer for a portion of the salary paid by the Employer to the Intern, and may not be applied towards the salary of any other employee of the Employer. If the Position becomes vacant for any reason prior to the end of the Work Term, the Employer must immediately notify NOHFC.

Despite the foregoing, if the Employer wishes to hire a new intern for any position at any time, the Employer may submit a new funding application under the Northern Ontario Internship Program, which will be evaluated in the normal course in accordance with NOHFC's usual guidelines and criteria.

3. Contribution Conditions

- 3.1. NOHFC makes the Contribution on the basis of reimbursement for Eligible Costs incurred. On expiry or termination of this Agreement or termination of a Position, NOHFC may recover any excess of funds provided to the Employer and such amount is considered to be a debt immediately due and payable to NOHFC.
- 3.2. The amount of the Contribution paid to the Employer shall be used only to reimburse actual expenditures on Eligible Costs during the Work Term.
- 3.3. In no event will NOHFC be responsible for funding any cost overruns related to a Position.
- 3.4. Before advancing any part of the Contribution, NOHFC shall have received a completed electronic funds transfer information form which will enable NOHFC to deposit the funds into the Employer's designated bank account by way of electronic funds transfer.

4. Additional Assistance

- 4.1. The Employer shall notify NOHFC if the Employer receives additional assistance towards the cost of a Position from sources other than NOHFC. NOHFC may in its sole discretion reduce the amount of the Contribution by an amount equal to the amount of any new funding received by the Employer, to ensure that there is no duplication in funding.

5. Pre-disbursement Requirements

- 5.1. Prior to the first disbursement of the Contribution under this Agreement, the Employer shall provide to the assigned project officer: (i) copies of its resolution(s), by-law(s) or other documentation satisfactory to NOHFC, evidencing that the Position and the application for a conditional contribution have been properly authorised, and (ii) any additional authorisations identified in section D of the main body of this Agreement, "Specific Terms and Conditions", and (iii) the insurance certificate(s) or other documents provided for in section 9.

6. Default

- 6.1. If the Employer is in default under this Agreement or any other agreement between it and NOHFC, in its sole discretion NOHFC may recover any funds advanced or an amount equal to the advanced funds and may refrain from making further payments of the Contribution. The Employer agrees that if it is in default under this Agreement, NOHFC may refuse to consider any future applications by the Employer for NOHFC funding.
- 6.2. The following constitute events of default under this Agreement:
- (a) the Employer becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or in the sole opinion of NOHFC, otherwise faces other serious financial difficulty;
 - (b) an order is made or resolution passed for the winding up of the Employer, or the Employer is dissolved or in the sole opinion of NOHFC, the Employer ceases to operate;
 - (c) the Employer has submitted false or misleading information to NOHFC, or otherwise makes a false representation in this Agreement;
 - (d) the Employer has failed to perform one or more of its obligations under this Agreement; or
 - (e) in the opinion of NOHFC, there is a material adverse change in risk.

7. Payment of Contribution

- 7.1. The Contribution will be paid semi-annually on a reimbursement basis. At the end of each 6-month period during the Work Term, the Employer shall submit to the assigned project officer a completed Request for Reimbursement (in the form of Schedule C hereto), including a Statement of Account, and any other semi-annual reports or deliverables required herein. A final payment at the end of the Work Term will not be made until NOHFC has received a final Request for Reimbursement (including Statement of Account) and a Final Report. "Statement of Account" and "Final Report" are described in subsections 7.4 and 7.5 below, respectively.
- 7.2. Subject to the terms and conditions of the Agreement, NOHFC shall issue a cheque in the Employer's name or deposit the Funds electronically into an account designated by the Employer in writing, provided that the account resides at a Canadian financial institution and is in the name of the Employer.

- 7.3. In the event of a debt owing to NOHFC by the Employer, the Employer shall pay the amount of the debt, if any, by cheque payable to the "Northern Ontario Heritage Fund Corporation" and the said cheque shall accompany the final Statement of Account.
- 7.4. Every Statement of Account required under this Agreement shall include:
- (a) details of expenditures on Eligible Costs to date in the form set out in Schedule C;
 - (b) a statement that the Intern meets the applicable eligibility criteria set out in paragraph 1.1(b) and that all expenditures are in accordance with this Agreement;
 - (c) a signature by a person with signing authority for the Employer, verifying the information in paragraphs 7.4 (a) and (b) above; and
 - (d) if requested by NOHFC, original receipts or other evidence of payment of salary, wages and employee benefits, which upon request by the Employer may be returned to the Employer after the Statement of Account has been paid.
- 7.5. The Final Report shall be in the form set out in Schedule D to this Agreement.

8. Records and Monitoring

- 8.1. The Employer shall maintain financial records and books of account respecting the Position in accordance with generally accepted accounting procedures.
- 8.2. NOHFC and the Auditor General of Ontario and their employees and agents shall be allowed access to the Employer's premises and to the Intern's work site to inspect and assess the progress and results of the Position and the Position records, both during and following the term of this Agreement.
- 8.3. The Employer shall supply, on request, such information in respect of the Position and its results as NOHFC may require for the purpose of monitoring the Position or the Northern Ontario Internship Program.
- 8.4. If NOHFC or the Auditor General of Ontario believes that there are material inaccuracies in or inconsistencies between the Statements of Account and the Employer's financial records and books of account, NOHFC or the Auditor General of Ontario may request and the Employer must provide at its own expense an audit report from a public accountant licensed under the laws of Ontario. The audit report must be satisfactory to NOHFC in form and content and address:
- (a) NOHFC funds received to date;
 - (b) expenditures made to date;
 - (c) whether the expenditures were made in accordance with this Agreement; and
 - (d) other financial information pertaining to this Agreement as may be reasonably specified in the request.

9. Indemnity and Insurance

- 9.1. The Employer hereby agrees to indemnify and hold harmless Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives from and against any and all liability, losses, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Employer or otherwise in connection with the Agreement.
- 9.2. The Employer represents and warrants that it has, and shall maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out obligations similar to the obligations required of the Employer under this Agreement would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than two million dollars (\$2,000,000) per occurrence. The policy shall include the following:
 - (a) Northern Ontario Heritage Fund Corporation and each of its officers, directors, advisors, agents, and representatives as additional insureds with respect to liability arising in the course of performance of the Employer's obligations under, or otherwise in connection with, this Agreement;
 - (b) a cross-liability clause;
 - (c) contractual liability coverage; and
 - (d) a thirty (30) day written notice of cancellation.
- 9.3. The Employer shall provide to the assigned project officer with valid certificates of insurance, or other proof as may be requested by NOHFC, that confirms the insurance coverage as provided in section 9.2. Upon the request of NOHFC, the Employer shall make available to NOHFC a copy of each insurance policy.
- 9.4. If the Employer is subject to the *Workplace Safety and Insurance Act, 1997*, the Employer is registered with the Workplace Safety and Insurance Board (WSIB), shall at all times throughout the employment of the Intern pay all amounts payable under the Act to the WSIB when they are due and, upon the request of NOHFC, shall deliver to NOHFC a copy of a current compliance certificate issued by the WSIB.

10. Compliance with Laws

- 10.1. The Employer shall, and shall require its directors, officers, partners, employees, agents, contractors and volunteers, if any, at all times to comply with any and all federal, provincial and municipal laws, ordinances, statutes, rules, regulations and orders applicable to the performance of this Agreement, the employment of the Intern and the Position. The Employer shall obtain, at its own expense, all permits from public authorities which may be required in connection with the performance of this Agreement, the employment of the Intern and the Position.

11. Information and Acknowledgement

- 11.1. The Contribution shall be acknowledged by the Employer on all reports, press releases, public statements, and publications pertaining to the Position or the Intern.
- 11.2. Subject to the *Freedom of Information and Protection of Privacy Act*, all information pertaining to the Contribution and the Employer's obligations under this Agreement is public information and may be released to third parties upon request.

12. Notices

- 12.1. Any notices to be given, and all reports and statements of account, and correspondence, under the provisions of this Agreement, shall be in writing and shall be given by personal delivery, prepaid registered mail, facsimile transmission, or courier service, and subject to change by either party with written notice, shall be addressed to the party at the address set out in this Agreement. Notices shall be deemed to have been effectively given on the date of delivery by personal service, facsimile transmission, or courier, or in the case of service by registered mail five business (5) days after the date of mailing.

13. Other Terms and Conditions

- 13.1. Corporate Changes. The Employer shall not alter its legal or corporate structure, ownership, control, financing or objects without the prior written consent of NOHFC. NOHFC's consent shall not be withheld unreasonably.
- 13.2. Assignment. The Employer shall not assign this Agreement, nor any part hereof, without the prior written approval of NOHFC. Such approval may be withheld by NOHFC in its sole discretion, or given on such terms and conditions as NOHFC may require.
- 13.3. Third Parties. The Employer shall take reasonable measures to ensure that its officers, directors, partners, employees, agents, contractors and volunteers shall be bound to observe the provisions of this Agreement.
- 13.4. Financial Assistance Only. This Agreement is not an employment agreement. This Agreement is a contract for conditional financial assistance only and nothing in it, or done pursuant to it, is to be construed as constituting the Employer as NOHFC's agent, employee, partner or joint venturer.
- 13.5. Waiver. The failure by NOHFC to insist in one or more instances upon the performance by the Employer of any of the terms or conditions of the Agreement shall not be construed as a waiver of NOHFC right to require future performance of any such terms or conditions, and the obligations of the Employer with respect to such future performance shall continue in full force and effect.
- 13.6. Force Majeure. A party to this Agreement shall not be responsible for failures in performance resulting from matters beyond the reasonable control of the party, including acts of God, riots or other civil insurrection, war, or strikes and lock-outs.
- 13.7. Severability. The invalidity or unenforceability of any provision of this Agreement or any covenant in it shall not affect the validity or enforceability of any other provision or covenant in it and the invalid provision or covenant shall be deemed to be severable.

- 13.8. Amendment. This Agreement may be amended only by written agreement between the parties. An amendment may (i) be prepared by NOHFC for signature by the Employer, or (ii) consist of a written request for one or more changes to this Agreement which the Employer submits to NOHFC by facsimile transmission ("fax"), e-mail or lettermail, and if approved without modification by NOHFC, has been signed or, in the case of e-mails, approved by NOHFC and faxed, e-mailed or mailed back to the Employer.
- 13.9. Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 13.10. Time is of the Essence. Time is of the essence in the performance of the obligations under this Agreement.
- 13.11. Entire Agreement. This Agreement, including the Schedules, embodies the entire agreement between the Employer and NOHFC with respect to its subject matter and supersedes any previous understanding or agreement, collateral, oral or otherwise, between them in the event of conflict.
- 13.12. Survival. The following provisions shall survive the termination or expiration of the Agreement: sections 2.0 - Position and Hiring, 7.0 - Payment of Contribution, 8.0 - Monitoring, 9.0 - Indemnity and Insurance, 11.0 - Information and Acknowledgement, and this subsection 13.12.

Internship Project Number: 8520172

SCHEDULE B**POSITION DETAILS/JOB DESCRIPTION AND FINANCIAL INFORMATION****A. POSITION DETAILS/JOB DESCRIPTION – REFER TO SECTION E OF APPLICATION****JOB TITLE:** Asset Management Plan Coordinator Year 2 Intern**JOB DESCRIPTION:**

The main objective of the proposed internship position is to focus on updating and maintaining the Town's Asset Management Plan (AMP) and ensure that all regulatory requirements are met. In addition, the intern will ensure that facility maintenance is being completed and tracked in the maintenance management program tied to the AMP and roll this functionality into other operations of the Town.

The duties and responsibilities the intern will undertake during the placement are the following:

- ensure that the two asset registers presently being maintained are combined into one register for the entire corporation;
- ensure that the Asset Management Planning is incorporated into the Corporate Budget process;
- ensure that the required AMP Policies are prepared and approved by Council in a timely fashion;
- ensure that all new condition rating information is uploaded in the Public-Sector Digest Computer Software programs; and
- assist Public Sector Digester with implementing Asset Management Planning throughout the entire organization.

Confirmation has been received that the intern is registered with the Professional Engineers of Ontario.

B. FINANCIAL INFORMATION

START DATE:	END DATE:
--------------------	------------------

# OF WEEKS	HOURS PER WEEK	HOURLY RATE	WEEKLY RATE	TOTAL WAGES	NOHFC CONTRIBUTION	NOHFC % OF ELIGIBLE COSTS*
52	40	\$26.03	\$1,041.00	\$54,142.40	\$31,500.00	58.2%

* **Note:** "NOHFC's % of Eligible Costs" is based on the weekly rate set out above. If the Employer pays the Intern more or less than that weekly wage, NOHFC will adjust the percentage accordingly so that in any event the maximum NOHFC contribution per week does not exceed the weekly rate set out above multiplied by the percentage set out above.

SCHEDULE C**Request for Reimbursement under the Northern Ontario Internship Program**

This request for reimbursement form should be completed by the Employer and returned to the project officer assigned to the Employer by NOHFC. A Statement of Account must accompany this form. If this is a final request for reimbursement, then a Statement of Account and a Final Report (Schedule D attached) must accompany this request form.

General Information			Internship Claim	
NOHFC Number: 8520172			1st Claim <input type="checkbox"/>	Final Claim <input type="checkbox"/>
Job Title: Asset Management Plan Coordinator Year 2 Intern			Pay Period covered From: _____ To: _____	Pay Period covered From: _____ To: _____ Last Date Intern Worked: _____
Employment Start Date: _____				
Employer Profile				
Employer Name: TOWN OF FORT FRANCES			Contact Name: _____	
Contact Number(s): _____				
Funding Calculations				
Maximum NOHFC Funding Approved: \$ _____			Claims to Date: \$ _____	
Claim Calculation (reference note below for eligible costs)				
Total Weeks Worked: _____	Total Hours per Week: _____	Hourly Rate Paid: \$ _____	Weekly Rate Paid: \$ _____	Total Paid (this claim): \$ _____
Declaration by Employer				
<p><i>The undersigned hereby declares that all expenditures reported in this claim form are Eligible Costs under NOHFC's Internship program, as defined below. Funds provided by NOHFC shall be used solely by the undersigned for the reimbursement of salary costs incurred through the employment of the Intern under the Internship program. Evidence of reported expenditures will be provided if requested. The Employer has fulfilled all applicable terms and conditions of the Northern Ontario Internship Agreement between the Employer and NOHFC.</i></p>				
By: _____		_____		
Authorized Signature		Date		
_____		_____		
Name (Print)		Title		

Note: "Eligible Costs" means the actual salary or wages paid to an Intern, which were incurred by the Employer during the Work Term, but do not include:

- (i) any benefits paid by the Employer including but not limited to: vacation pay; bonuses; gifts; termination or severance pay; expenses and allowances; and group medical, dental, or life insurance; Employer Health Tax (EHT); sick pay; and
- (ii) the Employer's portion of any deductions including but not limited to contributions to the Canadian Pension Plan and Employment Insurance (EI) premiums

For Office Use Only

Eligible Costs on this Claim: \$ _____	x	Percentage of Eligible Costs payable by NOHFC: _____ %	=	Amount Claimed from NOHFC: \$ _____
---	---	---	---	--

SCHEDULE D

Final Report

NOHFC Project Number: 8520172

Employer: TOWN OF FORT FRANCES

Job Title: Asset Management Plan Coordinator Year 2 Intern

Please provide an assessment of the Internship program

Have the objectives of the Position been met? (Please use Schedule B as a reference)

What is the employment status of the intern hired under the program?

- ☐ Intern was hired by our organization
- ☐ The intern has secured employment at another organization:
- ☐ In northern Ontario
☐ Outside northern Ontario
- ☐ None of the above – please explain: _____

Supervisor signature: _____

Date: _____

Name (Print) _____

TOWN OF FORT FRANCESBY-LAW NO. XX/19

(Being a By-Law to authorize the levy and collection of taxes for all municipal purposes in the Town of Fort Frances for the year 2019).

WHEREAS pursuant to Section 290 of the *Municipal Act, 2001*, S.O. 2001, c.25, ("the Act") as amended, Council on May 27, 2019, passed By-Law No. XX/18 to adopt a budget including estimates of all sums required during the year for the purposes of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year, amounts required to be raised for sinking funds and amounts required for any board, commission or other body;

AND WHEREAS Section 312 of the Act, as amended provides that the Council of the Town of Fort Frances shall pass a by-law levying a separate tax rate on the assessment in each property class.

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

1. There shall be levied and collected upon the assessable lands and buildings, within the limits of the Town of Fort Frances, those rates more particularly set forth in Schedule "A" forming part of this By-Law in the manner set forth in the said Schedule "A".
2. The said taxes and all local assessments, and other rates payable as taxes for the year 2019 including school taxes at a rate determined by the Province (hereinafter collectively referred to as "municipal taxes") as set forth in Schedule "A" shall be payable into the office of the Treasurer of the Corporation in the manner as set out herein:

The Municipal Taxes as shown on Schedule "B" are to be payable in 2 installments, the first being fifty (50)% of the total taxes levied and the second being the remaining balance of said taxes with due dates for payment as follows:

First Installment: July 31, 2019

Second Installment: August 30, 2019

3. THAT the Treasurer is hereby empowered to accept part payment from time to time on account of taxes due.
4. THAT all taxes which are in default on the day after the due date a penalty of 1.25 percent shall be added and thereafter a penalty of 1.25 percent per month will be added on the first day of each and every month the default continues, until December 31, 2019.
5. On all taxes in default on January 1st, 2019, interest shall be added at the rate of 1.25 percent per month for each month the default continues.
6. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
7. The Tax Administrator shall mail or cause the same to be mailed to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.

Town of Fort Frances
By-Law No. xx/19
Page 2.

8. THAT taxes may be paid through the following facilities:
- Town of Fort Frances Civic Centre – 320 Portage Ave. Fort Frances, ON
 - Telebanking and Internet Services through any major financial institute
 - Preauthorized Payment Plan
 - Mail Service via Canada Post
 - Night Depository, Civic Centre – 320 Portage Ave., Fort Frances, ON
 - By cash, cheque, money order or interac service.

This By-Law shall come into force and take effect on final passing.

READ THREE TIMES and finally passed in open Council this 27th day of May 2019.

J. Caul, Mayor

E. Slomke, Clerk

2019 Tax Rates Summary
By-Law No.. XX/25- Schedule "A"

Using OPTA calculated rates on May 17, 2019 3:21PM EST.

	Residential	Multi-residential	Commercial									Industrial			Large Industrial		Pipelines	Farm
	Occupied	Occupied	Occupied			Excess Land			Vacant Land			Occupied	Excess Land	Vacant Land	Occupied	Excess Land	Occupied	Occupied
			No Band	Low Band	High Band	No Band	Low Band	High Band	No Band	Low Band	High Band							
Tax Ratios	1.000000	2.553970	1.967217									2.823341			7.240504		2.574024	0.250000
Education- New Construction			0.01030000	0.01003036	0.01671727	0.00952750	0.00927809	0.01546348	0.00952750	0.00927809	0.01546348	0.01030000	0.00927000	0.00927000	0.01030000	0.00927000		
Fort Frances Town, 5912																		
Education	0.00161000	0.00161000	0.01030000	0.01003036	0.01671727	0.00952750	0.00927809	0.01546348	0.00952750	0.00927809	0.01546348	0.01030000	0.00927000	0.00927000	0.01030000	0.00927000	0.01030000	0.00040250
Municipal Rate	0.01682625	0.04143459	0.03310088	0.03227896	0.05379828	0.02813574	0.02743712	0.04572852	0.02813574	0.02743712	0.04572852	0.04665550	0.03732440	0.03732440	0.11964878	0.09571903	0.04331118	0.00420656
Total Rate	0.01843625	0.04304459	0.04340088	0.04230932	0.07051555	0.03766324	0.03671521	0.06119200	0.03766324	0.03671521	0.06119200	0.05695550	0.04659440	0.04659440	0.12994878	0.10498903	0.05361118	0.00460906

TOWN OF FORT FRANCES

BY-LAW NO. XX/19

(Being a By-Law to adopt the estimates of all sums required for all municipal purposes during the year 2019).

WHEREAS Section 290 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality including amounts sufficient to pay all debts of the municipality falling due within the year, amounts required to be raised for sinking funds and amounts required for any board, commission or other body.

AND WHEREAS on April 1, 2019, Council consented to the 2019 budget being brought forward in by-law form for consideration;

AND WHEREAS, notice was advertised pursuant to By-Law No. 64/02 (the Notice By-Law) that a by-law to approve the 2019 budget would be considered at the May 27, 2019 Council meeting.

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

- 1. That Schedule “A” attached hereto and forming part of this by-law setting out the estimates of all revenues to be received by the Municipality during the year 2019 and all estimates of expenditures to be made for municipal purposes during the year 2019 is hereby adopted.

READ THREE TIMES and finally passed in open Council this 27th day of May, 2019.

R. Avis, Mayor

E. Slomke, Clerk

2019 Budget Summary
By-Law No. --/19- Schedule "A"

General Division	Revenue	Expenditure	Budget Deficit
Corporate	(\$16,978,422)	\$6,941,436	(\$10,036,986)
Administration & Finance	(655,525)	1,701,870	1,046,345
Emergency Services	(327,516)	3,693,920	3,366,404
Community Services	(2,791,693)	4,826,260	2,034,567
Operations & Facilities	(2,183,529)	5,451,059	3,267,530
Planning & Development	(216,291)	538,431	322,140
	(23,152,976)	23,152,976	-
Capital Budget	(6,871,001)	6,871,001	-
Water Operating Budget	(2,837,009)	2,837,009	-
Sewer Operating Budget	(2,603,945)	2,603,945	-
	(5,440,954)	5,440,954	-
	(\$35,464,931)	\$35,464,931	-

TOWN OF FORT FRANCES

BY-LAW NO. xx/19

(Being a by-law to approve an agreement with Bay City Contractors awarded through a tender process - the *Municipal Act, 2001*, R.S.O. 2001, c.25.)

WHEREAS on May 13, 2019, Council approved a report from T. Rob, Manager of Operations & Facilities which awarded the Tender for 2019 Road Reconstruction to Bay City Contractors (Tender No. 19-OF-03);

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That pursuant to the award of the tender under 19-OF-03, the following agreement in the form of the schedule 'A' attached to this by-law be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto:

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 27th day of May 2019.

J. Caul, Mayor

E. Slomke, Clerk

Town of Fort Frances
2019 Road Reconstruction
Contract 19-OF-03

FORM OF TENDER

Section 00300

Page 1 of 10

1.0 TENDER FOR THE CONSTRUCTION OF**2019 Road Reconstruction****Tender No. 19-OF-03****1.1 TENDER PRICE**

Tender By:

BAY CITY CONTRACTORS
Contractor

1123 RUSSELL ST THUNDER BAY, ON P7B-5M6
Address

MAY 7 2019
Date

hereinafter called the "Tenderer"

To: **The Corporation of the Town of Fort Frances**
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Hereinafter called the "Owner"

1.1.1 (We), the undersigned, having fully examined the locality and Place of the Work, having fully investigated the conditions of the Work, having read and understood the Contract Documents (comprised of the tendering information, supplementary general conditions, general conditions, specifications and drawings, including all supplements, addenda and revisions to same to the date of this tender) and having secured all of the information necessary to enable the submission of this tender, hereby agree and offer to perform the totality of the Work described in the Contract Documents, in accordance with the Contract Documents, for the total Tender Price (including H.S.T.) of:

Three million, eight hundred fifty three thousand
three hundred ten (\$3,853,310.¹⁷.....)

1.2 CONTINGENCIES AND ALLOWANCES

- 1.2.1 We agree that the Tender Price includes the contingency sum of \$150,000.00 and no part of this sum shall be expended without the written direction of the Contract Administrator, and any part not so expended shall be deducted from the Contract Price.

1.3 QUANTITIES

- 1.3.1 The Tender Price is compiled from the Schedule of Prices included hereinafter. The quantities in the schedule being approximate, we agree that the final valuation will be made on the basis of actual quantities measured during and on completion of the Work at the unit prices in the schedule.

1.4 ADDITIONS AND DEDUCTIONS

- 1.4.1 The Tenderer agrees that, if this tender is accepted by the Owner:
- (i) it will carry out any additional or extra work (including the supplying of any additional Products pertaining thereto) or will delete any work as may be required by the Contract Administrator in accordance with the Contract; and,
 - (ii) the carrying out of any work referred to in paragraph (i) above or the issuance by the Contract Administrator of a Contract Change Order relating to such work or the acceptance by the Tenderer of such Contract Change Order shall not, except as expressly stated in such Contract Change Order, waive, affect or vary any of the terms of the Contract or of an Contract Change Order previously issued by the Contract Administrator or any of the rights of the Owner or of the Contract Administrator under the Contract.
- 1.4.2 The Tenderer agrees that, if this tender is accepted by the Owner the prices applicable to work referred to in paragraph 1.3.1 above shall be determined as follows:
- (i) The Schedule of Tender Prices shall apply where applicable;
 - (ii) If the above Schedule is inapplicable the prices shall be determined in accordance with the General Conditions as amended by the Supplementary General Conditions.
- 1.4.3 The Tenderer agrees that it is not entitled to payment of the Contingency Allowance except for work carried out by him in accordance with the Contract and only to the extent of such work, as authorized by the Contract Administrator in writing and as previously approved by the Owner.

1.5 ADDENDA

- 1.5.1 We agree that we have received Addenda2..... to2..... inclusive, and the tender price includes for the provisions set out in such Addenda.

1.6 CONTRACT TIME

- 1.6.1 We agree to commence the Phase 1 Work by May 28th, 2019 (the commencement date) and to proceed continuously to the completion date of October 18th, 2019.
- 1.6.2 We agree to commence the Phase 3 Work by May 25th, 2021 (the commencement date) and to proceed continuously to the completion date of October 15th, 2021.
- 1.6.3 The contractor may advance the above noted commencement date to suit scheduling and local weather conditions. There will be no changes to the completion date other than as noted in the general conditions.
- 1.6.4 Surface course paving for Second Street Contract Item A.03 Hot Mix HL4 Asphalt with an estimated quantity of 400 tonne and Contract Item A.16 Pavement Markings may be completed within the year 2020 and prior to June 15th, 2020.
- 1.6.5 The Contractor will be required to advertise substantial completion of Phase 1 of the project at the initial completion date of October 18th, 2019, and after surface course paving and line painting if completed in 2020.
- 1.6.6 The Contractor will be required to advertise substantial completion of phase 3 of the project at the initial completion date of October 15th, 2021.

1.7 TENDER ITEM REFERENCES AND DELETIONS

- 1.7.1 Where in the Form of Tender under the column headed OPS Spec. No., a number is shown, such number shall be taken to mean and refer to the Ontario Provincial Standard Specifications (OPSS).
- 1.7.2 Where in the Form of Tender under the column headed OPS Spec No., the initials "SP" appear, such initials shall be taken to mean and refer to the "Special Provisions".
- 1.7.3 For those Tender items noted with an asterisk * in the Schedule of Tender Prices are considered to be provisional items and the Owner may delete all or a portion of the item price to Contract award without affecting the remaining Contract prices, without penalty or recourse.
- 1.7.4 The Owner reserves the right to delete all or any portion of the work prior to Contract award without affecting the remaining Contract prices, without penalty or recourse.

1.8 SCHEDULE OF TENDER PRICES

1.9 DECLARATIONS OF TENDERER

- 1.9.1 The Tenderer declares that no person, firm or corporation other than the Tenderer has any interest in this tender or in the proposed Contract for which this tender is made.
- 1.9.2 The Tenderer declares that this tender is made without any connection, comparison of figures or arrangement with, or knowledge of, any other corporation, firm or person making a tender for the same Work and is in all respects fair and without collusion or fraud.

1.10 CONDITIONS OF TENDER

- 1.10.1 This tender is irrevocable from the official closing time and is unconditionally open for acceptance for 60 days after the official closing time, whether any other tender has been previously accepted or not.

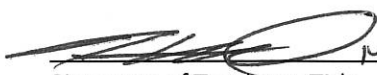
1.11 DISCLAIMER


- 1.11.1 The Tenderer agrees and acknowledges there is no representation, warranty, collateral agreement or condition, whether direct or collateral, or expressed or implied, which induced the Tenderer to submit this tender, or on which reliance is placed by the Tenderer, or which affects this tender.

1.12 SIGNING OF TENDERS

Dated at THUNDER BAY this

7th day of May, 2019.


 Signature of Tenderer, Title Manager


 Signature of Witness

 Signature of Tenderer, Title

 Signature of Witness

NOTE: In the case of a tender submitted by a Corporation, the signatory or signatories warrant as follows:

"I/We have authority to bind the Corporation."

"If the tender is submitted by an individual or partnership, it is deemed to be given under seal."

Town of Fort Frances
2019 Road Reconstruction
Contract 19-OF-03

FORM OF TENDER

Section 00300

Page 10 of 10

ACCEPTED BY THE CORPORATION OF THE TOWN OF FORT FRANCES THIS _____

DAY OF _____ 2019.

Signature

Name and Title

Signature

Witness

Name and Title

Name and Title

TOWN OF FORT FRANCES

BY-LAW NO. xx/19

(Being a by-law to approve an agreement with Ed Kaun & Sons Ltd. awarded through a tender process - the *Municipal Act, 2001*, R.S.O. 2001, c.25.)

WHEREAS on May 13, 2019, Council approved a report from T. Rob, Manager of Operations & Facilities which awarded the Tender for 2019 Capital Facility Renovations to Ed Kaun & Sons Ltd. (Tender No. 19-OF-04);

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That pursuant to the award of the tender under 19-OF-04, the following agreement in the form of the schedule 'A' attached to this by-law be approved for the Mayor and Clerk to sign and affix the Corporate Seal thereto:

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 27th day of May 2019.

J. Caul, Mayor

E. Slomke, Clerk

SCHEDULE 2

AGREEMENT

THIS AGREEMENT made this _____ day of _____, 2019.

BETWEEN:

Ed Kaun & Sons Ltd

(herein sometimes referred to as the "Tenderer" or the "Contractor")

- and -

The Corporation of the Town of Fort Frances
(the "Town")

Whereas the Contractor has represented to the Town that the Contractor is well able to perform the Work described in the Tender Documents for the respective Total Unit Price(s), Total Prices, and for the Year(s) quoted by the Tenderer in the Tender.

Now therefore the Contractor and the Town (herein sometimes referred to as the "Parties") undertake and agree as follows:

1. The Tenderer shall perform and complete the Work:
 - (a) to, and for, the benefit and satisfaction of the Town, in accordance with the Tender Documents;
 - (b) for the respective Total Unit Price(s) and Total Prices quoted by the Tenderer in the Tender Forms except as may be increased or decreased by increase or decrease in taxes (such as HST) as set out in paragraphs 3 and 4 of the Tender Forms.
2. The Tender Documents shall collectively be and the whole shall constitute the Contract between the Parties.
3. The Town agrees to pay to the Contractor in lawful money of Canada for the performance of the Work with the amounts to be paid on account thereof being determined by actual measured quantities in accordance with the Specifications

and Other Provisions and subject to adjustments, additions, deductions and deletions as provided in and by the Tender Documents. The Town shall pay on account thereof upon the approval of the Chief Building Official (in the Tender Documents the sometimes referred to as the "Manager"). Upon receipt of invoices, any adjustments to monies owing will be made with notification to the Contractor.

4. If the Town fails to make payments to the Contractor as they become due under the terms of the Tender Documents, interest equal to the current bank prime rate + 2% per annum on such unpaid amounts shall become due and payable until payment.
5. If:
 - (a) the Contractor should be adjudged bankrupt, or becomes insolvent, or makes a general assignment for the benefit of creditors, or if a receiver is appointed of the Tenderer or the Tenderer's business or any part thereof; or
 - (b) a petition in bankruptcy for liquidation, reorganization, or other proceeding, is filed by or against the Tenderer;
 - (c) the Contractor fails or neglects to properly perform or complete the Work or otherwise fails to comply with the requirements of the Tender Documents (including, without limitation, failure to meet gradation specifications, or to meet delivery dates, or otherwise)

the Town may, without prejudice to any other right or remedy it may have, terminate this Agreement by giving the Contractor written notice.

The Contractor's obligation under the Tender Documents as to quality, correction and warranty of the work performed by him up to the time of termination shall continue in force after such termination.

6. Time shall in all respects be of the essence.
7. Neither this Agreement nor any rights or entitlements under it shall be assignable or transferable by the Contractor without the prior written consent of the Town.
8. Any notice required or permitted to be given hereunder shall be in writing and shall be effectively given if:
 - (a) delivered personally;
 - (b) sent by prepaid courier service or mail; or

(c) sent prepaid by telecopier, telex or other similar means of electronic communication (confirmed on the same or following day by prepaid mail) addressed,

(i) in case of notice to the Town, as follows:

320 Portage Avenue
FORT FRANCES, Ontario
P9A 3P9
Attention: Administrator

(ii) in case of the Contractor, as follows:

Ed Kaun & Sons Ltd
RR 1 RMB 268
Fort Frances
ON P9A 3M2

Any notice so given shall be deemed conclusively to have been given and received when so personally delivered or sent by telex, telecopier or other electronic communication or on the second day following the sending thereof by private courier or mail. Any Party hereto or others mentioned above may change any particulars of its address for notice by notice to the others in the manner aforesaid.

IN WITNESSETH WHEREOF the Parties hereto have executed this Agreement.

SIGNATURE OF CONTRACTOR:



Witness to signature of Tenderer



If a corporation, the person signing has the authority to bind such corporation

Print name of Witness:

Tyler Reinson

PRINT NAME AND TITLE OF PERSON
SIGNING:

Wayne Kaun, Vice President

IF A CORPORATION, PRINT PROPER NAME
OF CORPORATION:

Ed Kaan & Sons Ltd

Address of Witness:

833 Armit Avenue
Fort Frances, ON P9A 2J5

Address of Contractor:

RR.1 RMB 268
Fort Frances, ON P9A 3M2

Phone Number of Witness:

807-275-10300

Phone Number of Contractor:

807, 274-6246

Fax Number: 807-274-7389

Cell Number: 807-275-9459

The Corporation of the Town of Fort Frances

per:

per:

I/we have authority to bind the Town


SCHEDULE 3

OCCUPATIONAL HEALTH AND SAFETY AGREEMENT


The undersigned Tenderer, Ed Kaun & Sons Ltd.
shall and does hereby agree and confirm that:

1. it is aware that the Town places great importance on the compliance with and adherence to the Occupational Health and Safety Act (the "Act") and the safety standards and policies of all authorities having jurisdiction;
2. all Work performed by the Tenderer or on its behalf shall be in conformity with the Act and the construction, health, and safety standards and policies of all authorities having jurisdiction;
3. the Tenderer and its employees, personnel, contractors, subcontractors, agents and/or representatives are knowledgeable and well versed in and with the requirements of, the Act and the safety procedures required for during the performance and completion of the Work;
4. all persons involved with the Work shall be required to wear proper safety equipment at all times; and
5. the Tenderer shall be solely responsible for, and the Tenderer shall not hold nor seek to hold the Town responsible in any way for, any violations of the Act or the failure of the Tenderer to comply with and adhere to the safety standards and policies of any and all authorities having jurisdiction.

SIGNATURE OF CONTRACTOR:



Witness to signature of Tenderer



If a corporation, the person signing has authority to bind such corporation

Print name of Witness:

Tyler Reinson

PRINT NAME AND TITLE OF PERSON SIGNING:

Wayne Kaun, Vice President

IF A CORPORATION, PRINT PROPER NAME
OF CORPORATION:

Ed Kaun & Sons Ltd

Address of Witness:

833 Armit Avenue
Fort Frances, ON P9A 2J5

Address of Contractor:

RRI RMB 268
Fort Frances, ON P9A 3M2

Phone Number of Witness:

807-275-6300

Phone Number of Contractor:

807-274-6246

Fax Number: 807-274-7389

Cell Number: 807-275-9459

The Corporation of the Town of Fort Frances
per:

per:

I/we have authority to bind the Town

Date: _____, 2019.

TOWN OF FORT FRANCES

BY-LAW NO. 60/18-A

(A By-Law to amend certain user fees in 2019- the Municipal Act, 2001, c.25, S.O. 2001, Part XII, as amended).

WHEREAS on February 25, 2019, Council considered the establishment of water and sewer user fees to be effective in 2019 and directed that a by-law be prepared to adopt a schedule of said fees;

AND WHEREAS on May 13, 2019, Council approved a report from the By-Law Enforcement Department recommending that an amending by-law be brought forward to amend Schedule A as outlined below;

AND WHEREAS on May 13, 2019, Council approved a report from the Fire Chief recommending that an amending by-law be brought forward to amend Schedule A as outlined below;

NOW THEREFORE Council of the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That Schedule 'D' to Town of Fort Frances Schedule of Fees attached hereto this By-law be approved.
2. The fees and charges provided in Schedule 'D' to this By-Law, as may be amended from time to time, shall prevail over any like fees that may be provided for in any other By-law enacted by Council for the Town of Fort Frances.
3. That section 2.10.5 is added to User Fees Schedule 'A' as follows:

2.10.5 Annual Sign Fee (Signs on Town Property) \$150.00/year
4. That section 3.16.5.1 is revised in User Fees Schedule 'B' as follows:

3.16.5.1 Fire Response to Structural Fires

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.

This By-Law shall come into force and take effect on final passing.

READ THREE TIMES and finally passed in open Council this 27th day of May, 2019.

J. Caul, Mayor

E. Slomke, Clerk

**TOWN OF FORT FRANCES
2019 SCHEDULE OF FEES BY-LAW 60/18
SCHEDULE "D"**

	2019
4.3 Sewer & Water Installation - Effective January 1 - plus Applicable Taxes	
4.3.1 Installation and Termination - Per Trench	
4.3.1.1 If water and sewer are in separate trenches or same trenches	Cost Plus + 10% + Road Restoration
4.3.2 Terminations of Services	
4.3.2.1 Inspecting the termination prior to backfilling	46.80
4.3.3 Reconnection of Services	
4.3.3.1 Inspecting the reconnection prior to backfilling	46.80
4.3.3.2 Regular request to turn water on or off (maintenance)	46.80
4.3.3.3 Non-Maintenance Shut off for delinquent accounts - no HST	132.10
4.3.3.4 Non-Maintenance Turn on for delinquent accounts - no HST	132.10
4.3.4 Sale and Installation of Water Meters	
4.3.4.1 Any Size Meter	Cost Plus + 10%
4.3.5 Testing Backflow Devices	
5.0 Water & Sewer User Rates - Effective January 1	
5.1 Water User Rates - Monthly	
5.1.1 Flat Residential (un-metered)	42.79
5.1.2 Metered Non-Residential	
5.1.2.1 Metered rate after 36 cu. meters	2.95 cu meter
5.1.3 Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or	58.00
Minimum Bill for metered ICI accounts	58.00
5.1.3.1 8 cu. meters included in the minimum monthly bill for ICI	
5.1.4 Metered - Industry/Commercial	1.62 cu meter
5.1.5 Metered - Institutional	1.87 cu meter
5.1.6 Private (Re: Dedicated) Hydrants	56.85 per unit
5.1.7 Private Sprinkler System	17.80 per system
5.1.8 Sale of Water from Fire Hydrant	27.55 cu meter
5.1.9 Water Meter Replacement	
5.1.9.1 ¾ inch or 20 mm diameter water meter	3.00 per meter
5.1.9.2 1 inch or 25.4 mm diameter water meter	3.25 per meter
5.1.9.3 1.5 inch or 38.1 mm diameter water meter	5.00 per meter
5.1.9.4 2 inch or 50.8 mm diameter water meter	15.00 per meter
5.1.9.5 3 inch or 76.2 mm diameter water meter	17.00 per meter
5.1.9.6 4 inch or 101.6 mm diameter water meter	22.50 per meter
5.1.9.7 6 inch or 152.4 mm diameter water meter	42.00 per meter
5.1.9.8 10 inch or 254 mm diameter water meter	70.00 per meter
5.2 Sewer User Rates - Monthly	
5.2.1 Flat Residential (un-metered)	39.90
5.2.2 Flat Industry/Commercial/Institutional (ICI) (un-metered) and/or	54.15
Minimum Bill for metered ICI accounts	54.15
5.2.2.1 10 cu. meters included in the minimum monthly bill for ICI	
5.2.3 Metered Non-Resident	
5.2.3.1 Metered rate after 36 cu. meters	2.74 cu meter
5.2.5 Metered - Industry/Commercial	1.85 cu meter
5.2.6 Metered - Institutional	1.85 cu meter
5.3 Minimum Rate to Unplug Blockage in Sanitary Sewer Line	
5.3.1 During regular business hours (7:30 a.m. to 4:00 p.m. Monday thru Friday)	26.00
5.3.2 Overtime Hours	39.00
5.3.3 Statutory Holiday	52.00
5.4 Disposal of External Sewage into Town Collection System	19.61 cu. Meter

AMO Watch File not displaying correctly? [View the online version](#) | [Send to a friend](#)
Add Communicate@amo.on.ca to your safe list



May 9, 2019

In This Issue

- The top questions about digital signatures.
- Ministry of Energy webinars discuss energy reporting.
- AMO Conference 2019 - *Municipalities: Ontario's Frontline*.
- Register for AMO's Wellness & Mental Health in the Municipal Workplace Symposium.
- Risk Management Symposium coming soon.
- Investments 101 online course now available!
- Town Hall Tuesdays webinar series.
- LAS Blog: Investing for Outcomes.
- Feeling the cyber threat?
- A conversation with ONE Investment.
- Careers with Lakeshore and Hastings County.

AMO Matters

Each week we will profile a key question about digital signatures. Q9: Are Notarius digital signatures recognized worldwide? [Click here](#) for the answer.

Provincial Matters

The Ministry of Energy is hosting webinars for your 2019 [energy reporting requirements](#). [Annual Reporting Webinars](#) will be held May 22 and June 5. [CDM Plan Update Webinars](#) will be held May 15, May 29 and June 12. No need to pre-register - just click on the link to join. Webinars run from 12 pm - 1 pm EST.

Eye on Events

Register today for the [2019 AMO Conference in Ottawa August 18-21](#). Municipalities are on the frontline of key public services in Ontario. Find out what that means for your community.

AMO's first Wellness & Mental Health in the Municipal Workplace Symposium takes place May 29, 2019. Program, registration and location information are available [here](#).

Cannabis, cybersecurity, smart cities...what do they all have in common? They are subject matters at this year's Risk Management Symposium at Casino Rama. [Book your spot now](#) for September 12 and 13, and take advantage of the accommodation discount. See you there!

ONE Investment's educational workshop is now available as an online course: self-paced, convenient and accessible. Registration for Investments 101 - The Foundation for a Municipal Investment Strategy is available until June 30, 2019. [Register here](#).

Town Hall Tuesdays are just around the corner. Don't forget to [register](#) for any of the free online webinars starting May 14. They will be recorded and accessible for your future reference.

LAS

LAS Blog: ONE Investment has a variety of tools available to meet the future financial needs of your municipality. Check out the [LAS Blog](#) to learn more.

The twenty-first century is here, and as promised, we're surrounded by technology. But with great advantages, also comes the drawbacks. Read [our blog](#) about cybersecurity and learn to protect yourself and your municipality.

ONE Investment

ONE Investment is inviting you to join the conversation about Prudent Investor to discuss your

municipality's needs, address concerns, and showcase ONE Investment's solutions. We will be in Odessa on May 31 and Essex County on June 14. Visit the website to [sign up](#) or contact ONE@oneinvestmentprogram.ca for more details.

Careers

Director of Community and Development Services - Town of Lakeshore. Reports to the Chief Administrative Officer. Qualified applicants interested in the position are to email a detailed resume outlining their qualifications to jobs@lakeshore.ca no later than 2:00 pm on Thursday, May 23, 2019 clearly indicating Director of Community and Development Services in the subject line.

Senior Planner - County of Hastings. Interested candidates may submit their resume and covering letter not later than 4:00 PM on Wednesday May 22, 2019 to Justin Harrow, County of Hastings, 235 Pinnacle Street, P. O. Bag 4400, Belleville, Ontario K8N 3A9, Fax: (613) 966-6775. If forwarding by email, please quote: "2019-NON-GG-153 - Your Name" within the subject line and submit your application to careers@hastingscounty.com.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watch File](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#) Tel: 416.729.5425

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment
before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
To unsubscribe, please [click here](#)



AMO Watch File not displaying correctly? [View the online version](#) | [Send to a friend](#)
Add Communicate@amo.on.ca to your safe list



May 16, 2019

In This Issue

- The top questions about digital signatures.
- 2018 Financial Information Returns being posted on MIDAS.
- Creating Energy Efficient Municipalities webinar.
- AMO Conference 2019 - *Municipalities: Ontario's Frontline*.
- Register for AMO's Wellness & Mental Health in the Municipal Workplace Symposium.
- Risk Management Symposium this September.
- Investments 101 online course now available!
- Careers with Hamilton, York Region, Cambridge and Ontario Association of Fire Chiefs.

AMO Matters

Each week we will profile a key question about digital signatures. Q10: Who has access to image of seal and digital signature? [Click here](#) for the answer.

The 2018 Financial Information Returns of 24 municipalities are currently available to [Municipal Information & Data Analysis System](#) (MIDAS) users. Access is free to all Ontario municipalities, creating opportunities to generate reports and compare data. Browse the [MIDAS brochure](#) to see what MIDAS can do for you. To get access, email midasadmin@amo.on.ca.

Eye on Events

If you missed our first Town Hall Tuesday webinar this week, Creating Energy Efficient Municipalities, you can watch it by [clicking here](#). Learn about energy efficiency for your municipality. LAS' next town hall is May 21, discussing commodities. [Registration](#) is free.

Register today for the [2019 AMO Conference in Ottawa August 18-21](#). Municipalities are on the frontline of key public services in Ontario. Find out what that means for your community.

AMO's first Wellness & Mental Health in the Municipal Workplace Symposium takes place May 29, 2019. Program, registration and location information are available [here](#).

You will have to wait another two years to register for the [Risk Management Symposium](#), so don't miss your chance to attend this September 12 and 13. The biennial event will take place in Rama, Ontario. Our theme is, "It's Not Science Fiction" - Learn everything from cybersecurity to cannabis. And take advantage of the accommodation discount.

ONE Investment's educational workshop is now available as an online course: self-paced, convenient and accessible. Registration for Investments 101 - The Foundation for a Municipal Investment Strategy is available until June 30, 2019. [Register here](#).

Careers

[Applications Analyst \(Housing Information Systems\) - City of Hamilton](#). Employment Term: Temporary Full-Time (Note: This vacancy is temporary for approximately twenty-four months due to special funding.) Department: Healthy & Safe Communities, Housing Services. Reports to: Program Manager, Homelessness, Policy & Programs. Please apply only online at [Jobs at the City](#), on or before May 22, 2019.

[Road Safety Technologist # 23851 \(Technologist II\) - York Region](#). Department: Transportation Services, Roads & Traffic Operations Branch. Please [apply online](#) by May 31, 2019 at 4:30 p.m. As an alternative, you can apply via email to careers@york.ca; fax to 905.895.4232; mail or walk-in to 17250 Yonge Street, Newmarket, Ontario, L3Y 6Z1.

City Manager - City of Cambridge. Please contact Kartik Kumar at kartik.kumar@lesp.ca for more details and a complete position profile. Application Deadline - June 10, 2019.

Executive Director - Ontario Association of Fire Chiefs (O AFC). For more information about the O AFC, please visit their website. Qualified candidates are invited to apply, in confidence, to: O AFC Executive Director Search, c/o The Portage Group (Attention Jack Shand, FCMC, Executive Partner), Email: oafc@portagegroup.com. Candidates are asked to include a statement of salary expectations. Interviews are expected to occur in June.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

AMO Watch File Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment
before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
To unsubscribe, please [click here](#)



AMO Watch File not displaying correctly? [View the online version](#) | [Send to a friend](#)
Add Communicate@amo.on.ca to your safe list



May 23, 2019

In This Issue

- AMO municipal website survey.
- Apply for an AMO Federal Gas Tax Award.
- The top questions about digital signatures.
- Last chance to register for AMO's Mental Health Symposium.
- We may have to add more spots!
- Investments 101 online course available!
- A conversation with ONE Investment.
- Town Hall Tuesday webinar - Group buying options.
- Identify energy savings in your facilities!
- LAS Blog: Energy Planning Tool update.
- Commodity programs - Electricity and Natural Gas.
- Careers with Toronto Transit Commission, Grey County and Toronto.

AMO Matters

AMO is exploring a potential partnership opportunity with a website builder. To help us with our research, please fill out the following [survey](#) on the current state of your municipality's website.

Has your community financed an innovative, exciting, or impactful infrastructure project with the federal Gas Tax Fund? [Apply for an AMO Federal Gas Tax Award](#) to celebrate your municipality's efforts!

Each week we will profile a key question about digital signatures. Q11: What is a certificate authority? [Click here](#) for the answer.

Eye on Events

AMO's first [Wellness & Mental Health in the Municipal Workplace Symposium](#) is taking place on May 29, 2019 at the Holiday Inn Toronto International Airport. As a member of council or senior staff interested in promoting mental health and wellness in your workplace, you do not want to miss this symposium. Check out the [program](#). Space is limited, so [register today](#)!

The AMO Trade Show has limited spots remaining - we may have to add more! If you are a municipal supplier or vendor with a product or service that would benefit the municipal sector - then this is a must not miss show. AMO's Annual Conference boasts one of the largest municipal trade shows in Canada. [Find out more](#) on what opportunities we can offer you to get your company out in front of the municipal sector. [Register today](#) for the 2019 AMO Conference in Ottawa August 18-21. Municipalities are on the frontline of key public services in Ontario. Find out what that means for your community.

ONE Investment's educational workshop is now available as an online course. Registration for Investments 101 - The Foundation for a Municipal Investment Strategy is available until June 30, 2019. [Register here](#).

ONE Investment is inviting you to join the conversation about Prudent Investor to discuss your municipality's needs, address concerns, and showcase ONE Investment's solutions. We will be holding a free webinar on June 18 from noon to 1 pm. [Register here](#).

Join special guests on May 28 for our [Town Hall Tuesday Webinar](#), focused on group buying programs for municipalities. Representatives from the federal and provincial governments will explain the Federal Government's [Canadian Collaborative Procurement Initiative](#), and the Province's [Fleet Purchasing Program](#). [Sign up](#) today! It's free.

LAS

Utility costs eat up a large portion of municipal operating budgets. Participate in LAS' Energy Efficient Building Operations (EEBO) training and identify energy & costs savings in your facilities. Eligible for incentives through the IESO. Contact Christian today to book your custom workshop!

The Energy Planning Tool is getting an update this summer! We're making it easier for you to comply with O.Reg. 507/18. Check out the blog to see the new features and learn how EPT can simplify energy tracking and reporting.

If you missed our Commodity programs Town Hall Tuesday webinar this week, you can watch it by clicking on the following link.

Careers

Manager, Chief Executive Officer Business Support, Council Relations - Toronto Transit Commission. Requisition ID: 966. Employment Type: Temporary for a period of up to 12 months. Reports to: Chief of Staff. Last day to apply: May 23, 2019. Please contact Human Resources – Talent Management at 416.393.4570 or visit the TTC Career Centre.

Maintenance Manager (Permanent) - Grey County. Department: Transportation Services. Candidates for the above position are invited to submit resumes prior to June 5, 2019 at 4:30 p.m. to: Klarika Hamer, Administrative Assistant, Transportation Services Department, County of Grey, 595 9th Avenue East, Owen Sound, ON N4K 3E3. Fax: 519.376.0967; Email: Klarika.Hamer@grey.ca; Web: Grey County Careers.

Director, Policy & Strategic Support - City of Toronto. Reports to the Executive Director, Municipal Licensing and Standards. For more information on this and other opportunities with the City of Toronto, visit us online at Jobs at the City. To apply online, submit your resume, quoting File #2325159 X, by June 6, 2019.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow @AMOPolicy on Twitter!

AMO Contacts

AMO Watch File Tel: 416.971.9856

Conferences/Events

Policy and Funding Programs

LAS Local Authority Services

MEPCO Municipal Employer Pension Centre of Ontario

ONE Investment

Media Inquiries Tel: 416.729.5425

Municipal Wire, Career/Employment and Council Resolution Distributions

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



Please consider the environment
before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
To unsubscribe, please click here





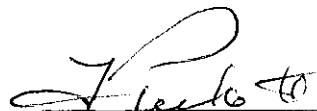
Regular Council Meeting Resolution Form

Date: April 16, 2019 No: RESOLUTION - 131-2019
 Moved by Councillor Scott Brum Disposition: CARRIED
 Seconded by Councillor Heather Lang Item No: 9.1

Description: Request for Support #1-4
 2. Councillor Scott Brum - Government of Ontario E-Learning

RESOLUTION:

WHEREAS the Government of Ontario is proposing education adjustments; **AND WHEREAS** the Government of Ontario announced that secondary school students will be required to take four (4) out of the thirty (30) high school credits as online courses; **AND WHEREAS** thirty (30) credits are required for an Ontario high school diploma, the government is not providing rural Ontario with the same broadband access as the rest of the Province; **AND WHEREAS** throughout much of rural and northern Ontario, broadband service is lacking, making e-learning impossible, and may set our students up for a two-tier education system due to the lack of internet access; **AND WHEREAS** online e-learning will disproportionately affect students with special needs, who may need more attention from their teachers, and students in low-income families, who may not have access to a laptop and internet at home to do their online course work; **THEREFORE BE IT RESOLVED THAT** the Township of McNab/Braeside respectfully requests the Premier of Ontario to reconsider these online courses until rural Ontario students can be given the same opportunity to access the internet as the urban students; **BE IT FURTHER RESOLVED THAT** this motion be circulated to Ontario Premier Doug Ford, Minister of Education Lisa M. Thompson, MPP of Renfrew-Nipissing-Pembroke John Yakabuski, MP of Renfrew-Nipissing-Pembroke Cheryl Gallant, all Municipalities in the Province of Ontario, AMO, and ROMA.


 MAYOR

Recorded Vote Requested by: _____

	Yea	Nay
T. Peckett	_____	_____
B. Armsden	_____	_____
H. Lang	_____	_____
S. Brum	_____	_____
O. Jacob	_____	_____

Declaration of Pecuniary Interest: _____
 Disclosed his/her/their interest(s), vacated his/her/their seat(s),
 abstained from discussion and did not vote

The Corporation of the Township of Bonnechere Valley

49 Bonnechere Street East
P.O. Box 100
Eganville, Ontario K0J 1T0



Phone (613) 628-3101
Fax (613) 628-1336
Email admin@eganville.com

May 23, 2019

At the May 21, 2019 Regular Meeting of Council, the following Resolution was passed.

19.083 MOVED BY **Tim Schison**
SECONDED BY **Jack Roesner**

THAT: Whereas the Federal Government has proposed Bill C-68, An Act to amend the Fisheries Act and other Act in consequence;

And Whereas Bill C-68 was amended by the Standing Committee on Fisheries and Oceans, to re-write Section 2(2) of the Fisheries Act;

And Whereas this amendment will deem any body of water capable of supporting fish as being a fish habitat;

And Whereas consequential of this amendment, puddles in farm fields, municipal lands, drainage ditches or water reservoirs can possibly be declared protected fish habitats;

And Whereas this amendment has been described by the Canadian Cattlemen's Association as something which will "place a crippling regulatory burden on family-owned operations."

And Whereas Bill C-68 as it currently reads threatens the future viability of the family farm in Canada;

Be it resolved that the Township of Bonnechere Valley call on the Parliament of Canada to remove the proposed changes to Section 2(2) of the Fisheries Act.

Further Be it resolved that this resolution be circulated to Prime Minister Justin Trudeau; Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke; John Yakabuski, MPP, Renfrew-Nipissing-Pembroke; the Federal of Canadian Municipalities; and all municipalities in the County of Renfrew.

Carried

Original signed by Mayor Jennifer Murphy

TOWN OF FORT FRANCESMINUTESSESSION NO. # 10May 7, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on May 7, 2019 from 12:01 p.m. to 12:20 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, K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

1. **Call to Order 12:01 p.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - None identified.**
3. **Disclosure of pecuniary interest and the general nature thereof**
 - 3.1 Mayor June Caul disclosed an interest in agenda item 7.5 stating that the NOMA Meeting and Conference Travel Expense and Per Diem were hers. She did not participate in any discussion of the matter.
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 9 dated April 16, 2019.

Hallikas-Caul: Approved as presented.
5. **In-Camera - no matters identified.**
6. **Items Referred from Council**
 - 6.1 Fort Frances Canadian Bass Championship Requests.
 - Committee recommended approving the requests from the Fort Frances Canadian Bass Championship Committee as laid out in the report.

CARRIED

7. New Business


- 7.1 Amendment to the Emergency Management Program By-Law.
- T. Moffitt, Fire Chief/CEMC was in attendance to provide an overview of the amendments. Committee recommended approving the amendments to the Emergency Management Program as laid out in the report and further that Mayor and Clerk be authorized to execute an amending by-law.
- 7.2 Amendment to the Emergency Management Plan By-Law.
(please refer to the Town of Fort Frances Emergency Plan attached from item 7.1.)
- T. Moffitt, Fire Chief/CEMC was in attendance to provide an overview of the amendments. Committee recommended approving the amendments to the Emergency Management Plan as laid out in the report and further that Mayor and Clerk be authorized to execute an amending by-law.
- 7.3 Waiving of Procurement Policy - T. Moffitt, Fire Chief/CEMC was in attendance to provide an overview of the report. Committee recommended waiving the Town's Procurement Policy with regards to purchasing the Air Monitors and Testing/Charging Stations as there are not 3 suppliers available to provide written quotations for this specialized equipment.
- 7.4 Doug Brown - NOMA Annual Meeting and Conference Travel Expense and Per Diem.
- Committee recommended approving the Travel Expense and Per Diem Claims in the amount of \$138.92 as submitted by Doug Brown, CAO for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.
- 7.5 Mayor June Caul - NOMA Annual Meeting and Conference Travel Expense and Per Diem.
- Committee recommended approving the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Mayor June Caul for her attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.
- 7.6 Councillor Michael Behan - NOMA Annual Meeting and Conference Travel Expense and Per Diem.
- Committee recommended approving the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Councillor Michael Behan for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.
- 7.7 Councillor Rick Wiedenhoeft - NOMA Annual Meeting and Conference Travel Expense and Per Diem.
- Committee recommended approving the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Councillor Rick Wiedenhoeft for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.

8. Outstanding Items

- 8.1 2019 Schedule of Fees Amendment (Emergency Response Cost Recovery).
T. Moffitt, Fire Chief/CEMC was in attendance to provide an overview of the report. Committee recommended approval of an amendment to the 2019 Schedule of Fees to include Emergency Response Cost Recovery as laid out in the report and further that Mayor and Clerk be authorized to execute an amending by-law.

9. Adjourn / Next Meeting Date - May 21st, 2019


Executive Committee Chair


D. Brown, CAO

TOWN OF FORT FRANCESMINUTESSESSION NO. #9May 6, 2019

The meeting of Planning & Development Executive Committee of the Town of Fort Frances was held in the Civic Centre - Committee Room on May 6, 2019 from 08:02 a.m. to 8:50 a.m.

PRESENT: W. Brunetta - Chairperson, Mayor J. Caul.

ALSO PRESENT: D. Brown, CAO, T. Dennis, CBO/Planner, P. Briere, Committee Secretary

1. Call to Order - 0802am

Session #9

2. Disclosure of pecuniary interest and the general nature thereof

None.

3. Approval of Previous Committee Minutes

3.1 Approval of Previous Committee Minutes.

- Approved as Presented.

Moved - Councillor Brunetta

Seconded - Mayor Caul

CARRIED

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

None.

5. In-Camera

None.

6. Items Referred from Council

6.1 Letter from D. Cuthbertson re: Scott Street Concerns.

- No comments from Police Service Board received (Next meeting is May 31st, 2019). - Mayor Caul provided a verbal status update on this item. As a stakeholder group has been created and meeting regularly to help create strategies to resolve these issues.

6.2 Request Email from C. Kent - Proposal for 8th Street Trails.

- The Committee was provided an overview of the amended proposal. The Committee is recommending that Council approve the proposal as presented and implement the following:

1 - Tree Policy be followed. Any tree removed is to be replaced.

2 - A waiver form be signed by any individual or group wanting to work on the project.

6.3 Letter from W. Friesen, The Sleepy Owl re: Sign Installation Consideration.

- An overview of this request was done and a recommended location was shown to the Committee. The Planning & Development Executive Committee is recommending to approve the request as presented with the following implemented:

1 - A land use agreement be signed.

2 - A sign permit issued.

3 - Annual Sign Fee be implemented.

6.4 2019 April 22 - S. Both - Property Development Partnership Request - Former McKenzie School Property.

- The Committee reviewed the request and the information provided from a verbal discussion with Mr. Both. Mr. Both was invited to the meeting, but was not in

attendance. The Committee is recommending to accept the request as information and take no further action.

7. New Business

- 7.1 User Fee By-Law Amendment - Annual Sign Fee (Signs on Town Property).
- The Committee reviewed the request and is recommending that Council approve the request as presented.

8. Outstanding Items

None.

9. Information

None.

10. Non-agenda Items

None.

11. Adjourn / Next Meeting Date - 0844am

Tuesday May 21st, 2019.



Executive Committee Chair



Secretary, Planning & Development Executive
Committee

TOWN OF FORT FRANCESMINUTESSESSION NO. #007April 17, 2019

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Water Treatment Plant Control Room on April 17, 2019 from 8:30 a.m. to 9:40 a.m.

PRESENT: Chairperson Rick Wiedenhoeft - Councillor, Mike Behan - Councillor, John McTaggart - Councillor and Mayor June Caul

ALSO PRESENT: T. Rob, Manager of Operations & Facilities, D. Brown, CAO and Craig Miller, Environmental Superintendent (8:30 a.m. to 9:10 a.m.)

1 Call to Order

2 Disclosure of pecuniary interest and the general nature thereof

2.1 None

3 Approval of Previous Committee Minutes

3.1 Minutes from the previous meeting on April 3rd, 2019 - the minutes were approved as amended.

4 Non-agenda Items

4.1 None

5 Items Referred from Council

5.1 Request Dated March 28, 2019 from Sleepy Owl to erect a billboard on McIrvine Road - the administration report was approved as presented.

6 New Business

6.1 2019 Update to the Town of Fort Frances Drinking Water Quality Management System Operational Plan - the administration report was approved as presented.

6.2 Request for support - 2019 Fort Frances Canadian Bass Championship - the request was approved as recommended.

6.3 Capital Replacement of 2000 Sand Truck - the administration report was approved as recommended.

- 6.4 Replacement of Ice for Kids Condenser Prior to start of the Fall 2019 Ice Season - the administration report was approved as recommended.
- 6.5 Columbarium Purchase - the request to purchase a new columbarium was approved as recommended.

7 Information

8 Adjourn / Next Meeting Date

- 8.1 The meeting was adjourned at 9:40 a.m.

The next meeting date May 22, 2019

Executive Committee Chair

T. Rob, Manager of Operations & Facilities

TOWN OF FORT FRANCESMINUTESSESSION NO. #009May 6, 2019

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Fort Frances Senior Centre on May 6, 2019 from 10:30 a.m. to 10:50 a.m.

PRESENT: Andrew Hallikas - Chairman, Michael Behan - Councillor, Rick Wiedenhoeft - Councillor, Mayor June Caul (ex-officio), Doug Brown - CAO, Jason Kabel Community Services Division Manager

1 CALL TO ORDER (Session #009)

A. Hallikas - Chair, called the meeting to order at 10:30 a.m.

2 APPROVAL OF AGENDA (Call for Non-Agenda Items)

- Approved as circulated.

3 DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

- NIL

4 APPROVAL OF PREVIOUS COMMITTEE MINUTES

4.1 Community Services Executive Committee - April 15, 2019 - **Approved as amended.**

5 ITEMS REFERRED FROM COUNCIL

- NIL

6 NEW BUSINESS

6.1 Rainy Lake Gymnastics Academy Proposal - The Committee gave direction to meet with the Rainy Lake Gymnastics Academy and the Rainy Lake Air Cadets to find a compromise for shared use of the Auditorium.

7 NON-AGENDA ITEMS


- NIL

8 INFORMATION

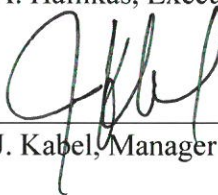
8.1 Next Meeting - Tuesday, May 21, 2019 - Memorial Sports Centre

9 ADJOURNMENT

There being no further matters before the Committee at this time, the meeting was adjourned at 10:50 a.m.



A. Hallikas, Executive Committee Chair



J. Kabel, Manager of Community Services